



OFFICE OF THE CLERK/TREASURER

City of Burlington

City Hall, Room 20, 149 Church Street, Burlington, VT 05401

Voice (802) 865-7000

Fax (802) 865-7014

TTY (802) 865-7142

To: Interested Vendors (W.B. Mason, Staples, Quill, and Office Max)

From: Jessica Frank, Executive Secretary

Date: December 15, 2009

Re: Request for Proposal: Fixed Pricing on Office Supplies

The City of Burlington is seeking proposals from interested vendors to provide the City with fixed pricing on a number of different office supplies for the 2010 year. The purpose of this request is to ensure that the City of Burlington is getting fair and competitive pricing on all office supplies, with a specific focus on supplies that are environmentally friendly. Currently, all 20 departments are ordering from various vendors and receiving different prices on similar products.

REQUEST FOR PROPOSAL:

The City of Burlington is requesting fixed pricing for the attached list of office supplies for calendar year 2010. Vendors may include other items, not specifically identified on the list, that the vendor deems as products the City would have a significant interest in, specifically environmentally friendly products. It would be in the vendors' best interest to include as many "green" product substitutes as possible.

Qualifications

In order for the proposals to be considered, the qualifications listed below must be met. Exceptions will be considered if equal alternatives are provided.

- Incorporation of the City of Burlington's Environmental Purchasing Policy (attached)
- Environmentally friendly products at a reasonable price
- A tote service that would require the vendor to ship all supplies in a reusable bin or are willing to take packing materials back with them for reuse. All packaging must be recyclable. No bubble packs.
- Truck deliveries will be made regularly every other Monday, or as needed
- Vendor must have the ability for departments to order their own supplies online and be billed separately
- When applicable products must be recyclable and/or reusable, exceptions to be noted
- Provide products that are unbleached and chlorine free
- Provide products that do not contain mercury or lead
- No minimum order requirements
- Must be able to make next day delivery; this requires that an order be placed by 5:00pm and received by the end of the next business day and there will be no charge for delivery
- Items may be returned to the vendor within forty-five (45) days after receiving the product
- Toner cartridges that are purchased through the vendor must be sent with a pre-paid shipping label so that the City can return the empty cartridge back to the manufacturer at no cost to the City.

Acceptance or Rejection of Proposals

The City of Burlington reserves the right to accept or reject any or all proposals submitted for consideration in whole or in part; and to waive technical defects, irregularities or omissions, if in its sole judgment the best interests of the City will be served. The City also reserves the right to award all or partial parts of the RFP to any or several contractors that are in the best interest of the City.

It is the understanding of the City of Burlington that any vendor that meets all of the qualification requirements may submit a proposal. The deadline for submission of proposals is 4:00p.m. on Monday, January 11, 2010. Late proposals will not be accepted.

Public Records Policy

Due regard will be given for the protection of proprietary information contained in all proposals received; however, vendors should be aware that all materials associated with the procurement are subject to the terms of the Vermont Access to Public Records Act (1.V.S.A. Ch. 5, Subchapter 3) and all rules, regulations and interpretations resulting therefrom, including those from the Board, the office of the Attorney General of the State of Vermont, and the office of the Vermont Secretary of State, and any other applicable rules, regulations or judicial decisions regarding access to the records of government.

It will not be sufficient for vendors to merely state generally that the proposal is proprietary in nature and not therefore subject to the release to third parties. Those particular pages or sections which a vendor believes to be proprietary and of a trade secret nature must be specifically identified as such and must be separated from other sections or pages of their proposal. Convincing explanation and rationale sufficient to justify each exemption from release consistent with Section 316 of Title 1 of the Vermont Statutes Annotated must accompany the proposal. The rationale and explanation must be stated in terms of the prospective harm to the competitive position of the vendor that would result if the materials were to be released and the reasons why the materials are legally exempt from release pursuant to the above cited statute. Between a vendor and the State, the final administrative authority to release or exempt any or all material so identified rests with the State. All such materials should be submitted in a separate sealed envelope and marked "CONFIDENTIAL".

All proposals will be evaluated by purchasers from departments throughout the City. **Final selection will be made by this group and will be based on, but not limited to, pricing, uses of each department, sustainability, prior experience with the vendor, quality of the proposal, compliance with the Environmental Purchasing Policy, delivery schedule, quality of the products, and the ability to meet the qualifications.**

It would be preferable if proposals were emailed to jfrank@ci.burlington.vt.us. Ten copies may also be mailed to Jessica Frank, Executive Secretary, Offices of the Clerk/Treasurer, City Hall, 149 Church Street, Burlington, VT 05401. Proposals should also be clearly labeled "Office Supplies Proposal." Faxed proposals will not be accepted.

Inquiries regarding this Request for Proposal should be addressed to Jessica Frank, Executive Secretary, Offices of the Clerk/Treasurer, City Hall, 149 Church Street, Burlington, VT 05401 Telephone: (802) 865-7019; jfrank@ci.burlington.vt.us.

Thank you,

Jessica Frank
Executive Secretary
Clerk/Treasurer's Office

ENVIRONMENTALLY PREFERABLE PURCHASING POLICY

City of Burlington, Vermont

1.0 STATEMENT OF POLICY

It is the policy of the City of Burlington to:

- require purchase of products and services that minimize environmental and health impacts, toxics, pollution, and hazards to worker and community safety and to the larger global community to the greatest extent practicable; however

It is not the intent of this policy to require a department, buyer or contractor to take any action that conflicts with local, state or federal requirements or to procure products that do not perform adequately for their intended use, exclude adequate competition, or are not available at a reasonable price in a reasonable period of time.

2.0 PURPOSE

This Policy is adopted in order to meet the following goals, which are not limited to:

- minimizing health risks to City staff and residents,
- minimizing the City's contribution to global climate change,
- improving air quality,
- protecting the quality of ground and surface waters, and
- minimizing the City's consumption of resources.

Further, this Policy is adopted in order to:

- purchase products that include recycled content in order to support strong recycling markets,
- institute practices that reduce waste by increasing product efficiency and effectiveness, use products that are durable and long-lasting, and reduce materials that are landfilled,
- purchase products and institute practices that conserve energy and water, use agricultural fibers and residues, reduce greenhouse gas emissions, use unbleached or chlorine free manufacturing processes, and use recycled wood and wood from sustainably harvested forests,
- purchase energy from renewable or green sources in preference to fossil fuels,
- purchase products that are free of mercury and lead and eliminate the use of other persistent bioaccumulative toxic chemicals where possible,
- increase the use and availability of environmentally preferable products, services and distribution systems that protect human health and the environment,
- support emerging and established manufacturers and vendors that reduce environmental and human health impacts in their services and production and distribution systems, and
- create a model for successfully purchasing environmentally preferable products and services that encourages other buyers and consumers in our community to adopt similar goals.

3.0 SPECIFICATIONS

3.1 Source Reduction

- The City of Burlington shall institute practices that reduce waste and result in the purchase of fewer products whenever practicable and cost-effective, but without reducing safety or workplace quality.
- The City of Burlington shall purchase remanufactured products (i.e. for equipment and vehicles) whenever practicable, but without reducing safety, quality or effectiveness.
- The City of Burlington shall require all equipment bought after the adoption of this policy to be specified and delivered so it is compatible with source reduction goals as referred to in this section (3.1), whenever practicable.
- All buyers shall consider short-term and long-term costs in comparing product alternatives, when feasible. This includes evaluation of total costs expected during the time a product is owned, including, but not limited to, acquisition, extended warranties, operation, supplies, maintenance, disposal costs and expected lifetime compared to other alternatives.
- Products that are durable, long lasting, reusable, refillable, recyclable or otherwise create less waste shall be selected whenever possible.
- The City of Burlington requires vendors to minimize packaging to the greatest extent practicable.
- Packaging that is reusable, recyclable or compostable shall be selected when suitable uses and programs exist. The City of Burlington shall not purchase any polystyrene foam food packaging and 50% by volume of the food packaging purchased by the City shall be recyclable or degradable.
- Vendors shall be required whenever possible to take back and reuse pallets and packaging materials.
- Suppliers of electronic equipment shall be required to take back equipment for reuse or environmentally safe recycling when the City of Burlington discards or replaces such equipment, whenever possible.
- Rechargeable and recyclable batteries shall be purchased and used whenever possible.
- All documents shall be printed and copied on both sides to reduce the use and purchase of paper, whenever practical.

3.2 Toxics Reduction and Pollution Prevention

No product or service purchased by the City of Burlington shall contain, emit, or create the following in its use, to the extent practicable:

- carcinogens and reproductive toxins,

- persistent bioaccumulative toxicants, including lead, mercury, dioxins and furans for example,
- compounds toxic to humans or aquatic life, corrosive to the skin or eyes, or that are skin sensitizers, and
- substances that contribute to the production of photochemical smog, tropospheric ozone production, or poor indoor air quality.

All cleaning or disinfecting products (i.e. for janitorial or automotive use) shall at a minimum meet Green Seal Standards for environmental preferability and performance, whenever practical.

Purchasing products containing persistent, bioaccumulative and toxic chemicals (PBTs) shall be avoided, where alternatives exist.

The use of chlorofluorocarbon-containing refrigerants, solvents and other products known to contribute to the depletion of the ozone layer shall be phased out and new purchases shall not contain them.

When maintaining buildings, the City of Burlington shall use products with the lowest amount of volatile organic compounds (VOCs), highest recycled content, and low or no formaldehyde when purchasing materials such as paint, carpeting, flooring, adhesives, furniture and casework.

The City of Burlington shall reduce or eliminate its use of products that contribute to the formation of dioxins and furans. Purchases shall be consistent with the City's resolution to eliminate anthropogenic sources of dioxin pollution. This includes, but is not limited to:

- Purchasing paper, paper products, and janitorial paper products that are unbleached or that are processed without chlorine or chlorine derivatives, whenever possible, and
- Prohibiting purchase of products that contain or are packaged in polyvinyl chloride (PVC) such as, but not limited to, office binders, furniture, carpeting/flooring, other building materials and supplies, and medical supplies whenever practicable.

The City of Burlington shall purchase products and equipment with no lead, cadmium or mercury whenever possible. For products that must contain lead or mercury because no suitable alternative exists, the City of Burlington shall give preference to those products with the lowest quantities of these metals available and to vendors with established lead, cadmium and mercury recovery programs.

When replacing vehicles, the City of Burlington shall lease or purchase only the most fuel-efficient models available that are suitable for each task and through carsharing and carpooling, shall minimize the number of vehicles purchased.

To the extent practicable, the City shall use renewably-derived fuels or fuels that are cleaner and less-polluting than gasoline and conventional diesel fuel, including biodiesel, natural gas and electricity.

The purchase of all pentachlorophenol, arsenic and creosote treated wood by the City of Burlington is prohibited.

The City shall avoid purchasing products containing brominated flame retardants (BFRs) wherever possible. In particular, the BFRs "penta" and "octa" will be targeted for phaseout.

3.3 Recycled Content Products

All products purchased for which the United States Environmental Protection Agency (U.S. EPA) has established minimum recycled content standard guidelines shall contain the highest postconsumer content practicable, but no less than the minimum recycled content standards established by the U.S. EPA Guidelines.

Copiers and printers purchased shall be compatible with the use of recycled content and remanufactured products.

When specifying asphalt concrete, aggregate base or portland cement concrete for road construction projects, the City of Burlington shall use recycled, reusable or reground materials when practicable and consistent with accepted engineering practices.

The City of Burlington shall specify and purchase recycled content transportation products, including signs, cones, parking stops, delineators, and barricades.

A 10% price preference may be given to recycled content products based on the lowest bid or price quoted by the suppliers offering the competing non-recycled content products.

All pre-printed recycled content papers intended for distribution that are purchased or produced shall contain a statement that the paper has recycled content. Whenever feasible, the statement should indicate the percentage of postconsumer recycled content it contains.

3.4 Energy and Water Savings

New and replacement equipment for lighting, heating, ventilation, refrigeration and air conditioning systems, water consuming fixtures and process equipment and all such components shall meet or exceed Federal Energy Management Program (FEMP) recommended levels, whenever practicable.

All products purchased by the City of Burlington and for which the U. S. EPA Energy Star certification is available shall meet Energy Star certification, when practicable. When Energy Star labels are not available, products shall meet or exceed the FEMP recommended levels.

When energy is purchased, renewable or green sources are preferred. These include solar power or photovoltaics, wind power, geothermal, and hydroelectric energy sources and do not include fossil fuels (coal, oil or natural gas).

Demand water heaters shall be purchased whenever practicable. Where renewable forms of energy are unavailable or not practicable, natural gas shall be used in lieu of electricity for space heating and water heating.

Energy Star and power-saving features for copiers, computers, monitors, printers and other office equipment shall be enabled during the initial installation and shall remain enabled unless these features conflict with the manufacturer's recommended operation and maintenance of the equipment.

3.5 Green Building - Construction and Renovations

All building and renovations of over 5,000 square feet undertaken by the City of Burlington shall follow Green Building practices for design, construction, and operation, where applicable, as described in the LEEDTM Rating System. All such buildings for which design and construction begins after January 1, 2010 shall meet LEED SilverTM standards.

3.6 Landscaping

All landscape renovations, construction and maintenance by the City of Burlington, including workers and contractors providing landscaping services for the City of Burlington, shall employ sustainable landscape management techniques for design, construction and maintenance whenever possible, including, but not limited to, integrated pest management, grasscycling, drip irrigation, composting, and procurement and use of mulch and compost that give preference to those produced from regionally generated plant debris and/or food waste programs.

Plants should be selected to minimize waste by choosing species for purchase that are appropriate to the microclimate, species that can grow to their natural size in the space allotted them, and perennials rather than annuals for color.

Hardscapes and landscape structures constructed of recycled content materials are encouraged. The City of Burlington shall limit the amount of impervious surfaces in the landscape, wherever practicable. Permeable substitutes, such as permeable asphalt or pavers, are encouraged for walkways, patios and driveways.

3.7 Forest Conservation

To the greatest extent practicable, the City of Burlington shall not procure wood products such as lumber and paper that originate from forests harvested in an environmentally unsustainable manner. When possible, the City of Burlington shall give preference to wood and wood products that are certified to be sustainably harvested by a comprehensive, performance-based certification system. The certification system shall include independent third-party audits, with standards equivalent to, or stricter than, those of the Forest Stewardship Council certification.

3.8 Agricultural Bio-Based Products

Vehicle and equipment fuels made from non-wood, plant-based contents such as vegetable oils are encouraged whenever practicable.

Paper, paper products and construction products made from non-wood, plant-based contents such as agricultural crops and residues are to be purchased and used whenever practicable.

4.0 PRIORITIES

The health and safety of people who live and work in Burlington is of utmost importance and takes precedence over all other City policies. All policies and practices shall be protective of the health of children, the elderly and other vulnerable populations, and the greater global community.

The City of Burlington has made significant investments in developing a successful recycling system and recognizes that recycled content products are essential to the continuing viability of that recycling system and for the foundation of an environmentally sound production system. Therefore, to the greatest extent practicable, recycled content shall be included in products that also meet other environmental specifications, such as chlorine free or bio-based.

Nothing contained in this policy shall be construed as requiring a department, buyer or contractor to procure products that do not perform adequately for their intended use, exclude adequate competition, or are not available at a reasonable price in a reasonable period of time.

Nothing contained in this policy shall be construed as requiring the City of Burlington, department, buyer or contractor to take any action that conflicts with local, state or federal requirements.

5.0 IMPLEMENTATION

Department heads shall implement this policy in coordination with other appropriate City of Burlington personnel.

Implementation of this policy will be phased based on available resources and City priorities.

The Burlington Sustainability Action Team shall advise the departments heads regarding environmentally preferable products that comply with this policy. Recommendations will include input of applicable environmental staff. Whenever possible, the City will use existing eco-labels and standards to make purchasing decisions.

Successful bidders shall certify in writing that the environmental attributes claimed in formal competitive bids are accurate.

Buyers shall include businesses certified by the ... in requests for products and services. Preference for local businesses shall be in accordance with the City's Local Business Preference Program to promote businesses in Burlington that provide environmentally preferable products and services.

Vendors, contractors and grantees shall comply with applicable sections of this policy for products and services provided to the City of Burlington, where practicable. In particular, vendors, contractors and grantees providing written materials to the City shall do so on recycled content paper meeting minimum standards of the U.S. EPA Guidelines and labeled as such and vendors, contractors and grantees shall be prohibited from using pentachlorophenol, arsenic, and creosote treated wood.

If the buyer making the selection from competitive bids or the requesting department seek to purchase products that do not meet the environmentally preferable purchasing criteria in this Policy, the buyer or the department shall provide a written justification to the ??? for why compliance is not practicable, e.g., the product is not technically practical, economically feasible, or available within the timeframe

required. The ? shall be the authority to approve all contracts that do not require City Council authority or items covered under contracts executed prior to the effective date of this Policy.

If a vendor that is under contract to the City of Burlington is no longer able to provide a product that meets the City's environmentally preferable specifications, it shall notify the ? and provide written justification for why compliance is not practical. Prior written consent from the ?, or authorized City representative, shall be required before substituting any alternative product to any City employee.

The Department of Information Technology shall be responsible for setting duplexing as the default on each workstation for all capable printers. This includes printing from network connected or stand-alone personal computer printers that are capable of duplexing.

Training of buyers and other relevant city staff, vendors, contractors and grantees shall include instruction on the requirements of this Environmentally Preferable Purchasing Policy.

6.0 PROGRAM EVALUATION

The ? shall evaluate the success of this Policy's implementation by providing a bi-annual report to the City Council. The report shall relate progress in meeting the goals and objectives of this Policy and note any barriers encountered, recommendations for resolution, and/or description of assistance needed to continuously improve staff's ability to meet this Policy's objectives for the procurement of environmentally preferable products and services.

7.0 DEFINITIONS

"Agricultural Bio-Based Products" means commercial or industrial products (other than food or feed) that utilize agricultural crops or residues but does not include products made from forestry materials.

"Bay Area Green Business Program" is a partnership of governments and businesses that certifies the environmental performance of government agencies and businesses.

"Bay-Friendly Landscaping" means working with the natural ecosystems of the San Francisco Bay Area to foster soil health, to reduce runoff and pollution, prevent and reuse plant waste, and conserve water and other natural resources. Bay-Friendly Landscaping practices are described in the *Bay-Friendly Landscape Guidelines*, by the Alameda County Waste Management Authority & Recycling Board.

"Buyer" means personnel authorized to purchase or contract for purchases on behalf of the City of Burlington or its subdivisions.

"Chlorine free" means products manufactured or processed without chlorine or chlorine derivatives.

"Contractor" means any person, group of persons, business, consultant, designing architect, association, partnership, corporation, supplier, vendor or other entity that has a contract with the City of Burlington or serves in a subcontracting capacity with an entity having a contract with the City of Burlington for the provision of goods or services.

“Dioxins and furans” are a group of chemical compounds that are classified as persistent, bioaccumulative, and toxic (PBT) by the Environmental Protection Agency.

“Energy Star” means the U.S. EPA’s energy efficiency product labeling program.

“Energy-Efficient Product” means a product that is in the upper 25% of energy efficiency for all similar products, or that is at least 10% more efficient than the minimum level that meets Federal standards.

“Federal Energy Management Program” (FEMP) is a program of the Department of Energy that issues a series of Product Energy Efficiency Recommendations that identify recommended efficiency levels for energy-using products.

The “Forest Stewardship Council” is a global organization that certifies responsible, on-the-ground forest management according to rigorous standards for sustainably harvested forests developed by a broad variety of stakeholder groups.

“Green Seal” is an independent, non-profit environmental labeling organization. Green Seal standards for products and services meet the U.S. EPA’s criteria for third-party certifiers. The Green Seal is a registered certification mark that may appear only on certified products.

“Integrated Pest Management (IPM)” is an ecosystem-based strategy that focuses on long-term prevention of pests or their damage through a combination of techniques such as biological control, habitat manipulation, modification of cultural practices, and use of resistant varieties. Pesticides are used only after monitoring indicates they are needed according to established guidelines, and treatments are made with the goal of removing only the target organism. Least toxic pest control materials are selected and applied in a manner that minimizes risks to human health, beneficial and nontarget organisms, and the environment.

“LEEDTM Rating System” means the Leadership in Energy & Environmental Design system developed by the U.S. Green Building Council designed for rating new and existing commercial, institutional, and high-rise residential buildings.

“Organic Pest Management” prohibits the use and application of toxic chemical pesticides and strives to prevent pest problems through the application of natural, organic horticultural and maintenance practices. All pest control products shall be in keeping with, but not limited to, those products on the approved list of California Certified Organic Foods (CCOF).

“Persistent Bioaccumulative Toxins” (PBTs) are chemicals and/or pollutants that remain in the environment for a long time (persist) without breaking down, accumulate in the environment and build up in the tissues of humans, fish, and animals (bioaccumulative), and are toxic (causing cancer and other health problems) to living organisms, including humans.

“Postconsumer Material” means a finished material which would normally be disposed of as a solid waste, having reached its intended end-use and completed its life cycle as a consumer item, and does not include manufacturing or converting wastes.

“Practical” and “Practicable” mean whenever possible and compatible with local, state and federal law, without reducing safety, quality, or effectiveness and where the product or service is available at a reasonable cost in a reasonable period of time. For energy and water consuming devices, a reasonable cost shall mean that the product has a life-cycle cost that is reasonably similar to the life-cycle costs of other similar products.

“Preconsumer Material” means material or by-products generated after manufacture of a product is completed but before the product reaches the end-use consumer. Preconsumer material does not include mill and manufacturing trim, scrap, or broke which is generated at a manufacturing site and commonly reused on-site in the same or another manufacturing process.

“Recovered Material” means fragments of products or finished products of a manufacturing process, which has converted a resource into a commodity of real economic value, and includes preconsumer and postconsumer material but does not include excess resources of the manufacturing process.

“Recycled Content” means the percentage of recovered material, including preconsumer and postconsumer materials, in a product.

“Recycled Content Standard” means the minimum level of recovered material and/or postconsumer material necessary for products to qualify as “recycled products.”

“Recycled Product” means a product that meets the City of Burlington recycled content policy objectives for postconsumer and recovered material.

“Remanufactured Product” means any product diverted from the supply of discarded materials by refurbishing and marketing said product without substantial change to its original form.

“Reused Product” means any product designed to be used many times for the same or other purposes without additional processing except for specific requirements such as cleaning, painting or minor repairs.

“Source Reduction” refers to products that result in a net reduction in the generation of waste compared to their previous or alternate version and includes durable, reusable and remanufactured products; products with no, or reduced, toxic constituents; and products marketed with no, or reduced, packaging.

“U.S. EPA Guidelines” means the Comprehensive Procurement Guidelines established by the U.S. Environmental Protection Agency for federal agency purchases as of May 2002 and any subsequent versions adopted.

8.0 EFFECTIVE DATES

8.1 This policy shall take effect on [July1, 2009].

Category	Item	Item Description	UM	Price	Green Content
Writing	BICGSMG11BK	Black	DZ		
	BICGSMG11BE	Bic Ultra round pens, Blue	DZ		
	BICGSMG11RD	Bic Ultra round pens, Red	DZ		
	BICGSM11BE	Bic round stick pens, Blue	DZ		
	SAN60041	Blue	DZ		
	SBC47411	Economy Ballpoint, Blue	DZ		
	PAP30301	0.7mm	DZ		
	PENC27HB	Pentel Lead 0.7mm	30TB		
	PAP12242	Paper Mate Earth Write Pencils	DZ		60% post consumer; PMA Certified Non toxic
	PAP70521	Smudge-free erasures. Large 12 Erasers per Box	DZ		
	AVE49794	PEN,RBALL,EGLIDE,MED,PE	EA		
	CRO85112	REFILL,BALLPNT,MED,BE,2PK	PK		
	EPI16801	SHARPENER,PNCL,BATOP,BE	EA		
	PAP9510131	PEN,FLEXGRIP,RETR,MED,BE	EA		
	PAP95301	K	EA		
	PAP97124	REFILL,FLXGP,TWNP,MED,BE	PK		
	PAP97324	REFILL,FLXGP,TWNP,MED,BK	PK		
	PENAL25TC	PENCIL,MECH,ICY,.5MM,BE	EA		
	PENBKL10V	REFILL,BALLPT PEN,2/PK,VT	PK		
	PENC5052B	LEAD,PENCIL,.5MM,2B,12/TU	TB		
	PENC505B	LEAD,PENCIL,.5MM,B,12/TU	TB		
	PENC505HB	LEAD,PENCIL,.5MM,HB,12/TU	TB		
	PENC525HB	LEAD,PRMIUM,.5MM,HB,12/TB	TB		
	PENPD345A	BK	EA		
	PENPD345TB	RD	EA		
	PENPD345TC	BE	EA		
	PENPD347C	BE	EA		
	PENZE21C	ERASER,STICK,CLIC,BE	EA		
	PENZER2	ERASER REFILL,CLIC,2/PK/52801	PK		
	PIL32010	PEN,BPT,EASY,TOUCH,MED,BK	EA		

	PIL32011	PEN,BPT,EASY,TOUCH, MED,BE	EA	
	PIL32012	PEN,BPT,EASY,TOUCH, MED,RD	DZ	
	PIL36101	PEN,RETR,BALLPT,MED, BE	EA	
	PIL36261	PEN,RBALL,DGRP,PEBR L,FNBK	EA	
	PIL77221	REFILL,BPT,MED,PT,BK, 2/PK	PK	
	PIL77222	REFILL,BPT,MED,PT,BE, 2/PK	PK	
	PIL77227	REFILL,BPT,RET,MED,B K,2/PK	PK	
	PMC05062	PEN,COUNTER PRVENTA,BK	EA	
	PMC05064	PRVENTA,BK	EA	
	SAN20516	PENCIL,COL- ERASE,12/SET	ST	
	SAN60143	PEN,UNIBALL,ONXY,BK	EA	
	SAN60633	PEN,RLBL,UNBLVSN,XF N,BK	EA	
	SAN60634	PEN,RLBL,UNBLVSN,XF N,BE	EA	
	SAN60635	PEN,RLBL,UNBLVSN,XF N,RD	EA	
	SAN60708	PEN,UNI- BALLGRIP,FINE,BK	EA	
	SAN60709	PEN,UNI- BALLGRIP,FINE,BE	EA	
	SAN65800	PEN,UNIBALL GEL IMPACT,BK	EA	
	SAN65801	PEN,UNIBALL GEL IMPACT,BE	EA	
	SAN65873	REFILL,GEL,IMPCTRT,B K,2PK	PK	
	SAN65874	REFILL,GEL,IMPCTRT,B E,2PK	PK	
Markers	SAN35001	Sanford Sharpie Ultra-fine, Black	DZ	AP Certified Nontoxic by ACMI
	SAN30001	Sanford Sharpie 1.0mm Fine, Black	DZ	AP Certified Nontoxic by ACMI
	SAN25076	Sanford Sharpie Accent Chisel Tip	DZ	AP Certified Nontoxic by ACMI
	AVE08887	MARKER,MARKSALOT,L RG,RD	DZ	
	AVE29949	MARKER,CHSL TIP,4/PK,AST	ST	
	AVE29994	MARKER,FLPCHRT,CHS LTIP,PE	EA	
	BICCG11BE	PEN,GEL,CRISTAL,STIC, BE	DZ	

	BICGSMG11BE	PEN,BLPT,ROUNDSTCK, MED,BE	DZ	
	BICGSMG11RD	PEN,BPT,RNDSTC,GRP, MED,RD	DZ	
	BICMSG11BE	PEN,BLPT,CRSTLEGRIP, MED,BE	DZ	
	BICRM11BE	PT,BE	DZ	
	PAP84101	MARKER,FLAIR,PT GRD,BE	DZ	
	PAP84201	MARKER,FLAIR,PT GRD,RD	DZ	
	PAP84501	MARKER,FLAIR,PT GRD,PE	EA	
	SAN15001	MARKER,H/DUTY,KING SZ,BK	DZ	
	SAN15001	MARKER,H/DUTY,KING SZ,BK	EA	
	SAN30001	MARKER,SHARPIE,BK	DZ	
	SAN30001	MARKER,SHARPIE,BK	EA	
	SAN30002	MARKER,SHARPIE,RD	DZ	
	SAN30002	MARKER,SHARPIE,RD	DZ	
	SAN30003	MARKER,SHARPIE,BE	DZ	
	SAN30003	MARKER,SHARPIE,BE	EA	
	SAN33001	MARKER,SUPER,SHARP IE,BK	DZ	
	SAN38201	MARKER,SHARPIE,CHSL ,BK	EA	
	SAN83078	MARKER,EXPO,ERASE,8 CLRS	ST	
	SAN88001	MARKER,BUL.TIP,EXPO, BK	EA	
Highlighters	SAN64326	Yellow	DZ	Nontoxic
	SAN64328	Eberhard Chisel Tip, Blue	DZ	Nontoxic
	SAN25076	Sharpie Accent, 6 colors	PK	Nontoxic
	BICBL11PK	PK	DZ	
	SAN25006	HILIGHTER,MJR ACCENT,OE	DZ	
	SAN25006	HILIGHTER,MJR ACCENT,OE	DZ	
	SAN25010	HILIGHTER,MJR ACCENT,TE	DZ	
	SAN25010	HILIGHTER,MJR ACCENT,TE	DZ	
	SAN25019	HILIGHTER,MJR ACCENT,LR	DZ	
	SAN25025	HILIGHTER,MJR ACCENT,FYW	DZ	
	SAN25026	HILIGHTER,MJR ACCENT,FLG	DZ	
	SAN25026	HILIGHTER,MJR ACCENT,FLG	DZ	

	SAN25076	HIGHLIGHTER,SET,MJR-ACCT 6	ST		
White Out	BICWOTAPP11	Correction Tape	EA		
	BICWOC12WE	Correction Fluid	EA		
	PAP662415	Correction Tape, 2 per pack	PK		
Clips/Clamps/Pins	SBC66220PK	Smooth Finish Jumbo Paper Clips (100 per box)	PK		
	SBC66210PK	Smooth Finish # 1 Size Paper Clips (100 per box)	PK		
	SBC78200	Small Binder Clips	DZ		
	SBC78200	Medium Binder Clips	DZ		
	SBC78220	Larger Binder Clips	DZ		
	ACC71130	CLIP,BINDER,30/EA,AST	PK		
	ACC72020	CLIP,BND #20	DZ		
	ACC72050	CLIP,BND #50	DZ		
	ACC72100	CLIP,BND #100	DZ		
	ACC72190	PUSHPIN,100/BX,AST	BX		
	ACC72620	CLAMP,PPR,.0615 GA,MED	BX		
Tape	SBC23436	Invisible Tape 1" Core	EA		
	DUC0007424	Duck Clear Packing Tape	EA		
	UNV51301	Universal General Purpose Masking Tape, 1" x 60 yards, 3" Core, 3 Rolls per pack	PK		
	MMM37502CR	TAPE,BOX SEAL,2X60YD,CR	PK		
	MMM810341296	TAPE,MAGIC 3/4X1296	RL		
	MMMC38BK	DISPENSER,TAPE,DESK ,BK	EA		
Stick Notes/Post-Its	SBC23033	Self Sticky Notes 3 x 3, Canary	DZ		
	MMM686PGO	Durable Index Tabs, Multi-Color	PK		
	MMM680RY6834VA	Post-it Flags, Value Pack, 1" and 1/2" Assorted Standard Colors, 12 FREE Durable Filing Tabs	PK		
	SBC23152	Self Sticky Notes 1.5" x 2"	DZ		
	SBC23035	Self Sticky Notes 3" x 5"	DZ		
	MMM2018	MEMO,CUBE,POST-IT,AQUATICS	EA		
	MMM2027	MEMO CUBE,POST-IT,NEON<2027>	EA		
	MMM653AU	NOTE,POSTIT,1.5X2,AST ULTR	PK		

	MMM65414AU	PAD,PST-IT NOTE 3X3,14,AST	PK	
	MMM6555AQ	5PD/PK	PK	
	MMM6603SSA	PAD,3 PST-IT NTE 4X6 ,AST	PK	
	MMM684SH	FLAG,LGL,50DP,SGN,HE R,AST	PK	
Rubber Bands	SBCRB19	Correct Rubber Bands # 19, (1,420 per box)	BX	
	ALL25405	Correct Rubber Bands # 117B, (250 per box)	BX	
	ALL25075	Correct Rubber Bands # 107, (50 per box)	BX	
	ALL24335	Correct Rubber Bands #33, (850 per box)	BX	
	ALL00700	Big Rubber Bands, Red, (12 per pack)	PK	
	ALL24145	Rubberbands, #14, NTN	BX	
Staples	BOSSBS1914CP	Standard Staples 1/4 (5000 per box)	BX	
	BOSSB35381M	Bostitch Heavy Duty Staples 3/8 (1000 per box)	BX	
	BOSSB3514M	Bostitch Heavy Duty Staples 1/4 (1000 per box)	BX	
Boxes	WBM95223	Economy Storage File Boxes Letter/Legal	CT	65% Post- Consumer Waste, 100% Recyclable
	EXP30000	FILE,STG,ECON,LTR,EA	EX	
Envelopes	SBC2410	Business Envelopes #.10, White, (500 per box)	BX	
	STP186999	Clasp Envelopes, Brown Kraft, 6" x 9", 100 Envelopes per box	BX	
	SBC2890	Clasp Envelopes, Brown Kraft, 9" x 12", 100 Envelopes per Box	BX	
	SBC2897	Clasp Envelopes, Brown Kraft, 10" x 13", 100 Envelopes per Box	BX	
	QUA37898	Clasp Envelopes, Brown Kraft, 10" x 15", 100 Envelopes per Box	BX	
	AMP19384	Envirotec #10 Envelopes, White, 500 Envelopes per Box	BX	100% Recycled

	SBC24568	S.B.C.™ Interoffice Envelopes, 28 lb. Brown Kraft, 10" x 13", 100 Envelopes per Box	BX	
	QUA37835	ENVELOPE, CLSP5X7.5K FT, 28#	BX	
	QUA69112	ENVELOPE, #10, SELFSL, SEC, 30, WE	BX	
	QUAE7265	MAILER, DSK/CD, 6X8.5, 25/BX	BX	
	SBC24568	ENVELOPE, DEPT, 10X13, 2SIDE, 100/BX	BX	
	SBC28111	ENVELOPE, CLASP, 12X15.5, 28#, 100/BX	BX	
	SBC2890	ENVELOPE, CLSP, 9X12, 28#, 100/BX	BX	
Filing	SBC3003	Cut, Letter Size, (100 per box)	BX	30% total recycled content
	UNV15262	Redrope File Pockets, Letter Size, 5-1/4" Expansion, (10 per Box)	BX	10% total recycled content
	ESS85565	Pockets, Legal Size, 5-1/4" Expansion, (5 per box)	BX	25% total recycled content
	SJPS11600	Full End Tab Expanding File Pockets, Legal Size, 2" Expansion, 10/BX	BX	25% total recycled content
	SJPS11710	Full End Tab Expanding File Pockets, Legal Size, 4" Expansion, 10/BX	BX	25% total recycled content
	SJPS11720	Full End Tab Expanding File Pockets, Legal Size, 6" Expansion, 10/BX	BX	
	SBC4005	Hanging Folders, 1/5 Tab Cut, Standard Green, Letter Size, (25 per Box)	BX	10% total recycled content
	SMD34115	Manila End Tab Folders with Fasteners, Letter Size, 3/4" Expansion, 2 Fasteners, 50 Folders per Box	BX	
		OIC 2-Piece Prong Fasteners, Complete Unit, 2 3/4" Center-to-Center, 2" Capacity, 50/Bx	BX	

Paper	CAS054901	30 Recycled Copy Paper, 20 lb., 92 Brightness, 8.5"x11", 5000/CS	CT		30% recycled post consumer; acid free/chlorine free
		50 Recycled Copy Paper, 20 lb., 92 brightness, 8.5"x11", 5000/CS	CT		50% recycled post consumer; acid free/chlorine free
	CAS054922	100 Recycled Copy Paper, 20 lb., 92 Brightness, 8.5"x11", 5000/CS	CT		100% recycled post consumer; acid free/chlorine free
	WBM77163	11-3/4" Writing Pad, Canary, Wide Rule, 50 Sheets per Pad, 12 Pads per Pack	PK		
	WBM77263	11-3/4" Writing Pad, White, Wide Rule, 50 Sheets per Pad, 12 Pads per Pack	PK		
	MEA06542	Mid-Tier Single Subject Notebook, 7" x 5", College Ruling, Assorted Cover Colors	EA		
	SBC77300	Perforated-Style 5" x 8" Writing pad, white, wide rule, 50 sheets per pad, 12 pads per pack	PK		
	ROS07501	Easel Pads, Plain White, Recycled, 27" x 34", 50 sheets per pad, 2 pads per carton	CT		15% Recycled
		Legal Ruled w/top perf 5/8 white	PK		
		Recycled	PK		
		20lbs	RM		
	Hammermill 1039004	Paper Copier 8.5 x 11 w/ 3 hole predrilled 20 lbs	RM		
	Hammermill 1039002	Paper Copier 8.5 x 14 20lbs	RM		
		Paper Green bar tractor feed 14-3/4 wide	BX		
		Paper White Feed 1 pard 8.5 x 11	BX		
	CASMP2201BE	PAPER,XERO/DUP,20#,L TR,BE	RM		
	CASMP2201CY	PAPER,XERO/DUP,20#,L TR,CY	RM		
	CASMP2201GN	PAPER,XERO/DUP,20#,L TR,GN	RM		
	CASMP2201OR	PAPER,XERO/DUP,20#,L TR,OR	RM		
	CASMP2201PK	PAPER,XERO/DUP,20#,L TR,PK	RM		

	CASMP2201RY	PAPER, NEON, 8.5X11, RY	RM		
	CASMP2201SN	PAPER, XERO/DUP, 20#, L TR, SN	RM		
	CASMP2201TN	PAPER, XERO/DUP, 20#, L TR, TN	RM		
	CNMBX3	540/550	EA		
	SBC77200	PAD, LGLRULD, PERF, 5X 8, CA	DZ		
	SBC77263	PAD, LGLRLD, PERF, LTR, WE	DZ		
	SBC77263	PAD, LGLRLD, PERF, LTR, WE	DZ		
	SBC77300	PAD, LGLRULD, PERF, 5X 8, WE	DZ		
	SBC77300	PAD, LGLRULD, PERF, 5X 8, WE	DZ		
	WBM21200	PAPER, XERO/DUP, WE, L TR, 20#	CT		
	WBM24200	PAPER, XERO/DUP, WE, L GL, 20#	CT		
	WBM28110RM	PAPER, XERO/DUP, 11X17, WE	RM		
	WBM77163	11-3/4" Writing Pad, Canary, Wide Rule, 50 Sheets per Pad, 12 Pads per Pack	PK		
	WBM77263	11-3/4" Writing Pad, White, Wide Rule, 50 Sheets per Pad, 12 Pads per Pack	PK		
Binders	SAM11300	Samsill Round Ring Binders, without Label Holder, Black, 1" Rings, 200 Sheet Capacity	EA		
	SAM18517	1/2" Round Ring Binders, White	EA		40% post consumer; 45% total recycled content
	SAM18537	1" Round Ring Binders, White	EA		40% post consumer; 45% total recycled content
	SAM18557	1 1/2" Round Ring Binders, White	EA		40% post consumer; 45% total recycled content
	SAM18567	2" Round Ring Binders, White	EA		40% post consumer; 45% total recycled content

	SAM18587	3" Round Ring Binders, White	EA	40% post consumer; 45% total recycled content
	AVE09501	2" Avery Durable Slant Ring View Binder, White	EA	39% post consumer; 39% total recycled content
	AVE05004	E	EA	
	AVE05213	WG	EA	
	AVE05233	BNDR,VU,11X8.5,.5IN,BK	EA	
	AVE09300	BNDR,SLNTRNG,11X8.5, 1",BK	EA	
	AVE09301	BNDR,SLNTRNG,11X8.5, 1",WE	EA	
	AVE11465	INDEX,BINDER,LTR,5/ST ,CR	ST	
	AVE68050	VIEW,.5",BK	EA	
	AVE79106	BNDR,D- RNG,VIEW,LTR,5",WE	EA	
	AVE79362	N	EA	
	AVE79364	N	EA	
	AVE79604	RING,VIEW,4",BK	EA	
	AVE79693	BNDR,D- RNG,VIEW,LTR,3",BK	EA	
	AVE79695	BNDR,D- RNG,VIEW,LTR,1.5BK	EA	
	AVE79699	BNDR,D- RNG,VIEW,LTR,1",BK	EA	
	AVE79894	RING,4",LBL,BE	EA	
	AVECI2135	INDEX,BINDER,11X8.5,5 TAB,CLRD	ST	
	UNV20722	BINDER,VIEW,LTR,1.5"W HITE	EA	
	UNV20732	BNDR,VIEW,11X8.5,2",W E,(18667)	EA	
	UNV20741	BNDR,VIEW,D- RNG,1IN,BK(16730)	EA	
	UNV31401	BNDR,RNG,11X8.5,1IN,B K (11300)	EA	
	UNV31404CT	BNDR,RIND,11X8.5,1",12, WE	EA	
	UNV33401	BNDR,RNG,11X8.5,1.5IN, BK (11500)	EA	
	UNV34401	BNDR,RNG,11X8.5,2IN,B K (11600)	EA	
Labels	AVE5160	Labels w/Easy Peel Feature, White, 1" x 2 5/8", 30 Labels per Sheet, 3000 Labels per Box	BX	

	AVE5165	Avery® Laser Mailing Labels with TrueBlock™ Technology, White, 8 1/2" x 11", 1 Label per Sheet, 100 Labels per Box	BX		
	AVE5163	Avery® Laser Mailing Labels with TrueBlock™ Technology, White, 2" x 4", 10 Labels per Sheet, 1000 Labels per Box	BX		
	AVE5161	Labels w/Easy Peel Feature, White, 1" x 4", 20 Labels per Sheet, 2000 Labels per Box	BX		
	BRTMK233	M Series Tape Cartridge for P-Touch Labelers, Blue on White, 1/2" Width	EA		
	AVE8395	Avery Laser & Inkjet Self-Adhesive Name Badge Labels, White, 2 1/3 " x 3 3/8", 160 Labels per box	BX		
	AVE05288	LABEL,POSTG METR WE 160PK	PK		
	AVE05472	LABEL,1000/PK	PK		
	AVE5160	LABEL,ADDRS,2-5/8X1,3M/BX	BX		
	AVE5264	LABEL,LASER,WHT.31/3 X4"	PK		
Ink/Toner	HEWC4844A	cp1700 and Business 3000 Color Inkjet Printers, Black	EA		
	BRTTN460	Ink for Fax and Copiers	EA		
	DPSR3027	Comp Universal Calc Spl C-Wnd	EA		
	BRTM231	CARTRIDGE,TPE,BK ON WE	EA		
	BRTM531	CARTRIDGE,TPE1/2"BK ON BE	EA		
	SHA22111	Xstamper Refill Stamp Ink, 10ml Bottle, Red	EA		
		Toner for IBM PRINTER 431 63h2401	EA		
		Toner for IBM printer 391 1380950	EA		
		Fuser KIT for IBM 4317	EA		
		Toner cartridge 92298A for HP 4, 4 plus, 4m	EA		
		Toner for HP 4050T	EA		
		Toner for Brother TN-5000	EA		

		Drum cartridge for brother fax 2600 MFC 4600	EA	
		Toner for IBM 1140 N 28P2010	EA	
		Toner for brother fax machine TN250	EA	
		HP inkjet cartridge cyan 51644c	EA	
		HP inkjet cartridge yellow 51644y	EA	
		HP inkjet cartridge magenta 51644m	EA	
		HP inkjet cartridge black HP 40	EA	
		Drum Cartridge for Brother Fax DR-250	EA	
		Toner for ibm 1352 75P4303	EA	
		HP inkjet #78	EA	
		Fuser kit for ibm 1140	EA	
		Toner for HP 4100N 10KY	EA	
		fuser kit for IBM 1352	EA	
		Toner cartridge cyan 75P6872	EA	
		Toner cartridge magenta 75p6873	EA	
		Toner cartridge yellow 75P6874	EA	
		HP ink #56	EA	
		HP ink 1552	EA	
		HP ink # 57	EA	
		Toner for Machine 4750E	EA	
		Toner drum kit for brother intelifax DR-400	EA	
		INK#45	EA	
		Maint Kit for 1140N Kit#28P2016	EA	
		Transfer unit for IBM 114 IBM 28P2017	EA	
		HP BLACK C9730A	EA	
		HP cyan c9731A	EA	
		HP Magenta C9733a	EA	
		HP Yellow C9732A	EA	
		HP image transfer kit c9734B	EA	
	HEW51644C	CART,INK,F/DESIGNJET 750C	EA	
	HEW51644C	CART,INK,F/DESIGNJET 750C	EA	
	HEW51644M	CART,INK,MG,F/DESIGN JET 750C	EA	

	HEW51644M	CART,INK,MG,F/DESIGN JET 750C	EA	
	HEW51644Y	CART,INK,YW,F/DESIGN JET 750C	EA	
	HEW51644Y	CART,INK,YW,F/DESIGN JET 750C	EA	
	HEW51645A	CART,F/1600C PRTR,BK- 830	EA	
	HEW51645A	CART,F/1600C PRTR,BK- 830	EA	
	HEWC1823D	CLR	EA	
	HEWC4836A	INKJET,NO.11 CYN-1.7K	EA	
	HEWC4837A	INKJET,NO.11,MAG-1.7K	EA	
	HEWC4838A	INKJET,NO.11 YEL.-1.7K	EA	
	HEWC4844A	CART,#10 BLK.-1.4K	EA	
	HEWC6020B	PAPER,HP COATED,36X150	RL	
	HEWC6578AN	CART,HI-CAP,CLR,#78- (970PG)	EA	
	HEWC6614D	INKJET,#20 F,612C, BK	EA	
	HEWC6614D	INKJET,#20 F,612C, BK	EA	
	HEWC6615DN	INKJET,HP NO.15,BLACK	EA	
	HEWC6656AN	CART,BK.#56 F/7150/7350(520)	EA	
	HEWC6657AN	100(391)	EA	
	HEWC7115A	(2.5)	EA	
	HEWC7115X	TONER,F/1200/3300SER(3.5K)	EA	
	HEWC8767WN	INKCART,#96 21MIL BLK- 800	EA	
	HEWC9319FN	INK,TWINPACK #56,BK	PK	
	HEWC9320FN	#57,COLOR	PK	
	HEWC9348FN	INK,TWINPACK#96-BK	PK	
	HEWC9349FN	COLOR	PK	
	HEWC9363WN	INKCART,#97 TRICLR 14MIL-800	EA	
	IVR83016	TONER,COMP,F/1220 (7115X)	EA	
Media/CD's	CSOXR18WE2S	CASSETTE,TAPE,BK/WE ,2/PK	PK	
	IMN12881	DISKETTE,3-1/2"DSHD IBM FMT	BX	
	IMN17332	DISC,CDR,52X,JEWL,10 PK,SR	PK	
	EVEA91BP-8	8pk	PK	Alkaline
Batteries	EVEA92BP-8	8pk	PK	
	EVEE91SF24	PK	PK	
	EVEE92FP12	BATTERY,ENRGZ,AAA,1 2PK	PK	

	EVEE93FP8	BATTERY,"C",ENERGIZE R,8PK	PK	
	EVEE95FP8	BATTERY,"D",ENERGIZE R,8/PK	PK	
	AAGSK2400	Calendar, dsk, pd/wall, 22x17	EA	
Calendars	AAGSK24WB00	Calendar, dsk, pd/wall, 22x17	EA	
	ACM13139	Scissors, Design Line, BK	EA	
Scissors	ACM41513	SHEARS,8"OFFICE DSGN,DVGY	EA	
	AVE00216	Glue Stick, DISAPR, 26 oz, PE	EA	
Adhesives				
	BAU42121	Panel Wall Clips	BX	
Miscellaneous	MRC293030	Marcel Fluffout Facial Tissues; 30 per CT	CT	30% post consumer; 100% recycled
	SBC21412	Adding Machines & Calculators, 92 Brightness, 2 1/4" Wide, 150' Long. 12RL/PK	PK	
		Avery National Premium Quality Analysis Pads, 2 Columns, 8 1/2" x 11" 2 per package	PK	
	EPI1900	Sharpener, Two-Tone Gray	EA	
	IMN41149	Imatation CD-Rewritable Media, 700MB, 80 Minute, 1x-4x Speed, 25 per pack	PK	
	OFSMCS00010	CD/DVD Cleaner	EA	
	OFSMSC00020	CD/DVD Kleen Premoistend Wipes	EA	
	AVE74100	PROTECTOR,SHT,TPLD YV 11X8	BX	
	AVE74106	R	BX	
	LEE10050	MOISTENER,FINGER,3/8 OZ	EA	
	LEX1299508	RIBBON,TYPE,LIFTOFF, SEL 3,BK	EA	
	MMMPP2500	STRIP,CR	BX	
	NUKBM248	RIBN,WP,MATRX,OKI ML393	EA	
	NUKBR80C	RIBN,CALC,NYL,BK/RD	EA	
	PMC05247	ROLL,CALC,F/T15040,3R L/PK	PK	

	PMC19810	ROLL,CASH REG,38MMX150'	PK		
	RUB16001	TRAY,DESK,LTR,STACK, BK	EA		
	RUB16073	TRAY,DESK,LTR,FRNT- LD,SKE	EA		
	RUB16371	TRAY,LETTER , BK, 6/PK	PK		
	RUB65970	FILE,WALL,1-PCKT,SKE	EA		
	RUB65972	FILE,WALL,1-PCKT,CR	EA		
	SAF3406BL	STOOL,VINYL DRAFTING,BK	EA		
	SAU05612	CLIPBOARD,HARD,LETT ER9X12	EA		
	SAU11017	HOLDER,AM,REDI-RITE	EA		
	SBC21412	ROLL,ADD/CALC 2.25,12/PK	PK		
	TRPTLP606	CRD	EA		
	TOP4416	BOOK,VOICE MAIL MESS,700/EA	EA		
	UNV29901	WASTEBASKET,PLASTI C,7GAL,BK	EA		
	UNV31310	PUSHPIN,PLAS,100/PK,R NBOW	PK		
Sanitizer or Cleaner	COX01594	Bleach-Free Disinfecting Wipes, Lemon Scent, 35 Wipes per Canister.	EA		
	CPM04174EA	CLEANER,GLASS AJAX LQ1GAL	EA		
	CPM26017	SOAP,ANTIBACT SFTSOP7.5OZ	EA		
	CPM46128EA	CLEANER,PLSHWSH,PA LM,ULTR	EA		
	IVR51501	CLEANER,DUSTOFF PLUS,10OZ	EA		