Southwest School & Office Supply
1500 S. Dupont
Ontario, CA 91761

BID# 129-21
OFFICE & SCHOOL SUPPLIES
BID FORM CONTRACT PRICE LIST

LINE	DESCRIPTION	U/M	CURRENT MFG ITEM #	CURRENT BRAND	BIDDERS MFG ITEM #	BIDDERS BRAND	SUBSTITUTION ALLOWED	EST. ANNUAL USAGE	UNIT PRICE
1	BINDER, VIEW, 1" RING, PLASTIC OVERLAY, BLACK	EA	OD02767	JUST BASICS	374816	Staples	Y	650	$ 0.97
2	BINDER, VIEW, 1" RING, PLASTIC OVERLAY, WHITE	EA	OD02765	JUST BASICS	374815	Staples	Y	2000	$ 0.97
3	BINDER, VIEW, 1-1/2" RING, PLASTIC OVERLAY, BLACK	EA	OD02768	JUST BASICS	374813	Staples	Y	50	$ 1.19
4	BINDER, VIEW, 1-1/2" RING, PLASTIC OVERLAY, WHITE	EA	OD02769	JUST BASICS	374814	Staples	Y	400	$ 1.17
5	BINDER, VIEW, 2" RING, PLASTIC OVERLAY, BLACK	EA	OD02773	JUST BASICS	374810	Staples	Y	100	$ 1.17
6	BINDER, VIEW, 2" RING, PLASTIC OVERLAY, WHITE	EA	OD02779	JUST BASICS	374812	Staples	Y	100	$ 1.37
7	BINDER, VIEW, 3" RING, PLASTIC OVERLAY, BLACK	EA	OD02785	JUST BASICS	374809	Staples	Y	50	$ 2.30
8	BINDER, VIEW, 3" RING, PLASTIC OVERLAY, WHITE	EA	OD02786	JUST BASICS	374819	Staples	Y	100	$ 2.30
9	BOARD, POSTER, 22" X 28", 25/PK	PK		HOUSE OR GENERIC	104159 (White)	Pacon	Y	100	$ 9.50
10	BOOK, COMPOSITION, 6-7/8" x 8-1/2", 40 SHEETS, WIDE RULED	EA		HOUSE OR GENERIC	24538684	Imperial	Y	3800	$ 0.29
11	BOOK, COMPOSITION, 9-3/4" X 7-1/2", 100 SHTS, WIDE RULED, MARBLED	EA		HOUSE OR GENERIC	24538697	Imperial	Y	4500	$ 1.05
12	BOX, SCHOOL, CLEAR, 2-3/16"H X 5-3/16"W X 8"D	EA	11445	CRA-Z-ART	24545687	Imperial	Y	2000	$ 1.05
13	CALCULATOR, MINI POCKET	EA		HOUSE OR GENERIC	24538808	Bazic	Y	250	$ 1.37
14	CARD, INDEX, 3" X 5", RULED, 100/CT	PK		HOUSE OR GENERIC	296608	Staples	Y	700	$ 0.20
15	CARD, INDEX, 3" X 5", UNRULED, 100/CT	PK		HOUSE OR GENERIC	517524	Staples	Y	300	$ 0.20
16	CARD, INDEX, 5" X 8" RULED, 100/CT	PK		HOUSE OR GENERIC	517813	Staples	Y	50	$ 0.58
17	CARD, INDEX, 5" X 8", UNRULED, 100/CT	PK		HOUSE OR GENERIC	50EE	Oxford	Y	50	$ 0.60
18	CLEANER, WHITE BOARD, 8 OZ	EA	SAN81803	EXPO	81803	Sanford	N	200	$ 1.15
19	CLIPBOARD, LETTER SIZE, WOOD	EA		HOUSE OR GENERIC	112383	Staples	Y	1500	$ 0.80
20	CLIPS, BINDER, LARGE, 2" WIDE	DZ		HOUSE OR GENERIC	UNV10220	Universal	Y	100	$ 1.20
21	CLIPS, BINDER, MEDIUM 1-1/4" WIDE	DZ		HOUSE OR GENERIC	UNV10210	Universal	Y	230	$ 0.41
22	CLIPS, BINDER, SMALL 3/4" WIDE	DZ		HOUSE OR GENERIC	UNV10200	Universal	Y	300	$ 0.18
23	CORRECTION TAPE, WHITE, 2/PK	PK	6624	PAPERMATE	87813 (note mfg updated item #)	Papermate	N	150	$ 2.85
24	CRAYONS, CRAYOLA, LARGE SIZE, LIFT LID BOX, 8 COLOR SET	BX	BIN520080	CRAYOLA	BIN520080	Crayola	N	1000	$ 0.60
25	CRAYONS, CRAYOLA, STANDARD SET, 24 COLOR SET	BX	52-0024	CRAYOLA	523024 (note mfg updated item #	Crayola	N	2400	$ 0.73
26	CRAYONS, CRAYOLA, TUCK BOX, 16 COLORS SET	BX	BIN520016	CRAYOLA	523016 (note mfg updated item #	Crayola	N	8000	$ 0.60
27	DISPENSER, TAPE, BLACK, 1" CORE	EA	MMMC38BK	SCOTCH	130674	Staples	Y	150	$ 1.20
28	ENVELOPES, #10 WHITE, PLAIN, 500/CT	BX		HOUSE OR GENERIC	321554	Staples	Y	70	$ 6.35
29	ENVELOPES, CLASP, BROWN KRAFT, 10" X 13", 100/CT	BX		HOUSE OR GENERIC	187039	Staples	Y	70	$ 6.70
30	ERASER, PENCIL CAP, RED, 144/CT	PK	PAP73015	PAPERMATE	PAP73015	Papermate	N	140	$ 1.98
31	ERASER, PINK, MEDIUM, 24/BX	BX		HOUSE OR GENERIC	24538710 x 2	Imperial	Y	300	$ 0.80
32	ERASER, PINK, SMALL, 36/BX	BX		HOUSE OR GENERIC	24538759	Imperial	Y	100	$ 1.05
33	ERASER, WHITE MAGIC RUB, 12/PK	PK	73201	PRISMACOLOR	73201	PRISMACOLOR	N	200	$ 4.00
34	ERASER, WHITE BOARD	EA	SAN81505	EXPO	SAN81505	EXPO	N	1000	$ 1.37
35	FASTENER, BRASS, ROUND HEAD, 1", 100/PK	PK		HOUSE OR GENERIC	24538784	Imperial	Y	150	$ 0.65
36	FOLDER, FILE, LETTER, MANILA 1/3 CUT, 100/BX	BX	10341	SMEAD	116657	Staples	Y	250	$ 6.05
37	FOLDER, HANGING, LETTER SIZE, 1/3 CUT, GREEN, 25/CT	BX		HOUSE OR GENERIC	116806	Staples	Y	80	$ 2.78
38	GLUE, STICK, 1.27OZ	EA	AVE00196	AVERY	886374 / 6	Staples	Y	2500	$ 0.25
39	GLUE, STICK, .21OZ, 12/PK	PK	E510	ELMERS	UNV75748	Universal	Y	180	$ 1.35
40	GLUE STICK, .24OZ, CLEAR, 30/PK	PK	E556	ELMERS	UNV75748VP	Universal	Y	250	$ 4.15
41	GLUE STICK, .24OZ, PURPLE, 30/PK	PK	E555	ELMERS	2159542	Elmers	Y	140	$ 5.30
42	GLUE, WHITE, ELMERS, SCHOOL GLUE, 4OZ	EA	E304NR	ELMERS	E304NR	ELMERS	N	2800	$ 0.47
43	GLUE, WHITE, ELMERS, 7.625 OZ	EA	E1324NR	ELMERS	E1324NR	ELMERS	N	1000	$ 0.70
44	GLUE, WHITE, ELMERS, GALLON	EA	E340NR	ELMERS	E340NR	ELMERS	N	50	$ 9.80
45	HEADPHONES, ECONOMY	EA	597857	CYBER ACOUSTICS	99711	Verbatim	Y	200	$ 1.65
46	HIGHLIGHTER, FLUORESCENT, ASSORTED COLORS, 6 CT	PK	25076	SHARPIE ACCENT	25076	SHARPIE ACCENT	N	200	$ 2.30
47	HIGHLIGHTER, FLUORESCENT, YELLOW, DOZEN, SHARPIE	DZ	25025	SHARPIE ACCENT	25025	SHARPIE ACCENT	N	250	$ 4.38
48	HIGHLIGHTER, FLUORESCENT, YELLOW, DOZEN, ECONOMY	DZ		HOUSE OR GENERIC	2072174	Staples	Y	100	$ 1.43
49	LABELS, LASER, ADDRESS, WHITE, 1" X 2-5/8", 3000/CT	BX	AVE5160	AVERY	AVE5160	AVERY	N	140	$ 10.98
50	MARKERS, CRAYOLA, BROAD LINE, 8 COLOR SET	ST	BIN587708	CRAYOLA	BIN587708	CRAYOLA	N	1300	$ 1.40

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51	MARKERS, CRAYOLA, THIN LINE, 8 COLOR SET	ST	BIN587709	CRAYOLA	BIN587709	CRAYOLA	N	1000	$ 1.40
52	MARKER, DRY ERASE, CHISEL TIP, 4 COLOR SET, LOW ODOR	ST	80074	EXPO	80074	EXPO	N	70	$ 2.68
53	MARKER, DRY ERASE, CHISEL TIP, ASSORTED COLORS, LOW ODOR, 12/PK	DZ	81043	EXPO	81043	EXPO	N	300	$ 7.77
54	MARKER, DRY ERASE, CHISEL TIP, BLACK, LOW ODOR, 12/PK	DZ	80001	EXPO	80001	EXPO	N	500	$ 7.77
55	MARKER, DRY ERASE, CHISEL TIP, GREEN, LOW ODOR, 12/PK	DZ	80004	EXPO	80004	EXPO	N	50	$ 7.77
56	MARKER, DRY ERASE, CHISEL TIP, RED, LOW ODOR, 12/PK	DZ	80002	EXPO	80002	EXPO	N	50	$ 7.77
57	MARKER, DRY ERASE, FINE POINT, BLACK, LOW ODOR, 12/PK	DZ	86001	EXPO	86001	EXPO	N	300	$ 6.50
58	MARKER, SHARPIE, FINE POINT, BLACK, 12/PK	DZ	30001	SHARPIE	30001	SHARPIE	N	300	$ 5.67
59	MOUSE, FULL SIZE, USB	EA		HOUSE OR GENERIC	B100	Logitech	Y		$ 5.76
60	NOTEBOOK, WIREBOUND, 1 SUBJECT, 3 HOLE PUNCHED, COLLEGE RULED, 70 SHEETS, 6/PK	PK		HOUSE OR GENERIC	24423014	Staples	Y	800	$ 2.70
61	NOTEBOOK, WIREBOUND, 1 SUBJECT, 3 HOLE PUNCHED, WIDE RULED, 70 SHEETS, 6/PK	PK		HOUSE OR GENERIC	201350	Staples	Y	500	$ 2.28
62	NOTES, STICKY, YELLOW, 1-1/2" X 2", 24/PK	PK	65324VAD	POST-IT	65324VAD	POST-IT	N	60	$ 6.32
63	NOTES, STICKY, YELLOW, 3" X 3", 24/PK	PK	65424VAD	POST-IT	65424VAD	POST-IT	N	70	$ 13.44
64	NOTES, STICKY, YELLOW, 3" X 5", 24/PK	PK	65524VAD	POST-IT	65524VAD	POST-IT	N	20	$ 19.75
65	PAD, CHART, 1" RULED, 24" X 32", 25 SHEETS	EA	74610	PACON	24545690	Imperial	Y	200	$ 3.29
66	PAD, WRITING, 8-1/2" X 11-3/4", CANARY, 12/PK	DZ		HOUSE OR GENERIC	163840	Staples	Y	50	$ 3.44
67	PAINT, TEMPERA, WASHABLE 16 OZ, BLACK	EA	CYO543115051	CRAYOLA	CYO543115051	CRAYOLA	N	150	$ 0.72
68	PAINT, TEMPERA, WASHABLE 16 OZ, BROWN	EA	CYO543115007	CRAYOLA	CYO543115007	CRAYOLA	N	100	$ 0.72
69	PAINT, TEMPERA, WASHABLE 16 OZ, GREEN	EA	CYO543115044	CRAYOLA	CYO543115044	CRAYOLA	N	140	$ 0.72
70	PAINT, TEMPERA, WASHABLE 16 OZ, MAGENTA	EA	CYO543115069	CRAYOLA	CYO543115069	CRAYOLA	N	70	$ 0.72
71	PAINT, TEMPERA, WASHABLE 16 OZ, ORANGE	EA	CYO543115036	CRAYOLA	CYO543115036	CRAYOLA	N	100	$ 0.72
72	PAINT, TEMPERA, WASHABLE 16 OZ, RED	EA	CYO543115038	CRAYOLA	CYO543115038	CRAYOLA	N	180	$ 0.72
73	PAINT, TEMPERA, WASHABLE 16 OZ, TURQUOISE	EA	CYO543115048	CRAYOLA	CYO543115048	CRAYOLA	N	70	$ 0.72
74	PAINT, TEMPERA, WASHABLE 16 OZ, ULTRA BLUE	EA	CYO543115042	CRAYOLA	CYO543115042	CRAYOLA	N	100	$ 0.72
75	PAINT, TEMPERA, WASHABLE 16 OZ, WHITE	EA	CYO543115053	CRAYOLA	CYO543115053	CRAYOLA	N	300	$ 0.72
76	PAINT, TEMPERA, WASHABLE 16 OZ, YELLOW	EA	CYO543115034	CRAYOLA	CYO543115034	CRAYOLA	N	200	$ 0.72
77	PAINT, WATERCOLOR, 8 COLOR SET	ST	530525	CRAYOLA	530525	CRAYOLA	N	800	$ 1.12
78	PAPER CLIPS, JUMBO, 100/BX, 10/PK	PK		HOUSE OR GENERIC	472506	Staples	Y	170	$ 2.70
79	PAPER CLIPS, REGULAR #1, 100/BX, 10/PK	PK		HOUSE OR GENERIC	472480	Staples	Y	70	$ 1.15
80	PAPER, ART KRAFT ROLL, 36" X 1000', FLAME RETARDANT, BLACK	RL	PAC101209	PACON	PAC101209	PACON	N	10	$ 54.55
81	PAPER, ART KRAFT ROLL, 36" X 1000', FLAME RETARDANT, BLUE	RL	PAC101206	PACON	PAC101206	PACON	N	5	$ 58.65
82	PAPER, ART KRAFT ROLL, 36" X 1000', FLAME RETARDANT, DARK BROWN	RL	PAC101207	PACON	PAC101207	PACON	N	5	$ 58.95
83	PAPER, ART KRAFT ROLL, 36" X 1000', FLAME RETARDANT, GOLD	RL	PAC101211	PACON	PAC101211	PACON	N	5	$ 61.13
84	PAPER, ART KRAFT ROLL, 36" X 1000', FLAME RETARDANT, FESTV GREEN	RL	PAC101202	PACON	PAC101202	PACON	N	5	$ 58.50
85	PAPER, ART KRAFT ROLL, 36" X 1000', FLAME RETARDANT, FESTV RED	RL	PAC101203	PACON	PAC101203	PACON	N	10	$ 56.82
86	PAPER, ART KRAFT ROLL, 36" X 1000', FLAME RETARDANT, ORANGE	RL	PAC101200	PACON	PAC101200	PACON	N	10	$ 60.63
87	PAPER, ART KRAFT ROLL, 36" X 1000', FLAME RETARDANT, PINK	RL	PAC101204	PACON	PAC101204	PACON	N	5	$ 56.57
88	PAPER, ART KRAFT ROLL, 36" X 1000', FLAME RETARDANT, PURPLE	RL	PAC101210	PACON	PAC101210	PACON	N	5	$ 61.42
89	PAPER, ART KRAFT ROLL, 36" X 1000', FLAME RETARDANT, SKY BLUE	RL	PAC101205	PACON	PAC101205	PACON	N	10	$ 57.32
90	PAPER, ART KRAFT ROLL, 36" X 1000', FLAME RETARDANT, WHITE	RL	PAC101208	PACON	PAC101208	PACON	N	10	$ 52.07
91	PAPER, ART KRAFT ROLL, 36" X 1000', FLAME RETARDANT, YELLOW	RL	PAC101201	PACON	PAC101201	PACON	N	10	$ 59.05
92	PAPER, QUADRILLE, 8-1/2" X 11", 1/4" SQUARES, WHITE, 500/CT	PK	2862	PACON	24545625	Southwest	Y	20	$ 3.38
93	PAPER, COMPOSITION, 3/8" RULE, 8-1/2" X 11", UNPUNCHED, 500/CT	PK	2401	PACON	24538501	Southwest	Y	70	$ 3.60
94	PAPER, COMPOSITION, 3/8" RULE, 8-1/2" X 11", 3-HOLE PUNCHED, 500/CT	PK	2402	PACON	24538489	Southwest	Y	150	$ 3.80
95	PAPER, CONSTRUCTION, 12" X 18", ASSORTED, 50/PK	PK	PAC103063	PACON	PAC103063	PACON	N	120	$ 1.63
96	PAPER, CONSTRUCTION, 12" X 18", ASSORTED BRIGHT, 50/PK	PK	PAC102941	PACON	PAC102941	PACON	N	40	$ 1.63
97	PAPER, CONSTRUCTION, 12" X 18", ATOMIC BLUE, 50/PK	PK	PAC103401	PACON	PAC103401	PACON	N	10	$ 2.40
98	PAPER, CONSTRUCTION, 12" X 18", BLACK, 50/PK	PK	PAC103061	PACON	PAC103061	PACON	N	1000	$ 3.50
99	PAPER, CONSTRUCTION, 12" X 18", BLUE, 50/PK	PK	PAC103054	PACON	PAC103054	PACON	N	500	$ 1.68
100	PAPER, CONSTRUCTION, 12" X 18", BRILLIANT LIME, 50/PK	PK	PAC103425	PACON	PAC103425	PACON	N	250	$ 1.63
101	PAPER, CONSTRUCTION, 12" X 18", DARK BROWN, 50/PK	PK	PAC103056	PACON	PAC103056	PACON	N	120	$ 1.63
102	PAPER, CONSTRUCTION, 12" X 18", DARK GREEN, 50/PK	PK	PAC103053	PACON	PAC103053	PACON	N	50	$ 1.44
103	PAPER, CONSTRUCTION, 12" X 18", FESTIVE GREEN, 50/PK	PK	PAC103038	PACON	PAC103038	PACON	N	450	$ 1.68
104	PAPER, CONSTRUCTION, 12" X 18", FESTIVE RED, 50/PK	PK	PAC103432	PACON	PAC103432	PACON	N	500	$ 1.68
105	PAPER, CONSTRUCTION, 12" X 18", GOLD, 50/PK	PK	PAC102998	PACON	PAC102998	PACON	N	80	$ 1.63

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106	PAPER, CONSTRUCTION, 12" X 18", GRAY, 50/PK	PK	PAC103059	PACON	PAC103059	PACON	N	100	$ 1.63
107	PAPER, CONSTRUCTION, 12" X 18", HOLIDAY GREEN, 50/PK	PK	PAC102961	PACON	PAC102961	PACON	N	150	$ 1.63
108	PAPER, CONSTRUCTION, 12" X 18", HOLIDAY RED, 50/PK	PK	PAC102994	PACON	PAC102994	PACON	N	200	$ 1.63
109	PAPER, CONSTRUCTION, 12" X 18", LIGHT YELLOW, 50/PK	PK	PAC103046	PACON	PAC103046	PACON	N	30	$ 1.60
110	PAPER, CONSTRUCTION, 12" X 18", MAGENTA, 50/PK	PK	PAC103032	PACON	PAC103032	PACON	N	100	$ 1.63
111	PAPER, CONSTRUCTION, 12" X 18", ORANGE, 50/PK	PK	PAC103034	PACON	PAC103034	PACON	N	350	$ 1.63
112	PAPER, CONSTRUCTION, 12" X 18", PINK, 50/PK	PK	PAC103044	PACON	PAC103044	PACON	N	200	$ 1.63
113	PAPER, CONSTRUCTION, 12" X 18", PUMPKIN, 50/PK	PK	PAC103426	PACON	PAC103426	PACON	N	50	$ 1.60
114	PAPER, CONSTRUCTION, 12" X 18", PURPLE, 50/PK	PK	PAC103051	PACON	PAC103051	PACON	N	170	$ 1.63
115	PAPER, CONSTRUCTION, 12" X 18", RED, 50/PK	PK	PAC103062	PACON	PAC103062	PACON	N	70	$ 1.60
116	PAPER, CONSTRUCTION, 12" X 18", ROYAL BLUE, 50/PK	PK	PAC103049	PACON	PAC103049	PACON	N	230	$ 1.63
117	PAPER, CONSTRUCTION, 12" X 18", SALMON, 50/PK	PK	PAC103042	PACON	PAC103042	PACON	N	70	$ 1.63
118	PAPER, CONSTRUCTION, 12" X 18", SCARLET RED, 50/PK	PK	PAC103040	PACON	PAC103040	PACON	N	20	$ 1.60
119	PAPER, CONSTRUCTION, 12" X 18", SHOCKING PINK, 50/PK	PK	PAC103045	PACON	PAC103045	PACON	N	150	$ 2.34
120	PAPER, CONSTRUCTION, 12" X 18", SKY BLUE, 50/PK	PK	PAC103048	PACON	PAC103048	PACON	N	300	$ 1.63
121	PAPER, CONSTRUCTION, 12" X 18", SLATE, 50/PK	PK	PAC103060	PACON	PAC103060	PACON	N	30	$ 1.63
122	PAPER, CONSTRUCTION, 12" X 18", TAN, 50/PK	PK	PAC103055	PACON	PAC103055	PACON	N	250	$ 1.60
123	PAPER, CONSTRUCTION, 12" X 18", TURQUOISE, 50/PK	PK	PAC103039	PACON	PAC103039	PACON	N	450	$ 1.63
124	PAPER, CONSTRUCTION, 12" X 18", VIOLET, 50/PK	PK	PAC103041	PACON	PAC103041	PACON	N	40	$ 1.63
125	PAPER, CONSTRUCTION, 12" X 18", WARM BROWN, 50/PK	PK	PAC103057	PACON	PAC103057	PACON	N	300	$ 1.63
126	PAPER, CONSTRUCTION, 12" X 18", WHITE, 50/PK	PK	PAC103058	PACON	PAC103058	PACON	N	1400	$ 3.50
127	PAPER, CONSTRUCTION, 12" X 18", YELLOW, 50/PK	PK	PAC103036	PACON	PAC103036	PACON	N	550	$ 1.63
128	PAPER, COPY, 11" X 17", 500/SHTS	PK		HOUSE OR GENERIC	512211	Staples	Y	30	$ 6.30
129	PAPER, FILLER, 8-1/2" X 11", WHITE, COLLEGE RULED, 3-HOLE PUNCH, 150/PK	PK		HOUSE OR GENERIC	3202	Pacon	Y	130	$ 0.88
130	PAPER, TISSUE, 20" X 30", 100/CT, ASSORTED COLORS	PK	PAC58516	PACON	PAC58516	PACON	N	70	$ 6.08
131	PEN, BALLPOINT, FINE POINT, BLACK, 12/PK	DZ	PAP33811	PAPERMATE	UNV27420	Universal	Y	130	$ 0.70
132	PEN, BALLPOINT, FINE POINT, BLUE, 12/PK	DZ	PAP33611	PAPERMATE	UNV27421	Universal	Y	200	$ 0.70
133	PEN, BALLPOINT, FINE POINT, RED, 12/PK	DZ	PAP3371131	PAPERMATE	2124517	Papermate	Y	120	$ 0.70
134	PEN, BALLPOINT, MEDIUM POINT, BLACK, 12/PK	DZ	PAP3331131C	PAPERMATE	UNV27410	Universal	Y	160	$ 0.70
135	PEN, BALLPOINT, MEDIUM POINT, BLUE, 12/PK	DZ	PAP3311131C	PAPERMATE	UNV27411	Universal	Y	300	$ 0.70
136	PEN, BALLPOINT, MEDIUM POINT, RED, 12/PK	DZ	PAP3321131C	PAPERMATE	UNV27412	Universal	Y	200	$ 0.70
137	PEN, BALLPOINT, 4-COLOR RETRACTABLE, ASSORTED COLORS, 3/PK	PK	MMP31-AST	BIC	MMP31-AST	BIC	N	350	$ 3.20
138	PENCIL, #2 MEDIUM SOFT LEAD, ECONOMY WOODCASE, PRESHARPENED, 12/PK	DZ		HOUSE OR GENERIC	24544744	Imperial	Y	600	$ 0.55
139	PENCIL, #2 MEDIUM SOFT LEAD, ECONOMY WOODCASE, 72/PK	PK		HOUSE OR GENERIC	24546935	Imperial	Y	160	$ 2.50
140	PENCIL, #2 MEDIUM SOFT LEAD, TICONDEROGA, 12/PK	DZ	DIX13882	DIXON TICONDEROGA	DIX13882	DIXON TICONDEROGA	N	2700	$ 1.10
141	PENCIL, #2 MEDIUM SOFT LEAD, TICONDEROGA, PRESHARPENED, 12/PK	DZ	DIX13806	DIXON TICONDEROGA	DIX13806	DIXON TICONDEROGA	N	700	$ 1.08
142	PENCIL, #2 MEDIUM SOFT LEAD, TICONDEROGA, PRESHARPENED, 30/PK	PK	DIX13830	DIXON TICONDEROGA	DIX13830	DIXON TICONDEROGA	N	200	$ 2.10
143	PENCIL, BEGINNER, YELLOW #2, WITH ERASER, 12/PK	DZ	DIX13308	DIXON TICONDEROGA	DIX13308	DIXON TICONDEROGA	N	500	$ 1.69
144	PENCIL, COLORED, CRAYOLA, SET OF 12 COLORS	BX	684012E	CRAYOLA	684012E	CRAYOLA	N	3600	$ 0.80
145	PENCIL, MECHANICAL, .7MM, 12/PK	DZ	30301	PAPERMATE	30301	PAPERMATE	Y	50	$ 2.13
146	PENCIL POUCH, MESH WINDOW, 7" X 9-3/4", ASSORTED COLORS	EA	PPMW201401	OFFICE DEPOT	24538838	Southwest	Y	530	$ 0.57
147	PORTFOLIOS, TWIN POCKET, DARK BLUE, 10/PK	PK		HOUSE OR GENERIC	907701	Staples	Y	220	$ 1.26
148	PORTFOLIOS, TWIN POCKET, RED, 10/PK	PK		HOUSE OR GENERIC	907719	Staples	Y	250	$ 1.26
149	PORTFOLIOS, TWIN POCKET, YELLOW, 10/PK	PK		HOUSE OR GENERIC	905721	Staples	Y	250	$ 1.26
150	RUBBER CEMENT, 4 OZ	EA	E904	ELMERS	E904	ELMERS	N	140	$ 0.80
151	RUBBERBANDS, ASSORTED SIZES, 1 LB BAG	EA		HOUSE OR GENERIC	24545	Alliance	Y	30	$ 1.79
152	RULER, 12", WOODEN, SINGLE EDGE	EA		HOUSE OR GENERIC	2773009	Staples	Y	550	$ 0.28
153	SCISSORS, 5", BLUNT TIP, COMFORT GRIP, 2/PK	PK	1535201005	SCHOOL WORKS	1535201005	SCHOOL WORKS	Y	350	$ 0.64
154	SCISSORS, 5", BLUNT TIP, HARD HANDLE, 2/PK	PK	13168	WESTCOTT	24380501	Staples	Y	340	$ 0.42
155	SCISSORS, 5", POINTED TIP, HARD HANDLE, 2/PK	PK	13132	WESTCOTT	24380502	Staples	Y	140	$ 0.42
156	SCISSORS, 8", POINTED, LIGHTWEIGHT	EA		HOUSE OR GENERIC	40618	Acme	Y	900	$ 0.45
157	SENTENCE STRIPS, 3" X 24", MANILA, 100/CT	PK	5157	PACON	9760	APC	Y	20	$ 1.95
158	SHARPENER, PENCIL, ELECTRIC, BLUE	EA	1675	X-ACTO	1675	X-ACTO	N	100	$ 28.00
159	SHARPENER, PENCIL, MANUAL, DOUBLE HOLE, W/ RECEPTACLE	EA		HOUSE OR GENERIC	935650	Staples	Y	1000	$ 0.33
160	SHEET PROTECTOR, 8-1/2" X 11", CLEAR, TOP LOADING, 25/PK	PK		HOUSE OR GENERIC	919789	Staples	Y	200	$ 1.00

Southwest School & Office Supply
1500 S. Dupont
Ontario, CA 91761

LINE	DESCRIPTION	U/M	CURRENT MFG ITEM #	CURRENT BRAND	BIDDERS MFG ITEM #	BIDDERS BRAND	SUBSTITUTION ALLOWED	EST. ANNUAL USAGE	UNIT PRICE
161	SHEET PROTECTOR, 8-1/2" X 11", CLEAR, TOP LOADING, 200/PK	PK		HOUSE OR GENERIC	486330	Staples	Y	50	$ 4.88
162	STAPLE REMOVER	EA		HOUSE OR GENERIC	UNV00700	Universal	Y	100	$ 0.21
163	STAPLER, STANDARD, FULL STRIP, BLACK, COMMERCIAL METAL	EA	44401	SWINGLINE	814977	Staples	Y	160	$ 2.66
164	STAPLER, STANDARD, FULL STRIP, BLACK, PLASTIC	EA	SWI54501	SWINGLINE	SWI54501	Swingline	Y	200	$ 2.29
165	STAPLES, STANDARD, 1/4", 5000/BX	BX	SWI35108	SWINGLINE	24418183	Staples	Y	500	$ 0.46
166	TAPE, MASKING, 1" X 60 YDS	RL	26001	HIGHLAND	26001	Highland	Y	400	$ 0.90
167	TAPE, MASKING, BLUE, 1" X 60 YDS, 3" CORE (PAINTERS TAPE)	RL	2090-1E	SCOTCH	2090-1E	Scotch	Y	120	$ 2.43
168	TAPE, TRANSPARENT, 3/4" X 1296"	RL	MMM600-341296	SCOTCH	MMM600-341296	SCOTCH	N	40	$ 1.83
169	TAPE, TRANSPARENT, 3/4" X 1296", 1" CORE, 6/PK	PK	MMM600-6PK	SCOTCH	MMM600-6PK	SCOTCH	N	130	$ 8.90
170	TAPE, MAGIC 810, 3/4" X 27.7 YDS, 12/PK	PK	MMM810K12	SCOTCH	MMM810K12	SCOTCH	N	80	$ 17.01

Newport-Mesa
Unified School District

Newport-Mesa Unified School District
2985-A Bear Street
Costa Mesa, CA 92626
714-424-7583
www.nmusd.us

BID NO. 120-24

OFFICE & SCHOOL SUPPLIES

DATE ISSUED:	**April 30, 2024**
DATE DUE:	**May 23, 2024 BY 2:00 P.M.**
BUYER:	**Jonathan Geiszler**

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Operational Requirements

* References

* Non-collusion Declaration

***IF THESE ITEMS ARE NOT SUBMITTED AT THE TIME OF THE BID OPENING, THE BIDDER WILL BE DECLARED NONRESPONSIVE.**

NEWPORT MESA UNIFIED SCHOOL DISTRICT
2985 Bear St. Bldg. A
Costa Mesa, CA 92626
(714) 424-5000

BID # 120-24
OFFICE & SCHOOL SUPPLIES

Date and Time of Bid Opening: **May 23, 2024, at 2:00 pm**

Place of Bid Receipt: Purchasing Department, Bldg. A
Newport Mesa Unified School District
2985 Bear St.
Costa Mesa, CA 92626

NOTICE IS HEREBY GIVEN that the Newport Mesa Unified School District (the "District"), pursuant to Public Contract Code Section 20111, now invites sealed bids for the award of a contract for Office & School Supplies.

Bids must be received by the Newport Mesa Unified School District no later than May 23, 2024 by 2:00 pm and shall be in a sealed envelope clearly marked "BID 120-24"

Bid documents may be obtained from the District's PlanetBids web Portal at;
https://vendors.planetbids.com/portal/46422/portal-home
The District reserves the right to reject any or all bids or to waive any irregularities or informalities in any bids or in the bid process. No bidder may withdraw his bid for a period of sixty (60) days after the date set for opening of bids.
All bids shall be made and presented on a form furnished by the District.

Date of this Notice: April 30, 2024

Jonathan Geiszler
Director, Purchasing & Warehouse

NEWPORT-MESA UNIFIED SCHOOL DISTRICT

INSTRUCTIONS FOR BIDDERS

BID NO. 120-24

OFFICE & SCHOOL SUPPLIES

1. PREPARATION OF BID FORM: The Newport-Mesa Unified School District, hereinafter referred to as District, invites bids on the forms enclosed to be submitted no later than **May 23, 2024 by 2:00 pm.** All blanks on the bid form must be appropriately filled in. Each bid must be submitted in a separate sealed envelope bearing on the outside the bid number and closing date. It is the sole responsibility of the bidder to ensure that their bid is received at the location specified in paragraph 2 below, no later than the time and date specified. Any bids received after the scheduled closing time for receipt of bids will be returned to the bidder unopened.

2. BID SUBMISSION ADDRESS: Bids shall be submitted to the Purchasing Department of the District. If bids are hand delivered or delivered by a delivery service (i.e. UPS, Federal Express, U.S. Mail, or private courier) they shall be delivered to the **Purchasing Department, District Education Center, Building A,** located at **2985 Bear St., Costa Mesa, CA, 92626.**

   TO BE CONSIDERED, ALL BIDS MUST BE RECEIVED IN THE PURCHASING DEPARTMENT BY THE TIME AND DATE OF CLOSING. (NOTE: BIDDERS WHO MAIL THEIR BIDS SHOULD ALLOW SUFFICIENT TIME FOR THE INTERNAL DISTRIBUTION OF MAIL WITHIN THE DISTRICT.)
   FAXED BIDS AND BIDS RECEIVED IN THE PURCHASING DEPARTMENT AFTER DATE AND TIME INDICATED HEREIN WILL NOT BE ACCEPTED.

3. BID OPENING READING: All bids shall be publicly opened and read aloud at the time and date indicated above, at the District's **Purchasing Department, District Education Center, Building A,** located at **2985 Bear St., Costa Mesa, CA 92626.**

4. SIGNATURE: All bids must be signed in the name of the bidder and must bear the signature in longhand of the person or persons duly authorized to sign the bid. Unsigned bids will be considered non-responsive, thus resulting in rejection of the bid.

5. MODIFICATIONS: Changes in or additions to the bid form, alternate bids, or any other modifications of the bid form which are not specifically called for in the bid documents may result in District's rejection of the bid as not being responsive to this invitation to bid. Oral, telephone, telegraphic, or facsimile bids or modifications will not be considered.

6. ERASURES: The bid submitted must not contain any erasures, interlineations, or other corrections unless each such correction is initialed in the margin immediately opposite the correction by the person or persons signing the bid.

7. WITHDRAWAL OF BID: Any bidder may withdraw his bid personally or by written request, to the Director of Purchasing and Warehouse, at any time prior to the scheduled closing time for receipt of bids. Any request for withdrawal received after the hour set for the opening of the bids will not be honored.

8. INTERPRETATION OF BID DOCUMENTS: Bidders who find discrepancies in or omissions from the bid documents may submit to the Director of Purchasing and Warehouse a written request for clarification or correction thereof. A copy of all requests for clarification and the response thereto will be emailed to all bidders. Corrections will be made by addenda issued to each bidder. The District will not be responsible for oral interpretations. All addenda issued during the time of bidding shall be incorporated into the bid automatically. Questions regarding the bid shall be posted to the bid page on the District PlanetBids Web Portal.

9. AWARD OF A CONTRACT: The District reserves the right to reject any or all bids, or to waive any irregularities or informalities in any bids or the bidding, and to make its selection of items awarded based upon its best judgment as to which items substantially comply with the specifications, or which are most economical and/or best suited for the purpose for which they are intended.
   It is the District's intent to award a contract to a single firm who is determined to be the lowest responsive, responsible bidder. **Award will be made to the firm who is the lowest bidder on the greatest number of the items contained in the bid form worksheet only. Please submit prices on each item. If an item is not being bid on, please indicate N/A or No-Bid.**
   Although the District may request category percentage off discounts from bidders these discounts will not be considered in the award process, nor will the potential price increases submitted for additional years under this contract as the initial award is for one year only. In the event of equal bids, the award shall be made to the bidder located within the State of California, the County of Orange. All bids shall remain open and valid and subject to acceptance for sixty (60) days after the bid opening date.

10. PRICES: Bid each item separately. Prices must be stated in units specified or trade standard. The right is reserved to waive any informality in bids, to reject any or all bids, and to accept or reject any item or combination of items. In case of a discrepancy between the unit price and the extension, the unit price will be considered correct. Quote prices net including trade discounts, F.O.B. DESTINATION, FRT. PREPAID.

11. QUANTITIES: Quantities shown in Bid Form are estimates only, based on the best information available at the time. The District reserves the right to purchase more or less of the units specified at the unit cost bid.

12. ADDITIONAL QUANTIES: The Board desires the option to purchase additional quantities of the above item(s). State if you will accept orders for the additional quantities at the same prices, terms and conditions, providing additional quantity does not exceed that shown above and providing the Board exercises option before May 23, 2025.

Option Granted X Option Not Granted _____

13. SAMPLES: Samples may be requested before an award is made. If requested prior to award, samples should be submitted to the District's Purchasing Department. Samples shall be provided at no expense to the District within five (5) days of request and shall become the property of the District. Failure to provide samples as requested shall be cause for rejection of the bid.

All packages containing samples must be clearly labeled with bidder's name, bid number, and each sample clearly identified as to the item number under which the sample is to be considered.

If, in the opinion of the District, an item purchased on the bid does not conform to specifications or perform to the standards of the previous samples submitted, the District reserves the right to have the product tested by an independent laboratory. If the test shows that the product does not conform to specifications or meet the standards of the samples submitted, the cost of testing will be charged to the successful bidder and the contract may be canceled under the TERMINATION FOR DEFAULT section of the bid.

14. DELIVERY REQUIREMENT: Timely delivery is essential. Delivery time shall be a factor in determining the award, as well as quality and price. Delivery shall be F.O.B. DESTINATION, FRT. PREPAID to the delivery location designated by the ordering school and/or administrative department for all transactions. No additional cost of shipping, handling, fuel surcharge, unloading or inside delivery charges will be allowed or accepted at any time during the contract period. Delivery must include packing slip that indicates the Purchase Order and Vendor Order numbers that will be given when an order is placed. Lift gate and inside delivery will be required. Installation shall require furnishing, delivering, assembling, setting in place, and installing items listed. Carting away debris will be the sole responsibility of the vendor. Vendor shall be required to deliver in stock equipment/supplies to various District locations (up to approximately 40 sites) within one (1) business day upon receipt of order.

15. DELIVERY SCHEDULE: The District requires delivery by **(see information provided in attached "Operational Summary and Requirements" section)**. The District reserves the right to make award based on delivery time quoted.

16. BRANDS: Brand names are included for descriptive purposes to indicate the quality, design, and utility desired by the District, but the specifications are not intended to restrict competition. Brands of equal make or type to those specified will be considered unless otherwise so indicated in the bid. Each bidder shall indicate the manufacturer's name and model number of the brand(s) being bid (even if indicated in the specification) and may require testing in accordance with the INSPECTION AND ACCEPTANCE provision of this

bid. "CAUTION TO BIDDERS: The Purchasing Department is not responsible for locating or securing any information which is not identified in the bid and reasonably available to the purchasing activity. Accordingly, to ensure that sufficient information is available the bidder must furnish as part of the bid all descriptive material such as cuts, illustrations, drawings, or other information, necessary to the purchasing activity to (1) determine whether the product offered meets the salient characteristic requirements of the Invitation to Bid, and (2) establish exactly what the bidder proposes to furnish and what the District would be binding itself to purchase by making an award. The information furnished may include specific references to information previously furnished or to information otherwise available to the purchasing activity."

17. INSURANCE: Prior to issuance of a purchase order, the successful bidder shall furnish the District with insurance endorsements evidencing insurance coverage and further indicating that the successful bidder's policies have been endorsed to name the "Newport-Mesa Unified School District" as an additional insured thereon, with provision made for cross liability. The endorsements shall further provide the "Successful bidder's policy is primary over any insurance carried by the District and that "the policy will not be cancelled or materially changed without thirty (30) calendar days' prior written notice" being given to the District's Purchasing Department. During the term of the contract, the successful bidder shall, at its own cost and expense maintain the following types of insurance:

    i. Commercial General Liability Coverage, "occurrence" form only, to include bodily injury and property damage for premises and operations, contractual liability, independent contractors, personal and advertising injury, and wrongful termination with a combined single limit not less than $1,000,000 per occurrence and an annual general aggregate limit not less than $2,000,000. The policy shall be endorsed to name the District, its governing boards and commissions and the individuals thereof, and all its officers, agents, employees, representatives and volunteers, as additional insured.

    ii. Workers' Compensation insurance with limits as required by the Labor Code of the State of California and Employers Liability insurance limits of $1,000,000 per accident.

    iii. Business Automobile Liability Coverage with limits as required by the State of California.

    iv.

18. FAILURE TO PROVIDE EVIDENCE OF INSURANCE, POST SECURITY, OR EXECUTE CONTRACT: In the event the bidder to whom a notice of intent to award a contract is given, fails or refuses to provide the certificates of insurance, required bonds, or return properly executed copies of the contract within seven (7) calendar days from the date of receiving said notice, the District may declare the successful bidder as nonresponsive to this solicitation and re-issue a notice of intent to award a contract to the next lowest responsive and responsible bidder, or may call for new bids.

19. DEFAULT: In the event the bidder to whom a contract is awarded fails to perform in accordance with the terms and conditions of the bid or the contract, the District may

terminate their orders, in whole or in part, in accordance with the TERMINATION FOR DEFAULT provision of this bid.

20. TERMINATION FOR DEFAULT: The District may, by written notice of default to the successful bidder, terminate the contract in whole or in part if:

    A. The successful bidder fails or neglects to perform any of the services listed herein in the manner and time specified, or if, in the opinion of the District, the items(s) provided fail to perform satisfactorily;

    OR

    B. The successful bidder fails to perform any of the other provisions of the bid or purchase order and does not cure such failure within a period of two (2) days (or such longer period as the District may authorize in writing) after receipt of notice from the Newport-Mesa Unified School District specifying such failure.

    In the event the District terminates the contract, in whole or in part, the District may acquire equipment, similar to those so terminated from another source and the successful bidder shall be liable for any excess costs of acquisitions of such similar supplies.

21. VENDOR NOT OFFICER, EMPLOYEE, OR AGENT OF DISTRICT: While engaged in carrying out the terms and conditions of the contract, the successful bidder is an independent contractor and not an officer, employee, or agent of the District.

22. EVIDENCE OF RESPONSIBILITY: Upon request of the District, a bidder whose bid is under consideration for award shall promptly submit satisfactory evidence showing their financial resources. The District may also request the names of at least three (3) references for whom similar supplies or equipment were provided during the previous year. The bidder must furnish this list within three (3) days after request. Failure to do so will be sufficient cause for default and the District may declare the successful bidder as nonresponsive to this solicitation and re-issue a notice of intent to award a contract to the next lowest responsive and responsible bidder, or may call for new bids.

23. ANTI-DISCRIMINATION: It is the policy of the Newport-Mesa Unified Board of Education that in connection with all services performed for the District, there be no discrimination against any prospective or active employee engaged in the work because of race, color, ancestry, national origin, religious creed, sex, age or marital status, and therefore, the bidder agrees to comply with applicable Federal and California State laws including, but not limited to, the California Fair Employment Practice Act beginning with Labor Code Sections 1410 and 1735. In addition, the bidder agrees to require like compliance by all subcontractors employed by him.

24. INSPECTION AND ACCEPTANCE: All items provided under the contract shall meet or exceed the bid specifications and shall comply with all Federal and California State laws governing their production, handling, processing and labeling. Inspection and acceptance of all items shall be at DESTINATION. Items found to be defective or not in accordance with the bid specifications shall be replaced by the successful bidder at no cost to the District. Failure to replace said items shall be considered sufficient cause for default action under the DEFAULT provision of this bid.

25. INSPECTION OF BIDDER'S FACILITY: The District reserves the right to inspect the facilities of the bidder prior to award of the contract, and, if representatives of the District determine after such inspection that the bidder is not capable of performing satisfactorily to the District, his bid will be ruled nonresponsive. Additionally, the District reserves the right to inspect the successful bidder's facility during the contract period.

26. INDEMNIFICATION: Bidder agrees to defend, indemnify, save, and hold harmless the District and any of their governing bodies, the individuals, thereof, and all officers, agents, employees, representatives, and volunteers from all loss, cost, and expense (including, but not by way of limitation, attorneys' fees and other related legal costs) arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of the Bidder's performance or failure to perform services under this Bid, or resulting from or in any way directly or indirectly connected with the performance or nonperformance of the District, pertaining to this bid. Bidder further agrees to waive all rights of subrogation against the District and shall pay for any and all injury, damage, or loss to the District. The provisions of this indemnification clause shall not be limited to the availability or collectability of insurance coverage, nor do these provisions apply to any injury, damage or loss caused solely by the negligence of the District.

27. PROTESTS AFTER AWARD: Any protest against the award of a contract pursuant to this bid must be received within five (5) calendar days after the notification of the posting of preliminary bid results. The District shall not be obligated to consider protests received after the above-specified deadlines. All protests must be in writing and submitted to the Director of Purchasing and Warehouse.

28. DISCOUNTS: Cash discounts shall not be considered in determining low bid.

29. CAL-OSHA: Bidders certify, by submitting their signed bid, that all items being bid meet or exceed all applicable CAL-OSHA Codes.

30. PERMITS AND LICENSES: The Contractor and all of his employees or agents shall secure and maintain in force such licenses and permits as are required by law in connection with the furnishing of items herein listed. All operations and materials shall be in accordance with law. Failure to do so may result in termination of the contract under the default provision of the bid.

31. EMPLOYEE BACKGROUND CHECKS At the time of contract award and during the entire term of the contract, the successful bidder, including all subcontractors, shall fully

comply with the provisions of Education Code Sections 45125.1 and 45125.2 when District determines that the successful bidder's employees and employees of subcontractors will have more than limited contact with pupils in the performance of the work. In addition, it shall be the District's responsibility to take appropriate steps to protect the safety of any pupils that may come in contact with the successful bidder.

32. DRUG AND ALCOHOL FREE WORKPLACE The successful bidder hereby certifies, under penalty of perjury, under the laws of the State of California that under the contract he will comply with the requirements of the Drug-Free Workplace Act of 1988 (Government Code Section 8350 et. seq.) and the Newport-Mesa Unified Board of Education's Policy (BP 4020). Therefore, the work site shall be kept drug and alcohol free at all times

33. TOBACCO-FREE WORKPLACE The successful bidder hereby agrees, under the contract, he will comply with the Newport-Mesa Unified Board of Education's Policy (BP 3515.3) which states: "The Governing Board recognizes the health hazards associated with tobacco products, including the breathing of second hand smoke and desires to provide a healthy environment for students and staff." Therefore, the work site shall be kept tobacco free and smoke-free at all times.

34. BID DOCUMENTS: The complete bid includes the following documents:

- Notice Calling for Bids.
- Instructions for Bidders
- Operational Summary and Requirements
- **Bid Form**
- **Non-collusion Declaration**
- **References**

Any of these shall be interpreted to include all the provisions of the other documents as though fully set out therein. The bidder should fully acquaint him/herself with the terms and conditions affecting the performance of the contract. Submission of a bid shall be taken as prima facie evidence of compliance with this provision.

NEWPORT-MESA UNIFIED SCHOOL DISTRICT

BID FORM
BID NO. 120-24
OFFICE & SCHOOL SUPPLIES

1. Pursuant to and in compliance with this bid, and all other documents relating thereto, the undersigned bidder, having familiarized himself with the terms of the contract, the local conditions affecting the performance of the contract and the cost of the work at the place where the work is to be done, hereby proposes and agrees to perform, within the time stipulated, the contract, including all of its component parts, and everything required to be performed and to provide and furnish any and all of the labor, materials, tools, equipment, and all utility and transportation services necessary to perform the contract and complete in a workmanlike manner all of the work required in connection with this contract.

   All in strict conformity with the specifications and other contract documents including any addendums for the amounts as set forth below.

2. It is understood that this bid, once approved by the Newport-Mesa Unified School District Board of Education, is an annual contract to provide goods and/or services to the District per this bid for a period of one year from the Board approval date. Any extension beyond the initial year must be Board approved.

3. Bidder must adhere to the delivery schedule included in the bid documents, unless otherwise changed in writing by the District and provide all necessary insurance certificates as required in the bid documentation.

4. It is understood that the District reserves the right to reject this bid as specified in the Instructions for bidders and that the bid shall remain open and not be withdrawn for a period of sixty (60) days.

5. The initial term of the contract to be awarded through this offering shall be one year. At its discretion, the District with approval of the Board of Trustees may exercise its option to extend any contract awarded hereunder for a period of one or two years from date of expiration, under the same price, terms and conditions, subject only to manufacturer's published price increases as set forth herein if it is found to be in the best interest of the District.

   Indicate if said Renewal Option is granted for one additional year:

   X _____ Option Granted

   _____ Option Not Granted

   Price increase shall not exceed 7 % during the first renewal period, based on manufacturer's increases documented and verified.

Indicate if said Renewal Option is granted for a second additional year:

X _____ Option Granted

_____ Option Not Granted

Price increase shall not exceed 7 % during the second renewal period, based on manufacturer's increases documented and verified.

It is agreed that if any renewal granted herein is exercised, the Board shall notify the contractor prior to the expiration date.

6. Piggyback/Cooperative Purchase: Pursuant to Public Contract Code 20652 and 20118, other districts and public agencies in the State of California may purchase identical items under the price, terms and conditions of this bid for up to three (3) years for supplies and materials, published by Newport-Mesa Unified School District, from the awarded vendor.

   The bid is piggybackable to all public entities throughout the State of California.

   OPTION GRANTED X _____ OPTION NOT GRANTED _____

7. Prices are maximum for the period of the contract. In the event of a price decline, or should you sell the same materials under similar quantity and delivery conditions to the State of California, or the County Municipality, or Legal District of the State of California at prices below those specified herein, such lower prices are to be immediately extended to the Newport-Mesa Unified School District.

8. Vendor acknowledges its ability to submit invoices and proofs-of-delivery via electronic transmission, i.e. CXML or EDI:

   YES X _____ NO _____

9. The District requests the option to purchase additional items from vendor's catalog not listed in bid. Please state percent discount to deduct from catalog list prices, these discounts will not be considered as part of the bid evaluation process.

   Catalog List Prices less percentage discount for all items in catalog that are not on contract list by the product line as listed below:

   Copy Paper: 55 % Technology: 15 % Toner: 25 %

   Printing: 30 % Office Supplies: 30 % Furniture: 25 %

   School Classroom Supplies: 30 %

10. Vendor acknowledges its ability to provide next day deliver on stock items after receipt of order:

YES X _____ NO _____

11. Price Sheets are considered part of the Bid Package and must be submitted with the sealed bid. ***Electronic price sheets in Excel format should be emailed to: kgutierrez@nmusd.us after bid opening.

Date: 5/15/2024

S.W. School Supply, Inc.
Proper Name of Bidder

Aja Stickler, AVP Key Accounts SLED
By

1500 S DUPONT AVE

ONTARIO, CA 91761

Signature of Bidder

Note: If a bidder is corporation, the legal name of the corporation shall be set forth above together with the signature of authorized officers or agents; if a bidder is a partnership, the true name of the firm shall be set forth above together with the signature of the partner or partners authorized to sign contracts on behalf of the partnership; and if a bidder is an individual, his full signature shall be placed above.

OPERATIONAL SUMMARY AND REQUIREMENTS
BID NO. 120-24

Newport Mesa Unified School District seeks to retain a qualified vendor to provide Office & School Supplies to all school sites, administrative offices, and central warehouse. The District makes no guarantee and shall not be obligated to purchase any specific quantity of the product and/or services specified herein. The District reserves the right to increase or decrease quantities as the District determines is in its best interest and according to operational requirements.

ORDERING PROCESS

1. The District's Purchasing Department shall place orders on an as needed basis, primarily online, but also with the options to place orders by phone, or via email.

2. Deadline to place orders shall be 5 p.m. for next business day's delivery.

3. An order confirmation must be sent via email once order has been placed.

4. On-line access to vendor website must have password security.

5. No item is to be substituted without prior written approval.

6. No contact is to be made by vendor to any District site except the Purchasing Department, unless prior approval is given from the Purchasing Department.

7. Orders placed must be delivered by the vendor in the units of issuance as specified on the pricing sheets herein. There shall be no restrictions by the successful vendor as to minimum or maximum quantities placed.

ONLINE ORDERING SYSTEM REQUIREMENTS

1. If the District elects to use the vendor's on-line ordering system, vendor shall provide a secure, real time, on-line, internet based, ordering system which will allow the District's Purchasing Department, School Sites, and Administrative Departments to place orders via Windows-based personal computers (PC).

2. Ordering system shall operate during normal District business hours and shall allow 24-hour access.

3. Vendor shall grant access to individual users by validating unique usernames and passwords.

4. Vendor shall grant an online ordering system with an order approval path. The order approval path must be capable of having up to five approvers per order.

5. Vendor shall grant an online ordering system that can provide the capability to create shopping lists and "saved" orders.

6. Vendor shall grant an online ordering system that can provide a future delivery date option.

7. Vendor shall provide contract prices whenever costs are shown.

8. Vendor shall provide contract list on the ordering system.

9. Vendor shall allow users to check on the delivery status of a previously placed order.

10. Vendor shall allow the Purchasing and Accounts Payable Departments to be able check online for delivery status for all orders, with an option to print the proof-of deliveries.

11. Vendor shall provide email confirmation when an order is successfully placed.

12. Vendor shall grant the ability for the Purchasing Department to have administrative access to the vendor's online ordering system to maintain user accounts.

13. Vendor shall grant the ability for the Purchasing Department to have internal account management in order to approve, view, or cancel any placed order.

14. Vendor shall provide a mandatory "Attention" Field to be populated in the Checkout screen as a requirement for order completion, and this Attention Field must be listed on all packing slips related to that order.

15. Vendor shall provide a mandatory "PO Number" Field to be populated in the Checkout screen as a requirement for order completion, and this PO Number must be listed on all packing slips related to that order.

16. Vendor shall provide an option to enter a Default PO Number that would automatically appear in the Check Out Screen if nothing is populated.

17. Vendor shall provide vendor order number on all packing slips.

DISCREPANCIES

1. All discrepancies are to be submitted to vendor via on-line, or by email.

2. All order discrepancies shall be handled between the Purchasing Department and vendor, and not the individual sites.

3. Discrepancy items are to be picked up within 5 to 7 business days from time of notification or submittal of discrepancy.

4. Hard copies or electronic copies of credit memos on discrepancy items shall be issued within 30 days of receipt of return and mailed to the District, attention Accounts Payable.

5. Items received incorrectly by District due to vendor error are to be replaced by vendor.

6. Items received incorrectly by District due to District error will be re-ordered by District.

DELIVERIES

1. All items ordered shall be delivered to the "direct delivery" address of the authorized District location.

2. Successful bidder's distribution center must be located within 50 miles of District Central Warehouse and Purchasing Dept. to facilitate same day emergencies if necessary or should they occur.

3. Once order has been delivered, the ability to review and print proof of delivery must be available within 24 hours of delivery to the school site or department that generated the order, as well as the Purchasing and Accounts Payable Departments. The proof of delivery must include a signature of the person who signed for the delivery (if applicable), the Purchase Order number, the date of delivery, and the tracking number if order was not shipped via vendor truck.

4. All orders for in stock items placed by 5:00 p.m. must be delivered on the next business day by 2:30 p.m. for school locations and by 2:30 p.m. for administrative offices or Central Warehouse, except holidays.

5. Deliveries may not be left without obtaining signature of a school site, administrative site or Central Warehouse representative.

6. Freight terms are to be FOB Destination, Freight Prepaid, no charge.

7. Delivery is to be made to all District sites and administrative departments, including central warehouse.

8. All deliveries shall include offloading and inside delivery. Delivery vehicles must be equipped with a lift gate, hand truck, or other apparatus necessary to complete inside delivery.

9. All orders must include a packing slip in or on package number one (1), and the packing slip must list the PO Number, Vendor Order Number and Attention Field.

BACKORDERS

1. If items are unavailable at the time of order, order will remain open for no less than 30 days. After 30 days the backorder may be canceled by the vendor and the vendor must notify the submitter via email of the cancellation.

INVOICES

1. All invoices are to be sent electronically via CXML format on a daily basis to the District.

2. Statements are to be mailed or emailed to the District on a monthly basis only, attention Accounts Payable.

3. All invoices are to include the following:
    a. Invoice number and date
    b. Purchase Order Number
    c. Vendor Order Number
    d. Date of order
    e. Date order was delivered.
    f. Items and quantities ordered.
    g. Ship to name and address
    h. Contract price of each item shipped.
    i. Tax rate
    j. Tax amount
    k. Total invoice amount

4. Under no circumstances shall the District be liable for any late fees or interest charges.

5. Serial numbers must be provided for all equipment if applicable.

TRAINING

In the event the District uses the on-line ordering system, the vendor shall provide training to District staff who will be users of the web based on-line ordering system, at no additional cost to the District. Training is to be comprehensive of all aspects of the system and its full operational capabilities. Training shall be available to all users and

shall be provided prior to the release of the custom on-line ordering system for District user access to begin ordering. The training dates shall be determined at a later date and the training sessions shall be conducted at one or more locations defined by the District. Training shall be provided on an as needed basis for the term of the contract.

The District will notify vendor if additional training sessions are necessary during the term of the contract. The Vendor shall have dedicated customer service representatives available to the District Monday through Friday during normal business hours (8:00 a.m. – 4:30 p.m.) to coordinate training and all customer service needs. Phone support for all user training issues shall be available to the District during these hours.

Training manuals shall be available for District users of the system at the training sessions. One training manual shall be provided by the vendor to each District employee participating in the training sessions. Throughout the term of the contract, the vendor shall be required to provide, upon request by the District at no additional charge, user manuals detailing on-line ordering system operations, features, etc.

DEMONSTRATION OF ONLINE ORDERING SYSTEM

At any time after the submittal of bids, vendor must be able to demonstrate its web based on-line capabilities at the District's designated locations. Failure to provide this requirement will be cause for rejection of the vendor's bid.

REFERENCES

Please list references located in either Los Angeles or Orange County for contracts awarded to vendor during the past two years. The minimum value of the contract for the references listed below should be $250,000.

1. Name of Reference: Garden Grove USD

   Address: 10331 Stanford Ave.

   City/State/Zip: Garden Grove, CA 92840

   Contact Person: Emily Hughes Telephone: 714-663-6269

   Value of Contract: $600k+ Contract Duration: 3 Years

2. Name of Reference: Corona Norco USD

   Address: 2820 Clark Ave.

   City/State/Zip: Norco, CA 92860

   Contact Person: Jackie Alvarado Telephone: 951-736-5050

   Value of Contract: $1M+ Contract Duration: 3 Years

3. Name of Reference: Santa Ana USD

   Address: 1601 E. Chestnut Ave.

   City/State/Zip: Santa Ana, CA 92701

   Contact Person: Michael Esparza Telephone: 714-558-5624

   Value of Contract: $500k+ Contract Duration: 3 Years

Bid# 102-24

NONCOLLUSION DECLARATION TO BE EXECUTED BY BIDDER AND SUBMITTED WITH BID
(Public Contract Code section 7106)

The undersigned declares:

I am the AVP Key Accounts SLED of S.W. School Supply, Inc., the party making the foregoing bid.

The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on 5/15/2024 [date], at Ontario [city], California [state].

Signature

Aja Stickler

Print Name