



CITY of NOVI CITY COUNCIL

Agenda Item D
April 18, 2016

SUBJECT: Approval to award the contract for office supplies to Global Office Solutions, through the Michigan Association of Counties (MAC) CoPro+ shared services program for one (1) year with two (2) renewal options in one (1) year increments, for an estimated annual amount of \$60,000.

SUBMITTING DEPARTMENT: Finance *CSO*

CITY MANAGER APPROVAL: *[Signature]*

EXPENDITURE REQUIRED	Estimated \$60,000
AMOUNT BUDGETED	Approximately \$85,000 (line items include other purchases)
APPROPRIATION REQUIRED	
LINE ITEM NUMBER	Various department 727 accounts

BACKGROUND INFORMATION:

The City has been purchasing office supplies from Global Office Solutions for the last six years. Their online ordering, customer service and responsiveness have been excellent. Global's warehouse is located in Novi.

Global has been awarded a contract by CoPro+ which is the shared services/cooperative purchasing program of the Michigan Association of Counties (MAC). Montcalm County was the lead agency who posted the Invitation for Bids. The contract consists of 450 core office supply items commonly used by municipalities. There is no cost to the City to utilize this contract.

We obtained a list of our top 75 spend items from 2015 in order to do price comparisons between the Global Office Solutions contract and the Office Max contract (the cooperative purchasing contract with Oakland County). After eliminating the furniture and one-time purchases, we compared the prices of the remaining items that are ordered regularly. Without exception, the Global Office Solutions contract price was lower than the Office Max contract. We also reviewed the discounts obtained for supplies that are not included on the contract and have determined that we are getting 19-44% discounts on these items.

We are not including furniture or printer ink/toner as part of this contract.

RECOMMENDED ACTION: Approval to award the contract for office supplies to Global Office Solutions, through the Michigan Association of Counties (MAC) CoPro+ shared services program for one (1) year with two (2) renewal options in one (1) year increments, for an estimated annual amount of \$60,000.

	1	2	Y	N
Mayor Gatt				
Mayor Pro Tem Staudt				
Council Member Burke				
Council Member Casey				

	1	2	Y	N
Council Member Markham				
Council Member Mutch				
Council Member Wrobel				

MASTER AGREEMENT FOR OFFICE SUPPLIES
COPRO+ SHARED SERVICES PROGRAM

KEY CONTRACT TERMS
For
Master Agreement 2012-MC-615

<u>Contract Between:</u>	Montcalm County and Global Office Solutions
<u>Contract Purpose:</u>	Master Agreement for Office Supplies, Toner & Paper for Montcalm County and authorized CoPro+ members
<u>Contract Number:</u>	2012-MC-615
<u>RFP Number:</u>	MC-615100512
<u>Contractor Name:</u>	Global Office Solutions
<u>Contractor Address:</u>	22759 Heslip Drive, Novi, Mi, 48375
<u>Contractor Telephone:</u>	800-331-8990
<u>Contract Administrator:</u>	Montcalm County Controller Designee/CoPro+
<u>Contract Period:</u>	3 Base Years and 2 one-year options
<u>Base Contract Years:</u>	January 1, 2013 through December 31, 2015
<u>Option Years:</u>	2 one-year options: Jan. 1, 2016 – Dec. 31, 2016 Jan. 1, 2017 - Dec. 31, 2017
<u>Delivery/Shipment:</u>	Refer to Section 1.3.1
<u>Pricing:</u>	Refer to Section 2 and Attachment A
<u>Terms & Conditions:</u>	Refer to Section 3
<u>F.O.B.:</u>	Destination
<u>Ordering Options:</u>	Online Catalog, Fax, Phone or Written Order
<u>Payment Options:</u>	Purchase Order, P-Card or Direct Voucher

MASTER AGREEMENT FOR OFFICE SUPPLIES

COPRO+ SHARED SERVICES PROGRAM

Minimum Delivery Order:

~~\$75.00~~ *waived*

Discounts/Rebates:

Refer to Section 2.2

Miscellaneous Information:

THIS AGREEMENT IS EXTENDED TO
AUTHORIZED COPRO+ MEMBERS

In order to get best in class pricing this is a full
buy program.

Signature of Contractor's Duly Authorized Representative

THIS CONTRACT MUST BE SIGNED IN INK BY AN AUTHORIZED REPRESENTATIVE
OF THE CONTRACTOR; ANY ALTERATIONS OR ERASURES TO THE OFFER MUST BE
INITIALED IN INK BY THE UNDERSIGNED AUTHORIZED REPRESENTATIVE.

The undersigned acknowledges, attests and certifies individually an on behalf of the
Contractor that:

- (1) He/she is an Authorized Representative of the Contractor, has been authorized
by Contractor to make all representations, attestations, and certifications contained
in this Contract, if any, issued, and to execute this Contract on behalf of Contractor;
- (2) Contractor is bound by and will comply with all requirements, specifications,
and terms and conditions contained in this Contract (including all listed
attachments and Addenda, if any, issued);
- (3) Contractor will furnish the designated
Goods in accordance with the Contract specifications and requirements, and will
comply in all respects with the terms of the resulting Contract upon award; and
- (4) All affirmations contained in the RFP are true and correct.

CONTRACTOR:

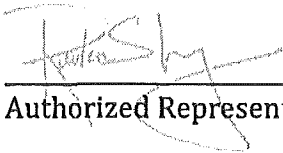
MONTCALM COUNTY:

Global Office Solutions

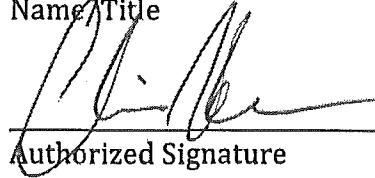
Firm Name

Chris Hyzer, Montcalm County Controller

Name/Title



Authorized Representative Signature



Authorized Signature

Reuben S. Levy, President

Print Name/Title

January 22, 2013

Date

2/1/13

Date

CoPro+ Contract Items

Item No.	Item Description	UOM	Price
AAG760105	PLANNER,WKLY/MNTH,QCKNOTES	EA	\$ 21.02
AAGPM30028	CALENDAR,WALL,PLANNER,HRZNT	EA	\$ 15.73
AAGSK32G00	CALENDAR,DSKPD,RCYCLD,2COLR	EA	\$ 7.50
AAGSW20000	CALENDAR,DESKPAD,MNTH,22X17	EA	\$ 6.37
ABFS8714	BOOK,LOG,VOICEMAIL,8.5X8.25	PK	\$ 4.70
ALL21405	RUBBERBANDS,CREPE,#117B,1LB	BX	\$ 3.57
AVE00196	STICK,GLUE,1.27OZ,CLR,1PK	EA	\$ 0.82
AVE09500	BINDER,DURABLE,VW,EZD,2",BK	EA	\$ 4.64
AVE09800	BINDER,VIEW,S-RNG,4"-BK	EA	\$ 9.31
AVE30600	LABEL,LSR,2-5/8X1,WE,3M	BX	\$ 6.83
AVE5160	LABEL,LSR,ADD,1X2-5/8,WE	BX	\$ 18.90
AVE5309	CARDS,TENT,LSR/INKJ,3.5X11	BX	\$ 11.83
AVE79695	BINDER,VIEW,HD,EZD,1.5",BK	EA	\$ 4.88
AVE98073	STICK,GLUE,1.27OZ,CLR,6PK	PK	\$ 4.60
BAU69309	LANYARD,RING,BK	EA	\$ 0.57
BICCSM11BK	PEN,CLICSTIC,BP,RT,MED,BK	DZ	\$ 4.39
BRTTZE2312PK	CRTDG,TAPE,BK ON WE,2 PK	PK	\$ 18.00
BSN09978	BINDER,ECONOMY,RND,3",BK	EA	\$ 4.55
BSN15729	RUBBERBANDS,SIZE #117B,1LB	PK	\$ 2.54
BSN15786	STICK,GLUE,0.26OZ,CLR,1PK	EA	\$ 0.11
BSN16510	HOLDER,FORM,TOP-OPEN,8.5X12	EA	\$ 11.52
BSN16515	FOLDER,FILE,HVYWGHT,LTR,MLA	BX	\$ 8.26
BSN17525	FLDR,FILE,LTR,1/3,MLA,100CT	BX	\$ 4.15
BSN20861	POUCH,LAMINATE,BSNCRD,5MIL	BX	\$ 34.03
BSN20864	POUCH,LAMINATE,LETTER,5MIL	BX	\$ 11.32
BSN21052	LABEL,LASER,3.3X4,WE,600	PK	\$ 6.82
BSN28448	BINDER,VIEW,D-RING,2",BK	EA	\$ 4.65
BSN32952	TAPE,ROLL,INVIS,3/4"X1296"	RL	\$ 0.48
BSN32953	TAPE,ROLL,INV,3/4X1000,12PK	PK	\$ 7.01
BSN36550	CLIP,BINDER,SMALL,12PC,BK	DZ	\$ 0.12
BSN36660	ENVELOPE,CLASP,HVYDTY,6X9	BX	\$ 4.11
BSN36663	ENVELOPE,CLASP,HVYDTY,9X12	BX	\$ 4.62
BSN36685	DIVIDERS,INDEX,PUNCHED,5TAB	BX	\$ 28.19
BSN42050	BOX,STORAGE,STRNG&BUTTN,LTR	CT	\$ 62.64
BSN62835	STAPLER,DESK,FULL,20SH,BLK	EA	\$ 1.67
BSN65776	FOLDER,FILE,LTR,1/3,RED	BX	\$ 11.25
BSN65795	POCKET,FILE,5.25"EXPND,LGL	BX	\$ 11.15
BSN65796	JACKET,FILE,LTR,FLAT,MLA	BX	\$ 16.96
BSN74551	PROTECTOR,SHEET,STNDRD,CLR	BX	\$ 4.58
BSN90651	BOOK,MEMO,END-OPEN,3X5,WE	DZ	\$ 7.68
CCS24305	CLEANER,AIR DUSTER,10OZ.	EA	\$ 4.75
CCS26501	ENVELOPE,CD,WINDOW,WE,250PK	BX	\$ 28.85
CCS60669	BAGS,SHREDDER,26X22X48	BX	\$ 37.69
CCS72100	CD-R,700MB,80MIN,100/PK	PK	\$ 13.56
CLO15949EA	WIPES,DISINFECTNG,FRSH,75CT	EA	\$ 3.78
CRD21810	HOLDER,LABEL,ADHSVE,1X3,CLR	PK	\$ 2.04

CRD21820	HOLDER,LABEL,ADHSVE,1.75X3	PK	\$ 2.54
CRD21830	HOLDER,LABEL,ADHSVE,2X4,CLR	PK	\$ 4.69
DAXN15786NT	FRAME,DOCUMENT,8.5X11,RWD	EA	\$ 5.28
DBL558957	SIGN HOLDR,FLOOR,LTR SZ,GY	EA	\$ 130.63
DRN063125Y	PLANNER,EXPRESS,DLY,RNNG,WE	EA	\$ 23.57
DXE5338CD	CUP,HOT,8 OZ,1000/CT	CT	\$ 67.30
DYM30252	LABEL,ADD,HICAP,WE,350EA2RL	BX	\$ 15.32
ELI76013	CARDS,POST,INKJET,5.5X4.25	BX	\$ 7.01
ESS20070	PAD,LGL,GLDFIBR,8.5X11,WE	DZ	\$ 15.47
ESS90164	POCKET,FILE,RCYL,4/PK,COL	PK	\$ 8.45
FALDPS	CLEANER,DUSTOFF PLUS	EA	\$ 20.70
FALDPSJMB2	CLEANER,DUSTOFF,JBO,17OZ2PK	PK	\$ 14.39
FALDSXLPW	DUSTOFF,10 OZ,2PK,W/WIPE	PK	\$ 6.19
FEL00703	BOX,STOR/FILE,BASICDTY,12PK	CT	\$ 20.49
FEL00721	DRAWER,STORAGE,LTR,6PK,WEBE	CT	\$ 64.13
FEL00724	BOX,STORAGE,R-KIVE,WE/BK	CT	\$ 35.70
FEL12770	BOX,STOR/FILE,MD-DTY,LTR/LG	CT	\$ 21.48
FEL3227901	SHREDDER,PS-79CI,CONFETTI	EA	\$ 248.49
FSK01004253	SCISSORS,RECYC,STRAIGHT,8"	EA	\$ 1.44
GJO10427	PLATES,RND,PLASTIC,6"-BLK	PK	\$ 16.48
GJO10475	WIPES,DISEN CLEANING ,35CT	EA	\$ 3.99
GJO60463	CONTAINER,32GL,GY	EA	\$ 26.92
GOJ965212EA	SANITIZER,HAND,PURELL,8OZ	EA	\$ 2.95
GOSCOPY3	Copy Paper, 3 Hole Punch, 20lb, 92brt, 5000/ct	CT	\$ 33.17
GOSCOPYB	Copy Paper, Ledger Size, 20lb, 92brt, 2500/ct	CT	\$ 37.22
GOSCOPYC	Copy Paper, Legal 8.5x14, 20lb, 92brt, 5000/ct	CT	\$ 37.62
GOSCOPYL	Copy Paper, Letter Size, Multi Purpose, 5000/ct	CT	\$ 30.76
HAM102467	PAPER,COLOR COPIER,8.5X11	RM	\$ 7.84
HAM102475	PAPER,CPY,CLR,LGL,WE	RM	\$ 9.49
HAM103291	PAPER,MULTIPRPSE,20#,8.5X14	RM	\$ 9.79
HON2281VA10T	CHAIR,TASK,BK	EA	\$ 278.00
ITA60233	TAPE,CORRECTION,10PC	PK	\$ 5.24
KCC03076	TISSUE,FACIAL,KLEENEX	CT	\$ 15.00
KCC21271	TISSUE,FACIAL,6PK,BNDL	PK	\$ 6.83
KCC21271	TISSUE,FACIAL,6PK,BNDL	PK	\$ 6.83
KCC25829BX	TISSUE,FACIAL,LOTION	BX	\$ 1.63
LLR02156	CHAIRMAT,36X48,W/LIP,GRPPR	EA	\$ 24.25
LLR02158	CHAIRMAT,46X60,RECT,CLR	EA	\$ 35.27
LLR25756	CHAIRMAT,45X53,WIDE LIP	EA	\$ 28.81
LLR31887	PLAQUE,AWARD,8.5X11,MY	EA	\$ 8.30
LLR60649	BASES, C-LEG WITH GLIDES	CT	\$ 87.39
LLR62571	TABLETOP,24X72,LT GRAY	EA	\$ 189.21
LLR69157	CHAIRMAT,36X48,ST/LIP 20X12	EA	\$ 24.29
LLR69169	CHAIRMAT,46X60 RECT	EA	\$ 39.45
MCL48152	TABLETS,MOTRIN,2/PK	BX	\$ 9.09
MEA43080	BOOK,STENO,SPELL WRITE,ASST	EA	\$ 0.61
MEM04581	CDR,700MB,80",52X,100PK	PK	\$ 22.59

MMM6200341296	TAPE,INVISBL,ECON,3/4X1296	RL	\$ 0.67
MMM635YW	NOTES,POSTIT,3X5,12PK,LINED	PK	\$ 14.77
MMM6539YW	HIGHLDNOTES,S/S,PLN,1.5X2YW	PK	\$ 1.07
MMM653YW	NOTES,POST-IT,1.5X2,12PK,CA	PK	\$ 3.53
MMM654144B	NOTES,VALUE PACK,3X3,18PK	PK	\$ 12.22
MMM65424SSCYN	NOTES,POST-IT,3X3,24PK,AST	PK	\$ 20.83
MMM654AST	NOTES,POST-IT,3X3,12PK,AST	PK	\$ 10.58
MMM654YW	NOTES,POST-IT,3X3,12PK,CA	PK	\$ 8.83
MMM6605SSCY	NOTES,POST-IT,4X6,5PK,LINED	PK	\$ 9.58
MMM810341296	TAPE,ROLL,INVIS,3/4X1296"	RL	\$ 1.71
MMMC38BK	DISPENSER,TAPE,C38,BLACK	EA	\$ 1.85
NES30212	CREAMR,CFFEEMT,22OZ	EA	\$ 4.66
OXF41	CARD,INDEX,RULED,4X6,8PT,WE	PK	\$ 0.69
PAP3321131	PEN,BALLPT,STICK,MED,RED	DZ	\$ 1.29
PAP3331131	PEN,BALLPT,STICK,MED,BK	DZ	\$ 0.81
PAP3381131	PEN,WRITEBROS,STICK,FINE,BK	DZ	\$ 0.75
PAP8410152	PEN,MARKER,FLAIR,MED,BE	DZ	\$ 6.50
PAP8430152	PEN,MARKER,FLAIR,MED,BK	DZ	\$ 5.36
PIL31020	PEN,GEL,G2,FINE,BLACK	DZ	\$ 11.71
PIL31021	PEN,GEL,G2,FINE,BLUE	DZ	\$ 11.71
PMC09225	PAPER,ROLL,2.25"X70,50PK,WE	CT	\$ 86.48
QRT7693G	BOARD,FAB,24X36,GY	EA	\$ 40.19
QRT783G	BOARD,IN/OUT,MGNTIC,2X3,GY	EA	\$ 183.44
QUA37855	ENVELOPE,CLASP,HVYDTY,6X9	BX	\$ 3.65
QUA62903	SLEEVE,CD/DVD,4 7/8x5,WE	BX	\$ 13.24
QUAR7050	SLEEVE,CD ROM,W/WIN,100 EA	BX	\$ 21.77
RAC77182EA	WIPES,DSNFCT,LYSOL,LEM/LIME	EA	\$ 3.94
RCP295700BK	WASTEBASKET,RECT,LARGE,BK	EA	\$ 5.98
RED56231	BOOK,RECORD,TEXHIDE,300PG	EA	\$ 13.57
REDC1731	PAD,DESK,MONTHLY	EA	\$ 1.14
RTG91002	FLAGS,SIGNHERE,720CT,RD	BX	\$ 10.94
SAF3491BL	CHAIR,EXEC,MID,BERI,SWVL,BK	EA	\$ 365.00
SAN14075	MARKER,BRIGHTSTICK,AST,5PK	ST	\$ 12.82
SAN64291	MARKER,PERM,CHSLPT,BK	DZ	\$ 2.29
SAN69024	PEN,UB,VISIONELITE,0.8MM,BE	EA	\$ 2.38
SAN81803	CLEANER,MKER BOARD,EXPO,8OZ	EA	\$ 1.58
SMD10330	FLDR,LTR,11PT,SGL,1/3,MLA	BX	\$ 7.14
SMD64220	FOLDER,HANG,3.5"EXP,LTR,GN	BX	\$ 32.12
SMD64855	FRAME,FOLDR,HNG,LTR/LGL,2PK	BX	\$ 17.49
SMD67372	LABEL,BCCRN,ENDTAB,"2",LTOE	RL	\$ 4.74
SPR01018	PAPER,ROLL,2.25"X80',50PK	CT	\$ 29.34
SPR05121	PAPER,COPY,20#,8.5X11,BLUE	RM	\$ 3.53
SPR05122	PAPER,COPY,20#,8.5X11,CA	RM	\$ 3.53
SPR05123	PAPER,COPY,20#,8.5X11,GRN	RM	\$ 3.53
SPR05124	PAPER,COPY,20#,8.5X11,PINK	RM	\$ 3.53
SPR05125	PAPER,COPY,20#,8.5X11,GLDRD	RM	\$ 3.48
SPR05855	DIVIDERS,INDEX,TOC,1-12,WE	ST	\$ 2.07

SPR62468	BINDER,VW,DELUXE,SLNT,2",BK	EA	\$ 5.20
SPRSP21273	FOLDER,FILE,LTR,1/3,YW	BX	\$ 15.12
SWI35108	STAPLES,STND,CHSL,1/4",5000	BX	\$ 0.44
SWI35450	STAPLES,PREM,FULL,1/4",5000	BX	\$ 1.49
SWI44401	STAPLER,DESK,COMMERCIAL,BK	EA	\$ 4.53
SWI74701	STAPLER,DESK,747,CLASSIC,BK	EA	\$ 7.96
TOM68620	TAPE,CORRECTION,1PC	EA	\$ 1.42
TOP3801	FORM,MSSG REPLY,SNAPOFF,3PT	PK	\$ 10.17
TOP4151	BOOK,MEMO,2PT,8.5X7.75	EA	\$ 5.14
TOP7532	PAD,LGL,RLD,PERF,LTR,CA	DZ	\$ 5.66
TOP7533	PAD,LGL,RLD,PERF,LTR,WE	DZ	\$ 4.30
VER49062	DRIVE,USB,8GB,PINSTRIP	EA	\$ 8.50
VER49063	DRIVE,USB,16GB,PINSTRIP	EA	\$ 10.50
VER94917	DVD+R,4.7GB,HUB PRT,IJ	PK	\$ 22.00
VER95098	DVD+R,4.7GB,16X,100 SPINDLE	PK	\$ 20.48
VER95252	CDR,PRT,IJ,HUB,WE,100PK	PK	\$ 36.00
VER96808	CARD,MEM,SDHC,PREMIUM,16GB	EA	\$ 12.16
VER97087	DRIVE,4GB,USB	EA	\$ 5.45
WAU22531	PAPER,ASTROBRT,24#,SOLAR YW	RM	\$ 8.02
WAU40311	PAPER,INDEX,90#,8.5X11,WE	PK	\$ 6.13
WLJ36213W	BINDER,VIEW,ROUND,0.5",WE	EA	\$ 1.25
WLJ36234W	BINDER,VIEW,ROUND,1.5",WE	EA	\$ 1.28
WLJ36549BL	BINDER,HANGING,D-RNG,3",BE	EA	\$ 17.82
WLJ38614W	BINDER,VIEW,D-RING,1",WE	EA	\$ 2.76
WLJ38644W	BINDER,VIEW,D-RING,2",WE	EA	\$ 4.24
ZEB22210	PEN,Z-GRIP,BP,RT,1.0MM,BK	DZ	\$ 2.47
ACM10425	RULER,WOOD,TWO-SIDED,36"	EA	\$ 2.45
ACM10702	RULER,HARDWOOD,12"	EA	\$ 0.28
ALL06547	RUBB BAND,PREM,1/4LB,#54,ASSTD	BX	\$ 0.76
AVE03300	BINDER,3-RNG,STD,1"-BE	EA	\$ 1.15
AVE05710	BINDER,VIEW,RVT,1"-BK	EA	\$ 1.29
AVE05711	BINDER,VIEW,3-RNG,1"-WE	EA	\$ 1.29
AVE05730	BINDER,VIEW,RVT,2"-BK	EA	\$ 2.19
AVE05731	BINDER,VIEW,3-RNG,2"-WE	EA	\$ 2.19
AVE05741	BINDER,VIEW,3-RNG,3"-WE	EA	\$ 3.37
AVE11109	INDEX,INSERT,5TAB,MI	ST	\$ 0.51
AVE11110	DIVIDERS,INSERT,5-TAB,CLEAR	ST	\$ 0.53
AVE11123	DIVIDERS,INSERT,8-TAB,MULTI	ST	\$ 1.26
AVE11124	INDEX,INSERT,8TAB,CL	ST	\$ 1.26
AVE17752	MARKER,HIGHLIGHTER,4PK	ST	\$ 1.78
AVE21371	PAD,STAMP,FOAMRUBBER,SZ1,RD	EA	\$ 0.85
AVE21381	PAD,STAMP,FOAMRUBBER,SZ1,BK	EA	\$ 0.85
AVE23555	HIGHLIGHTER, POCKET, 5 ASST. COLOR SET	ST	\$ 1.56
AVE23591	HIGHLIGHTER,PEN,CHISEL,FLYW	DZ	\$ 3.33
AVE74107	PROTECTOR,SHT,NONGLR,11X8.5	BX	\$ 7.36
BICBL11YW	HIGHLIGHTER,BRITELINER,YW	DZ	\$ 3.85
BICDEC11BE	MARKER,DRYERASE,CHISEL,BE	DZ	\$ 8.67

BICGBLP51ASST	HILTR,BRTLNR,GRP,AST,5CT	ST	\$ 2.31
BICGDEM11BK	MARKER,DRY,CHISEL,BK	DZ	\$ 6.81
BICGDEMP41ASST	MARKER,GREATERASE,GRIP,4PK	ST	\$ 2.37
BICGPMU11BK	MARKER,PERM,ULTRA FINE,BK	DZ	\$ 5.33
BICGSM609BE	PENS,BALL,STICK,60CT,BE	BX	\$ 4.62
BICGSM609BK	PEN,BALL,STICK,60CT,BK	BX	\$ 4.62
BICMPLWP241	MECH PENCIL 24 PK 0.9MM	PK	\$ 4.72
BICVLG11BE	PEN,VELOCITY,BP,RT,MED,BE	DZ	\$ 6.22
BICVLG11BK	PEN,VELOCITY,BP,RT,MED,BK	DZ	\$ 6.22
BICVLG11RD	PEN,BALLPT,RT,VLOCTY,RD	DZ	\$ 6.07
BICWOFQD12WE	FLUID,CORRECTION,QUICK-DRY	DZ	\$ 11.28
BICWOTAP10	TAPE,CORREC,WITE-OUT,10PK	BX	\$ 14.59
BOS40000	REMOVER,STAPLE,CONTEMPRY,BK	EA	\$ 1.77
BOSB5000BLK	STAPLER,DESKTOP,PREMIUM	EA	\$ 10.44
BOSMPS1BLK	SHARPENER,MANUAL,ANTIMCRB	EA	\$ 11.33
BOSSB35381M	STAPLES,HVYDUTY,3/8",1000CT	BX	\$ 2.35
BOSSBS1914CP	STAPLES,STD,CHISEL POINT	BX	\$ 0.74
BSN20067	DIVIDERS,INSERT,8-TAB,MULTI	ST	\$ 0.49
BSN20068	DIVIDERS,INSERT,5-TAB,CLEAR	ST	\$ 0.29
BSN32948	DISPENSER,TAPE,12 ROLLS,BLK	PK	\$ 8.16
BSN36551	CLIP,BINDER,MEDIUM,12PC,BK	DZ	\$ 0.51
BSN36552	CLIP,BINDER,LARGE,12PC,BK	DZ	\$ 1.35
BSN36692	INDEX,3-RNG,5TAB,MI	ST	\$ 0.29
BSN36693	DIVIDERS,INSERT,8-TAB,MULTI	ST	\$ 0.36
BSN37507	PENCIL,WOODCASE,#2HB,DZ	DZ	\$ 0.96
BSN42250	ENVELOPE,SIDE SEAM,REGULAR	BX	\$ 8.52
CYO520008	CRAYON,TUCKBX,8ST,AST	BX	\$ 0.60
CYO520016	CRAYON,TUCKBX,16PK,AST	BX	\$ 1.17
CYO520080	CRAYONS,LARGE,TUCKBOX,8CT	BX	\$ 1.54
CYO528008	CRAYON,CLASSPACK,800CT	BX	\$ 46.16
CYO531205042	CRAYOLA WATERCLR OVL REFILLS,BLUE,ST/6	ST	\$ 1.74
CYO541216038	PAINT,16 OZ TEMPRA,RD	EA	\$ 5.20
CYO541216044	PAINT,16 OZ TEMPRA,GN	EA	\$ 5.01
CYO543115007	PAINT;TEMPRA;ALLPRP;16OZ;BN	EA	\$ 2.40
CYO543115034	PAINT,TEMPRA,ALLPRP,16OZ,YW	EA	\$ 2.40
CYO543115036	PAINT,TEMPRA,ALLPRP,16OZ,OE	EA	\$ 2.40
CYO543115038	PAINT,TEMPRA,ALLPRP,16OZ,RD	EA	\$ 2.40
CYO543115042	PAINT,TEMPRA,ALLPRP,16OZ,BE	EA	\$ 2.40
CYO543115044	PAINT,TEMPRA,ALLPRP,16OZ,GN	EA	\$ 2.40
CYO543115048	PAINT,ARTISTA II,WSH,TEMP	EA	\$ 2.40
CYO543115053	PAINT,TMPRA,ARTSTA II,WHT	EA	\$ 2.40
CYO587708	MARKER,BROADLINE,8CT	ST	\$ 2.28
CYO588201	MARKER,CLASSPK,256CT	BX	\$ 61.36
CYO684012	PENCIL,COLORED,12/SET	ST	\$ 1.78
CYO688462	PENCIL,CLR,CLASSPACK,462CT	BX	\$ 61.07
CYO985200	CRAYON,DRYERASE,WSHBL,8CLR	BX	\$ 2.64
DIX00000	CRAYONS,WAX,8CT	BX	\$ 0.57

DIX00100	CRAYONS,WAX,16CT	BX	\$ 1.00
DIX12886	PENCIL,ORIOLE,#2HB,PRESHRP	DZ	\$ 1.30
DIX13080	PENCIL,BEGINNERS,NO ERASER	DZ	\$ 3.30
DIX13304	PENCIL,LADDIE,#2,W/ERASER	DZ	\$ 3.15
DIX13308	PENCIL,BEGINNERS,W/ERASER	DZ	\$ 3.62
DIX13856	PENCIL,TRI-WRITE,#2HB,12CT	DZ	\$ 1.85
DIX13882	PENCIL,WOODEN,#2HB,12CT	DZ	\$ 1.88
DIX14402	PENCIL,#2,YEL,DZ	DZ	\$ 0.79
DIX15371	GLUE,STICKS,CLEAR,PRANG	EA	\$ 1.58
DIX22120	PENCILS,12 COLOR SET,3.3MM	ST	\$ 2.19
DIX80680	MARKER;ART;WTRCOLOR;WSHBL;8	ST	\$ 3.04
DIX92007	MARKERS, DRY ERASE,LOW ODOR,CHSL	PK	\$ 13.16
DIX92040	MARKER,DRYERASE,4/ST	ST	\$ 3.30
DIX92080	MARKER,DRYERASE,8/ST	ST	\$ 6.73
DIX93040	MARKER,DRYERASE,4CT,AST	EA	\$ 2.95
EPI1031	SHARPENER,PENCIL,MODEL KS	EA	\$ 7.90
EPI98620	GLUE,TAC-N-STK,REMOVABLE	EA	\$ 1.10
EPIE1322	GLUE,LIQUID,GLUE-ALL,4OZ,WE	EA	\$ 0.85
EPIE1323	GLUE,WHITE,ALL PUR,1-1/4OZ	EA	\$ 0.84
EPIE304NR	GLUE,POURABLE,SCHL,4 OZ	EA	\$ 0.61
EPIE340	GLUE,LIQUID,SCHOOL,1 GAL,WE	EA	\$ 8.70
EPIE514	GLUESTICKS,ELMERS,PE	BX	\$ 3.36
EPIE524	GLUESTICKS,ELMERS,.77OZ	BX	\$ 8.76
EPIE904	CEMENT,RUBBER,4OZ	EA	\$ 1.12
ESS30	CARD,INDX,BLANK,3X5,8PT,WE	PK	\$ 0.52
ESS31	CARD,INDX,RULED,3X5,8PT,WE	PK	\$ 0.52
ESS41	CARD,INDEX,RULED,4X6,8PT,WE	PK	\$ 0.90
ESS51	CARD,INDEX,RULED,5X8,8PT,WE	PK	\$ 1.39
ESS57503	FOLDER,2PCKT,LGN	BX	\$ 7.16
ESS57509	FOLDER,2PCKT,YW	BX	\$ 7.16
ESS57511	FOLDER,2PCKT,RD	BX	\$ 7.16
ESS57513	FOLDER,2PCKT,MI	BX	\$ 7.16
ESS57538	FOLDER,2PCKT,DBE	BX	\$ 7.16
ESS57701	PORTFOLIO,2PCKT,W/FSTNR,LBE	BX	\$ 12.15
ESS57703	P/FOLIO;TWNPKT;FSTNR;LGN	BX	\$ 12.15
ESS57711	PORTFOLIO,2PCKT,W/FSTNR,RD	BX	\$ 12.15
ESS57713	PORTFOLIO,2PCKT,W/FSTNR,AST	BX	\$ 12.15
EVEEN22	BATTERY,ALKA,INDUST,9V	BX	\$ 10.37
EVEEN91	BATTERY,ALKA,INDUST,AA,24PK	BX	\$ 5.93
EVEEN92	BATTERY,ALKA,INDUST,AAA,24	BX	\$ 6.00
EVEEN93	BATTERY,ALKA,INDUST,C,12PK	BX	\$ 6.07
EVEEN95	BATTERY,ALKA,INDUST,D,12PK	BX	\$ 9.19
FEL99722	WIPES,PHONE,PREMOISTEND,100	EA	\$ 6.94
FSK01004252	SCISSORS,RECYC,DBLETHUMB,7"	EA	\$ 1.67
FSK94307096	FSCISSORS,KIDS,POINTED,5",AS	EA	\$ 1.69
HEWCD975AN	CRTDG,INK,OJ 920XL,BK	EA	\$ 36.95
HEWQ1338A	CRTDG,SMART PRT,LJ 4200 SRS	EA	\$ 170.83

LEO77525	SCISSORS,STUDENT,5"POINT R/L	DZ	\$ 6.22
LEO77530	SCISSORS,STUDRNT,5"BLUNT R/L	DZ	\$ 6.22
LIQ11201	MARKER WASHABLE FINE BLK	DZ	\$ 2.31
LIQ11203	MARKER WASHABLE FINE BLUE	DZ	\$ 2.31
LIQ11204	MARKER WASHABLE FINE GREEN	DZ	\$ 2.31
LIQ11207	MARKER WASHABLE FINE RED	DZ	\$ 2.31
LIQ25001	MARKER DRY ERASE CHISEL BRD,BLK	DZ	\$ 6.58
LIQ25004	MARKER DRY ERASE BRD GN CHISEL	DZ	\$ 5.53
LIQ25040	MARKER DRY ERASE 4CLRS	PK	\$ 2.60
LIQ26001	MARKER DRY ERASE FP BK,FINE,BULT	DZ	\$ 5.39
MEA05510	NOTEBOOK,WIRE,WIDE,1SUB,70	EA	\$ 0.73
MEA05514	NOTEBOOK,WIRE,WIDE,1SUB,100	EA	\$ 1.48
MMM105	TAPE,W/DISP,,75"X300"-TRANS	RL	\$ 1.05
MMM260024A	TAPE,MASKING,1"X60YD,9PK	PK	\$ 12.56
MMM260048A	TAPE,MASKING,2"X60YD,6PK	PK	\$ 16.74
MMM37102CR	TAPE,PKG,TARTAN,1.88X54.6YD	RL	\$ 1.01
MMM559	PAD,EASEL,POST-IT,PLAIN,WE	CT	\$ 43.41
MMM563R	PAD,EASEL,TBLTOP,PAPER,PLN	PD	\$ 17.35
MMM5910121296	TAPE,ECON,.5X1296,TRANS	RL	\$ 0.48
MMM5910341296	TAPE,ECON,3/4X1296,TRANS	RL	\$ 0.70
MMM6200121296	TAPE,INVISBL,ECON,.5X1296	RL	\$ 0.61
MMM653AST	NOTES,POST-IT,1.5X2,12PK	PK	\$ 5.07
MMM6549A	POST-IT;NOTES;SS;3X3;HILAND	PK	\$ 3.22
MMM6549YW	HIGHLDNOTES,S/S,PLN,3X3,YW	PK	\$ 3.05
MMM6559YW	HIGHLDNOTES,S/S,PLN,3X5,YW	PK	\$ 4.33
MMM6609YW	HIGHLDNOTES,RULED,4X6,YW	PK	\$ 8.46
MMM6705AN	FLAGS,PGMRK,1/2",500CT,NEON	PK	\$ 4.02
MMM680SH2	FLAGS,SIGNHERE,1",100CT,YW	PK	\$ 4.04
MMM6834	FLAGS,1/2",140CT,STANDARD	PK	\$ 3.43
MMM684ARR4	FLAGS,ARROW,1/2",96CT,BRITE	PK	\$ 2.63
MMM845112	TAPE,BOOK,TRANSP,1.5"X15YD	RL	\$ 3.69
MMM8452	TAPE,BOOK,TRANSPRNT,2"X15YD	RL	\$ 4.89
MMM860	ADHESIVE,PUTTY,2OZ,WE	PK	\$ 1.17
MMMH127	DISPENSER,TAPE,HAND,SMOKE	EA	\$ 0.69
MMMPRO330	DISPENSER,POP-UP,3X3	EA	\$ 5.01
MMMR330AP	NOTES,POPOP,3X3,6PK,ASSRTD	PK	\$ 6.19
MMMR335YW	NOTES,POPOP,3X3,LINED,6PK	PK	\$ 6.33
OIC21001	TRAY,LETTER,SMOKE	EA	\$ 1.73
OIC90095	PUNCH,ADJUST,2-3 HOLE,11SH	EA	\$ 4.52
OIC95691	REMOVER,STAPLE,BLACK	EA	\$ 0.39
OIC99010	CLIP,BINDER,MINI,12PC	DZ	\$ 0.24
OIC99814	FASTENER,BRASS,ROUNDHEAD,1",12/BX	BX	\$ 1.24
OIC99911	CLIPS,PAPER,#1 GEM,100/BX	BX	\$ 0.15
OIC99912	CLIPS,GEM,#1,NON-SKID	BX	\$ 0.17
OIC99914	CLIPS,GEM,GIANT,100/BX	BX	\$ 0.46
OIC99915	CLIPS,GEM,GIANT,NON-SKID	BX	\$ 0.46
OIC99966	CLAMPS,IDEAL,#1	BX	\$ 0.62

PAC102960	PAPER,TRURAY,9X12,HYGN	PK	\$ 1.42
PAC102961	PAPER,TRU-RAY,12X18,HYGN	PK	\$ 2.71
PAC102993	PAPER,TRURAY,9X12,HYRD	PK	\$ 1.34
PAC102994	PAPER,TRURAY,12X18,HYRD	PK	\$ 2.53
PAC103000	PAPER,MAGENTA,9X12	PK	\$ 1.39
PAC103002	PAPER,TRURAY,9X12,OE	PK	\$ 1.34
PAC103004	PAPER,TRURAY,9X12,YW	PK	\$ 1.32
PAC103006	PAPER,CONST,9X12,FESTIVGN	PK	\$ 1.48
PAC103007	PAPER,CONST,9X12,TE	PK	\$ 1.41
PAC103009	PAPER,TRURAY,9X12,VT	PK	\$ 1.29
PAC103012	PAPER,PINK,9X12	PK	\$ 1.32
PAC103013	PAPER,PINK,SHOCK,9X12	PK	\$ 1.33
PAC103016	PAPER,SKY BLUE,9X12	PK	\$ 1.22
PAC103017	PAPER,TRURAY,9X12,OTH	PK	\$ 1.39
PAC103019	PAPER,CONST,TRU-RA,9X12,PE	PK	\$ 1.36
PAC103025	PAPER,TRURAY,9X12,BN	PK	\$ 1.21
PAC103026	PAPER,TRURAY,9X12,WE	PK	\$ 1.17
PAC103027	PAPER,GRAY,9X12	PK	\$ 1.25
PAC103029	PAPER,TRURAY,9X12,BK	PK	\$ 1.18
PAC103031	PAPER,TRURAY,9X12,ASSORTED	PK	\$ 1.48
PAC103034	PAPER,TRU-RAY,12X18,OR	PK	\$ 2.55
PAC103036	PAPER,TRURAY,12X18,YW	PK	\$ 2.51
PAC103038	TRU-RAY FEST GREEN 12X18	PK	\$ 2.87
PAC103039	PAPER,TURQUOISE,12X18	PK	\$ 2.76
PAC103041	PAPER,TRURAY,12X18,VT	PK	\$ 2.45
PAC103044	PAPER,TRU-RAY,12X18,PK	PK	\$ 2.57
PAC103048	PAPER,TRU-RAY,12X18,BE	PK	\$ 2.39
PAC103049	PAPER,TRURAY,12X18,RYLBE	PK	\$ 2.66
PAC103051	PAPER,TRU-RAY,12X18,PE	PK	\$ 2.63
PAC103054	PAPER,TRU-RAY,12X18,BE	PK	\$ 2.66
PAC103056	PAPER,TRURAY,12X18,DBN	PK	\$ 2.44
PAC103056	PAPER,TRURAY,12X18,DBN	PK	\$ 2.44
PAC103057	PAPER,CNSTRCTN,12X18,TRURAY	PK	\$ 2.34
PAC103058	PAPER,TRURAY,12X18,WE	PK	\$ 2.19
PAC103059	PAPER,CONST,12X18,50PK,GY	PK	\$ 2.36
PAC103061	PAPER,TRURAY,12X18,BK	PK	\$ 2.22
PAC103062	PAPER,TRU-RAY,12X18,RD	PK	\$ 2.40
PAC103425	PAPER,CONST,12X18,BRLNTLE	PK	\$ 3.20
PAC103431	PAPER,CONST,9X12,FESTIVRD	PK	\$ 1.60
PAC103432	PAPER,CONST.76#,50/PK,RD	PK	\$ 3.20
PAC2401	PAPER,FILLER,MARGIN,8.5X11	RM	\$ 2.84
PAC2411	PAPER;FILLER;QDRILE;8.5X11	RM	\$ 2.74
PAC2441	PAPER,COMPOSITION,WE	PK	\$ 2.60
PAC3201	SUL,FILLRS,8X10.5,	PK	\$ 1.05
PAC4112	PAPER,DRAWING,12X18,MANILA	RM	\$ 7.94
PAC5111	BOARD,TAG,9X12,100PK,MLA	PK	\$ 5.25
PAC5184	MANILA TAG MED 12X18	PK	\$ 4.19

PAC5211	BOARD,TAG,9X12,100PK,WE	PK	\$ 4.92
PAC5214	TAG BOARD,HVYWT,12X18,WE	PK	\$ 9.57
PAC5226	TAG BOARD,HVYWT,24X36,WE	PK	\$ 19.71
PAC5465	BOARD,PSTR,4PLY,100CT,DBE	CT	\$ 23.41
PAC67001	PAPER,KRAFT,ART,36X1000,WE	RL	\$ 41.97
PAC67081	PAPER,KRAFT,ART,36X1000,CY	RL	\$ 51.63
PAC67131	PAPER,KRAFT,ART,36X1000,GN	RL	\$ 57.65
PAC74620	TABLET,RULED,CURSV,24X16	EA	\$ 4.29
PAC74710	TABLET,RULED,MNUSCPT,24X32	EA	\$ 2.58
PAC74720	TABLET,RULED,MNUSCPT,24X16	EA	\$ 1.37
PAP2841178	FLUID,CORRECTION,MULTI	EA	\$ 0.52
PAP3030131	PENCIL,MECH,DISPOSABLE,YW	DZ	\$ 3.04
PAP3311131	PEN,BALLPT,STICK,MED,BE	DZ	\$ 1.06
PAP3361131	PEN,BALLPT,STICK,FINE,BE	DZ	\$ 1.06
PAP3371131	PEN,BALLPT,STICK,FINE,RD	DZ	\$ 1.06
PAP6130187	PEN,COMFORTMATE ULTRA,MD,BK	DZ	\$ 4.19
PAP6160187	PEN,BALLPT,CMFRTMTE,BE	DZ	\$ 4.14
PAP7470115	FLUID,CORRECTION,PEN&INK,WE	EA	\$ 1.01
PEN50H	LEAD,.7MM,12/TB	TB	\$ 0.49
PENBL77A	PEN,GEL,RTX,MTLTIP,0.7MM,BK	EA	\$ 1.43
PENBL77B	PEN,GEL,RTX,MTLTIP,0.7MM,RD	EA	\$ 1.42
PENBL77C	PEN,GEL,RTX,MTLTIP,0.7MM,BE	EA	\$ 1.43
PENBL77V	PEN,GEL,RTX,MTLTIP,0.7MM,VT	EA	\$ 1.47
PENBLN77A	PEN,GEL,RTX,NEEDLE,0.7MM,BK	EA	\$ 1.43
PENBLN77C	PEN,GEL,RTX,NEEDLE,0.7MM,BE	EA	\$ 1.42
PENBLN77V	PEN,GEL,RTX,NEEDLE,0.7MM,VT	EA	\$ 1.43
PENPDE1	ERASER,REFILL,PENCIL,5PC	TB	\$ 0.83
PIL36100	PEN,DR.GRIP,BLPNT,1.0MM,BK	EA	\$ 4.76
QUA37890	ENVELOPE,CLASP,HVYDTY,9X12	BX	\$ 7.26
QUA37897	ENVELOPE,CLASP,HVYDTY,10X13	BX	\$ 8.41
QUA43567	ENVELOPE,REDISEAL,9X12,KFT	BX	\$ 10.05
QUA43767	ENVELOPE,REDISEAL,10X13,KFT	BX	\$ 10.93
QUA46065	MOISTENER,ENVELOPE,W/ADHSV	EA	\$ 1.04
QUA50762	ENVELOPE,COIN,#7,KRAFT	BX	\$ 16.63
SAN30001	MARKER,PERM,SHARPIE,FN,BK	DZ	\$ 7.48
SAN30006	MARKER,PERM,SHARPIE,FN,OE	DZ	\$ 7.57
SAN60126	PEN,UNIBALL,VISION,0.7MM,BK	EA	\$ 1.23
SAN64292	MARKER,PERM,3000,RD	DZ	\$ 3.11
SAN64293	MARKER,EF3000,CHISEL,BE	DZ	\$ 3.11
SAN64324	HIGHLIGHTER,4009,FLYW	DZ	\$ 3.11
SAN64327	HIGHLIGHTER,4009,PK	DZ	\$ 3.11
SAN64328	HIGHLIGHTER,4009,BE	DZ	\$ 3.11
SAN64329	HIGHLIGHTER,4009,GN	DZ	\$ 3.11
SAN70525	ERASER,PEARL, SM,36/BOX	BX	\$ 8.89
SAN81505	ERASER,DRYERASE	EA	\$ 1.73
SAN81850	TOWLETTES,EXPO,MARKERBOARD	EA	\$ 5.24
SAN83074	MARKER,DRYERASE,4CLR,CHISEL	ST	\$ 4.00

SAN84074	MARKER, DRYERASE, FINE, 4PK	ST	\$ 3.28
SAN8474	ERASER, XL, EXPO	EA	\$ 7.53
SAN88074	MARKER, DRYERASE, EXPO, 4CLR	ST	\$ 4.00
SAN9387	REFILL; EXPO XL	EA	\$ 3.94
SMD11943	FOLDER, FILE, LTR, 1/3, AST	BX	\$ 20.33
SMD12534	FOLDER, FILE, LTR, 1/3 AST, OR	BX	\$ 21.27
SMD64035	FOLDER, HANGING, LTR, 1/3	BX	\$ 9.63
SMD68670	TAB, INSERT, HANG, FLDR, 1/3CT, 100/PK	PK	\$ 1.15
SPR01181	DIVIDERS, LEATHER TABS, A-Z	ST	\$ 1.71
SPR05127	PAPER, COPY, 20#, 8.5X11, IVORY	RM	\$ 5.09
SPR5414LB	RUBBERBANDS, 1/4LB, SIZE 54	BX	\$ 0.76
SPR81001	PUSH PIN, ASSORTED, 100/BX	BX	\$ 0.50
SWI54031	TIP, FINGER, RUBBER, 9/16", AMB	DZ	\$ 1.44
SWI54501	STAPLER, DESK, FULL, ECO, BLK	EA	\$ 4.12
VER97088	DRIVE, USB, 8GB, BE	EA	\$ 7.41
WLJ36214W	BINDER, VIEW, ROUND, 1", WE	EA	\$ 1.35
WLJ38649B	BINDER, VIEW, BSC DRNG, 3"-BK	EA	\$ 4.82