

**BID NO. 294D
OFFICE SUPPLIES**

FOR

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
28000 MARGUERITE PARKWAY
MISSION VIEJO, CA 92692**

BID DEADLINE – JANUARY 4, 2012

TIME – 2:00 P.M.

Bids must be mailed or hand-delivered to:

South Orange County Community College District
Attention: Purchasing Department
28000 Marguerite Parkway
Mission Viejo, CA 92692

**BID NO. 294D
OFFICE SUPPLIES
SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

The South Orange County Community College District (“District”) is inviting vendors to bid on the following office supplies for a stockless system for a three (3) year period commencing March 1, 2012, and ending February 28, 2015, with options to renew for two (2) additional one-year periods.

SPECIFICATIONS

The District is currently using an internet-based ordering system to place orders. Bidders must provide an Explorer-compatible on-line ordering system with the following features and services at no charge to the District and/or any other agency that may elect to piggyback on this bid:

- End users enter orders using their own PCs via internet. Software allows end users to order from contract item list and/or general catalog, but only the Purchasing Department can release orders to vendor.
- Browse catalog to check pricing without having to begin a new order.
- Shopping cart view – items remain in view during the entire ordering process.
- Quick search by product code, in addition to keywords.
- Real time pricing and inventory – prices are displayed along with whether an item is in-stock or out.
- Refill finder – helps to find the right toner or cartridge for your printer/fax/copier machines.
- Personal shopping list – ability to create your own EZ order form of items you buy frequently.
- Customer care section – answers to frequently asked questions; on-line service forms; assistant for order help; quick reference how-to-guide; information newsletter.
- E-mail/fax order acknowledgments – order confirmation e-mailed and/or faxed.
- Multiple e-mail acknowledgments per order – both the end user and Purchasing can have a copy of the acknowledgment.

- Item promotion awareness – end-user notified during an order of items on promotion and automatically granting the lowest price of either the promo price or the contract price.
- Customized multiple-approval process with the Purchasing Department being the final approval.
- Hands-on training to be provided to all end-users by vendor.
- Electronic billing summary for the capture of the District’s internal account number system as part of the billing process; vendor will provide the District with an electronic data file containing the account number and dollar amount for each order being billed so that the District may accurately distribute the expense among its various departments.
- List any additional services provided at no charge to the District.
- Vendor shall reference three other stockless customers.

SPECIAL CONDITIONS & INSTRUCTIONS

Use the enclosed Quotation/Bid form for your prices. To do otherwise may subject your bid to disqualification.

Quantities shown are estimates only. Final purchases shall be as required by the District. The estimated yearly expenditure is \$327,000. Prices should be quoted on a “per each” (pkg., ctn., roll, etc.) basis. Vendor shall list the minimum order if exception.

Concealed damages, returns and exchanges will be honored within three (3) months of receipt at no additional expense to the District.

Delivery time after receipt of order shall be 24 hours (excluding weekends and holidays) for all stock items. Back orders shall be shipped within thirty (30) days.

State number of contract items physically stocked at your warehouse: _____.

State number of contract items stocked with your on-line wholesaler: _____.

As part of this bid, successful bidder shall be required to meet with a purchasing representative on a regular basis, such time to be determined by the Purchasing Department.

The District reserves the sole right to judge the presentation of bidders for the purpose of evaluating and selecting the successful bidder.

Pick-up policy – items scheduled for pick-up must be picked up within ten (10) working days. Return merchandise not picked up within this time frame becomes the sole

property of the District at no charge to the District. Vendor shall enclose a copy of their return policy with bid documents.

Successful vendor shall supply and annually update general catalogs for the District at vendor's expense.

Deliveries and billing shall be by cost center. Cost center field shall accommodate no less than twenty-five (25) characters. Vendor must provide at least two (2) packing lists (one copy in box and one copy handed to Warehouse staff at delivery point) for each cost center and each invoice shall list only one cost center for ease of payment.

The term of this supply Agreement shall be for a period of three (3) years, commencing March 1, 2012, and ending February 28, 2015, with options to renew for two (2) additional one-year periods.

Prices quoted shall be FOB South Orange County Community College District, and shall remain firm for a period of one year, beginning March 1, 2012.

Contract prices shall be adjusted once annually due to decreases and/or increases from manufacturing companies. Increases in price each year shall not exceed the annual Consumer Price Index.

List percentage off of retail price for "non-contract" items: _____%. There shall be no exceptions to stated percentage for all non-contract items. A price list booklet stating list prices shall be presented to Purchasing quarterly.

Shipments are to be packaged as ordered per cost center with no minimum quantities or delivery charges throughout the supply agreement period.

Alternate products will be allowed ONLY WITH PERMISSION FROM THE PURCHASING DEPARTMENT. The South Orange County Community College District has determined that each line item fulfills the requirements of the District needs.

Alternate products shipped without authorization will be kept by the District at no cost and the correct item must be shipped by the Vendor.

Pursuant to Public Contract Code Section 20118 and 20652, all public agencies within Orange County and the Community College Districts may be allowed to purchase under the same terms and conditions.

Award shall be made to the vendor who proposes the best overall financial terms for the District and agrees to the specifications, conditions and instructions pertaining to the bid.

The District reserves the right to terminate this supply agreement without cause with a 30-day written notice or with cause, immediately.

Should you have any questions regarding bid specifications or bid procedures, contact Barbara Bangs, Acting Senior Buyer at (949) 582-4377, or Brandy D'Lena, Director, Facilities Planning and Purchasing at (949) 582-4680.

Bid may be **hand delivered or mailed to:**

SOCCCD
Purchasing Department
28000 Marguerite Parkway
Mission Viejo, CA 92692

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT INSTRUCTIONS AND CONDITIONS

1. **BIDS:** All prices and quotations shall be typewritten or printed in ink. No erasures are permitted. Mistakes may be crossed out and corrections inserted adjacent to and shall be initialed in ink by the person signing the bid. Verify your bids before submission as they cannot be withdrawn, corrected, altered or signed after public opening. The Board of Trustees will not be responsible for errors or omissions on the part of the bidders in making up their bids. Bid on each item separately; prices must be stated in units specified hereon. Wherever practicable, prices quoted shall be net including all trade discounts. Both price and extensions must be shown. In case of a discrepancy between the unit price and the extension, the unit price will be considered correct.

Cash discounts of less than 45 days will be considered net. Cash discounts will be computed from the final date of accepted delivery of merchandise or the date of the receipt of invoices, whichever is the later. If test or inspection is necessary, discounts will be figured from date of approved test or inspection report. If corrections or replacements are required, cash discounts will be figured from the date of satisfactory delivery.

The vendor shall be responsible for delivery and shall pay all costs, including drayage, freight and packing, for delivery F.O.B. the District Warehouse. Each item shall be securely packed and clearly marked as to contents. All materials furnished must be assembled and ready for use, unless otherwise specified. All material furnished must be in conformity with specifications and will be subject to inspection and approval after delivery. All shipments shall be accompanied by a packing slip, and the District purchase order number shall appear on all cases and packages. The right is reserved to reject and return at the risk and expense of the vendor such portion of any shipment which may be defective or fail to comply with specifications, without invalidating the remainder of the order. If rejected, all such material will be held for disposition at the expense and risk of the vendor. Deliveries must be made within the time specified.

Bids shall remain open and valid and subject to acceptance any time within 90 days after the bid opening date unless otherwise stipulated. The District may issue a purchase order for an individual item or combination of items, whichever is to the best interest of the District; may reject any or all bids or any part of a bid; or may waive any informality in a bid.
2. **TAXES:** Unless otherwise specified, the prices quoted are **not** to include California State Sales or Use Tax.
3. **BRAND NAMES:** Brands as listed on the bid letter are given for descriptive purposes **ONLY** and are presumed to be followed by the words "OR EQUAL." The manufacturer's name and model number must be with your bid form. If bidding on brands or models other than specified, bidder must state on bid form the brand, number and description, and submit brochures or information complete enough to fully describe the alternate item. Bids submitted without complete descriptive information may be rejected. The District reserves the right to determine the acceptability of alternate items offered.
4. **SAMPLES:** Samples must be submitted upon request whenever bidding on other than item as specified. Samples, when required, must be furnished free of cost to the District, or item involved will be rejected unless otherwise specified in bid letter.

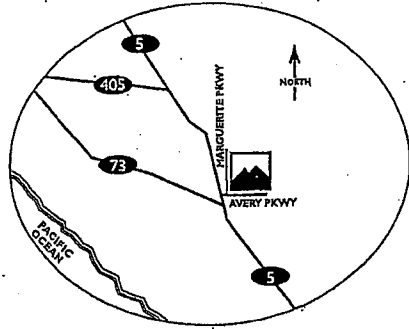
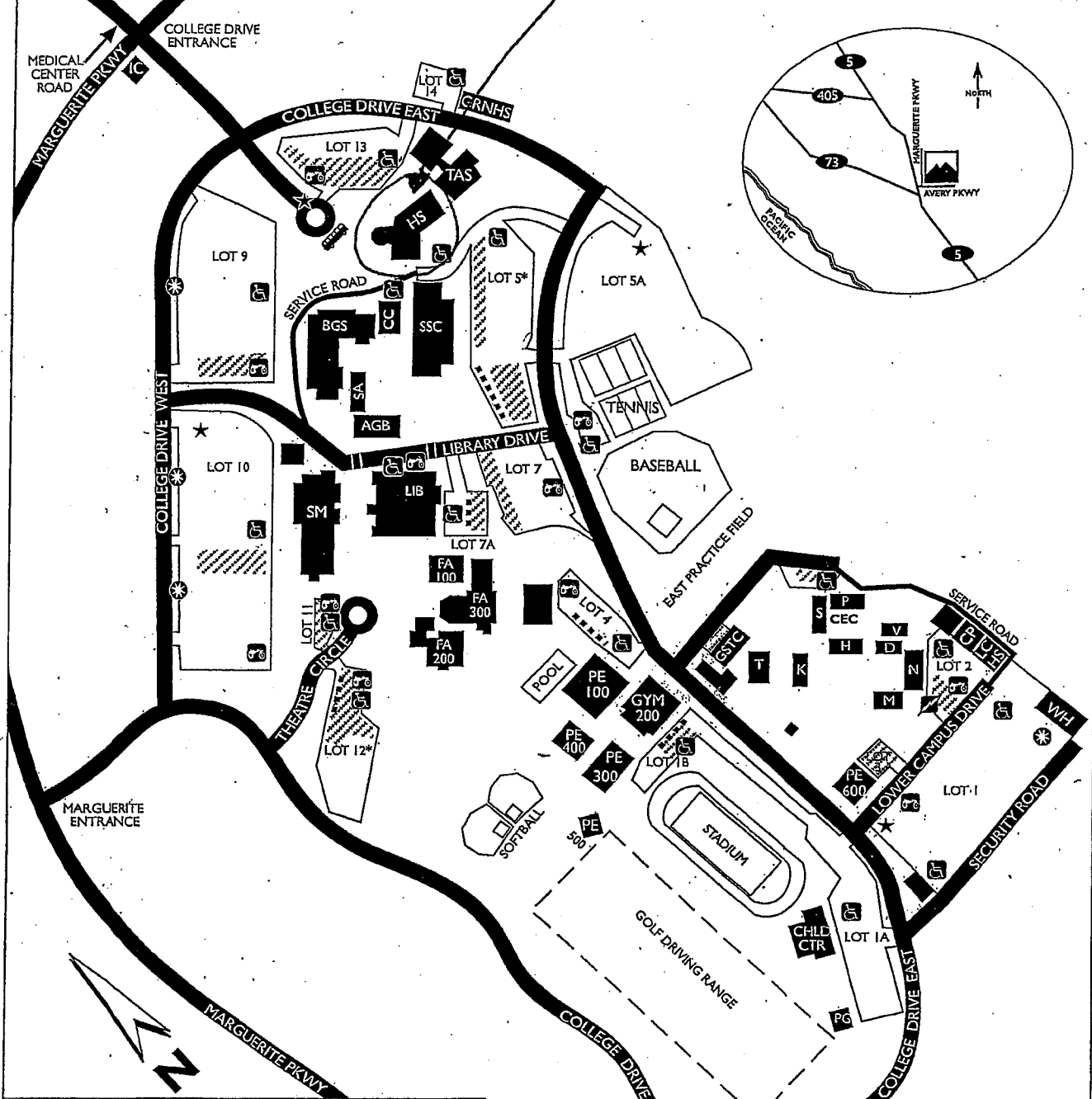
The District reserves the right to reject the bid of any bidder failing to submit samples as requested. Samples should be clearly marked with name of bidder, bid number, item number and description. The return of samples (if not destroyed in testing) shall be arranged by the bidder, at no cost to the District.

In all cases when a sample is taken from a shipment and sent to a laboratory for test, and the test shows that the sample does not comply with specifications, cost of test will be charged to the vendor.
5. **BID OPENINGS:** Each bid must be in **separate sealed envelope with bid identification on outside**, and must be submitted to the Purchasing Department, unless otherwise directed, of the South Orange County Community College District on the day and hour specified, at which time it will be publicly opened and read. Any bids received after scheduled time of opening will be returned unopened to the bidder.

The right is reserved to reject any or all bids, to accept any one or more items of a bid, to decrease quantities or to delete items entirely, or to award items separately or in any combination; or to waive any irregularities or informalities in the bids or in the bidding, whichever is in the best interests of the District.
6. **WHEN APPLICABLE**, items shall conform to all local, state, and Federal Safety codes, including U.S. Department of Labor, Division of Occupational Safety and Health Administration; California Occupational Safety and Health Administration; Underwriter Laboratories; Good Housekeeping Seal of Approval, etc.
7. **INVOICES AND PAYMENT:** Invoices shall be submitted in duplicate under the same firm name as shown on the purchase order and must be itemized showing quantity, unit price and total for each different type of supplies, material or labor. The District shall make payment for materials, supplies or services furnished under the purchase order within a reasonable and proper time after acceptance thereof and approval of the invoices by the authorized District representative.
8. **HOLD HARMLESS CLAUSE:** The vendor shall hold harmless and indemnify the District and Board of Trustees, its officers, agents, servants and employees from liability which may be made by reason of:
 - a. Any injury to person or property sustained by the vendor or by any person, firm, or corporation employed directly or indirectly by him upon or in connection with his performance under the purchase order, however caused.
 - b. Any injury to person or property sustained by any person, firm, or corporation, caused by any act, neglect, default, or omission of the vendor of any person, firm, or corporation, directly or indirectly employed by him upon or in connection with his performance under the purchase order.
 - c. Any liability that may arise from the furnishing or use of any copyrighted or uncopyrighted composition, secret process, or patented or unpatented invention, under the purchase order.
9. **DEFAULT BY VENDOR:** If the vendor fails or neglects to furnish or deliver any of the materials, supplies or services at the prices stated and in accordance with the terms and conditions of the bid and purchase order, the District may cancel the entire purchase order or any items affected by such default, may procure the articles or services from other services at the prevailing market price and may deduct from any unpaid balance due the vendor or collect against his bond or security any and all units quoted including expense incurred in purchasing prices paid by the vendor and/or delivery. The prices paid by the District at the time such purchases are made shall be considered the prevailing market prices.
10. **MINIMUM WAGE:** For all public works contracts, Contractor shall comply with the provisions of the Labor Code of the State of California pertaining to labor and the Prevailing Wage Scale. These rates are on file in the Purchasing Office of the District. Copies may be obtained on request.
11. **ANTIDISCRIMINATION:** It is the policy of the South Orange County Community College District Board of Trustees that in connection with all work performed under Construction and Purchasing Contracts, there be no discrimination against any employee engaged in the work because of race, color, ancestry, sex, national origin, or religious creed, and therefore the vendor agrees to comply with applicable Federal and California laws including, but not limited to, the California Fair Employment and Housing Act, Government Code 12900, et seq. In addition, the vendor agrees to require like compliance by all subcontractors employed on the work by him.
12. **STATE AUDIT:** Pursuant to and in accordance with Section 8546.7 of the California Government Code, in the event that this Contract involves expenditures and/or potential expenditures of State funds aggregating in excess of Ten thousand dollars (\$10,000), the parties agree that all books, records and files shall be subject to the examination and audit of the Auditor General of the State of California for a period of three (3) years after final payment under this Contract. This provision shall apply to all grants, assignments, leases and subcontracts, if any, hereunder.
13. **WITHHOLDING OF PAYMENTS:** The District shall permit the substitution of securities for any monies withheld by the District to ensure performance under a contract. All substitutions shall be in accordance with Public Contract Code Section 22300.
14. Awards will be made subject to the approval by the Board of Trustees.

Purchasing - HS BLDG - 3RD FLOOR

SADDLEBACK COLLEGE CAMPUS MAP



BUILDING KEY

- | | |
|---|-------------------------------------|
| AGB..... Administration & Governance Building | HS..... Health Sciences |
| BGS..... Business/General Studies | IC..... Information Center |
| CC..... Classroom Complex | LC HS..... Lower Campus HS Building |
| CEC..... Community Education Classrooms | LIB..... Library |
| CHLD CTR.: Child Development Center | PE..... Physical Education |
| CP..... Campus Police | PG..... Public Golf |
| FA..... Fine Arts Complex | SA..... Special Annex |
| GRNHS..... Horticulture Greenhouse | SM..... Science & Mathematics |
| GSTC..... Gaucho Strength Training Center | SSC..... Student Services Center |
| | TAS..... Technology & Applied Sci. |
| | WH..... Warehouse |

- ★ DAILY PARKING-PERMIT DISPENSER (\$2.00/DAY)
- ♿ HANDICAPPED PARKING
- 🏍️ MOTORCYCLE PARKING
- ⌚ METERED PARKING
- 👤 STAFF PARKING*
- 🅕 FREE PARKING AREA
- 🔌 ELECTRIC METER PLUGS (IN LOT 2)
- 🚌 BUS STOP

* EVENING PARKING
 Lot 12 and the south end of Lot 5 are open to students with current parking permits each day after 5 p.m.

BID NO: 294D

Three Year Office Supply Contract for South Orange County CCD

Item No	Qty	Unit	Stock Number	Description	Mfg	Unit Price	Total
1	30	PK	98-001	PERMANENT GLUE STICK 18PK	AVERY		
2	20	PK	E526	GLUE STICK OFFICE GEL 2PK	ELMER		
3	45	EA	E904	RUBBER CEMENT 4OZ	ELMER		
4	25	PK	653RP-A	OS NOTE 1.5X2 12PK PASTEL RCLD	POST-IT		
5	40	PK	654-AST	POST IT NOTES PASTEL 3X 3ASST	POST-IT		
6	20	PK	654RP	OS NOTE 3X3 12PK CANARY RCLD	POST-IT		
7	45	PK	654RP-A	OS NOTE 3X3 12PK PASTELS RCLD	POST-IT		
8	20	PK	660-5SSCY	SS NOTE 4X6 5PK LINED CANARY	POST-IT		
9	20	PK	660RP-A	OS NOTE 4X6 5PK LND PSTL RCLD	POST-IT		
10	25	EA	683-5CB	POST-IT FLAG ASSRT	POST-IT		
11	35	EA	683-5CF	FLAGS 0.5" 2GP PRIMARY 5-BGYOR	POST-IT		
12	15	PK	684-SH	FLAGS 0.5" 4PK ARROW/SIGN PMY	POST-IT		
13	30	PK	OM99172	SELF-STICK NOTES 3X3 18PK YLW	OFFICE		
14	40	DZ	OM99213	SELF-STICK NOTES 1.5X2 12PK YW	OFFICE		
15	30	PK	R330-12AP	NOTE POST-IT POP-UP 3X3	POST-IT		
16	40	BX	2362010N20	TAMPER DEPOSIT BAG	MMF IND		
17	15	BX	04010	END TAB YEAR END LBL 500BX	PENDAF		
18	15	BX	04011	ET LABEL YEAR 2011 YW/BK BX	OXFORD		
19	30	BX	5160	MAIL LABEL 3000CT WHT LSR	AVERY		
20	15	BX	30252	LABELS FOR LABERWRITER PRINTER	ESSELT		
21	60	BX	30327	WHITE FILE FOLDER LABELS	ESSELT		
22	15	BX	OM97509	BADGE HNG TOP LOAD 3X4 50 BX	OFFICE		
23	15	BG	OM97353	STANDARD RUBBER BAND #16 1/4LB	OFFICE		
24	60	PK	OM97372	JUMBO RUBBER BANDS RED 12PK	OFFICE		
25	20	CT	5338DX	HOT CUP 8 OZ	GEORGI		
26	60	RL	232-2	MASKING TAPE 3" CORE 2"X 60	SCOTCH		
27	75	RL	2600-18	MASKING TAPE 18MMX55M	SCOTCH		
28	130	RL	2600-24A	MASKING TAPE 24MMX55M 36RLS/CS	HIGHLA		
29	30	RL	2600-48A	MASKING TAPE 48MMX55M 24 CS	SCOTCH		
30	150	RL	3710T-6	COMM. GRADE TAPE 48MMX50M	TARTAN		
31	50	EA	C-38-BK	TAPE DISPENSER BLACK	SCOTCH		
32	30	EA	H-127	DISPENSER TAPE HAND 3 4"W1"	SCOTCH		
33	30	PK	OM96646	CLEAR PACKING TAPE 1.9MIL 6PK	OFFICE		
34	20	PK	OM96647	TAN PACKING TAPE 1.9MIL 6PK	OFFICE		
35	60	PK	OM96708	INVISIBLE TAPE 3/4"X1296" 3PK	OFFICE		
36	30	EA	1278	CORRECTION PEN	SKM IND		
37	50	EA	10140	PRE-MOISTENED CLEANING PADS	LEE		
38	60	BX	68670	CORRECTION TAPE RETRO COLORS	TOMBOW		
39	30	PK	87813	LP DRYLINE GRIP FASHION CLRS	LIQUID P		
40	15	EA	5630415	LIQUID PAPER MULTIFLUID	PAPER MA		
41	85	EA	E71750-11	2011RY DAILY DESK CAL REFL 3X6	AT-A- GL		
42	30	EA	E717T50-11	2011RY DLY DSKCAL TAB RFL 3X6	AT-A-GL		
43	60	EA	GG250000-11	2011RY TWO-COLOR DSK PD,22X17	AT-A-GL		
44	200	EA	OM03951	2011RY OFFICEMAX DSKPD22X17	OFFICE		
45	30	EA	OM98378	WALL SIGN HOLDER 8.5X11	OFFICE		

VENDOR NAME: _____

BID NO: 294D**Three Year Office Supply Contract for South Orange County CCD**

Item							
No	Qty	Unit	Stock Number	Description	Mfg	Unit Price	Total
46	20	EA	00941	DOOR STOP-GREY	MASTER		
47	15	EA	OM98387	MAGAZINE LIT HOLDER	OFFICE		
48	60	BX	62699	FLDR FILE ARCHIVAL MAN 1/3 LTR	PENDAF		
49	25	BX	OM01565	POCKET HD LGL 3-1 2 10BX BRN	INPLACE		
50	80	BX	OM01941	FILE FLDR 1 3 LGL MAN 100BX	INPLACE		
51	60	BX	OM97182	FILE FLDR LTR 1 3CUT MAN 100CT	OFFICE		
52	40	BX	OM97183	FOLDER MANILA 1 5-CUT LETTER	OFFICE		
53	20	BX	OM97666	FOLDERS FILE LTR-SIZE ASSTD	OFFICE		
54	20	BX	5309	CARDS LASR/INKJET TENT WHITE LG	AVERY		
55	30	PK	OM99035	3X5 RULED WHT INDEX CRDS 500PK	OFFICE		
56	20	BX	4153	HNG FLDR W OUT TABS LEGAL GRN	PENDAF		
57	80	BX	OM97190	HANG FILE FLDR LGL 1 5CUT 25BX	OFFICE		
58	100	PK	OM97199	TAB FLDR 1 3-CUT CLEAR 25 PK	OFFICE		
59	70	EA	OM01920	RECYCLED CLIPBRD HRDBD-LTR	JUST BAS		
60	30	EA	OM01921	RECYCLED CLIPBRD HRDBD-LGL	JUST BAS		
61	50	EA	OM01922	RECYCLED CLIPBRD HRDBD-MEMO	JUST BAS		
62	40	BX	OM01434	FASTN FLDR ENDTAB MAN STRAIGHT	INPLACE		
63	30	BX	OM01631	END TAB FLDR STR LTR MAN REINF	OFFICE		
64	70	BX	35450	FULL STRIP STAPLES 5000 BOX	SWINGL		
65	20	BX	50050	ELECTRIC STAPLES	SWINGL		
66	50	EA	54501	545 STANDARD STAPLER BLACK	SWINGL		
67	140	EA	OM97112	STAPLE REMOVER JAW-STYLE	OFFICE		
68	50	PK	OM99216	STANDARD STAPLES-3PK	OFFICE		
69	15	EA	OM99298	1-HOLE PUNCH 6 SHEETS BASIC	OFFICE		
70	50	EA	13529	TITANIUM 8"STRAIGHT SCISSORS	WESTCO		
71	20	EA	OM97451	LETTER OPENER BENT HANDLE 9"	OFFICE		
72	30	BX	OM97399	PANEL CLIPS ASST TRANS 20/BX	OFFICE		
73	50	PK	OM99147	PPR CLIPS JUMBO 1000PK	OFFICE		
74	85	PK	OM99149	PPR CLIPS #1 1000PK	OFFICE		
75	90	BX	OM99272	SMALL BINDER CLIPS 3 8" 12PK	OFFICE		
76	30	BX	OM99274	VALUE PACK LARGE BINDER CLIPS	OFFICE		
77	110	BX	OM99276	VALUE PACK MEDIUM BINDER CLIPS	OFFICE		
78	60	PK	OM99801	BINDER CLIPS MINI BLACK 60PK	OFFICE		
79	30	PK	OM99803	BINDER CLIPS MED BLACK 24PK	OFFICE		
80	40	BX	OM99887	2" PRONG FASTENER BASE 100PC	OFFICE		
81	40	EA	OM99954	CLEAR PUSH PINS 250CT	OFFICE		
82	65	EA	14112	WOOD SCH RULER 12"	HELIX		
83	90	EA	15012	12" ACRYLIC OFF-RULE	HELIX		
84	30	EA	X3628OM	GRIPSTER ART KNIFE	X-ACTO		
85	420	EA	81505	EXPO DRY ERASER	EXPO		
86	20	EA	1016161-OM	HARRISON FRAME 8.5X11 CHERRY	UNIEK		
87	30	EA	1016181-OM	HARRISON CHERRY FRAME 11X14	UNIEK		
88	15	PR	93142	HIGH METAL BOOKEND 10"	OFFICE		
89	20	EA	E17-00	CAL BASE BLACK	AT-A-GL		
90	20	EA	OM96864	MESH JUMBO PENCIL CUP BLACK	OFFICE		

VENDOR NAME: _____

BID NO: 294D**Three Year Office Supply Contract for South Orange County CCD**

Item							
No	Qty	Unit	Stock Number	Description	Mfg	Unit Price	Total
91	20	EA	79492	2" EZD BINDER GRAY	AVERY		
92	40	EA	OM02968	OMX DUR VW 0.5" BINDER BLACK	OFFICE		
93	40	EA	OM02970	OMX DUR VW 2" BINDER BLACK	OFFICE		
94	30	EA	OMO2971	OMX DUR WW 2" BINDER BLUE	OFFICE		
95	20	EA	OMO2973	OMX DUR VW 3" BINDER BLACK	OFFICE		
96	30	EA	OM02975	OMX DUR VW 1" BINDER RED	OFFICE		
97	60	EA	OM02976	OMX DUR VW 1" BINDER MOSS GRN	OFFICE		
98	40	EA	OMO2977	OMX DUR WW 1" BINDER BLUE	OFFICE		
99	30	EA	OM02978	OMX DUR VW 1" BINDER BLACK	OFFICE		
100	30	EA	OM02984	OMX DUR VW 1"BDR NONMERCH WHT	OFFICE		
101	60	EA	OM02985	OMX DURVIEW 1-1/2" NONMERCH WHT	OFFICE		
102	40	EA	OM02994	OMX DUR VW 2"BNDR NONMERCH WHT	OFFICE		
103	30	EA	OM02996	OMX DUR VW 3"BNDR NONMERCH WHT	OFFICE		
104	40	EA	OM03066	INP HD NOSTK VW 1" BNDR LT BLUE	INPLACE		
105	30	EA	OM03067	INP HD NOSTK VW 1" BNDR BLACK	INPLACE		
106	120	EA	OM03068	INP HD NOSTK VW 1" BNDR WHITE	INPLACE		
107	80	EA	OMO3069	INP HD NOSTK VW 1/2" BNDR BLACK	INPLACE		
108	80	EA	OMO3070	INP HD NOSTK VW 1/2" BNDR WHITE	INPLACE		
109	40	EA	OMO3079	INP HD NOSTK VW 2" BNDR BLACK	INPLACE		
110	40	EA	OMO3080	INP HD NOSTK VW 2" BNDRWHITE	INPLACE		
111	360	EA	OM03083	INP HVY DTY VW 3" NO STK WHT	INPLACE		
112	130	PK	OM02225	BINDER POCKETS ASST 5 PK	INPLACE		
113	50	PK	OM02889	OMX FOLDER 2PKT WHITE 25PK	OFFICE		
114	60	PK	OM03120	OMX LINEN FOLDER BRGY 10PK	OFFICE		
115	70	PK	OM03121	OMX LINEN FOLDER NAVY 10PK	OFFICE		
116	30	EA	OM03143	OMX FRAME VW POLY 2P FOLDER BK	OFFICE		
117	20	BX	OM97124	HWG NON GLARE SP 100CNT	OFFICE		
118	30	BX	OM97126	HVYWT SHEET PROTECTOR 100 CLEAR	OFFICE		
119	80	ST	23075	WRITE-ON 5TB WHITE 1PK	AVERY		
120	80	ST	23076	WRITE-ON 5TB COLOR 1PK	AVERY		
121	240	EA	OM96170	PREPRNTD TOC DIV MULTI 10-TAB	OFFICE		
122	50	PK	OM99024	WRITE-ON 5-TAB DIV WHITE 3PK	OFFICE		
123	60	PK	OM99029	WRITE-ON DIV 5-TAB COLOR 3PK	OFFICE		
124	70	EA	D303/357PK	WATCH/CALCULATOR BATTERY	DURACEL		
125	30	EA	DL2032BPK	LITHIUM BATTERY	DURACEL		
126	20	PK	MN13RT8Z	D SIZE BATTERY 8-PACK	DURACEL		
127	10	PK	MN14RT8Z	C SIZE BATTERY 8 EA/PK	DURACEL		
128	20	PK	MN1500B10Z	COPPERTOP AA ALKALINE BAT 10PK	DURACEL		
129	40	PK	MN1500B20Z	COPPERTOP AA ALKALINE BAT 20PK	DURACEL		
130	30	PK	MN16RT4Z	9 VOLT BATTERY 4-PACK	DURACEL		
131	40	PK	MN2400B10Z	AAA COPPERTOP ALKALINE BAT 10PK	DURACEL		
132	30	PK	MN2400B20Z	AAA COPPERTOP ALKALINE BAT20PK	DURACEL		
133	65	EA	OM96126	8 DIGIT CALCULATOR OM96126	OFFICE		
134	25	DZ	31020	G2 GEL PEN FINE PT. BLACK 12PK	PILOT		
135	15	DZ	31021	G2 GEL PEN BLUE BP RET FN 12CT	PILOT		

VENDOR NAME: _____

BID NO: 294D**Three Year Office Supply Contract for South Orange County CCD**

Item No	Qty	Unit	Stock Number	Description	Mfg	Unit Price	Total
136	70	PK	88112	G-301 GEL JK-REFILL .7MM BLK 2PK	ZEBRA		
137	40	DZ	GSMG11-BE	ROUND STIC GRIP ULTRA BLUE 12PK	BIC		
138	80	DZ	GSMG11-BK	ROUND STIC GRIP ULTRA BLK 12PK	BIC		
139	50	DZ	GSMG11-RD	ROUND STIC GRIP RED 12PK	BIC		
140	20	EA	OM97460	PEN CHAIN WITH HOLDER	OFFICE		
141	30	EA	OM97461	REFILL FOR OM97460 & 62	OFFICE		
142	20	EA	9387	EXPO XL ERASER PAD REFILL	EXPO		
143	30	ST	16074	VIS-A-VIS FINE TIP ASST. 4 PK	VIS-À-VIS		
144	20	ST	24409	DRY ERASE MARKER ASST. 4 PK	AVERY		
145	30	DZ	30001	SHARPIE FINE BLACK 12 PACK	SHARPIE		
146	200	DZ	80001	EXPO LOW ODOR CHISEL BLACK DZ	EXPO		
147	40	DZ	80002	EXPO LOW ODOR CHISEL RED DZ	EXPO		
148	30	DZ	80003	EXPO LOW ODOR CHISEL BLUE DZ	EXPO		
149	30	DZ	80004	EXPO CHSL TIP DRY ERASE MARKR	EXPO		
150	40	ST	80174	EXPO II 4CT CHISEL ASST	EXPO		
151	70	DZ	82001	LOW ODOR BULLET DZ BLK	EXPO		
152	30	DZ	82002	DRY ERASE MARKER BULLET PT RED	EXPO		
153	20	DZ	82003	LOW ODOR BULLET DZ BLUE	EXPO		
154	100	DZ	83001	EXPO MARKER BLACK 12 PACK	EXPO		
155	30	DZ	83002	EXPO CHISEL MARKER RED	EXPO		
156	65	DZ	83003	EXPO CHISEL MARKER BLUE	EXPO		
157	30	DZ	83004	DRY ERASE MARKER CHISEL PT GRN	EXPO		
158	110	DZ	83008	DRY ERASE MRKR CHISEL PT PRPL	EXPO		
159	220	EA	88003	DRY ERASE MARKER BULLET PT BL	EXPO		
160	40	PK	305-003	CHALK COLORED 12/PK 325	GBC		
161	90	BX	314-005	CHALK ALPHA12/PK 325 WE	GBC		
162	50	PK	39109PP	SHARPIE SILVER 4 PACK	SHARPIE		
163	40	DZ	24000	HI-LITER DESK STYLE YLW 12 PK	HI-LITER		
164	15	DZ	24010	HI-LITER DESK STYLE PINK 12CT	HI-LITER		
165	20	ST	24063	HI-LITER DESK STYLE ASST 4/PK	HI-LITER		
166	20	ST	98034	HI-LITER DESK STYLE ASST 12/PK	HI-LITER		
167	10	PK	98189	HI-LITER DS ASST 24/PK - 4PINK 20YLW	HI-LITER		
168	30	DZ	3030131	SHARP WRITER MECH PENCIL 12PK	PAPER		
169	60	DZ	2254	BLACK WARRIOR MIRADO PENCIL #2	DIXON		
170	40	PK	13818	YELLOW PRE-SHARPENED PENCILS	DIXON		
171	100	DZ	OM97010	YELLOW PENCILS #2 -12CT	OFFICE		
172	20	GS	OM97245	GOLF PENCILS 144CT	JUST BAS		
173	20	DZ	73201	MAGIC RUB VINYL ERASER 12PK	PAPER		
174	20	PK	1742567	BLACK PEARL ERASERS 2/CD	PAPER		
175	30	PK	OM99379	CAP ERASERS ASSORTED 25CT	OFFICE		
176	20	PK	903031	CERTIFICATE COVER RED 5PK	GREAT		
177	35	PK	903115	CERTIFICATE COVER NAVY 5PK	GREAT		
178	60	RM	BPL-2411-RC	RECYC. 8.5X11 LSR PPR	OFFICE		
179	30	CT	37590	CLASP ENVELOPE BULK PACK 9X12 250PK	QUALIT		
180	20	BX	43317	CATALOG ENVELOPE 6.5X9.5 WE	QUALIT		

VENDOR NAME: _____

BID NO: 294D

Three Year Office Supply Contract for South Orange County CCD

Item							
No	Qty	Unit	Stock Number	Description	Mfg	Unit Price	Total
181	30	EA	46065	ENVELOPE MOISTENER	QUALIT		
182	15	BX	OM97234	ENVELOPE INTRDPT 5-COL 10X13"	OFFICE		
183	15	BX	OM98123	ENV #10 WHITE 500 COUNT	OFFICE		
184	15	BX	OM98131	CD-ROM ENVELOPE WHITE 100CT	OFFICE		
185	50	EA	77512	BOOK BLUE EXAM 8SHT 16PG 8.5X7	ROARIN		
186	30	EA	OM96414	OMX POLY ASSIGN NTBK CR 100CT	OFFICE		
187	20	DZ	OM97304	4" X 6" SCRATCH PAD 12PACK	OFFICE		
188	20	PD	OM97307	PAD QUAD 5SQ IN WHITE 8.5X11"	OFFICE		
189	20	DZ	OM97310	LEGAL PAD WHITE 5X8 12PK	OFFICE		
190	30	DZ	OM97319	LEGAL PAD WHT 8.5X11 12PK	OFFICE		
191	50	EA	OM97326	STENO BOOK GREGG 80SH GREEN	OFFICE		
192	25	DZ	OM97335	PAD PERF LGL CANRY RECY 8.5X11	OFFICE		
193	20	DZ	OM97572	PPR PADS RULED ASSTD 8.5X11"	OFFICE		
194	15	PK	OM99052	TELEPHONE MESSAGE BOOK 2 PACK	OFFICE		
195	40	EA	TC2701	MONEY RENT RCPT 3 PART 3X7	ADAMS		
196	20	CT	00722	LEGAL SIZE ECONOSTOR FILE	BANKER		
197	20	EA	OM99658	FILE BOX CLR BLK	OFFICE		
198	10	CT	00512	DRAWER FILE LGL 15X24X10.5	STAXTON		
199	15	EA	OM99425	2X36 WE MAILING TBES	OFFICE		
200	30	EA	18385	FLASH DRIVE 4GB	IMATIO		
201	30	EA	26654	FLASH DRIVE 8GB	IMATIO		
202	15	EA	1752264	LABELWRITER 450	DYMO		
203	15	EA	010129	SELF-INK DATERS	COSCO		
204	15	EA	0620B002	CANON INK CLI-8 BLK	CHROMA		
205	15	EA	C4902AN#140	HP INK 940 BLACK	HP		
206	40	EA	C4906AN#140	HP INK 940XL BLACK	HP		
207	20	EA	C8727AN#140	HP INK 27 BLK	HP		
208	35	PK	C9514FN#140	HP INK 98 TWIN BLK	HP		
209	15	EA	C9730A	HP CLR LJ 5500 TONER-BLACK	HP		
210	15	EA	CB540A	HP TONER CB540A BLACK	HP		
211	25	EA	CC530A	HP TONER CC530A BLACK	HP		
212	20	EA	CC641WN#140	HP 60XL INK CTG BLK	HP		
213	30	EA	CE505A	HP TONER CE505A BLACK	HP		
214	40	EA	Q2612A	HP TONER Q2612A BLK	HP		
215	25	EA	Q5942A	HP TONER Q5942A BLK	HP		
216	20	EA	Q6470A	HP TONER Q6470A BLK	HP		
217	20	EA	Q7553A	HP 7553ATONER CARTRIDGE BLK	HP		
218	75	PK	OM96092	10OZ COMPUTER DUSTER 2 PACK	OFFICE		
219	25	EA	OM96800	ANTI STATIC MONITOR WIPES	OFFICE		
220	25	PK	OM96045	CD JEWEL CASE 25 PACK	OFFICE		
221	55	EA	960-000593	LOGITECH WEBCAM C510	LOGITE		
222	75	EA	981-000014	COMFORT USB HEADPHONE	LOGITE		
223	15	EA	00456	GREENWORKS ALL PURPOSE CLEANER	CLOROX		
224	15	EA	30380	GREENWORKS CS WIPES 62 CT	GREEN		
225	20	EA	45112	DAWN DISHWASHING LIQUID 8 38OZ	DAWN		

VENDOR NAME: _____

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Three Year Office Supply Contract for South Orange County CCD

Item							
No	Qty	Unit	Stock Number	Description	Mfg	Unit Price	Total
226	20	EA	2156-08	PURELL REFILL NXT 1000ML	GOJO		
227	50	EA	9674-12	ALOE SANITIZER PUMP 8OZ	PURELL		
TOTAL							

VENDOR NAME: _____