



## FINANCE DEPARTMENT

GREGORY N. L'HEUREUX  
Finance Director

JORDAN SHELBURNE  
Controller

COLLEEN C. SELBERG  
Purchasing Agent

## Bid #39-19 General Teaching Supplies

### Bid Requirements

Sealed bids for furnishing General Teaching Supplies to the City of South Portland, 25 Cottage Rd., South Portland, Maine will be received by the City Purchasing Agent, Room 105, City Hall, 25 Cottage Road, South Portland, Maine, 04106, until **2:00 PM, Tuesday, May 14**, at which time they will be publicly opened. Bids received after the above stated day and time will not be considered.

**Interested vendors may obtain the bid form in an Excel spreadsheet format by contacting Colleen Selberg, Purchasing Agent, on [cselberg@southportland.org](mailto:cselberg@southportland.org).** Vendors shall submit both this completed, signed bid form and the completed spreadsheet contained on a flash drive, CD rom, or comparable electronic storage device in a sealed envelope, plainly marked "Bid #39-19 for General Teaching Supplies" that is addressed to the Purchasing Agent at the above address.

This material is being purchased for fiscal year **2019-2020** and purchase orders will be issued after 6/1/19. Questions regarding the supplies specifications may be directed to Accounts Payable at 207-871-0555. Successful bidders must honor bid pricing from June 1, 2019 through June 30, 2020.

No deviations will be accepted as all products must be as specified. Since a prompt delivery is needed, delivery time as well as price may be made a factor in determining the award of this bid. Interested vendors do not need to submit a bid for each item listed in the teaching supply list.

The School Department is looking for the lowest price of each item for the total number of the items to be ordered across the School District. The price bid should reflect any and all levels of quantity discounts available. **The bid may be awarded to multiple bidders based upon the lowest per unit price for each item submitted or the bid may be awarded to the bidder with the lowest total cost for all items listed.**

Separate Purchase Orders will be created for each District school or Department. Vendors must package these items by the individual school or Department; orders from different schools/departments cannot be combined into the same box. Delivery shall be made upon receipt of a purchase order from the School Department and shall be F.O.B., Central Receiving, 130 Wescott Road, South Portland, Maine.

It is the custom of the City of South Portland to pay its bills within 30 days following the delivery of and receipt of invoice for all items covered by the purchase order. In submitting bids under attached specifications, bidders should take into consideration all discounts, both trade and time, allowed in accordance with the above payment policy. All bidders should quote net prices, therefore, exclusive of all Federal Excise Taxes.

The City of South Portland reserves the right to waive all informalities in bids, to accept any bid or any portion thereof, or to reject any or all bids should it be deemed in its best interest to do so. Except

as otherwise required by law or as specifically provided to the contrary herein, the award of this bid shall be governed by the City's purchasing ordinance.

Colleen C. Selberg  
Purchasing Agent

**The UNDERSIGNED hereby proposes to furnish General Teaching Supplies to the South Portland School Department, City of South Portland, Maine in accordance with the enclosed electronic Invitation to Bid. The UNDERSIGNED will furnish these supplies at the specifications and per unit prices contained within the electronic Invitation to Bid.**

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Corporation, Firm or Company

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Officer, Authorized Individual or Owner

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Street Address

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City, State and Zip Code

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Contact Name and Contacts' Phone Number and Email Address

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Date

## South Portland School Department - 2019-2020 School Year Teaching Supply Bid

Please pay close attention to the **UNIT** and **UNIT SIZE** Specified. Please indicate cost **per Unit**. **The Spreadsheet will automatically calculate Total Cost** for the quantity requested. We do not accept deviations from brand name unless a sample is provided. We do not accept deviations from UNIT, UNIT SIZE and SIZE unless there is no alternative bid.

**PLEASE DO NOT ALTER THIS SPREADSHEET FORMAT.**

ITE #	UNIT	UNIT SIZE	ITEM (No Substitutions)	SIZE	COLOR	QTY TO ORDER	ITEM NUMBER	COST PER UNIT	TOTAL COST	NOTES
1	Reams	500 sheets	Plain White Newsprint - unlined	8.5" x 11"	White	36			\$ -	
2	Reams	500 sheets	Plain White Newsprint - unlined	12" x 18"	White	5			\$ -	
3	Reams	500 sheets	Manilla composition paper ruled 3/8" short way	8" x 10 1/2"	Manilla	12			\$ -	
4	Reams	500 sheets	White Composition Paper ruled 3/8" short way	8" x 10 1/2"	White	35			\$ -	
5	Reams	500 sheets	White Composition Paper ruled 3/8" short way	8 1/2" x 11	White	85			\$ -	
6	Reams	500 sheets	Colonial White Drawing 70# White Vellum	12" x 18"	White	33			\$ -	
7	Reams	500 sheets	Manilla Drawing Paper 50#	12" x 18"	Manilla	8			\$ -	
8	Pkg	50 shts/pad 2 pads/pkg	Padded Flip Chart Horizontal Ruled 1"	24" x 36" (approx)	White	23			\$ -	
9	Pad	100 sheets	Padded Newsprint (Easel Ruled 1" shortway 2 hole punched	24" x 36" (approx)	n/a	72			\$ -	
10A	2 Pads/pkg	50 shts/pad	Chart Paper, Blank	27" x 34" (approx)	n/a	14			\$ -	
10B	Pad	30 shts/pad	Easel Pad, Self-Stick	25" x 30" (approx)	n/a	20			\$ -	
11	Dozen	50 shts/pad	Canary Legal Pad Lined	8 1/2" x 11"	Yellow	45			\$ -	
12	Dozen	50 shts/pad	White Legal Pad Lined	8 1/2" x 11"	White	8			\$ -	
13	Dozen	50 shts/pad	Canary Legal Pad Lined	5"x8"	Yellow	16			\$ -	
14	Reams	500 sheets	Quadrille Paper blue ruling double sided 1/4" squares	8 1/2" x 11	White	23			\$ -	
15	Reams	500 sheets	1" Ruled Graph Paper	8 1/2" x 11"	White	17			\$ -	
16	Ream	250 sheets	Card Stock	8 1/2" x 11"	White	58			\$ -	
17	Ream	250 sheets	Card Stock - 110 Pound	8 1/2" x 11"	White					

ITE #	UNIT	UNIT SIZE	ITEM (No Substitutions)	SIZE	COLOR	QTY TO ORDER	ITEM NUMBER	COST PER UNIT	TOTAL COST	NOTES
						37			\$ -	

ITE #	UNIT	UNIT SIZE	ITEM (No Substitutions)	SIZE	COLOR	QTY TO ORDER	ITEM NUMBER	COST PER UNIT	TOTAL COST	NOTES
18	Ream	250 sheets	Card Stock - 100 Pound	12" x 18"	Yellow	1			\$ -	
					Blue	2		\$ -		
					Green	1		\$ -		
19	Carton	25 per carton	Poster Board <b>Must be able to write on it with any writing</b>	22" x 28"	White	32			\$ -	
20	Each	Single	Teacher Lesson Plan Books Spiral Bound 41 week	8 1/2" x 11"	White	104			\$ -	
21	Pkg	Dozen	Wide ruled, spiral bound notebook, 70/80 pages	8" x 10 1/2"	White	90			\$ -	
22	Each	Each	Composition book, hard wide-ruled, 100 sheets	9 3/4" x 7 1/2"	White	900			\$ -	
23	Pkg	100 strips/pkg	Rainbow sentence strips 1 1/2" ruled 3/4" midline	3" x 24"	Rainbow	31			\$ -	
24	Pkg	100 sheets	Oak Tag 125#	9" x 12"	n/a	54			\$ -	
25	Pkg	100 sheets	Oak Tag 125#	12" x 18"	n/a	19			\$ -	
26	Ream	500 sheets per ream	Copier Paper	8 1/2" x 14"	White	11			\$ -	
27	Ream	500 sheets per ream	Copier Paper	11" x 17"	White	7			\$ -	
28	Ream	500 sheets per ream	Colored Photocopy Paper	Letter Size	Pastel - Pink	36			\$ -	
					Pastel - Blue	47		\$ -		
					Pastel -Yellow	32		\$ -		
					Pastel - Green	38		\$ -		
					Goldenrod	21		\$ -		
					Orange	25		\$ -		
					Red	4		\$ -		
					Purple	24		\$ -		
					Teal	8		\$ -		
29		1 Roll	Colored Kraft - Duo Finish	36" x 1000'	White	3			\$ -	
					Black	2		\$ -		
					Brite Blue	3		\$ -		
					Blue	1		\$ -		
					Brown	0		\$ -		
					Bright Green	4		\$ -		
					Green	3		\$ -		
					Orange	1		\$ -		
					Pink	0		\$ -		
					Purple	0		\$ -		

ITE #	UNIT	UNIT SIZE	ITEM (No Substitutions)	SIZE	COLOR	QTY TO ORDER	ITEM NUMBER	COST PER UNIT	TOTAL COST	NOTES
					Red	0			\$ -	
					Yellow	3			\$ -	

ITE #	UNIT	UNIT SIZE	ITEM (No Substitutions)	SIZE	COLOR	QTY TO ORDER	ITEM NUMBER	COST PER UNIT	TOTAL COST	NOTES
30	Pkg	50 sheets	Construction Paper - Standard	12" x 18"	Assorted	76			\$ -	
			Any Brand		Black	35			\$ -	
					Blue	40			\$ -	
					Holiday Green	30			\$ -	
					Holiday Red	36			\$ -	
					Violet	26			\$ -	
					Lilac	15			\$ -	
					Pink	20			\$ -	
					Orange	19			\$ -	
					Yellow	34			\$ -	
					Gray	16			\$ -	
					White	37			\$ -	
					Brown	26			\$ -	
					Light Blue	20			\$ -	
	Light Green	13			\$ -					
31	Pkg	50 sheets	Construction Paper - Standard	18" x 24"	Assorted	7			\$ -	
			Any Brand		Black	12			\$ -	
					Blue	1			\$ -	
					Holiday Green	1			\$ -	
			Construction Paper - Standard		18" x 24"	Holiday Red	1		\$ -	
	Any Brand	Violet	0		\$ -					
32	Pkg	50 sheets	Construction Paper - Standard	18" x 24"	Lilac	0			\$ -	
					Yellow	1			\$ -	
					Gray	6			\$ -	
					White	5			\$ -	
					Brown	0			\$ -	
					Pink	0			\$ -	
	Orange	0			\$ -					
33	Pkg	50 sheets	Pacon Riverside Fade-Paper <b>No Substitutions</b>	24" x 36"	Asstd Color Pkg	12			\$ -	
34	Pkg	50 sheets	Scratch Art Paper Black Surface	8 1/2 x 11	Multicolored	8			\$ -	
35	Pkg	100 per pkg	Index Cards Ruled	3" x 5"	White	385			\$ -	
36	Pkg	100 per pkg	Index Cards Unruled	3" x 5"	White	183			\$ -	
37	Each	Each	Brother P-Touch PT-M95 Personal Label Maker	Accepts 3/8" and 1/2" tapes	N/A	5			\$ -	
38	Pkg	Each	Brother Ptouch Label Tape Tze-231 1/2"	.47 in x 26.2	White Tape with Black Print	1			\$ -	
39	Pkg	12 per pkg	Self Stick Notes	3" x 3"	Assorted					

ITE #	UNIT	UNIT SIZE	ITEM (No Substitutions)	SIZE	COLOR	QTY TO ORDER	ITEM NUMBER	COST PER UNIT	TOTAL COST	NOTES
		(100 sheets each)	Any Brand			209			\$ -	



ITE #	UNIT	UNIT SIZE	ITEM (No Substitutions)	SIZE	COLOR	QTY TO ORDER	ITEM NUMBER	COST PER UNIT	TOTAL COST	NOTES
40	Pkg	12 per pkg (100 sheets each)	Self Stick Pop-up Notes Any Brand	3" x 3"	Assorted	14			\$ -	
41	Pkg	12 per pkg (100 sheets each)	Self Stick Notes Any Brand	1 1/2" x 2"	Assorted	122			\$ -	
42	Pkg	3000 labels Per pkg	Avery Labels #5160 <b>No Substitutions - Avery Only</b>	1" x 2 5/8"	White	28			\$ -	
43	Pkg	750 labels per pkg	Avery Labels #8366 <b>No Substitutions - Avery Only</b>	2/3" x 3 7/16"	White	4			\$ -	
44	Pkg	600 labels per pkg	Avery Labels #5164 <b>No Substitutions - Avery Only</b>	3 1/3" x 4"	White	1			\$ -	
45	Pkg	100 labels per pkg	Avery Labels #6878 <b>No Substitutions - Avery Only</b>	3 3/4" x 4 3/4"	White	3			\$ -	
46	Pkg	100 labels per pkg	Self-adhesive Visitor Badges w/red border	3.5" x 2.25"	White w/red border	23			\$ -	
47	Pkg	100 badges per pkg	Self-adhesive Name Badges	2 11/32" x 3 3/8"	White w/red border	28			\$ -	
48	Pkg	1008 dots per pkg	Self-adhesive 'dot' stickers	3/4 "	Assorted	18			\$ -	
49	Box	500 per box	#6 3/4 Plain white envelopes	# 6 3/4 (3 5/8" x 6 1/2)	White	9			\$ -	
50	Box	500 per box	#10 Plain white envelopes	#10	White	30			\$ -	
51	Box	500 per box	#10 Window envelopes	#10	White	2			\$ -	
52	Box	100 per box	Manilla Clasp Envelopes	6" x 9"	White	2			\$ -	
52A	Box	100 per box	Manilla Clasp Envelopes	6" x 9"	Manilla	11			\$ -	
53	Box	100 per box	Manilla clasp envelopes	9" x 12"	Manilla	23			\$ -	
54	Box	100/box	Kraft Envelopes w/metal	10" x 13"	Kraft	32			\$ -	
55	Box	100/box	Kraft Envelopes w/metal	12" x 15.5"	Kraft	7			\$ -	
56	Boxes	100 per box	Manilla Folder Letter size 11 pt 1/3 cut	Letter	Manilla	61			\$ -	
57	Boxes	100 per box	Manilla Folder Letter size 11 pt 1/5 cut	Letter	Manilla	30			\$ -	
58	Boxes	24 per box	Colored File Folders 1/3 Cut Red, Yellow, Blue, Green	Letter 9.5"x11.5"	Assorted	14			\$ -	

ITE #	UNIT	UNIT SIZE	ITEM (No Substitutions)	SIZE	COLOR	QTY TO ORDER	ITEM NUMBER	COST PER UNIT	TOTAL COST	NOTES
59	Box	100 per box	1/3 Tab Cut File Folders	Letter 9.5"x11.5"	Red	11			\$ -	
					Blue	8			\$ -	
					Green	10			\$ -	
					Yellow	10			\$ -	
					Purple	9			\$ -	
60	Box	25 per box	Pocket Folders	9" x 11"	Red	45			\$ -	
					Blue	48			\$ -	
					Green	45			\$ -	
					Yellow	39			\$ -	
61	Box	25 per box	Pocket Folders w/fasteners	9" x 11"	Red	5			\$ -	
					Blue	6			\$ -	
					Green	4			\$ -	
					Yellow	4			\$ -	
62	25/box	Each	3 1/2" Expanding File Folders	Letter Size	Brown	5			\$ -	
63	10/box	Each	5 1/4" Expanding File Folders	Letter Size	Brown	5			\$ -	
64	Boxes	25 per box	Pendaflex Hanging Folders 1/5 tabs	Letter	Green	8			\$ -	
65	Pkg	1 lb.	Modelling Clay Oil Based - non hardening (Plasticene)	1 lb	Assorted	40			\$ -	
66	Bottle	Quarts (32oz)	Tempera Paint	Quarts (32oz)	Black	17			\$ -	
					Blue	19			\$ -	
					Brown	10			\$ -	
					Green	9			\$ -	
					Orange	5			\$ -	
					Red	16			\$ -	
					Turquoise	7			\$ -	
					Violet	5			\$ -	
					White	22			\$ -	
					Yellow	21			\$ -	
		Magenta	6			\$ -				
67	Set	Single	Watercolors Half pan sets, plastic boxes <b>Any Brand</b>	8 colors	8 colors	8			\$ -	
68	Set	Single	Crayola Watercolors Half pan sets, plastic boxes <b>No Substitutions - Crayola Only</b>	8 colors	8 colors	71			\$ -	
69	Set	Single	Watercolors Full pan sets, plastic boxes <b>Any Brand</b>	16 colors	16 colors	6			\$ -	
70	Set	Single	Crayola Watercolors Half pan sets, plastic boxes <b>No Substitutions - Crayola Only</b>	16 colors	16 colors	67			\$ -	

ITE #	UNIT	UNIT SIZE	ITEM (No Substitutions)	SIZE	COLOR	QTY TO ORDER	ITEM NUMBER	COST PER UNIT	TOTAL COST	NOTES
71	Brush	Single	Brushes - easel	1/4"	n/a	6			\$ -	

ITE #	UNIT	UNIT SIZE	ITEM (No Substitutions)	SIZE	COLOR	QTY TO ORDER	ITEM NUMBER	COST PER UNIT	TOTAL COST	NOTES
72	Brush	Single	Brushes - easel	1/2"	n/a	10			\$ -	
73	Brush	Single	Brushes - easel	3/4"	n/a	100			\$ -	
74	Box	25 per box	Cray Pas - Square Sticks	Standard	25 colors	14			\$ -	
75	Pack	12 sticks per pack	Chalk	Standard	White	4			\$ -	
76	Box	8 per box	<b>Crayola Crayons</b> wax No Substitutions - Crayola Only	Standard	8 colors	348			\$ -	
77	Box	64 per box	<b>Crayola Crayons</b> wax No Substitutions - Crayola Only	Standard	64 colors	121			\$ -	
78	Box	8 per box	<b>Crayola Multicultural</b> No Substitutions - Crayola Only	Standard	8 colors	69			\$ -	
79	Sets	12 pencils	<b>Crayola Color Pencil Set</b> 12 color set No Substitutions - Crayola Only	Long	12 colors	132			\$ -	
80	Box	8 per box	<b>Crayola Twistable Crayons</b> 8 color set No Substitutions - Crayola Only	Standard	8 colors	52			\$ -	
81	Box	24 per box	<b>Crayola Twistable Crayons</b> 24 color set No Substitutions - Crayola Only	Standard	24 colors	33			\$ -	
82	Box	240 pencils	<b>Crayola Color Pencil</b> 240 pencils in 12 colors No Substitutions - Crayola Only	Standard	12 colors	25			\$ -	
83	Pkg	Set of 8	Crayola Washable Markers Cone Tip No Substitutions - Crayola Only	Standard Cone Tip	Bold Colors	208			\$ -	
84	Pkg	Set of 8	Crayola Washable Markers Fine Tip No Substitutions - Crayola Only	Standard Fine Tip	Classic Colors	128			\$ -	
85	Pkg	Set of 8	Crayola Washable Markers Cone Tip No Substitutions - Crayola Only	Standard Cone Tip	Classic Colors	304			\$ -	
86	Box	200 markers	Crayola Washable Markers Classpack - Classic - Fine No Substitutions - Crayola Only	Standard Fine Tip	10 Colors	16			\$ -	
87	Box	256 markers	Crayola Washable Markers Classpack - Classic - Cone No Substitutions - Crayola Only	Standard Cone Tip	16 Colors	34			\$ -	
88	Box	Dozen	<b>Crayola Washable Markers</b> Classpack - Classic - Cone Tip No Substitutions - Crayola Only	Standard Cone Tip	Red Blue Green Black	1 3 1 7			\$ - \$ - \$ - \$ -	
89	Set	Set of 4	Dry Erase Whiteboard Low odor / Non-Toxic	Fine Tip	Assorted	93			\$ -	
90	Set	Set of 4	Dry Erase Whiteboard Low odor / Non-Toxic	Chisel Tip	Assorted	84			\$ -	
91	Box	12 per box	Dry Erase Whiteboard	Chisel Tip	Black					

ITE #	UNIT	UNIT SIZE	ITEM (No Substitutions)	SIZE	COLOR	QTY TO ORDER	ITEM NUMBER	COST PER UNIT	TOTAL COST	NOTES
			Low odor / Non-Toxic			69			\$ -	

ITE #	UNIT	UNIT SIZE	ITEM (No Substitutions)	SIZE	COLOR	QTY TO ORDER	ITEM NUMBER	COST PER UNIT	TOTAL COST	NOTES
92	Box	12/box	EXPO Low Odor Chisel Tip Dry Erase Whiteboard <b>NO SUBSTITUTIONS</b>	Standard	Black	133			\$ -	
93	Box	12/box	EXPO Low Odor Chisel Tip Dry Erase Whiteboard <b>NO SUBSTITUTIONS</b>	Standard	Blue	77			\$ -	
94	Box	12/box	EXPO Low Odor Chisel Tip Dry Erase Whiteboard <b>NO SUBSTITUTIONS</b>	Standard	Red	43			\$ -	
95	Box	12/box	EXPO Low Odor Chisel Tip Dry Erase Whiteboard <b>NO SUBSTITUTIONS</b>	Standard	Green	46			\$ -	
96	Pkg	4/Pkg	EXPO Low Odor Chisel Tip Dry Erase Whiteboard <b>NO SUBSTITUTIONS</b>	Standard	Assorted	178			\$ -	
97	Each	Single	Student sized White Board	9" x 12" (approx)	White	75			\$ -	
98	Spray Bottle	Single	White Board Cleaning	8 oz	n/a	90			\$ -	
99	Each	Single	White Board Erasers	n/a	n/a	308			\$ -	
100	Each	Single	Cork Bulletin Board w/frame	6' x 4'	n/a	1			\$ -	
101	Each	Single	Cork Bulletin Board w/frame	4' x 3'	n/a	1			\$ -	
102	Set	Set of 4	Overhead Projection Markers Low odor / Non-Toxic	Fine Point	4 colors	3			\$ -	
103	Pkg	12/box	Sharpie Permanent Marker <b>No Substitutions - Sharpie Only</b>	Extra-Fine Pt. N/A Ultra Fine	Black	52			\$ -	
104	Box	12 per box	Sharpie Permanent Marker <b>No Substitutions - Sharpie Only</b>	Fine Point	Black	119			\$ -	
105	Set	Set of 4	Sharpie Permanent Marker <b>No Substitutions - Sharpie Only</b>	Fine Point	4 Colors	20			\$ -	
106	Set	Set of 8	Sharpie Permanent Marker <b>No Substitutions - Sharpie Only</b>	Fine Point	8 Colors	101			\$ -	
107	Pkg	Set of 12	Highlighters	Standard	Yellow	81			\$ -	
108	Pkg	12/pkg	Highlighter	Standard	Pink	19			\$ -	
109	Pkg	5/Set	Sharpie Accent Pocket Style Highlighter <b>No Substitutions - Sharpie</b>	Chisel Tip	Assorted	25			\$ -	
110	Pkg	Set of 12	Prismacolor Scholar colored Woodcase Pencils <b>No Substitutions</b>	Regular	Assorted	0			\$ -	
111	Pkg	Set of 24	Prismacolor Scholar Colored Woodcase Pencils <b>No Substitutions</b>	Regular	Assorted	12			\$ -	

ITE #	UNIT	UNIT SIZE	ITEM (No Substitutions)	SIZE	COLOR	QTY TO ORDER	ITEM NUMBER	COST PER UNIT	TOTAL COST	NOTES
112	Box	Dozen	Ticonderoga My First Pencil w/ eraser	13/32" diam.	n/a	7			\$ -	

ITE #	UNIT	UNIT SIZE	ITEM (No Substitutions)	SIZE	COLOR	QTY TO ORDER	ITEM NUMBER	COST PER UNIT	TOTAL COST	NOTES
113	Box	36 per box	Ticonderoga Laddie Tri-Pencil w/ eraser	Regular	n/a	7			\$ -	
114	Box	Dozen	Ticonderoga #2 Pencil with eraser <b>No Subst-Ticonderoga</b>	Regular	n/a	834			\$ -	
115	Box	Dozen	#2 Pencil with eraser <b>ANY BRAND</b>	Regular	n/a	293			\$ -	
116	Box	24 per box	#2 Pencil with eraser, pre-sharpened	Regular	n/a	8			\$ -	
117	Pkg	12 per pkg	Mechanical Pencils	.07 mm	n/a	17			\$ -	
118	Box	144 per box	Papermate Arrowhead Pink Pearl cap erasers <b>No substitutions-Papermate</b>		Pink	44			\$ -	
119	Box	36 per box	Pink Pearl Erasers	Standard	Pink	32			\$ -	
120	Box	12 per box	uni-ball Vision Needle Liquid Ink Rollerball Pens	Micro Point .05 mm	Blue	11			\$ -	
121	Box	12 per box	uni-ball Vision Needle Liquid Ink Rollerball Pens	Micro Point .05 mm	Black	18			\$ -	
122	Box	12 per box	uni-ball Vision Needle Liquid Ink Rollerball Pens	Micro Point .05 mm	Red	7			\$ -	
123	Each	Single	Boston Manual Pencil Sharpener	n/a	n/a	11			\$ -	
124	Each	Single	Electric Pencil Sharpener Heavy Duty <b>NOT ElectroSharp #1800</b>	n/a	n/a	38			\$ -	
125	Box	12 per box	Retractable Gel Roller Pen	0.7 mm	Blue	15			\$ -	
126	Box	12 per box	Retractable Gel Roller Pen	0.7 mm	Black	18			\$ -	
127	Box	12 per box	Retractable Gel Roller Pen	0.7 mm	Red	8			\$ -	
128	Box	12 per box	Bic Round Stick Grip Ballpoint Pens	Medium Pt.	Blue	40			\$ -	
129	Box	12 per box	Bic Round Stick Grip Ballpoint Pens	Medium Pt.	Black	38			\$ -	
130	Box	12 per box	Bic Round Stick Grip Ballpoint Pens	Medium Pt.	Red	15			\$ -	
131	Box	12 per box	Stick Pens	Medium Pt.	Blue	52			\$ -	
132	Box	12 per box	Stick Pens	Medium Pt.	Black	37			\$ -	



ITE #	UNIT	UNIT SIZE	ITEM (No Substitutions)	SIZE	COLOR	QTY TO ORDER	ITEM NUMBER	COST PER UNIT	TOTAL COST	NOTES
133	Box	12 per box	Stick Pens	Medium Pt.	Red	13			\$ -	

ITE #	UNIT	UNIT SIZE	ITEM (No Substitutions)	SIZE	COLOR	QTY TO ORDER	ITEM NUMBER	COST PER UNIT	TOTAL COST	NOTES
134	Bottle	Single	White Out	.7fl oz./ 22ml	White	75			\$ -	
135	Pkg	2/Pkg	White Out Tape	1/8" x 400"	White	51			\$ -	
136	Dispenser	Single	Correction Tape, 1" wide	1" x 700	White	11			\$ -	
137	Dispenser	Single	BIC Wite-Out Correction Single Line <b>BIC Only-No Substitutions</b>	1/8" x 322"		45			\$ -	
138	Each	Single	Wood Ruler cm and 1/16" together	12" / 30cm long	Wood	114			\$ -	
139	Each	Single	Plastic Ruler cm and 1/16" together	12" / 30cm long	Any	226			\$ -	
140	Each	Each	Yardstick/Meter Stick	1" wide x 36" long	Wood	164			\$ -	
141	Each	Single	Fiskars 5" Scissors Blunt Ambidextrous	5"	n/a	70			\$ -	
142	Each	Single	Fiskars 5" Scissors Sharp Ambidextrous	5"	n/a	99			\$ -	
143	Each	Single	7" All Purpose Scissors	7"	n/a	242			\$ -	
144	Each	Single	6" Student Scissors Ambidextrous	6"	n/a	77			\$ -	
145	Bottle	Single	Elmer's Glue All <b>No Substitutions - Elmer's Only</b>	4 oz (approx)	n/a	154			\$ -	
146	Bottle	Single	Elmer's Glue All <b>No Substitutions - Elmer's Only</b>	7 5/8 oz	n/a	62			\$ -	
147	Box	12 per Box	Elmer's Washable Purple School Glue Sticks <b>No Substitutions - Elmer's Only</b>	.21 oz each (approx)	Purple	302			\$ -	
148	Box	12 per Box	Elmer's Washable Purple School Glue Sticks <b>No Substitutions - Elmer's Only</b>	.77 oz each (approx)	Purple	108			\$ -	
149	Tube/bottle	8 oz.	Arleene's Tacky Glue	8 oz.	n/a	8			\$ -	
150	Box	5000 per box	Standard Staples	standard	n/a	157			\$ -	
151	Each	n/a	Swingline, Full Strip Stapler <b>No Substitutions - Swingline Only</b>	standard	Black	50			\$ -	
152	Box	100 per box	Binding Combs	3/8"	Black	4			\$ -	
153	Box	100 per box	Binding Combs	1/2"	Black	6			\$ -	

ITE #	UNIT	UNIT SIZE	ITEM (No Substitutions)	SIZE	COLOR	QTY TO ORDER	ITEM NUMBER	COST PER UNIT	TOTAL COST	NOTES
154	Pkg	1lb	Rubber Bands - Latex Free #18	#18	n/a	7			\$ -	

ITE #	UNIT	UNIT SIZE	ITEM (No Substitutions)	SIZE	COLOR	QTY TO ORDER	ITEM NUMBER	COST PER UNIT	TOTAL COST	NOTES
155	Pkg	1/4 lb	Elastic Bands Latex Free	Assorted	Assorted	11			\$ -	
156	Box	100 per box	Brass Fasteners	1" long	Brass tone	7			\$ -	
157	Box	100 per box	Regular Paper Clips	Regular (No.1)	n/a	259			\$ -	
158	Box	100 per box	Jumbo Paper clips	Jumbo	n/a	260			\$ -	
159	Box	12 per box	Small Binder Clips	3/4"	n/a	88			\$ -	
160	Box	12 per box	Medium Binder Clips	1 1/4"	n/a	134			\$ -	
161	Box	12 per box	Large Binder Clips	2"	n/a	25			\$ -	
162	Roll	Single	Masking Tape	1" x 60 yds	n/a	181			\$ -	
163	Roll	Single	Masking Tape	2" x 60 yds	n/a	32			\$ -	
164	Roll	Single	Scotch Brand Tape <b>No Substitutions-Scotch Brand Only</b>	3/4" x 36 yd	n/a	316			\$ -	
165	Each	Single	Desktop Tape Dispenser	1" core	Black	36			\$ -	
166	Roll	Single	Clear Package Sealing Tape	2" x 54.65 yd (approx.)	n/a	113			\$ -	
167	Each	Single	Blue Low Tack Painter's Tape	3/4" x 60 yd	Blue	77			\$ -	
168	Each	Single	Scotch Brand Blue Painter's Tape, Original Multi-Surface <b>No Substitutions-Scotch</b>	1" x 60 yd	Blue	153			\$ -	
169	Each	Each	Avery Heavy-Duty 3 Ring View Binder with EZ-Turn <b>No Substitutions-Avery</b>	1" ring size 8.5"x11" sheet	White	3			\$ -	
170	Each	Each	Avery Showcase Economy 3 Ring View Binder <b>No Substitutions - Avery</b>	1" ring size 8.5"x11" sheet	White	105			\$ -	
171	Each	Each	Avery Heavy-Duty 3 Ring View Binder with EZ-Turn <b>No Substitutions-Avery</b>	1.5" ring size 8.5"x11" sheet	White	35			\$ -	
172	Each	Each	Avery Showcase Economy 3 Ring View Binder <b>No Substitutions - Avery</b>	1.5" ring size 8.5"x11" sheet	Black	101			\$ -	
173	Each	Each	Avery Heavy-Duty 3 Ring View Binder with EZ-Turn <b>No Substitutions-Avery</b>	2" ring size 8.5"x11" sheet	White	27			\$ -	
174	Each	Each	Avery Showcase Economy 3 Ring View Binder <b>No Substitutions - Avery</b>	2" ring size 8.5"x11" sheet	White	3			\$ -	

ITE #	UNIT	UNIT SIZE	ITEM (No Substitutions)	SIZE	COLOR	QTY TO ORDER	ITEM NUMBER	COST PER UNIT	TOTAL COST	NOTES
175	Each	Each	Avery Heavy Duty View 3 Ring Binder <b>No Substitutions - Avery Only</b>	3" ring size 8.5"x11" sheet	White	9			\$ -	

ITE #	UNIT	UNIT SIZE	ITEM (No Substitutions)	SIZE	COLOR	QTY TO ORDER	ITEM NUMBER	COST PER UNIT	TOTAL COST	NOTES
176	Each	Each	Letter Size Hardboard Clipboards	8.5" x 11" or 9" x 12"	n/a	121			\$ -	
177	Each	Single	3 Hole Punch	Standard	n/a	17			\$ -	
178	Box	100 per box	Plastic Protector Sheets	Standard	Clear	59			\$ -	
179	Roll	1 Roll	Laminating Film 1" core 1.5 mil thick	25" x 500'	n/a	12			\$ -	
180	Roll	2 sets of 2 rolls each	Thermal Low-Melt EVA Roll Laminating Film, 1 Inch Core, 3 Mil	27" x 250'	Clear Gloss	0			\$ -	
181	Pouch	100 per box	Laminating Pouches	9" x 11.5"	n/a	22			\$ -	
182	Canister	80 per canister	Disinfecting Wipes	7" x 8"	n/a	107			\$ -	
183	Each	Each	Headphones, w/out microphone <i>(please provide a sample with your bid submission)</i>			71			\$ -	
184	Each	Each	Headphones, with microphone <i>(please provide a sample with your bid submission)</i>			10			\$ -	
185	Each	Each	Basic calculator (non-solar) <i>(please provide a sample with your bid submission)</i>			63			\$ -	
186	Each	Each	Analog wall clock, battery operated	12" round (approx)	n/a	3			\$ -	
187	Each	Each	Projector Replacement Bulb for powerlite 470 (similar to Epson ELPLP71)	n/a	n/a	5			\$ -	
188	Package	9 per pkg	Command Hooks, Small, 9 hooks, 12 strips	Small	White	5			\$ -	
189	Package	6 per pkg	Command Hooks, Medium, 6 hooks, 12 strips (3 lb capacity)	Medium (3 lbs)	White	15			\$ -	
190	Package	3 per pkg	Command Hooks, Large, 3 hooks, 6 strips (5 lb capacity)	Large ( 5 lbs)	White	4			\$ -	
191	Package	10 per pkg	LR44 1.5V Button Cell Battery	LR 44 1.5V	n/a	1			\$ -	
192	Per Canister	Each	Compressed Air Canister	10 oz. can	n/a	21			\$ -	