

**CITY OF ATLANTA  
ADVERTISEMENT FOR BIDS**

Sealed bids for **Bid No. 6628-MT, GENERAL OFFICE SUPPLIES TO INCLUDE: PRINTER, FAX, TYPEWRITER SUPPLIES, AND COPIER PAPER**, will be received by designated staff of the Department of Procurement, at 55 Trinity Avenue, City Hall South, Suite 1900, Atlanta, GA 30303-0307, and **must be time stamped no later than 1:59 P.M., Tuesday, May 14, 2013.**

**ABSOLUTELY NO BIDS WILL BE ACCEPTED AFTER 1:59 P.M.**

Bids will be publicly opened and read at 2:00 P.M. in Suite 1900, 1<sup>st</sup> Floor, 55 Trinity Avenue, SW, City Hall South, Atlanta, Georgia.

**PURPOSE AND SCOPE:** To establish an indefinite quantity, firm fixed price contract to be used as the primary source for the commodity (ies)/services(s) listed in the attached specifications. Commodities/services will be ordered from time to time in such quantity as may be needed to fill any requirements of the City of Atlanta as shown in the bid invitation. As it is impossible to determine the precise quantities that may be needed during the contract period, the contractor is obligated to deliver in minimum/maximum quantities the commodities or services of the kind contracted for in accordance with the specific conditions of this bid.

General instructions, specifications for submitting bid packages for this project will be available as of **Thursday, April 18, 2013 from 8:15 A.M. – 5:00 P.M.**, in the Department of Procurement's Main Office, 1<sup>st</sup> Floor, 55 Trinity Avenue, SW, Suite 1900, City Hall South, Atlanta, Georgia. To request a bid package by mail, please contact the buyer.

Should you have any question/concerns, please contact Margie S. Telfair, at (404) 330-6204, or by email [mstelfair@atlantaga.gov](mailto:mstelfair@atlantaga.gov).

The City of Atlanta reserves the right to reject any and all bids and to waive any technicalities.

**This Bid is being made available by electronic means. If accepted by such means, the Proponent acknowledges and accepts full responsibility to insure that no changes are made to the Bid. In the event of conflict between a version of the Bid in the Proponent's possession and the version maintained by DOP, the version maintained by DOP shall govern.**

**You are required to email your business name, contact person, address, phone number, fax number and the project number to Ms. Margie Telfair, Buyer at [mstelfair@atlantaga.gov](mailto:mstelfair@atlantaga.gov), to be placed on the Plan Holders List. Failure to do so will prevent you from receiving any addenda that are issued and may deem you non-responsive.**



CITY OF ATLANTA  
 DEPARTMENT OF PROCUREMENT  
 55 TRINITY AVENUE, S.W., SUITE 1790  
 ATLANTA, GEORGIA 30335-0307  
 (404) 330-6204

PRICING SHEET  
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QUAN.	UNIT PRICE	TOTAL
*****		
NOTE TO ALL BIDDERS		
<p>IN COMPLIANCE WITH THE REQUIREMENTS OF THIS SPECIFICATION (IF APPLICABLE), VENDOR MUST SUBMIT WITH BID TWO (2) SETS OF DESCRIPTIVE LITERATURE OR <u>YOUR BID MAY NOT BE CONSIDERED.</u></p> <p>Bids shall be held firm for 120 days after bid opening date and time.</p> <p>Further, prices shall be held firm for one year from date of award.</p>		
*****		
GROUP I - GENERAL OFFICE SUPPLIES		
1. Desk Stapler, Full strip, standard staples. Bostitch B515 or approved alternate.	100 ea.	\$ _____ ea.      \$ _____
Stock # Black _____ Stock # Beige _____		_____ Brand Name & Stock Number Selling Unit _____ of _____
2. Staples, Standard, 1/4" leg, to fit all standard staplers. 5000/BX 210 per strip Swingline35108 or approved alternate.	2000 bxs.	\$ _____ box \$ _____
		_____ Brand Name & Stock Number Selling Unit _____ of _____

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3. Staple Remover, Steel Jaw plastic grips, double jaws. Universal 00700 or approved alternate.	300 ea.	\$ _____ ea. \$ _____	
		Brand Name & Stock Number Selling Unit _____ of _____	
4. Rubber Bands, Seamless, Various sizes, (1/4 lb. box) Universal #00418 or Approved alternate.			
Size 18, 3 x 1/16 x 1/32 # _____			
Size 19, 3-1/2 x 1/6 x 1/32 # _____			
Size 31, 2-1/2 x 1/8 x 1/32 # _____			
Size 32, 3 x 1/8 x 1/32 # _____			
Size 33, 3-1/2 x 1/8 x 1/32 # _____			
Size 54, Assorted x 1/32 # _____			
Size 62, 2-1/2 x 1/4 x 1/32 # _____			
Size 64, 3-1/2 x 1/4 x 1/32 # _____			
	1500 bxs.	\$ _____ box \$ _____	
		Brand Name & Stock Number Selling Unit _____ of _____	
5. Stamp pads, foam rubber, size 1 (2-3/4" x 4-1/4") Sandford #95101 or approved alternate.	300 ea.	\$ _____ ea. \$ _____	
Black # _____			
Red # _____			
Blue # _____			
		Brand Name & Stock Number Selling Unit _____ of _____	

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	QUAN.	UNIT PRICE	TOTAL
6. Stamp Pad Inker, roll on, non-breakable 2 oz. plastic bottle. Sanford #58701 or approved alternate.  Black # _____ Red # _____ Blue # _____	100 ea.	\$ _____ ea. \$ _____  _____ Brand Name & Stock Number Selling Unit _____ of _____	
7. Clip, paper, steel wire, rust resistant finish with rounded ends and smooth edges. No. 1 size (100/box)	1000 bxs.	\$ _____ box \$ _____  _____ Brand Name & Stock Number Selling Unit _____ of _____	
8. Clip, Paper steel wire, rust resistant finish with rounded ends and smooth edges jumbo size (100/box).	500 bxs.	\$ _____ box \$ _____  _____ Brand Name & Stock Number Selling Unit _____ of _____	
9. Paper Clip Dispenser, magnetic, design to dispense clips individually. 150 capacity, smoke base. Universal #UNV-74012 or approved alternate.	250 ea.	\$ _____ ea. \$ _____  _____ Brand Name & Stock Number Selling Unit _____ of _____	

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	QUAN.	UNIT PRICE	TOTAL
10. Fastener, Paper, base with two prongs and a separate compressor plate. 2-3/4" ctr., 2" cap. (50 sets per box) Acco. 70022 or approved alternate.	300 bxs.	\$ _____ box	\$ _____
		Brand Name & Stock Number Selling Unit _____ of _____	
11. Small Binder Clips 3/8" (packed 12 ea. to a box) UNV 10200 or approved alternate.	300 bxs.	\$ _____ box	\$ _____
		Brand Name & Stock Number Selling Unit _____ of _____	
12. Medium Binder Clips 5/8" (packed 12 ea. to a box) UNV 10210 or approved alternate.	300 bxs.	\$ _____ box	\$ _____
		Brand Name & Stock Number Selling Unit _____ of _____	
13. Large Binder Clips, tempered steel with nickel plated wire reversible arms 2" cap (box of 12 ea) UNV 10220 or approved alternate.	200 bxs.	\$ _____ box	\$ _____
		Brand Name & Stock Number Selling Unit _____ of _____	
14. Correction Fluid, fast drying, spill-proof bottle with tapered brush, white, All Purpose, Liquid Paper #PAP-56401 or approved alternate .	1000 ea.	\$ _____ ea.	\$ _____
		Brand Name & Stock Number Selling Unit _____ of _____	

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	QUAN.	UNIT PRICE	TOTAL
15. Correction Fluid, Same as above (Item 14) except in fluid colors as listed, "Liquid Paper" or approved alternate .  Ledger Buff # _____ Ledger Green # _____ Canary Yellow # _____ Pink # _____ Blue # _____	600 ea.	\$ _____ ea.	\$ _____
		_____ Brand Name & Stock Number Selling Unit _____ of _____	
16. Correction Tape, Cover-up correction tape, can be typed or written on or used to block out sections. Removable single line correction, 1/6 x 600. Cutter dispenser pack. Avery CR16 or approved alternate.	200 rls.	\$ _____ roll	\$ _____
		_____ Brand Name & Stock Number Selling Unit _____ of _____	
17. Correction Tape, Cover-up correction tape, can be typed or written on or used to block out sections. Removable double line correction, 2/6 x 600. Cutter dispenser pack. Avery CR26 or approved alternate.	200 rls.	\$ _____ roll	\$ _____
		_____ Brand Name & Stock Number Selling Unit _____ of _____	

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	QUAN.	UNIT PRICE	TOTAL
18. Correction Tape, Cover-up correction tape, can be typed or written on or used to block out sections. Removable five line correction, 5/6 x 600. Cutter dispenser pack. Universal, Avery-CR56 or approved alternate.	200 rls.	\$ _____ roll	\$ _____
		Brand Name & Stock Number Selling Unit _____ of _____	
19. Shears, 8" heavy duty, stainless steel blades, black handles UNV 92006 or approved alternate.	100 ea.	\$ _____ ea.	\$ _____
		Brand Name & Stock Number Selling Unit _____ of _____	
20. Clip Board, tempered hard board, smooth both sides, metal clip, nickel plated, spring loaded, fastened with two rivets. Size 9" x 12-1/2", Letter. UNV 40304 or approved alternate.	300 ea.	\$ _____ ea.	\$ _____
		Brand Name & Stock Number Selling Unit _____ of _____	
21. Clip Board, tempered hard board, smooth both sides, metal clip, nickel plated, spring loaded, fastened with two rivets. Size 9" x 15-1/2", Legal. UNV 40305 or approved alternate.	300 ea.	\$ _____ ea.	\$ _____
		Brand Name & Stock Number Selling Unit _____ of _____	

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	QUAN.	UNIT PRICE	TOTAL
22. Fingertip Moisteners, greaseless and stainless, permits fast handling of all paper. No. LEE 10050 or approved alternate .	900 ea.	\$ _____ ea.	\$ _____
		Brand Name & Stock Number Selling Unit _____ of _____	
23. Thumb Tacks, 3/8" head, nickel plated steel, 5/16" point, 100 tacks per box. UNV 51002 or approved alternate.	600 bxs.	\$ _____ box	\$ _____
		Brand Name & Stock Number Selling Unit _____ of _____	
24. Tape, Transparent dull finish for marking with pencil, ink or typewriter. 1/2" x 1296" refill roll, 1" core MMM #8101212 or approved alternate.	1000 rls.	\$ _____ roll.	\$ _____
		Brand Name & Stock Number Selling Unit _____ of _____	
25. Tape, Transparent, dull finish for marking with pencil, ink or typewriter. 3/4" x 1296" refill roll, 1" core MMM #8103412 or approved alternate.	1000 rls.	\$ _____ roll.	\$ _____
		Brand Name & Stock Number Selling Unit _____ of _____	
26. Masking Tape, Crepe paper backed. 3/4" x 60 yd. UNV 51334 or approved alternate.	300 rls.	\$ _____ roll.	\$ _____
		Brand Name & Stock Number Selling Unit _____ of _____	

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	QUAN.	UNIT PRICE	TOTAL
27. Masking Tape, Crepe paper backed. 1" x 60 yd. Universal 51301 or approved alternate.	200 rls.	\$ _____ roll.	\$ _____
		_____ Brand Name & Stock Number Selling Unit _____ of _____	
28. Sealing Tape, Commercial grade, 48mmx50 with film backing, resists breaking, moisture and slipping. 3" core. Universal, UNV-61000 or approved alternate.	100 rls.	\$ _____ roll.	\$ _____
		_____ Brand Name & Stock Number Selling Unit _____ of _____	
29. Box Sealing Tape Dispenser, pistol grip for applying 2" wide box sealing tape. Universal, #UNV-88000 or approved alternate.	50 ea.	\$ _____ ea.	\$ _____
		_____ Brand Name & Stock Number Selling Unit _____ of _____	
30. Double-coated Tape, sticky on both sides for mounting artwork, photos and documents. 1" core. 1/2" x 25 yds. Scotch, #MMM-66512900. Or approved alternate.	200 rls.	\$ _____ roll.	\$ _____
		_____ Brand Name & Stock Number Selling Unit _____ of _____	
31. Refillable, handheld Plastic Tape Dispenser with double-coated tape for photos in catalogs or other artwork. 1/2" x 250 yds. 1" core. #MMM-136P or approved alternate.	200 ea.	\$ _____ ea.	\$ _____
		_____ Brand Name & Stock Number Selling Unit _____ of _____	

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	QUAN.	UNIT PRICE	TOTAL
32. Tape Dispenser, weighted base for one hand dispensing, non-skid base  base, 1" core, #MMM-C38 or approved alternate.  Black # _____ Beige # _____	400 ea.	\$ _____ ea.	\$ _____
		Brand Name & Stock Number Selling Unit _____ of _____	
33. Self-adhesive copier labels for Xerox-copiers, sheet Label size 1 x 2-13/16" – 100 sheets per box. 3300 Labels per box. Avery, #5351 or approved alternate.	2000 bxs.	\$ _____ box	\$ _____
		Brand Name & Stock Number Selling Unit _____ of _____	
34. Laser Jet Ink Printer Labels, size 2-5/8" x 1, 100 sheets per box, 3000 labels per box. AVE 5160 or approved alternate.	2000 bxs.	\$ _____ box	\$ _____
		Brand Name & Stock Number Selling Unit _____ of _____	
35. Major Accent Hi-Liter, Broad Tip, Sanford #SAN-25000 or approved alternate. 12ea/bx  Yellow # _____ Orange # _____ Pink # _____ Blue # _____ Green # _____	9600 ea.	\$ _____ ea.	\$ _____
		Brand Name & Stock Number Selling Unit _____ of _____	

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	QUAN.	UNIT PRICE	TOTAL
36. Highlighter, chisel tip, Thin line, Bic #BL11, or approved equal. 12ea/bx  Yellow # _____ Green # _____ Pink # _____ Orange # _____ Light Blue # _____	9600 ea.	\$ _____ ea. \$ _____	_____ Brand Name & Stock Number Selling Unit _____ of _____
37. Marker, "Mean Streak" Marking Stick, waterproof, opaque, Yellow, Sanford #SAN-85005 or approved alternate.	250 ea.	\$ _____ ea. \$ _____	_____ Brand Name & Stock Number Selling Unit _____ of _____
38. Marker, Felt Tip, Chisel point, Permanent Instant drying ink, marks on any surface. (12ea per box) Universal #07053 or approved alternate.  Black # _____ Red # _____ Blue # _____ Green # _____	24000 ea.	\$ _____ ea. \$ _____	_____ Brand Name & Stock Number Selling Unit _____ of _____

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	QUAN.	UNIT PRICE	TOTAL
39. Dry Erase Markers, wide bullet tip, Low odor, non toxic; Universal #UNV-43681 or approved alternate.  Black # _____ Red # _____ Blue # _____ Green # _____	200 ea.	\$ _____ ea.	\$ _____
_____ Brand Name & Stock Number Selling Unit _____ of _____			
40. Dry Erase Eraser, soft pile eraser for dry erase surface. 6W x 1-5/8H. Sanford, SAN 81505 or approved alternate.	200 ea.	\$ _____ ea.	\$ _____
_____ Brand Name & Stock Number Selling Unit _____ of _____			
41. Pads, ruled Legal (letter size), 16#, 3/8" ruled two sides with red margin. Pads bound with printed wire stapled header strip to board back, no cover. Each sheet perforated 3/4" from top for easy removal, 50 sheet count per pad (12/ea. per pkg.) 8-1/2" x 11". UNV 10630 or approved alternate.  Canary # _____ White # _____	2000 doz.	\$ _____ doz.	\$ _____
_____ Brand Name & Stock Number Selling Unit _____ of _____			

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	QUAN.	UNIT PRICE	TOTAL
42. Pads, Ruled, Legal (legal size) 16# sub., standard rule spacing. Glued at top, 50 sheet count (1 doz. per pkg.), sheet size 8-1/2" x 14". UNV 40000 Or approved alternate.  Canary # _____ White # _____	500 doz.	\$ _____ doz.	\$ _____
		_____ Brand Name & Stock Number Selling Unit _____ of _____	
43. Pads, Ruled, Jr. Legal, 16# paper, standard legal ruling, glued at top, 50 sheets per pad, (1doz. per pkg.), 5" x 8". UNV 46200 Or approved alternate.  Canary # _____ White # _____	250 doz.	\$ _____ doz.	\$ _____
		_____ Brand Name & Stock Number Selling Unit _____ of _____	
44. Pads, Steno notebooks, green tint, ruled two sides. Green ink and bound with coiled wire. 60 sheet count, (12 ea/pk) sheet size 6" x 9". Narrow line with center line. UNV 76620 or approved alternate.	4800 ea.	\$ _____ ea.	\$ _____
		_____ Brand Name & Stock Number Selling Unit _____ of _____	

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	QUAN.	UNIT PRICE	TOTAL
45. Wirebound Memo Books, white, narrow ruled paper, side opening and end opening, 12 ea/pk, Universal #20435/20453 or approved alternate.			
3 x 5 End Opening # _____	1800 ea.	\$ _____ ea.	\$ _____
5 x 3 side Opening # _____	1800 ea.	\$ _____ ea.	\$ _____
		_____ Brand Name & Stock Number Selling Unit _____ of _____	
46. Memo sheets, white, 500 sheets/ per pack unruled, loose leaf 4" x 6". UNV 46500 or approved alternate.	200 pk.	\$ _____ pk.	\$ _____
		_____ Brand Name & Stock Number Selling Unit _____ of _____	
47. Index cards, white, plain or ruled 90 lb. , 100 cards per pkg. 3" x 5". UNV 47200 or approved alternate.			
Plain # _____	2000 pkgs.	\$ _____ pkg.	\$ _____
Ruled # _____			
		_____ Brand Name & Stock Number Selling Unit _____ of _____	
Cut 4" x 6" 100 cards /pk.			
Plain # _____	1000 pkgs.	\$ _____ pkg.	\$ _____
Ruled # _____			
		_____ Brand Name & Stock Number Selling Unit _____ of _____	

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	QUAN.	UNIT PRICE	TOTAL
Cut 5" x 8" 100 cards/pk.  Plain # _____ Ruled # _____	1000 pkgs.	\$ _____ pkg.	\$ _____
		Brand Name & Stock Number _____ Selling Unit _____ of _____	
48. Adding machine tape, white, single copy with fiber or wooden core, 126 ft, with red signal width 2-1/4".	1500 rolls	\$ _____ rl.	\$ _____
		Brand Name & Stock Number _____ Selling Unit _____ of _____	
49. Adding machine tape 2 1/4 width, 190 ft. length, 1-ply roll. 12 rls/ pkg. #UNV35715 or approved alternate.	500 pkgs.	\$ _____ pkg.	\$ _____
		Brand Name & Stock Number _____ Selling Unit _____ of _____	
50. Adding machine tape 2 1/4 width, 90 ft. length, 2-ply roll. Package of 12 rls. #PMF07784 or approved alternate.	300 pkgs.	\$ _____ pkg.	\$ _____
		Brand Name & Stock Number _____ Selling Unit _____ of _____	
51. Typewriter Ribbon, IBM Wheelwriter Series, correctable film, IBM #1390999 or approved alternate.	150 ea.	\$ _____ ea.	\$ _____
		Brand Name & Stock Number _____ Selling Unit _____ of _____	

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	QUAN.	UNIT PRICE	TOTAL
52. Typewriter Lift-Off Tape, IBM Wheelwriter Series 3 & 5, IBM #1337765 or approved alternate.	150 ea.	\$ _____ ea.	\$ _____
		Brand Name & Stock Number Selling Unit _____ of _____	
53. Classification Folders, red pressboard covers, metal prong fasteners with 2" capacity. 4 sections. Reinforced gussets provide 2" to 3" exp. (10 ea per bx) Smead #13775 & 18775 or approved alternate.			
Letter size # _____	250 ea.	\$ _____ ea.	\$ _____
Legal size # _____	250 ea.	\$ _____ ea.	\$ _____
		Brand Name & Stock Number Selling Unit _____ of _____	
54. Folder, Classification, pressboard covers, metal prong fasteners, 6 section, end tab, letter size, grey green. 10 per box., Smead #26710 or approved alternate.	150 ea.	\$ _____ ea.	\$ _____
		Brand Name & Stock Number Selling Unit _____ of _____	
55. File folders, Manila, plain tab, 11 point, bottom score for expansion, 1/2, 1/3, 1/5 cut (100 folders per box) Letter size, 11-3/4" W x 9-1/2" H. UNV 12113 or approved alternate.			
Half Cut # _____	1500 bxs.	\$ _____ bx.	\$ _____
Third Cut # _____	1500 bxs.	\$ _____ bx.	\$ _____
Letter 1/5 cut # _____	1500 bxs.	\$ _____ bx.	\$ _____
		Brand Name & Stock Number Selling Unit _____ of _____	

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	QUAN.	UNIT PRICE	TOTAL
56. File folders, manila, plain tab, Medium heavy-weight, 11 point, bottom scored for expansion, half cut, 1/5 cut, third cut (100 folders per box) Legal size, 14-3/4" W x 9-1/2" H. UNV 15113 or approved alternate.			
Half Cut # _____	500 bxs.	\$ _____ bx.	\$ _____
Third Cut # _____	500 bxs.	\$ _____ bx.	\$ _____
Legal 1/5 cut # _____	500 bxs.	\$ _____ bx.	\$ _____
		Brand Name & Stock Number Selling Unit _____ of _____	
57. File folders, hanging, steel hanger rods bonded to folder. Coated tips, one fifth cut 2" tab. Legal size, 9-3/8" x 14-3/4" (box of 25) Universal 14215 or approved or alternate.	300 bxs.	\$ _____ bx.	\$ _____
		Brand Name & Stock Number Selling Unit _____ of _____	
58. File folders, same as Item #50 except letter size (box of 25) Universal 14115 or approved alternate.	500 bxs.	\$ _____ bx.	\$ _____
		Brand Name & Stock Number Selling Unit _____ of _____	
59. Manila file folders, recyclable. Two-ply 1/2" high tab, 1/5 cut distributed, letter size, box of 100. Smead, #SMD-10356 or approved alternate.	300 bxs.	\$ _____ bx.	\$ _____
		Brand Name & Stock Number Selling Unit _____ of _____	

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	QUAN.	UNIT PRICE	TOTAL
60. Manila file folders, recyclable. Two-ply 1/2" high tab, 1/3 cut distributed, legal size, box of 100. Smead, SMD-15334 or approved alternate.	200 bxs.	\$ _____ bx.	\$ _____
		_____ Brand Name & Stock Number Selling Unit _____ of _____	
61. Colored file folders, 1/3 cut distributed assorted colors, blue, green, red, yellow & violet, letter size, box of 100, Universal, UNV-10506 or approved alternate.			
Blue # _____			
Green # _____			
Red # _____			
Yellow # _____			
Violet # _____	100 bxs.	\$ _____ bx.	\$ _____
		_____ Brand Name & Stock Number Selling Unit _____ of _____	
62. Colored file folders, 1/3 cut distributed assorted colors, blue, green, red, yellow & violet, legal size, box of 100, Universal, UNV-10525 or approved alternate.			
Blue # _____			
Green # _____			
Red # _____			
Yellow # _____			
Violet # _____	50 bxs.	\$ _____ bx.	\$ _____
		_____ Brand Name & Stock Number Selling Unit _____ of _____	

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	QUAN.	UNIT PRICE	TOTAL
63. Leather-like expanding file, A-Z double thick reinforced tabs, 21 pockets. Elastic Cord letter size 12 x 10 Smead, R117AL, 70317 or approved alternate.	100 ea.	\$ _____ ea.	\$ _____
_____ Brand Name & Stock Number Selling Unit _____ of _____			
Expanding file, same as above. Legal size filing 15 x 10 Smead, SMD 70319. or approved alternate.	200 ea.	\$ _____ ea.	\$ _____
_____ Brand Name & Stock Number Selling Unit _____ of _____			
64. Recycled Deep Front File Pockets, redrope pocket with manila lining. 6-1/2" high gussets.			
3-1/2", expandable letter size 25/box UNV-15343 or approved alternate.	100 ea.	\$ _____ ea.	\$ _____
3-1/2", expandable legal size 25/box UNV-15161 or approved alternate.	100 ea.	\$ _____ ea.	\$ _____
5-1/4", expandable letter size 10/box UNV-15262 or approved alternate.	100 ea.	\$ _____ ea.	\$ _____
5-1/4", expandable legal size 10/box UNV-15363 or approved alternate.	100 ea.	\$ _____ ea.	\$ _____
_____ Brand Name & Stock Number Selling Unit _____ of _____			
65. Wall pocket legal/printout size. ELD13021 or approved alternate.	100 ea.	\$ _____ ea.	\$ _____
_____ Brand Name & Stock Number Selling Unit _____ of _____			

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	QUAN.	UNIT PRICE	TOTAL
66. Brown tab folders, 50 ea per box. ESS-AC182- 1/3 or approved alternate.	150 ea.	\$ _____ ea.	\$ _____
		Brand Name & Stock Number Selling Unit _____ of _____	
67. Classification folders, red pressboard covers, metal prong fasteners with 2" capacity. 4-sections reinforced gussets provide 2" to 3" exp. 10/per box (letter size) SMEAD #13775 or approved alternate.	1000 ea.	\$ _____ ea.	\$ _____
		Brand Name & Stock Number Selling Unit _____ of _____	
68. Classification folders, red. Same as above. SMEAD18775 or approved alternate.	300 ea.	\$ _____ ea.	\$ _____
		Brand Name & Stock Number Selling Unit _____ of _____	
69. Storage files, woodgrain, lift off lid file, corrugated material with lift off lid file, large labeling section. 12 ea. per carton. 12 x 10 x 15. Universal, UNV-65521 or approved alternate.	600 ea.	\$ _____ ea.	\$ _____
		Brand Name & Stock Number Selling Unit _____ of _____	

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	QUAN.	UNIT PRICE	TOTAL
70. Storage files, corrugated construction with string tie closure and large labeling area. Tote handle letter size 12 ea. per ctn. Universal, UNV-75120 or approved alternate.	100 ea.	\$ _____ ea.	\$ _____
		Brand Name & Stock Number Selling Unit _____ of _____	
71. Storage files, corrugated construction with string tie closure and large labeling area. Tote handle legal size 12 ea. per bx. Universal, UNV-75130 or approved alternate.	50 ea.	\$ _____ ea.	\$ _____
		Brand Name & Stock Number Selling Unit _____ of _____	
72. All Purpose Sorter, durable plastic with 31 flexible leaves. Tabs with alphabetical, numerical, month, day-of-the-month and day-of-the-week categories. 2-1/4" x 23-1/4". Amberg, ESS-40652 or approved alternate.	50 ea.	\$ _____ ea.	\$ _____
		Brand Name & Stock Number Selling Unit _____ of _____	
73. Manila File Pockets, straight cut tabs, full height gussets. 2" Expandable			
Letter Size. 50 per box # _____ Oxford ESS 22200 or approved alternate	200 bxs.	\$ _____ bx.	\$ _____
Legal Size. 50 per box # _____ Oxford ESS 23200 or approved alternate	100 bxs.	\$ _____ bx.	\$ _____
		Brand Name & Stock Number Selling Unit _____ of _____	

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	QUAN.	UNIT PRICE	TOTAL
74. Hanging File folder frame, all steel construction notched in 1/2" increments for easy break-off to fit all drawer depths. Approx. 27-3/8" long. (Legal size) Universal 18000 or approved alternate.	300 ea.	\$ _____ ea.	\$ _____
		_____ Brand Name & Stock Number Selling Unit _____ of _____	
75. Hanging File Folder frame, all steel construction same as Item #45, except letter size. Universal 17000 or approved alternate.	300 ea.	\$ _____ ea.	\$ _____
		_____ Brand Name & Stock Number Selling Unit _____ of _____	
76. Trays, stackable, letter size. RUB 16001, #RUB 16003 or approved alternate.			
Black # _____			
Smoke # _____	300 ea.	\$ _____ ea.	\$ _____
		_____ Brand Name & Stock Number Selling Unit _____ of _____	
77. Post-It Notes Small 1-1/2" x 2", #653YW, 12 pads/pkg., 3M or approved alternate.	12000 pads.	\$ _____ pad	\$ _____
		_____ Brand Name & Stock Number Selling Unit _____ of _____	
78. Post-It Notes Medium 3" x 3", #654YW, 12 pads/pk 3M or approved alternate.	4000 pads.	\$ _____ pad	\$ _____
		_____ Brand Name & Stock Number Selling Unit _____ of _____	

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	QUAN.	UNIT PRICE	TOTAL
79. Post-It Notes Large 3" x 5" #655YW, 12 pads/pk 3M or approved alternate.	2000 pads.	\$ _____ pad	\$ _____
		Brand Name & Stock Number Selling Unit _____ of _____	
80. Blank Inserts, White strips of ten pack of 100. or approved alternate			
ESS-242 1/5 cut	500 pkgs.	\$ _____ pkg.	\$ _____
ESS-243 1/3 cut	500 pkgs.	\$ _____ pkg.	\$ _____
Blank Inserts, A - Z inserts ESS-242-25	500 pkgs.	\$ _____ pkg.	\$ _____
		Brand Name & Stock Number Selling Unit _____ of _____	
81. Clear index tabs with blank inserts for file folders. or approved alternate.			
1/3 cut. 25 per pk Esselte, 43 -1/2 CR	250 pk.	\$ _____ pk.	\$ _____
1/5 cut. 25 per pk Esselte, 42 CR	250 pk.	\$ _____ pk.	\$ _____
		Brand Name & Stock Number Selling Unit _____ of _____	
82. Subject Index Tabs, clear with inserts, reinforced, 3-hole. 8-1/2" x 11. 5 tabs/sets. UNV 20831 or approved alternate.	4800 sts.	\$ _____ set	\$ _____
		Brand Name & Stock Number Selling Unit _____ of _____	

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	QUAN.	UNIT PRICE	TOTAL
83. File Folder Labels, 1/3 cut folders, self adhesive. 248 per box. Overall size: 9/16 x 3-1/2. Universal Or approved alternate.			
White, UNV-60101 _____	300 bxs.	\$ _____ bx.	\$ _____
Red, UNV-60102 _____	300 bxs.	\$ _____ bx.	\$ _____
Dk. Blue, UNV-60103 _____	200 bxs.	\$ _____ bx.	\$ _____
Lt. Blue, UNV-60104 _____	200 bxs.	\$ _____ bx.	\$ _____
Green, UNV-60106 _____	200 bxs.	\$ _____ bx.	\$ _____
Orange, UNV-60107 _____	200 bxs.	\$ _____ bx.	\$ _____
Assorted, UNV-60109 _____	300 bxs.	\$ _____ bx.	\$ _____
_____ Brand Name & Stock Number Selling Unit _____ of _____			
THE FOLLOWING ITEMS CONSISTING OF CALENDAR REFILLS, DIARIES AND APPOINTMENT BOOKS ARE FOR THE CURRENT YEARS, AND WILL BE ORDERED AS NEEDED.			
84. Desk Calendar Pads, non-refillable, 22" x 17", Keith Clark #SK24-00 or approved alternate.	700 ea.	\$ _____ ea.	\$ _____
_____ Brand Name & Stock Number Selling Unit _____ of _____			

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	QUAN.	UNIT PRICE	TOTAL
85. Desk Pads, 40 sheets/pd, 22" x 17" pads with heavy chipboard back. Plain pad with perforated pages. Top 79801 or approved alternate.	100 ea.	\$ _____ ea.	\$ _____
		Brand Name & Stock Number Selling Unit _____ of _____	
86. Wall Calendar, one year, metal bound, daily blocks, heavy white paper, hanging eyelet, 24 x 36. #PM12-28 or approved alternate.	200 ea.	\$ _____ ea.	\$ _____
		Brand Name & Stock Number Selling Unit _____ of _____	
87. Wall Calendar, one month per page, ruled daily blocks & full year reference calendars, wirebound, with hanger. Keith Clark or approved alternate.			
12" x 17" #PM228	100 ea.	\$ _____ ea.	\$ _____
20" x 30" #PM428	50 ea.	\$ _____ ea.	\$ _____
		Brand Name & Stock Number Selling Unit _____ of _____	
88. Calendar refill pad, folding, double pages style, L/H page appointments. R/H page memos, loose leaf. Must match "At A Glance" bases. #E71750 or approved alternate.	1900 ea.	\$ _____ ea.	\$ _____
		Brand Name & Stock Number Selling Unit _____ of _____	

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	QUAN.	UNIT PRICE	TOTAL
89. Calendar Refill Pad, same as Item #88 except "At A Glance" No. E91950 or approved alternate.	500 ea.	\$ _____ ea.	\$ _____
		Brand Name & Stock Number Selling Unit _____ of _____	
90. Calendar Bases for Desk Calendars must match "At A Glance" refills No. E1700 or approved alternate.	500 ea.	\$ _____ ea.	\$ _____
		Brand Name & Stock Number Selling Unit _____ of _____	
91. Calendar Bases for Desk Calendars must match "At A Glance" refills No. E1900 or approved alternate.	500 ea.	\$ _____ ea.	\$ _____
		Brand Name & Stock Number Selling Unit _____ of _____	
92. Calendar refill pad, folding double, Page style, must match "At a Glance" base #E21050 or approved alternate.	50 ea.	\$ _____ ea.	\$ _____
		Brand Name & Stock Number Selling Unit _____ of _____	
93. Calendar refill pad. Same as above. Must match "At A Glance" base #E45850 or approved alternate.	50 ea.	\$ _____ ea.	\$ _____
		Brand Name & Stock Number Selling Unit _____ of _____	

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	QUAN.	UNIT PRICE	TOTAL
94. Appointment book, black. Shows full day of quarter-hour appointments from 7:00 a.m. to 7:30 p.m. on a single page, double page spread. Simulated leather, 4-7/8 x 8, non-refillable #AAG-70-800-05 or approved alternate.	100 ea.	\$ _____ ea.	\$ _____
		_____ Brand Name & Stock Number Selling Unit _____ of _____	
95. Appointment book, page size, 6-7/8" x 8-3/4". Full moon of daily notations on double page special with calendars. Wire bound, non-refillable #AAG-70-824-05 or approved alternate.	100 ea.	\$ _____ ea.	\$ _____
		_____ Brand Name & Stock Number Selling Unit _____ of _____	
96. Appointment Books, all colors, shows full day of quarter-hour appointments on single page, present and following month's calendars on each double-page spread. Simulated leather. Size 8" x 4-7/8" non refillable. "Day-at-a-Glance" Eaton #SK4400 or approved alternate.	800 ea.	\$ _____ ea.	\$ _____
		_____ Brand Name & Stock Number Selling Unit _____ of _____	

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	QUAN.	UNIT PRICE	TOTAL
97. Appointment Books, "Week-at-a-Glance" page size approx. 8" x 4-7/8" shows full week on double-pagespread. Imitation leather. Refillable, "At A Glance" #G545-00 or approved alternate.	500 ea.	\$ _____ ea.	\$ _____
		_____ Brand Name & Stock Number Selling Unit _____ of _____	
98. Appointment Book Refill for G54500 (At-a-Glance) #G545-50 or approved alternate.	100 ea.	\$ _____ ea.	\$ _____
		_____ Brand Name & Stock Number Selling Unit _____ of _____	
99. Appointment Book, page size 11" X 8-1/2" Full week on double page spread. Simulated leather cover. Wire bound. Non refillable. "At-a-Glance" 70-950 or approved alternate.	200 ea.	\$ _____ ea.	\$ _____
		_____ Brand Name & Stock Number Selling Unit _____ of _____	
100. Appointment Book, page size 8-3/4" x 6-7/8". Full moon of daily notations on double page spread with calendars. Wire bound, imitation leather. Not refillable. "At-a-Glance" #70-120 or approved alternate.	800 ea.	\$ _____ ea.	\$ _____
		_____ Brand Name & Stock Number Selling Unit _____ of _____	

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	QUAN.	UNIT PRICE	TOTAL
101. Journal book, 12-1/8 x 7-1/2, 16 lb. white paper, 150 pg, #ESS66150J or approved alternate.	25 ea.	\$ _____ ea.	\$ _____
		_____ Brand Name & Stock Number Selling Unit _____ of _____	
102. Phone Call Message book, 11 x 5 1/2 spiral bound carbonless paper, 4 per page, 400 set/book #TOPS 4003. or approved alternate.	400 ea.	\$ _____ ea.	\$ _____
		_____ Brand Name & Stock Number Selling Unit _____ of _____	
103. Receipt money book, blue and green printing, four 2-3/4 x 7 two part receipts per page, safety tint, numbered in red, carbonless copies. 200 sets per book. #RED8L806 or approved alternate.	100 ea.	\$ _____ ea.	\$ _____
		_____ Brand Name & Stock Number Selling Unit _____ of _____	
104. A - Z guides, 1/5 cut pressboard, 25/set #SMD-50376 or approved alternate.	200 sets	\$ _____ set.	\$ _____
		_____ Brand Name & Stock Number Selling Unit _____ of _____	

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	QUAN.	UNIT PRICE	TOTAL
105. Standard Diary, hardbound, daily reminder book, faint ruled, red vinyl cover, telephone/address section and monthly expense pages, one day per page, Keith Clark #SD389-13, or approved alternate.	200 ea.	\$ _____ ea.	\$ _____
		Brand Name & Stock Number _____ Selling Unit _____ of _____	
106. Wall Clock, quartz movement, operate on AA battery (not included) 12" dial, Round, white face, black trim, Seth-Thomas #SET-1164 or approved alternate.	50 ea.	\$ _____ ea.	\$ _____
		Brand Name & Stock Number _____ Selling Unit _____ of _____	
107. Boxes, (12 ea/ctn) Fellows #00703 or approved alternate.			
File 12 x 11	3600 ea.	\$ _____ ea	\$ _____
File 15 x 11	3600 ea.	\$ _____ ea	\$ _____
		Brand Name & Stock Number _____ Selling Unit _____ of _____	
108. Pen, Ball Point, Bic Round Stick, Black or Red, #GSM11/GSF11 or approved alternate.			
Blk Med _____ Blk Fine # _____			
Blue Med _____ Blue Fine# _____			
Red Med _____ Red Fine# _____			

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	QUAN.	UNIT PRICE	TOTAL
Ball Point, Fine	150 doz.	\$ _____ doz.	\$ _____
Ball Point, Medium	150 doz.	\$ _____ doz.	\$ _____
<p>Brand Name &amp; Stock Number _____            Selling Unit _____ of _____</p>			
109. Pen, Ball Point, EraserMate pen w/Eraser, Papermate, Erasermate 39301, or approved alternate. (12ea./bx.)			
Black _____			
Blue _____			
Red _____	1800 ea.	\$ _____ ea. \$ _____	
<p>Brand Name &amp; Stock Number _____            Selling Unit _____ of _____</p>			
110. Pen, Micro, Metal Point, Bic Roller #RF11 or approved alternate. (12 ea./bx.)			
Blk Fine _____ Blk Xfine _____			
Blue Fine _____ Blue Xfine _____			
Red Fine _____ Red Xfine _____			
Extra Fine	1800 ea.	\$ _____ ea.	\$ _____
Fine	1800 ea.	\$ _____ ea.	\$ _____
<p>Brand Name &amp; Stock Number _____            Selling Unit _____ of _____</p>			

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	QUAN.	UNIT PRICE	TOTAL
111. Pen, Roller Ball, Metal Point, Uni-Ball #60101 or approved alternate.			
Blk Fine _____ Blk Micro _____			
Blue Fine _____ Blue Micro _____			
Red Fine _____ Red Micro _____			
Fine .7mm	900 ea.	\$ _____ ea.	\$ _____
Micro .5mm	900 ea.	\$ _____ ea.	\$ _____
		Brand Name & Stock Number Selling Unit _____ of _____	
112. Pen, Roller Ball, Sanford Gel Writer 60441 or approved alternate.			
Black _____	100 ea.	\$ _____ ea.	\$ _____
Blue _____	75 ea.	\$ _____ ea.	\$ _____
Red _____	50 ea.	\$ _____ ea.	\$ _____
		Brand Name & Stock Number Selling Unit _____ of _____	
113. Pen, Ball Point w/flexigrip, Disposable, bx./12ea. Papermate Flexigrip 96601 or approved alternate.			
# _____ Med. Blue			
# _____ Med. Black			
# _____ Med. Red			
# _____ Fine Blue			
# _____ Med. Black	4000 ea.	\$ _____ ea.	\$ _____
# _____ Med. Red			
		Brand Name & Stock Number Selling Unit _____ of _____	

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	QUAN.	UNIT PRICE	TOTAL
114. Pencil, Mechanical, Pentel #AL25TC, rubber grip, Pocket clip or approved alternate.			
.05 mm# _____	1500 ea.	\$ _____ ea.	\$ _____
.07 mm# _____	1500 ea.	\$ _____ ea.	\$ _____
		Brand Name & Stock Number Selling Unit _____ of _____	
115. Pencil, Mechanical, Pentel Forte #A55/A57 or approved alternate.			
.05 mm	1000 ea.	\$ _____ ea.	\$ _____
.07 mm	1000 ea.	\$ _____ ea.	\$ _____
		Brand Name & Stock Number Selling Unit _____ of _____	
116. Pencil Lead Refill, 12/tube, Pentel #C505/HB or approved alternate.			
.05 mm	150 tubes	\$ _____ tube	\$ _____
.07mm	150 tubes	\$ _____ tube	\$ _____
		Brand Name & Stock Number Selling Unit _____ of _____	
117. Pencils, lead, general writing, first quality, soft red eraser, hexagonal shape, yellow finish, pkg per dz. Dixon or approved alternate.			
DIX 13882 #2	1000 doz.	\$ _____ doz.	\$ _____
DIX 13885 #2.5	500 doz.	\$ _____ doz.	\$ _____
DIX 13883 #3	500 doz.	\$ _____ doz.	\$ _____
		Brand Name & Stock Number Selling Unit _____ of _____	

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	QUAN.	UNIT PRICE	TOTAL
118. Portfolio, Art, w/handle, Letter Size, Smead #77362 or approved alternate.	25 ea.	\$ _____ ea.	\$ _____
		Brand Name & Stock Number Selling Unit _____ of _____	
119. Binders, 3 rings 11 x 8.5, Avery/Wilson #368-14NB or approved alternate.			
1.0	300 ea.	\$ _____ ea.	\$ _____
1.5	300 ea.	\$ _____ ea.	\$ _____
2.0	300 ea.	\$ _____ ea.	\$ _____
3.0	1000 ea.	\$ _____ ea.	\$ _____
4.0	300 ea.	\$ _____ ea.	\$ _____
		Brand Name & Stock Number Selling Unit _____ of _____	
120. Labels - 3/4" Avery – R1212 or approved alternate.			
White	50 bx.	\$ _____ bx.	\$ _____
Red	10 bx.	\$ _____ bx.	\$ _____
Blue	10 bx.	\$ _____ bx.	\$ _____
Orange	10 bx.	\$ _____ bx.	\$ _____
		Brand Name & Stock Number Selling Unit _____ of _____	
121. Labels, white - 1" Avery – R1616 or approved alternate.	20 bxs.	\$ _____ bx.	\$ _____
		Brand Name & Stock Number Selling Unit _____ of _____	

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122. Labels, White Laser address, on 8-1/2" x 11" sheet for feeding through printer, 30 labels per sheet, 1" x 2-5/8", 3000/bx., Avery #AVE-5160 or approved alternate.	100 bxs.	\$ _____ bx.	\$ _____
		Brand Name & Stock Number _____ Selling Unit _____ of _____	
123. Index Tab, Assorted Colors 1.5" 25/pk Avery S150. or approved alternate.	30 pks.	\$ _____ pk.	\$ _____
		Brand Name & Stock Number _____ Selling Unit _____ of _____	
124. Index Tab, Assorted Colors 25/pk Avery S100. or approved alternate.	20 pks.	\$ _____ pk.	\$ _____
		Brand Name & Stock Number _____ Selling Unit _____ of _____	
125. Computer Labels, 3-1/2" x 15/16" 5000/bx Universal, #AVE 4013 or approved alternate.	50 bxs.	\$ _____ bx.	\$ _____
		Brand Name & Stock Number _____ Selling Unit _____ of _____	
126. Pocket Folders 8-1/2" x 11", 100ea/bx. Smead #75500 or approved alternate.	25 bxs.	\$ _____ bx/100 \$ _____	
		Brand Name & Stock Number _____ Selling Unit _____ of _____	

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	QUAN.	UNIT PRICE	TOTAL
127. Pocket Folders 8-1/2" x 14", 100ea/bx. Smead #76500 or approved alternate.	25 bxs.	\$ _____ bx/100\$ _____	
		Brand Name & Stock Number Selling Unit _____ of _____	
128. Ruler 12" wood Westcott #10375 or approved alternate.	200 ea.	\$ _____ ea. \$ _____	
		Brand Name & Stock Number Selling Unit _____ of _____	
129. Copy holder Med. Fellows 21106 or approved alternate.	250 ea.	\$ _____ ea. \$ _____	
		Brand Name & Stock Number Selling Unit _____ of _____	
130. Thumb Tacks, nickel plated steel 100/pk. 3/8" UNV-51002 or approved alternate.	25 pks.	\$ _____ pk. \$ _____	
		Brand Name & Stock Number Selling Unit _____ of _____	
131. Colored Pushpins, 3/8" Assorted, 100/pk UNV-31310 or approved alternate.	200 pks.	\$ _____ pk. \$ _____	
		Brand Name & Stock Number Selling Unit _____ of _____	
132. Rubber Stamps, Titled, Pre-inked Cosco 032901 or approved alternate.			
"Approved" # _____	100 ea.	\$ _____ ea. \$ _____	
"Copy" # _____	100 ea.	\$ _____ ea. \$ _____	
"Completed" # _____	100 ea.	\$ _____ ea. \$ _____	
"Confidential" # _____	100 ea.	\$ _____ ea. \$ _____	
"Draft" # _____	100 ea.	\$ _____ ea. \$ _____	

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	QUAN.	UNIT PRICE	TOTAL
"Entered" # _____	100 ea.	\$ _____ ea.	\$ _____
"Priority" # _____	100 ea.	\$ _____ ea.	\$ _____
"Received" # _____	100 ea.	\$ _____ ea.	\$ _____
<p>Brand Name &amp; Stock Number _____            Selling Unit _____ of _____</p>			
133. Pencil Sharpener, Electric Boston 1818,1800 or approved alternate.  #Black _____ #Putty _____	100 ea.	\$ _____ ea.	\$ _____
<p>Brand Name &amp; Stock Number _____            Selling Unit _____ of _____</p>			
134. Pencil Sharpener, Wall or desk mount Boston 1031 or approved alternate.	100 ea.	\$ _____ ea.	\$ _____
<p>Brand Name &amp; Stock Number _____            Selling Unit _____ of _____</p>			
135. Glue Sticks , .29 oz. SAU-99648, 10ea/bx. or approved alternate.	2000 ea.	\$ _____ ea.	\$ _____
<p>Brand Name &amp; Stock Number _____            Selling Unit _____ of _____</p>			
136. Rubber Cement, for photos or artwork. Unbreakable 4.0 oz. bottle w/applicator brush. HUN 44 or approved alternate.	50 ea.	\$ _____ ea.	\$ _____
<p>Brand Name &amp; Stock Number _____            Selling Unit _____ of _____</p>			

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	QUAN.	UNIT PRICE	TOTAL
137. Report Cover, 8.5 x 11 Clear w/backbone, 50/bx., C-Line #32557 or approved alternate.	100 bxs.	\$ _____ bx/50\$ _____	
		Brand Name & Stock Number Selling Unit _____ of _____	
138. Report Cover 8.5 x 11, Various Colors, w/fasteners, 25ea./bx. Duotang or approved alternate.			
Black #51258-05 _____	2500 ea.	\$ _____ ea.	\$ _____
Lt Blue #51258-20 _____	2500 ea.	\$ _____ ea.	\$ _____
Dk. Blue #51258-23 _____	2500 ea.	\$ _____ ea.	\$ _____
Red #51258-58 _____	2500 ea.	\$ _____ ea.	\$ _____
Assorted #51258-00 _____	2500 ea.	\$ _____ ea.	\$ _____
		Brand Name & Stock Number Selling Unit _____ of _____	
139. American Heritage College Dictionary, H45071 or approved alternate.	50 ea.	\$ _____ ea.	\$ _____
		Brand Name & Stock Number Selling Unit _____ of _____	
140. Word Desk Set III, 3-piece reference set: thesaurus, rules of grammar; spelling guide. Hardback. HOU-H31050. (3/set) or approved alternate.	30 sets	\$ _____ set	\$ _____
		Brand Name & Stock Number Selling Unit _____ of _____	

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	QUAN.	UNIT PRICE	TOTAL
141. Essential Desk Reference Set: Webster's II New Riverside Dictionary, Roget's II Thesaurus, The Essential Writer's Companion, Paperback, 3 bk./st. HOU-H11048 or approved alternate.	20 sets	\$ _____ set	\$ _____
		Brand Name & Stock Number Selling Unit _____ of _____	
142. Chair mats, clear, tough vinyl with cleats for smoothing riding surface. Allows carpet to show through. Universal or approved alternate.			
36 x 48 - UNV56806	30 ea.	\$ _____ ea.	\$ _____
45 x 53 - UNV56807	30 ea.	\$ _____ ea.	\$ _____
46 x 60 - UNV56808	30 ea.	\$ _____ ea.	\$ _____
		Brand Name & Stock Number Selling Unit _____ of _____	
143. Waste Basket, durable, easy to clean plastic. 7-gal. capacity 14-1/2W x 10-1/4D x 15H. Black. Rubbermaid 295600BK  Or approved alternate.	80 ea.	\$ _____ ea.	\$ _____
		Brand Name & Stock Number Selling Unit _____ of _____	
144. Letter Opener, commercial quality steel with offset handle, 8" long, Universal #31750 or approved alternate.	100 ea.	\$ _____ ea.	\$ _____
		Brand Name & Stock Number Selling Unit _____ of _____	

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	QUAN.	UNIT PRICE	TOTAL
145. Pen cup, rigid plastic RUB 45806 2-3/8W x 2-3/4L x 3-3/4H. Or approved alternate.	40 ea.	\$ _____ ea.	\$ _____
		Brand Name & Stock Number Selling Unit _____ of _____	
146. Copy holder, Fellows 21106 or approved alternate.	75 ea.	\$ _____ ea.	\$ _____
		Brand Name & Stock Number Selling Unit _____ of _____	
147. Metal Bookends, heavy gauge steel with smooth edges and non-skid base. 4-11/16W x 5-1/4D x 5H. Standard size, 2 bookends per set Murose 241005004 or approved alternate.	50 sets	\$ _____ set	\$ _____
		Brand Name & Stock Number Selling Unit _____ of _____	
148. Desk Drawer Organizer, durable, plastic with nine compartments for rubber bands, pens, pencils, paper clips. 9-1/8D x 14W x 1-1/8H. RUB 45706 or approved alternate.	100 ea.	\$ _____ ea.	\$ _____
		Brand Name & Stock Number Selling Unit _____ of _____	
149. Two-hole paper punch, punches two 9/32" holes 2-3/4" center to center. Handles up to 25 sheets, removable chip tray. Universal #74222 or approved alternate.	25 ea.	\$ _____ ea.	\$ _____
		Brand Name & Stock Number Selling Unit _____ of _____	

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	QUAN.	UNIT PRICE	TOTAL
150. Adjustable 2 - 3 hole paper punch, removable chip tray. Universal #ACCO 74015 or approved alternate.	25 ea.	\$ _____ ea.	\$ _____
		Brand Name & Stock Number Selling Unit _____ of _____	
151. Adjustable 7-hole paper punch, all metal, black, 11 sht capacity, ACC-74027 or approved alternate.	10 ea.	\$ _____ ea.	\$ _____
		Brand Name & Stock Number Selling Unit _____ of _____	
152. Transparency Copier Film, for overhead projector, clear transparency film film. 8-1/2 x 11 without strip. Box of 100 - UNV65120 or approved alternate.	25 bxs.	\$ _____ bx.	\$ _____
		Brand Name & Stock Number Selling Unit _____ of _____	
153. Easel Pads, 16 lb. Plain white paper with perforated edge to fit standard easel. 27" x 34" pads with 50 sheets. Universal #35600 or approved alternate.	100 ea.	\$ _____ ea.	\$ _____
		Brand Name & Stock Number Selling Unit _____ of _____	
154. Catalog Envelopes, 28 lb. Brown Kraft with gummed flaps 9 x 12. 250 per box. Quality Park 41465 or approved alternate.	100 bxs.	\$ _____ bx.	\$ _____
		Brand Name & Stock Number Selling Unit _____ of _____	

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	QUAN.	UNIT PRICE	TOTAL
155. Catalog Envelopes, 28 lb. Brown Kraft with gummed flaps 10 x 13. 250 per box. QUA 41665 or approved alternate.	250 bxs.	\$ _____ bx.	\$ _____
		Brand Name & Stock Number Selling Unit _____ of _____	
156. Manila Clasp Envelopes, Heavy Duty 28-lb. with 2-prong clasp reinforced eyelets, gummed flap. 9 x 12. 100 per box. QUA 37890 or approved alternate.	250 bxs.	\$ _____ bx.	\$ _____
		Brand Name & Stock Number Selling Unit _____ of _____	
157. Manila Clasp Envelopes, Heavy Duty 28-lb. with 2-prong clasp reinforced eyelets, gummed flap. 10 x 13. 100 per box. Quality Park 37897 or approved alternate.	50 bxs.	\$ _____ bx.	\$ _____
		Brand Name & Stock Number Selling Unit _____ of _____	
158. Interoffice Envelopes, 28 lb. Brown Kraft, string and button closure, 2-sided routing form with date, deliver to, department, sent by, department. Universal, UNV-63568 or approved alternate. 10 x 13 , 100 per box.	50 bxs.	\$ _____ bx.	\$ _____
		Brand Name & Stock Number Selling Unit _____ of _____	

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	QUAN.	UNIT PRICE	TOTAL
159. Catalog Envelopes, 24-lb. Kraft, Gummed Seal flap.  9 x 12, 250 per box, Universal, UNV-44104 or approved alternate.	75 bxs.	\$ _____ bx.	\$ _____
10 x 13, 250 per box, Universal UNV- #45104 or approved alternate	55 bxs.	\$ _____ bx.	\$ _____
Brand Name & Stock Number Selling Unit _____ of _____			
160. Catalog Envelope, 28-lb. White Wove, First Class Border, Self-Sealing, Grip- Seal flap. 100/bx. Columbian or approved alternate			
9 x 12, 100 per box. Columbian WEV-C0923	75 bxs.	\$ _____ bx.	\$ _____
10 x 13, 100 per box. Columbian WEV-C0930	55 bxs.	\$ _____ bx.	\$ _____
Brand Name & Stock Number Selling Unit _____ of _____			
161. White Envelope, 24 lb. White Wove Paper, gummed flap - regular, #10 4-1/8" x 9-1/2", 500 per box. QUA 90020 or approved alternate	100 bxs.	\$ _____ bx.	\$ _____
Brand Name & Stock Number Selling Unit _____ of _____			
162. Phone Message Pad, Pink with "Important Message" heading. 4 1/4" x 5-1/2", 50 sheets/pad. <u>12 pads per package.</u> Universal #48023. or approved alternate.	100 pkgs.	\$ _____ pkg \$ _____	
Brand Name & Stock Number Selling Unit _____ of _____			

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	QUAN.	UNIT PRICE	TOTAL
163. Message Book, spiral bound, carbonless paper provides, duplicate of each message. 5-1/2 x 3 3/16 forms. 200 sets per book/ea. 5 per box. TOP 4005 or approved alternate.	850 ea.	\$ _____ ea.	\$ _____
		_____ Brand Name & Stock Number Selling Unit _____ of _____	
164. Hanging Data Binders, for marginally punched computer printouts (un-burst), retractable hooks, 20 pt. pressboard covers, flexible steel post, Blue 10/bx. Or approved alternate 9-1/2" x 11"	500 ea.	\$ _____ ea.	\$ _____
Universal, UNV-15432			
14-7/8" x 11"	300 ea.	\$ _____ ea.	\$ _____
Universal, UNV-15442			
		_____ Brand Name & Stock Number Selling Unit _____ of _____	
165. Electric Calculator, 6x8 3/16, 10 digit display Full decimal system, AC Power adaptor included. UNV 16015, Or approved alternate.	30 ea.	\$ _____ ea.	\$ _____
		_____ Brand Name & Stock Number Selling Unit _____ of _____	
166. Rolodex Open Card Tray File, durable plastic holds 2-1/4" x 4" cards with alphabetic index and 500 cards. Black. ROL 66998 or approved alternate.	50 ea.	\$ _____ ea.	\$ _____
		_____ Brand Name & Stock Number Selling Unit _____ of _____	

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	QUAN.	UNIT PRICE	TOTAL
167. Adjustable plastic rolodex card file, A-Z index, 500 3 x 5 cards – ROL-67032 or approved alternate.	50 ea.	\$ _____ ea.	\$ _____
		_____ Brand Name & Stock Number Selling Unit _____ of _____	
168. Rotary File Cards, Snap-in, 2-1/4" x 4" white cards. 100 per pkg., Rolodex #67570 or approved alternate.	30 pks.	\$ _____ pk.	\$ _____
		_____ Brand Name & Stock Number Selling Unit _____ of _____	
169. Sheet Protectors, 3-hole punched clear plastic. Universal or approved alternate			
Top loading 8-1/2" x 11" Box/50. Universal, #UNV 21124.	50 bxs.	\$ _____ bx.	\$ _____
Side loading 8-1/2" x 11" Box/50. Universal, #UNV 21121	30 bxs.	\$ _____ bx.	\$ _____
		_____ Brand Name & Stock Number Selling Unit _____ of _____	
170. Carbon Paper, black, solvent type, 8-1/2" x 11". Box/100. Nukote, #NK-11-1/2. or approved alternate.	50 bxs.	\$ _____ bx.	\$ _____
		_____ Brand Name & Stock Number Selling Unit _____ of _____	
171. Desk Cleaner, Aerosol spray for cleaning desk top, furniture painted surface. 15 oz. 3M-MMM-573 or approved alternate.	250 ea.	\$ _____ ea.	\$ _____
		_____ Brand Name & Stock Number Selling Unit _____ of _____	

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	QUAN.	UNIT PRICE	TOTAL
172. Telephone List Finder, metal compact list finder. Index card removable for writing or typing names and numbers. Room for 1200 entries. 4 1/8" x 7" ROL 67457 or approved alternate.	25 ea.	\$ _____ ea.	\$ _____
		_____ Brand Name & Stock Number Selling Unit _____ of _____	
173. Continuous Labels, Fanfold, for use on pin feed tabulating, typing and data processing equipment. Smudge proof stock. White. Universal or Approved alternate.			
3-1/2" x 15/16", 1 - up Permanent. Box 5000. UNV-70104.	50 bxs.	\$ _____ bx.	\$ _____
3-1/2" x 15/16", 2 - up Permanent. Box 10,000. UNV-70105.	50 bxs.	\$ _____ bx.	\$ _____
4" x 1-7/16", 3 - up Removable. Box 15000. UNV-70106.	50 bxs.	\$ _____ bx.	\$ _____
		_____ Brand Name & Stock Number Selling Unit _____ of _____	
174. Name Badge Label, "Hello My Name Is" 3-1/2 x 2-1/4, Blue. C-Line, 100/pkg CLI-92235. or approved alternate	100 pkgs.	\$ _____ pkg.	\$ _____
		_____ Brand Name & Stock Number Selling Unit _____ of _____	
175. Slide Lock Report Cover, 8-1/2" x 11" transparent cover with 1/8" white binding bar. 50 per Box. CLI-32457. or approved alternate	200 bxs.	\$ _____ bx.	\$ _____
		_____ Brand Name & Stock Number Selling Unit _____ of _____	

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	QUAN.	UNIT PRICE	TOTAL
176. Tape Flags, Post-It. Removable tape flag in dispenser. Or approved alternate. 50 flags/pk. 12 pk per Box.			
Yellow - "Sign Here", MMM-680-9	200 pk.	\$ _____ pk.	\$ _____
Purple - FYI, MMM-680-11	200 pk.	\$ _____ pk.	\$ _____
Green - FILE, MMM-68012	200 pk.	\$ _____ pk.	\$ _____
Clear - NOTE, MMM-680-10	200 pk.	\$ _____ pk.	\$ _____
Yellow - Sign & Date, MMM680-17	200 pk.	\$ _____ pk.	\$ _____
_____ Brand Name & Stock Number Selling Unit _____ of _____			
177. Diskette, Data Storage, 3.5", double sided, high density (DS/HD), with labels, 10 per bx. MMM 12881,12513 or approved alternate.			
IBM Formatted _____	500 bxs.	\$ _____ bx.	\$ _____
Blank Format _____	250 bxs.		
_____ Brand Name & Stock Number Selling Unit _____ of _____			
178. Diskette Tray, stores 50 3-1/2" diskettes, 5-1/4"w x 9"d x 4-7/8"h, Fellows #90612 /90611 or approved alternate.			
Non-Locking _____	100 ea.	\$ _____ ea.	\$ _____
Locking _____	50 ea.	\$ _____ ea.	\$ _____
_____ Brand Name & stock Number Selling Unit _____ of _____			
179. Mouse Pads, sponge rubber pad with polyester surface for improved mouse tracking, 8-3/4" x 8", Universal 51447 or approved alternate.			
Blue _____			
Burgundy _____			
Gray _____	50 ea.	\$ _____ ea.	\$ _____
_____ Brand Name & Stock Number Selling Unit _____ of _____			

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	QUAN.	UNIT PRICE	TOTAL
180. 6-Outlet Power Strip Circuit Breaker, master switch powers all outlets at once, 15-amp circuit breaker, 4 ft. cord. Acco #ACC-50688 or approved alternate.	150 ea.	\$ _____ ea.	\$ _____
		_____ Brand Name & Stock Number Selling Unit _____ of _____	
181. Wrist rest, foam cushion, ergonomic design, soft padded cushion. 18-1/2W x 2-1/2D x 5/8H Fellows 58044 or approved alternate.	50 ea.	\$ _____ ea.	\$ _____
		_____ Brand Name & Stock Number Selling Unit _____ of _____	
182. Sharp Fax Imaging Film, Model #UX-15CR, No Substitutes.	100 ea.	\$ _____ ea.	\$ _____
		_____ Brand Name & Stock Number Selling Unit _____ of _____	
183. Report covers, 8.5 x 11 black with tang fasteners, 25 ea/box, ESS 52506 or approved alternate.	1,250 ea.	\$ _____ ea.	\$ _____
		_____ Brand Name & Stock Number Selling Unit _____ of _____	
184. Report covers, 8.5 x 11 dark blue with tang fasteners, 25 ea/box, ESS 52538 or approved alternate.	1,250 ea.	\$ _____ ea.	\$ _____
		_____ Brand Name & Stock Number Selling Unit _____ of _____	

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	QUAN.	UNIT PRICE	TOTAL
185. Report covers, 8.5 x 11 green with tang fasteners, 25ea/box, ESS 52556 or approved alternate.	1,250 ea.	\$ _____ ea.	\$ _____
		Brand Name & Stock Number Selling Unit _____ of _____	
186. Report covers, 8.5 x 11 yellow with tang fasteners, 25ea/box, ESS 52509 or approved alternate.	1,250 ea.	\$ _____ ea.	\$ _____
		Brand Name & Stock Number Selling Unit _____ of _____	
187. Report covers, 8.5 x 11 red with tang fasteners, 25ea/box, ESS 52511 or approved alternate.	1,250 ea.	\$ _____ ea.	\$ _____
		Brand Name & Stock Number Selling Unit _____ of _____	
188. Report covers – Clear front with fasteners –25 ea/bx UNV-56116 or approved alternate.	2500 ea.	\$ _____ ea.	\$ _____
		Brand Name & Stock Number Selling Unit _____ of _____	
189. Sheet protectors, 3-hole punch, top mounting 11 x 8.5 clear, heavy. 50/bx. UNV-21128. Or approved alternate.	50 bxs.	\$ _____ bx.	\$ _____
		Brand Name & Stock Number Selling Unit _____ of _____	
190. Mini sorter, five note size compartments, black - #UNV 53202 or approved alternate.	20 ea.	\$ _____ ea.	\$ _____
		Brand Name & Stock Number Selling Unit _____ of _____	

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	QUAN.	UNIT PRICE	TOTAL
191. Interoffice envelopes, 5 x 11-1/2 printed on two sides, string and button flap, 500 envelopes per box, #QUA-63362 or approved alternate.	20 bxs.	\$ _____ bx.	\$ _____
		Brand Name & Stock Number _____ Selling Unit _____ of _____	
192. Glue stick, .77 oz. - #UNV-75749 or approved alternate.	100 ea.	\$ _____ ea.	\$ _____
		Brand Name & Stock Number _____ Selling Unit _____ of _____	
193. Rubber finger tips, size 11, 12 ea/bx #ACC-54031 or approved alternate.	100 bx.	\$ _____ bx.	\$ _____
		Brand Name & Stock Number _____ Selling Unit _____ of _____	
194. Rubber finger tips, size 12, 12 ea/bx #ACC-54032 or approved alternate.	100 bx.	\$ _____ bx.	\$ _____
		Brand Name & Stock Number _____ Selling Unit _____ of _____	
195. Rubber finger tips, size 13, 12 ea/bx #ACC-54033 or approved alternate.	100 bx.	\$ _____ bx.	\$ _____
		Brand Name & Stock Number _____ Selling Unit _____ of _____	
196. Storage boxes, 15 x 12 x 10, brown cardboard boxes.	5000 ea.	\$ _____ ea.	\$ _____
		Brand Name & Stock Number _____ Selling Unit _____ of _____	

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	QUAN.	UNIT PRICE	TOTAL
197. Presentation clear view binder, white 1" -- UNV20962 or approved alternate.	100 ea.	\$ _____ ea.	\$ _____
		Brand Name & Stock Number Selling Unit _____ of _____	
198. Presentation clear view binder, white 2" UNV20982 or approved alternate.	150 ea.	\$ _____ ea.	\$ _____
		Brand Name & Stock Number Selling Unit _____ of _____	
199. Presentation clear view binder, white 3" UNV20992 or approved alternate.	50 ea.	\$ _____ ea.	\$ _____
		Brand Name & Stock Number Selling Unit _____ of _____	
200. Ring binder index dividers set, clear tabs, 8 tabs set UNV20841 or approved alternate.	1500 sets	\$ _____ set	\$ _____
		Brand Name & Stock Number Selling Unit _____ of _____	
201. Clear push pins, 3/8", 100/pkg UNV 31304 or approved alternate.	100 pkgs.	\$ _____ pkg.	\$ _____
		Brand Name & Stock Number Selling Unit _____ of _____	
202. Dust masks, disposable, 50 per box #CBT-50200 or approved alternate.	100 bxs.	\$ _____ bx.	\$ _____
		Brand Name & Stock Number Selling Unit _____ of _____	

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	QUAN.	UNIT PRICE	TOTAL
203. Audio cassette tapes – 60 minutes 10 ea/bx, Prism 20111 or approved alternate.	1000 ea.	\$ _____ ea.	\$ _____
		Brand Name & Stock Number Selling Unit _____ of _____	
204. Audio cassette tapes – 90 minutes 10ea/bx, Prism 20112 or approved alternate	1000 ea.	\$ _____ ea.	\$ _____
		Brand Name & Stock Number Selling Unit _____ of _____	
205. Micro cassette tapes – Prism 30101 or approved alternate.	100 ea.	\$ _____ ea.	\$ _____
		Brand Name & Stock Number Selling Unit _____ of _____	
206. Laser pointer, projects 200-300 yards, black – APO-MP1200.Or approved alternate.	10 ea.	\$ _____ ea.	\$ _____
		Brand Name & Stock Number Selling Unit _____ of _____	
207. Transparency film for overhead projector, 8-1/2 x 11 laser printers, Box of 50 UNV65125 or approved alternate.	20 bxs.	\$ _____ bx.	\$ _____
		Brand Name & Stock Number Selling Unit _____ of _____	
208. Transparency mounting frames, 50 per box – APO 3421003B or approved alternate.	20 bxs.	\$ _____ bx.	\$ _____
		Brand Name & Stock Number Selling Unit _____ of _____	

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	QUAN.	UNIT PRICE	TOTAL
209. Expandable binders, 1" – 6", holds 11 x 8-1/2 sheets. Vinyl cover – LEO-61601 or approved alternate.	50 ea.	\$ _____ ea.	\$ _____
		Brand Name & Stock Number _____ Selling Unit _____ of _____	
210. Hanging data binders for marginally punched computer printouts, 9 1/2 x 11 – UNV15432 or approved alternate.	700 ea.	\$ _____ ea.	\$ _____
		Brand Name & Stock Number _____ Selling Unit _____ of _____	
211. Brownline daily Journal Hard Covered 8.25x5.75 CB389-Colors :Red, Blue or Black	100 ea.	\$ _____ ea.	\$ _____
		Brand Name & Stock Number _____ Selling Unit _____ of _____	
212. USB Drive 4GB Swivel	100 ea.	\$ _____ ea.	\$ _____
		Brand Name & Stock Number _____ Selling Unit _____ of _____	
213. USB Drive 8 GB Swivel	100 ea.	\$ _____ ea.	\$ _____
		Brand Name & Stock Number _____ Selling Unit _____ of _____	
TOTAL GROUP I		\$ _____	
(Average % discount on all items listed in the catalog that are not specified in this Invitation to Bid)			_____ %

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		QUAN.	UNIT PRICE	TOTAL
GROUP II – PRINTER CARTRIDGES				
A. Hewlett Packard				
1.	HP-51626A (26)	1,000 ea.	\$ _____ ea.	\$ _____
2.	HP-51629A (29)	1,000 ea.	\$ _____ ea.	\$ _____
3.	HP-C4096A (96A)	1,000 ea.	\$ _____ ea.	\$ _____
4.	HP-C4127	1,000 ea.	\$ _____ ea.	\$ _____
5.	HP-C4811AN	1,000 ea.	\$ _____ ea.	\$ _____
6.	HP-C4812AN	1,000 ea.	\$ _____ ea.	\$ _____
7.	HP-C4813AN	1,000 ea.	\$ _____ ea.	\$ _____
8.	HP-C4836A (11)	1,000 ea.	\$ _____ ea.	\$ _____
9.	HP-C4837A (11)	1,000 ea.	\$ _____ ea.	\$ _____
10.	HP-C4838A (11)	1,000 ea.	\$ _____ ea.	\$ _____
11.	HP-C4841A (10)	1,000 ea.	\$ _____ ea.	\$ _____
12.	HP-C4842A (10)	1,000 ea.	\$ _____ ea.	\$ _____
13.	HP-C4843A (10)	1,000 ea.	\$ _____ ea.	\$ _____
14.	HP-C4902AN (940)	1,000 ea.	\$ _____ ea.	\$ _____
15.	HP-C4903AN (940)	1,000 ea.	\$ _____ ea.	\$ _____
16.	HP-C4904AN (940)	1,000 ea.	\$ _____ ea.	\$ _____
17.	HP-C4905AN (940)	1,000 ea.	\$ _____ ea.	\$ _____
18.	HP-C5010D (14)	1,000 ea.	\$ _____ ea.	\$ _____

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		QUAN.	UNIT PRICE	TOTAL
19.	HP-C5011D (14)	1,000 ea.	\$ _____ ea.	\$ _____
20.	HP-C6653FN (15D)	1,000 ea.	\$ _____ ea.	\$ _____
21.	HP-C8765WN	1,000 ea.	\$ _____ ea.	\$ _____
22.	HP-C9319FN (56)	1,000 ea.	\$ _____ ea.	\$ _____
23.	HP-C9320FN (57)	1,000 ea.	\$ _____ ea.	\$ _____
24.	HP-C9348FN (96)	1,000 ea.	\$ _____ ea.	\$ _____
25.	HP-C9349FN (97)	1,000 ea.	\$ _____ ea.	\$ _____
26.	HP-C9350FN (94)	1,000 ea.	\$ _____ ea.	\$ _____
27.	HP-C9368AN (100)	1,000 ea.	\$ _____ ea.	\$ _____
28.	HP-C9385AN (88)	1,000 ea.	\$ _____ ea.	\$ _____
29.	HP-C9386AN (88)	1,000 ea.	\$ _____ ea.	\$ _____
30.	HP-C9387AN (88)	1,000 ea.	\$ _____ ea.	\$ _____
31.	HP-C9388AN (88)	1,000 ea.	\$ _____ ea.	\$ _____
32.	HP-C9514FN (98)	1,000 ea.	\$ _____ ea.	\$ _____
33.	HP-CB316WN (140)	1,000 ea.	\$ _____ ea.	\$ _____
34.	HP-CB318WN (140)	1,000 ea.	\$ _____ ea.	\$ _____
35.	HP-CB319WN (140)	1,000 ea.	\$ _____ ea.	\$ _____
36.	HP-CB320WN (140)	1,000 ea.	\$ _____ ea.	\$ _____
37.	HP-CB335WN (74)	1,000 ea.	\$ _____ ea.	\$ _____
38.	HP-CB337WN (75)	1,000 ea.	\$ _____ ea.	\$ _____
39.	HP-CB381A (824A)	1,000 ea.	\$ _____ ea.	\$ _____

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		QUAN.	UNIT PRICE	TOTAL
40.	HP-CB382A (824A)	1,000 ea.	\$ _____ ea.	\$ _____
41.	HP-CB383A (824A)	1,000 ea.	\$ _____ ea.	\$ _____
42.	HP-CB390A (825A)	1,000 ea.	\$ _____ ea.	\$ _____
43.	HP-CB435A (34A)	1,000 ea.	\$ _____ ea.	\$ _____
44.	HP-CB436A (36A)	1,000 ea.	\$ _____ ea.	\$ _____
45.	HP-CB540A (125A)	1,000 ea.	\$ _____ ea.	\$ _____
46.	HP-CB541A (125A)	1,000 ea.	\$ _____ ea.	\$ _____
47.	HP-CB542A (125A)	1,000 ea.	\$ _____ ea.	\$ _____
48.	HP-CB543A (125A)	1,000 ea.	\$ _____ ea.	\$ _____
49.	HP-CC530A (304A)	1,000 ea.	\$ _____ ea.	\$ _____
50.	HP-CC530AD (304A DUAL)	1,000 ea.	\$ _____ ea.	\$ _____
51.	HP-CC531A (304A)	1,000 ea.	\$ _____ ea.	\$ _____
52.	HP-CC532A (304A)	1,000 ea.	\$ _____ ea.	\$ _____
53.	HP-CC533A (304A)	1,000 ea.	\$ _____ ea.	\$ _____
54.	HP-CC606FN (88)	1,000 ea.	\$ _____ ea.	\$ _____
55.	HP-CC640WN (60)	1,000 ea.	\$ _____ ea.	\$ _____
56.	HP-CC643WN (60)	1,000 ea.	\$ _____ ea.	\$ _____
57.	HP-CC653AN (901)	1,000 ea.	\$ _____ ea.	\$ _____
58.	HP-CC656AN (901)	1,000 ea.	\$ _____ ea.	\$ _____
59.	HP-CD410X (305X)	1,000 ea.	\$ _____ ea.	\$ _____
60.	HP-CD505X (HP05X)	1,000 ea.	\$ _____ ea.	\$ _____

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	QUAN.	UNIT PRICE	TOTAL
61.	HP-CD886FN (95)	1,000 ea.	\$ _____ ea. \$ _____
62.	HP-CD971AN (920)	1,000 ea.	\$ _____ ea. \$ _____
63.	HP-CE410A (305A)	1,000 ea.	\$ _____ ea. \$ _____
64.	HP-CE411A (305A)	1,000 ea.	\$ _____ ea. \$ _____
65.	HP-CE412A (305A)	1,000 ea.	\$ _____ ea. \$ _____
66.	HP-CE413A (305A)	1,000 ea.	\$ _____ ea. \$ _____
67.	HP-CE505A (HP05A)	1,000 ea.	\$ _____ ea. \$ _____
68.	HP-CF210A (131A)	1,000 ea.	\$ _____ ea. \$ _____
69.	HP-CF210X (131X)	1,000 ea.	\$ _____ ea. \$ _____
70.	HP-CF211A (131A)	1,000 ea.	\$ _____ ea. \$ _____
71.	HP-CF212A (131A)	1,000 ea.	\$ _____ ea. \$ _____
72.	HP-CF213A (131A)	1,000 ea.	\$ _____ ea. \$ _____
73.	HP-CF340A	1,000 ea.	\$ _____ ea. \$ _____
74.	HP-CH634AN (920)	1,000 ea.	\$ _____ ea. \$ _____
75.	HP-CH636AN (920)	1,000 ea.	\$ _____ ea. \$ _____
76.	HP-CH935AN (920)	1,000 ea.	\$ _____ ea. \$ _____
77.	HP-CH049 (950)	1,000 ea.	\$ _____ ea. \$ _____
78.	HP-CR314FN (951)	1,000 ea.	\$ _____ ea. \$ _____
79.	HP-Q2612A (12A)	1,000 ea.	\$ _____ ea. \$ _____
80.	HP-Q2613A (13A)	1,000 ea.	\$ _____ ea. \$ _____
81.	HP-Q3971A (123A)	1,000 ea.	\$ _____ ea. \$ _____

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		QUAN.	UNIT PRICE	TOTAL
82.	HP-Q3972A (123A)	1,000 ea.	\$ _____ ea.	\$ _____
83.	HP-Q3973A (123A)	1,000 ea.	\$ _____ ea.	\$ _____
84.	HP-Q5949A (49A)	1,000 ea.	\$ _____ ea.	\$ _____
85.	HP-Q6002A	1,000 ea.	\$ _____ ea.	\$ _____
86.	HP-Q6470A (501A)	1,000 ea.	\$ _____ ea.	\$ _____
87.	HP-Q6471A (502A)	1,000 ea.	\$ _____ ea.	\$ _____
88.	HP-Q6472A (502A)	1,000 ea.	\$ _____ ea.	\$ _____
89.	HP-Q6473A (502A)	1,000 ea.	\$ _____ ea.	\$ _____
90.	HP-Q7516A (16A)	1,000 ea.	\$ _____ ea.	\$ _____
91.	HP-Q7581A (503A)	1,000 ea.	\$ _____ ea.	\$ _____
92.	HP-Q7582A (503A)	1,000 ea.	\$ _____ ea.	\$ _____
93.	HP-Q7583A (503A)	1,000 ea.	\$ _____ ea.	\$ _____
94.	HP-C4127X	1,000 ea.	\$ _____ ea.	\$ _____
95.	HP-Q7551A	1,000 ea.	\$ _____ ea.	\$ _____
96.	HP-CE255A	1,000 ea.	\$ _____ ea.	\$ _____
97.	HP-C4096A	1,000 ea.	\$ _____ ea.	\$ _____
98.	HP-Q5942A	1,000 ea.	\$ _____ ea.	\$ _____
99.	HP-CB435A	1,000 ea.	\$ _____ ea.	\$ _____
100.	HP-CE505A	1,000 ea.	\$ _____ ea.	\$ _____
101.	HP-CB436A	1,000 ea.	\$ _____ ea.	\$ _____
102.	HP-C3906A	1,000 ea.	\$ _____ ea.	\$ _____

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		QUAN.	UNIT PRICE	TOTAL
103.	HP-C8061X	1,000 ea.	\$ _____ ea.	\$ _____
104.	HP-CC364X	1,000 ea.	\$ _____ ea.	\$ _____
105.	HP-Q6511A	1,000 ea.	\$ _____ ea.	\$ _____
106.	HP-Q2610A	1,000 ea.	\$ _____ ea.	\$ _____
107.	HP-Q1338A	1,000 ea.	\$ _____ ea.	\$ _____
108.	HP-CE285A	1,000 ea.	\$ _____ ea.	\$ _____
109.	HP-C3903A	1,000 ea.	\$ _____ ea.	\$ _____
110.	HP-CC530 Black (304A)	1,000 ea.	\$ _____ ea.	\$ _____
111.	HP-CC531 Cyan (304A)	1,000 ea.	\$ _____ ea.	\$ _____
112.	HP-CC532 Yellow (304A)	1,000 ea.	\$ _____ ea.	\$ _____
113.	HP-CC533 Magenta (304A)	1,000 ea.	\$ _____ ea.	\$ _____
114.	HP-Q6470A Black (501A)	1,000 ea.	\$ _____ ea.	\$ _____
115.	HP-Q7581A Cyan (503A)	1,000 ea.	\$ _____ ea.	\$ _____
116.	HP-CC7582A Yellow (503A)	1,000 ea.	\$ _____ ea.	\$ _____
117.	HP-Q7583A Magenta (503A)	1,000 ea.	\$ _____ ea.	\$ _____
118.	HP-CE410A Black (305A)	1,000 ea.	\$ _____ ea.	\$ _____
119.	HP-CE411A Cyan (305A)	1,000 ea.	\$ _____ ea.	\$ _____
120.	HP-CE412A Yellow (305A)	1,000 ea.	\$ _____ ea.	\$ _____
121.	HP-CE413A Magenta (305A)	1,000 ea.	\$ _____ ea.	\$ _____
122.	HP-CE260A Black (647A)	1,000 ea.	\$ _____ ea.	\$ _____
123.	HP-CE261A Cyan (648A)	1,000 ea.	\$ _____ ea.	\$ _____

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		QUAN.	UNIT PRICE	TOTAL
124.	HP-CE262A Yellow (648A)	1,000 ea.	\$ _____ ea.	\$ _____
125.	HP-CE263A Magenta (648A)	1,000 ea.	\$ _____ ea.	\$ _____
126.	HP-CB400A Black (642A)	1,000 ea.	\$ _____ ea.	\$ _____
127.	HP-CB401 Cyan (642A)	1,000 ea.	\$ _____ ea.	\$ _____
128.	HP-CB402A Yellow (642A)	1,000 ea.	\$ _____ ea.	\$ _____
129.	HP-CB403A Magenta (642A)	1,000 ea.	\$ _____ ea.	\$ _____
130.	HP-CB540A Black (125A)	1,000 ea.	\$ _____ ea.	\$ _____
131.	HP-CB541A Cyan (125A)	1,000 ea.	\$ _____ ea.	\$ _____
132.	HP-CB542A Yellow (125A)	1,000 ea.	\$ _____ ea.	\$ _____
133.	HP-CB543A Magenta (125A)	1,000 ea.	\$ _____ ea.	\$ _____
134.	HP-Q5950A (643A)	1,000 ea.	\$ _____ ea.	\$ _____
135.	HP-Q5951A Cyan (643A)	1,000 ea.	\$ _____ ea.	\$ _____
136.	HP-Q5952A Yellow (643A)	1,000 ea.	\$ _____ ea.	\$ _____
137.	HP-Q5953A Magenta (643A)	1,000 ea.	\$ _____ ea.	\$ _____
138.	HP-C9720A Black (641A)	1,000 ea.	\$ _____ ea.	\$ _____
139.	HP-C9721A Cyan (641A)	1,000 ea.	\$ _____ ea.	\$ _____
140.	HP-C9722A Yellow (641A)	1, 000 ea.	\$ _____ ea.	\$ _____
141.	HP-C9723A Magenta (641A)	1,000 ea.	\$ _____ ea.	\$ _____
142.	HP-C4191A Black	1,000 ea.	\$ _____ ea.	\$ _____
143.	HP-C4192A Cyan	1,000 ea.	\$ _____ ea.	\$ _____
144.	HP-C4193A Yellow	1,000 ea.	\$ _____ ea.	\$ _____

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	QUAN.	UNIT PRICE	TOTAL
145. HP-C4194A Magenta	1,000 ea.	\$ _____ ea.	\$ _____
146. HP-CB400A Black	1,000 ea.	\$ _____ ea.	\$ _____
147. HP-CB-401A Cyan	1,000 ea.	\$ _____ ea.	\$ _____
148. HP-CB402A Magenta	1,000 ea.	\$ _____ ea.	\$ _____
149. HP-CB403A Yellow	1,000 ea.	\$ _____ ea.	\$ _____
150. HP-CE285A Black	1,000 ea.	\$ _____ ea.	\$ _____
151. HP-96 Black	1,000 ea.	\$ _____ ea.	\$ _____
152. HP-97 Color	1,000 ea.	\$ _____ ea.	\$ _____
153. HP-60 Black	1,000 ea.	\$ _____ ea.	\$ _____
154. HP-60 Color	1,000 ea.	\$ _____ ea.	\$ _____
155. HP-Q2624A Black	1,000 ea.	\$ _____ ea.	\$ _____
156. HP-Q6000A Black	1,000 ea.	\$ _____ ea.	\$ _____
157. HP-Q6001A Cyan	1,000 ea.	\$ _____ ea.	\$ _____
158. HP-Q6002A Yellow	1,000 ea.	\$ _____ ea.	\$ _____
159. HP-Q6003A Magenta	1,000 ea.	\$ _____ ea.	\$ _____
160. HP-Q6470 Black	1,000 ea.	\$ _____ ea.	\$ _____
161. HP-Q6471 Cyan	1,000 ea.	\$ _____ ea.	\$ _____
162. HP-Q6472 Yellow	1,000 ea.	\$ _____ ea.	\$ _____
163. HP-Q6473 Magenta	1,000 ea.	\$ _____ ea.	\$ _____
164. HP-C9700A Black	1,000 ea.	\$ _____ ea.	\$ _____
165. HP-C9701A Cyan	1,000 ea.	\$ _____ ea.	\$ _____

**FIRM NAME** \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_

**TITLE** \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
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CITY OF ATLANTA  
 DEPARTMENT OF PROCUREMENT  
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	<b>QUAN.</b>	<b>UNIT PRICE</b>	<b>TOTAL</b>
166. HP-C9702A Yellow	1,000 ea.	\$ _____ ea.	\$ _____
167. HP-C9703A Magenta	1,000 ea.	\$ _____ ea.	\$ _____
168. HP-CB540A Black	1,000 ea.	\$ _____ ea.	\$ _____
169. HP-CB541A Cyan	1,000 ea.	\$ _____ ea.	\$ _____
170. HP-CB542A Yellow	1,000 ea.	\$ _____ ea.	\$ _____
171. HP-CB543A Magenta	1,000 ea.	\$ _____ ea.	\$ _____
172. HP-C4907A Cyan	1,000 ea.	\$ _____ ea.	\$ _____
173. HP-C4908 Magenta	1,000 ea.	\$ _____ ea.	\$ _____
174. HP-C4909 Yellow	1,000 ea.	\$ _____ ea.	\$ _____
175. HP-C4906A Black	1,000 ea.	\$ _____ ea.	\$ _____
176. HP-920XL Black	1,000 ea.	\$ _____ ea.	\$ _____
177. HP-920XL Cyan	1,000 ea.	\$ _____ ea.	\$ _____
178. HP-920XL Yellow	1,000 ea.	\$ _____ ea.	\$ _____
179. HP-920XL Magenta	1,000 ea.	\$ _____ ea.	\$ _____
180. HP-Q3964A	1,000 ea.	\$ _____ ea.	\$ _____
181. HP-C8765	1,000 ea.	\$ _____ ea.	\$ _____
182. HP-C8766	1,000 ea.	\$ _____ ea.	\$ _____
183. HP-920	1,000 ea.	\$ _____ ea.	\$ _____
184. HP-03A	1,000 ea.	\$ _____ ea.	\$ _____
185. HP-640CMYK	1,000 ea.	\$ _____ ea.	\$ _____
186. HP-96A	1,000 ea.	\$ _____ ea.	\$ _____

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		<b>QUAN.</b>	<b>UNIT PRICE</b>	<b>TOTAL</b>
187.	HP-12A	1,000 ea.	\$ _____ ea.	\$ _____
188.	HP-H3730	1,000 ea.	\$ _____ ea.	\$ _____
189.	HP-03	1,000 ea.	\$ _____ ea.	\$ _____
190.	HP-96A	1,000 ea.	\$ _____ ea.	\$ _____
191.	HEW-C9386AN/C9386AN (HP 88) Cyan	1,000 ea.	\$ _____ ea.	\$ _____
192.	HEW-C9387AN/C9387AN (HP 88) Magenta	1,000 ea.	\$ _____ ea.	\$ _____
193.	HEW-C9388AN/C9388AN (HP 88) Yellow	1,000 ea.	\$ _____ ea.	\$ _____
194.	HEW-C9385AN/C9385AN (HP 88) Black	1,000 ea.	\$ _____ ea.	\$ _____
<b>TOTAL GROUP A</b>			\$ _____	
<b>B.</b>	<b>XEROX</b>			
1.	113R00657	1,000 ea.	\$ _____ ea.	\$ _____
2.	113R00711	1,000 ea.	\$ _____ ea.	\$ _____
3.	013R00599	1,000 ea.	\$ _____ ea.	\$ _____
4.	013R00609	1,000 ea.	\$ _____ ea.	\$ _____
5.	10800726	1,000 ea.	\$ _____ ea.	\$ _____
6.	10800727	1,000 ea.	\$ _____ ea.	\$ _____
7.	108R00723	1,000 ea.	\$ _____ ea.	\$ _____
8.	108R00724	1,000 ea.	\$ _____ ea.	\$ _____
9.	108R00725	1,000 ea.	\$ _____ ea.	\$ _____

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		QUAN.	UNIT PRICE	TOTAL
10.	6R1146	1,000 ea.	\$ _____ ea.	\$ _____
11.	106R01391	1,000 ea.	\$ _____ ea.	\$ _____
12.	106R01389	1,000 ea.	\$ _____ ea.	\$ _____
13.	106R01390	1,000 ea.	\$ _____ ea.	\$ _____
14.	106R01388	1,000 ea.	\$ _____ ea.	\$ _____
<b>TOTAL GROUP B</b>				\$ _____
<b>C. DELL</b>				
1.	5200/5300	1,000 ea.	\$ _____ ea.	\$ _____
2.	5210/5310	1,000 ea.	\$ _____ ea.	\$ _____
3.	3110cn/3115cn Black	1,000 ea.	\$ _____ ea.	\$ _____
4.	3110cn/3115cn Cyan	1,000 ea.	\$ _____ ea.	\$ _____
5.	3110cn/3115cn Yellow	1,000 ea.	\$ _____ ea.	\$ _____
6.	3110cn/3115cn Magenta	1,000 ea.	\$ _____ ea.	\$ _____
7.	310-7023 (X5011)	1,000 ea.	\$ _____ ea.	\$ _____
8.	310-8709 (PY449)	1,000 ea.	\$ _____ ea.	\$ _____
9.	310-8708 (RP441)	1,000 ea.	\$ _____ ea.	\$ _____
10.	H373	1,000 ea.	\$ _____ ea.	\$ _____
<b>TOTAL GROUP C</b>				\$ _____
<b>D. PANASONIC</b>				
1.	DQ-TU38G (DP-6030)	1,000 ea.	\$ _____ ea.	\$ _____

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		QUAN.	UNIT PRICE	TOTAL
2.	KX-FA93 (FAX)	1,000 ea.	\$ _____ ea.	\$ _____
3.	KX-FA83 (FAX)	1,000 ea.	\$ _____ ea.	\$ _____
4.	KX-FA136 (FAX)	1,000 ea.	\$ _____ ea.	\$ _____
<b>TOTAL GROUP D</b>			\$ _____	
<b>E. LEXMARK</b>				
1.	12035SA (E120)	1,000 ea.	\$ _____ ea.	\$ _____
2.	1380999- Lexmark Ribbon	1,000 ea.	\$ _____ ea.	\$ _____
<b>TOTAL GROUP E</b>			\$ _____	
<b>F. CANON</b>				
1.	CTX25-8489A001AAPC	1,000 ea.	\$ _____ ea.	\$ _____
2.	BC16C	1,000 ea.	\$ _____ ea.	\$ _____
3.	BC16M	1,000 ea.	\$ _____ ea.	\$ _____
4.	BC16Y	1,000 ea.	\$ _____ ea.	\$ _____
5.	BC16BK	1,000 ea.	\$ _____ ea.	\$ _____
6.	8489A001AA (X25)	1,000 ea.	\$ _____ ea.	\$ _____
7.	0836B001AA (50)	1,000 ea.	\$ _____ ea.	\$ _____
8.	0836B002AA (50)	1,000 ea.	\$ _____ ea.	\$ _____
9.	CL-241	1,000 ea.	\$ _____ ea.	\$ _____
10.	PG-240	1,000 ea.	\$ _____ ea.	\$ _____
11.	CL-241 XL	1,000 ea.	\$ _____ ea.	\$ _____
12.	PG-240 XL	1,000 ea.	\$ _____ ea.	\$ _____

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	<b>QUAN.</b>	<b>UNIT PRICE</b>	<b>TOTAL</b>
<b>TOTAL GROUP F</b>		\$ _____	
<b>G. BROTHER</b>			
1. TN650 (TN-650)	1,000 ea.	\$ _____ ea.	\$ _____
2. LC51Y	1,000 ea.	\$ _____ ea.	\$ _____
3. LC51M	1,000 ea.	\$ _____ ea.	\$ _____
4. LC51C	1,000 ea.	\$ _____ ea.	\$ _____
5. LC51BK	1,000 ea.	\$ _____ ea.	\$ _____
<b>TOTAL GROUP G</b>		\$ _____	
<b>I. OLMYPUS</b>			
1. 200365	1,000 ea.	\$ _____ ea.	\$ _____
2. 200861 P-RBW	1,000 ea.	\$ _____ ea.	\$ _____
<b>TOTAL GROUP II</b>		\$ _____	
(Average % discount on all items listed in the catalog that are not specified in this Invitation to Bid)		_____ %	
<b>GROUP III – FAX MACHINE CARTRIDGES</b>			
<b>A. SAVIN</b>			
1. 430223	1,000 ea.	\$ _____ ea.	\$ _____
<b>TOTAL GROUP A</b>		\$ _____	
<b>B. BROTHER</b>			
1. PC201	1,000 ea.	\$ _____ ea.	\$ _____
2. TN-350	1,000 ea.	\$ _____ ea.	\$ _____
3. DR-350	1,000 ea.	\$ _____ ea.	\$ _____

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	QUAN.	UNIT PRICE	TOTAL
4. TN-460	1,000 ea.	\$ _____ ea.	\$ _____
5. DR-400	1,000 ea.	\$ _____ ea.	\$ _____
<b>TOTAL GROUP B</b>			\$ _____
<b>C. MISCELLANEOUS</b>			
1. C9351AN (21)	1,000 ea.	\$ _____ ea.	\$ _____
2. C9352AN (22)	1,000 ea.	\$ _____ ea.	\$ _____
3. LC65HYBK (FAX)	1,000 ea.	\$ _____ ea.	\$ _____
4. LC65HYC (FAX)	1,000 ea.	\$ _____ ea.	\$ _____
5. LC65HYM (FAX)	1,000 ea.	\$ _____ ea.	\$ _____
6. LC65HYY (FAX)	1,000 ea.	\$ _____ ea.	\$ _____
7. LC61BK (FAX)	1,000 ea.	\$ _____ ea.	\$ _____
8. LC61C (FAX)	1,000 ea.	\$ _____ ea.	\$ _____
9. LC61M (FAX)	1,000 ea.	\$ _____ ea.	\$ _____
10. LC61Y (FAX)	1,000 ea.	\$ _____ ea.	\$ _____
<b>TOTAL GROUP C</b>			\$ _____
<b>GROUP III TOTAL</b>			\$ _____
(Average % discount on all items listed in the catalog that are not specified in this Invitation to Bid)			_____ %
<b>GROUP IV – TYPEWRITER SUPPLIES</b>			
<b>A. BROTHER</b>			
1. 1030	1,000 ea.	\$ _____ ea.	\$ _____

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	QUAN.	UNIT PRICE	TOTAL
2. 3010	1,000 ea.	\$ _____ ea.	\$ _____
3. SK100	1,000 ea.	\$ _____ ea.	\$ _____
4. 3015 (Correctable Lift Off)	1,000 ea.	\$ _____ ea.	\$ _____
5. 7020 (Ribbon)	1,000 ea.	\$ _____ ea.	\$ _____
<b>TOTAL GROUP IV</b>		\$ _____	
(Average % discount on all items listed in the catalog that are not specified in this Invitation to Bid)		_____ %	
GROUP V – 100% Virgin Material Paper			
White Electrostatic Copier, Long Grain Sub 20, No. 4 Xerographic. Mead or Equal			
1. 8 1/2" x 11"	5,000 cases	\$ _____ case	\$ _____
		_____ Manufacturer and Brand Name	
2. 8 1/2" x 14"	500 cases	\$ _____ case	\$ _____
		_____ Manufacturer and Brand Name	
3. 11" x 17"	150 cases	\$ _____ case	\$ _____
		_____ Manufacturer and Brand Name	
<b>TOTAL GROUP V</b>		\$ _____	
(Average % discount on all items listed in the catalog that are not specified in this Invitation to Bid)		_____ %	

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	QUAN.	UNIT PRICE	TOTAL
<p>GROUP VI – 100 % Virgin Material Paper Color</p> <p>Color Electrostatic Copier, Long Grain            Sub 20, No. 4 Xerographic: Canary, Pink            Blue or Green, Grey or Golden Rod, Salmon, Cherry,            Orchid, Lime, Periwinkle, Lipstick, Fuchsia, Turquoise,            Emerald Green, Orange Daffodil, and Gold.            Mead or Equal</p>			
1. 8 ½" x 11"	500 cases	\$ _____ case \$ _____	
		_____ Manufacturer and Brand Name	
2. 8 ½" x 14"	200 cases	\$ _____ case \$ _____	
		_____ Manufacturer and Brand Name	
<b>TOTAL GROUP VI</b>		\$ _____	
<b>(Average % discount on all items listed in the catalog that are not specified in this Invitation to Bid)</b>			_____ %
<p>GROUP VII – WAUSAU Astrobrights Smooth Finish Paper Color</p> <p>Wausau Astrobright, 8-12 x            11 smooth finish paper;            500 sheets per ream.  <b>NO SUBSTITUTE, PLEASE.</b></p>			
1. Luna Blue, WAU-22521	100 cases	\$ _____ case \$ _____	
		_____ Manufacturer and Brand Name	

**FIRM NAME** \_\_\_\_\_

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	QUAN.	UNIT PRICE	TOTAL
2. Solar Yellow, WAU-22531	100 cases	\$ _____ case \$ _____	
		_____ Manufacturer and Brand Name	
3. Gamma Green, WAU-22541	100 cases	\$ _____ case \$ _____	
		_____ Manufacturer and Brand Name	
4. Re-entry Red, WAU-22551	100 cases	\$ _____ case \$ _____	
		_____ Manufacturer and Brand Name	
5. Terra Green, WAU-22581	100 cases	\$ _____ case \$ _____	
		_____ Manufacturer and Brand Name	
6. Venus Violet, WAU-22081	100 cases	\$ _____ case \$ _____	
		_____ Manufacturer and Brand Name	
7. Pulsar Pink, WAU-22621	100 cases	\$ _____ case \$ _____	
		_____ Manufacturer and Brand Name	

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	<b>QUAN.</b>	<b>UNIT PRICE</b>	<b>TOTAL</b>
8. Lift-Off Lemon, WAU-22631	100 cases	\$ _____ case \$ _____	
		_____ Manufacturer and Brand Name	
9. Rocket Red, WAU-22641	100 cases	\$ _____ case \$ _____	
		_____ Manufacturer and Brand Name	
10. Cosmic Orange, WAU-226521	100 cases	\$ _____ case \$ _____	
		_____ Manufacturer and Brand Name	
11. Pluto Purple, WAU-22199	100 cases	\$ _____ case \$ _____	
		_____ Manufacturer and Brand Name	
12. Fireball Fuchsia, WAU-22681	100 cases	\$ _____ case \$ _____	
		_____ Manufacturer and Brand Name	
13. Stardust White, WAU-22301	100 cases	\$ _____ case \$ _____	
		_____ Manufacturer and Brand Name	
14. Terrestrial Teal, WAU-22479	100 cases	\$ _____ case \$ _____	
		_____ Manufacturer and Brand Name	

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	QUAN.	UNIT PRICE	TOTAL
15. Vulcan Green, WAU-22379	100 cases	\$ _____ case \$ _____	
		_____	
		Manufacturer and Brand Name	
16. Plasma Pink, WAU-22119	100 cases	\$ _____ case \$ _____	
		_____	
		Manufacturer and Brand Name	
<b>TOTAL GROUP VII</b>		\$ _____	
(Average % discount on all items listed in the catalog that are not specified in this Invitation to Bid)		_____ %	
GROUP VIII – COPY AND LASER PAPER			
1. Copy and Laser Paper (White)	100 cases	\$ _____ case \$ _____	
		_____	
		Manufacturer and Brand Name	
<b>TOTAL GROUP VIII</b>		\$ _____	
(Average % discount on all items listed in the catalog that are not specified in this Invitation to Bid)		_____ %	
GROUP IX - HEWLETT PACKARD WHITE LASER PAPER			
1. Hewlett Packard white, 8-1/2 x 11 HP color laser paper, HEW 205000, 96 GE brightness rating. Super smooth for uniform toner gloss and sharp color			

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	QUAN.	UNIT PRICE	TOTAL
images. 500 sheets per ream, five ream per carton. NO SUBSTITUTE, PLEASE.	100 cases	\$ _____ case \$ _____	
		_____ Manufacturer and Brand Name	
2. Hewlett Packard white, 8-1/2 x 14 HP color laser paper, HEW 205000, 96 GE brightness rating. Super smooth for uniform toner gloss and sharp color images. 500 sheets per ream, five ream per carton. NO SUBSTITUTE, PLEASE.	100 cases	\$ _____ case \$ _____	
		_____ Manufacturer and Brand Name	
<b>TOTAL GROUP IX</b>		\$ _____	
(Average % discount on all items listed in the catalog that are not specified in this Invitation to Bid)			_____ %
<b>TOTAL ALL GROUPS</b>		\$ _____	
GROUP X – CATALOG DISCOUNT			
<b>TOTAL AVERAGE % DISCOUNT FOR ALL GROUPS</b>			_____ %

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QUAN.	UNIT PRICE	TOTAL
Prices will remain firm for 12 months.		
<b>YOU MUST CHECK ONE</b>		
<u>Comply</u>		<u>Non-Comply</u>

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QUAN.	UNIT PRICE	TOTAL
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EXTENSIONS, TOTALS AND GRAND TOTAL, IF APPLICABLE, SHALL BE ENTERED IN SPACES PROVIDED. FAILURE TO COMPLY MAY RENDER YOUR BID INVALID.

DELIVERY MAY BE A FACTOR IN AWARD. PLEASE STATE DELIVERY SCHEDULE IN SPACE PROVIDED BELOW. FAILURE TO COMPLY MAY RENDER YOUR BID INVALID.

**TERMS:** BIDDERS ARE REQUESTED TO QUOTE NET PRICES. NET PRICES ARE LIST PRICES LESS TRADE OR OTHER DISCOUNTS OFFERED, EXCEPT CASH DISCOUNTS. IF A CASH DISCOUNT IS OFFERED, IT MUST BE CLEARLY SHOWN IN THE SPACE PROVIDED BELOW. IN ORDER FOR YOUR CASH DISCOUNT TO BE CONSIDERED IN THE BID EVALUATION PROCESS, THE DISCOUNT PERIOD SHALL BE A MINIMUM OF THIRTY DAYS. ANY DISCOUNT PERIOD OFFERED OF LESS THAN THIRTY DAYS WILL NOT BE CONSIDERED IN THE BID EVALUATION PROCESS. ALL DISCOUNTS OFFERED WILL BE TAKEN IF EARNED. TIME WILL BE COMPUTED FROM THE DATE OF ACCEPTANCE AT DESTINATION OR FROM DATE A CORRECT INVOICE IS RECEIVED IF THE LATTER DATE IS LATER THAN THE DATE OF ACCEPTANCE.

\*\*\*\*\*  
 Upon request, a copy of the bid tabulation will be made available at a cost of \$ .25 per page.

\*\*\*\*\*  
 IF FEDERAL EXCISE TAX APPLIES, SHOW AMOUNT OF SAME WHICH HAS ALREADY BEEN DEDUCTED IN DETERMINING YOUR NET PRICE. THE CITY IS ALSO EXEMPT FROM STATE AND LOCAL SALES TAX (UNLESS THIS AMOUNT IS SHOWN, TAX EXEMPTION CERTIFICATE CANNOT BE ISSUED AND VENDOR WILL BE RESPONSIBLE FOR PAYMENT OF TAX ON NET PRICE QUOTED).

TERMS \_\_\_\_\_ % \_\_\_\_\_ 30 Days

DELIVERY: Time Required for Delivery After Receipt Order \_\_\_\_\_ Days

**FIRM NAME** \_\_\_\_\_

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**TITLE** \_\_\_\_\_

**PLEASE CUT LABEL AND SECURELY TAPE OR AFFIX TO THE FRONT OF SEALED BID PACKAGE.**

**CITY OF ATLANTA  
DEPARTMENT OF PROCUREMENT  
55 TRINITY AVENUE, SW, SUITE 1900  
ATLANTA, GEORGIA 30303**

**Bid No.** \_\_\_\_\_ **Opening Date:** \_\_\_\_\_

**For:** \_\_\_\_\_

**Bid** \_\_\_\_\_ **No Bid** \_\_\_\_\_

**\*\*\*Please tape this return label on your sealed bid.\*\*\***