

**Region 4 Education Service Center (ESC)**

**Contract # R190304**

*for*

Office Supplies, Related Products and Services

*with*

**Quill LLC**

Effective: June 1, 2019

The following documents comprise the executed contract between the Region 4 Education Service Center and Quill LLC., effective June 1, 2019:

- I. Vendor Contract and Signature Form
- II. Supplier's Response to the RFP, incorporated by reference

**APPENDIX A**  
**DRAFT CONTRACT**

*This Contract ("Contract") is made as of April 23, 2019 by and between Quill LLC \_\_\_\_\_ ("Contractor") and Region 4 Education Service Center ("Region 4 ESC") for the purchase of Office Supplies, Related Products and Services ("the products and services").*

**RECITALS**

WHEREAS, Region 4 ESC issued Request for Proposals number RFP #19-03 for Office Supplies, Related Products and Services ("RFP"), to which Contractor provided a response ("Proposal"); and

WHEREAS, Region 4 ESC selected Contractor's Proposal and wishes to engage Contractor in providing the services/materials described in the RFP and Proposal;

WHEREAS, both parties agree and understand the following pages will constitute the Contract between the Contractor and Region 4 ESC, having its principal place of business at 7145 West Tidwell Road, Houston, TX 77092.

WHEREAS, Contractor included, in writing, any required exceptions or deviations from these terms, conditions, and specifications; and it is further understood that, if agreed to by Region 4 ESC, said exceptions or deviations are incorporated into the Contract.

WHEREAS, this Contract consists of the provisions set forth below, including provisions of all attachments referenced herein. In the event of a conflict between the provisions set forth below and those contained in any attachment, the provisions set forth below shall control.

WHEREAS, the Contract will provide that any state and local governmental entities, public and private primary, secondary and higher education entities, non-profit entities, and agencies for the public benefit ("Public Agencies") may purchase products and services at prices indicated in the Contract upon the Public Agency's registration with National IPA.

- 1) Term of agreement. The Contract is for a period of five (5) years. Region 4 ESC shall have the right to renew the Contract for five (5) additional one-year periods or portions thereof. Region 4 ESC shall review the Contract prior to the renewal date and notify the Contractor of Region 4 ESC's intent renew the Contract. Contractor may elect not to renew by providing three hundred sixty-five days' notice to Region 4 ESC.
- 2) Scope: Contractor shall perform all duties, responsibilities and obligations, set forth in this agreement, and described in the RFP, incorporated herein by reference as though fully set forth herein.
- 3) Form of Contract. The form of Contract shall be the RFP, the Offeror's proposal and Best and Final Offer(s).
- 4) Order of Precedence. In the event of a conflict in the provisions of the Contract as accepted by Region 4 ESC, the following order of precedence shall prevail:

- i. This Contract
  - ii. Offeror's Best and Final Offer
  - iii. Offeror's proposal
  - iv. RFP and any addenda
- 5) Commencement of Work. The Contractor is cautioned not to commence any billable work or provide any material or service under this Contract until Contractor receives a purchase order for such work or is otherwise directed to do so in writing by Region 4 ESC.
- 6) Entire Agreement (Parol evidence). The Contract, as specified above, represents the final written expression of agreement. All agreements are contained herein and no other agreements or representations that materially alter it are acceptable.
- 7) Assignment of Contract. No assignment of Contract may be made without the prior written approval of Region 4 ESC. Contractor is required to notify Region 4 ESC when any material change in operations is made (i.e. bankruptcy, change of ownership, merger, etc.).
- 8) Novation. If Contractor sells or transfers all assets or the entire portion of the assets used to perform this Contract, a successor in interest must guarantee to perform all obligations under this Contract. Region 4 ESC reserves the right to accept or reject any new party. A change of name agreement will not change the contractual obligations of Contractor.
- 9) Contract Alterations. No alterations to the terms of this Contract shall be valid or binding unless authorized and signed by Region 4 ESC.
- 10) Adding Authorized Distributors/Dealers. Contractor is prohibited from authorizing additional distributors or dealers, other than those identified at the time of submitting their proposal, to sell under the Contract without notification and prior written approval from Region 4 ESC. Contractor must notify Region 4 ESC each time it wishes to add an authorized distributor or dealer. Purchase orders and payment can only be made to the Contractor unless otherwise approved by Region 4 ESC. Pricing provided to members by added distributors or dealers must also be less than or equal to the Contractor's pricing.
- 11) TERMINATION OF CONTRACT
- a) Cancellation for Non-Performance or Contractor Deficiency. Region 4 ESC may terminate the Contract if purchase volume is determined to be low volume in any 12-month period. Region 4 ESC reserves the right to cancel the whole or any part of this Contract due to failure by Contractor to carry out any obligation, term or condition of the contract. Region 4 ESC may issue a written deficiency notice to Contractor for acting or failing to act in any of the following:
- i. Providing material that does not meet the specifications of the Contract;
  - ii. Providing work or material was not awarded under the Contract;
  - iii. Failing to adequately perform the services set forth in the scope of work and specifications;
  - iv. Failing to complete required work or furnish required materials within a reasonable amount of time;
  - v. Failing to make progress in performance of the Contract or giving Region 4 ESC reason to believe Contractor will not or cannot perform the requirements of the Contract; or
  - vi. Performing work or providing services under the Contract prior to receiving an authorized purchase order.

Upon receipt of a written deficiency notice, Contractor shall have ten (10) days to provide a satisfactory response to Region 4 ESC. Failure to adequately address all issues of concern may result in Contract cancellation. Upon cancellation under this paragraph, all goods, materials, work, documents, data and reports prepared by Contractor under the Contract shall immediately become the property of Region 4 ESC.

- b) Termination for Cause. If, for any reason, Contractor fails to fulfill its obligation in a timely manner, or Contractor violates any of the covenants, agreements, or stipulations of this Contract Region 4 ESC reserves the right to terminate the Contract immediately and pursue all other applicable remedies afforded by law. Such termination shall be effective by delivery of notice, to the Contractor, specifying the effective date of termination. In such event, all documents, data, studies, surveys, drawings, maps, models and reports prepared by Contractor will become the property of the Region 4 ESC. If such event does occur, Contractor will be entitled to receive just and equitable compensation for the satisfactory work completed on such documents.
- c) Delivery/Service Failures. Failure to deliver goods or services within the time specified, or within a reasonable time period as interpreted by the purchasing agent or failure to make replacements or corrections of rejected articles/services when so requested shall constitute grounds for the Contract to be terminated. In the event Region 4 ESC must purchase in an open market, Contractor agrees to reimburse Region 4 ESC, within a reasonable time period, for all expenses incurred.
- d) Force Majeure. If by reason of Force Majeure, either party hereto shall be rendered unable wholly or in part to carry out its obligations under this Agreement then such party shall give notice and full particulars of Force Majeure in writing to the other party within a reasonable time after occurrence of the event or cause relied upon, and the obligation of the party giving such notice, so far as it is affected by such Force Majeure, shall be suspended during the continuance of the inability then claimed, except as hereinafter provided, but for no longer period, and such party shall endeavor to remove or overcome such inability with all reasonable dispatch.

The term Force Majeure as employed herein, shall mean acts of God, strikes, lockouts, or other industrial disturbances, act of public enemy, orders of any kind of government of the United States or the State of Texas or any civil or military authority; insurrections; riots; epidemics; landslides; lighting; earthquake; fires; hurricanes; storms; floods; washouts; droughts; arrests; restraint of government and people; civil disturbances; explosions, breakage or accidents to machinery, pipelines or canals, or other causes not reasonably within the control of the party claiming such inability. It is understood and agreed that the settlement of strikes and lockouts shall be entirely within the discretion of the party having the difficulty, and that the above requirement that any Force Majeure shall be remedied with all reasonable dispatch shall not require the settlement of strikes and lockouts by acceding to the demands of the opposing party or parties when such settlement is unfavorable in the judgment of the party having the difficulty.

- e) Standard Cancellation. Region 4 ESC may cancel this Contract in whole or in part by providing written notice. The cancellation will take effect 30 business days after the other party receives the notice of cancellation. After the 30th business day all work will cease following completion of final purchase order.
- 12) Licenses. Contractor shall maintain in current status all federal, state and local licenses, bonds and permits required for the operation of the business conducted by Contractor. Contractor shall remain fully informed of and in compliance with all ordinances and regulations pertaining to the lawful provision of services under the Contract. Region 4 ESC reserves the right to stop work and/or cancel the Contract if Contractor's license(s) expire, lapse, are suspended or terminated.

- 13) Survival Clause. All applicable software license agreements, warranties or service agreements that are entered into between Contractor and Region 4 ESC under the terms and conditions of the Contract shall survive the expiration or termination of the Contract. All Purchase Orders issued and accepted by Contractor shall survive expiration or termination of the Contract.
- 14) Delivery. Conforming product shall be shipped within 7 days of receipt of Purchase Order. If delivery is not or cannot be made within this time period the Contractor must receive authorization for the delayed delivery. The order may be canceled if the estimated shipping time is not acceptable. All deliveries shall be freight prepaid, F.O.B. Destination and shall be included in all pricing offered unless otherwise clearly stated in writing.
- 15) Inspection & Acceptance. If defective or incorrect material is delivered, Region 4 ESC may make the determination to return the material to the Contractor at no cost to Region 4 ESC. The Contractor agrees to pay all shipping costs for the return shipment. Contractor shall be responsible for arranging the return of the defective or incorrect material.
- 16) Payments. Payment shall be made after satisfactory performance, in accordance with all provisions thereof, and upon receipt of a properly completed invoice.
- 17) Price Adjustments. Should it become necessary or proper during the term of this Contract to make any change in design or any alterations that will increase price, Region 4 ESC must be notified immediately. Price increases must be approved by Region 4 ESC and no payment for additional materials or services, beyond the amount stipulated in the Contract shall be paid without prior approval. All price increases must be supported by manufacturer documentation, or a formal cost justification letter. Contractor must honor previous prices for thirty (30) days after approval and written notification from Region 4 ESC. It is the Contractor's responsibility to keep all pricing up to date and on file with Region 4 ESC. All price changes must be provided to Region 4 ESC, using the same format as was provided and accepted in the Contractor's proposal.

Price reductions may be offered at any time during Contract. Special, time-limited reductions are permissible under the following conditions: 1) reduction is available to all users equally; 2) reduction is for a specific period, normally not less than thirty (30) days; and 3) original price is not exceeded after the time-limit. Contractor shall offer Region 4 ESC any published price reduction during the Contract term.

- 18) Audit Rights. Contractor shall, at its sole expense, maintain appropriate due diligence of all purchases made by Region 4 ESC and any entity that utilizes this Contract. Region 4 ESC reserves the right to audit the accounting for a period of three (3) years from the time such purchases are made. This audit right shall survive termination of this Agreement for a period of one (1) year from the effective date of termination. Region 4 ESC shall have the authority to conduct random audits of Contractor's pricing at Region 4 ESC's sole cost and expense. Notwithstanding the foregoing, in the event that Region 4 ESC is made aware of any pricing being offered that is materially inconsistent with the pricing under this agreement, Region 4 ESC shall have the ability to conduct an extensive audit of Contractor's pricing at Contractor's sole cost and expense. Region 4 ESC may conduct the audit internally or may engage a third-party auditing firm. In the event of an audit, the requested materials shall be provided in the format and at the location designated by Region 4 ESC.

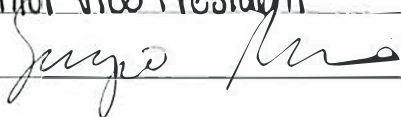
- 19) Discontinued Products. If a product or model is discontinued by the manufacturer, Contractor may substitute a new product or model if the replacement product meets or exceeds the specifications and performance of the discontinued model and if the discount is the same or greater than the discontinued model.
- 20) New Products/Services. New products and/or services that meet the scope of work may be added to the Contract. Pricing shall be equivalent to the percentage discount for other products. Contractor may replace or add product lines if the line is replacing or supplementing products, is equal or superior to the original products, is discounted similarly or greater than the original discount, and if the products meet the requirements of the Contract. No products and/or services may be added to avoid competitive procurement requirements. Region 4 ESC may require additions to be submitted with documentation from Members demonstrating an interest in, or a potential requirement for, the new product or service. Region 4 ESC may reject any additions without cause.
- 21) Options. Optional equipment for products under Contract may be added to the Contract at the time they become available under the following conditions: 1) the option is priced at a discount similar to other options; 2) the option is an enhancement to the unit that improves performance or reliability.
- 22) Warranty Conditions. All supplies, equipment and services shall include manufacturer's minimum standard warranty and one (1) year labor warranty unless otherwise agreed to in writing.
- 23) Site Cleanup. Contractor shall clean up and remove all debris and rubbish resulting from their work as required or directed. Upon completion of the work, the premises shall be left in good repair and an orderly, neat, clean, safe and unobstructed condition.
- 24) Site Preparation. Contractor shall not begin a project for which the site has not been prepared, unless Contractor does the preparation work at no cost, or until Region 4 ESC includes the cost of site preparation in a purchase order. Site preparation includes, but is not limited to: moving furniture, installing wiring for networks or power, and similar pre-installation requirements.
- 25) Registered Sex Offender Restrictions. For work to be performed at schools, Contractor agrees no employee or employee of a subcontractor who has been adjudicated to be a registered sex offender will perform work at any time when students are or are reasonably expected to be present. Contractor agrees a violation of this condition shall be considered a material breach and may result in the cancellation of the purchase order at Region 4 ESC's discretion. Contractor must identify any additional costs associated with compliance of this term. If no costs are specified, compliance with this term will be provided at no additional charge.
- 26) Safety measures. Contractor shall take all reasonable precautions for the safety of employees on the worksite and shall erect and properly maintain all necessary safeguards for protection of workers and the public. Contractor shall post warning signs against all hazards created by its operation and work in progress. Proper precautions shall be taken pursuant to state law and standard practices to protect workers, general public and existing structures from injury or damage.
- 27) Smoking. Persons working under the Contract shall adhere to local smoking policies. Smoking will only be permitted in posted areas or off premises.

- 28) Stored materials. Upon prior written agreement between the Contractor and Region 4 ESC, payment may be made for materials not incorporated in the work but delivered and suitably stored at the site or some other location, for installation at a later date. An inventory of the stored materials must be provided to Region 4 ESC prior to payment. Such materials must be stored and protected in a secure location and be insured for their full value by the Contractor against loss and damage. Contractor agrees to provide proof of coverage and additionally insured upon request. Additionally, if stored offsite, the materials must also be clearly identified as property of Region 4 ESC and be separated from other materials. Region 4 ESC must be allowed reasonable opportunity to inspect and take inventory of stored materials, on or offsite, as necessary. Until final acceptance by Region 4 ESC, it shall be the Contractor's responsibility to protect all materials and equipment. Contractor warrants and guarantees that title for all work, materials and equipment shall pass to Region 4 ESC upon final acceptance.
- 29) Funding Out Clause. A Contract for the acquisition, including lease, of real or personal property is a commitment of Region 4 ESC's current revenue only. Region 4 ESC retains the right to terminate the Contract at the expiration of each budget period during the term of the Contract and is conditioned on a best effort attempt by Region 4 ESC to obtain appropriate funds for payment of the contract.
- 30) Indemnity. Contractor shall protect, indemnify, and hold harmless both Region 4 ESC and its administrators, employees and agents against all claims, damages, losses and expenses arising out of or resulting from the actions of the Contractor, Contractor employees or subcontractors in the preparation of the solicitation and the later execution of the Contract. Any litigation involving either Region 4 ESC, its administrators and employees and agents will be in Harris County, Texas.
- 31) Marketing. Contractor agrees to allow Region 4 ESC to use their name and logo within website, marketing materials and advertisement. Any use of Region 4 ESC name and logo or any form of publicity, inclusive of press releases, regarding this Contract by Contractor must have prior approval from Region 4 ESC.
- 32) Certificates of Insurance. Certificates of insurance shall be delivered to the Region 4 ESC prior to commencement of work. The Contractor shall give Region 4 ESC a minimum of ten (10) days' notice prior to any modifications or cancellation of policies. The Contractor shall require all subcontractors performing any work to maintain coverage as specified.
- 33) Legal Obligations. It is Contractor's responsibility to be aware of and comply with all local, state, and federal laws governing the sale of products/services and shall comply with all laws while fulfilling the Contract. Applicable laws and regulation must be followed even if not specifically identified herein.



OFFER AND CONTRACT SIGNATURE FORM

The undersigned hereby offers and, if awarded, agrees to furnish goods and/or services in strict compliance with the terms, specifications and conditions at the prices proposed within response unless noted in writing.

Company Name Quill LLC  
Address 100 SCHELTER ROAD  
City/State/Zip LINCOLNSHIRE, IL 60069  
Telephone No. 800-634-4809  
Email Address bid@quill.com  
Printed Name Sergio Pereira  
Title Senior Vice President  
Authorized signature 

Accepted by Region 4 ESC:

Contract No. R190304

Initial Contract Term June 1, 2019 to May 31, 2024

 4/23/19  
Region 4 ESC Authorized Board Member Date

Faye B. Bryant  
Print Name

 4/23/19  
Region 4 ESC Authorized Board Member Date

Carmen T. Moreno  
Print Name



7145 West Tidwell Road ~ Houston, Texas 77092  
(713)-462-7708  
[www.esc4.net](http://www.esc4.net)

## NOTICE TO OFFEROR

Solicitation Number 19-03

Request for Proposal ("RFP")  
by

Region 4 Education Service Center ("ESC")

for

Office Supplies, Related Products and Services

**SUBMITTAL DEADLINE: Thursday, January 24, 2019, 2:00 PM CENTRAL  
TIME**

Questions regarding this RFP must be submitted in writing to Crystal Wallace, Business Operations Specialist, at [questions@esc4.net](mailto:questions@esc4.net) or (713)-744-8189 no later than Thursday, December 20, 2018. All questions and answers will be posted to <http://www.esc4.net/services/purchasing/region-4-nipa-solicitations>. Offerors are responsible for viewing the website to review all questions and answers prior to submitting proposals. Oral communications concerning this RFP shall not be binding and shall in no way excuse an Offeror of the obligations set forth in this proposal.

Proposals must be sealed, prominently marked with the RFP solicitation number, RFP title, RFP opening time/date and name of Offeror. Submissions must be received by the Region 4 ESC office at: 7145 West Tidwell Road, Houston, TX 77092 no later than 2:00 pm CT. Proposals received prior to the submittal deadline will be time-stamped upon receipt and kept secure and unopened. At the submittal deadline, Region 4 ESC will collect all proposals received before the deadline in the room designated for the proposal opening. Proposals will be opened and recorded publicly. Any proposal received later than the specified time, whether delivered in person, courier or mailed, will not be considered. Late proposals will be returned to sender unopened.

### NON-MANDATORY PRE-PROPOSAL CONFERENCE

Offerors are strongly encouraged, but not required to participate in a pre-proposal conference with the Business Operations Specialist, which will be held on December 18, 2018 at 10:00 am in the Region 4 ESC offices located at 7145 West Tidwell Road, Houston Texas 77092. To attend the conference, potential Offeror must notify Crystal Wallace, Business Operations Specialist, at [cwallace@esc4.net](mailto:cwallace@esc4.net), by December 17, 2018. Offeror's who are unable to attend in person but would like to call in must also send an email to request call in instructions. The purpose of this conference is to clarify the contents of this RFP in order to prevent any misunderstanding of Region 4 ESC's position. Any doubt as to the requirements of this RFP or any apparent omission or discrepancy should be presented to Region 4 ESC at this conference. Region 4 ESC will then determine the appropriate action necessary, if any, and may issue a written addendum to the RFP. Oral statements or instructions will not constitute an addendum to this RFP.

Publication Date: December 5, 2018

## I. SCOPE OF WORK

Region 4 Education Service Center ("Region 4 ESC") requests proposals from qualified suppliers with the intent to enter into a Contract for office supplies, related products and services. Region 4 ESC is seeking a provider that has the depth, breadth and quality of resources necessary to complete all phases of the Contract. Awarded Offeror(s) shall deliver products and services under the terms of this agreement. While this solicitation specifically covers office supplies, related products and office services, each awarded Offeror may offer their complete product and service offering, or balance of line. Region 4 ESC reserves the right to accept or reject any or all balance of line items offered.

Region 4 ESC is an education service center established by the Texas Legislature in 1967 to assist school districts and charter schools in improving efficiencies. Region 4 ESC directly serves a seven-county area comprised of 48 public school districts and 34 open-enrollment charter schools, representing more than 1.2 million students, 95,000 educators and 1,500 campuses. Through cooperative contracts Region 4 ESC extends the opportunity to operate more efficiently and economically to agencies nationwide through National IPA (see below).

The Contract is based on the need to provide the economic benefits of volume purchasing and reduction in administrative costs through cooperative purchasing to schools and other participants. Although the awarded Offeror(s) may restrict sales to certain public units (for example, state agencies or local government units), any proposal that prohibits sales from being made to public school districts may not be considered. Sales without restriction are preferred. These types of contracts are commonly referred to as being "piggybackable."

### NATIONAL CONTRACT

Region 4 ESC, as the Principal Procurement Agency, defined in APPENDIX D, has partnered with OMNIA Partners to make the resultant contract (also known as the "Master Agreement" in materials distributed by OMNIA Partners) from this solicitation available to other public agencies nationally, including state and local governmental entities, public and private primary, secondary and higher education entities, non-profit entities, and agencies for the public benefit ("Public Agencies"), through OMNIA Partners' cooperative purchasing program. The Region 4 ESC is acting as the contracting agency for any other Public Agency that elects to utilize the resulting Master Agreement. Use of the Master Agreement by any Public Agency is preceded by their registration with OMNIA Partners (a "Participating Public Agency"). APPENDIX D contains additional information about OMNIA Partners and the cooperative purchasing agreement.

OMNIA Partners is the largest and most experienced purchasing organization for public and private sector procurement. Through the economies of scale created by OMNIA Partners' public sector subsidiaries, National IPA and U.S. Communities, our participants now have access to more competitively solicited and publicly awarded cooperative agreements. The lead agency contracting process continues to be the foundation on which we operate. OMNIA Partners is proud to offer more value and resources to state and local government, higher education, K-12 education and non-profits.

OMNIA Partners provides shared services and supply chain optimization to government, education and the private sector. As a channel partner with Vizient (formally, Novation), OMNIA Partners leverages over \$100 billion in annual supply spend to command the best prices for products and services. With corporate, pricing and sales commitments from the

Supplier, OMNIA Partners provides marketing and administrative support for the Supplier that directly promotes the Supplier's products and services to Participating Public Agencies through multiple channels, each designed to promote specific products and services to Public Agencies on a national basis. Public Agencies benefit from pricing based on aggregate spend and the convenience of a contract that has already been advertised and publicly competed. The Supplier benefits from a contract that allows Participating Public Agencies to directly purchase goods and services without the Supplier's need to respond to additional competitive solicitations. As such, the Supplier must be able to accommodate a nationwide demand for services and to fulfill obligations as a nationwide Supplier and respond to the OMNIA Partners documents (APPENDIX D).

The Region 4 ESC anticipates spending approximately \$60M over the full potential Master Agreement term for office supplies, related products and services. While no minimum volume is guaranteed to the Supplier, the estimated annual volume of office supplies, related products and services purchased under the Master Agreement through OMNIA Partners Public Sector is approximately \$500M. This projection is based on the current annual volumes among the Region 4 ESC, other Participating Public Agencies anticipated to utilize the resulting Master Agreement to be made available to them through OMNIA Partners, and volume growth into other Public Agencies through a coordinated marketing approach between the Supplier and OMNIA Partners.

#### **Scope of Products and Services**

It is the intention of Region 4 ESC to establish a contract with Offeror(s) for office supplies, related products and services. Offerors are encouraged to propose their complete catalog, products and services including but not limited to the following categories:

- Office Supplies: General office supplies shall include but not limited to office consumables, paper, toner, IT peripherals and office equipment
- School Supplies: General educational supplies shall include but not limited to educational consumables, paper, toner, IT peripherals and school equipment
- Copy and Print Services: Provide copy and print services with the ability to ship materials
- Promotional Materials and Services: Items shall include but not limited to various novelty, accessories, wearable, screen printing, engraving
- Office Furniture: Furniture shall include but not be limited to: desk, chairs, conference, tables, filing cabinets and bookshelves, include installation, special orders,
- Other applicable products and service solutions: This includes Private Label that are equal to or superior to the originally manufacturer product.

#### **Customer Support**

Contractor shall provide timely and accurate technical advice and sales support to Region 4 ESC staff and Participating Agencies. Contractor shall respond to such requests within one (1) working day after receipt of the request.

Region 4 ESC desires a Contract that includes an auditable pricing program (no-cost plus models). Using the proposed pricing program, offerors will submit line item pricing on the National Market Basket, Appendix E. At the Offeror's discretion, the pricing program may include customized market baskets, non-core items, rebate incentives, volume tier incentives, promotional pricing.

Awarded contracts shall be effective June 1, 2019. To allow time to transition from any current contracts, contracts previously awarded for this category shall remain in place throughout their contract term.

## II. CALENDAR OF EVENTS (ALL DATES ARE TENTATIVE AND SUBJECT TO CHANGE):

<u>Event</u>	<u>Date</u>
Issue RFP	Thursday, December 5, 2018
Pre-proposal Conference	Tuesday, December 18, 2018
Deadline for receipt of questions via email	Thursday, December 20, 2018
Issue Addenda (if required)	TBD
Proposal Due Date	Thursday, January 24, 2019
Approval from Region 4 ESC	April 23, 2019
Contract Effective Date	June 1, 2019

## III. INSTRUCTIONS TO OFFERORS

### 1. Key Definitions

**Contract:** The legal agreement executed between Region 4 ESC and the awarded Offeror. A draft of the Contract is provided as Appendix A.

**Contractor:** Any provider or seller of goods or services who, as a result of the competitive solicitation process, is awarded a Contract by Region 4 ESC.

**Days:** calendar days

**Offeror:** A supplier submitting a proposal in response to a solicitation.

### 2. Inquiries and Discrepancies: Questions regarding this solicitation must be submitted in writing to Crystal Wallace, Business Operations Specialist, at [questions@esc4.net](mailto:questions@esc4.net) or (713)-744-8189 no later than Thursday, December 20, 2018. All questions and answers will be posted to <http://www.esc4.net/services/purchasing/region-4-nipa-solicitations>. Offerors are responsible for viewing the website to review all questions and answers prior to submitting proposals. Oral communications concerning this RFP shall not be binding and shall in no way excuse an Offeror of the obligations set forth in this proposal.

### 3. Restricted and Prohibited Communications with Region 4 ESC: During the period between the date Region 4 ESC issues this RFP and the selection of the Contractor by Region 4 ESC, if any, Offerors shall restrict all contact with Region 4 ESC and direct all questions regarding this RFP, including questions regarding terms and conditions, only to the individual identified above in section "Inquiries and Discrepancies" in the specified manner. Do not contact members of the Board of Directors, other employees of Region 4 ESC or any of Region 4 ESC's agents or administrators. Contact with any of these prohibited individuals after issuance of this RFP and before selection is made, may result in disqualification of the Offeror.

The communications prohibition shall terminate when the Contract is recommended by the administration, considered by the Board of Directors at a noticed public meeting, and the Contract has been awarded. In the event the Board of Directors refers the recommendation back to staff for reconsideration, the communications prohibition shall continue. Additionally, during the time period between the award of the Contract by the Board of Directors and the execution of the Contract, Offerors shall not engage in any prohibited communications as described in this section.

Prohibited communications includes direct contact, discussion, or promotion of any Offeror's response with any member of Region 4 ESC's Board of Directors or employees except for communications with Region 4 ESC's designated representative as set forth in this RFP and only in the course of inquiries, briefings, interviews, or presentations. This prohibition is intended to create a level playing field for all potential Offerors, assure that decisions are made in public, and to protect the integrity of the RFP process. Except as provided in the above stated exceptions, the following communications regarding this RFP are prohibited:

- Communications between a potential Offeror, Offeror, their lobbyist or consultant and any member of Region 4 ESC's Board of Directors;
- Communications between any Region 4 ESC Director and any member of a selection or evaluation committee; and
- Communications between any Region 4 ESC Director and administrator or employee.

The communications prohibition shall not apply to the following:

- Communications with Region 4 ESC's purchasing staff specifically named and authorized to conduct and receive such communications under this RFP or upon the request of Region 4 ESC, with Region 4 ESC's legal counsel; and
- Presentations made to the Board of Directors during any duly noticed public meeting.

Nothing contained herein shall prohibit any person or entity from publicly addressing Region 4 ESC's Board of Directors during any duly noticed public meeting, in accordance with applicable Board policies, on a matter other than this RFP or in connection with a presentation requested by Region 4 ESC's representatives.

4. Current products: Proposals shall be for new materials and equipment in current production and marketed to the general public, education and government agencies at the time the proposal is submitted.
5. Proposal Format: Proposals must contain two (2) bound and signed original copies of the solicitation, and two (2) electronic copies on flash drives shall be provided. Offeror must also submit two (2) electronic proposals free of proprietary information to be posted, if awarded a Contract.

Only sealed responses will be accepted. Faxed or electronically transmitted responses will not be accepted. Sealed responses may be submitted on any or all items, unless stated otherwise.

Responses must be provided in a three-ring binder or report cover using 8.5 x 11 paper clearly identified with the name of the Offeror's company and the solicitation name and number on both the outside front cover and vertical spine.

Tabs should be used to separate the proposal into sections. The following items identified must be included behind the tabs listed below. Each section should contain both the section of the RFP referenced and the Offeror's response to that section. Offerors failing to organize in the manner listed may be considered non-responsive and may not be evaluated.

6. **Binder Tabs:**

Tab 1 – Draft Contract and Offer and Contract Signature Form (Appendix A)

- a. Terms and Conditions Acceptance Form (Appendix B)

Tab 2 – Products/Pricing

- a. National Market Basket (Appendix E)

Tab 3 – Performance Capability

Tab 4 – Qualification and Experience

- a. References

Tab 5 – Value Add

Tab 8 – Additional Required Documents (Appendix C)

- a. Acknowledgment and Acceptance of Region 4 ESC's Open Records Policy (Appendix C, Doc #1)
- b. Antitrust Certification Statement (Tex. Government Code § 2155.005) (Appendix C, Doc #2)
- c. Implementation of House Bill 1295 Certificate of Interested Parties (Form 1295) (Appendix C, Doc #3)
- d. Texas Government Code 2270 Verification Form (Appendix C, Doc #4)

Tab 9 – National IPA Response to a National Program (Appendix D, Exhibits A, F and G)

7. **Additional Agreements:** If an Offeror requires additional agreements, a copy of the proposed agreement must be included with the proposal.
8. **Open Records Policy:** Proposals submitted in response to this RFP become a matter of public record subject to release after Contracts are executed. If an Offeror believes its response, or parts of its response, may be exempt from disclosure, the Offeror must specify page-by-page and line-by-line the parts of the response, which it believes, are exempt. In addition, the Offeror must specify which exception(s) are applicable and provide detailed reasons to substantiate the exception(s). Offeror must provide this information on the "Acknowledgement and Acceptance of Region 4 ESC's Open Records Policy" (Appendix C, Doc #1). Any unmarked information will be considered public information and released, if requested under the Public Information Act. Price is not confidential and will not be withheld.

The determination of whether information is confidential and not subject to disclosure is the duty of the Office of Attorney General (OAG). Region 4 ESC must provide the OAG sufficient

information to render an opinion and therefore, vague and general claims to confidentiality by the Offeror are not acceptable. Region 4 ESC must comply with the opinions of the OAG. Region 4 ESC assumes no responsibility for asserting legal arguments on behalf of any Offeror or Contractor. Offeror is advised to consult with their legal counsel concerning disclosure issues resulting from this procurement process and to take precautions to safeguard trade secrets and other proprietary information. After completion of award, these documents will be available for public inspection.

9. Disclosures: By signing the Offer and Contract Signature Form, Offeror affirms:

- a) Offeror has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a public servant in connection with this proposal and any subsequent Contract.

Offerors must include a complete description of any and all relationships that might be considered a conflict of interest in doing business with Region 4 ESC.

- b) To the best of Offeror's knowledge, the proposal has been arrived at independently, and is submitted without collusion with anyone to obtain information or gain any favoritism that would in any way limit competition or give an unfair advantage over other Offerors or potential Offerors in the award of a Contract resulting from this RFP.

- c) Offeror is not currently delinquent in the payment of any franchise taxes.

- d) The individual signing the submittal is an authorized agent for the Offeror and has the authority to bind the Offeror to the Contract.

10. Waiver: By submitting a proposal, Offeror expressly agrees to waive any claim it has or may have against Region 4 ESC, its directors, officers, its trustees, or agents arising out of or in connection with (1) the administration, evaluation, recommendation of any proposal; (2) any requirements under the solicitation, proposal package, or related documents; (3) the rejection of any proposal or any part of any proposal; and/or (4) the award of a Contract, if any.

Region 4 ESC shall not be responsible or liable for any costs incurred by Offerors or the successful Offeror in connection with responding to the RFP, preparing for oral presentations, preparing and submitting a proposal, entering or negotiating the terms of a Contract, or any other expenses incurred by an Offeror. The Offeror is wholly responsible for any such costs and expenses and shall not be reimbursed in any manner by Region 4 ESC.

11. Conditions of Submitting Proposal: Submission of a proposal confers no right on an Offeror to an award or Contract. Region 4 ESC, in its sole discretion and for any reason or no reason, reserves the rights to reject any or all proposals, accept only a part of any proposal, accept the proposal deemed most advantageous to Region 4 ESC, and waive any technicalities. The issuance of this RFP does not obligate Region 4 ESC to make an award or negotiate or execute a Contract. Prior to submission due date and time, Region 4 ESC reserves the right to amend the terms and provisions of the RFP, extend the deadline for submission of proposals, or withdraw the RFP entirely for any reason solely at Region 4 ESC's discretion. A proposal may be rejected if it fails to meet any requirement of this RFP.

12. Mailing of Proposals: All proposals submitted in response to the solicitation must be clearly identified as listed below with the solicitation number, title, name and address of the company



responding. All packages must be clearly identified as listed below, sealed and delivered to the Region 4 ESC office no later than the submittal deadline assigned for this solicitation.

From \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Solicitation Name and Number \_\_\_\_\_ Due Date and Time \_\_\_\_\_

13. Amendment of Proposal: A proposal may be amended prior to the time of opening by submitting a sealed letter to the location indicated on the front page of this solicitation.
14. Withdrawal of Proposals: Withdrawal of proposals prior to the opening date will be permitted by a written letter or electronic mail from the Offeror. Telephonic or oral withdrawals shall not be considered. After the opening date, consideration may be given in cases where Offeror advises that it made a clerical error that is substantially lower than it intended. In such case, Offeror must provide written notice of their desire to withdraw, along with supporting documents, within 3 business days of receiving the acceptance letter or of being requested by Region 4 ESC for clarification of the proposal, whichever is later. Any Contract entered into prior to Region 4 ESC receiving notice must be honored. No Offeror should assume their withdrawal request has been accepted unless, and until, they receive written acknowledgment and acceptance of their proposal withdrawal.
15. Offer and Acceptance Period: In order to allow for an adequate evaluation, Region 4 ESC requires a proposal in response to this RFP to be valid and irrevocable for one-hundred twenty (120) days after the proposal due date and time.
16. Non-Responsive Proposals: All proposals will be reviewed for responsiveness to the material requirements of the solicitation. A proposal that is not materially responsive shall not be eligible for further consideration for award of the Contract, and the Offeror shall receive notice of the non-award of its proposal.
17. Discussions: Region 4 ESC reserves the right to conduct discussions with Offerors for the purpose of eliminating minor irregularities, informalities, or apparent clerical mistakes in the proposal in order to clarify a proposal and assure full understanding of, and responsiveness to, the RFP requirements.
18. Negotiations: In the event Region 4 ESC decides to conduct negotiations, exclusive or concurrent negotiations may be conducted with Offerors reasonably susceptible for award. During the course of negotiations, no Offeror's proposal, including pricing, shall be revealed to any other Offeror or to any other person who is not involved with the evaluation process. Exclusive or concurrent negotiations shall not constitute a Contract award, nor shall it confer any property rights to the successful Offeror. In the event Region 4 ESC deems negotiations are not progressing, Region 4 ESC may formally terminate these negotiations and may enter into subsequent exclusive or concurrent negotiations with the next most qualified Offeror(s).
19. Best and Final Offer: Region 4 ESC, in its sole discretion, may request Offerors reasonably susceptible for award to submit a Best and Final Offer. Offerors must submit their Best and

Final Offers in writing. If an Offeror does not respond to the request for a Best and Final Offer, that Offeror's most recent prior submission will be considered its Best and Final Offer.

20. Specifications: When a solicitation contains a specification that states no substitutions, no deviation from this requirement will be permitted. Offeror must comply with the true intent of the specifications and drawings and not take advantage of any unintentional error or omission. In cases where no type and kind of product is specified, specifications have been developed to indicate minimal standards as to the usage, materials, and contents based on the needs of the members. References to manufacturer's specifications ("Design Guides"), when used by Region 4 ESC, are to be considered informative to give the Offeror information as to the general style, type and kind requested. Responses proposing goods, materials or equipment regularly produced by a reputable manufacturer shall be evaluated by Region 4 ESC which will, in its sole discretion, determine whether such proposed goods, materials or equipment are substantially equivalent to the Design Guides, considering quality, workmanship, economy of operation, and suitability for the purpose intended. Offerors should include all documentation required to evaluate whether or not their proposed goods, materials or equipment are substantially equivalent to the Design Guides.
21. Quality of Materials or Services: Offeror shall state the brand name and number of the materials being provided. If none is indicated, it is understood that the Offeror is proposing the exact brand name and number specified or mentioned in the solicitation. However, unless specifically stated otherwise, comparable substitutions will be permitted in cases where the material is equal to that specified, considering quality, workmanship, economy of operation and suitability for the purpose intended.
22. Samples: Upon request, samples shall be furnished, free of cost, within seven (7) days after receiving notice of such request. By submitting the proposal Offeror certifies that all materials conform to all applicable requirements of this solicitation and of those required by law. Offeror agrees to bear the costs for laboratory testing, if results show the sample does not comply with solicitation requirements. Submissions may no longer be considered for failing to submit samples as requested.
23. Formation of Contract: A response to this solicitation is an offer to contract with Region 4 ESC based upon the terms, conditions, scope of work, and specifications contained in this request. A solicitation does not become a Contract until it is awarded by Region 4 ESC. A Contract is formed when Region 4 ESC's board signs the Offer and Contract Signature Form. The signed Offer and Contract Signature Form provided with the RFP response eliminates the need for a formal signing process.
24. Multiple Awards: Region 4 ESC reserves the right to award Contract(s) to multiple Offerors. The decision to award multiple Contracts, award only one Contract, or to make no awards rests solely with Region 4 ESC.
25. Non-Exclusive: Any Contract resulting from this solicitation shall be awarded with the understanding and agreement it is for the sole convenience and benefit of Region 4 ESC. Region 4 ESC reserves the right to obtain like goods and services from other sources.
26. Protest Procedure: Any protest of an award or proposed award must be filed in writing within ten (10) days from the date of the official award notification and must be received by 5:00 pm Central Time. No protest shall lie for a claim that the selected Offeror is not a responsible Offeror. Protests shall be filed with Robert Zingelmann, Chief Financial Officer, Finance and

Operations Services, and sent to the Region 4 ESC office at: 7145 West Tidwell Road, Houston, TX 77092. Protests shall include the following:

- a) Name, address and telephone number of protester;
- b) Original signature of protester or its representative;
- c) Identification of the solicitation by RFP number;
- d) Detailed statement of legal and factual grounds including copies of relevant documents;  
and
- e) the form of relief requested.

Any protest review and action shall be considered final with no further formalities being considered.

#### IV. EVALUATION PROCESS AND CRITERIA

1. A committee will review and evaluate all responses and make a recommendation for award of Contract(s). The recommendation for Contract awards will be based on the predetermined criteria factors outlined in this section, where each factor is assigned a point value based on its importance. In evaluating the responses, the following predetermined criteria is considered:
  - a) Products/Pricing (40 Points)
  - b) Performance Capability (30 Points)
  - c) Qualification and Experience (20 Points)
  - d) Value Add (10 Points)
  
2. Offeror's proposal should, at a minimum, include the following for Region 4 ESC's evaluation:
  - a) **Products/Pricing**
    - i. Describe Offeror's products and services Offeror proposes to be available under a resultant contract.
      - i. Provided price lists may be used to establish the extent of product lines, services, warranties, etc. that are available from Offeror and the pricing per item.
      - ii. Clearly identify pricing for any associated fees such as returns, installations, special or customized orders, maintenance fees, reporting, training, etc.
      - iii. Offerors should provide their pricing structure which may include category discounts, a core list and non-core items. Include category discounts on Appendix E, Category Discounts tab, core list pricing Appendix E, Core List Items tab.
  
    - ii. General and Market Basket Pricing.
      - i. General Pricing. Offerors shall provide pricing based on a discount from a verifiable price list or catalog, or fixed price, or a combination of both with indefinite quantities. Multiple percentage discounts are acceptable if, where different percentage discounts apply, different percentages are specified. Additional pricing and/or discounts may be included. Products and services proposed are to be priced separately with all ineligible items identified. Offerors may elect to limit their proposals to any category or categories. Region 4 ESC requests pricing be submitted as not to exceed pricing. Unlike fixed pricing, the Contractor can adjust submitted pricing lower if needed but, cannot exceed original pricing submitted. Contractor must allow for lower pricing to be available for similar product and service purchases. Cost plus pricing as a primary pricing structure is not acceptable
        1. Include an electronic copy or a link to the catalog or verifiable price list from which discount, or fixed price, is calculated. Electronic price lists must contain the following: *(if applicable)*
          - Manufacturer part #

- Offeror's Part # (if different from manufacturer part #)
- Description
- Price List and Net Price
- Net price to Region 4 ESC (including freight)

Media submitted for price list must include the Offerors' company name, name of the solicitation, and date on a Flash Drive (i.e. Pin or Jump Drives).

2. Using the pricing structure, the Offeror proposes above, provide the net price for the items listed on the National Market Basket, Appendix E, Market Basket tab.
- iii. Customized Market Baskets. In addition to the National Market Basket, Offerors may provide customized market baskets to participating agencies.
    - i. Describe Offeror's ability to provide customized market baskets to participating agencies.
    - ii. Describe any limitations to customized market baskets (number of items, excluded categories, agency size limitations, etc.).
    - iii. How frequently does Offeror propose to update customized market baskets?
  - iv. Is pricing available for all products and services?
  - v. Describe any minimums order quantities or fees.
  - vi. Describe any shipping and delivery charges, include standard delivery (preferred ship is 48 hours or less), shipments outside Continental USA, truckload and delivery areas.
  - vii. Provide pricing for warranties on all products and services.
  - viii. Describe any return and restocking fees.
  - ix. Describe any additional discounts or rebates available. Additional discounts or rebates may be offered for large quantity orders, single ship to location, growth, annual spend, guaranteed quantity, etc.
  - x. Describe how customers verify they are receiving Contract pricing.
  - xi. Describe payment methods offered.
  - xii. Propose the frequency of updates to the Offeror's pricing structure. Describe any proposed indices to guide price adjustments. If offering a catalog contract with discounts by category, while changes in individual pricing may change, the category discounts should not change over the term of the Contract.
  - xiii. Describe how future product introductions will be priced and align with Contract pricing proposed.
  - xiv. Provide any additional information relevant to this section.

**b) Performance Capability**

- i. Include a detailed response to Appendix D, Exhibit A, National IPA Response for National Cooperative Contract and Exhibits F and G. Responses should highlight experience, demonstrate a strong national presence, describe how Offeror will educate its national sales force about the Contract, describe how products and

services will be distributed nationwide, include a plan for marketing the products and services nationwide, and describe how volume will be tracked and reported to National IPA.

- ii. The successful Offeror will be required to sign Appendix D, Exhibit B, National IPA Administration Agreement prior to Contract award. Offerors should have any reviews required to sign the document prior to submitting a response. Offeror's response should include any proposed exceptions to the National IPA Administration Agreement on Appendix B, Terms and Conditions Acceptance Form.
- iii. Describe Offeror's ability and experience with E-Commerce and web-based procurement providers such as ESM, Jaggaer, Coupa, Workday, Lawson oracle, SAP, Peoplesoft, and all others your company has successfully interfaced with. Describe electronic online catalogue, Punch-Out Programs, purchasing authorization limits, storefront, etc.
- iv. Describe how Offeror responds to emergency orders.
- v. What is Offeror's average Fill Rate?
- vi. What is Offeror's average on time delivery rate? Describe Offeror's history of meeting the shipping and delivery timelines.
- vii. Describe Offeror's return and restocking policy.
- viii. Describe Offeror's ability to meet service and warranty needs.
- ix. Describe Offeror's customer service/problem resolution process. Include hours of operation, number of services, etc.
- x. Describe Offeror's invoicing process.
- xi. Describe Offeror's contract implementation/customer transition plan.
- xii. Describe the financial condition of Offeror.
- xiii. Provide a website link in order to review website ease of use, availability, and capabilities related to ordering, returns and reporting. Describe the website's capabilities and functionality.
- xiv. Describe the Offeror's safety record.
- xv. Describe Offeror's reporting capabilities. Provide samples of reports available and if there are any fees associated with the reports.
- xvi. Describe Offeror's green or sustainability program. What type of reporting or reviews are available to participating agencies?
- xvii. Describe Offeror's social diversity initiatives. Include participating agencies ability to receive Tier 1 and Tier 2 credit utilizing the Master Agreement.
- xviii. Provide any additional information relevant to this section.

**c) Qualification and Experience**

- i. Provide a brief history of the Offeror, including year it was established and corporate office location.
- ii. Describe how Offeror ensures contract compliance.
- iii. What measures does Offeror take to ensure all products are authentic and not counterfeit?
- iv. Describe Offeror's reputation in the marketplace.

- v. Describe Offeror's reputation of products and services in the marketplace.
- vi. Describe the experience and qualification of key employees.
- vii. Describe Offeror's experience working with the government sector.
- viii. Describe past litigation, bankruptcy, reorganization, state investigations of entity or current officers and directors.
- ix. Provide a minimum of 5 customer references relating to the products and services within this RFP. Include entity name, contact name and title, contact phone and email, city, state, years serviced, description of services and annual volume.
- x. Provide any additional information relevant to this section.

**d) Value Add**

- i. Provide any additional information related to products and services Offeror proposes to enhance and add value to the Contract.
3. Competitive Range: It may be necessary to establish a competitive range. Factors from the predetermined criteria will be used to make this determination. Responses not in the competitive range will not receive further award consideration. Region 4 ESC may determine establishing a competitive range is not necessary.
4. Past Performance: An Offeror's past performance and actions are relevant in determining whether or not the Offeror is likely to provide quality goods and services; the administrative aspects of performance; the Offeror's history of reasonable and cooperative behavior and commitment to customer satisfaction; and generally, the Offeror's businesslike concern for the interests of the customer may be taken into consideration when evaluating proposals, although not specifically mentioned in the RFP.
5. Additional Investigations: Region 4 ESC reserves the right to make such additional investigations as it deems necessary to establish the capability of any Offeror.

**APPENDIX A**  
**DRAFT CONTRACT**

This Contract ("Contract") is made as of January 18<sup>th</sup> 2019 by and between Quill LLC  
\_\_\_\_\_  
("Contractor") and Region 4 Education Service Center  
("Region 4 ESC") for the purchase of Office Supplies, Related Products and Services ("the  
products and services").

**RECITALS**

WHEREAS, Region 4 ESC issued Request for Proposals number RFP #19-03 for Office Supplies, Related Products and Services ("RFP"), to which Contractor provided a response ("Proposal"); and

WHEREAS, Region 4 ESC selected Contractor's Proposal and wishes to engage Contractor in providing the services/materials described in the RFP and Proposal;

WHEREAS, both parties agree and understand the following pages will constitute the Contract between the Contractor and Region 4 ESC, having its principal place of business at 7145 West Tidwell Road, Houston, TX 77092.

WHEREAS, Contractor included, in writing, any required exceptions or deviations from these terms, conditions, and specifications; and it is further understood that, if agreed to by Region 4 ESC, said exceptions or deviations are incorporated into the Contract.

WHEREAS, this Contract consists of the provisions set forth below, including provisions of all attachments referenced herein. In the event of a conflict between the provisions set forth below and those contained in any attachment, the provisions set forth below shall control.

WHEREAS, the Contract will provide that any state and local governmental entities, public and private primary, secondary and higher education entities, non-profit entities, and agencies for the public benefit ("Public Agencies") may purchase products and services at prices indicated in the Contract upon the Public Agency's registration with National IPA.

- 1) Term of agreement. The Contract is for a period of five (5) years. Region 4 ESC shall have the right to renew the Contract for five (5) additional one-year periods or portions thereof. Region 4 ESC shall review the Contract prior to the renewal date and notify the Contractor of Region 4 ESC's intent renew the Contract. Contractor may elect not to renew by providing three hundred sixty-five days' notice to Region 4 ESC.
- 2) Scope: Contractor shall perform all duties, responsibilities and obligations, set forth in this agreement, and described in the RFP, incorporated herein by reference as though fully set forth herein.
- 3) Form of Contract. The form of Contract shall be the RFP, the Offeror's proposal and Best and Final Offer(s).
- 4) Order of Precedence. In the event of a conflict in the provisions of the Contract as accepted by Region 4 ESC, the following order of precedence shall prevail:

CONTRACT



- i. This Contract
  - ii. Offeror's Best and Final Offer
  - iii. Offeror's proposal
  - iv. RFP and any addenda
- 5) Commencement of Work. The Contractor is cautioned not to commence any billable work or provide any material or service under this Contract until Contractor receives a purchase order for such work or is otherwise directed to do so in writing by Region 4 ESC.
- 6) Entire Agreement (Parol evidence). The Contract, as specified above, represents the final written expression of agreement. All agreements are contained herein and no other agreements or representations that materially alter it are acceptable.
- 7) Assignment of Contract. No assignment of Contract may be made without the prior written approval of Region 4 ESC. Contractor is required to notify Region 4 ESC when any material change in operations is made (i.e. bankruptcy, change of ownership, merger, etc.).
- 8) Novation. If Contractor sells or transfers all assets or the entire portion of the assets used to perform this Contract, a successor in interest must guarantee to perform all obligations under this Contract. Region 4 ESC reserves the right to accept or reject any new party. A change of name agreement will not change the contractual obligations of Contractor.
- 9) Contract Alterations. No alterations to the terms of this Contract shall be valid or binding unless authorized and signed by Region 4 ESC.
- 10) Adding Authorized Distributors/Dealers. Contractor is prohibited from authorizing additional distributors or dealers, other than those identified at the time of submitting their proposal, to sell under the Contract without notification and prior written approval from Region 4 ESC. Contractor must notify Region 4 ESC each time it wishes to add an authorized distributor or dealer. Purchase orders and payment can only be made to the Contractor unless otherwise approved by Region 4 ESC. Pricing provided to members by added distributors or dealers must also be less than or equal to the Contractor's pricing.

11) TERMINATION OF CONTRACT

- a) Cancellation for Non-Performance or Contractor Deficiency. Region 4 ESC may terminate the Contract if purchase volume is determined to be low volume in any 12-month period. Region 4 ESC reserves the right to cancel the whole or any part of this Contract due to failure by Contractor to carry out any obligation, term or condition of the contract. Region 4 ESC may issue a written deficiency notice to Contractor for acting or failing to act in any of the following:
- i. Providing material that does not meet the specifications of the Contract;
  - ii. Providing work or material was not awarded under the Contract;
  - iii. Failing to adequately perform the services set forth in the scope of work and specifications;
  - iv. Failing to complete required work or furnish required materials within a reasonable amount of time;
  - v. Failing to make progress in performance of the Contract or giving Region 4 ESC reason to believe Contractor will not or cannot perform the requirements of the Contract; or
  - vi. Performing work or providing services under the Contract prior to receiving an authorized purchase order.

Upon receipt of a written deficiency notice, Contractor shall have ten (10) days to provide a satisfactory response to Region 4 ESC. Failure to adequately address all issues of concern may result in Contract cancellation. Upon cancellation under this paragraph, all goods, materials, work, documents, data and reports prepared by Contractor under the Contract shall immediately become the property of Region 4 ESC.

- b) Termination for Cause. If, for any reason, Contractor fails to fulfill its obligation in a timely manner, or Contractor violates any of the covenants, agreements, or stipulations of this Contract Region 4 ESC reserves the right to terminate the Contract immediately and pursue all other applicable remedies afforded by law. Such termination shall be effective by delivery of notice, to the Contractor, specifying the effective date of termination. In such event, all documents, data, studies, surveys, drawings, maps, models and reports prepared by Contractor will become the property of the Region 4 ESC. If such event does occur, Contractor will be entitled to receive just and equitable compensation for the satisfactory work completed on such documents.
- c) Delivery/Service Failures. Failure to deliver goods or services within the time specified, or within a reasonable time period as interpreted by the purchasing agent or failure to make replacements or corrections of rejected articles/services when so requested shall constitute grounds for the Contract to be terminated. In the event Region 4 ESC must purchase in an open market, Contractor agrees to reimburse Region 4 ESC, within a reasonable time period, for all expenses incurred.
- d) Force Majeure. If by reason of Force Majeure, either party hereto shall be rendered unable wholly or in part to carry out its obligations under this Agreement then such party shall give notice and full particulars of Force Majeure in writing to the other party within a reasonable time after occurrence of the event or cause relied upon, and the obligation of the party giving such notice, so far as it is affected by such Force Majeure, shall be suspended during the continuance of the inability then claimed, except as hereinafter provided, but for no longer period, and such party shall endeavor to remove or overcome such inability with all reasonable dispatch.

The term Force Majeure as employed herein, shall mean acts of God, strikes, lockouts, or other industrial disturbances, act of public enemy, orders of any kind of government of the United States or the State of Texas or any civil or military authority; insurrections; riots; epidemics; landslides; lighting; earthquake; fires; hurricanes; storms; floods; washouts; droughts; arrests; restraint of government and people; civil disturbances; explosions, breakage or accidents to machinery, pipelines or canals, or other causes not reasonably within the control of the party claiming such inability. It is understood and agreed that the settlement of strikes and lockouts shall be entirely within the discretion of the party having the difficulty, and that the above requirement that any Force Majeure shall be remedied with all reasonable dispatch shall not require the settlement of strikes and lockouts by acceding to the demands of the opposing party or parties when such settlement is unfavorable in the judgment of the party having the difficulty.

- e) Standard Cancellation. Region 4 ESC may cancel this Contract in whole or in part by providing written notice. The cancellation will take effect 30 business days after the other party receives the notice of cancellation. After the 30th business day all work will cease following completion of final purchase order.
- 12) Licenses. Contractor shall maintain in current status all federal, state and local licenses, bonds and permits required for the operation of the business conducted by Contractor. Contractor shall remain fully informed of and in compliance with all ordinances and regulations pertaining to the lawful provision of services under the Contract. Region 4 ESC reserves the right to stop work and/or cancel the Contract if Contractor's license(s) expire, lapse, are suspended or terminated.

- 13) Survival Clause. All applicable software license agreements, warranties or service agreements that are entered into between Contractor and Region 4 ESC under the terms and conditions of the Contract shall survive the expiration or termination of the Contract. All Purchase Orders issued and accepted by Contractor shall survive expiration or termination of the Contract.
- 14) Delivery. Conforming product shall be shipped within 7 days of receipt of Purchase Order. If delivery is not or cannot be made within this time period the Contractor must receive authorization for the delayed delivery. The order may be canceled if the estimated shipping time is not acceptable. All deliveries shall be freight prepaid, F.O.B. Destination and shall be included in all pricing offered unless otherwise clearly stated in writing.
- 15) Inspection & Acceptance. If defective or incorrect material is delivered, Region 4 ESC may make the determination to return the material to the Contractor at no cost to Region 4 ESC. The Contractor agrees to pay all shipping costs for the return shipment. Contractor shall be responsible for arranging the return of the defective or incorrect material.
- 16) Payments. Payment shall be made after satisfactory performance, in accordance with all provisions thereof, and upon receipt of a properly completed invoice.
- 17) Price Adjustments. Should it become necessary or proper during the term of this Contract to make any change in design or any alterations that will increase price, Region 4 ESC must be notified immediately. Price increases must be approved by Region 4 ESC and no payment for additional materials or services, beyond the amount stipulated in the Contract shall be paid without prior approval. All price increases must be supported by manufacturer documentation, or a formal cost justification letter. Contractor must honor previous prices for thirty (30) days after approval and written notification from Region 4 ESC. It is the Contractor's responsibility to keep all pricing up to date and on file with Region 4 ESC. All price changes must be provided to Region 4 ESC, using the same format as was provided and accepted in the Contractor's proposal.

Price reductions may be offered at any time during Contract. Special, time-limited reductions are permissible under the following conditions: 1) reduction is available to all users equally; 2) reduction is for a specific period, normally not less than thirty (30) days; and 3) original price is not exceeded after the time-limit. Contractor shall offer Region 4 ESC any published price reduction during the Contract term.

- 18) Audit Rights. Contractor shall, at its sole expense, maintain appropriate due diligence of all purchases made by Region 4 ESC and any entity that utilizes this Contract. Region 4 ESC reserves the right to audit the accounting for a period of three (3) years from the time such purchases are made. This audit right shall survive termination of this Agreement for a period of one (1) year from the effective date of termination. Region 4 ESC shall have the authority to conduct random audits of Contractor's pricing at Region 4 ESC's sole cost and expense. Notwithstanding the foregoing, in the event that Region 4 ESC is made aware of any pricing being offered that is materially inconsistent with the pricing under this agreement, Region 4 ESC shall have the ability to conduct an extensive audit of Contractor's pricing at Contractor's sole cost and expense. Region 4 ESC may conduct the audit internally or may engage a third-party auditing firm. In the event of an audit, the requested materials shall be provided in the format and at the location designated by Region 4 ESC.

- 19) Discontinued Products. If a product or model is discontinued by the manufacturer, Contractor may substitute a new product or model if the replacement product meets or exceeds the specifications and performance of the discontinued model and if the discount is the same or greater than the discontinued model.
- 20) New Products/Services. New products and/or services that meet the scope of work may be added to the Contract. Pricing shall be equivalent to the percentage discount for other products. Contractor may replace or add product lines if the line is replacing or supplementing products, is equal or superior to the original products, is discounted similarly or greater than the original discount, and if the products meet the requirements of the Contract. No products and/or services may be added to avoid competitive procurement requirements. Region 4 ESC may require additions to be submitted with documentation from Members demonstrating an interest in, or a potential requirement for, the new product or service. Region 4 ESC may reject any additions without cause.
- 21) Options. Optional equipment for products under Contract may be added to the Contract at the time they become available under the following conditions: 1) the option is priced at a discount similar to other options; 2) the option is an enhancement to the unit that improves performance or reliability.
- 22) Warranty Conditions. All supplies, equipment and services shall include manufacturer's minimum standard warranty and one (1) year labor warranty unless otherwise agreed to in writing.
- 23) Site Cleanup. Contractor shall clean up and remove all debris and rubbish resulting from their work as required or directed. Upon completion of the work, the premises shall be left in good repair and an orderly, neat, clean, safe and unobstructed condition.
- 24) Site Preparation. Contractor shall not begin a project for which the site has not been prepared, unless Contractor does the preparation work at no cost, or until Region 4 ESC includes the cost of site preparation in a purchase order. Site preparation includes, but is not limited to: moving furniture, installing wiring for networks or power, and similar pre-installation requirements.
- 25) Registered Sex Offender Restrictions. For work to be performed at schools, Contractor agrees no employee or employee of a subcontractor who has been adjudicated to be a registered sex offender will perform work at any time when students are or are reasonably expected to be present. Contractor agrees a violation of this condition shall be considered a material breach and may result in the cancellation of the purchase order at Region 4 ESC's discretion. Contractor must identify any additional costs associated with compliance of this term. If no costs are specified, compliance with this term will be provided at no additional charge.
- 26) Safety measures. Contractor shall take all reasonable precautions for the safety of employees on the worksite and shall erect and properly maintain all necessary safeguards for protection of workers and the public. Contractor shall post warning signs against all hazards created by its operation and work in progress. Proper precautions shall be taken pursuant to state law and standard practices to protect workers, general public and existing structures from injury or damage.
- 27) Smoking. Persons working under the Contract shall adhere to local smoking policies. Smoking will only be permitted in posted areas or off premises.

- 28) Stored materials. Upon prior written agreement between the Contractor and Region 4 ESC, payment may be made for materials not incorporated in the work but delivered and suitably stored at the site or some other location, for installation at a later date. An inventory of the stored materials must be provided to Region 4 ESC prior to payment. Such materials must be stored and protected in a secure location and be insured for their full value by the Contractor against loss and damage. Contractor agrees to provide proof of coverage and additionally insured upon request. Additionally, if stored offsite, the materials must also be clearly identified as property of Region 4 ESC and be separated from other materials. Region 4 ESC must be allowed reasonable opportunity to inspect and take inventory of stored materials, on or offsite, as necessary. Until final acceptance by Region 4 ESC, it shall be the Contractor's responsibility to protect all materials and equipment. Contractor warrants and guarantees that title for all work, materials and equipment shall pass to Region 4 ESC upon final acceptance.
- 29) Funding Out Clause. A Contract for the acquisition, including lease, of real or personal property is a commitment of Region 4 ESC's current revenue only. Region 4 ESC retains the right to terminate the Contract at the expiration of each budget period during the term of the Contract and is conditioned on a best effort attempt by Region 4 ESC to obtain appropriate funds for payment of the contract.
- 30) Indemnity. Contractor shall protect, indemnify, and hold harmless both Region 4 ESC and its administrators, employees and agents against all claims, damages, losses and expenses arising out of or resulting from the actions of the Contractor, Contractor employees or subcontractors in the preparation of the solicitation and the later execution of the Contract. Any litigation involving either Region 4 ESC, its administrators and employees and agents will be in Harris County, Texas.
- 31) Marketing. Contractor agrees to allow Region 4 ESC to use their name and logo within website, marketing materials and advertisement. Any use of Region 4 ESC name and logo or any form of publicity, inclusive of press releases, regarding this Contract by Contractor must have prior approval from Region 4 ESC.
- 32) Certificates of Insurance. Certificates of insurance shall be delivered to the Region 4 ESC prior to commencement of work. The Contractor shall give Region 4 ESC a minimum of ten (10) days' notice prior to any modifications or cancellation of policies. The Contractor shall require all subcontractors performing any work to maintain coverage as specified.
- 33) Legal Obligations. It is Contractor's responsibility to be aware of and comply with all local, state, and federal laws governing the sale of products/services and shall comply with all laws while fulfilling the Contract. Applicable laws and regulation must be followed even if not specifically identified herein.

**APPENDIX E**  
**CATEGORY DISCOUNTS, CORE LIST OFFERINGS  
AND MARKET BASKET**



# RFP 19-03 for Office Supplies, Related Products, and Office Services - Core List Offering (if applicable)

Offeror Company Name: Quill LLC

Instructions: Offerors should submit their Core list offering in the following format. (if proposing a Core List)

Item	OFFEROR PROPOSED PRODUCT					OFFEROR PROPOSED PRICE		
	MFG ITEM NUMBER	MFG NAME	DESCRIPTION	SUPPLIER SKU	UOM	UNIT LIST PRICE	DISCOUNT	FINAL PRICE
1	99711	VERBATIM	STEREO EARPHON	2625461	EA	2.49	-0.1004	2.24
2	MXLHP200	MAXELL	HP-200 STEREO H	208064PET	EA	6.69	-0.1001	6.02
3	TBR003US	TARGUS	ROLLING CASE FOR	IM1N36556IN	EA	62.29	-0.1	56.06
4	3000004	GBC	LMNTNG ROLL, 1.5	3000004	BX	73.99	-0.1785	60.78
5	7221WE	QUILL	1" RR VIEW BINDE	7221WE	EA	5.79	-0.6822	1.84
6	7222WE	QUILL	2" RR NVIEW BND	7222WE	EA	7.99	-0.6008	3.19
7	7012560	QUILL	FOLDER, 2PK,GREE	712560	BX	13.49	-0.3706	8.49
8	35167-QCC	QUILL	SHEET PROTECT,Q	728100	BX	17.49	-0.6907	5.41
9	7012570	QUILL	FOLDER, 2PK, YELL	712570	BX	13.49	-0.3706	8.49
10	3126061	GBC	LMNTNG ROLL, 1.5	3126061	BX	71.99	-0.1375	62.09
11	7223WE	QUILL	BINDER,QUILL, VW	7223WE	EA	10.29	-0.6113	4.00
12	72215WE	QUILL	BINDER,QUILL, VW	72215WE	EA	6.99	-0.5393	3.22
13	TP3854-100	SCOTCH	POUCHES, THERM	TP3854100	PK	29.99	-0.1	26.99
14	PETSTDEC27	D & K	LMNTNG ROLL,1.5	PETSTDEC27	CT	81.99	-0.1	73.79
15	7221BK	QUILL	VW 1",RR, BINDER	7221BK	EA	5.79	-0.6822	1.84
16	3000004	GBC	LMNTNG ROLL, 1.5	3000004	BX	73.99	-0.1785	60.78
17	7012558	QUILL	FOLDER, 2PK,RED,	712558	BX	13.49	-0.3706	8.49
18	7321513	QUILL	QUILL 1.5 D-RING	7321513	EA	8.99	-0.2447	6.79
19	11907	AVERY	INDEX,PKT,DBL,PLS	11907Q	EA	7.29	-0.2085	5.77
20	LSK5B	AVERY	INDEX,MAKER,LAS	11446	BX	115.49	-0.2185	90.26
21	7321501	QUILL	BINDER,QUILL,VIE	7321501	EA	8.99	-0.2447	6.79
22	7012523	QUILL	FOLDER,2PK,DK BL	712523	BX	13.49	-0.3706	8.49
23	57538	OXFORD	FOLDER,2PK,DK BL	80414Q	BX	16.29	-0.202	13.00
24	LSK8B	AVERY	INDEX,MAKER,LAS	11447	BX	139.99	-0.3079	96.89
25	72205WE	QUILL	BINDER,VW,RR,0.5	72205WE	EA	5.49	-0.5264	2.60
26	CI2138C	AVERY	INDEX, RG BK 8TA	11111Q	ST	1.79	-0.3855	1.10
27	8179995	QUILL	VW,2" BINDER,BL	7222BK	EA	7.99	-0.6008	3.19
28	7412823	QUILL	FOLDER,2PK,DK BL	712823	BX	20.99	-0.6903	6.50
29	7012558	QUILL	2PKT, FOLDER RED	712558	BX	13.49	-0.3706	8.49
30	3748204EZ	GBC	FILM,LAM,3MIL,N	3748204EZ	BX	124.99	-0.154	105.74
31	7012561	QUILL	FOLDER,2PK, TEAL	712561	BX	13.49	-0.3706	8.49
32	72215BK	QUILL	VW 1.5"BINDER B	72215BK	EA	6.99	-0.6853	2.20



33	7012500	QUILL	FOLDER,2 PCKT, A	7125AD	BX	13.49	-0.3706	8.49
34	11186	AVERY	DIVIDER, INDEX 8-	11186Q	PK	30.99	-0.2349	23.71
35	7321513	QUILL	BINDER,1.5 ",D-R	7321513	EA	8.99	-0.2447	6.79
36	11437	AVERY	INDEX MAKER CLR	11437Q	PK	36.29	-0.2976	25.49
37	7223BK	QUILL	3" RR, VIEW BIND	7223BK	EA	10.29	-0.6113	4.00
38	11188	AVERY	AVERY READY IND	11188Q	PK	28.79	-0.1973	23.11
39	7012505	QUILL	FOLDER, 2PK, BLA	712505	BX	13.49	-0.3076	9.34
40	7321513	QUILL	BINDER,1.5 ",D-R	7321513	EA	8.99	-0.2447	6.79
41	7320113	QUILL	VW 1" BNDER, D-F	7320113	EA	8.49	-0.2497	6.37
42	5736601	FELLOWES	SATURN 3I, 125	1115610	EA	239.99	-0.1	215.99
43	7278223076	AVERY	BIG TAB WRIT & E	23076	ST	2.99	-0.4348	1.69
44	RI213AZ	AVERY	INDEX, TABLE OF C	11125	ST	9.99	-0.3604	6.39
45	74215BK	QUILL	BINDER, VW, 1-1/	74215BK	EA	9.49	-0.2392	7.22
46	UDL213	OFFICE ESSENTIALS	DIVIDER,A-Z,OD,LE	50880	ST	5.03	-0.1491	4.28
47	RI213M	AVERY	INDEX, MONTHLY,	11127	ST	6.29	-0.1494	5.35
48	11901	AVERY	DIVIDER, INSERTA	11901	ST	4.59	-0.4837	2.37
49	LSK5B	AVERY	INDEX MAKER DIV	11436	PK	28.49	-0.2187	22.26
50	16171	AVERY	BIG TAB WRIT & E	16171Q	ST	7.99	-0.4155	4.67
51	11197	AVERY	DIVIDER, INDX, M	11197Q	PK	35.29	-0.2029	28.13
52	11196	AVERY	DIVIDER, INDX, M	11196	PK	32.99	-0.2349	25.24
53	7278223079	AVERY	INDEX,8TAB,WRIT	23079	ST	3.39	-0.2507	2.54
54	5006801	FELLOWES	COMB BINDING PK	5006801	EA	199.99	-0.1	179.99
55	7320313	QUILL	BINDER, VW, 3", D	7320313	EA	12.49	-0.2522	9.34
56	11903	AVERY	DIVIDERS W/POCK	11903	ST	6.29	-0.2576	4.67
57	7412858	QUILL	FOLDER, 2PCK, RE	712858	BX	20.99	-0.2382	15.99
58	TP5854-100	SCOTCH	POUCHS, LAMINA	TP5854100	EA	45.99	-0.1	41.39
59	461253	AVERY	SELF ADH LAM SH	73601Q	BX	25.99	-0.1693	21.59
60	11187	AVERY	READY INDEX TAB	11187Q	PK	14.39	-0.1501	12.23
61		FELLOWES	BINDING COMBS,	52325Q	PK	14.49	-0.1932	11.69
62	739502	QUILL	BINDER, 2",RR, DK	739502	EA	7.49	-0.49	3.82
63	TT21331	OFFICE ESSENTIALS	1-31 INDEXES	806597	ST	6.29	-0.1494	5.35
64	TP3854-50	SCOTCH	LAM POUCH	IM1DP8525IN	PK	15.49	-0.1001	13.94
65	7278216177	AVERY	1-8 DIVIDERS	863495	ST	11.29	-0.1497	9.60
66	7412824	QUILL	TWIN PKT PRPL	712824	PK	20.99	-0.3121	14.44
67	7012505	QUILL	TWIN PK BLK	712505	PK	13.49	-0.3076	9.34
68	5735801	FELLOWES	LAMINATOR	1115010	EA	199.99	-0.1	179.99
69	7012524	QUILL	TWIN PK PRPL	712524	PK	13.49	-0.3076	9.34
70	53441	ESSELTE	TWIN PK-BRGDY	53441Q	PK	43.29	-0.1952	34.84
71	7320213	QUILL	2" D RING VIEW	7320213	EA	11.49	-0.2977	8.07
72	11141	AVERY	1-12 PPT TABS	11141	ST	6.29	-0.2178	4.92
73	07278211143	AVERY	1-15 PPT TABS	11143	ST	6.99	-0.2475	5.26

74	739301	QUILL	1" NO VIEW BNDR	739301	EA	4.99	-0.481	2.59
75	07278223076	AVERY	WRITE ON DIV	23076	ST	2.99	-0.4348	1.69
76	5734101	FELLOWES	12.5 LAMINATOR	70458	EA	399.99	-0.1	359.99
77	7412824	QUILL	TWIN PKT-PRPL	712824	PK	20.99	-0.3121	14.44
78	739551	QUILL	3" RR NVIEW BND	739551	EA	8.69	-0.3165	5.94
79	7320113	QUILL	1" DR VIEW, WHIT	7320113	EA	8.49	-0.2497	6.37
80	TL1306	SCOTCH	THERMAL LAMINA	IM1XN7055IN	EA	226.99	-0.1	204.29
81	TL906	SCOTCH	9" LAMINATOR	TL906	EA	97.99	-0.1	88.19
82	5734801	FELLOWES	12.5 LAMINATOR	70459	EA	499.99	-0.1	449.99
83	739402	QUILL	1-1/2" BLUE BNDR	739402	EA	5.99	-0.4341	3.39
84	16282	AVERY	1-3/4" SELF ADHS	16282	PK	11.29	-0.1497	9.60
85	739501	QUILL	2" RR NVIEW BND	739501	EA	7.49	-0.4339	4.24
86	7412823	QUILL	TWIN PKT W/FAST	712823	PK	20.99	-0.6903	6.50
87	74204WE	QUILL	4" HD DRING BINC	74204WE	EA	19.99	-0.2351	15.29
88	76000	AVERY	SHT PROTECTORS	76000	PK	8.69	-0.1991	6.96
89	7320101	QUILL	1" DRING VIEW BI	7320101	EA	8.49	-0.2497	6.37
90	11135	AVERY	1-10 DIVIDERS	11135	ST	6.29	-0.4197	3.65
91	24045-US/22740	QUILL	1-1/2" TEAL RING	651742STP	EA	10.39	-0.232	7.98
92	7278216176	AVERY	DIV W/POCKETS	863496	PK	7.19	-0.1502	6.11
93	11465	AVERY	INSTRBLE 5 TAB IN	483339	ST	1.49	-0.1477	1.27
94	11135	AVERY	1-10 TOC DIVIDER	11135	ST	6.29	-0.4197	3.65
95	07278211143	AVERY	1-15 TOC DIVIDER	11143	ST	6.99	-0.2475	5.26
96	47992	AVERY	TWO PKT FOLDER-	806643	BX	8.69	-0.1496	7.39
97	7012560	QUILL	2 POCKET FOLDER	712560	PK	13.49	-0.3706	8.49
98	CI2138C	AVERY	8 TAB CLEAR INSE	11112QL	ST	1.79	-0.3855	1.10
99	LSK8	AVERY	8 TAB CLEAR INSE	11437Q	ST	36.29	-0.2976	25.49
100	07278211370	AVERY	LEGAL 1-25 EXHIBI	11370Q	ST	8.39	-0.3731	5.26
101	07278223078	AVERY	BIG TAB ERASEAB	23078	ST	2.99	-0.4348	1.69
102	07278223079	AVERY	WRITE ON 8 TAB C	23079	ST	3.39	-0.2507	2.54
103	739552	QUILL	3"RR NON VIEW B	739552	EA	8.69	-0.3165	5.94
104	739302	QUILL	RR NV BINDER 1"	739302	EA	4.99	-0.491	2.54
105	7320301	QUILL	3" D RING VIEW B	7320301	EA	12.49	-0.2178	9.77
106	739304	QUILL	QB 1" ROUND RIN	739304	EA	4.99	-0.491	2.54
107	PV119G50	AVERY	AVERY HW POLY S	74107	BX	13.59	-0.2001	10.87
108	740022-QCC	QUILL	RULED LEGAL PAD	740022	PK	13.99	-0.3931	8.49
109	TC1182	ADAMS	MONEY/RECEIPT E	TC1182	PK	13.59	-0.4062	8.07
110	SBNG	QUILL	6X9 STENO PADS,	SBNG	PK	18.99	-0.3686	11.99
111	SBNW	QUILL	6X9 STENO PADS,	SBNW	PK	18.99	-0.3265	12.79
112	PM11-28-19	AT A GLANCE	AT A GLANCE 3 M	PM112819	EA	23.49	-0.1499	19.97
113	SC1182	ADAMS	SC1182	SC1182	EA	14.49	-0.4431	8.07
114	63410	TOPS	TOPS DOCKET NO	63410T	PK	43.99	-0.3046	30.59

115	PM4-28-19	AT A GLANCE	AT A GLANCE MO	PM42819	EA	30.99	-0.15	26.34
116	SC1152	ADAMS	ADAMS CARBONL	SC1152	PK	14.49	-0.4431	8.07
117	AW6020-28	AT A GLANCE	ATA GLANCE DRY	AW602028	EA	35.99	-0.2209	28.04
118	E1700	AT A GLANCE	AT A GLANCE LOO	E1700	EA	23.49	-0.1499	19.97
119	E717-50-19	AT A GLANCE	AT A GLANCE DAIL	E7175019	EA	3.99	-0.1504	3.39
120	06672	MEAD	MEAD CAMBRIDG	06672	EA	11.99	-0.1501	10.19
121	880	DOME	DOME NOTARY PL	880	EA	15.99	-0.1501	13.59
122	63950	TOPS	TOPS DOCKET GO	63950T	PK	59.99	-0.15	50.99
123	740022I-QCC	QUILL	QB STD SERIES RU	740022L	PK	27.99	-0.4991	14.02
124	95153	QUILL	QB MESSAGE BOO	745400	EA	5.99	-0.2487	4.50
125	SC1153WS	ADAMS	ADAMS WRITE N	SC1153WS	EA	12.99	-0.2156	10.19
126	SW705X-50-19	AT A GLANCE	AT A GLANCE FLIP	SW705X5019	EA	14.99	-0.1501	12.74
127	E717T-50-19	AT A GLANCE	AT A GLANCE DAIL	E717T5019	EA	9.99	-0.1502	8.49
128	A113	QUILL	1/3 CUT MANILA F	740137	PK	10.49	-0.4166	6.12
129	7Q5215	QUILL	1/5 CUT HANGING	7Q5215	PK	12.99	-0.6605	4.41
130	7Q5213	QUILL	QB 100% RECYCLE	7Q5213	BX	13.99	-0.5947	5.67
131	SMD14024	SMEAD	SMEAD 100% REC	SMD14024UNI	BX	40.99	-0.15	34.84
132	C4025A2D	SMEAD	SMEAD PRESSBOA	14075Q	BX	54.99	-0.2119	43.34
133	760137	QUILL	QB STANDARD MA	760137	BX	16.79	-0.2263	12.99
134	744137	QUILL	QB PREMIUM MA	744137	BX	46.69	-0.2902	33.14
135	153L	SMEAD	SMEAD MANILA F	153L	BX	14.99	-0.2635	11.04
136	7354RD	QUILL	QB COLORED FILE	7354RD	BX	45.99	-0.2072	36.46
137	89282	SMEAD	SMEAD DESK FILE	89282Q	EA	20.89	-0.1987	16.74
138	16471USCC	QUILL	QB STANDARD GR	76313P	BX	21.49	-0.2289	16.57
139	751133	QUILL	QB PREMIUM REIM	751133	BX	25.49	-0.2166	19.97
140	C4025A1D	SMEAD	SMEAD CLASSIFICA	13775Q	BX	41.99	-0.231	32.29
141	740913OE	QUILL	QB COLORED FILE	740913OE	BX	18.49	-0.2466	13.93
142	7354YW	QUILL	QB COLORED FILE	7354YW	BX	45.99	-0.2072	36.46
143	A113	QUILL	QB STANDARD MA	740137	BX	10.49	-0.4166	6.12
144	SMD92060	SMEAD	SMEAD CASCADIN	JV2127450	EA	20.49	-0.1498	17.42
145	730055	QUILL	QB BOX BOTTOM	730055	BX	31.49	-0.2039	25.07
146	R672	SMEAD	SMEAD STEEL HAN	811341UNI	BX	15.09	-0.1498	12.83
147	7391PK	QUILL	QB INTERIOR FILE	7391PK	BX	29.69	-0.2273	22.94
148	493461-CC	OXFORD	OXFORD POLY FILE	50990	PK	15.29	-0.1942	12.32
149	723310-QCC	QUILL	QB A-Z EXPANDIN	723310	EA	18.49	-0.311	12.74
150	7389QAD	QUILL	QB COLORED HAN	7389QAD	BX	22.99	-0.224	17.84
151	7C1524H-QCC	QUILL	QB HD EXPANDIN	7C1524H	BX	32.99	-0.2531	24.64
152	A113L	QUILL	QB MANILA FILE F	730040	BX	18.79	-0.2315	14.44
153	760137	QUILL	QB MANILA FILE F	760137	BX	16.79	-0.2263	12.99
154	M2-4900	SMEAD	SMEAD FILE JACK	75500Q	BX	37.49	-0.1998	30.00
155	415315BLU	PENDAFLEX	PENDAFLEX COLO	415315BE	BX	32.49	-0.2155	25.49

156	98620	OFFICEMATE	OFFICEMATE HAN	98620	BX	30.59	-0.1749	25.24
157	723312-QCC	QUILL	QB DAILY EXPAND	723312	EA	23.99	-0.2209	18.69
158	SMD52180	SMEAD	SMEAD 5 TAB FILM	SMD52180	PK	24.29	-0.1499	20.65
159	415315VIO	PENDAFLEX	PENDAFLEX COLO	415315VT	BX	32.49	-0.2155	25.49
160	70211	SMEAD	SMEAD STADIUM	1035220	EA	24.99	-0.3201	16.99
161	1534G5AST	STAPLES	STAPLES COLORED	765503STP	PK	16.29	-0.1498	13.85
162	723314-QCC	QUILL	QB MONTHLY EXP	723314	EA	18.49	-0.2418	14.02
163	10301	SMEAD	SMEAD SUPERTAB	10301QL	BX	17.99	-0.2446	13.59
164	415315RED	PENDAFLEX	PENDAFLEX COLO	415315RD	BX	32.49	-0.2155	25.49
165	4900	QUILL	QB FILE JACKETS,N	74900	BX	42.99	-0.2291	33.14
166	760137	QUILL	QB 1/3 CUT, LEGA	760137	BX	16.79	-0.2263	12.99
167	415215RED	PENDAFLEX	PENDAFLEX COLO	415215RD	BX	26.49	-0.2303	20.39
168	386659	QUILL	QB THERMAL CAS	27P8512Q	CT	124.99	-0.218	97.74
169	20215	STAPLES	STAPLES ADDING	176511	PK	11.99	-0.1501	10.19
170	C2P01FN#140	HEWLETT PACKARD	HP 950XL BLACK/S	C2P01FN	EA	110.99	-0.1517	94.15
171	N9K38AN#140	HEWLETT PACKARD	HP 952 STANDARD	2030289	EA	108.99	-0.15	92.64
172	C8727AN	HEWLETT PACKARD	HP 27 BLACK INK	C8727AN	EA	30.99	-0.2175	24.25
173	C6602R	HEWLETT PACKARD	HP RED POS INK C	C6602R	EA	21.99	-0.1501	18.69
174	C9513FN#140	HEWLETT PACKARD	HP 92 BLACK/93 T	C9513FN	PK	54.99	-0.15	46.74
175	CC656AN#140	HEWLETT PACKARD	HP 901 TRICOLOR	CC656AN	EA	30.99	-0.15	26.34
176	C9351AN	HEWLETT PACKARD	HP 21 BLACK INK	C9351AN	EA	21.79	-0.1501	18.52
177	CD971AN#140	HEWLETT PACKARD	HP 920 BLACK INK	CD971AN	EA	26.99	-0.1593	22.69
178	5160	AVERY	AVERY 5160 LASER	209882	BX	30.99	-0.1452	26.49
179	TZE-2312PK	BROTHER	BROTHER TZE SER	TZE2312PK	PK	36.99	-0.551	16.61
180	710786	QUILL	QB LASER ADDRES	710786	PK	28.99	-0.238	22.09
181	5163	AVERY	AVERY LASER SHIP	260273	BX	36.99	-0.242	28.04
182	5395	AVERY	AVERY SLEF ADHE	465914	BX	63.99	-0.2696	46.74
183	30252	DYMO	DYMO 30252 LABEL	30252	BX	26.99	-0.1204	23.74
184	TZE-231	BROTHER	TAPE, LETTERING,	TZE231	EA	20.99	-0.2801	15.11
185	ch	AVERY	LABELS, LSR, ADDR	469080	BX	74.99	-0.2067	59.49
186	TZE-241	BROTHER	TAPE, LETTERING,	TZE241	EA	21.99	-0.5334	10.26
187	5366	AVERY	LABEL, LSR, FILE, 1	465930	PK	48.99	-0.2715	35.69
188	1752264	DYMO	LABELWRITER 450	1752264	EA	99.99	-0.05	94.99
189	74541	AVERY	BADGE, NAME, CL	74541	BX	54.99	-0.2273	42.49
190	30256	DYMO	LABEL, SHIPPING, R	30256	RL	26.49	-0.5761	11.23
191	1752266	DYMO	LABELWRITER 450	1752266	EA	199.99	-0.1	179.99
192	5161	AVERY	LABEL, LSR, ADDR, V	209890	BX	41.99	-0.393	25.49
193	PTD210	BROTHER	LABELER, HANDHE	PTD210	EA	34.99	-0.1	31.49
194	1752265	DYMO	LABELWRITER 450	1752265	EA	129.99	-0.1	116.99
195	30251	DYMO	LABEL, ADDRESS, 2	30251Q	BX	13.99	-0.1858	11.39
196	5165	AVERY	LABEL, LSR, FULL, W	404145	BX	39.99	-0.2351	30.59

197	M2312PK	BROTHER	TAPE,1/2",2PK,BL	M2312PK	PK	20.99	-0.2801	15.11
198		5162 AVERY	LABEL,LSR,ADDR,V	209908 BX		35.99	-0.2445	27.19
199	PTD400	BROTHER	LABELER,BROTHER	PTD400	EA	49.99	-0.1	44.99
200	TZE-251	BROTHER	TAPE,LETTERING,P	TZE251	EA	27.99	-0.5681	12.09
201		74461 AVERY	BADGE,NAME,CLIP	74461 PK		79.99	-0.2563	59.49
202		30327 DYMO	LABEL,FILE FOLDER	30327 BX		12.99	-0.1901	10.52
203		74459 AVERY	BADGE,NECK,HAND	74459 PK		72.99	-0.2432	55.24
204		10697 DYMO	TAPE,LETRATAG,2	10697 PK		8.95	-0.0994	8.06
205		5392 AVERY	BADGE,INSERTS,3	5392 BX		38.99	-0.5096	19.12
206		8366 AVERY	LABEL,IJ,FILE,WHT	8366 PK		35.99	-0.3626	22.94
207	PTD600	BROTHER	LABELER,BROTHER	PTD600	EA	99.99	-0.1	89.99
208		8395 AVERY	BADGE NAME,IJ,1	8395 PK		29.99	-0.2067	23.79
209		30857 DYMO	BADGE,NAME,AD	30857 BX		26.99	-0.1334	23.39
210		5963 AVERY	LABEL,LSR,SHIP,W	5963 BX		74.99	-0.2634	55.24
211	TZE221	BROTHER	CARTRIDGE,TPE,3	TZE221	EA	20.99	-0.1901	17.00
212		5660 AVERY	LABEL,ADDR,LSR,1	260281 BX		54.99	-0.3046	38.24
213		8160 AVERY	LABEL,IJ,ADDR,WHT	415489 PK		15.99	-0.4159	9.34
214		45013 DYMO	CARTRIDGE,TAPE,	45013 EA		17.29	-0.0665	16.14
215	731105Q	QUILL	QB FILE FOLDER LA	731105Q	PK	31.99	-0.4158	18.69
216		5168 AVERY	LABEL,LSR,SHIP,W	5168Q	BX	46.99	-0.2224	36.54
217		8163 AVERY	LABEL,IJ,SHIP,WHT	469833 BX		14.99	-0.2635	11.04
218	DK1201	BROTHER	LABEL,ADD,3-1/2"	DK1201	PK	19.99	-0.2801	14.39
219	M231	BROTHER	TAPE,LABELER,BLK	M231	EA	10.99	-0.4786	5.73
220		30323 DYMO	LABELS,SHIPPING,	30323Q	EA	25.99	-0.1347	22.49
221	TZE1312PK	BROTHER	TAPE,2 PACK,BLAC	TZE1312PK	PK	36.99	-0.2801	26.63
222		6578 AVERY	LABEL,DURABLE,IE	6578 BX		68.29	-0.262	50.40
223	TZE131	BROTHER	TAPE,LETTERING,.	TZE131	EA	20.99	-0.2801	15.11
224		30573 DYMO	LABEL,SHIPPING,2	443697 RL		25.29	-0.1	22.76
225		5266 AVERY	LABEL,LSR,FILE,AS	287292 PK		33.99	-0.3251	22.94
226	PTM95	BROTHER	LABELER,BROTHER	2244739 EA		24.99	-0.1	22.49
227		5472 AVERY	LABEL,AVERY,RND	05472	PK	9.99	-0.3203	6.79
228	0-5202	AVERY	LABEL,FILE FOLDER	05202	PK	4.49	-0.1492	3.82
229	7CL91228	QUILL	ENVELOPE,CLSP,R	7CL91228	BX	19.99	-0.3422	13.15
230	WW10ES	QUILL	ENVELOPE,#10,PL	WW10ES	BX	19.99	-0.2251	15.49
231	7CL101328	QUILL	ENVELOPE,CLASP,	7CL101328	BX	29.99	-0.3868	18.39
232		2090 SCOTCH	TAPE,MASKING,1"	20901E	RL	6.39	-0.2833	4.58
233		69122 QUALITY PARK	QUALITY PARK RE	813442 BX		38.49	-0.1499	32.72
234	3850-6PK	SCOTCH	SCOTCH HEAVY-D	3850CL	PK	32.99	-0.2789	23.79
235	7CL6928	QUILL	ENVELOPE,CLASP,	7CL6928	BX	18.49	-0.4819	9.58
236	142-6	SCOTCH	TAPE,PKG,1.88" X	142	PK	16.79	-0.2513	12.57
237	3850-6PK	SCOTCH	SCOTCH HEAVY-D	3850CL	PK	32.99	-0.2789	23.79

238	209024EVP	SCOTCH	PAINTER TP BL 24	2657104	PK	43.00	-0.15	36.55
239	BP3640W	BOX PARTNERS	PAPER,BUTCHER,#	BP3640W	RL	142.99	-0.1692	118.79
240	480377	QUILL	ENVELOPE,#10,WI	WW10WES	BX	36.99	-0.7102	10.72
241	VEL153	VELCRO	VELCRO,DOTS,CON	191856BOX	CA	35.99	-0.15	30.59
242	75746Q	QUILL	QUILL BRAND EAS	75746Q	BX	38.29	-0.2343	29.32
243	1497/63562	QUILL	QUILL BRAND 28-I	RC28IDE	BX	38.99	-0.2001	31.19
244	CL912	QUILL	QUILL BRAND MA	CL912	BX	27.49	-0.382	16.99
245	38504RD	SCOTCH	TAPE, W/DISPENS	38504RD	PK	29.99	-0.2634	22.09
246	26002	HIGHLAND	TAPE, MASKING,2	812042	RL	6.89	-0.1495	5.86
247	7CL121528	QUILL	ENVELOPE,CLASP,	7CL121528	BX	38.79	-0.2222	30.17
248	3750G6	SCOTCH	TAPE,SHIP,GRN,1.	3750G6	PK	45.99	-0.2424	34.84
249	483114	QUILL	ENVELOPE,CLASP,	CL1013	BX	30.99	-0.2049	24.64
250	478947	QUILL	QUILL BRAND STA	10CW	BX	36.79	-0.2378	28.04
251	69787/70738	QUILL	QUILL BRAND 28 L	OE91228	BX	45.59	-0.2301	35.10
252	P7200	MARTIN YALE	FOLDING MACHIN	P7200	EA	283.49	-0.1842	231.28
253	QUA67218	QUALITY PARK	QUALITY PARK RE	QUA67218	BX	56.99	-0.232	43.77
254	OE101328	QUILL	QUILL BRAND 28 L	OE101328	BX	49.99	-0.2521	37.39
255	406924	QUILL	QUILL BRAND 24 L	OE91224W	BX	45.49	-0.2154	35.69
256	69774/70735	QUILL	QUILL BRAND 28 L	7CL912528	BX	26.99	-0.2538	20.14
257	142	SCOTCH	TAPE,SEALING, 1.8	142Q	EA	4.49	-0.1871	3.65
258	69759/70729	QUILL	QUILL BRAND 28 L	7CL69528	BX	19.49	-0.2458	14.70
259	37502CL	SCOTCH	SCOTCH COMMER	3750CL	PK	32.99	-0.2273	25.49
260	69665/70692	QUILL	QUILL BRAND STA	WW634ES	BX	23.69	-0.4981	11.89
261	50162	QUALITY PARK	QUALITY PARK KR	50162Q	BX	42.49	-0.4401	23.79
262	69679/70695	QUILL	QUILL BRAND SEC	10CR	BX	24.99	-0.2521	18.69
263	7CL111428	QUILL	QUILL BRAND 28 L	7CL111428	BX	38.79	-0.266	28.47
264	3631548	SCOTCH	TAPE,SCOTCH,PAC	3631548	PK	37.79	-0.2196	29.49
265	38502ST	SCOTCH	SCOTCH HEAVY DI	38502ST	PK	22.29	-0.188	18.10
266	7CL101528	QUILL	QUILL BRAND 28 L	7CL101528	BX	32.99	-0.2273	25.49
267	50285-QCC	QUILL	QUILL BRAND STA	WW9ES	BX	27.99	-0.2136	22.01
268	23434	SCOTCH	SCOTCH MASKING	23434	RL	7.49	-0.263	5.52
269	BE6924	QUILL	QUILL BRAND SIDE	BE6924	BX	46.49	-0.3054	32.29
270	1746466	ROLODEX	ROLODEX BLACK N	1746466	EA	16.99	-0.1501	14.44
271	30526	C-LINE	SORTER, ALL-PURP	30526	EA	24.79	-0.1501	21.07
272	737304	QUILL	QUILL BRAND WA	737304	EA	9.49	-0.1949	7.64
273	21931	ROLODEX	MESH WALL FILE L	21931	EA	33.99	-0.2501	25.49
274	1746466	ROLODEX	ROLODEX BLACK N	1746466	EA	16.99	-0.1501	14.44
275	736904	QUILL	QUILL BRAND WA	736904	PK	22.59	-0.1912	18.27
276	25283-QCC	QUILL	QUILL BRAND WIR	25283Q	EA	6.59	-0.3566	4.24
277	6060M	ARTISTIC KRYSTAL V	ARTISTIC KRYSTAL	6060M	EA	49.99	-0.184	40.79
278	799341354QL	QUILL	QUILL BRAN BLAC	799341354	EA	13.99	-0.1501	11.89

279	26425L004	STEELMASTER	STEELMASTER LIT-	26425L994	EA	55.99	-0.1804	45.89
280		73101 DEFLECT-O	DEFLECT-O LETTER	73101Q	EA	19.99	-0.1926	16.14
281		22347 ELDON	ELDON EXPRESSIO	22347	EA	28.99	-0.1794	23.79
282	BDY45804	BUDDY PRODUCTS	BUDDY PRODUCTS	393848SAN	EA	34.99	-0.15	29.74
283	IS41	ARTISTIC	PAD, DESK,CVR SH	IS41	EA	31.29	-0.1745	25.83
284		40406 RUBBERMAID	FILE,MAG,3X10X1	40406ROS	EA	5.29	-0.2306	4.07
285	10610-QCC	QUILL	QUILL BRAND STA	710610QL	PK	6.49	-0.2804	4.67
286		737304 QUILL	QUILL BRAND SING	737304	EA	9.49	-0.1949	7.64
287	812-10P	SCOTCH	TAPE,ECO,MAGIC,	81210P	PK	23.59	-0.1501	20.05
288	E555	ELMER'S	GLUE STICK,CLASS	E555	PK	20.49	-0.2977	14.39
289	810P10K	SCOTCH	TAPE,INVISIBLE,3/	810P10K	PK	22.99	-0.0435	21.99
290		54501 SWINGLINE	STAPLER,ECON,FU	54501	EA	11.49	-0.2237	8.92
291	E556	ELMER'S	GLUE STICK,CLASS	E556	PK	19.49	-0.1283	16.99
292		74535 SWINGLINE	PUNCH,ELECTRIC,3	74535	EA	173.99	-0.15	147.89
293	S7044401STP	SWINGLINE	STAPLER,DESK,STD	44401S	EA	15.99	-0.1501	13.59
294	P1JG/72580	QUILL	CLIP,PAPER,JMB,S	P1JG	PK	10.99	-0.4859	5.65
295	R33018CTCP	POST-IT	POST-IT POP-UP N	R33018CTCP	PK	29.49	-0.2048	23.45
296	65424SSMIACP	POST-IT	POST-IT ,MIAMI,3/	65424SSMIAC	PK	32.49	-0.2155	25.49
297	810P10K	SCOTCH	TAPE,MGC,SCTH,3/	810P10K	PK	22.99	-0.0435	21.99
298	C38BK	SCOTCH	DISPENSER,TAPE,0	817196	EA	5.99	-0.1503	5.09
299	654-12SSMIA	POST-IT	POST-IT,MIAMI,3X	65412SSMIA	PK	22.69	-0.1948	18.27
300	65412SSCY	POST-IT	NOTE,PSTIT,SSTCK	65412SSCY	PK	20.49	-0.3782	12.74
301	654-12SSUC	POST-IT	NOTE,POST-IT,SUR	65412SSUC	PK	21.49	-0.3676	13.59
302	810K24	SCOTCH	TAPE,MAGIC,SCOT	810K24	PK	45.99	-0.15	39.09
303	E304NR	ELMER'S	GLUE SCHOOL,ELM	E304NR	EA	1.99	-0.603	0.79
304		13901 WESTCOTT	SCISSORS,8",STR	13901Q	PK	25.19	-0.1703	20.90
305	600K12	SCOTCH	TAPE,TRANS,3M,3	600K12	PK	33.29	-0.1499	28.30
306	B8EVALUE	BOSTITCH	STAPLER,ELECTRIC	B8E	EA	72.99	-0.15	62.04
307	65424SSAUCP	POST-IT	NOTES,POST-IT,SU	65424SSAUC	PK	32.49	-0.2155	25.49
308		72100 ACCO	ACCO BINDER CLIP	72100	BX	6.79	-0.4624	3.65
309	7382YW	QUILL	QUILL BRAND SELF	7382YW	PK	7.29	-0.845	1.13
310	653AN	POST-IT	NOTE,POST-IT,1.5	653AN	DZ	10.29	-0.2235	7.99
311	733P12YW	QUILL	QUILL BRAND SELF	733P12YW	PK	15.29	-0.2387	11.64
312	7388YW	QUILL	QUILL BRAND SELF	7388YW	PK	16.79	-0.3776	10.45
313	R33012AN	POST-IT	NOTES,POST-IT,PC	R33012AN	PK	22.49	-0.233	17.25
314	654YW	POST-IT	NOTE,CANARY,YEL	654YW	PK	16.49	-0.2541	12.30
315	6605PKAST	POST-IT	POST-IT NOTES, 4"	6605PKA	PK	19.29	-0.2379	14.70
316	R33018AUCP	POST-IT	NOTES,POST-IT,PC	R33018AUCP	PK	29.99	-0.2434	22.69
317		74701 SWINGLINE	SWINGLINE 747 CL	74701	EA	21.49	-0.5393	9.90
318	E517	ELMER'S	GLUE,STK,ELMERS	E517	PK	19.29	-0.1498	16.40
319	S7035101R	SWINGLINE	SWINGLINE STAND	493340GBC	PK	8.99	-0.1502	7.64

320	8452	SCOTCH	TAPE,BOOK,TRAN	8452	RL	9.49	-0.2392	7.22
321	E1326	ELMER'S	GLUE, ALL PURPOSE	E1326	EA	21.49	-0.1894	17.42
322	E340NR	ELMER'S	GLUE,SCHOOL,ELM	E340NR	EA	23.99	-0.4898	12.24
323	35065	QUILL	QUILL BRAND STA	791123	BX	3.29	-0.5471	1.49
324	P1KS	QUILL	QUILL BRAND SM	P1KS	PK	5.99	-0.2504	4.49
325	2210	BOSTITCH	STAPLER,ELECTRIC	02210	EA	84.99	-0.38	52.69
326	65418CTCP	POST-IT	NOTES,POST-IT*,3	65418CTCP	PK	27.29	-0.181	22.35
327	6845SSP	POST-IT	NOTES,SS,POST-IT	6845SSP	PK	18.29	-0.1963	14.70
328	P1JGNS	QUILL	QUILL BRAND JUM	P1JGNS	PK	10.99	-0.434	6.22
329	17024CABPK	COMMAND	STRIPS,POSTER,CO	17024CABPK	BX	71.39	-0.175	58.90
330	17201CABPK	COMMAND	STRIPS,PIC HANG,	17201CABPK	CA	69.99	-0.2107	55.24
331	R330UALT	POST-IT	POST-IT POP-UP N	R330UALT	PK	22.49	-0.233	17.25
332	19944	ONE-TOUCH	ONE-TOUCH 30 SH	884279	EA	28.99	-0.1501	24.64
333	654R-24CP-AP	POST-IT	NOTES,3X3,REC,24	654R24CPAP	PK	32.29	-0.2106	25.49
334	35108	SWINGLINE	STAPLE,1/4",SF1,	35108Q	BX	4.49	-0.4343	2.54
335	90277	VELCRO	STICKY BACK,VELC	90082	EA	32.79	-0.4392	18.39
336	6122	SCOTCH	TAPE,SCOTCH,6/P	6122	PK	14.99	-0.1501	12.74
337	E308NR	ELMER'S	GLUE,SCHOOL,ELM	E308NR	EA	2.29	-0.4454	1.27
338	653-24APVAD	POST-IT	NOTES,1-1/2X2,24	65324APVAD	PK	14.99	-0.1501	12.74
339	DS330SSVA	POST-IT	NOTES,POST-IT,PO	DS330SSVA	PK	19.99	-0.1501	16.99
340	R330RP-12AP	POST-IT	NOTE,POPUP,RCY	R330RP12AP	PK	24.99	-0.2689	18.27
341	6605PK	POST-IT	PAD,POST-IT,RULE	6605PKY	PK	19.29	-0.3396	12.74
342	8453	SCOTCH	TAPE,BOOK,TRAN	8453	RL	13.49	-0.3062	9.36
343	S7048208	SWINGLINE	STAPLER,ELECTRIC	S7048208	EA	60.49	-0.1499	51.42
344	65414AN	POST-IT	NOTES,POST-IT,3X	65414AN	PK	22.49	-0.233	17.25
345	26615	X-ACTO	TRIMMER,X-ACTO	26615	EA	135.99	-0.15	115.59
346	DS330	POST-IT	POST-IT,POP-UP,D	DS330	EA	13.29	-0.2137	10.45
347	R335	POST-IT	POST-IT,POP-UP,LI	R335	PK	13.29	-0.2777	9.60
348	90033/790033	QUILL	RUBBERBANDS,SZ	790033	BG	8.49	-0.3004	5.94
349	35450	SWINGLINE	STAPLE,1/4",15-25	SF4	BX	6.79	-0.7378	1.78
350	684-SH	POST-IT	SIGN HERE TAPE F	684SH	PK	6.79	-0.2798	4.89
351	653YW	POST-IT	PAD,NTE,POST,1.5	653YW	PK	9.69	-0.3457	6.34
352	620034X36	HIGHLAND	TAPE,INVISIBLE,3/	620034X1296	RL	2.79	-0.3943	1.69
353	17067MPES	COMMAND	COMMAND,HOOK	2070275	PK	19.99	-0.1501	16.99
354	R14130	WESTCOTT	RULER, WOOD 12"	10702Q	EA	1.49	-0.5503	0.67
355	74520	SWINGLINE	HOLE PUNCH,ELEC	A7074520	EA	111.99	-0.15	95.19
356	24564-QCC	QUILL	QUILL BRAND ADJ	793030	EA	14.69	-0.5242	6.99
357	660-3SSUC	POST-IT	NOTE,POST-IT,SS,4	6603SSUC	PK	14.49	-0.3216	9.83
358	6228SSAU	POST-IT	NOTES,SS,2X2,POS	6628SSAU	PK	9.79	-0.2451	7.39
359	ACI2101	PAPERPRO	PUNCH 12 SHEETS	1132301	EA	20.49	-0.1498	17.42
360	17003MPES	COMMAND	COMMAND,HOOK	2070278	PK	19.99	-0.1501	16.99



361		48209	SWINGLINE	STAPLER,ELECTRIC	S7048209	EA		98.79	-0.15	83.97
362	65424CP		POST-IT	POST-IT NOTES, 3"	65424CP	PK		31.29	-0.294	22.09
363	810K12		SCOTCH	TAPE,3/4"X1000"	810K12	PK		25.99	-0.1501	22.09
364		90100	OFFICEMATE	OIC HEAVY-DUTY		90100	EA	49.99	-0.15	42.49
365	665-2PK		SCOTCH	TAPE,DOUBLE-SID	6652PK	PK		12.59	-0.2375	9.60
366	686AYPV1IN		POST-IT	POST-IT DURABLE	686AYPV1IN	PK		10.69	-0.2058	8.49
367		90277	VELCRO	ROLL,STICK BACK,		90082	RL	32.79	-0.4392	18.39
368	67010AB		POST-IT	POST-IT PAGE MA	67010AB	PK		6.79	-0.1502	5.77
369		39002	SWINGLINE	STAPLER,HEAVY D		364481	EA	97.85	-0.15	83.17
370	17024-VP		COMMAND	STRIPS,POSTER,SM	17024VP	PK		11.49	-0.1871	9.34
371	11546-QCC		QUILL	QUILL BRAND CON	711546QL	EA		5.79	-0.2418	4.39
372	810K16		SCOTCH	TAPE, SCOTCH,.75	810K16	PK		33.99	-0.125	29.74
373		90010	SWINGLINE	STAPLER,SWINGLI		90010	EA	91.49	-0.15	77.77
374		2922	AVERY	BDG,HOLDER,NEC		2922	BX	81.99	-0.1925	66.21
375		90082	OFFICEMATE	OIC HEAVY-DUTY	90082Q	EA		12.99	-0.1501	11.04
376	680PGOP2		POST-IT	FLAGS,POST-IT,16"	680PGOP2	PK		11.99	-0.221	9.34
377	655YW		POST-IT	PAD,NTE,POST 3"	655YW	DZ		23.49	-0.3235	15.89
378	291387MMF		MMF	MMF INDUSTRIES	291387MMF	EA		49.99	-0.15	42.49
379		17206	COMMAND	STRIPS,PCT HNG,L	17206Q	PK		6.99	-0.2718	5.09
380		74037	SWINGLINE	PUNCH,SWINGLINE		740137	EA	10.49	-0.4166	6.12
381	E904		ELMER'S	CEMENT,RUBBER,	E904	EA		3.79	-0.6412	1.36
382	686RYB		POST-IT	TAB,POST-IT,DURA	686RYB	PK		9.49	-0.4636	5.09
383	E304		ELMER'S	ELMER'S LIQUID S	E304	EA		2.49	-0.1486	2.12
384		99020	OFFICEMATE	CLIP,BINDER,SMAI		831270	BX	1.99	-0.1508	1.69
385	R33010SSAU		POST-IT	NOTE,POST-IT,POF	R33010SSAU	PK		19.99	-0.1926	16.14
386	A7074133		SWINGLINE	HOLEPUNCH,LOW	A7074133	EA		15.99	-0.1501	13.59
387	9312A		SWINGLINE	TRIMMER,12",PLA	SWI9312UNI	EA		53.29	-0.1499	45.30
388		72100	ACCO	ACCO BINDER CLIP		72100	BX	6.79	-0.4624	3.65
389		860	SCOTCH	PUTTY,SCOTCH,AD		860	EA	2.49	-0.3052	1.73
390		39005	SWINGLINE	STAPLER,HEAVY-D		39005	EA	59.99	-0.2209	46.74
391		35108	SWINGLINE	SWINGLINE STAND	35108Q	BX		4.49	-0.4343	2.54
392	11515-QCC		QUILL	QUILL BRAND STA	711515QL	EA		3.49	-0.2722	2.54
393	6756SSCY		POST-IT	NOTE,PST-IT,SSTCI	6756SSCY	PK		14.29	-0.2274	11.04
394		7225	SCOTCH	TABS,WALL MOUN		7225	PK	11.99	-0.221	9.34
395		2923	AVERY	BDG,HOLDER,CLIP		2923	BX	78.79	-0.15	66.97
396	S7048207		SWINGLINE	STAPLER,ELEC,OPT	S7048207	EA		42.29	-0.1499	35.95
397	AVE-11025		AVERY	AVERY METAL RIM	11025WE	PK		7.99	-0.2128	6.29
398	AC1122		PAPERPRO	STAPLER, DESKTOP		831226	EA	21.49	-0.1498	18.27
399		74471	AVERY	NAME BADGE,HLC		74471	PK	20.99	-0.2311	16.14
400	675-6SSNRP		POST-IT	POST-IT RECYCLED	6756SSNRP	PK		14.69	-0.2076	11.64
401	40000MBLK		BOSTITCH	CALYPSO MAGNET	40000MBLK	EA		5.99	-0.1503	5.09

402	90197	VELCRO	TAPE,INDUSTRIAL	90197	RL	40.29	-0.1732	33.31
403	35450	SWINGLINE	Swingline SF4		BX	6.79	-0.7378	1.78
404	10132	LEE	FINGERTIP MOISTN	913154	PK	7.29	-0.1495	6.20
405	686PGP	POST IT	FLAGS,INDEX,DUR	686PGO	PK	9.49	-0.4636	5.09
406	720500-QCC	QUILL	QUILL BRAND STE	720500	BX	2.79	-0.3333	1.86
407	18088	MMF	LOCKING NIGHT D	88181	EA	24.99	-0.1501	21.24
408	720500-QCC	QUILL	QUILL BRAND STE	720500	BX	2.79	-0.3333	1.86
409	790701BE	QUILL	STAINLESS STEEL S	790701BE	EA	6.49	-0.2804	4.67
410	65012	TOPS	SPIRAL BOUND NC	65012Q2	EA	3.59	-0.3788	2.23
411	72580	ACCO	CLIP,PAPER,JUMBO	72580	BX	2.99	-0.5753	1.27
412	11515QCC	QUILL	QUILL BRAND STA	711515QL	EA	3.49	-0.2722	2.54
413	91131	ADVANTUS	ADVANTUS RESUA	2622007	PK	25.69	-0.1499	21.84
414	12975	WESTCOTT	PROMO,RULER,JEV	12975QQ	EA	2.79	-0.2401	2.12
415	6834	POST IT	POST-IT FLAGS,SM	6834	PK	7.99	-0.4906	4.07
416	793211	QUILL	QUILL BRAND STAP	793211	EA	0.99	-0.6465	0.35
417	12992	ACCO	FASTNER,PAPER,2	12992	BX	9.49	-0.6428	3.39
418	11514-QL	QUILL	QUILL BRAND PRE	711514QL	EA	4.49	-0.4722	2.37
419	ACC70011	ACCO	FASTENER,SELF AD	70011	BX	18.99	-0.2396	14.44
420	CK338330	CHENILLE KRAFT	CHENILLE KRAFT O	JV975933	PK	13.49	-0.1497	11.47
421	42555	WESTCOTT	WESTCOTT KLEEN	04253	PK	19.79	-0.3133	13.59
422	25974QCC	QUILL	PLASTIC CLIPBOAR	25974QCC	EA	5.79	-0.1503	4.92
423	10354-QCC	QUILL	QUILL BRAND ADJ	793271	EA	14.29	-0.3639	9.09
424	6228SSAN	POST IT	NOTES,SS,1 7/8X1	6228SSAN	PK	9.79	-0.2451	7.39
425	3136	SCOTCH	SCOTCH DOUBLE S	3136	PK	5.99	-0.2154	4.70
426	680SH2	SCOTCH	FLAG,TAPE,"SIGN	680SH2	PK	8.29	-0.4367	4.67
427	C38BK	SCOTCH	DISPENSER,TAPE,3	817196	EA	5.99	-0.1503	5.09
428	686F50WH	POST IT	TABS,DURABLE TA	686FWE	PK	10.29	-0.2157	8.07
429	2027	POST IT	CUBE,MEMO,3X3"	2027RCR		9.69	-0.2374	7.39
430	12993	ACCO	PAPER FASTENER 2	12993	BX	6.59	-0.2276	5.09
431	35550	SWINGLINE	STAPLES,HD,3/8",2	35550	BX	6.79	-0.1502	5.77
432	87816	SWINGLINE	STPLR,COMPACT,G	87816	EA	17.29	-0.1891	14.02
433	26232	XACTO	XACTO 12 HEAVY	26232	EA	46.99	-0.2224	36.54
434	65414AU	POST IT	NOTES,PSTIT,3X3	65414AU	PK	22.49	-0.1556	18.99
435	6835CF	POST IT	FLAG,TAPE,POST-I	6835CF	PK	6.99	-0.1502	5.94
436	680RYGB2	POST IT	FLAGS,POST-IT,4/P	680RYGB2	PK	10.99	-0.2275	8.49
437	718	BOSTITCH	STAPLES,BB,ARCH	STCRP2115	BX	5.49	-0.49	2.80
438	R33012AU	POST IT	NOTES,POST-IT,PO	R33012AU	PK	22.49	-0.233	17.25
439	6355AN	POST IT	NOTES,POST-IT,3X	6355AN	EA	14.79	-0.213	11.64
440	83303	OIC	OFFICEMATE SLIM	83303	EA	16.29	-0.1498	13.85
441	90276	VELCRO	ROLL,STICK BACK,1	90081	PK	32.79	-0.1732	27.11

442	11506QCC	QUILL	QUILL BRAND STA	711506QL	EA	6.29	-0.2846	4.50
443	654245SMIACP	POST IT	POST IT SUPER STI	654245SMIAC	PK	32.49	-0.2155	25.49
444	ACC70011	ACCO	ACCO PREMIUM S	70011	BX	18.99	-0.2396	14.44
445	R33012AP	POST IT	NOTE,POSTIT,3X3,	R33012AP	PK	22.49	-0.233	17.25
446	13130	WESTCOTT	WESTCOTT KIDS 5	13130	EA	2.79	-0.3011	1.95
447	680YW22PACK	POST IT	FLAGS,TAPE,IN DIS	680YW	PK	8.99	-0.3393	5.94
448	720200QCC	QUILL	QUILLBRAND STEE	720200	BX	1.49	-0.8591	0.21
449	94167097J	FISKARS	FISKARS SAFE SCIS	9416Q	EA	3.99	-0.4261	2.29
450	11172QL	QUILL	QUILL BRAND PLA	11172QL	EA	2.79	-0.8208	0.50
451	1448	SCOTCH	SCOTCH STAINLES	752095	EA	10.99	-0.1501	9.34
452	R330YW	POST IT	REFILL,PAD,POP N	R330YW	DZ	21.29	-0.2297	16.40
453	686PGO	SCOTCH	FLAGS,INDEX,DUR	686PGO	PK	9.49	-0.4636	5.09
454	90073	VELCRO	VELCRO SQUARES	90073	PK	4.99	-0.2345	3.82
455	74050	SWINGLINE	PUNCH,2HOLE,1/4	74050Q	EA	18.29	-0.1498	15.55
456	6834AB	POST IT	POST-IT FLAGS,SM	6834AB	PK	7.99	-0.363	5.09
457	65412SSAN	POST IT	NOTES,POST-IT,3X	65412SSANQ	EA	21.49	-0.2289	16.57
458	6002P3472	SCOTCH	TAPE,SCOTCH,TRA	60034252PK	BX	13.99	-0.1801	11.47
459	1342811BK31	IDVILLE	IDVILLE 1342811B	206408IDV	PK	33.99	-0.15	28.89
460	R330YW	POST IT	R330-YW NOTES P	R330YW	PK	21.29	-0.2297	16.40
461	11507QCC	QUILL	QUILLBRAND JUM	711507QL	EA	6.29	-0.2846	4.50
462	WD330BK	POST IT	NOTE,POST-IT,POP	WD330BK	EA	11.49	-0.1497	9.77
463	6652P3436	SCOTCH	TAPE,SCOTCH,DOU	6652P3436	PK	23.49	-0.186	19.12
464	70016043807	QUILL	QUILLBRAND TRAI	765003	RL	2.89	-0.3253	1.95
465	10134	SORTKWIK	SORTKWIK FINGER	10134	EA	3.99	-0.213	3.14
466	11546QCC	QUILL	QUILL BRAND CON	711546QL	EA	5.79	-0.2418	4.39
467	25974QCC	QUILL	QUILL BRAND PLA	25974QCC	EA	5.79	-0.1503	4.92
468	105	SCOTCH	TAPE,MAGIC,3/4"	3M105	RL	1.99	-0.5528	0.89
469	10674QL	QUILL	QUILL BRAND IDE	710674QL	BX	3.19	-0.2821	2.29
470	105007CT/27061	HAMMERMILL	HAMMERMILL CO	105007CT	CS	63.99	-0.1766	52.69
471	58837CT	QUILL	QUILL BRAND 30%	720224CT	CS	61.99	-0.1774	50.99
472	105007CT/27601	HAMMERMILL	PAPER,COPY PLUS	105007CT	CT	63.99	-0.1766	52.69
473	3R5802	XEROX	PAPER,COPY,XERO	3R2047CT	CS	65.99	-0.1758	54.39
474	720563	QUILL	QUILL BRAND COL	720563	RM	13.99	-0.6183	5.34
475	720559	QUILL	QUILL BRAND COL	720559	RM	13.99	-0.6183	5.34
476	720561	QUILL	QUILL BRAND COL	720561	RM	13.99	-0.6183	5.34
477	720567	QUILL	QUILL BRAND COL	720567	RM	13.99	-0.6183	5.34
478	720563CT	QUILL	QUILL BRAND COL	720563CT	CT	99.99	-0.15	84.99
479	720559	QUILL	QUILL BRAND COP	720559CT	CT	99.99	-0.15	84.99
480	720561	QUILL	QUILL BRAND COL	720561CT	CT	99.99	-0.15	84.99

481	720567CT	QUILL	QUILL BRAND COL	720567CT	CT	99.99	-0.15	84.99
482	102467	HAMMERMILL	HAMMERMILL PR	102467	RM	18.99	-0.2396	14.44
483	999001	QUILL	QUILL BRAND PR	720700	CT	8.49	-0.1496	7.22
484	958674	WAUSAU	PAPER,LTR,ASTRO	958674	CT	115.99	-0.15	98.59
485	92904	NEENAH PAPER	PAPER,COVER,65#	92904	PK	18.99	-0.1722	15.72
486	105023	HAMMERMILL	PPR,COLOR,COPY,S	105023	RM	23.49	-0.2222	18.27
487	512215	QUILL	QUILL BRAND COP	7201117	RM	20.79	-0.191	16.82
488	X111720	DOMTAR	QUILL BRAND PRE	X111720	RM	22.29	-0.188	18.10
489	559VAD6PK	POST IT	PAD,EASEL,SELF ST	559VAD6	PK	138.99	-0.1092	123.81
490	559VAD4PK	POST IT	PAD,EASEL,WHITE	559VAD6	PK	138.99	-0.1092	123.81
491	561VAD4PK	POST IT	PAD,ESL,SLF STCK,	77273Q	PK	172.99	-0.15	147.04
492	BVCMA2707790	MASTERVISION	MASTERVISION EA	BVCMA270779	EA	289.99	-0.15	246.49
493	561	POST IT	PAD,EASEL,POST-I	561	PK	65.99	-0.2015	52.69
494	566	POST IT	PAD,WALL,20X23,	566PK	PK	69.99	-0.5144	33.99
495	559RPVAD6	POST IT	PAD,EASEL,POST-I	559RPVAD6	CT	183.99	-0.1962	147.89
496	BVCMA0507170	MASTERVISION	MASTERVISION VA	MA0507170	EA	152.99	-0.15	130.04
497	563	POST IT	EASEL,PAD,TABLET	563Q	EA	33.99	-0.3751	21.24
498	560QQ	POST IT	PAD,EASEL,POST-I	560QQ	EA	69.29	-0.1905	56.09
499	559	POST IT	PAD,EASEL,25X30.	559	PK	68.69	-0.2859	49.05
500	M3464	GHENT	GHENT 4 X 6 MAG	24280571	EA	229.99	-0.15	195.49
501	CHL35100Q	CLN	CHARLES LEONAR	JV975778	PK	1.69	-0.1479	1.44
502	559STB	POST IT	PAD,EASEL,POSTIT	2621276	PK	85.69	-0.15	72.84
503	563DE	POST IT	EASEL,PAD,TABLT	563DE	EA	36.29	-0.3913	22.09
504	566PRKL	POST IT	PAD,EASEL,WALL,2	566PRL	EA	64.29	-0.1831	52.52
505	559RP	POST IT	PAD,EASEL,POST-I	559RPVAD6	PK	183.99	-0.1962	147.89
506	Q7853A	HP	HP ADVANCED PH	Q7853A	PK	24.99	-0.2009	19.97
507	Q5443A	HP	HEWLETT PACKAR	Q5443A	PK	32.99	-0.2016	26.34
508	727187	QUILL	QUILL BRAND PRE	727187	PK	31.99	-0.1766	26.34
509	GEO45333	GEOGRAPHICS	GEOGRAPHICS LIN	653699	PK	17.29	-0.1498	14.70
510	984C	SOUTHWORTH	SOUTHWORTH PA	984C	BX	36.99	-0.15	31.44
511	964c	SOUTHWORTH	PAPER,PRCHMNT,	964C	BX	37.99	-0.2395	28.89
512	31272QCC	QUILL	QUILL BRAND EXP	31272QL	EA	32.99	-0.1	29.69
513	456	FELLOWES	QUILL BRAND BAS	732030QQW	CT	36.99	-0.2433	27.99
514	00704	BANKERS BOX	FILE,STRG/BTNECN	00704	EA	97.99	-0.2368	74.79
515	30815	FELLOWES	QUILL BRAND MEI	730815	CT	52.99	-0.2463	39.94
516	9 LITRE CLEAR	REALLY USEFUL	REALLY USEFUL BC	673234	EA	13.39	-0.1501	11.38
517	4 LITRE CLEAR	REALLY USEFUL	REALLY USEFUL BC	673322	EA	8.69	-0.1496	7.39
518	789	BANKERS BOX	FILE,QCK,STORAGE	00789	CT	55.99	-0.2411	42.49

519	8.1C	REALLY USEFUL	BOX,8.1 LITER,CLE	899356	EA	12.29	-0.1497	10.45
520		724 BANKERS BOX	FILE,R-KIVE,LTR,DZ	RK724	EA	81.99	-0.2433	62.04
521	CF226A	HP	TONER LASERJET 2	CF226A	EA	126.99	-0.15	107.94
522	CF280A	HP	TONER,HP 80A,BL	CF280A	EA	114.99	-0.0687	107.09
523	CF410A	HP	TONER 410A BLAC	CF410A	EA	91.99	-0.15	78.19
524	CF251AM	HP	TONER,HP,411-413	2596065	EA	327.99	-0.15	278.79
525	CF370AM	HP	TONER,305A,3PK,C	CF370AM	EA	356.99	-0.1162	315.50
526	CE505A	HP	TONER,HP CE505A	CE505A	EA	100.99	-0.002	100.79
527	CE390A	HP	TONER,LASERJET,H	CE390A	EA	192.99	-0.1907	156.18
528	CE410A	HP	TONER,HP 305A,L	CE410A	EA	91.99	-0.144	78.74
529	CE255A	HP	TONER,HP LJ CE25	CE255A	EA	162.99	-0.0491	154.99
530	CF281A	HP	TONER,HP 81A,OR	CF281A	EA	189.99	-0.15	161.49
531	CF226X	HP	TONER 26X BLACK	CF226X	EA	216.99	-0.15	184.44
532	CF411A	HP	HP410A,TONER,CY	CF411A	EA	120.99	-0.15	102.84
533	CF412A	HP	HP410A,TONER,YE	CF412A	EA	120.99	-0.15	102.84
534	CE412A	HP	TONER,HP 305A,L	CE412A	EA	131.99	-0.2273	101.99
535	CE411A	HP	TONER,HP 305A,L	CE411A	EA	131.99	-0.2273	101.99
536	CE505D	HP	TONER,LASER,HP,C	CE505D	EA	179.99	-0.0433	172.19
537	CE413A	HP	TONER,HP 305A,L	CE413A	EA	131.99	-0.2273	101.99
538	CC364A	HP	TONER,HP CC364A	CC364A	EA	193.99	-0.15	164.89
539	CF413A	HP	HP410A,TONER,M	CF413A	EA	120.99	-0.15	102.84
540	CF410X	HP	TONER 410X BLAC	CF410X	EA	155.99	-0.15	132.59
541	CF360A	HP	TONER,LJ,HP 508A	CF360A	EA	166.99	-0.15	141.94
542	CF361A	HP	TONER,LJ,HP 508A	CF361A	EA	207.99	-0.15	176.79
543	TN660	HP	TONER,BROTHER,T	1005409	EA	59.99	-0.235	45.89
544		44574901 OKI	CRTDG,TONER,HC,	44574901	EA	210.99	-0.15	179.34
545	80C1SC0	LEXMARK	TONER,LEXMARK,8	122198	EA	100.99	-0.15	85.84
546	50F1X00	LEXMARK	TONER,50F1X00,LE	50F1X00	EA	237.00	-0.0718	219.99
547		63791 SAMSUNG	TONER,MLT-D105L	MLTD105L	EA	99.69	-0.15	84.74
548	CARTRIDGE 104	CANON	CANON 104 BLAC	0263B001A	EA	89.99	-0.15	76.49
549	TN650	BROTHER	BROTHER GENUIN	782192	EA	120.99	-0.3402	79.83
550	200081P	QUILL	QUILL BRAND REM	XQ360A	EA	132.99	-0.15	113.04
551	CE254A	HP	TONER,HP CE254A	102745UNT	EA	18.99	-0.1501	16.14
552	80C10K0	LEXMARK	LEXMARK BLACK T	122190	EA	50.99	-0.15	43.34
553	721165QCC	QUILL BRAND	QUILL BRAND REM	721165	EA	114.99	-0.15	97.74
554	71B10K0	LEXMARK	TONER,CS X317 41	2715789	EA	96.99	-0.15	82.44
555	71B10M0	LEXMARK	TONER,CS X317 41	2715788	EA	104.99	-0.15	89.24
556	71B10C0	LEXMARK	LEXMAR 71B10C0	2715790	EA	104.99	-0.15	89.24

557	QUL80AQCC	QUILL	TONER,REMAN,HP	QUL80A	EA	86.99	-0.15	73.94
558	71B10Y0	LEXMARK	TONER,CS X317 41	2715787	EA	104.99	-0.15	89.24
559	74C1HKO	LEXMARK	TONER,CARTRIDGE	2103609	EA	398.99	-0.15	339.14
560	80X1HMO	LEXMARK	TONER,LEXMARK,8	122196	EA	111.99	-0.15	95.19
561	TN450	BROTHER	TONER, BROTHER	889863	EA	62.99	-0.3661	39.93
562	80C1HYO	LEXMARK	TONER,LEXMARK,8	122197	EA	113.99	-0.15	96.89
563	CTG85JP	QUILL	QUILL BRAND REM	Q85JP	EA	69.99	-0.15	59.49
564	XQ109AQCC	QUILL	QUILL BRAND REM	XQ109A	EA	118.99	-0.15	101.14
565	QUL411A	Quill	QB Reman HP 305	QUL411A	Ea	98.99	-0.15	84.14
566	QUL412A	Quill	QB Reman HP 305	QUL412A	Ea	98.99	-0.15	84.14
567	QUL413A	Quill	QB Reman HP 305	QUL413A	Ea	98.99	-0.15	84.14
568	45807101	Okidata	OKI Black toner for	OKI45807101	Ea	78.99	-0.15	67.14
569	11210/PR-511	Porelon	PR-511 Universal b	814665	Pk	6.99	-0.1502	5.94
570	80C10Y0	Lexmark	Lexmark YW toner	122193	EA	64.99	-0.15	55.24
571	QUL799260-QCC	Quill	QB Reman Lexmar	799260	Ea	87.99	-0.15	74.79
572	106R01630	Xerox	Xerox Black Toner	106R01630	Ea	94.79	-0.0796	87.24
573	80C10C0	Lexmark	Lexmark Cyan Ton	122189	Ea	64.99	-0.15	55.24
574	CTG78JP	Quill	QB Rem HP 78A Bl	Q78JP	Ea	71.99	-0.0792	66.29
575	74C1HKO	Lexmark	Lexmark CS720, CS	2103609	Ea	398.99	-0.15	339.14
576	52D1H00	Lexmark	Lexmark 521H blad	52D1H00	Ea	454.99	-0.15	386.74
577	200741P	Quill	QB Reman HP 312	QUL200741P	Ea	109.99	-0.15	93.49
578	200743P	Quill	QB Reman HP 312	QUL200743P	Ea	109.99	-0.15	93.49
579	200742P	Quill	QB Reman HP 312	QUL200742P	Ea	109.99	-0.15	93.49
580	200740P	Quill	QB Reman HP 312	QUL200740P	Ea	87.99	-0.15	74.79
581	1670	X-Acto	X-Acto School Pro	1670	Ea	52.99	-0.2302	40.79
582	80001	Expo	Expo Low Odor Dr	80001BK	Dz	18.99	-0.316	12.99
583	80699	Expo	Expo Low Odor Ch	80699	Dz	19.99	-0.3502	12.99
584	30001	Sharpie	Sharpie Fine Point	3000BK	Dz	10.99	-0.4104	6.48
585	14412	Dixon Ticonderoga	Dixon Ticonderoga	14412UNI	Gross	26.99	-0.1501	22.94
586	1675	X-Acto	X-Acto 1675 Electr	1675	EA	58.99	-0.3229	39.94
587	13872	Dixon Ticonderoga	Dixon Ticonderoga	13872UNI	Pk	31.89	-0.2273	24.64
588	13806	Dixon Ticonderoga	Dixon Ticonderoga	13806Q	Dz	5.79	-0.5164	2.80
589	13162	Bic	Bic round Stic Xtra	GSM609BK	Pk	7.19	-0.1113	6.39
590	80003	Expo	Expo Low Odor Dr	80003BE	Dz	18.99	-0.316	12.99
591	13882	Dixon Ticonderoga	Dixon Ticonderoga	13882	Dz	3.79	-0.5092	1.86
592	74423	paper Mate	Paper Mate Falir F	74423	Dz	17.99	-0.1973	14.44
593	80074	Expo	Expo Low Odor Dr	80074Q	Pk	7.99	-0.2003	6.39
594	80678	Expo	Expo Low Odor Dr	474335	Pk	15.29	-0.2224	11.89
595	75846	Sharpie	Sharpie Fine Point	75846	Pk	21.49	-0.2289	16.57
596	84301	paper Mate	Paper Mate Flair F	84301	Dz	19.29	-0.1711	15.99

597	81045	Expo	Expo Low Odor Dry	81045	Pk	25.29	-0.2946	17.84
598	50790	Bic	Bic Wite-out EZ co	WOTAPP10	Pk	22.99	-0.1305	19.99
599	81803	Expo	Dry Erase Cleaner	81803	Ea	6.29	-0.7186	1.77
600	37001	Sharpie	Ultra Fine Point Pe	3700BK	Dz	10.99	-0.3376	7.28
601	81505	Expo	Expo Dry Erase Era	81505	Ea	4.79	-0.6868	1.50
602	80002	Expo	Expo Low Order Dr	80002RD	Dz	18.99	-0.316	12.99
603	1818	X-Acto	X-Acto XLR 1818 El	1818QQQ	Ea	28.29	-0.3888	17.29
604	31256	Pilot	Pilot G2 Retractable	31256Q	Dz	17.49	-0.3442	11.47
605	1606	X-Acto	X-Acto Model 41 E	1606	Ea	194.99	-0.368	123.24
606	86001	Expo	Expo Low Odor Dry	507256	Dz	15.49	-0.2046	12.32
607	80004	Expo	Expo Low Odor Dry	80004GN	Dz	18.99	-0.316	12.99
608	GSM609/31307	Bic	Bic round Stic Xtra	GSM609BE	Pk	7.19	-0.2086	5.69
609	86603	Expo	Expo Low Odor Dry	86603	Dz	17.29	-0.214	13.59
610	31020	Pilot	Pilot G2 Retractable	G27BK	Dz	16.99	-0.3002	11.89
611	31021	Pilot	Pilot G2 Retractable	G27BE	Dz	16.99	-0.3002	11.89
612	80653	Expo	Expo Dry Erase Sta	80653QQ	Pk	10.49	-0.2307	8.07
613	22478	Sharpie	Sharpie Flip Chart	22478	Pk	11.99	-0.2002	9.59
614	30072	Sharpie	Sharpie Markers Fi	30072	Dz	12.49	-0.3675	7.90
615	1799	X-Acto	X-Acto Powerhous	1799	Ea	40.49	-0.2865	28.89
616	31257	Pilot	Pilot G2 Retractable	31257Q	Dz	17.49	-0.3442	11.47
617	12886	Dixon	Orile Woodcase Pe	12886	Dz	3.29	-0.3556	2.12
618	84101	Paper Mate	Paper Mate Flair F	84101	Dz	19.29	-0.1711	15.99
619	1752229	Expo	Expo Dry Erase Cle	1752229	Ea	13.29	-0.2062	10.55
620	13818	Dixon Ticonderoga	Dixon Ticonderoga	731727	Pk	5.49	-0.1494	4.67
621	PAP662415	paper Mate	Paper Mate Liquid	887181	Pk	8.99	-0.1502	7.64
622	75847	Sharpie	Sharpie Permanen	75847Q	Pk	21.49	-0.2289	16.57
623	84201	paper Mate	Paper mate Flair F	84201	Dz	19.29	-0.1711	15.99
624	82074	Expo	Expo Low Odor Bu	82074	Pk	7.99	-0.6483	2.81
625	38201	Sharpie	Sharpie Chisel Tip	38201	Dz	15.99	-0.3627	10.19
626	BLN77-C	Pentel	Pentel Energel Del	BLN77C	Dz	31.29	-0.2314	24.05
627	1978998	paper Mate	Paper Mate Flair F	2091499	Pk	53.49	-0.1499	45.47
628	13924	Dixon Ticonderoga	Dixon Ticonderoga	505711Q	Pk	7.29	-0.1495	6.20
629	25025	Sharpie	Sharpie Tank Highl	25025	Dz	9.99	-0.3493	6.50
630	14998	Dixon	3 1/2" Presharpene	14998	Gross	8.99	-0.1969	7.22
631	84401	paper Mate	Paper Mate flair Fe	84401	Dz	19.29	-0.2514	14.44
632	84501	paper Mate	Paper Mate flair Fe	84501	Dz	19.29	-0.2514	14.44
633	24415	Sharpie	Liquid Accent High	24415	Pk	14.99	-0.2068	11.89
634	25053	Sharpie	Tank Highlighters,	25053	Dz	9.99	-0.3203	6.79
635	16001	Expo	vis-à-vis Wet Erase	16001	Dz	17.79	-0.5256	8.44
636	PAP70520	paper Mate	Pink Pearl Eraser, f	902714	Pk	16.59	-0.2116	13.08
637	MPLP241BLK	Bic	Xtra Sparkel Mech	MPLP241BLK	Pk	9.39	-0.1502	7.98

638	86601	Expo	Low Odor Fine Tip	86601	Pk	13.79	-0.2611	10.19
639	31125	Pilot	G2 Retractable Ge	G27AST	Pk	12.99	-0.3464	8.49
640	73015	paper Mate	Arrowhead Pencil	73015UNI	Gross	11.39	-0.1501	9.68
641	3773	Bostitch	Executive electric	EPS8HDBK	Ea	29.99	-0.2351	22.94
642	EPS10HCBLK	Bostitch	Quiet Sharp 6 Desk	EPS10HCUNI	Ea	60.99	-0.15	51.84
643	25053	Sharpie	Tank Highlighters C	25053	Dz	9.99	-0.3203	6.79
644	15001	Sharpie	King Size Chisel Tip	15001	Dz	23.99	-0.3627	15.29
645	31020	Pilot	G2 Retractable Ge	G27BK	Dz	16.99	-0.3002	11.89
646	81800	Expo	Dry Erase Cleaner	81800	Ea	38.29	-0.4009	22.94
647	33311	paper Mate	Stick Pens, Medium	333	Dz	2.99	-0.6823	0.95
648	EPS4-black	Stanley Bostitch	Compact Desktop	EPS4BKUNI	Ea	25.49	-0.1499	21.67
649	30301	paper Mate	Sharpwriter Mecha	30301	Dz	7.79	-0.1168	6.88
650	10398-QCC	Quill Brand	Quill Brand Pen Sty	710398	6/PK	4.29	-0.3473	2.80
651	86074	Expo	Expo® Low Odor Fi	86074	4/PK	6.99	-0.2003	5.59
652	29651-PK6	Expo	Expo Low-Odor Dr	1716982ASN	6/PK	15.49	-0.1498	13.17
653	73201	Prismacolor	Magic Rub Drafting	73201	DZ	10.99	-0.4595	5.94
654	31258	Pilot	Pilot G2 Premium I	31258	DZ	17.49	-0.3442	11.47
655	81850	Expo	Expo Towelettes	81850	EA	12.49	-0.1873	10.15
656	68620	Tombow	Tombow Mono Co	68620	EA	5.99	-0.4057	3.56
657	BLN77A	Pentel	Pentel EnerGel Del	BLN77A	DZ	32.79	-0.2486	24.64
658	BL77C	Pentel	Pentel® EnerGel® [	BL77C	DZ	31.29	-0.1825	25.58
659	30002	Sharpie	Sharpie Permanent	3000RD	DZ	10.99	-0.3048	7.64
660	38250	Sharpie	Sharpie® Chisel Tip	38250Q	8/PK	9.99	-0.3203	6.79
661	22478	Sharpie	Sharpie® Flip Chart	22478	8/PK	11.99	-0.2002	9.59
662	30072	Sharpie	Sharpie Permanent	30072	12/ST	12.49	-0.3675	7.90
663	GSM11BK	BIC	BIC Round Stic Xtra	GSM11BK	DZ	2.99	-0.7191	0.84
664	31022	Pilot	G2 Premium Retra	G27RD	DZ	16.99	-0.3002	11.89
665	89465	Paper Mate	Paper Mate® Profil	89465	DZ	13.99	-0.3717	8.79
666	22210	Zebra	Z-Grip Retractable	1612	DZ	89.99	-0.15	76.49
667	52698-QCC	Quill Brand	Standard Grade #2	T7112	DZ	1.49	-0.1477	1.27
668	MPS1BLK	Stanley Bostitch	Antimicrobial Man	MPS1BLK	EA	20.79	-0.3078	14.39
669	TOM68722	Tombow	Tombow Mini Mor	820898	10/PK	23.49	-0.1499	19.97
670	33111	Paper Mate	Paper Mate® Stick	331	DZ	2.99	-0.6823	0.95
671	MPLWP241BK	BIC	BIC Mechanical Pei	MPLWP241BK	24/PK	9.39	-0.1502	7.98
672	12221	Zebra	Zebra Pen Z-Grip R	12221Q	24/PK	14.49	-0.2671	10.62
673	1884309	Expo	Expo® Low Odor D	1884309	8/PK	13.79	-0.2299	10.62
674	EPS12HC	Stanley Bostitch	Stanley Bostitch® E	EPS12HC	EA	82.99	-0.1807	67.99
675	BL77A	Pentel	Pentel EnerGel Del	BL77A	DZ	31.29	-0.2314	24.05
676	13972	Ticonderoga	Ticonderoga #2 Gr	2655693	72/CT	37.09	-0.1499	31.53
677	13247C144A02NA	Staedtler	Woodcase Pencil	2728194	144/BX	25.92	-0.1501	22.03
678	BK91A	Pentel	Pentel R.S.V.P. Ball	BK91A	DZ	9.99	-0.3203	6.79



679	999999	Sharpie	Sharpie Permanent	488067	12/PK	10.99	-0.2275	8.49
680	1752226	Expo	Expo® Neon Low C	1752226	5/PK	10.29	-0.2245	7.98
681	14075	Expo	Expo® BrightSticks	14075QQ	5/PK	22.49	-0.1498	19.12
682	2254	Papet Mate	Paper Mate® Mira	02254	DZ	3.69	-0.3117	2.54
683	33312	Dixon	Dixon Tri-Condero	33312	DZ	6.49	-0.2619	4.79
684	28101	Sharpie	Sharpie® Accent® F	28101	8/PK	14.79	-0.311	10.19
685	32701	Sharpie	Retractable Fine P	32701BK	DZ	30.79	-0.3514	19.97
686	61232	Uni-Ball	uni-ball Vision Elitc	61232	DZ	28.99	-0.2087	22.94
687	BLN77-C	Pentel	Pentel EnerGel Del	BLN77C	DZ	31.29	-0.2314	24.05
688	89466	Paper Mate	Paper Mate Profile	89466	DZ	13.99	-0.2838	10.02
689	31472	Pilot	FriXion Ball Clicker	31472Q	7/PK	17.99	-0.1973	14.44
690	30003	Sharpie	Sharpie® Fine Poin	3000BE	DZ	10.99	-0.3048	7.64
691	65800	Uni-Ball	uni-ball® 207 Impa	65800	DZ	33.99	-0.15	28.89
692	39100	Sharpie	Metallic Fine Point	39100	DZ	22.49	-0.3201	15.29
693	23101	BIC	BIC Cristal Xtra Bol	MSBAPP241AS	24/PK	9.29	-0.1496	7.90
694	16078	Expo	Expo® Vis-a-vis® W	16078	8/PK	11.99	-0.221	9.34
695	1735790	Sharpie	Sharpie® Retractable	1735790	DZ	30.79	-0.255	22.94
696	MP11	BIC	BIC Xtra Life Mecha	MP11	DZ	6.89	-0.3846	4.24
697	26062	Pilot	Pilot Precise V5 RT	26062Q	DZ	28.29	-0.234	21.67
698	31450	Pilot	Pilot FriXion Ball Cl	31450Q	DZ	25.99	-0.1828	21.24
699	68626	Tombow	Tombow Mono Co	68626Q	4/PK	13.49	-0.2446	10.19
700	DIX13472	Dixon	Dixon Ticonderoga	JV2126972	72/BX	14.49	-0.1498	12.32
701	31451	Pilot	Pilot FriXion Ball Cl	31451Q	DZ	25.99	-0.1828	21.24
702	50815	BIC	BIC Wite-Out Exact	WOELP418	4/PK	11.29	-0.1727	9.34
703	33001	Sharpie	Super Sharpie® Fin	33001	DZ	17.99	-0.1973	14.44
704	22220	Zebra	Zebra Pen Z-Grip R	22220	DZ	8.29	-0.3341	5.52
705	35334	Pilot	Pilot Precise V5 Ro	PV5BK	DZ	20.99	-0.2311	16.14
706	13913	Dixon	Dixon Ticonderoga	13953Q	DZ	3.29	-0.2705	2.40
707	26063	Pilot	Pilot Precise V5 RT	26063Q	DZ	28.29	-0.234	21.67
708	28025	Sharpie	Sharpie® Accent® F	28025	DZ	17.79	-0.2215	13.85
709	32010	Pilot	Pilot Precise V5 Ro	PV5BE	DZ	20.99	-0.2311	16.14
710	8404452PP	Paper Mate	Paper Mate® Flair®	810408	4/PK	8.99	-0.2447	6.79
711	32001	Sharpie	Sharpie® Twin-Tip	32001QQ	DZ	26.49	-0.2945	18.69
712	65801	Uni-Ball	uni-ball® 207 Impa	65801	DZ	33.99	-0.15	28.89
713	16074	Expo	Expo® Vis-a-vis® W	16074	4/PK	7.99	-0.2003	6.39
714	25076	Sharpie	Sharpie Tank Highl	25076	6/PK	6.99	-0.2003	5.59
715	62145	Paper Mate	Paper Mate Flair F	648190	8/PK	13.99	-0.2109	11.04
716	BL77BP12M	Pentel	Pentel EnerGel RT	2639683	DZ	41.88	-0.15	35.60
717	31002	Pilot	Pilot G-2 Retractable	G25BK	DZ	17.49	-0.3442	11.47
718	BK91C	Pentel	Pentel R.S.V.P. Ball	BK91C	DZ	9.99	-0.2352	7.64
719	56401	Paper Mate	Paper Mate Liquid	56401Q	DZ	25.99	-0.1501	22.09

720	BLN75A	Pentel	Pentel EnerGel Del	BLN75A	DZ
721	1800	X-ACTO	X-ACTO XLR 1800 I	1800	EA
722	BK90PCA-D12	PENTEL	PENTEL RSVP .07 B	BK90BK	DZ
723	38611	PILOT	PILOT PRECISE GEL	P700BE	DZ
724	1792	XACTO	POWERHOUSE ELE	1792	EA
725	WOSQPP418WHI	BIC	WITE OUT CORREC	WOSQPP41	4/PK
726	351R	DRIMARK	COUNTERFEIT DET	1722031ASN	6/PK
727	1944728	EXPO	DRY ERASE MARKE	1971247	4/PK
728	16678	EXPO	VIS A VIS OVERHE	16078	8/PK
729	GSMG11BK	BIC	ROUND STIC BALLF	GSM11BK	DZ
730	BFS1		STAY PUT BALLPOI	731587QL	EA
731	65871	UNIBALL	RETRACTABLE GEL	65871	DZ
732	31003	PILOT	G2 RETRACTABLE C	G25BE	DZ
733	70521	PAPERMATE	PINK PEARL LARGE	70521Q	DZ
734	32221	PILOT	EASY TOUCH RETR.	32221	DZ
735	65870	UNIBALL	207 IMPACT RETR/	65870	DZ
736	89467	PAPERMATE	PROFILE RETRACT/	89467	DZ
737	1645	XACTO	MAGNUM HEAVY I	1645	EA
738	25018	SHARPIE	SHARPIE 20 PACK /	25053	DZ
739	61231	UNIBALL	VISION ELITE ROLL	61231	DZ
740	BLN75C	PENTEL	ENERGEL RTX BLUE	BLN75C	DZ
741	32220	PILOT	EAST TOUCH RETR.	32220	DZ
742	MS11BLU	BIC	CRISTAL BALLPT M	MS11BE	DZ
743	PAP1984556	PAPERMATE	CANDY POP MEDIL	74423	12/pk
744	H2111BYE6		HIGHLIGHTER PEN:	711234	DZ
745	37002	SHARPIE	ULTRA FINE RED PI	3700RD	DZ
746	30004	SHARPIE	FINE POINT PERM/	3000GN	DZ
747	69000	UNIBALL	VISION ELITE ROLL	69000	DZ
748	GSMG11RD	BIC	ROUND STIC GRIP	GSMG11RD	DZ
749	30078	SHARPIE	FINE POINT PERM/	30078	8/PK
750	32210	PILOT	EASYTOUCH RETR/	32210	DZ
751	MS11BLK	BIC	CRISTAL BALLPT M	MS11BK	DZ
752	BK90CD12	PENTEL	RSVP FINE PT BALL	BK90BE	DZ
753	35336	PILOT	PRECISE V5ROLLIN	PV5RD	DZ
754	13926	DIXON	TICONDEROGA #2	13953Q	DZ
755	25005	SHARPIE	TANK HIGHLIGHTE	25005	DZ
756	32211	PILOT	EASYTOUCH RETR/	32211	DZ
757	25006	SHARPIE	HIGHLIGHTER CHIS	25006	DZ
758	RTP032868		CLEAR .07 MECHAI	2612501	6/PK
759	20395	OFFICE DEPOT	#2 PENCILS 72/PK	2513238	72/PK
760	1303	BIC	ROUND STIC BALLF	GSM11BE	DZ

31.99	-0.1819	26.17
29.29	-0.4199	16.99
9.99	-0.2352	7.64
24.79	-0.1876	20.14
45.79	-0.3691	28.89
11.49	-0.2611	8.49
29.99	-0.1501	25.49
7.99	-0.2566	5.94
11.99	-0.221	9.34
2.99	-0.7191	0.84
4.29	-0.2494	3.22
41.99	-0.15	35.69
17.49	-0.3442	11.47
7.99	-0.2003	6.39
14.29	-0.2274	11.04
41.99	-0.15	35.69
13.99	-0.2838	10.02
69.99	-0.3322	46.74
9.99	-0.3203	6.79
28.99	-0.2087	22.94
31.29	-0.2314	24.05
14.29	-0.2274	11.04
4.59	-0.3529	2.97
17.99	-0.1973	14.44
7.39	-0.2652	5.43
10.99	-0.2275	8.49
10.99	-0.2275	8.49
32.29	-0.2369	24.64
3.19	-0.3103	2.20
9.99	-0.3203	6.79
14.29	-0.2274	11.04
4.59	-0.3529	2.97
9.99	-0.2352	7.64
20.99	-0.2311	16.14
3.29	-0.2705	2.40
9.99	-0.5105	4.89
14.29	-0.2274	11.04
9.99	-0.2352	7.64
21.39	-0.1501	18.18
14.19	-0.1501	12.06
2.99	-0.7191	0.84

761	MPLMFP241	BIC	PRECISION MECH I	MPLMFP241BK	24/PK	9.39	-0.1502	7.98
762	ZEH02BP50	PENTEL	50/PK CAP ERASER	79003Q	25/PK	4.99	-0.2004	3.99
763	ODSLIDE2PK	OFFICE DEPOT	CORRECTION TAPE	718673QL	2/PK	5.99	-0.3623	3.82
764	30001	PILOT	BETTER RETRACTA	RPSFBE	DZ	21.29	-0.2419	16.14
765	35346	PILOT	PRECISE V7 ROLLEI	PV7BK	DZ	20.99	-0.2311	16.14
766	1944729	EXPO	MAGNETIC DRY ER	1971262	4/PK	7.99	-0.2566	5.94
767	56043	PAPERMATE	CLEAR POINT MEC	56043	EA	4.29	-0.2494	3.22
768	VCG11BLK	BIC	ATLANTIS RETRAC	VCG11BK	DZ	11.99	-0.221	9.34
769	ZE21BPZ4D24	PENTEL	PENTEL CLIC ERASI	ZE21BP3	3/PK	7.29	-0.1728	6.03
770	38610	PILOT	PRECISE P700 FINE	P700BK	DZ	24.79	-0.1944	19.97
771	44101	SHARPIE	MAGNUM CHISEL	44001	EA	4.49	-0.245	3.39
772	15661PP	SHARPIE	SHARPIE KING SIZE	15661PP	4/PK	10.59	-0.238	8.07
773	69020	UNI BALL	UNI BALL VISION E	69020	DZ	32.29	-0.2369	24.64
774	30001	SHARPIE	SHARPIE FINE POIN	3000BK	DZ	10.99	-0.4104	6.48
775	GSF11BLK	BIC	BIC ROUND STIC X	GSF11BK	DZ	2.99	-0.4348	1.69
776	75846	SHARPIE	SHARPIE FINE PT P	75846	24/PK	21.49	-0.2289	16.57
777	65450	UNI BALL	UNI BALL GEL GRIP	65450	DZ	21.49	-0.2289	16.57
778	1776372	PAPER MATE	PAPER MATE PROF	1776372	DZ	27.39	-0.2245	21.24
779	PAP61374	PAPER MATE	PAPER MATE LIQU	639808	10/PK	26.99	-0.1501	22.94
780	1788863	PAPER MATE	PAPER MATE PROF	1788863	DZ	13.99	-0.2838	10.02
781	GSM11RD	BIC	BIC ROUND STIC X	GSM11RD	DZ	2.99	-0.6254	1.12
782	1823887	SHARPIE	SHARPIE METALLIC	1823887	DZ	20.99	-0.2311	16.14
783	46507	PILOT	PILOT FRIXION LIGI	46507	3/PK	6.99	-0.1502	5.94
784	CORPORATION	BIC	BIC ROUND STIC G	GSMG361AST	36/PK	9.29	-0.1496	7.90
785	8887	AVERY	AVERY MARKS A LC	98017	DZ	13.49	-0.2446	10.19
786	44101PP	SHARPIE	SHARPIE MAGNUM	44001	EA	4.49	-0.245	3.39
787	98410	AVERY	AVERY MARKS A LC	98410	DZ	13.49	-0.2446	10.19
788	31004	PILOT	PILOT G2 PREM RE	G25RD	DZ	17.49	-0.3442	11.47
789	MS11RD	BIC	BIC CRISTAL BALLP	MS11RD	DZ	4.59	-0.2614	3.39
790	VCG11BE	BIC	BIC ATLANTIS RET	VCG11BE	DZ	11.99	-0.221	9.34
791	BLN105B	PENTEL	PENTEL RSVP BALL	BK90RD	DZ	9.99	-0.2352	7.64
792	1982057	SHARPIE	SHARPIE ART PEN I	2392511	12/PK	23.99	-0.2918	16.99
793	191601	EXPO	EXPO MAGNETIC C	1910451	4/PK	7.99	-0.2566	5.94
794	1983255	SHARPIE	SHARPIE PERM MA	2712363	115/BX	149.99	-0.15	127.49
795	70521	PAPER MATE	PAPER MATE PINK	70521Q	DZ	7.99	-0.2003	6.39
796	30221	BIC	BIC BRITE LINER ST	BL11AD	DZ	9.29	-0.1625	7.78
797	CSM11BLU	BIC	PEN,CLIC,STIK,BIC,	CSM11BE	DZ	8.49	-0.3498	5.52
798	BF-S-2	MMF	SECURE A PEN AN	28704	EA	3.29	-0.4073	1.95
799	87813	LIQUID PAPER	LIQUID PAPER DRY	87813	PK	9.49	-0.3467	6.20
800	60103	UNI-BALL	UNIBALL ROLLER P	60103	DZ	13.99	-0.223	10.87
801	33921	UNI-BALL	UNI-BALL JETSTRE	33921Q	DZ	33.99	-0.2501	25.49

802	1304	BIC	BIC CRISTAL BALL	MS11BK	DZ	4.59	-0.3529	2.97
803	BICGSFG11RD	BIC	ROUND STICK GRIF	GSFG11RD	DZ	3.19	-0.2821	2.29
804	SAN75847	SHARPIE	SHARPIE ULTRA FINE	75847Q	ST	21.49	-0.2289	16.57
805	64292	AVERY	MARKER PERM MARKER	98017	DZ	13.49	-0.2446	10.19
806	SAN1982056	SHARPIE	SHARPIE PEN CASE	2392511	DZ	23.99	-0.2918	16.99
807	CYO520008	CRAYOLA	CRAYOLA 8 CT CRAYONS	520008	BX	1.49	-0.5772	0.63
808	CYO520080	CRAYOLA	CRAYOLA CRAYON	520080	BX	2.89	-0.1799	2.37
809	CYO523024	CRAYOLA	CRAYOLA CRAYON	520024	BX	3.29	-0.4742	1.73
810	SOL23501	BRIGHTON PROFESSOR	BRIGHTON PROFESSOR	365379	DZ	49.99	-0.1002	44.98
811	KCC21606BX	KLEENEX	KLEENEX FLAT BOX	13216Q	PK	20.99	-0.4212	12.15
812	SPZ217839	PURE LIFE	NESTLE PURE LIFE	101264	CT	10.69	-0.3461	6.99
813	UNV11641	383095	QUILL BRAND WATER	383095QL	EA	15.99	-0.4378	8.99

RFP 19-03 - Market Basket Survey

Offeror Company Name:

Instructions: Offerors must respond to this list with the indicated information. Offerors may substitute equivalent product if desired.

Requested Product List may not be altered in any way. If your company is not offering a requested product or equivalent, leave offered product line blank.

This market basket survey reflects the most recent needs of Region 4 ESC and national members. Respondents do not need to respond to every item in order to be considered for award.

N	MFR #	Description	UOM	QTY	OFFEROR PROPOSED PRODUCT					OFFEROR PROPOSED PRICE				
					MFG NUMBER	MFG NAME	DESCRIPTION	SUPPLIER NUMBER	UOM	UNIT LIST PRICE	DISCOUNT	FINAL PRICE	CORE or NON-CORE LIST	
1	1093C001	CANON,PWRSHOT,ELPH 180,SILVER	EA	1										
2	WD-RS17	HEADPHONE,BUDS,MIC,PEARL,ASST	EA	1										
3	REBELT61855KIT	EOS REBEL T6 DSLR 18 55MM	EA	1										
4	XSWGfz-82D	HEADPHONE,WAGE,BLACK	EA	1										
5	1159CD08	CAMERA,CANNON,REBEL,T6	EA	1										
6	1Y8281	POWERSHOT ELPH 180 IS DIGITAL	EA	1										
7	L09837	KOSS ED1TC - HEADPHONES	EA	1	L09837	KOSS	EDITC HEADPH	L09837	EA	17.99	-0.1001	16.19	Non-Core	
8	XSSHfz-820	HEADPHONE,SHAKEDOWN,BLACK	EA	1										
9	8G9502	EDUCATION ONLY STEREO EARPHONE	EA	1	99711	VERBATIM	STEREO EARPH	2625461	EA	2.49	-0.1004	2.24	Core	
10	190318	HEADPHONES,STEREO,MAXELL HP200	EA	1	MXLHP200	MAXELL	HP-200 STEREO	208064PET	EA	6.69	-0.1001	6.02	Core	
11	190265	HEADPHONE,AMPLIFIED,BLUE	EA	1	190265	MAXELL	AMPLIFIED HEA	209025PET	EA	21.99	-0.1	19.79	Non-Core	
12	HBINTROORBLU	HEADPHONE,INTRO,BT,BL	EA	1										
13	KV7814	CD BOOMBOX WITH AM/FM RADIO	EA	1	E8892248L	EMATIC	CD BOOMBOX V	211053403HT	EA	39.99	-0.1	35.99	Non-Core	
14	8YAUBE111BK	EARBUDS,WIRELESS,BLUETTH,BLACK	EA	1										
15	15B705US	BACKPACK,TARGUS,16",BLACK	EA	1	15B705US	TARGUS	LEGEND IQ BAC	IMNA4580ING	EA	56.59	-0.1	50.93	Non-Core	
16	TBR003US	16IN METRO ROLLING LAPTOP	EA	1	TBR003US	TARGUS	ROLLING CASE F	IM1N36556IN	EA	62.29	-0.1	56.06	Core	
17	934865	CASE,LAPTOP,WHLD,15.4",BLK	EA	1	45831-1041	SAMSONITE	WHEELED LAPTO	1027921SAM	EA	119.99	-0.1	107.99	Non-Core	
18	SPR02055	CART,PLATFORM,CHROME	EA	1										
19	R94-112-1WM	BAG,TOTE,REUSABLE,3	EA	1										
20	R94-207-1WM	BAG,TOTE,REUSABLE,1	EA	1										
21	ACV700-4	BACKPACK,SOLO,ACTIVE	EA	1	ACV700-4	SOLO	ACTIVE 17.3" BA	195809	EA	63.99	-0.1	57.59	Non-Core	
22	K709-4/17	TOTE,LPTP,LADIES,16,SOLO	EA	1	K709-4/17	SOLO	TOTE, LPTP, LAD	K709417	EA	40.99	-0.1	36.89	Non-Core	
23	3000004B	LMNTNG ROLL,1.5MIL,25X500,2PK	PK	2	3000004	GBC	LMNTNG ROLL,	3000004	BX	73.99	-0.1785	60.78	Core	
24	OD02960	OD DUR VW 1" BINDER WHITE	EA	1	7221WE	QUILL	1" RR VIEW BIN	7221WE	EA	5.79	-0.6822	1.84	Core	
25	OD02962	BINDER,ODP,VW,RR,2",WHITE	EA	1	7222WE	QUILL	2" RR VIEW BN	7222WE	EA	7.99	-0.6008	3.19	Core	
26	21922207	FOLDER,2PK,LIGHT BLUE,25PK	PK	1	47986	AVERY	FOLDER, 2PK, LI	806638	BX	19.99	-0.1501	16.99	Non-Core	
27	21922234	FOLDER,2PK,GREEN,25PK	PK	25	7012560	QUILL	FOLDER, 2PK,GR	712560	BX	13.49	-0.3706	8.49	Core	
28	OD498811	SHEET PROTECT,OD,STD,CLR,100/B	BX	100	35167-QCC	QUILL	SHEET PROTECT	728100	BX	17.49	-0.6907	5.41	Core	
29	21923144	FOLDER,2PK,YELLOW,25PK	EA	1	7012570	QUILL	FOLDER, 2PK, Y	712570	BX	13.49	-0.3706	8.49	Core	
30	3126061B	LMNTNG ROLL,1.5MIL,27X500,2PK	PK	2	3126061	GBC	LMNTNG ROLL,	3126061	BX	71.99	-0.1375	62.09	Core	
31	OD02972	BINDER,ODP,VW,RR,3",WHITE	EA	1	7223WE	QUILL	BINDER,QUILL,	7223WE	EA	10.29	-0.6113	4	Core	
32	OD02961	BINDER,ODP,VW,RR,1.5",WHITE	EA	1	72215WE	QUILL	BINDER,QUILL,	72215WE	EA	6.99	-0.5393	3.22	Core	
33	TP3854-100	POUCHES,THERMAL,LAMINAT,LETTER	PK	100	TP3854-100	SCOTCH	POUCHES, THER	TP3854100	PK	29.99	-0.1	26.99	Core	
34	77511	PORTFOLIO,POLY,FASTENERS,BLUE	EA	1										
35	OD498761	SHEET PROTECT,OD,STD,NGLR,100B	BX	100	62048	C-LINE	SHEET PROTECT	865420	BX	17.49	-0.1498	14.87	Non-Core	
36	932150D	LMNTNG ROLL,1.5MIL,27X500,2PK	PK	2	PETSTDEC27	D & K	LMNTNG ROLL,	PETSTDEC27	CT	81.99	-0.1	73.79	Core	
37	OD02978	OD DUR VW 1" BINDER BLACK	EA	1	7221BK	QUILL	VW 1",RR, BIND	7221BK	EA	5.79	-0.6822	1.84	Core	
38	20170312	SHEET PROT,OD,HVY,CLR,100/BX	BX	100	31866-US	STAPLES	SHEET PROT, HV	489131	BX	18.09	-0.2344	13.85	Non-Core	
39	77513	PORTFOLIO,POLY,FASTENERS,RED	EA	1										
40	932140D	LMNTNG ROLL,1.5MIL,25X500,2PK	PK	2	3000004	GBC	LMNTNG ROLL,	3000004	BX	73.99	-0.1785	60.78	Core	
41	21923153	FOLDER,2PK,RED,25PK	PK	25	7012558	QUILL	FOLDER, 2PK,RE	712558	BX	13.49	-0.3706	8.49	Core	
42	OD02990	OD DUR VW 1.5"BDR SLNTRNG WHT	EA	1	7321513	QUILL	QUILL 1.5 D-RIN	7321513	EA	8.99	-0.2447	6.79	Core	
43	3585404626	INDEX,PKT,DBL,PLST,BTB,MLT-CLR	ST	1	11907	AVERY	KT,DBL,PLST,BTB	11907Q	EA	7.29	-0.2085	5.77	Core	
44	11446	INDEX,MAKER,LASER PRNTR,STAB25	ST	25	LSK8B	AVERY	AKER,LASER PRN	11446	BX	115.49	-0.2185	90.26	Core	
45	OD02756	BINDER,OD,VIEW,DR,1.5",BLACK	EA	1	7321501	QUILL	BINDER,QUILL,	7321501	EA	8.99	-0.2447	6.79	Core	
46	3585414793	DIV,INS,5,EXTRA WIDE,ASTD,OD,BI	ST	1	EW2135	AVERY	DIV,INS,5,EXTR	11220q	ST	1.99	-0.1508	1.69	Non-Core	
47	21922216	FOLDER,2PK,DARK BLUE,25PK	PK	25	7012523	QUILL	FOLDER,2PK,DK	712523	BX	13.49	-0.3706	8.49	Core	
48	OD698878	COVER,PORTFOLIO,11.75X9.5,DBLU	BX	25	57538	OXFORD	FOLDER,2PK,DK	80414Q	BX	16.29	-0.202	13	Core	
49	11447	INDEX,MAKER,LASER PRTR,BTAB25	ST	25	LSK8B	AVERY	INDEX,MAKER,L	11447	BX	139.99	-0.3079	96.89	Core	
50	OD03083	INP HVY DTY VW 3" NO STK WHT	EA	1	V81125WE	AVERY	HVY DTY VW,DR	05604	EA	17.89	-0.1973	14.36	Non-Core	
51	OD02959	BINDER,ODP,VW,RR,0.5",WHITE	EA	1	72205WE	QUILL	BINDER,VW,RR,	72205WE	EA	5.49	-0.5264	2.6	Core	
52	11111	INDEX,RG BK BTAB,11X8.5,AST	EA	1	C12138C	AVERY	INDEX, RG BK BT	11111Q	ST	1.79	-0.3855	1.1	Core	
53	OD02970	OD DUR VW 2" BINDER BLACK	EA	1	8179995	QUILL	VW,2" BINDER,	7222BK	EA	7.99	-0.6008	3.19	Core	

54	3585404625	INDEX,PKT,DBL,5TB,PLSTC,MLTCLR	ST	1													
55	OD279376	PROTECTOR,SHT,OD,NONGLR,200BX	BX	200													
56	21922804	FOLDER,2PK,3PRONG,DKBLU,25PK	PK	1	7412823	QUILL	FOLDER,2PK,DK	712823	BX	20.99	-0.6903	6.5	Core				
57	OD698860	COVER,PORTFOLIO,11.75X9.5,RED	BX	25	7012558	QUILL	2PKT, FOLDER R	712558	BX	13.49	-0.3706	8.49	Core				
58	3200716B	POUCH,LAM,LTR 5Z,5ML,CL	BX	100	3200716	SWINGLINE	POUCH,LAM,LTR	3200716	BX	62.99	-0.19	51.02	Non-Core				
59	3748204EZ	FILM,LAM,3MIL,NAPII,2 RL/BOX	BX	2	3748204EZ	GBC	FILM,LAM,3MIL	3748204EZ	BX	124.99	-0.154	105.74	Core				
60	21923162	FOLDER,2PK,TEAL,25PK	PK	1	7012561	QUILL	FOLDER,2PK, TE	712561	BX	13.49	-0.3706	8.49	Core				
61	11907	POCKET,DOUBLE,8TAB,PLASTIC,SET	ST	1													
62	3585411353	DIVIDERS,5TAB,25SETS,W/WHT LBL	PK	25													
63	OD02963	OD DUR VW 1.5" BINDER BLACK	EA	1	722158K	QUILL	VW 1.5" BINDER	722158K	EA	6.99	-0.6853	2.2	Core				
64	21921137	FOLDER,2POCKET,ASST,24PK	PK	1	7012500	QUILL	FOLDER,2 PCKT,	7125AD	BX	13.49	-0.3706	8.49	Core				
65	OD02758	BINDER,OD,VIEW,DR,2",BLK	EA	1	7320201	QUILL	BINDER,2",VIEW	7320201	EA	11.49	-0.2977	8.07	Non-Core				
66	OD303035	BINDER,2",ED,CV,D-RING,WHITE	EA	1													
67	11186	DIVIDER,INDEX,8TAB,6PK	ST	6	11186	AVERY	DIVIDER, INDEX	11186Q	PK	30.99	-0.2349	23.71	Core				
68	OD433664	PORTFOLIO,POCKET,TWIN,10PK,BLU	PK	10													
69	OD03103	BINDER,INP,VW,DR,1.5",WHITE	EA	1	7321513	QUILL	BINDER,1.5",D-	7321513	EA	8.99	-0.2447	6.79	Core				
70	11437	INDEX MAKER,8TAB,LASER,5ST,WHT	ST	5	11437	AVERY	INDEX MAKER C	11437Q	PK	36.29	-0.2976	25.49	Core				
71	OD02973	OD DUR VW 3" BINDER BLACK	EA	1	7223BK	QUILL	3" RR, VIEW BIN	7223BK	EA	10.29	-0.6113	4	Core				
72	1703075	LAMINATOR,FUSIONTM,3000L,12"	EA	1	1703075	SWINGLINE	LAMINATOR, FU	1703075	EA	193.99	-0.1	174.59	Non-Core				
73	11188	AVERY READY INDEX 6 PK	ST	6	11188	AVERY	AVERY READY IN	11188Q	PK	28.79	-0.1973	23.11	Core				
74	3585411354	DIVIDERS,8TAB,25SETS,W/WHT LBL	ST	25													
75	25844	BINDING COMBS,1/2",100PK,BLK	PK	100	4000068	GBC	BINDING SPINES	4000068	BX	15.99	-0.2126	12.59	Non-Core				
76	21922225	FOLDER,2PK,BLACK,25PK	PK	25	7012505	QUILL	FOLDER,2PK, BL	712505	BX	13.49	-0.3076	9.34	Core				
77	OD02755	BINDER,OD,VIEW,DR,1.5",WHITE	EA	1	7321513	QUILL	BINDER,1.5",D-	7321513	EA	8.99	-0.2447	6.79	Core				
78	OD433680	PORTFOLIO,POCKET,TWIN,10PK,LTB	PK	10	13373-CC	STAPLES	PORTFOLIO,POC	907826STP	PK	17.49	-0.2373	13.34	Non-Core				
79	77514	PORTFOLIO,POLY,FASTENERS, BLK	EA	1													
80	21923171	FOLDER,2PK,WHITE,25PK	PK	25	7012510	QUILL	FOLDER,2PCK, V	712510	BX	13.49	-0.3706	8.49	Non-Core				
81	OD02986	OD DUR VW 1" BDR SLNT RING WHT	EA	1	7320113	QUILL	VW 1" BINDER, L	7320113	EA	8.49	-0.2497	6.37	Core				
82	OD03073	INP HD NOSTK VW 1.5 BDR WHT	EA	1													
83	5736601	LAMINATOR,SATURN 3I,125	EA	1	5736601	FELLOWES	SATURN 3I, 125	1115610	EA	239.99	-0.1	215.99	Core				
84	TP3856-25	LAMINATOR,POUCH,MENU 5Z,25PK	PK	25	17469	STAPLES	MENU SIZE THE	01917D	PK	25.69	-0.1	23.12	Non-Core				
85	46912	25 SHOP TKT HLDRS 9X12	BX	1	46912	C-LINE	JOB TCKT HOLD	46912Q	BX	26.29	-0.2145	20.63	Non-Core				
86	3585499238	INDEX,ERASABLE,5-TAB,COLORED	ST	1	16129	AVERY	INDEX, ERASABL	2609669	ST	4.19	-0.1504	3.56	Non-Core				
87	11900	DIVIDER,INSERTABLE,5TAB,PLAS	ST	1	7278223076	AVERY	BIG TAB WRIT	23076	ST	2.99	-0.4348	1.69	Core				
88	OD433656	PORTFOLIO,POCKET,TWIN,10PK,RED	PK	10	13374-CC	STAPLES	PORTFOLIO,POC	905481STP	PK	17.49	-0.2373	13.34	Non-Core				
89	11125	INDEX,A-Z,11X8.5,AST	ST	1	RI213AZ	AVERY	INDEX, TABLE O	11125	ST	9.99	-0.3604	6.39	Core				
90	3747325	POUCH,LAM,LTR 5Z,5MIL,CR	EA	100	3200716	SWINGLINE	THERM LAM PU	3200716	BX	62.99	-0.19	51.02	Non-Core				
91	OD953017	PORTFOLIO,TWIN POCKET,10PK,VIO	PK	10													
92	OD03038	BINDER,INP,VW,DR,1.5",BLACK	EA	1	742158K	QUILL	BINDER, VW, 1-	742158K	EA	9.49	-0.2392	7.22	Core				
93	3585499236	DIVIDER,A-Z,OD,LEATHER,BLACK	ST	1	UDL213	OFFICE ESSENT	A-Z,OD,LEATHE	50880	ST	5.03	-0.1491	4.28	Core				
94	3585414795	DIVIDERS,OD,INS,XW,8ST,ASTD	ST	1	13492/11123	STAPLES	INS BIG TAB DIV	462754	ST	2.49	-0.2169	1.95	Non-Core				
95	11127	INDEX,MTHLY,11X8.5,AST	ST	1	RI213M	AVERY	INDEX, MONTHL	11127	ST	6.29	-0.1494	5.35	Core				
96	11901	DIVIDER,INSERTABLE,8TAB,PLAS	ST	1	11901	AVERY	DIVIDER, INSERT	11901	ST	4.59	-0.4837	2.37	Core				
97	11436	MAKER,INDEX,5 TAB,LSR,5/ST,WHT	ST	5	LSK58	AVERY	INDEX MAKER D	11436	PK	28.49	-0.2187	22.26	Core				
98	16171	DIVIDER,DURABLE,W0,8 TABS	PK	1	16171	AVERY	BIG TAB WRIT	16171Q	ST	7.99	-0.4155	4.67	Core				
99	11197	DIVIDER,INDX,MULTCLR,15TB,6/PK	ST	6	11197	AVERY	DIVIDER, INDX,	11197Q	PK	35.29	-0.2029	28.13	Core				
100	11196	DIVIDER,IND,MULTCLR,12TB,6/PK	PK	6	11196	AVERY	DIVIDER, INDX,	11196	PK	32.99	-0.2349	25.24	Core				
101	23079	INDEX,8 TAB,WRITE-ON,MULTI CLR	ST	1	7278223079	AVERY	INDEX,8TAB,WR	23079	ST	3.39	-0.2507	2.54	Core				
102	25832	BINDING COVER,POLY,100PK,CLEAR	PK	100	52311	FELLOWES	BINDING COVER	52311	PK	43.99	-0.1819	35.99	Non-Core				
103	5006801	COMB BINDING PULSAR MANUAL	EA	1	5006801	FELLOWES	COMB BINDING	5006801	EA	199.99	-0.1	179.99	Core				
104	OD02759	BINDER,OD,VIEW,DR,3",WHITE	EA	1	7320313	QUILL	BINDER, VW, 3"	7320313	EA	12.49	-0.2522	9.34	Core				
105	11903	POCKET,8TAB,PLASTIC	ST	1	11903	AVERY	DIVIDERS W/PO	11903	ST	6.29	-0.2576	4.67	Core				
106	21922831	FOLDER,2PK,3PRONG,RED,25PK	PK	1	7412858	QUILL	FOLDER,2PCK, F	712858	BX	20.99	-0.2382	15.99	Core				
107	TP5854-100	POUCHS,LAMATING,SCOTCH,100SHTS	PK	100	TP5854-100	SCOTCH	POUCHS, LAMIN	TP5854100	EA	45.99	-0.1	41.39	Core				
108	73601	PROTECTOR,SHEET,LAM,9X12,50/PK	PK	50	461253	AVERY	SELF ADH LAM S	73601Q	BX	25.99	-0.1693	21.59	Core				
109	11187	AVERY READY INDEX 6PK	ST	6	11187	AVERY	READY INDEX TA	11187Q	PK	14.39	-0.1501	12.23	Core				
110	OD433581	PORTFOLIO,POCKET,W/FAST,10PK	PK	10	13365-CC	STAPLES	PORTFOLIOS,PE	9054735TP	PK	17.49	-0.2373	13.34	Non-Core				
111	OD06620	BINDER,ODP,VW,RR,2",PURPLE	EA	1	WLJ36344267	WILSON JONES	VIEW BINDER, P	2660914	EA	14.96	-0.1497	12.72	Non-Core				
112	25845	BINDING COMBS,3/8",100PK,BLK	PK	100		FELLOWES	BINDING COMB	52325Q	PK	14.49	-0.1932	11.69	Core				
113	3585411282	DIVIDER,INSRT,OD,4ST,8T,ML-CLR	ST	4	13517/14483	STAPLES	INST DIVIDERS,	431423	PK	9.69	-0.1496	8.24	Non-Core				
114	OD03369	BINDER,JB,RR,2",BLU	EA	1	739502	QUILL	BINDER, 2",RR,	739502	EA	7.49	-0.49	3.82	Core				

115	OD03361	BINDER,JB,RR,0.5",BLK	EA	1	K31105BK	AVERY	1/2" BLK BNDR	138537	EA	4.09	-0.1491	3.48	Non-Core
116	A7040716D	BINDER,RR,POLY,1",ASTD	EA	1									
117	3585414707	DIVIDERS,TOC,1-31,MULTICOLOR	ST	1	TT21331	OFFICE ESSENT	1-31 INDEXES	806597	ST	6.29	-0.1494	5.35	Core
118	TP3854-50	LAMINATING POUCH,9	PK	12	TP3854-50	SCOTCH	LAM POUCH	IM1DP8525IN	PK	15.49	-0.1001	13.94	Core
119	3585414708	DIVIDER,STAB,TOC,6PK,MULTICLR	ST	6	11131	AVERY	1-5 INDEX	11131	ST	3.49	-0.1834	2.85	Non-Core
120	17685	BINDER,FLEXI-VIEW,PRES,1",NAVY	EA	1	17685	AVERY	1" FLXVW BNR	17685Q	EA	9.69	-0.2023	7.73	Non-Core
121	16177	INDEX,DIV,BT,B,PCKTS,AST	ST	1	7278216177	AVERY	1-8 DIVIDERS	863495	ST	11.29	-0.1497	9.6	Core
122	OD03047	BINDER,INP,VW,DR,3",RDNT ORCD	EA	1									
123	57783	PORTFOLIO,2PKT,PRONG,10PK,VIO	PK	10	7412824	QUILL	TWIN PKT PRPL	712824	PK	20.99	-0.3121	14.44	Core
124	OD433672	PORTFOLIO,POCKET,TWIN,10PK,BLK	PK	10	7012505	QUILL	TWIN PK BLK	712505	PK	13.49	-0.3076	9.34	Core
125	3585499247	DIVIDER,INDEX,MTHLY,OD,LTHR,BK	ST	1	C21312	AVERY	JAN-DEC DIV	11307Q	ST	5.99	-0.1503	5.09	Non-Core
126	11429	DIVIDER,INDXMKR,12TAB,5/PK,WHT	ST	5	11429	AVERY	12 TAB DIV	11429Q	ST	43.99	-0.1866	35.78	Non-Core
127	3585499234	INDEX,LGL EXH,OD,1-25,LT,BK/WT	ST	1	1701	AVERY	LEGAL DIV 1-25	806587	ST	5.09	-0.1493	4.33	Non-Core
128	5735801	LAMINATOR,SATURN"31,95	EA	1	5735801	FELLOWES	LAMINATOR	1115010	EA	199.99	-0.1	179.99	Core
129	57583	PORTFOLIO,2PKT,10PK,VIO	PK	10	7012524	QUILL	TWIN PK PRPL	712524	PK	13.49	-0.3076	9.34	Core
130	21922190	FOLDER,2POCKET,BURGUNDY,25PK	PK	1	53441	ESSELTE	TWIN PK-BRGDY	53441Q	PK	43.29	-0.1952	34.84	Core
131	A7025127	COVER,REPORT,10/PK,DARK BLUE	PK	10	A7010402	QUILL	RPRT CVR-DBL	740402	EA	3.99	-0.3634	2.54	Non-Core
132	OD02757	BINDER,OD,VIEW,DR,2",WHITE	EA	1	7320213	QUILL	2" D RING VIEW	7320213	EA	11.49	-0.2977	8.07	Core
133	OD96208	LCKG D-RING VIEW BINDR 4"WHITE	EA	1	10340	CARDINAL	LKG SLNT BIND	10340	EA	28.69	-0.221	22.35	Non-Core
134	3585414703	LABEL,PRIVATE,OD MULTI,12 TAB	ST	1	11141	AVERY	1-12 PPT TABS	11141	ST	6.29	-0.2178	4.92	Core
135	3585414704	LABEL,PRIVATE,OD MULTI,15 TAB	ST	1	0727821143	AVERY	1-15 PPT TABS	11143	ST	6.99	-0.2475	5.26	Core
136	OD03362	BINDER,JB,RR,1",BLK	EA	1	739301	QUILL	1" NO VIEW BND	739301	EA	4.99	-0.481	2.59	Core
137	OD02991	OD DUR VW 1.5"BDR SLNTRNG BLK	EA	1	VS1115BK	AVERY	1-1/2" SLNT D R	09400	EA	12.29	-0.1985	9.85	Non-Core
138	OD433649	PORTFOLIO,POCKET,TWIN,10PK,WHT	PK	10	OD43364								
139	25848	COMB,BINDING,1",50PK,BLACK	PK	50	7012510	QUILL	TWIN PK WHITE	712510	PK	13.49	-0.3706	8.49	Non-Core
140	3585423082	INDEX,11X8.5,STAB,COLOR	ST	1	07278223076	AVERY	WRITE ON DIV	23076	ST	2.99	-0.4348	1.69	Core
141	3585414705	DIVIDERS,TOC,JAN-DEC,MULTICLR	ST	1	TT2133M	OFFICE ESSENT	JAN-DEC MULTH	806595	ST	6.19	-0.1502	5.26	Non-Core
142	5734101	LAMINATOR,JUPTR JL125 DGY	EA	1	5734101	FELLOWES	12.5 LAMINATO	70458	EA	399.99	-0.1	359.99	Core
143	OD952991	PORTFOLIO,TWIN PKT,W/FAST,10PK	PK	10	7412824	QUILL	TWIN PKT-PRPL	712824	PK	20.99	-0.3121	14.44	Core
144	OD03365	BINDER,JB,RR,3",BLK	EA	1	739551	QUILL	3" RR NVIEW BA	739551	EA	8.69	-0.3165	5.94	Core
145	OD02753	BINDER,OD,VIEW,DR,1",WHITE	EA	1	7320113	QUILL	1" DR VIEW, W/	7320113	EA	8.49	-0.2497	6.37	Core
146	77616	PORTFOLIO,POLY,BLACK	EA	1									
147	25834A	BINDING COVER,POLY,25/PK,BLK	PK	25									
148	TL1306	LAMINATOR,THERMAL,SCOTCH	EA	1	TL1306	SCOTCH	THERMAL LAMI	IM1XN7055IN	EA	226.99	-0.1	204.29	Core
149	25854	BINDING COMBS,5/8",100PK,BLK	PK	100	52327	FELLOWES	BNDG COMBS 5	52327Q	PK	21.99	-0.1819	17.99	Non-Core
150	TL906	LAMINATOR,THERMAL,SCOTCH TL906	EA	1	TL906	SCOTCH	9" LAMINATOR	TL906	EA	97.99	-0.1	88.19	Core
151	5734801	LAMINATOR VENUS2 125	EA	1	5734801	FELLOWES	12.5 LAMINATO	70459	EA	499.99	-0.1	449.99	Core
152	OD03368	BINDER,JB,RR,1.5",BLU	EA	1	739402	QUILL	1-1/2" BLUE BN	739402	EA	5.99	-0.4341	3.39	Core
153	16282	DIVIDER,TABBING,PRINT,80SETS	PK	80	16282	AVERY	1-3/4" SELF ADH	16282	PK	11.29	-0.1497	9.6	Core
154	7706172	BINDING MACHINE,COMBBIND,F20	EA	1									
155	OD03364	BINDER,JB,RR,2",BLK	EA	1	739501	QUILL	2" RR NVIEW BA	739501	EA	7.49	-0.4339	4.24	Core
156	OD433599	PORTFOLIO,PCKT,W/FAST,10PK,BLU	PK	10	7412823	QUILL	TWIN PKT W/FA	712823	PK	20.99	-0.6903	6.5	Core
157	OD02761	BINDER,OD,VIEW,DR,4",WHITE	EA	1	74204WE	QUILL	4" HD DRING BIF	74204WE	EA	19.99	-0.2351	15.29	Core
158	76000	PROTECTOR,SHT,SECURE TOP,25/PK	PK	25	76000	AVERY	SHT PROTECTOR	76000	PK	8.69	-0.1991	6.96	Core
159	11129	INDEX,11X8.5,1-31TAB,MULTICLR	ST	1	RI21331	AVERY	1-31 TABLE OF C	11129	ST	10.79	-0.2132	8.49	Non-Core
160	3585499240	DIV,OD,WRITEON,BIGTAB,ST,WHITE	ST	2									
161	3585499225	INDEX,OD,PLST,STAB,MULTI-COLOR	ST	1									
162	OD03280	BINDER,INP,VW,RR,0.5",BLACK	EA	1									
163	3585499226	INDEX,OD,PLST,8TAB,MULTI-COLOR	ST	1									
164	5062523	FOLDER,2PKT,CONTOUR,DBE	BX	25									
165	OD03017	BINDER,INP,DR,5",BLACK	EA	1	780601	QUILL	5" DRING BINDE	780601	EA	32.49	-0.2155	25.49	Non-Core
166	OD03039	BINDER,INP,VW,DR,1.5",NAVY	EA	1	M71810321516	STAPLES	1-1/2" VBINDER	976096	EA	9.29	-0.1496	7.9	Non-Core
167	16170	DIVIDERS,TRANS,WRITEON,STAB	ST	1	16170	AVERY	WRITE ON 5 TAB	16170Q	ST	5.49	-0.1494	4.67	Non-Core
168	OD02754	BINDER,OD,VIEW,DR,1",BLACK	EA	1	7320101	QUILL	1" DRING VIEW	7320101	EA	8.49	-0.2497	6.37	Core
169	20170304	SHEET PROT,OD,STD,NGLR,50/BX	BX	50									
170	1703076	LAMINATOR,FUSIONTM,3100L,12"	EA	1									
171	3585499243	DIVIDERS,OD,BIGTAB,BT,2PK,WHT	ST	2									
172	52454	POUCH,LAMNTR,LTR 52,100PK	BX	10									
173	3585499242	DIVIDER,OD,BIGTAB,BT,2PK,COLOR	ST	2									
174	3585414702	LABEL,PRIVATE,OD MULTI,10 TAB	ST	1	11135	AVERY	1-10 DIVIDERS	11135	ST	6.29	-0.4197	3.65	Core
175	OD433474	PORTFOLIO,LAM,2-PCKT,10PK,WHT	PK	10	51704	OXFORD	LAM 2 PKT POR	51704	PK	41.99	-0.231	32.29	Non-Core

176	OD03043	BINDER,INP,VW,DR,1.5",TEAL	EA	1	24045-US/22740	QUILL	1-1/2" TEAL RIN	6517425TP	EA	10.39	-0.232	7.90	Core
177	16176	DIVIDER,WRITE-ON W/ POCKET,STB	PK	1	7278216176	AVERY	DIV W/POCKETS	863496	PK	7.19	-0.1502	6.11	Core
178	11423	INDEX MAKR,INKJT,5TAB,AST	BX	25	11423	AVERY	INDEX TABS	11423	PK	108.49	-0.1853	88.39	Non-Core
179	75254	BINDER,POCKET,POLY,SPK	PK	5	75254	AVERY	ASSD BINDER PO	75254	PK	4.49	-0.245	3.39	Non-Core
180	WLJ36234W	BINDER,VUE,3RG,11X8.5,1.5"C,WH	EA	1									
181	3585411067	INDEX,3-RG,5TAB,11X8.5,ASTD	ST	1	11465	AVERY	INSTRBLE 5 TAB	483339	ST	1.49	-0.1477	1.27	Core
182	OD03366	BINDER,JB,RR,0.5",BLU	EA	1	K31105BE	AVERY	1/2" NON VIEW	434126	EA	3.59	-0.1504	3.05	Non-Core
183	78481	COVER,EZ SLD,LTR,ECON,100,CLR	BX	100									
184	OD06240	INP EVR BIND 1" WHITE	EA	1	79199	AVERY	1" ONE TOUCH E	79199	EA	9.49	-0.2392	7.22	Non-Core
185	OD03301	BINDER,INP,VW,DR,2",DARK RED	EA	1									
186	11135	INDEX,11X8.5,1-10TAB,MULTICLR	ST	1	11135	AVERY	1-10 TOC DIVIDE	11135	ST	6.29	-0.4197	3.65	Core
187	7771105726	BINDER,VIEW,11X8.5,1.5"CAP,WHT	EA	1	5C1115WE	AVERY	ECON 1-1/2" VIE	19651Q	EA	7.79	-0.1502	6.62	Non-Core
188	32940	DIVIDER,POCKET,3HL,SLASH,AS	PK	25									
189	11143	INDEX,11X8.5,1-15TAB,MULTICLR	ST	1	07278211143	AVERY	1-15 TOC DIVIDE	11143	ST	6.99	-0.2475	5.26	Core
190	23285	DIVIDER,PREM,CPPR,REINF,BCLEAR	ST	1	23285	AVERY	BIG PLASTIC 8 T	23285Q	ST	3.19	-0.1505	2.71	Non-Core
191	3585411280	DIVIDER,INSERT,5TAB,6SETS/PK	PK	6									
192	47992	FOLDER,2 POCKET,UNLAMINATED	BX	25	47992	AVERY	TWO PKT FOLDE	806643	BX	8.69	-0.1496	7.39	Core
193	3585414701	LABEL,PRIVATE,OD MULTI,8 TAB D	ST	1	11133	AVERY	1-8 MULTICLR T	11133	ST	5.49	-0.1494	4.67	Non-Core
194	3585404633	DIVIDER,TOC,OD,1-31,BLK/WHT	ST	1	R121331C	AVERY	1-31 BLK/WHT O	11128Q	ST	10.79	-0.2132	8.49	Non-Core
195	5738201	LAMINATOR,SPECTRA95,9.5IN	EA	1	5738202	FELLOWES	SPECTRA 95 LAR	1774327	EA	59.99	-0.1	53.99	Non-Core
196	46911	HOLDER,TCKT,PLAS,8.5X11,25/BX	BX	25	46911	C-LINE	SHOP TICKET HQ	46911Q	BX	21.49	-0.249	16.14	Non-Core
197	ODU-BIN73	BINDER,POLY,VIEW,1",ASTD	EA	1									
198	OD96202	LCKG D-RING VIEW BINDR 5" WHIT	EA	1	26350	CARDINAL	5" WHITE D RIN	26350	EA	42.29	-0.1499	35.95	Non-Core
199	W368-34NBPP	BNDR,3RG,VNL,1.5,BLK	EA	1	739401	QUILL	1-1/2" BLACK NO	739401	EA	5.99	-0.4341	3.39	Non-Core
200	75243	BINDER,POCKET,POLY,CLEAR,SPK	PK	5	75243	AVERY	BINDER POCKET	75243	PK	4.59	-0.1503	3.9	Non-Core
201	20051765	SHEET PROT,OD,HVY,CLR,25	PK	25	WLJ21410	WILSON JONES	8-1/2X11 CLEAR	2660931	PK	14.69	-0.1498	12.49	Non-Core
202	87030	BINDR D-R QUICKFIT O/L 2" WHT	EA	1	87030	QUICKFIT	2" D RING VIEW	975264	EA	17.99	-0.2446	13.59	Non-Core
203	57573	PORTFOLIO,2PKT,10PK,LT GRN	PK	10	7012560	QUILL	2 POCKET FOLDE	712560	PK	13.49	-0.3706	8.49	Core
204	SAM18531	BINDER,VALUE,1",YELLOW	EA	1									
205	16283	DIVIDER,TABBING,PRINT,1.75"	PK	80	16283	AVERY	PRINTABLE SELF	16283	PK	10.99	-0.1965	8.83	Non-Core
206	OD03358	BINDER,ODP,VW,DR,1.5",GREEN	EA	1									
207	24280	INDEX,TAB,A-Z,11X8.5,COPR REIN	ST	1	24280	AVERY	A-Z DIVIDERS	379980	ST	7.36	-0.1495	6.26	Non-Core
208	11112	INDEX,RG BK 8TAB,11X8.5,CLEAR	ST	1	C12138C	AVERY	8 TAB CLEAR INS	11112QL	ST	1.79	-0.3855	1.1	Core
209	OD03285	BINDER,INP,VW,DR,1.5",ARMY GRN	EA	1									
210	3585411347	DIVIDERS,8TAB,5 SETS,W/WHT LBL	ST	5	LSK8	AVERY	8 TAB CLEAR INS	11437Q	ST	36.29	-0.2976	25.49	Core
211	W363-44BAPP	BINDER,RR,VIEW,LCK,2",BLACK	EA	1									
212	11370	INDEX,LGL EXH,LTR,#1-25,SIDETB	ST	1	07278211370	AVERY	LEGAL 1-25 EXH	11370Q	ST	8.39	-0.3731	5.26	Core
213	OD02979	OD DUR VW 1" BINDER ORANGE	EA	1	34151	AVERY	1" ORANGE BIN	585862	EA	7.19	-0.1502	6.11	Non-Core
214	W393-14W	BINDER,HNG,VIEW,LCK,1",WHT	EA	1	39314W	WILSON JONES	1" HANGING WH	39314W	EA	12.99	-0.2348	9.94	Non-Core
215	74404	DISPLAY,PROTECTOR,10/PK	PK	10									
216	3585499246	TABS,INDEX,ERASABLE,8/ST,WHT	ST	1	07278223078	AVERY	BIG TAB ERASEA	23078	ST	2.99	-0.4348	1.69	Core
217	OD03336	BINDER,INP,VW,DR,1.5",BLUE	EA	1									
218	OD03314	BINDER,INP,VW,DR,1.5",RED	EA	1									
219	OD03363	BINDER,JB,RR,1.5",BLK	EA	1	739401	QUILL	1-1/2" RR NON V	739401	EA	5.99	-0.4341	3.39	Non-Core
220	3585423083	INDEX,11X8.5,8TAB,COLOR	ST	1	07278223079	AVERY	WRITE ON 8 TAB	23079	ST	3.39	-0.2507	2.54	Core
221	23281	DIVIDER,PREM,CPPR,REINF,5CLEAR	ST	1	23281	AVERY	AVERY INSERTA	23281Q	ST	2.29	-0.3362	1.52	Non-Core
222	ODU-REF104	REPORT COVER,W/CLIP CLR/BLK	EA	1	GBC21533	GBC	HIDDEN SWING	2660950	EA	3.49	-0.149	2.97	Non-Core
223	OD02966	OD DUR VW 1.5" BINDER ORANGE	EA	1									
224	OD03286	BINDER,INP,VW,DR,1.5",PURPLE	EA	1	WLJ30534267	WILSON JONES	HD D RING VIEW	2660905	EA	13.59	-0.1501	11.55	Non-Core
225	87060	BNDR,D-RNG,4",WE	EA	1									
226	OD02969	OD DUR VW 1.5" BNDR MOSS GRN	EA	1									
227	OD03370	BINDER,JB,RR,3",BLU	EA	1	739552	QUILL	3"RR NON VIEW	739552	EA	8.69	-0.3165	5.94	Core
228	51751	PORTFOLIO,OXFORD,10PK,LT BLUE	PK	10	13373-CC	STAPLES	TWIN POCKET L	9078265TP	PK	17.49	-0.2373	13.34	Non-Core
229	OD03028	BINDER,INP,DR,3",BLACK	EA	1	780501	QUILL	HD D RING BIND	780501	EA	12.49	-0.2178	9.77	Non-Core
230	OD03367	BINDER,JB,RR,1",BLU	EA	1	739302	QUILL	RR HV BINDER 1	739302	EA	4.99	-0.491	2.54	Core
231	11200	DIVIDER,INDEX,5TAB,MULTI-COLOR	ST	1	11200	AVERY	STYLE EDGE INS	11200QQ	ST	5.89	-0.1494	5.01	Non-Core
232	3585414700	LABEL,PRIVATE,OD MULTI,5 TAB D	ST	1	AVERY	AVERY	1-5 TOC DIVIDER	11131	ST	3.49	-0.1834	2.85	Non-Core
233	OD03014	INP HD VW 2" XWIDE WE	EA	1	WLJ80280	WILSON JONES	2" WHITE VIEW	2660879	EA	18.63	-0.1498	15.84	Non-Core
234	24880620	PROTECT DR,SHT,OD,BUS CRD,25PK	PK	25									
235	5743401	LAMINATE,POUCH,LTR,3ML	PK	200	5743401	FELLOWES	LETTER SIZED LA	2728675	PK	51.49	-0.1	46.34	Non-Core
236	52225	POUCH,LAM,LTR 5Z,CL	PK	10	52225	FELLOWES	9-1/4X11-3/4 LA	719626	PK	28.79	-0.1	25.91	Non-Core



237	16371	DIVIDER,DUR,WRITEON,BT	EA	1	16371	AVERY	AVERY DURABLE	1499087	EA	5.5	-0.1491	4.68	Non-Core
238	88030	BINDR R-RNG QUIKFIT O/L 2" WHT	EA	1	88030	QUICKFIT	2" ROUND RING	923953	EA	10.99	-0.1965	8.83	Non-Core
239	3747324	POUCH,LAMINATING,PHOTO SEAL,10PK	PK	10	3747324	GBC	LETTER SIZE LAN	462472	PK	18.79	-0.1001	16.91	Non-Core
240	OD02760	BINDER,OD,VIEW,DR,3",BLACK	EA	1	7320301	QUILL	3" D RING VIEW	7320301	EA	12.49	-0.2178	9.77	Core
241	51754EE	PORTFOLIO,OXFORD,10PK,WHT	PK	10									
242	3585499239	DIVIDER,OD,BIGTAB,5T,COLOR,2PK	ST	2									
243	87070	BNDR,D-RNG,5",WE	EA	1	87070	QUICKFIT	5" 3 RING VIEW	163346	EA	38.49	-0.1852	31.36	Non-Core
244	51756	PORTFOLIO,OXFORD,10PK,BLK	PK	10	13365-CC	STAPLES	TWIN POCKET L	905473STP	PK	17.49	-0.2373	13.34	Non-Core
245	23284	DIVIDER,PREM,CPPR,REINF,BCOLOR	ST	1	23284	AVERY	BIG TAB INSERT	23284	ST	6.19	-0.3554	3.99	Non-Core
246	11124	INDEX,INSERT,11X8.5,CLEAR,B/ST	ST	1	WJ2138C	AVERY	BIG TAB INSERT	11124QL	ST	3.49	-0.2235	2.71	Non-Core
247	OD06231	IP EVRBNVW 1 BNDR BLACK SMK	EA	1	79699	AVERY	HD VIEW BINDE	79699	EA	9.49	-0.2392	7.22	Non-Core
248	OD03057	BINDER,INP,DR,2",DARK RED	EA	1									
249	24286	INDEX,JAN-DEC,11X8.5,COPR REIN	ST	1	24286	AVERY	AVERY PREPRIN	24286Q	ST	8.89	-0.3318	5.94	Non-Core
250	OD02820	OD DURABLE BINDER GREEN 1"	EA	1									
251	88010	BINDR R-RNG QUIKFIT O/L 1" WHT	EA	1									
252	87050	BINDR D-R QUIKFIT O/L 3" WHT	EA	1									
253	25853	BINDING COMBS,5/16",100PK,BLK	PK	100	52507	FELLOWES	FELLOWES PLAS	52507	PK	11.99	-0.2502	8.99	Non-Core
254	25972	COVER,PSBD,11X8.5,CLTH,LTBLU	EA	1	25972	ACCO	ACCO PRESSBOA	503219	EA	4.29	-0.1492	3.65	Non-Core
255	AVE19651	BINDER,VIEW,1.5"RING,WHT	EA	1									
256	25973	COVER,PSBD,11X8.5,CLTH,DKBLU	EA	1	25973	ACCO	ACCO PRESSBOA	A7025973	EA	4.79	-0.2025	3.82	Non-Core
257	491802	SHT,PROT,CD PCKTS,10/PK	PK	10									
258	AVE27553	BINDER,DURBL,2",GN	EA	1	27553	AVERY	AVERY DURABLE	27553	EA	10.29	-0.3567	6.62	Non-Core
259	365-49B	BINDER,HANG,VINYL,LETTER,3",BK	EA	1	36549B	WILSON JONES	WJ LARGE CAPA	36549B	EA	43.69	-0.222	33.99	Non-Core
260	WLJ36814NR	BNDR,3RG,VNL,11X8.5,1",RED	EA	1	739304	QUILL	QB 1" ROUND R	739304	EA	4.99	-0.491	2.54	Core
261	OD303245	BINDER,3",EQ,CV,D-RING,BLUE	EA	1									
262	3585411281	OD,DIV,INSERT,STAB,CLR,65T/PK	ST	6									
263	17675	BNDR,FLEXIBLE,PRES,1",BLUE	EA	1	17675	AVERY	AVERY FLEXIBLE	17675Q	EA	8.79	-0.198	7.05	Non-Core
264	OD03034	BINDER,INP,DR,3",NAVY	EA	1									
265	OD03050	BINDER,INP,DR,1",BLACK	EA	1	780201	QUILL	QUILL BRAND H	780201	EA	7.99	-0.2566	5.94	Non-Core
266	88020	BINDR R-RNG QUIKFIT O/L 1.5 WT	EA	1	88020	QUICKFIT	QUICKFIT 1.5 3 F	1148477	EA	9.34	-0.1499	7.94	Non-Core
267	87010	BINDR D-R QUIKFIT O/L 1" WHT	EA	1	87010	QUICKFIT	QUICKFIT 1" D R	975260	EA	11.29	-0.1949	9.09	Non-Core
268	RTG31080	FLAG,2" INDEX TABS,AST	PK	1	RTG31080	REDI-TAG	WRITE ON SELF	2655609	PK	2.99	-0.1505	2.54	Non-Core
269	3585404634	INDEX,DVDR,TOC,A-2 TAB,BLK/WHT	ST	1	60213	CARDINAL	ONESTEP PRINT	76692Q	ST	6.59	-0.1502	5.6	Non-Core
270	OD03334	BINDER,INP,DR,3",RED	EA	1									
271	11440	INDEX,MAKER,STAB,XW,WE	PK	5									
272	OD02828	OD DURABLE BINDER GREEN 2"	EA	1									
273	25978	CVR,PSBD,11X8.5,CLTH,EXRED	EA	1	25978	ACCO	ACCO PRESSBOA	503201	EA	4.79	-0.1503	4.07	Non-Core
274	OD02864	OD DUR,VW,1.5 BNDR,DARK PNK	EA	1									
275	AVE74107	PROTECTOR,SHT,NONGLARE,50BX	BX	50	PV119650	AVERY	AVERY HW POLY	74107	BX	13.59	-0.2001	10.87	Core
276	CRD60318CB	INDEX,JAN-DEC,11X8.5,MULTI	ST	1	60318	CARDINAL	CARDINAL ONE	60318	ST	5.99	-0.1503	5.09	Non-Core
277	88050	BINDR R-RNG QUIKFIT O/L 3" WHT	EA	1									
278	OD03059	BINDER,INP,DR,2",NAVY	EA	1									
279	OD03107	BINDER,INP,DR,1",NAVY	EA	1									
280	OD03371	BINDER,JB,RR,1",RED	EA	1									
281	11372	INDEX,LGL EXH,LTR#26-50,SIDETB	ST	1	07278211372	AVERY	AVERY LEGAL IN	11372Q	ST	8.49	-0.1496	7.22	Non-Core
282	WLJ36814NC	BNDR,3RG,11X8.5,1" LH,M	EA	1									
283	OD03304	BINDER,INP,DR,1",ARMY GREEN	EA	1									
284	99401	PAD,PERF,8.5X11,OD,LGL RLD,12P	DZ	12									
285	SP24D0019	DESKPAD,M,22X17,1C,OD,RY19	EA	1									
286	99400	PAD,PERF,8.5X11,OD,12PK,LGL RL	DZ	12	740022-QCC	QUILL	RULED LEGAL PA	740022	PK	13.99	-0.3931	8.49	Core
287	TC1182	MONEY/RENT RECEIPT BK 3PT	EA	100	TC1182	ADAMS	MONEY/RECEIP	TC1182	PK	13.59	-0.4062	8.07	Core
288	ODU51801-002	CALENDAR,DESK,22X17,OD,AY18-19	EA	1									
289	99470	PAD,STENO,6X9,GREGG,DDZ,70SHT	DZ	12	SBNG	QUILL	6X9 STENO PAD	SBNG	PK	18.99	-0.3686	11.99	Core
290	99475	STENO, 70CT., GREGG RULE, WHI	DZ	12	SBNW	QUILL	6X9 STENO PAD	SBNW	PK	18.99	-0.3265	12.79	Core
291	107924-A19	PLANNER,8X11,PEYTONNVY,AY19,W/M	EA	1									
292	06132	MEETING NOTEBOOK	EA	1	06132	MEAD	MEAD CAMBRIC	06132	EA	14.29	-0.2274	11.04	Non-Core
293	99476	QUAD PAD,4"X4"SQ,LTR,6/PK,WHT	PK	6									
294	PM112819	WALL,CAL,3MTH,RY19,12X27,WHT	EA	1	PM11-28-19	AT A GLANCE	AT A GLANCE 3	PM112819	EA	23.49	-0.1499	19.97	Core
295	33041	PAD,QUAD,8.5X11,20R,WHT	DZ	12									
296	SC1182	MONEY/RENT RECEIPT SPIRAL	EA	1	SC1182	ADAMS	SC1182	SC1182	EA	14.49	-0.4431	8.07	Core
297	63410	PAD,PERF,DKT,8.5X11,WHT,LGL	DZ	12	63410	TOPS	TOPS DOCKET N	63410T	PK	43.99	-0.3046	30.59	Core









542	2112270D	FILE LGL W/O FLAP A-Z BROWN	EA	1	723311-QCC	QUILL	QB REINFORCED	723311	EA	20.99	-0.2511	15.72	Non-Core
543	S0981EE	FOLDER,INDEX LTR,AST	PK	10	50981	PENDAFLEX	PENADAFLEX PO	806452	PK	11.62	-0.1497	9.88	Non-Core
544	64600	TAB,HNG FLDR,1/5CUT,25PK,CLR	PK	25	64600	SMEAD	SMEAD POLY TA	517389	PK	5.89	-0.1494	5.01	Non-Core
545	L1060205CR	FOLDER,PROJECT,11X17,CL	EA	1									
546	667812	ENVELOPE,ZIPPER,CHECK,3PK	PK	3									
547	H250F13	FOLDER,P5BD,2FASTNR,LGL,GY	BX	25									
548	85740	RPT,CVR,OPAQUE/CLEAR	PK	5									
549	OM01428/4221700D	JACKET LGL MANILA 2" BPK	PK	8									
550	61552R	PRESSBOARD,2" EXP,LGL,BLUE	BX	25									
551	109282	PAPER,THRML,3-1/8X230,OD,10PK	PK	10									
552	818629	PAPER,THRML,RL,OD,3-1/8",50 CT	CT	50	386659	QUILL	QB THERMAL CA	27P8512Q	CT	124.99	-0.218	97.74	Core
553	108862	PAPER ROLL,2-1/4X130,SINGL PLY	PK	12	20215	STAPLES	STAPLES ADDING	176511	PK	11.99	-0.1501	10.19	Core
554	109317	PAPER,THERMAL,RL,OD,2.25",9PK	PK	9									
555	333806	THERMAL ROLL 2 1/4 X 50FT"	PK	6									
556	9510AS	PAPER,COMPUTER,1PT,PERF,20LB	CA	1									
557	C2P01FNN#140	INK,951CMY/950XL,COMBO,HP	EA	700	C2P01FNN#140	HEWLETT PACK	HP 950XL BLACK	C2P01FN	EA	110.99	-0.1517	94.15	Core
558	N9K28ANN#140	HEWLETT PACKARD,952,CMYB,4 PK	EA	1	N9K38ANN#140	HEWLETT PACK	HP 952 STAND	2030289	EA	108.99	0.15	92.64	Core
559	0373C005	PGI-270/CLI-271 W/ PP-201	EA	1	0373C005	CANON	CANON PGI270/	0373C005	EA	58.99	-0.15	50.14	Non-Core
560	C8727ANN#140	CARTRIDGE,INK,HP #27,BLACK	EA	280	C8727AN	HEWLETT PACK	HP 27 BLACK INK	C8727AN	EA	30.99	-0.2175	24.25	Core
561	L0555ANN#140	HEWLETT PACKARD,952,YELLOW	EA	1	L0555ANN#140	HEWLETT PACK	HP 952 YELLOW	2002714	EA	22.99	0.1501	19.54	Non-Core
562	L0R39ANN#140	HEWLETT PACKARD,956XL,BLACK	EA	1	L0R39ANN#140	HEWLETT PACK	HP 956XL BLACK	2002709	EA	53.99	-0.15	45.89	Non-Core
563	C6602R	CARTRIDGE,INKJET,HP,RED	EA	1	C6602R	HEWLETT PACK	HP RED POS INK	C6602R	EA	21.99	-0.1501	18.69	Core
564	C9513FNN#140	INK,HP 92/93,COMBO,BLACK/COLOR	PK	440	C9513FNN#140	HEWLETT PACK	HP 92 BLACK/93	C9513FN	PK	54.99	-0.15	46.74	Core
565	CN057ANN#140	INK,CART,HP 932,OFFICEJET,BLK	EA	400	CN057AN	HEWLETT PACK	HP 932 BLACK IN	CN057AN	EA	22.99	-0.1501	19.54	Non-Core
566	CC656ANN#140	INK,HP 901,TRI-COLOR	EA	360	CC656ANN#140	HEWLETT PACK	HP 901 TRICOLOR	CC656AN	EA	30.99	-0.15	26.34	Core
567	L0S49ANN#140	HEWLETT PACKARD,952,CYAN	EA	1	L0S49ANN#140	HEWLETT PACK	HP 952 CYAN IN	2002716	EA	22.99	-0.1501	19.54	Non-Core
568	CB323WNN#140	INK,HP 564XL,CYAN	EA	750	CB323WNN#140	HEWLETT PACK	HP 564XL CYAN	CB323WNN#140	EA	27.99	-0.1501	23.79	Non-Core
569	CC643WNN#140	INK,HP 60,TRI-COLOR	EA	165	CC643WNN#140	HEWLETT PACK	HP 60 TRICOLOR	CC643WN	EA	27.99	-0.1501	23.79	Non-Core
570	CB316WNN#140	INK,HP 564,BLACK	EA	250	CB316WNN#140	HEWLETT PACK	HP 564 BLACK IN	CB316WNN#140	EA	17.99	-0.1501	15.29	Non-Core
571	T410520-S	MULTI INK T410520-S	EA	1	T410520S	EPSON	EPSON T410 CLA	T410520S	EA	49.99	-0.15	42.49	Non-Core
572	L0S52ANN#140	HEWLETT PACKARD,952,MAGENTA	EA	1	N9K27ANN#140	HEWLETT PACK	HP 952 MAGENT	2002715	EA	22.99	-0.1501	19.54	Non-Core
573	T220120-S	INK,EPSON,T220120-S,BLACK	EA	1	T220120-S	EPSON	EPSON DURABR	T220120S	EA	13.39	-0.1501	11.38	Non-Core
574	CB325WNN#140	INK,HP 564XL,YELLOW	EA	750	CB325WNN#140	HEWLETT PACK	HP 564XL YELLO	CB325WNN#140	EA	27.99	-0.1501	23.79	Non-Core
575	CB324WNN#140	INK,HP 564XL,MAGENTA	EA	750	CB325WNN#140	HEWLETT PACK	HP 564XL MAGE	CB324WNN#140	EA	27.99	-0.1501	23.79	Non-Core
576	6497B001	CRTDG,PGI-250,PIGMENT,BK	EA	300	6497B001	CANON	CANON PGI250	6497B001	EA	16.49	-0.1498	14.02	Non-Core
577	CB322WNN#140	INK,PHOTO,HP 564XL,BLACK	EA	290	CB322WNN#140	HEWLETT PACK	HP 564XL PHOTO	CB322WNN#140	EA	26.99	-0.1501	22.94	Non-Core
578	CC653ANN#140	INK,HP 901,BLACK	EA	200	CC653ANN#140	HEWLETT PACK	HP 901 BLACK IN	CC653AN	EA	15.99	-0.1076	14.27	Non-Core
579	CN060ANN#140	INK,HP 933,OFFICEJET,YELLOW	EA	330	CN060ANN#140	HEWLETT PACK	HP 933 YELLOW	CN060AN	EA	13.99	-0.1501	11.89	Non-Core
580	C4810A	PRINTHEAD,#11,C4810A,BLACK	EA	1	C4810A	HEWLETT PACK	HP 11 BLACK PR	C4810A	EA	63.99	-0.15	54.39	Non-Core
581	C9351ANN#140	CARTRIDGE,INKJET,HP 21,BLACK	EA	190	C9351AN	HEWLETT PACK	HP 21 BLACK INK	C9351AN	EA	21.79	-0.1501	18.52	Core
582	CD973ANN#140	INK,HP 920XL,MAGENTA	EA	700	CD973ANN#140	HEWLETT PACK	HP 920XL MAGE	CD973AN	EA	19.99	-0.1666	16.66	Non-Core
583	CD972ANN#140	INK,HP 920XL,CYAN	EA	700	CD973ANN#140	HEWLETT PACK	HP 920XL CYAN	CD972AN	EA	19.99	-0.1666	16.66	Non-Core
584	T252120-S	INK,EPSON,T252,SY,BLACK	EA	1	T252120-S	EPSON	EPSON DURABR	T252120S	EA	20.59	-0.1	18.53	Non-Core
585	CN058ANN#140	INK,OFFICEJET,HP 933,CYAN	EA	330	CN058ANN#140	HEWLETT PACK	HP 933 CYAN IN	CN058AN	EA	13.99	-0.1501	11.89	Non-Core
586	CN059ANN#140	INK,HP 933,OFFICEJET,MAGENTA	EA	330	CN059ANN#140	HEWLETT PACK	HP 933 MAGENT	CN059AN	EA	13.99	-0.1501	11.89	Non-Core
587	T079120	INK,EPSON,79,BLACK	EA	1	EPST079120	EPSON	EPSON 79 BLAC	T079120	EA	21.69	-0.1498	18.44	Non-Core
588	CD971ANN#140	INK,HP 920,BLACK	EA	420	CD971ANN#140	HEWLETT PACK	HP 920 BLACK IN	CD971AN	EA	26.99	-0.1593	22.69	Core
589	CB318WNN#140	INK,HP 564,CYAN	EA	300	CB318WNN#140	HEWLETT PACK	HP 564 CYAN IN	CB318WNN#140	EA	15.99	-0.1501	13.59	Non-Core
590	ODPGI250B	INK,REPLACECAN PGI-250,BK	EA	1	6497B001	CANON	CANON PGI250	6497B001	EA	16.49	-0.1498	14.02	Non-Core
591	CB320WNN#140	INK,HP 564,YELLOW	EA	300	CB320WNN#140	HEWLETT PACK	HP 564 YELLOW	CB320WNN#140	EA	15.99	-0.1501	13.59	Non-Core
592	CB319WNN#140	INK,HP 564,MAGENTA	EA	300	CB319WNN#140	HEWLETT PACK	HP 564 MAGENT	CB319WNN#140	EA	15.99	-0.1501	13.59	Non-Core
593	65158001	INK,TANK,CLI-251,CANON,MGNTA	EA	298	65158001	CANON	CANON CLI-251	65158001	EA	13.49	-0.1497	11.47	Non-Core
594	65168001	INK,CLI-251,CANON,YLW	EA	330	65168001	CANON	CANON CLI-251	65168001	EA	13.49	-0.1497	11.47	Non-Core
595	T220320-S	INK,DURABTE,T220320-S,MAG	EA	1	T220320-S	EPSON	EPSON DURABR	T220320S	EA	9.29	-0.1496	7.9	Non-Core
596	T220220-S	INK,DURABRITE,T220220-S,CYAN	EA	1	T220220-S	EPSON	EPSON DURABR	T220220S	EA	9.29	-0.1496	7.9	Non-Core
597	5160	LABEL,LSR,ADDR,WHIT,3000CT	BX	3000	5160	AVERY	AVERY 5160 LAS	209882	BX	30.99	-0.1452	26.49	Core
598	TZE2312PK	TAPE,BLACK ON WHITE,2PK	PK	2	TZE-2312PK	BROTHER	BROTHER TZE 58	TZE2312PK	PK	36.99	-0.551	16.61	Core
599	505-0004-0004	LABEL,ADDR,OD,LSR,3000CT,WHITE	PK	3000	710786	QUILL	QB LASER ADDR	710786	PK	28.99	-0.238	22.09	Core
600	5163	LABEL,LSR,SHIP,WHIT,1000CT	BX	1000	5163	AVERY	AVERY LASER SH	260273	BX	36.99	-0.242	28.04	Core
601	5395	BADGE,NAME,LASER,PLAIN,WHITE	BX	400	5395	AVERY	AVERY SLEF ADH	465914	BX	63.99	-0.2696	46.74	Core
602	30252	LABEL,ADDRESS,RL,1-1/8X3.5	BX	2	30252	DYMO	DYMO 30252 LA	30252	BX	26.99	-0.1204	23.74	Core

603	TZE-231	TAPE,LETTERING,5",BLACK/WHITE	EA	1	TZE-231	BROTHER	TAPE, LETTERIN	TZE231	EA	20.99	-0.2801	15.11	Core
604	5960	LABEL,LSR,ADDR,WHT,7500CT	BX	7500	5960	AVERY	LABELS, LSR, AD	469080	BX	74.99	-0.2067	59.49	Core
605	TZE-241	TAPE,LETTERING,PT340/PTS40	EA	1	TZE-241	BROTHER	TAPE, LETTERIN	TZE241	EA	21.99	-0.5334	10.26	Core
606	5366	LABEL,LSR,FILE,1500/PK,WHT	PK	1500	5366	AVERY	LABEL, LSR, FILE	465930	PK	48.99	-0.2715	35.69	Core
607	1963866	LBLPRINTER,DYMO,450,BUNDL	BD	1									
608	1752264	LABELWRITER 450 LABEL PRINTER	EA	1	1752264	DYMO	LABELWRITER 4	1752264	EA	99.99	-0.05	94.99	Core
609	74541	BADGE,NAME,CLIP,W/CD,4X3,100BX	BX	100	74541	AVERY	BADGE, NAME,	74541	BX	54.99	-0.2273	42.49	Core
610	30256	LABEL,SHIPPING,RL,2.5X4	RL	300	30256	DYMO	LABEL,SHIPPING	30256	RL	26.49	-0.5761	11.23	Core
611	1752266	LABELWRITER 450 TWIN TURBO LAB	EA	1	1752266	DYMO	LABELWRITER 4	1752266	EA	199.99	-0.1	179.99	Core
612	5161	LABEL,LSR,ADDR,WHT,2000CT	BX	2000	5161	AVERY	LABEL,LSR,ADDR	209890	BX	41.99	-0.393	25.49	Core
613	PTD210	LABELER,HANDHELD,PERSONAL	EA	1	PTD210	BROTHER	LABELER,HANDH	PTD210	EA	34.99	-0.1	31.49	Core
614	1752265	LABELWRITER 450 TURBO LABEL PR	EA	1	1752265	DYMO	LABELWRITER 4	1752265	EA	129.99	-0.1	116.99	Core
615	30251	LABEL,ADDRESS,260 LABELS,WHITE	BX	260	30251	DYMO	LABEL, ADDRESS	30251Q	BX	13.99	-0.1858	11.39	Core
616	5165	LABEL,LSR,FULL,WHT,100CT	BX	100	5165	AVERY	LABEL,LSR,FULL	404145	BX	39.99	-0.2351	30.59	Core
617	M2312PK	TAPE,1/2",2PK,BLACK ON WHITE	PK	2	M2312PK	BROTHER	TAPE,1/2",2PK,	M2312PK	PK	20.99	-0.2801	15.11	Core
618	5162	LABEL,LSR,ADDR,WHT,1400CT	BX	1400	5162	AVERY	LABEL,LSR,ADDR	209908	BX	35.99	-0.2445	27.19	Core
619	23003	CARDS,BUS,OD,PERF,1000CT,WHITE	PK	1000									
620	PTD400	LABELER,BROTHER,PTD400	EA	1	PTD400	BROTHER	LABELER,BROTH	PTD400	EA	49.99	-0.1	44.99	Core
621	TZE-251	TAPE,LETTERING,PT340/PTS40	EA	1	TZE-251	BROTHER	TAPE,LETTERING	TZE251	EA	27.99	-0.5681	12.09	Core
622	74461	BADGE,NAME,CLIP,SOFT,100CT	PK	100	74461	AVERY	BADGE,NAME,C	74461	PK	79.99	-0.2563	59.49	Core
623	30327	LABEL,FILE FOLDER,1UP,2BX,WHT	BX	2	30327	DYMO	LABEL,FILE FOLD	30327	BX	12.99	-0.1901	10.52	Core
624	74459	BADGE,NECK,HANGING,100CT	PK	100	74459	AVERY	BADGE,NECK,HA	74459	PK	72.99	-0.2432	55.24	Core
625	10697	TAPE,LETRATAG,2-PK,WHT	PK	2	10697	DYMO	TAPE,LETRATAG	10697	PK	8.95	-0.0994	8.06	Core
626	5392	BADGE,INSERTS,3X4,300/BX,WHT	BX	300	5392	AVERY	BADGE,INSERTS	5392	BX	38.99	-0.5096	19.12	Core
627	8366	LABEL,IJ,FILE,WHT,750CT	PK	750	8366	AVERY	LABEL,IJ,FILE,W	8366	PK	35.99	-0.3626	22.94	Core
628	PTD600	LABELER,BROTHER,PTD600	EA	1	PTD600	BROTHER	LABELER,BROTH	PTD600	EA	99.99	-0.1	89.99	Core
629	1926208	TAPE,D1,BLACK,2PACK	PK	12	1926208	DYMO	TAPE,D1,BLACK	2793484	PK	42.49	-0.1	38.24	Non-Core
630	8395	BADGE NAME,IJ,160CT, WHITE	PK	160	8395	AVERY	BADGE NAME,IJ	8395	PK	29.99	-0.2067	23.79	Core
631	30857	BADGE,NAME,ADHES,LBLWRTR	BX	250	30857	DYMO	BADGE,NAME,A	30857	BX	26.99	-0.1334	23.39	Core
632	5963	LABEL,LSR,SHIP,WHT,2500CT	BX	2500	5963	AVERY	LABEL,LSR,SHIP	5963	BX	74.99	-0.2634	55.24	Core
633	5689	POSTCARD,LSR,200/BX,PRINT EDGE	BX	200	5689	AVERY	POSTCARD,LSR,	2413689	BX	24.69	-0.1499	20.99	Non-Core
634	505-0004-0020	LABEL,OD,DUAL,2"X4",2500CT,WHT	PK	2500	720256	QUILL	LABEL,QUILL BR	720256	PK	64.99	-0.2023	51.84	Non-Core
635	TZE221	CARTRIDGE,TPE,3/8",BLK ON WHT	EA	1	TZE221	BROTHER	CARTRIDGE,TPE	TZE221	EA	20.99	-0.1901	17	Core
636	5660	LABEL,ADDR,LSR,1500/BX,CLEAR	BX	1500	5660	AVERY	LABEL,ADDR,LSR	260281	BX	54.99	-0.3046	38.24	Core
637	8160	LABEL,IJ,ADDR,WHT,750PK	PK	750	8160	AVERY	LABEL,IJ,ADDR,	415489	PK	15.99	-0.4159	9.34	Core
638	5309	CARD,LSR,TENT,LRG,50CT	BX	50	5309	AVERY	CARD,LSR,TENT,	AVE5309	BX	22.49	-0.2254	17.42	Non-Core
639	45013	CARTRIDGE,TAPE,BLACK ON WE	EA	1	45013	DYMO	CARTRIDGE,TAP	45013	EA	17.29	-0.0665	16.14	Core
640	505-0004-0013	LABEL,OD,DL FILE,1/3,1500,WHT	PK	1500	731105Q	QUILL	QB FILE FOLDER	731105Q	PK	31.99	-0.4158	18.69	Core
641	505-0004-0008	LABEL,SHIP,OD,LSR,1000CT,WHITE	PK	1000	720254	QUILL	LABEL,SHIP,QUI	720254	PK	28.99	-0.2087	22.94	Non-Core
642	05168	LABEL,LSR,SHIP,WHT,400CT	BX	400	5168	AVERY	LABEL,LSR,SHIP	5168Q	BX	46.99	-0.2224	36.54	Core
643	8163	LABEL,IJ,SHIP,WHT,250CT	BX	250	8163	AVERY	LABEL,IJ,SHIP,W	469833	BX	14.99	-0.2635	11.04	Core
644	DK1201	LABEL,ADD,3.5X1.12,400PK,WHT	PK	400	DK1201	BROTHER	LABEL,ADD,3-1/	DK1201	PK	19.99	-0.2801	14.39	Core
645	M231	TAPE,LABELER,BLK ON WHT,1/2IN	EA	1	M231	BROTHER	TAPE,LABELER,E	M231	EA	10.99	-0.4786	5.73	Core
646	21455	LABELER,DYMO,LETRATAG PLUS	EA	1	21455	DYMO	LABELER,DYMO	21455	EA	29.99	-0.1	26.99	Non-Core
647	30323	LABELS,SHIPPING,WHITE,220	EA	1	30323	DYMO	LABELS,SHIPPIN	30323Q	EA	25.99	-0.1347	22.49	Core
648	TZE1312PK	TAPE,2 PACK,BLACK ON CLEAR	PK	2	TZE1312PK	BROTHER	TAPE,2 PACK,BL	TZE1312PK	PK	36.99	-0.2801	26.63	Core
649	5390	BADGE,INSERTS,PLAIN,400/BX,WHT	BX	400	5390	AVERY	BADGE,INSERTS	5390	BX	28.99	-0.2673	21.24	Non-Core
650	6578	LABEL,DURABLE,ID,2X2.625,750CT	BX	750	6578	AVERY	LABEL,DURABLE	6578	BX	68.29	-0.262	50.4	Core
651	TZE-131	TAPE,LETTERING,5",BLACK/CLEAR	EA	1	TZE131	BROTHER	TAPE,LETTERING	TZE131	EA	20.99	-0.2801	15.11	Core
652	30573	LABEL,SHIPPING,54MMX101MM,WHIT	RL	1	30573	DYMO	LABEL,SHIPPING	443697	RL	25.29	-0.1	22.76	Core
653	6464	LABEL,LSR,SHIP,REMOVE,150CT	PK	150	6464	AVERY	LABEL,LSR,SHIP	671990	PK	26.99	-0.1941	21.75	Non-Core
654	5266	LABEL,LSR,FILE,ASTD,750CT	PK	750	5266	AVERY	LABEL,LSR,FILE,	287292	PK	33.99	-0.3251	22.94	Core
655	PTM95	LABELER,BROTHER,PTM95	EA	1	PTM95	BROTHER	LABELER,BROTH	2244739	EA	24.99	-0.1	22.49	Core
656	5305	CARD,LSR,TENT,MED,100CT	BX	100	5305	AVERY	CARD,LSR,TENT,	AVE5305	BX	31.99	-0.2298	24.64	Non-Core
657	505-0004-0012	LABEL,FULL,OD,LSR,100CT,WHITE	PK	100	720261	QUILL	LABEL,FULL,QUI	720261	PK	28.99	-0.2087	22.94	Non-Core
658	0D98785	LABEL,OD,RND,3/4",1008PK,ASTD	PK	1008	5472	AVERY	LABEL,AVERY,R	05472	PK	9.99	-0.3203	6.79	Core
659	3270	SHEETS,MAGNETIC,WHT,PC,5/BOX	PK	3	3270	AVERY	SHEETS,MAGNE	03270	BX	17.49	-0.1498	14.87	Non-Core
660	3585401849	POSTCARD,OD,200/PK,WHITE	PK	200									
661	05202	LABEL,FILE FOLDER,WHT,252/PK	PK	252	0-5202	AVERY	LABEL,FILE FOLD	05202	PK	4.49	-0.1492	3.82	Core
662	5722	REINFORCEMENT,P/5,ECN,CLR,1000	PK	1000	5722	AVERY	REINFORCEMEN	5722	PK	8.69	-0.1496	7.39	Non-Core
663	ODP78990	ENVELOPE,CLSP,RCYCL,9X12,100BX	BX	100	7CL9122B	QUILL	ENVELOPE,CLSP	7CL9122B	BX	19.99	-0.3422	13.15	Core

664	ODP78125	ENVELOPE,#10,PLN,24#,500CT,WHT	BX	500	WW10E5	QUILL	ENVELOPE,#10,F	WW10E5	BX	19.99	-0.2251	15.49	Core
665	ODP78997	ENVELOPE,CLASP,28LB,#97,100BX	BX	100	7CL101328	QUILL	ENVELOPE,CLAS	7CL101328	BX	29.99	-0.3868	18.39	Core
666	2090-1E	TAPE, MASKING, 1"X60, BLUE	RL	1	2090	SCOTCH	TAPE, MASKING,	20901E	RL	6.39	-0.2833	4.58	Core
667	ODP77145	ENVELOPE,#10,SEC,C/5,500BX	BX	500	69122	QUALITY PARK	QUALITY PARK F	813442	BX	38.49	-0.1499	32.72	Core
668	OD-HM50-6	TAPE, PACKAGING, OD, 6/PK	PK	6	3850-6PK	SCOTCH	SCOTCH HEAVY-	3850CL	PK	32.99	-0.2789	23.79	Core
669	ODP78955	ENVELOPE,CLASP,KRAFT,6X9,100BX	BX	100	7CL6928	QUILL	ENVELOPE,CLAS	7CL6928	BX	18.49	-0.4819	9.58	Core
670	142-6	TAPE,PKG,2"X800",6/PK,CLEAR	PK	6	142-6	SCOTCH	TAPE,PKG,1.88"	142	PK	16.79	-0.2513	12.57	Core
671	2600-1	TAPE,MASKING,HIGHLAND,1"X60YD	RL	1	26001	HIGHLAND	TAPE,MASKING,	812041	RL	3.49	-0.149	2.97	Non-Core
672	MMM260018A	MASKING TAPE, 0.75" X 2160"	PK	12									
673	3850	TAPE,PCKNG,48MMX 50M,6PK	PK	6	3850-6PK	SCOTCH	SCOTCH HEAVY-	3850CL	PK	32.99	-0.2789	23.79	Core
674	2090-24EVP	PAINTER TP BL 24MM X 54.8M 6PK	PK	1	209024EVP	SCOTCH	PAINTER TP BL 2	2657104	PK	43	-0.15	36.55	Core
675	BP3640W	PAPER,BUTCHER,#40,36"	RL	1	BP3640W	BOX PARTNERS	PAPER,BUTCHER	BP3640W	RL	142.99	-0.1692	118.79	Core
676	ODP78170	ENVELOPE,#10,WIN,24#,500CT,WHT	BX	500	480377	QUILL	ENVELOPE,#10,N	WW10WES	BX	36.99	-0.7102	10.72	Core
677	ODA-19L6	TAPE,MP,1.89X109.4,6PK,CLEAR	PK	6	5T-QA2616	QUILL	QUILL CLEAR AC	78328CL	PK	26.99	-0.2445	20.39	Non-Core
678	VEL153	VELCRO,DOTS,COMBO,3/4",WHT	CA	200	VEL153	VELCRO	VELCRO,DOTS,C	191856BOX	CA	35.99	-0.15	30.59	Core
679	ODP77146	ENVELOPE,#10,C/5,500BX	BX	500	75746Q	QUILL	QUILL BRAND EA	75746Q	BX	38.29	-0.2343	29.32	Core
680	ODP77880	ENVELOPE,INTEROFFICE,10X13,100	BX	100	1497/63562	QUILL	QUILL BRAND 28	RC28IDE	BX	38.99	-0.2001	31.19	Core
681	ODP77490	ENVELOPE,CLASP,9X12,32LB,100BX	BX	100	CL912	QUILL	QUILL BRAND M	CL912	BX	27.49	-0.382	16.99	Core
682	3850-4RD	TAPE,W/DISPENSER,4/PK	PK	4	38504RD	SCOTCH	TAPE,W/DISPEN	38504RD	PK	29.99	-0.2634	22.09	Core
683	2600-2	TAPE,MASKING,2X60YD,HILND	RL	1	26002	HIGHLAND	TAPE, MASKING	812042	RL	6.89	-0.1495	5.86	Core
684	ODP77922	ENVELOPE,CAT,100BX,9X12,BRN	BX	100									
685	ODP77920	ENVELOPE,GRIP-SEAL,9X12,100BX	BX	100									
686	ODP77148	ENVELOPE,#10,SEC,C/5,250BX	BX	250									
687	3436-3	TAPE,MASKING,SCOTCH(R),3PK	PK	3									
688	2930-C	TAPE,DUCT,MULTI-USE,SCOTCH	RL	1									
689	ODP78910	ENVELOPE,CLASP,12X15.5,100BX	BX	100	7CL121528	QUILL	ENVELOPE,CLAS	7CL121528	BX	38.79	-0.2222	30.17	Core
690	145-6	TAPE,PCKG,SCOTCH,SURESRT,2X800	PK	6	145-6	SCOTCH	TAPE,PCKG,SCO	1456	PK	25.99	-0.2155	20.39	Non-Core
691	3750G-6	TAPE,SHIP,GRN,1.88"X49YDS,6PK	PK	6	3750G6	SCOTCH	TAPE,SHIP,GRN,	3750G6	PK	45.99	-0.2424	34.84	Core
692	3850-CABPACK	TAPE,PACKING,48MMX50M,18/BX	BX	18									
693	ODP77292	ENVELOPE,#10,LWIN,SECC/5,250BX	BX	250									
694	ODP77497	ENVELOPE,CLASP,32LB,#97,100BX	BX	100	483114	QUILL	ENVELOPE,CLAS	CL1013	BX	30.99	-0.2049	24.64	Core
695	ODP77918	ENVELOPE,CLN SL,6X9,250BX,BRN	BX	250									
696	OD-A19-6	TAPE,MP,1.89X54.6,6PK,CLEAR	PK	6	5T-QA186	QUILL	QUILL BRAND C	78150CL	PK	13.69	-0.2863	9.77	Non-Core
697	2093EL-1E	TAPE,MASKING,1"X60,BLUE,ADV,3M	RL	1									
698	ODP77919	ENVELOPE,CATALOG,G5,6X9,250BX	BX	250									
699	ODP77171	ENVELOPE,SEC,#10,WIN,500CT,WHT	BX	500	478947	QUILL	QUILL BRAND ST	10CW	BX	36.79	-0.2378	28.04	Core
700	ODP77673	ENVELOPE,CAT,28LB,#10.5,250BX	BX	250	69787/70738	QUILL	QUILL BRAND 28	OE91228	BX	45.59	-0.2301	35.1	Core
701	ODP77925	ENVELOPE,GRIP-SEAL,10X13,100BX	BX	100	43717	QUALITY PARK	QUALITY PARK F	43717	BX	39.49	-0.1866	32.12	Non-Core
702	3450-8	TAPE,SURSRT,1.8"X54.6YD 8PK	PK	8	34508	SCOTCH	TAPE,SURSRT,1	34508	PK	49.99	-0.184	40.79	Non-Core
703	BSN64015	TAPE,PAINTERS,1"X60',BE,2PK	PK	2									
704	P7200	FOLDING MACHINE,AUTO FEED	EA	1	P7200	MARTIN YALE	FOLDING MACH	P7200	EA	283.49	-0.1842	231.28	Core
705	ODP77R49	ENVELOPE,#10,CLEAN SEAL,500BX	BX	500	QUA67218	QUALITY PARK	QUALITY PARK F	QUA67218	BX	56.99	-0.232	43.77	Core
706	ODP77688	ENVELOPE,CAT,28LB,#13.5,250BX	BX	250	OE101328	QUILL	QUILL BRAND 28	OE101328	BX	49.99	-0.2521	37.39	Core
707	ODP77635	ENVELOPE,CATALOG,9X12,250BX,WH	BX	250	406924	QUILL	QUILL BRAND 24	OE91224W	BX	45.49	-0.2154	35.69	Core
708	ODP77133	ENVELOPE,SEC,#10,2WIN,500CT,WH	BX	500	111111	STAPLES	#10 ENVELOPE C	892095	BX	49.49	-0.1499	42.07	Non-Core
709	098330	DATER,SELF-INKING,RECD W/ EXT	EA	1									
710	ODP77993	ENVELOPE,CLASP,28LB,#93,100BX	BX	100	69774/70735	QUILL	QUILL BRAND 28	7CL912528	BX	26.99	-0.2538	20.14	Core
711	142-B	TAPE,SEALING,2X22YD,DISP,CLEAR	RL	1	142	SCOTCH	TAPE,SEALING,	142Q	EA	4.49	-0.1871	3.65	Core
712	OD-A19-36	TAPE,MP,1.89X54.6,36BOX,CLEAR	BX	36									
713	ODP77927	ENVELOPE,CAT,100BX,10X13,BRN	BX	100	43711	QUALITY PARK	QUALITY PARK 1	802225	BX	34.49	-0.1499	29.32	Non-Core
714	ODP77963	ENVELOPE,CLASP,28LB,#63,100BX	BX	100	69759/70729	QUILL	QUILL BRAND 28	7CL69528	BX	19.49	-0.2458	14.7	Core
715	2090-2A	TAPE,MASKING,2"X60,BLUE,3M	RL	1									
716	VEL105	DOTS,VELCRO,3/4",200/RL,BEIGE	RL	200									
717	3750-6	TAPE,SEAL,BOX,2X55YDS,6PK,CLR	PK	6	37502CL	SCOTCH	SCOTCH COMM	3750CL	PK	32.99	-0.2273	25.49	Core
718	ODP78105	ENVELOPE,3.62X6.5,SUB,500BX,WH	BX	500	69665/70692	QUILL	QUILL BRAND ST	WW634E5	BX	23.69	-0.4981	11.89	Core
719	ODP76171	ENVELOPE,LFT N PRS,1WN,#10,500	PK	500									
720	ODP77540	ENVELOPE,COIN,28.LB,#1.500BX	BX	500	50162	QUALITY PARK	QUALITY PARK F	50162Q	BX	42.49	-0.4401	23.79	Core
721	MMM3750-2ST	TAPE,SEALING,2/3750+DISPENSER	ST	2	BP1PACK	SCOTCH	TAPE,SEALING 2	BP1	ST	28.99	-0.1501	24.64	Non-Core
722	ODP77128	ENVELOPES,#10,SEC,24#,500CT,WH	BX	500	69679/70695	QUILL	QUILL BRAND SE	10CR	BX	24.99	-0.2521	18.69	Core
723	ODP77905	ENVELOPE,CLASP,28LB,#105,100BX	BX	100	7CL111428	QUILL	QUILL BRAND 28	7CL111428	BX	38.79	-0.266	28.47	Core
724	3631-8	TAPE,SCOTCH,PACK,1.88X60,8PK	PK	8	3631548	SCOTCH	TAPE,SCOTCH,P	3631548	PK	37.79	-0.2196	29.49	Core









908	6845-SSP	NOTES,SS,POST-IT,8X6,4PK,NEON	PK	4	6845SSP	POST-IT	NOTES,SS,POST-	6845SSP	PK	18.29	-0.1963	14.7	Core
909	10005	CLIP,PAPER,NSKID,OD,JMB,10PK	PK	1000	PLJGN5	QUILL	QUILL BRAND JL	PLJGN5	PK	10.99	-0.434	6.22	Core
910	937624-50	50 BOOK RINGS 2 INCH	BX	50	99704	OFFICEMATE	BOOK RINGS, 2"	587370	BX	13.99	-0.1501	11.89	Non-Core
911	OD-IB3436-16	TAPE,INVISIBLE,3/4"X1296",PK16	PK	16									
912	17024CABPK	STRIPS,POSTER,COMMAND,100CA	BX	100	17024CABPK	COMMAND	STRIPS,POSTER,	17024CABPK	BX	71.39	-0.175	58.9	Core
913	17201CABPK	STRIPS,PIC HANG,CABINET,50CA	CA	50	17201CABPK	COMMAND	STRIPS,PIC HAN	17201CABPK	CA	69.99	-0.2107	55.24	Core
914	OD-3312PA	NOTES,POPUP,OD,12PK,ASTD PSTL	PK	12	R330UALT	POST-IT	POST-IT POP-UP	R330UALT	PK	22.49	-0.233	17.25	Core
915	10088	PUNCH,3-HOLE,30 SHT,9/32	EA	1	19944	ONE-TOUCH	ONE-TOUCH 30	884279	EA	28.99	-0.1501	24.64	Core
916	654R-24CP-AP	NOTES,3X3,REC,24PK,PASTEL	PK	24	654R-24CP-AP	POST-IT	NOTES,3X3,REC,	654R24CPAP	PK	32.29	-0.2106	25.49	Core
917	SW135108	STAPLE,1/4",SF1,15-25SHT,5M/BX	BX	5000	35108	SWINGLINE	STAPLE,1/4",SF1	35108Q	BX	4.49	-0.4343	2.54	Core
918	57042150	STAPLER,25 SHT,ELEC, BLK	EA	1									
919	90277	STICKY BACK,VELCRO,15X3/4",WH	EA	1	90277	VELCRO	STICKY BACK,VE	90082	EA	32.79	-0.4392	18.39	Core
920	660-355MIA	NOTES,SS,MIAMI,4X6	PK	3	660-355MIA	POST-IT	NOTES,SS,MIAM	660355MIA	PK	14.69	-0.2076	11.64	Non-Core
921	6122	TAPE,SCOTCH,6/PK	PK	6	6122	SCOTCH	TAPE,SCOTCH,6,	6122	PK	14.99	-0.1501	12.74	Core
922	E308NR	GLUE,SCHOOL,ELMERS,7.625OZ	EA	1	E308NR	ELMER'S	GLUE,SCHOOL,E	E308NR	EA	2.29	-0.4454	1.27	Core
923	653-24APVAD	NOTES,1-1/2X2,24PK,PST	PK	24	653-24APVAD	POST-IT	NOTES,1-1/2X2,	65324APVAD	PK	14.99	-0.1501	12.74	Core
924	D5330-SSVA	NOTES,POST-IT,POP-UP,SS,12PK	PK	12	D5330SSVA	POST-IT	NOTES,POST-IT,	D5330SSVA	PK	19.99	-0.1501	16.99	Core
925	660-555CY	NOTE,PST-IT,SSTCKY,4X6,5PK,YEL	PK	5	660555CY	POST-IT	NOTE,PST-IT,SS	660555CY	PK	19.69	-0.2362	15.04	Non-Core
926	OD85003	CLIPBOARD,9X12,ASTD	EA	1									
927	G73709C	BAG,TAMP EVD,9X12,100PK,CLR	PK	100									
928	9315	TRIMMER,15",PLASTIC	EA	1	GBC9315	SWINGLINE	TRIMMER,15",P	901288	EA	83.69	-0.15	71.14	Non-Core
929	8106C38	TAPE,SCOTCH,3/4X1000,6/PK	PK	6									
930	R330RP-12AP	NOTE,POPUP,RCYLD,3X3,12PK,PSTL	PK	12	R330RP-12AP	POST-IT	NOTE,POPUP,RC	R330RP12AP	PK	24.99	-0.2689	18.27	Core
931	02257	STAPLER,FULL STRP,CONTEMP,BLK	EA	1	2257	BOSTITCH	STAPLER,FULL S	508752	EA	23.39	-0.1501	19.88	Non-Core
932	660-RP-A	NOTES,RECYCLED,LINED,4X6,5PK	PK	5	660RPA	POST-IT	NOTES,RECYCLE	660RPA	PK	19.29	-0.2379	14.7	Non-Core
933	660-5PK	PAD,POST-IT,RULED,4X6,5/PK,YLW	PK	5	6605PK	POST-IT	PAD,POST-IT,RU	6605PKY	PK	19.29	-0.3396	12.74	Core
934	845-3	TAPE,BOOK,TRANS,3"X15YD	RL	1	8453	SCOTCH	TAPE,BOOK,TRA	8453	RL	13.49	-0.3062	9.36	Core
935	612-12P	TAPE,ECO,TRANS,3M,3/4X900,12PK	PK	12	612-12P	SCOTCH	TAPE,ECO,TRAN	61212P	PK	25.99	-0.1501	22.09	Non-Core
936	75340D-NEW	STAPLER,FULL STRIP,METAL SILVR	EA	1	13426QL	QUILL	QUILL BRAND EL	713426	EA	15.79	-0.209	12.49	Non-Core
937	48208	STAPLER,ELECTRIC,OPTIMA 20	EA	1	57048208	SWINGLINE	STAPLER,ELECTR	57048208	EA	60.49	-0.1499	51.42	Core
938	64641	STAPLER,646,FULLSTRIP,ACCO,BLK	EA	1									
939	654-14AN	NOTES,POST-IT,3X3,14/PK,NEON	PK	14	65414AN	POST-IT	NOTES,POST-IT,	65414AN	PK	22.49	-0.233	17.25	Core
940	26615	TRIMMER,X-ACTO,15"	EA	1	26615	X-ACTO	TRIMMER,X-ACT	26615	EA	135.99	-0.15	115.59	Core
941	57066404A	STAPLER,RDCD EFFRT,FL STRP,BLU	EA	1	SWI66402	SWINGLINE	SWINGLINE OPT	827452	EA	29.99	-0.1501	25.49	Non-Core
942	D5330	POST-IT,POP-UP,DISPENSER,3X3"	EA	1	D5330	POST-IT	POST-IT,POP-UP	D5330	EA	13.29	-0.2137	10.45	Core
943	654-14+455MX	NOTES,BOLD,SUPER STICKY,ASST	PK	18									
944	R-335	POST-IT,POP UP,LN,3X3,6PK,YEL	PK	6	R335	POST-IT	POST-IT,POP-UP	R335	PK	13.29	-0.2777	9.6	Core
945	810K10-C60-ST	TAPE,MAGIC,BONUS,C60,10PK	PK	12									
946	1110	STAPLER,PAPERPRO,PRODIGY,SLVR	EA	1									
947	EPIE301	GLUE,SCHOOL,1-1/4 OZ,WE	EA	1	E301	ELMER'S	GLUE,SCHOOL,1	E301	EA	1.29	-0.4806	0.67	Non-Core
948	2433408	RUBBERBANDS,SZ33,1#	BG	850	90033/790033	QUILL	RUBBERBANDS,	790033	BG	8.49	-0.3004	5.94	Core
949	35450	STAPLE,1/4",15-25 SHT,5000BX	BX	5000	35450	SWINGLINE	STAPLE,1/4",15-	SF4	BX	6.79	-0.7378	1.78	Core
950	684-5H	SIGN HERE TAPE FLAG	PK	120	684-5H	POST-IT	SIGN HERE TAPE	6845H	PK	6.79	-0.2798	4.89	Core
951	90276	STICKY BACK,VELCRO,15X3/4,BLK	EA	1									
952	653YW	PAD,NTE,POST,1.5"X2",12PK,YEL	PK	12	653YW	POST-IT	PAD,NTE,POST,	653YW	PK	9.69	-0.3457	6.34	Core
953	845-1-1/2	TAPE,BOOK MENDING 1.5X15	RL	1	845112	SCOTCH	TAPE,BOOK ME	845112	RL	7.39	-0.0812	6.79	Non-Core
954	812-6P38	TAPE,ECO,W/DSPNR,3/4X900,6PK	PK	6	8126PC38	SCOTCH	TAPE,ECO,W/DS	8126PC38	PK	16.79	-0.1501	14.27	Non-Core
955	6200-3/4X1296	TAPE,INVISIBLE,3/4"X36YD	RL	1	620034X36	HIGHLAND	TAPE,INVISIBLE,	620034X1296	RL	2.79	-0.3943	1.69	Core
956	17067-MPES	COMMAND,HOOCS,WIRE,5M,WHT,2BPK	PK	28	17067MPES	COMMAND	COMMAND,HOO	2070275	PK	19.99	-0.1501	16.99	Core
957	E510	GLUE STICK,ALL-PURPOSE,12/PK	PK	12	E553	ELMER'S	ELMER'S PERMA	715387	PK	18.99	-0.1501	16.14	Non-Core
958	OD-468A	NOTES,OD,4X6,LINED,PASTEL,PK8	PK	800									
959	10702	RULER, WOOD 12"	EA	1	R14130	WESTCOTT	RULER, WOOD 1	10702Q	EA	1.49	-0.5503	0.67	Core
960	660-555MIA	POST-IT,MIAMI,4X6,5PK	PK	5									
961	98001	GLUESTIC,26OZ,18/PK	PK	18	98001	AVERY	GLUESTIC, 26OZ	177485	PK	12.29	-0.1497	10.45	Non-Core
962	A7074520	HOLE PUNCH,ELECTRIC,OPTIMA 20	EA	1	74520	SWINGLINE	HOLE PUNCH,EL	A7074520	EA	111.99	-0.15	95.19	Core
963	999/ODP-MPB	PUNCH,3HOLE,ADJ RUBBER HDL,BLK	EA	1	24564-QCC	QUILL	QUILL BRAND A	793030	EA	14.69	-0.5242	6.99	Core
964	660-355UC	NOTE,POST-IT,SS,4X6,ULTRA,PK3	PK	3	660-355UC	POST-IT	NOTE,POST-IT,S	660355UC	PK	14.49	-0.3216	9.83	Core
965	ODBC-BLK	CLIPS,BINDER,24PK,MED,BLK	PK	24									
966	654-12SSAU+4	NOTES,POSTIT,SS,3X3,12+4,ULTRA	PK	16									
967	83140	CLIPBOARD,LTR,9X12-1/2	EA	1									
968	622-855AU	NOTES,SS,2X2,POST-IT,8PK,ULTRA	PK	8	622855AU	POST-IT	NOTES,SS,2X2,P	662855AU	PK	9.79	-0.2451	7.39	Core

969	OD10030	BOX,STORAGE,CLIPBOARD,OD,SLIM	EA	1										
970	2101	PUNCH 12 SHEETS	EA	1	AC12101	PAPERPRO	PUNCH 12 SHEE	1132301	EA		20.49	-0.1498	17.42	Core
971	ACM13404	SCISSORS,STRT,VALUE,3PK,8"	EA	1										
972	1142	TRIMMER,CLASSIC,15",MAPLE	EA	1	1142	SWINGLINE	TRIMMER,CLASS	1142	EA	191.99	-0.15	163.19	Non-Core	
973	17003-MPES	COMMAND,HOOKS,LG,WHT,14 PK	PK	14	17003MPES	COMMAND	COMMAND,HOC	2070278	PK	19.99	-0.1501	16.99	Core	
974	1152	TRIMMER,CLASSIC,18",MAPLE	EA	1	1152	SWINGLINE	TRIMMER,CLASS	1152	EA	218.99	-0.15	186.14	Non-Core	
975	13402	SCISSORS,8"BENTSTR,3PK,BK	PK	3										
976	48209	STAPLER,ELECTRIC,OPTIMA 45	EA	1	48209	SWINGLINE	STAPLER,ELECTR	57048209	EA	98.79	-0.15	83.97	Core	
977	654-24VAD-B	NOTES,POST-IT,3X3,CA	PK	24	65424CP	POST-IT	POST-IT NOTES,	65424CP	PK	31.29	-0.294	22.09	Core	
978	810K12	TAPE,3/4X1000",12RL	PK	12	810K12	SCOTCH	TAPE,3/4"X1000	810K12	PK	25.99	-0.1501	22.09	Core	
979	AV14-1048	PIN,PUSH,200CT,CLEAR	BX	200										
980	OD10100	PUNCH,3-HOLE,HEAVY DUTY,DELUXE	EA	1	90100	OFFICEMATE	OIC HEAVY-DUT	90100	EA	49.99	-0.15	42.49	Core	
981	10004BX	CLIP,PAPER,SMTH,OD,JMB,100BX	BX	100	99914QL	OFFICEMATE	OFFICEMATE GE	99914	BX	2.69	-0.1487	2.29	Non-Core	
982	G73709W	BAG,TAMP EVD,OPQ,9X12,100PK	PK	100										
983	69008	STAPLER,ELECT,690E,BLACK	EA	1	69008	SWINGLINE	SWINGLINE CAR	69008	EA	270.99	-0.15	230.34	Non-Core	
984	FPRDT270	GLUE GUN,DUAL TEMP	EA	1	DT270	FPC	GLUE GUN,DUA	941731NDT	EA	16.29	-0.1498	13.85	Non-Core	
985	R330-SSAU-ALT	NOTE,POST-IT,POPIUP,55,10PK,MUL	PK	10										
986	A7074030J	PUNCH,LEVER,HANDLE,BLK	EA	1	74030	SWINGLINE	PUNCH,LEVER,H	74030Q	EA	33.59	-0.2334	25.75	Non-Core	
987	665-2PK	TAPE,DOUBLE SIDED,PERM,2/PK	PK	2	665-2PK	SCOTCH	TAPE,DOUBLE-S	6652PK	PK	12.59	-0.2375	9.6	Core	
988	OD-3312B	NOTES,POST-IT,OD,12PK,BRIGHT	PK	12										
989	686-AYPV1IN	TABS,DISP,1IN,BRIGHT	PK	6	686AYPV1IN	POST-IT	POST-IT DURAB	686AYPV1IN	PK	10.69	-0.2058	8.49	Core	
990	90082	ROLL,STICK BACK,15"X.75",WE	RL	1	90277	VELCRO	ROLL,STICK BAC	90082	RL	32.79	-0.4392	18.39	Core	
991	670-10AB	PG MARKR,POSTIT,5",10,ASTDCLR	PK	1	67010AB	POST-IT	POST-IT PAGE M	67010AB	PK	6.79	-0.1502	5.77	Core	
992	63055	NOTE,POSTIT,LINED,3K3,12PK,CAN	PK	12	630-12PK	POST-IT	NOTE,POSTIT,LI	63012PK	PK	20.29	-0.2045	16.14	Non-Core	
993	HLY59688	INSTANT COLD PACK	CT	24										
994	39002	STAPLER,HEAVY DUTY,PLT	EA	1	39002	SWINGLINE	STAPLER,HEAVY	364481	EA	97.85	-0.15	83.17	Core	
995	17024-VP	STRIPS,POSTER,SML,COMMAND,48PK	PK	48	17024-VP	COMMAND	STRIPS,POSTER,	17024VP	PK	11.49	-0.1871	9.34	Core	
996	15108	TRIMMER,18",GULL	EA	1										
997	680-RYBG	FLAG,POST-IT,1" MULTI COLOR	EA	4										
998	57071793D	STAPLER,COMPACT,STAND-UP	EA	1										
999	4137	TAPE,DBL SIDED,1/2"X400",4PK	PK	4										
1000	41001-OD	DISPENSER,DESK,1" CORE,BLACK	EA	1	11546-QCC	QUILL	QUILL BRAND CO	711546QL	EA	5.79	-0.2418	4.39	Core	
1001	810K-16	TAPE,SCOTCH,,75X1000",16/PK	PK	16	810K16	SCOTCH	TAPE, SCOTCH,	810K16	PK	33.99	-0.125	29.74	Core	
1002	2013011403	CLIP,BINDER,ASTD SIZE,200CT	BX	200										
1003	653-AST	NOTES,POST-IT,1.5X2,12PK,ASST	PK	12	653AST	POST-IT	NOTES,POST-IT,	653AD	PK	10.29	-0.2323	7.9	Non-Core	
1004	95189-OD	GLUESTICK,,700Z,6PK,WHITE	PK	6										
1005	90010	STAPLER,SWINGLING,HEAVY-DUTY	EA	1	90010	SWINGLINE	STAPLER,SWING	90010	EA	91.49	-0.15	77.77	Core	
1006	2240	PUNCH,3-HOLE,40 SHEETS	EA	1	CHL90300	CHARLES LEON	CHARLES LEONA	JV60624	EA	42.29	-0.1499	35.95	Non-Core	
1007	654-2455CYM	POST-IT,MIAMI,3X3,24PK	PK	24	654-2455CYM	POST-IT	POST-IT,MIAMI,	6542455CYM	PK	30.99	-0.2049	24.64	Non-Core	
1008	2922	BDG,HOLDER,NECKHANGING,100/BX	PK	100	2922	AVERY	BDG,HOLDER,NE	2922	BX	81.99	-0.1925	66.21	Core	
1009	90923	STICKYBCK 718 IN SQ WHITES,32P	PK	32										
1010	10082	PUNCH,2HOLE,50SHEETS,BLACK	EA	1	90082	OFFICEMATE	OIC HEAVY-DUT	90082Q	EA	12.99	-0.1501	11.04	Core	
1011	X5002001	BADGE,CLIP,12/PK	PK	12										
1012	680-PG0P2	FLAGS,POST IT,4/PK,BRIGHT	PK	160	680PG0P2	POST-IT	FLAGS,POST-IT,	680PG0P2	PK	11.99	-0.221	9.34	Core	
1013	A7074136	PUNCH,3HOLE,LOW,FRC	EA	1	A7074136	SWINGLINE	PUNCH,3-HOLE,	1457706	EA	63.79	-0.15	54.22	Non-Core	
1014	85003B	CLIPBOARD,OD,PLASTIC,2/PK	PK	2										
1015	655YW-12	PAD,NTE,POST 3"X5",12/PK,YEL	DZ	12	655YW	POST-IT	PAD,NTE,POST	655YW	DZ	23.49	-0.3235	15.89	Core	
1016	72580	CLIP,PAPER,JUMBO,WRLDBRND,10PK	PK	1000	99918	OFFICEMATE	OIC PREMIUM J	816206	PK	20.59	-0.1501	17.5	Non-Core	
1017	4013	TAPE,MOUNTING,DBLSIDED,1/2X150	EA	1	54224-PK3	SCOTCH	SCOTCH FOAM F	2134925ASN	3/PK	22.09	-0.0684	20.58	Non-Core	
1018	17067CLR-VP	HOOK,WIRE,12STR,VP,9,CLR	PK	1	17067CLRVP	COMMAND	HOOK,WIRE,12	17067CLRVP	PK	17.49	-0.1647	14.61	Non-Core	
1019	2216194G2	BOX,CASH,TIERED,TRAY,GRAY	EA	1	291387MMF	MMF	MMF INDUSTRIE	291387MMF	EA	49.99	-0.15	42.49	Core	
1020	X5003001	HOLDER,BADGE,HORIZONTAL,12/PK	PK	12										
1021	17206	STRIPS,PCT HNG,LRG,WHT,COMMAND	PK	4	17206	COMMAND	STRIPS,PCT HNG	17206Q	PK	6.99	-0.2718	5.09	Core	
1022	EHP3BLK	PUNCH,ELECTRIC 3-HOLE,BK	EA	1	BOSEHP3BLK	BOSTITCH	PUNCH,ELECTRI	SEHP3BLKUNI	EA	49.69	-0.1499	42.24	Non-Core	
1023	653A	POST-IT,PAD,12/PK,1.5X2,ASTD	PK	12										
1024	6549YW	PAD,NOTE,HIGHLAND,3"X3",12PK,Y	DZ	12										
1025	74037	PUNCH,SWINGLINE,3-HOLE,1LTDY,BLK	EA	1	74037	SWINGLINE	PUNCH,SWINGLI	740137	EA	10.49	-0.4166	6.12	Core	
1026	BAU66022	REFILL,TAPE,MAGNETIC,BK	RL	12										
1027	90115	PUNCH,2-3 HOLE,ADJ,ELECTRIC	EA	1										
1028	OD-1B3436-16	TAPE CELO .75X1296 16 PACK	PK	16										
1029	9112	TRIMMER,PPR,GT II SERIES,12IN	EA	1	SWI9112	SWINGLINE	TRIMMER,PPR,C	SWI9112UNI	EA	78.29	-0.15	66.55	Non-Core	

1030	OD679136	HOLDER,FORM,LTR/A4,BTM OPENING	EA	1	AFH31	ADAMS	ADAMS ALUMIN	AFH31	EA	42.99	-0.328	28.89	Non-Core
1031	CKC3351	REFILLS,STICK,GLUE,GLUEGUN	PK	12	CK3351	CHENILLE KRAF	REFILLS,STICK,G	JV38184	PK	2.99	-0.1505	2.54	Non-Core
1032	E904	CEMENT,RUBBER,ELMER'S,4 OZ	EA	1	E904	ELMER'S	CEMENT,RUBBE	E904	EA	3.79	-0.6412	1.36	Core
1033	686-RYB	TAB,POST-IT,DURABLE,3/PK	PK	66	686RYB	POST-IT	TAB,POST-IT,DU	686RYB	PK	9.49	-0.4636	5.09	Core
1034	675-SST	NOTES,POST-IT,LINED,55,4X4,6PK	PK	6	675-6SST	POST-IT	NOTES,POST-IT,	6756SST	PK	14.69	-0.2076	11.64	Non-Core
1035	137DM-2	TAPE,DBL SIDED,1/2"X400",2/PK	PK	2									
1036	ABEL-02	FASTENER,RND HD,100PK,1",BRASS	PK	100	99814	OFFICEMATE	OFFICEMATE RC	99814	PK	4.99	-0.2004	3.99	Non-Core
1037	OD21222	CLIPBOARD,ALUMNUM,DUAL STORAGE	EA	1	83207	OFFICEMATE	OIC ALUMINUM	83207Q	EA	48.99	-0.15	41.64	Non-Core
1038	A-125	GLUE,SCHOOL,WASHABLE,4OZ,WHITE	EA	1	E304	ELMER'S	ELMER'S LIQUID	E304	EA	2.49	-0.1486	2.12	Core
1039	99020	CLIP,BINDER,SMALL,12/BX	BX	12	99020	OFFICEMATE	CUP,BINDER,SM	831270	BX	1.99	-0.1508	1.69	Core
1040	10432	STICK,METER,WOOD	EA	1									
1041	R330-10SSAU	NOTE,POST-IT,POPUP,55,10PK,ULT	PK	10	R33010SSAU	POST-IT	NOTE,POST-IT,P	R33010SSAU	PK	19.99	-0.1926	16.14	Core
1042	A7074133	HOLEPUNCH,LOW FORCE,20SHTS,BLK	EA	1	A7074133	SWINGLINE	HOLEPUNCH,LO	A7074133	EA	15.99	-0.1501	13.59	Core
1043	4105	TAPE,W/DISP,MAG,3/4"X350",4/PK	PK	4	SCOTCH4105	SCOTCH	SCOTCH MAGIC	2657137	PK	8.99	-0.1502	7.64	Non-Core
1044	9312	TRIMMER,12",PLASTIC	EA	1	9312A	SWINGLINE	TRIMMER,12",P	5W19312UNI	EA	53.29	-0.1499	45.3	Core
1045	TB3428-BVP	TAPE,W/DISPNSR,TRANSPARENT,8PK	PK	8									
1046	R330RP-12YW	NOTE,PU,RECYCLED,3X3,12,CANARY	PK	12	R330RP12YW	POST-IT	NOTE,PU,RECY	R330RP12YW	PK	24.69	-0.2669	18.1	Non-Core
1047	2220	3-HOLE PUNCH,PAPERPRO	EA	1	ACI2220	PAPERPRO	3-HOLE PUNCH,	ACI2220UNI	EA	63.99	-0.15	54.39	Non-Core
1048	NB20110508	YARDSTICK OD	EA	1									
1049	99100	CLIP,BINDER,LARGE,12/BX	BX	12	72100	ACCO	ACCO BINDER C	72100	BX	6.79	-0.4624	3.65	Core
1050	686-ALYR	TABS,DURABLE,2",24PK,ASTD	PK	24	686-ALYR	POST-IT	TABS,DURABLE,	686ALYR	PK	6.29	-0.2305	4.84	Non-Core
1051	16874	TRIMMER,HVY DTY,CARBO TI	EA	1									
1052	50050	CARTRIDGE,STAPLES,F/#5000	EA	1	50050	SWINGLINE	CARTRIDGE,STA	50050	EA	13.49	-0.1816	11.04	Non-Core
1053	860	PUTTY,SCOTCH(R),ADHESIVE,2OZ	EA	1	860	SCOTCH	PUTTY,SCOTCH,	860	EA	2.49	-0.3052	1.73	Core
1054	1123	STAPLER,DSKTOP,PAPERPRD,TGN	EA	1	1123	PAPERPRO	STAPLER,DESKT	2382164	EA	21.39	-0.1501	18.18	Non-Core
1055	112L	TAPE,MOUNTING,ROLL,SLF-STK	EA	1	112L	SCOTCH	SCOTCH PERMA	793389	EA	8.79	-0.1502	7.47	Non-Core
1056	39005	STAPLER,HEAVY DUTY,160 SHT CAP	EA	1	39005	SWINGLINE	STAPLER,HEAVY	39005	EA	59.99	-0.2209	46.74	Core
1057	1188	STAPLER,PAPER PRO,PINK RIB	EA	1									
1058	670-5AU	POST-IT,1.5X2,ULTRA,ASST	PK	500	6705AU	POST-IT	POST-IT,1.5X2,J	6705AU	PK	9.99	-0.2352	7.64	Non-Core
1059	680-HVSHR	FLAGS,SIGN HERE,POST-IT(R)	EA	200	680HVSHR	POST-IT	FLAGS,SIGN HER	680HVSHR	PK	15.69	-0.253	11.72	Non-Core
1060	7724	ADHESIVE,SPRAY,1.3.57OZ	EA	1	77	SCOTCH	ADHESIVE,SPRA	260869	EA	21.99	-0.1769	18.1	Non-Core
1061	DUCL289275	TAPE,MOUNTING,PERM 36YD	RL	1	DUCL289275	MANCO DUCK	3/4" X 1296" PE	C1289275UNI	EA	25.29	-0.1499	21.5	Non-Core
1062	686-ALYR11N	TABS,DISP,1IN,4COLORS	PK	6	686ALYR11N	POST-IT	POST-IT TABS, 1	1174247	PK	11.49	-0.1497	9.77	Non-Core
1063	X5005001A	BADGE,CARDREEL,BLK,12PK	PK	12									
1064	OD-P4	TAPE,OD,INVISIBLE,4PK,BOX	PK	4									
1065	996384	SWINGLINE STAPLES STANDARD	BX	5000	35108	SWINGLINE	SWINGLINE STA	35108Q	BX	4.49	-0.4343	2.54	Core
1066	40000	REMOVER,STAPLE,PUSHTYPE,BLACK	EA	1	11515-QCC	QUILL	QUILL BRAND ST	711515QL	EA	3.49	-0.2722	2.54	Core
1067	1423	STAPLER,EVO,20 SHEETS,BLACK	EA	1									
1068	653AU	PAD,NOTE,POST-IT,1.5X2",12PK,U	PK	12	653AU	POST-IT	PAD,NOTE,POST	653AU	PK	10.29	-0.3401	6.79	Non-Core
1069	675-6SSCY	NOTE,PST-IT,5STCKY,4X4,6PK,YEL	PK	6	6756SSCY	POST-IT	NOTE,PST-IT,5S	6756SSCY	PK	14.29	-0.2274	11.04	Core
1070	7225	TABS,WALL MOUNT,1/2X3/4",480/P	PK	480	7225	SCOTCH	TABS,WALL MO	7225	PK	11.99	-0.221	9.34	Core
1071	2923	BDG,HOLDER,CLIP,3X4,100/BX	PK	100	2923	AVERY	BDG,HOLDER,CL	2923	BX	78.79	-0.15	66.97	Core
1072	48207	STAPLER,ELEC,OPTIMA GRIP	EA	1	57048207	SWINGLINE	STAPLER,ELEC,O	57048207	EA	42.29	-0.1499	35.95	Core
1073	X5007001	TAG,KEY,ROUND,50PK	PK	50	AVE-11025	AVERY	AVERY METAL R	11025WE	PK	7.99	-0.2128	6.29	Core
1074	1122	STAPLER,DSKTOP,PAPERPRO,TBE	EA	1	ACI1122	PAPERPRO	STAPLER,DESKT	831226	EA	21.49	-0.1498	18.27	Core
1075	10009	CLIP,PAPER,JMB,PRM SMTH OD,5PK	PK	500									
1076	74471	NAME BADGE,HLD,RYV DTY,HORIZ	PK	25	74471	AVERY	NAME BADGE,H	74471	PK	20.99	-0.2311	16.14	Core
1077	675-6SSNRP	NOTES,55,4X4,6/PK,NATURAL	PK	6	675-6SSNRP	POST-IT	POST-IT RECYCL	6756SSNRP	PK	14.69	-0.2076	11.64	Core
1078	21405	RUBBERBAND,PCG,#117B,7",1#	BX	315	ALL21405	ALLIANCE	RUBBERBAND,P	891002	BX	11.29	-0.1497	9.6	Non-Core
1079	BOS40000MBLK	STAPLE REMOVER,CALYPSO,ASTD	EA	1	40000MBLK	BOSTITCH	CALYPSO MAGN	40000MBLK	EA	5.99	-0.1503	5.09	Core
1080	OC83150	CLIPBOARD,LETTER SIZE,2PK	PK	2									
1081	72585	CLIPS,JUMBO,WRLD BRAND,NONSKID	PK	1000									
1082	NB20110512	RULER,OD,12" ACRYLIC,CLEAR,	EA	1	51882	STAPLES	STAPLES ACRYLI	2772895	EA	1.29	-0.1473	1.1	Non-Core
1083	CKC3375	GLUE,TACKY CRAFT,4OZ,WE	EA	1	CKC3375	CHENILLE KRAF	CHENILLE KRAFT	824553UNI	EA	5.09	-0.1493	4.33	Non-Core
1084	OD-3318YR	NOTE OD,3X3,REC YLW,18PK	PK	18									
1085	1510	STAPLER,PPRPRO,CMPCT,BLK/GRY	EA	1									
1086	TS816-1	CASH BOX W/TRAY	EA	1	221612003	MMF INDUSTR	MMF INDUSTRIE	221612003	EA	19.59	-0.1501	16.65	Non-Core
1087	EPIE1322	GLUE,ALL PURPOSE,4OZ	EA	1	E1322	ELMER'S	GLUE,ALL-PURP	E1322	EA	3.19	-0.2038	2.54	Non-Core
1088	SWI74722	STAPLER,FULL,747,BUS,SKY BLUE	EA	1	70201	SWINGLINE	SWINGLINE 747	1238277	EA	34.29	-0.1499	29.15	Non-Core
1089	R330-10SSST	NOTES,POP-UP,55,10/PK,TROP	PK	10	R33010SSST	POST-IT	NOTES,POP-UP,	R33010SST	PK	22.29	-0.2378	16.99	Non-Core
1090	90197	TAPE,INDUSTRIAL,15"X2",BLK	RL	1	90197	VELCRO	TAPE,INDUSTRIA	90197	RL	40.29	-0.1732	33.31	Core







1211	73159	HEAVY-DUTY 70 STAPLER	EA	1	ES573159	RAPID	VY-DUTY 70 STA	2633831	EA	39.05	-0.1501	33.19	Non-Core
1212	90081	ROLL,STICK BACK,15'X.75",BK	RL	1	90276	VELCRO	STICK BACK,15'X.	90081	PK	32.79	-0.1732	27.11	Core
1213	BSN01605	CLIPS,GEM,VINYL,#1,ASSORTED	BK	500	11506QCC	QUILL	QUILL BRAND ST	711506QL	EA	6.29	-0.2846	4.5	Core
1214	654-24	NOTES,SUPER STICKY,24PK,CANARY	PK	24	6542455MIACP	POST IT	POST IT SUPER S	6542455MIAC	PK	32.49	-0.2155	25.49	Core
1215	10233	FASTENER,SELF AD,OD,1",100BX	BX	100	ACC70011	ACCO	ACCO PREMIUM	70011	BX	18.99	-0.2396	14.44	Core
1216	MMM410M1	TAPE,DBL COATED,SCOTCH	RL	36									
1217	654R-24CP-CY	NOTES,3X3,RECYCLED,24PK,YLW	PK	24	654R24CP-CY	POST IT	3X3,RECYCLED,24	654R24CPCY	PK	32.29	-0.2106	25.49	Non-Core
1218	665-1X1296	TAPE,FILM,DBL COAT,1"X36YD	RL	1									
1219	R330-12AP	NOTE,POSTIT,3X3,12PK,PASTEL	PK	12	R33012AP	POST IT	POSTIT,3X3,12PK,	R33012AP	PK	22.49	-0.233	17.25	Core
1220	A7074134	HOLEPUNCH,LOWFORCE,3HOLE,12SHT	EA	1	A7074134	SWINGLINE	H,LOWFORCE,3H	164287	EA	16.79	-0.1501	14.27	Non-Core
1221	6065	ADHESIVE,SPRAY MOUNT,9.75 OZ	EA	1	6065	SCOTCH	E,SPRAY MOUNT	6065	EA	21.99	-0.3047	15.29	Non-Core
1222	10046	CLIPBOARD,LEGAL,OD,2/PK,WOOD	PK	2									
1223	1118	STAPLER,PAPERPRO,PRODIGY,BLUE	EA	1									
1224	79392	STAPLES,1/2",40-90 SHT,5M/BX	BX	5000	79392	SWINGLINE	S,1/2",40-90 SHT	587391		14.99	-0.1501	12.74	Non-Core
1225	5W174708	STAPLER,FULL,747,CLASSC,SKBLUE	EA	1	70201	SWINGLINE	FULL,747,CLASSC	1238277		34.29	-0.1499	29.15	Non-Core
1226	VEK90070	COINS,STICKY BACK,5/8",WE	PK	15									
1227	55807	SCISSOR,BLUNT,5",ASSORT	EA	1	13130	WESTCOTT	WESTCOTT KIDS	13130	EA	2.79	-0.3011	1.95	Core
1228	680-SH12	FLAGS,POST-IT,12/BX	BX	600	680912PK	POST IT	AGS,POST-IT,12/	680SH12	EA	39.99	-0.15	33.99	Non-Core
1229	FSK1294518697WJ	SCISSORS,BENT,RH,8",ORANGE	EA	1									
1230	17021P	STRIPS,MOUNTING,COMMAND,9PK	PK	9	17021P	COMMAND	OUNTING,COMA	703457	EA	3.59	-0.1504	3.05	Non-Core
1231	675-12SSCP	NOTES,POST-IT,SUPER STICKY,12P	PK	12	70071359213	POST IT	OST-IT,SUPER ST	675125SCP	PK	24.99	-0.2249	19.37	Non-Core
1232	ODBC-SLVR	CLIP,BNDR,ASTD SIZES,30PK,SLV	PK	30	A7071138	ACCO	ADR,ASTD SIZES,3	71138	BX	7.29	-0.2318	5.6	Non-Core
1233	680-YW2	FLAGS,TAPE,IN DISP,2PK,YELLOW	PK	100	680YW22PACK	POST IT	APE,IN DISP,2PK	680YW	PK	8.99	-0.3393	5.94	Core
1234	825182BX	CLIP,BINDER,SMALL,12/BOX	BX	12	720200QCC	QUILL	QUILLBRAND ST	720200	BX	1.49	-0.8591	0.21	Core
1235	X5004002-REV	BADGE,POUCH,VERT,BUSINESS	EA	1									
1236	FSK1535201002	SCISSORS,SW,BLNT,SML,5"	EA	1	94167097J	FISKARS	FISKARS SAFE S	9416Q	EA	3.99	-0.4261	2.29	Core
1237	FSK1055801001	SCISSORS,SCH/WS,PTD,5",SG	EA	1	01004761J	FISKARS	FISKARS POINTE	1004761JUNI	EA	13.39	-0.1501	11.38	Non-Core
1238	F330-12SSAU	NOTE,FULL ADHSVE,12PK,3X3,ASTD	PK	12	F33012SSAU	POST IT	L,ADHSVE,12PK,	F33012SSAU	EA	14.29	-0.2274	11.04	Non-Core
1239	OIC35710	PINS,PUSH,TRANS,200CT,AST	PK	200	11172QU	QUILL	QUILL BRAND P	11172QL	EA	2.79	-0.8208	0.5	Core
1240	660-3AU	NOTE,POST-IT,ULTRA,4X6,3/PK	PK	3	6603AU	POST IT	POST-IT,ULTRA,4	6603AU	PK	13.49	-0.2128	10.62	Non-Core
1241	4011	TAPE,MOUNT,EXT,S/STRONG,1X60"	EA	1									
1242	1468TUN5-MIX	SCISSORS,8",NON-STICK,BRN	EA	1	1448	SCOTCH	SCOTCH STAINLI	752095	EA	10.99	-0.1501	9.34	Core
1243	680-HVSH	FLAG,SIGN HERE,POST-IT,200PK	PK	200	680HVSH	POST IT	POST IT SIGN HE	680HVSH	EA	14.69	-0.1729	12.15	Non-Core
1244	6652P1236	TAPE,DOUBLE SIDED,1/2",2PK	PK	2	6652P1236	SCOTCH	DOUBLE SIDED,1/	6652P1236	PK	18.49	-0.1958	14.87	Non-Core
1245	R330-YW	REFILL,PAD,POP N JOT,12PK	PK	12	R330YW	POST IT	L,PAD,POP N JOT	R330YW	DZ	21.29	-0.2297	16.4	Core
1246	859	TAPE,MOUNTING,SQ,REMOVABLE,CLR	PK	35	859	SCOTCH	NTING,SQ,REMO	859	PK	5.49	-0.1494	4.67	Non-Core
1247	MMM686PGOT	FLAGS,INDEX,DURABLE,36PK,ASTD	PK	36	686PGO	SCOTCH	DEX,DURABLE,36	686PGO	PK	9.49	-0.4636	5.09	Core
1248	91909	SQUARE,STICKY BACK 7/8" WHITE	EA	1	90073	VELCRO	VELCRO SQUARE	90073	PK	4.99	-0.2345	3.82	Core
1249	655-12SSCY	NOTE,POSTIT,SSTCKY,3X5,12PK,YEL	PK	12	65512SSCY	POST IT	IT,SSTCKY,3X5,	65512SSCY	PK	24.69	-0.3013	17.25	Non-Core
1250	A70740500	PUNCH,2HOLE,1/4"-2.75"CC,BLK	EA	1	74050	SWINGLINE	2HOLE,1/4"-2.75	74050Q	EA	18.29	-0.1498	15.55	Core
1251	653-RPYW	POST-IT,PAD,RECYCLED,1.5X2,DZ	DZ	12	653RPYW	POST IT	PAD,RECYCLED,1	653RPYW	EA	10.69	-0.2451	8.07	Non-Core
1252	ACM15387	SCISSORS,8" ALLPUR,BCA,PK	EA	1	14645-100	WESTCOTT	WESTCOTT ANT	14645100	EA	13.69	-0.1622	11.47	Non-Core
1253	4141R-8	SHEARS,8",ST TRIMMER,STL	EA	1									
1254	686-GBR	TABS,DURABL,1"X1.5",GN,BL,RD	PK	66	686GBR	POST IT	URABL,1"X1.5",G	686GBR	PK	7.99	-0.224	6.2	Non-Core
1255	3102B	CLIP,BNDR,SM,36/BX,ASTD COLORS	PK	36									
1256	683-4AB	POST-IT FLAGS,SM,ASTD COLORS	PK	140	6834AB	POST IT	FLAGS,SM,ASTD	6834AB	PK	7.99	-0.363	5.09	Core
1257	1112	TRIMMER,PAPER,PERSONAL,GBC	EA	1	29464	MARSHALLS	MARSHALL PER	1720484ASN	EA	45.99	-0.15	39.09	Non-Core
1258	75811-1	BOX,CASH,11.25X7.5X3,BEIGE	EA	1	221619003	MMF INDUSTR	MMF INDUSTRI	221619003	EA	44.99	-0.2067	35.69	Non-Core
1259	654-12SSAN	NOTES,POST-IT,3X3,55,12PK,NEON	PK	12	65412SSAN	POST IT	OST-IT,3X3,55,12	65412SSANQ	EA	21.49	-0.2289	16.57	Core
1260	MCG16500	PUNCH,SLOT,9/16X1/8,7"HNDL	EA	1	MCG16500	MCGILL	SLOT,9/16X1/8,	2633838	EA	62.95	-0.15	53.51	Non-Core
1261	C22	DISPENSER,TAPE,DBL,HEAVY DUTY	EA	1	C22	SCOTCH	ER,TAPE,DBL,HEA	C22	EA	81.69	-0.1781	67.14	Non-Core
1262	010-300M	GLUE DOTS,SCOTCH,MEDIUM,300PK	PK	300									
1263	201800706	TAG,KEY,OVAL,SNAP HOOK,WHITE	PK	20	201800706	MMF INDUSTR	OVAL,SNAP HOC	201800706	PK	6.69	-0.1001	6.02	Non-Core
1264	600-2P34-72	TAPE,SCOTCH,TRANSPARENT,2/PK	PK	2	6002P3472	SCOTCH	DICH,TRANSPAR	60034252PK	BX	13.99	-0.1801	11.47	Core
1265	680-RD2	FLAG,TAPE,IN DISP,2PK,RED	PK	100	680RD22PACK	SCOTCH	TAPE,IN DISP,2P	680RD12	PK	37.29	-0.1499	31.7	Non-Core
1266	2402	PUNCH,ONE HOLE,10 SHEET,SILVER	EA	1	52300	PUNCHLINE	PUNCHLINE MEO	823441	PK	8.69	-0.1496	7.39	Non-Core
1267	5810	STAPLE,1/4",15-25SHT,5000BX	BX	5000									
1268	X512035	REEL,BADGE,SWIVEL,BLACK	EA	1	1342811BK31	IDVILLE	IDVILLE 1342811	2064081DV	PK	33.99	-0.15	28.89	Core
1269	R330-YW-EA	R330-YW NOTES POP-UP YEL	EA	1	R330YW	POST IT	YW NOTES POP-U	R330YW	PK	21.29	-0.2297	16.4	Core
1270	530495	BAG,VINYL,11X6,ZIPPER,BLUE,3PK	PK	3	6503	HONEYWELL	HONEYWELL MI	2106826	PK	14.69	-0.1498	12.49	Non-Core



1329	OIC31026	CLIPS,BINDER,30/TUB,ASTD COLOR	PK	30	31026	OIC	IDER,30/TUB,AST	589162	EA	4.99	-0.1503	4.24	Non-Core
1330	MMMPH654BK	NOTE,FRAME,PHOTO,BLACK	EA	1	333331	POST IT	,FRAME,PHOTO,PH654BK		EA	8.49	-0.1496	7.22	Non-Core
1331	10014	CLIPS,PPR,GNT,OD,RCYCLD,100/BX	BX	100	A7072525	ACCO	ACCO RECYCLED A7072525A		BX	12.99	-0.2348	9.94	Non-Core
1332	31029	CLIP,BNDR,MED,24/BX,ASTD COLOR	PK	24									
1333	EXTRM33-12TRYG	NOTES,EXTREME,3X3,GN	PK	12	MMMEXTREM3	POST IT	ES,EXTREME,3X3	24300906	PK	4.69	-0.1493	3.99	Non-Core
1334	F220-85SAU	NOTE,FULL ADHSVE,8PK,2X2,ASTD	PK	8	F22085SAU	POST IT	LL ADHSVE,8PK, F22085SAU		PK	10.29	-0.2323	7.9	Non-Core
1335	08997	RUBBERBANDS,SUPERSIZE,24CT	BG	24	8997	ALLIANCE	ALLIANCE SUPER	08997	PK	8.69	-0.1496	7.39	Non-Core
1336	680-SDZ	FLAG,TAPE,"SIGN/DATE",50/DISP	PK	100	680SDZ	POST IT	PE,"SIGN/DATE"	680SDZ	PK	7.99	-0.2028	6.37	Non-Core
1337	GA-CLB6	CLIPBOARD,ACRYLIC,CLEAR	EA	1	25974QCC	QUILL	QUILL BRAND P	25974QCC	EA	5.79	-0.1503	4.92	Core
1338	KG582485N	GLUE,KRAZY,SINGLES,CLIP STRIP	PK	4	KG582485N	ELMERS	RAZY,SINGLES,CL	KG582	EA	4.99	-0.1663	4.16	Non-Core
1339	OIC08908	CLIPS PAPER,COATED,PINK BCA	PK	80	JAM PAPER	JAM PAPER	JAM PAPER VIN	368175JAM	EA	8.79	-0.1502	7.47	Non-Core
1340	OM99595	BINDER CLIPS MED ASSORTED 24PK	PK	24									
1341	600K6	TAPE,TRANS,3M,3/4X1000,6/PK	PK	6	600K6	SCOTCH	RANS,3M,3/4X10	812050	EA	19.49	-0.1498	16.57	Non-Core
1342	MMF2018009W47	TAG,KEY,OVAL,SNP HOOK,20PK,AST	PK	20	2018009W47	MMF INDUST	OVAL,SNP HOOK	30890	EA	9.29	-0.1001	8.36	Non-Core
1343	65424APVAD	NOTES,VALUE PACK,3X3,PST	PK	24	65424APVAD	POST ITS	Post-it	65424APVAD	PK	31.79	-0.206	25.24	Non-Core
1344	BOS2CR211538	STAPLES,BB,3/BIN,5M/BOX	BX	5000									
1345	XS12033	HOLDER,BADGE,CNVRTBLE,3X4,25PK	PK	25									
1346	MMM105	TAPE,MAGIC,3/4"X300",REFILL	RL	1	105	SCOTCH	MAGIC,3/4"X300"	3M105	RL	1.99	-0.5528	0.89	Core
1347	LF-60	CLIP,CUBICAL,5PK,TRNSLNT,ASTD	PK	5									
1348	10166	PANEL CLIPS ASST SOLID 20/BX	BX	20									
1349	6055	ROLLER,ADHESIVE DOT,1/3"X49'	EA	1	6055	SCOTCH	ADHESIVE DOT,	6055	PK	12.79	-0.1501	10.87	Non-Core
1350	MMMF330125SAL	FULL ADHES NOTES,POST-IT,PSTEL	PK	12	F330125SAL	POST IT	HES NOTES,POST	F330125SAL	PK	13.29	-0.2137	10.45	Non-Core
1351	20325	RUBBERBAND,SIZE 32,1LB	BX	1100	ALL20325	ALLIANCE	BERBAND,SIZE 32	901297UNI	BX	12.29	-0.1497	10.45	Non-Core
1352	RW96032	PLASTIC CLIPBOARD NEON PINK	EA	1	340926883	JAM PAPER	JAM PAPER PLA	1227769JAM	EA	8.99	-0.1502	7.64	Non-Core
1353	37336	BANDS,LATEX FREE,#33,ORG	BX	850	37336	ALLIANCE	S,LATEX FREE,#3	686437	BX	12.29	-0.1497	10.45	Non-Core
1354	CLIP-DISPENSER-1PK	CLIP DISPENSER,LARGE,CLR/BK	EA	1	11525QCC	QUILL	QUILL BRAND M	711525QL	EA	5.29	-0.2628	3.9	Non-Core
1355	30025	WRAPPER,FLAT,COIN,QTR,OE	BX	1000	216020016	COIN TAINER	QUARTERS COIN	216020016	BX	7.49	-0.2176	5.86	Non-Core
1356	680-BBGA4	POST-IT,1.5",ARROW FLAGS,3/PK	PK	6	680BBGA4	POST IT	1.5",ARROW FLA	680BBBGA4VA	PK	12.49	-0.1497	10.62	Non-Core
1357	54033	PAD,FINGER,AMBER,PARR,SIZE 13	BX	12	54033	COSCO	GER,AMBER,PARR	54033Q	DZ	3.79	-0.1504	3.22	Non-Core
1358	CLIP-DISPENSER-3PK	DISPENSER,CLIP,3PK,ASTD	PK	3									
1359	79394	STAPLES,1/4",15-25 SHT,5M/BX	BX	5000									
1360	PP-AST-50	PUSHPINS,50-PACK,ASTD	PK	50									
1361	03106-P	FINGERTIP,MOISTN,10GRM,3PK	PK	3									
1362	OM99593	TRANS VINYL PAPER CLIP #2, 600	PK	600									
1363	OM02123	BNDRCLIP SOFT GRIP LRG AST 6PK	PK	6	TCR20668	TEACHER CREA	TEACHER CREAT	2729629	PK	7.99	-0.1502	6.79	Non-Core
1364	17091CLR	HOOK,DSG NR,COMMAND,MED,2PK,CLR	PK	2	17091CLR	COMMAND	NR,COMMAND,M	17091CLR	PK	6.29	-0.1494	5.35	Non-Core
1365	GA-CLB3	CLIPBOARD,ACRYLIC,BLUE	EA	1	331CPMBU	JAM PAPER	JAM PAPER 5M	2329737JAM	EA	7.99	-0.1502	6.79	Non-Core
1366	671-4RP-A	PAGEMARKER,1X3,4PK,GREEN	PK	4	6714RPA	POST IT	MARKER,1X3,4PK	6714RPA	EA	6.49	-0.1757	5.35	Non-Core
1367	10165	PANEL CLIPS WHT 20/BX	PK	20	AVT75301	ADVANTUS	ADVANTUS WAL	925870	EA	18.49	-0.1498	15.72	Non-Core
1368	10011	CLIPS,PPR,#1,OD,RCYCLD,100/BX	BX	100	A7072365	ACCO	ACCO RECYCLED	A7072365A	BX	8.69	-0.2186	6.79	Non-Core
1369	KG92548R	KRAZY GLUE,ALL PURP,BRUSH-ON	EA	1	KG92548R	KRAZY	LUE,ALL PURP,BR	KG925	EA	4.79	-0.238	3.65	Non-Core
1370	F-330-1255FM	NOTE,POST-IT,FULL ADH,3X3,ASTD	PK	12	F3301255FM	POST IT	ST-IT,FULL ADH,	F3301255FM	PK	13.29	-0.2137	10.45	Non-Core
1371	KG517	KRAZY GLUE TWIN PACK	PK	2	SGCSGH22	SUPER GLUE	SUPER GLUE SC	23979089	PK	4.69	-0.1493	3.99	Non-Core
1372	30010	WRAPPER,FLAT,COIN,DIME,GN	BX	1000	216020002	COIN TAINER	DIMES COIN WR	216020002	BX	7.49	-0.2176	5.86	Non-Core
1373	30001	WRAPPER,FLAT,COIN,PNNY,RD	BX	1000	216020007	COIN TAINER	PENNIES COIN V	216020007	BX	7.49	-0.2176	5.86	Non-Core
1374	LOC1363589	GLUE,LOCTITE ULTRA GEL,4G	EA	1	LOC1363589	LOCTITE	LOCTITE ULTRA	1667958	EA	6.39	-0.1502	5.43	Non-Core
1375	OIC99957	CLAMP,BUTTERFLY,IDEAL,#2,50/BX	BX	50	10674QL	QUILL	QUILL BRAND ID	710674QL	BX	3.19	-0.2821	2.29	Core
1376	OX9001-CTN	PAPER,X-9,11",20LB,10/CASE	CA	5000	105007CT/2706	HAMMERMILL	HAMMERMILL C	105007CT	CS	63.99	-0.1766	52.69	Core
1377	651001OD	PAPER,30% REC,OD,CASE,10-REAM	CA	5000	58837CT	QUILL	QUILL BRAND 30	720224CT	CS	61.99	-0.1774	50.99	Core
1378	HAM105007-CTN	PAPER,COPY PLUS,HAM,CASE,10-RM	CA	5000	105007CT/2760	HAMMERMILL	OPY PLUS,HAM,CA	105007CT	CT	63.99	-0.1766	52.69	Core
1379	3R02047	PAPER,COPY,XEROX,8.5X11,10/CT	CT	5000	3R5802	XEROX	OPY,XEROX,8.5X	3R2047CT	CS	65.99	-0.1758	54.39	Core
1380	3R05858	PAPER,COPY,8.5X11,YEL,500SH	RM	500	720563	QUILL	QUILL BRAND C	720563	RM	13.99	-0.6183	5.34	Core
1381	3R05856	PAPER,COPIER,20",LTR,BLU,500SH	RM	500	720559	QUILL	QUILL BRAND C	720559	RM	13.99	-0.6183	5.34	Core
1382	3R05857	PAPER,COPY,8.5X11,500SH,GRN	RM	500	720561	QUILL	QUILL BRAND C	720561	RM	13.99	-0.6183	5.34	Core
1383	3R05859	PAPER,COPY,8.5X11,500SH,PINK	RM	500	720567	QUILL	QUILL BRAND C	720567	RM	13.99	-0.6183	5.34	Core
1384	054901-CTN	PAPER,BOISE ASPN,30%REC,LTR,WH	CT	5000	54901	BOISE	ISE ASPN,30%RE	CAS054901	CT	97.99	-0.15	83.29	Non-Core
1385	3R11053-CT	PAPER,PASTEL,YELLOW,CTN	CT	10	720563CT	QUILL	QUILL BRAND C	720563CT	CT	99.99	-0.15	84.99	Core



1445	FL1218207-003	PAD,EASEL,28X36,SELF-STICK,2PK	EA	1														
1446	KK0260	BOARD,CORK,24"X36",ALUM FRAME	EA	1														
1447	FLX02201-001AA	EASEL,INSTANT,TABLE TOP	EA	1	28E	QUARTET	QUARTET TABLE	28E	EA		17.29	-0.1498		14.7			Non-Core	
1448	CA051790-001	BOARD,CRK,3X4,STNLS FRM,ERTHIT	EA	1	580420001233	MASTERVISION	MASTERVISION	80420001233	EA		59.99	-0.15		50.99			Non-Core	
1449	KK0405	TILES,CORK,FORAY,12"X12",4/P	PK	4	102/43795	QUARTET	QUARTET NATU	457619	EA		17.29	-0.1498		14.7			Non-Core	
1450	KK0251	BOARD,CORK,24"X36",OAK FRAME	EA	1	GH14231	GHENT	GHENT WOOD F	JV61607	EA		47.39	-0.15		40.28			Non-Core	
1451	CA271790	BOARD,CRK,ERTHIT4X6,FRM,STNLS	EA	1														
1452	BVCFM2418	MAGNET,TAPE DRYERSE,25,WH	PK	25	BVCFM2418	MASTERVISION	MASTERVISION	VCFM2418UNI	EA		10.29	-0.1497		8.75			Non-Core	
1453	EB011065-001	BAG,EASEL,OFFICE DEPOT,BLACK	EA	1	14137	STUDIO DESIGN	STUDIO DESIGN	10853145DF	EA		15.39	-0.1501		13.08			Non-Core	
1454	QR5203-001	EASEL,MULTIFUNC,MV,35"X47"	EA	1														
1455	FM251B	MAGNET,TAPE DRYERSE,25,WH	PK	1	BVCFM2418	MASTERVISION	MASTERVISION 7	VCFM2418UNI	PK		10.29	-0.1497		8.75			Non-Core	
1456	B4051	POINTER,P1 LASER	EA	1	QRTMP1100Q	QUARTET	QUARTET GENER	2661165	EA		26.99	-0.1		24.29			Non-Core	
1457	MMMDEFECLOTH	CLOTH,CLEAN,DRY ERASE,POST-IT	PK	1	DEFECLOTH	POST IT	CLEAN,DRY ERASE	DEFECLOTH	EA		5.49	-0.1494		4.67			Non-Core	
1458	CR664A	PAPER,PHT,HP,PREM,50PK,8.5X11	PK	50	Q7853A	HP	HP ADVANCED P	Q7853A	PK		24.99	-0.2009		19.97			Core	
1459	124213	PAPER,OD,BR/FLY,8.5X11,DS100PK	PK	100	Q5443A	HP	HEWLETT PACKA	Q5443A	PK		32.99	-0.2016		26.34			Core	
1460	123434	PAPER,OD,MULTI,GLOSS,100/PK	PK	100	727187	QUILL	QUILL BRAND PH	727187	PK		31.99	-0.1766		26.34			Core	
1461	HEWQ1398A	PAPER,BOND 42"X150'	RL	1	PMC44142	PM COMPANY	PMC AMERIGO	PMC44142	RL		27.99	-0.1501		23.79			Non-Core	
1462	45332H	COVER,DOCUMENT,6CT,NAVY	PK	6	GEO45333	GEOGRAPHICS	GEOGRAPHICS	653699	PK		17.29	-0.1498		14.7			Core	
1463	984C/2/4	PAPER,PRCHMNT,BOND,24#,REAM,IV	BX	500	984C	SOUTHWORTH	SOUTHWORTH F	984C	BX		36.99	-0.15		31.44			Core	
1464	45331H	COVER,DOCUMENT,6PK,BLACK	PK	6														
1465	PFB	AWARDS,CERTIF.HOLDER,NY	PK	10	938903	GREAT PAPERS	PREMIUM TEXTU	938903	PK		10.99	-0.1884		8.92			Non-Core	
1466	PF18	AWARDS,CERT HOLDER,BLK,10PK	EA	1														
1467	964C	PAPER,PRCHMNT,BOND,24#,500/BOX	BX	500	964c	SOUTHWORTH	CHMNT,BOND,24	964C	BX		37.99	-0.2395		28.89			Core	
1468	994C	PAPER,PARCHMENT,500BOX	BX	500	994C	SOUTHWORTH	R,PARCHMENT,5	994C	BX		36.99	-0.15		31.44			Non-Core	
1469	497999-8363	CERT CVR NAVY CREST 5/PK	PK	5	903119	GREAT PAPERS	GREAT PAPERS F	766627	PK		4.99	-0.1503		4.24			Non-Core	
1470	44407	CERTIFICATE,SERPENTINE,FOIL,12	PK	12	44407	GEOGRAPHICS	GEOPGRAPHICS	GEO44407	PK		8.19	-0.1502		6.96			Non-Core	
1471	564C	PAPER,LINEN,25%,24#,RMS00,IVRY	RM	500	564C	SOUTHWORTH	NEN,25%,24#,RM	564C	BX		37.99	-0.15		32.29			Non-Core	
1472	00703	BOX,STOR,ECON LETTER/LEG	CT	12	703	BANKERS BOX	TOR,ECON LETTE	703	BX		28.49	-0.1499		24.22			Non-Core	
1473	50801	CART,COLLAPSIBLE,W/LID,BLACK	EA	1	31272QCC	QUILL	QUILL BRAND EX	31272QL	EA		32.99	-0.1		29.69			Core	
1474	808337	FILE,STOR,LTR/LGL,ECONO,12/CT	CT	12	456	FELLOWES	QUILL BRAND BA	732030QQW	CT		36.99	-0.2433		27.99			Core	
1475	32C	TOTE,LETTER/LEGAL,32 LITER,CLR	EA	1	139552	STAPLES	QUILL BRAND W	365598	EA		30.29	-0.3268		20.39			Non-Core	
1476	00704	FILE,STRG/8TNECN,LTR,12CT	CT	12	00704	BANKERS BOX	TRG/8TNECN,LTR	00704	EA		97.99	-0.2368		74.79			Core	
1477	100245	BIN,MODULAR,LATCHING,54QT,CLR	EA	1														
1478	0800303	BOX,LTR/LGL,ECON,QCKSETUP,12PK	DZ	12	30815	FELLOWES	QUILL BRAND M	730815	CT		52.99	-0.2463		39.94			Core	
1479	9C	BOX,STORAGE,9 LITER,CLEAR	EA	1	9 LITRE CLEAR	REALLY USEFUL	REALLY USEFUL	673234	EA		13.39	-0.1501		11.38			Core	
1480	US17C	BOX,PLASTIC,17 LITER,CLEAR	EA	1														
1481	50-635	TOTE,FILE,LTR/LGL,CLR/BLUE	EA	1	5TK61801U01C	STOREX	STOREX COLLAP	2090996	EA		23.75	-0.1499		20.19			Non-Core	
1482	37728	CART,ROLLING,ATV,BLK	EA	1	WT1642	H WILSON	H.WILSON ADJU	WT1642BK	EA		118.99	-0.1		107.09			Non-Core	
1483	50803	CART,COLLAPSIBLE,W/LID,BLUE	EA	1														
1484	40401	ORGANIZER,LITERATURE,12CMP,GRY	EA	1	61601w01c	STOREX	STOREX 12 COM	61601QQ	EA		69.99	-0.1		62.99			Non-Core	
1485	0800101	BOX,LTR/LGL,OD ,ECON,10PK	PK	10														
1486	100060	TOTE,SNAP LID,CLEAR,68 QUART	EA	1														
1487	12770	FILE,STRGE,ECON,LTR/LGL,12CT	CT	12	12770	BANKERS BOX	RGE,ECON,LTR/LC	12770	CT		60.99	-0.373		38.24			Non-Core	
1488	140078	TOTE,FILE,LTR/LGL,CLEAR	EA	1	139582	STAPLES	STAPLES WING L	2740500	EA		25.99	-0.1501		22.09			Non-Core	
1489	00701	FILE,ECON,247,FSTFLD,LTRSZ,12CT	CT	12	701	BANKERS BOX	V,247,FSTFLD,LTR	00701	EA		89.99	-0.15		76.49			Non-Core	
1490	4C	BOX,STORAGE,4 LITER,CLEAR	EA	1	4 LITRE CLEAR	REALLY USEFUL	REALLY USEFUL	673322	EA		8.69	-0.1496		7.39			Core	
1491	00789	FILE,QCK,STORAGE,ECON,LTR/LGL	CA	12	789	BANKERS BOX	,STORAGE,ECON	00789	CT		55.99	-0.2411		42.49			Core	
1492	8.1C	BOX,8 1 LITER,CLEAR	EA	1	8.1C	REALLY USEFUL	DX,8.1 LITER,CLE	899356	EA		12.29	-0.1497		10.45			Core	
1493	100300	BIN,MODULAR,LATCHING,13QT,CLR	EA	1														
1494	23013	FILE,DESK TOP,9 5X12 25X6,BLK	EA	1	43013	ESSEELTE	DECOFLEX LARG	43013	EA		30.59	-0.1749		25.24			Non-Core	
1495	00724	FILE,R-KIVE,LTR,DZ,HD,BLK/WHIT	DZ	12	724	BANKERS BOX	LIVE,LTR,DZ,HD,B	RK724	EA		81.99	-0.2433		62.04			Core	
1496	55-706	TOTE,FILE,SPLIT LID,X-LRG,BLAC	EA	1														
1497	116811	CART,MED,3DRAWER,BLK	EA	1	05543BK01	HOMZ	HOM HOMZ LAR	44222DHT	EA		39.99	-0.1		35.99			Non-Core	
1498	CR0084	LTR/LGL FILE CRT BLK 3PK	PK	1														
1499	0800403	BOX,QCKSTP,OD,LTR,LOL,24",12C	PK	12														
1500	1.75C	BOX,1.75 LITER, CLEAR	EA	1														
1501	116815	CART,6DRAWER,BLACK	EA	1	585630	IRIS	IRIS 6 DRAWER	1823486IRI	EA		47.99	-0.15		40.79			Non-Core	
1502	250222	BIN,HVYDTY,21.BGAL,GRY	EA	1														
1503	CF226A	TONER LASERJET 26A BLACK	EA	3100	CF226A	HP	R LASERJET 26A	CF226A	EA		126.99	-0.15		107.94			Core	























2112	CY0523024	CRAYON,CLSC CLR,24ST,AST	BX	24	CY0523024	CRAYOLA	CRAYOLA CRAYO	520024	BX	3.29	-0.4742	1.73	Core
2113	SOL23501	TISSUE JUMBO BATH,2PLY 1000'	CT	12	SOL23501	BRIGHTON PRO	BRIGHTON PROF	365379	DZ	49.99	-0.1002	44.98	Core
2114	KCC216068X	TISSUE,FACIAL125SHT5,2PLY	BX	125	KCC216068X	KLEENEX	KLEENEX FLAT BC	13216Q	PK	20.99	-0.4212	12.15	Core
2115	SPZ17839	WATER PURIFIED NIAGRA	CT	24	SPZ217839	PURE LIFE	NESTLE PURE LF	101264	CT	10.69	-0.3461	6.99	Core
2116	5NUVP6-UC	vinyl clear pouch	EA	1									
2117	PP426193	MCH DIABETIC HANDBOOK ENGLISH	EA	1									
2118	UNV11641	CLOCK,WALL,QTZ,13 5,BLK	EA	1	UNV11641	383095	QUILL BRAND WA	383095QL	EA	15.99	-0.4378	8.99	Core





## Added Value

Quill's Customer Service team has been recognized twice by the J.D Power and Associates Certified Call Centers Program for providing "An Outstanding Customer Service Experience".

Bizrate.com rated our customer service team as "Outstanding".

Quill has a track record of continuously exceeding expectations

Services we provide:

- Future Ship- Place an order today and we will hold it for up to four months.
- Free shipping which includes tailgate delivery on furniture items.
- The decentralized distribution system allows Quill to fill customer orders with a 98% fill rate and improve delivery efficiency as its customer base continues to grow.
- Orders are delivered with in 1-2 days on most stock orders received by 6:00 pm.
- Purchasing Manager – Gives you complete control of your company's multi-level office supply ordering needs while simplifying the ordering process.
- Quill brand items- Our exclusive Quill Brand items are backed by a lifetime guarantee. Quill products provide the best value and can save your organization a significant amount of money.
- In stock program on paper and ink and toner

**Appendix C**  
**ADDITIONAL REQUIRED DOCUMENTS**

- DOC #1 Acknowledgment and Acceptance of Region 4 ESC's Open Records Policy
- DOC #2 Antitrust Certification Statements (Tex. Government Code § 2155.005)
- DOC #3 Implementation of House Bill 1295 Certificate of Interested Parties (Form 1295)
- DOC #4 Texas Government Code 2270 Verification Form

**ACKNOWLEDGMENT AND ACCEPTANCE**  
**OF REGION 4 ESC's OPEN RECORDS POLICY**

**OPEN RECORDS POLICY**

All proposals, information and documents submitted are subject to the Public Information Act requirements governed by the State of Texas once a Contract(s) is executed. If an Offeror believes its response, or parts of its response, may be exempted from disclosure, the Offeror must specify page-by-page and line-by-line the parts of the response, which it believes, are exempt and include detailed reasons to substantiate the exemption. Price is not confidential and will not be withheld. Any unmarked information will be considered public information and released, if requested under the Public Information Act.

The determination of whether information is confidential and not subject to disclosure is the duty of the Office of Attorney General (OAG). Region 4 ESC must provide the OAG sufficient information to render an opinion and therefore, vague and general claims to confidentiality by the Offeror are not acceptable. Region 4 ESC must comply with the opinions of the OAG. Region 4 ESC assumes no responsibility for asserting legal arguments on behalf of any Offeror. Offeror is advised to consult with their legal counsel concerning disclosure issues resulting from this procurement process and to take precautions to safeguard trade secrets and other proprietary information.

*Signature below certifies complete acceptance of Region 4 ESC's Open Records Policy, except as noted below (additional pages may be attached, if necessary).*

Check one of the following responses to the Acknowledgment and Acceptance of Region 4 ESC's Open Records Policy below:

- We acknowledge Region 4 ESC's Open Records Policy and declare that no information submitted with this proposal, or any part of our proposal, is exempt from disclosure under the Public Information Act.
- We declare the following information to be a trade secret or proprietary and exempt from disclosure under the Public Information Act.

*(Note: Offeror must specify page-by-page and line-by-line the parts of the response, which it believes, are exempt. In addition, Offeror must include detailed reasons to substantiate the exemption(s). Price is not confidential and will not be withheld. All information believed to be a trade secret or proprietary must be listed. It is further understood that failure to identify such information, in strict accordance with the instructions, will result in that information being considered public information and released, if requested under the Public Information Act.)*

Date

1/18/2019

Authorized Signature & Title

  
Senior Vice  
President

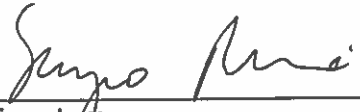
**ANTITRUST CERTIFICATION STATEMENTS**  
**(Tex. Government Code § 2155.005)**  
Attorney General Form

I affirm under penalty of perjury of the laws of the State of Texas that:

1. I am duly authorized to execute this Contract on my own behalf or on behalf of the company, corporation, firm, partnership or individual (Company) listed below;
2. In connection with this proposal, neither I nor any representative of the Company has violated any provision of the Texas Free Enterprise and Antitrust Act, Tex. Bus. & Comm. Code Chapter 15;
3. In connection with this proposal, neither I nor any representative of the Company has violated any federal antitrust law; and
4. Neither I nor any representative of the Company has directly or indirectly communicated any of the contents of this proposal to a competitor of the Company or any other company, corporation, firm, partnership or individual engaged in the same line of business as the Company.

Company Quill LLC

Contact

  
Signature

100 SCHELTER RD.

Sergio Pereira  
Printed Name

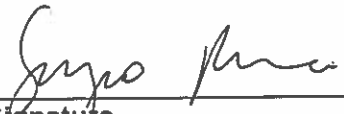
Address

LINCOLNSHIRE, IL

Senior Vice President  
Position with Company

60069

Official  
Authorizing  
Proposal

  
Signature

Phone

800-634-4809

Sergio Pereira  
Printed Name

Fax

800-789-2016

Senior Vice President  
Position with Company

## Implementation of House Bill 1295

### Certificate of Interested Parties (Form 1295):

In 2015, the Texas Legislature adopted House Bill 1295, which added section 2252.908 of the Government Code. The law states that a governmental entity or state agency may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency. The law applies only to a contract of a governmental entity or state agency that either (1) requires an action or vote by the governing body of the entity or agency before the contract may be signed or (2) has a value of at least \$1 million. The disclosure requirement applies to a contract entered into on or after January 1, 2016.

The Texas Ethics Commission was required to adopt rules necessary to implement that law, prescribe the disclosure of interested parties form, and post a copy of the form on the commission's website. The commission adopted the Certificate of Interested Parties form (Form 1295) on October 5, 2015. The commission also adopted new rules (Chapter 46) on November 30, 2015, to implement the law. The commission does not have any additional authority to enforce or interpret House Bill 1295.

#### Filing Process:

Starting on January 1, 2016, the commission will make available on its website a new filing application that must be used to file Form 1295. A business entity must use the application to enter the required information on Form 1295 and print a copy of the completed form, which will include a certification of filing that will contain a unique certification number. An authorized agent of the business entity must sign the printed copy of the form and have the form notarized. The completed Form 1295 with the certification of filing must be filed with the governmental body or state agency with which the business entity is entering into the contract.

The governmental entity or state agency must notify the commission, using the commission's filing application, of the receipt of the filed Form 1295 with the certification of filing not later than the 30th day after the date the contract binds all parties to the contract. The commission will post the completed Form 1295 to its website within seven business days after receiving notice from the governmental entity or state agency.

Information regarding how to use the filing application will be available on this site starting on January 1, 2016.

[https://www.ethics.state.tx.us/whatsnew/elf\\_info\\_form1295.htm](https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm)

*Last Revision: February 16, 2016*

# CERTIFICATE OF INTERESTED PARTIES

FORM 1295

1 of 1

Complete Nos. 1 - 4 and 6 if there are interested parties.  
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

### OFFICE USE ONLY CERTIFICATION OF FILING

Certificate Number:  
2018-434883

Date Filed:  
12/18/2018

Date Acknowledged:

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.  
Quill LLC  
Lincolnshire, IL United States

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.  
Region 4 Education Service Center

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.  
19-03  
Office Supplies, Related Products and Services

4 Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
		Controlling	Intermediary
Staples, Inc.	Framingham, MA United States	X	

5 Check only if there is NO Interested Party.

### 6 UNSWORN DECLARATION

My name is Sergio Pereira and my date of birth is 10/2/1961

My address is 100 SCHEFTER RD, LINCOLNSHIRE, IL 60069 USA  
(street) (city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in LAKE County, State of ILLINOIS, on the 18<sup>th</sup> day of January, 20 19  
(month) (year)

Sergio Pereira  
Signature of authorized agent of contracting business entity  
(Declarant)

**Texas Government Code 2270 Verification Form**

House Bill 89 (85R Legislative Session), which adds Chapter 2270 to the Texas Government Code, provides that a governmental entity may not enter into a contract with a company without verification that the contracting vendor does not and will not boycott Israel during the term of the contract.

Furthermore, Senate Bill 252 (85R Legislative Session), which amends Chapter 2252 of the Texas Government Code to add Subchapter F, prohibits contracting with a company engaged in business with Iran, Sudan or a foreign terrorist organization identified on a list prepared by the Texas Comptroller.

I, Sergio Pereira, as an authorized representative of

Senior Vice President Quill LLC, a contractor engaged by

Insert Name of Company

Region 4 Education Service Center, 7145 West Tidwell Road, Houston, TX 77092, verify by this writing that the above-named company affirms that it (1) does not boycott Israel; and (2) will not boycott Israel during the term of this contract, or any contract with the above-named Texas governmental entity in the future.

Also, our company is not listed on and we do not do business with companies that are on the Texas Comptroller of Public Accounts list of Designated Foreign Terrorists Organizations found at <https://comptroller.texas.gov/purchasing/docs/foreign-terrorist.pdf>.

I further affirm that if our company's position on this issue is reversed and this affirmation is no longer valid, that the above-named Texas governmental entity will be notified in writing within one (1) business day and we understand that our company's failure to affirm and comply with the requirements of Texas Government Code 2270 et seq. shall be grounds for immediate contract termination without penalty to the above-named Texas governmental entity.

I swear and affirm that the above is true and correct.

Sergio Pereira  
Signature of Named Authorized Company Representative

1/18/2019  
Date

FELONY CONVICTION NOTIFICATION

Section 44.034, Texas Education Code, Notification of Criminal History, Subsection (a), states "A person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony."

Subsection (b) states "A school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract."

This Notice is Not Required of a Publicly-Held Corporation

CRIMINAL HISTORY REVIEW OF CONTRACTOR EMPLOYEES

Bidder shall review §22.0834, Texas Education Code and 19 Texas Administrative Code §§153.1101 and 153.1117 regarding criminal history checks of school contractor employees. The rules define continuing duties related to contracted services, direct contact with students, covered contract employee and other relevant terms within the statute.

Except as otherwise provided herein, Contractor will obtain and certify in writing, before work begins, and at least annually, that the Contractor has received all criminal history record information that relates to an employee, applicant, agent or Subcontractor of the Contractor or a Subcontractor, if the person has or will have continuing duties related to the contracted services, and the duties are or will be performed on LISD's property where students are regularly present or at another location where students are regularly present. Contractor shall assume all expenses associated with the background checks and shall immediately remove any employee or agent who was convicted of, received probation for, or received deferred adjudication for any felony as outlined below or any misdemeanor involving moral turpitude, from LISD's property or other location where students are regularly present. LISD shall determine what constitutes "moral turpitude" or "a location where students are regularly present."

Contractor or sub-contractors may not work on LISD property where students are present when they have been convicted, received probation or deferred adjudication for the following felony offenses:

- 1. Any offense against a person who was, at the time the offense occurred, under 18 years of age or enrolled at a public school;
2. Any sex offense;
3. Any crimes against persons involving:
a. Controlled substances; or
b. Property; or
4. Any other offense LISD believes might compromise the safety of students, employees or property.

Please complete the information below:

I, the undersigned agent for the firm named below, certify that the information concerning notification of felony convictions and criminal history checks for the company employees, agents, or subcontractors that will be on LISD campuses have been reviewed by me, and shall be complied with, and the following information furnished is true to the best of my knowledge.

Vendor's Name: Quill LLC

Authorized Company Official's Name (please print or type): Sergio Pereira

A. My firm is not owned nor operated by anyone who has been convicted of a felony. Signature of Company Official: Sergio Pereira Date: 1/18/2019

B. My firm is owned or operated by the following individual(s) who has/have been convicted of a felony: Name of Felon(s): Details of Conviction(s):

Signature of Company Official: Date: (Name should be the same as on Form A - Affidavit of Non Collusion)

C. My firm is a publicly held corporation, therefore, this reporting requirement is not applicable. Signature of Company Official: Date:



**OMNIA PARTNERS EXHIBITS  
EXHIBIT F- FEDERAL FUNDS CERTIFICATIONS**

**FEDERAL CERTIFICATIONS**

**ADDENDUM FOR AGREEMENT FUNDED BY U.S. FEDERAL GRANT**

**TO WHOM IT MAY CONCERN:**

Participating Agencies may elect to use federal funds to purchase under the Master Agreement. This form should be completed and returned with proposal.

The following certifications and provisions may be required and apply when a Participating Agency expends federal funds for any purchase resulting from this procurement process. Pursuant to 2 C.F.R. § 200.326, all contracts, including small purchases, awarded by the Participating Agency and the Participating Agency's subcontractors shall contain the procurement provisions of Appendix II to Part 200, as applicable.

**APPENDIX II TO 2 CFR PART 200**

(A) Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

Pursuant to Federal Rule (A) above, when a Participating Agency expends federal funds, the Participating Agency reserves all rights and privileges under the applicable laws and regulations with respect to this procurement in the event of breach of contract by either party.

Does offeror agree? YES SP Initials of Authorized Representative of offeror

(B) Termination for cause and for convenience by the grantee or subgrantee including the manner by which it will be effected and the basis for settlement. (All contracts in excess of \$10,000)

Pursuant to Federal Rule (B) above, when a Participating Agency expends federal funds, the Participating Agency reserves the right to immediately terminate any agreement in excess of \$10,000 resulting from this procurement process in the event of a breach or default of the agreement by Offeror in the event Offeror fails to: (1) meet schedules, deadlines, and/or delivery dates within the time specified in the procurement solicitation, contract, and/or a purchase order; (2) make any payments owed; or (3) otherwise perform in accordance with the contract and/or the procurement solicitation. Participating Agency also reserves the right to terminate the contract immediately, with written notice to offeror, for convenience, if Participating Agency believes, in its sole discretion that it is in the best interest of Participating Agency to do so. Offeror will be compensated for work performed and accepted and goods accepted by Participating Agency as of the termination date if the contract is terminated for convenience of Participating Agency. Any award under this procurement process is not exclusive and Participating Agency reserves the right to purchase goods and services from other offerors when it is in Participating Agency's best interest.

Does offeror agree? YES SP Initials of Authorized Representative of offeror

(C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 CFR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

Pursuant to Federal Rule (C) above, when a Participating Agency expends federal funds on any federally assisted construction contract the equal opportunity clause is incorporated by reference herein.

Does offeror agree to abide by the above? YES SP Initials of Authorized Representative of offeror

(D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted

**OMNIA PARTNERS EXHIBITS  
EXHIBIT F- FEDERAL FUNDS CERTIFICATIONS**

Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

Pursuant to Federal Rule (D) above, when a Participating Agency expends federal funds during the term of an award for all contracts and subgrants for construction or repair, offeror will be in compliance with all applicable Davis-Bacon Act provisions.

Does offeror agree? YES SP Initials of Authorized Representative of offeror

(E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

Pursuant to Federal Rule (E) above, when a Participating Agency expends federal funds, offeror certifies that offeror will be in compliance with all applicable provisions of the Contract Work Hours and Safety Standards Act during the term of an award for all contracts by Participating Agency resulting from this procurement process.

Does offeror agree? YES SP Initials of Authorized Representative of offeror

(F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

Pursuant to Federal Rule (F) above, when federal funds are expended by Participating Agency, the offeror certifies that during the term of an award for all contracts by Participating Agency resulting from this procurement process, the offeror agrees to comply with all applicable requirements as referenced in Federal Rule (F) above.

Does offeror agree? YES SP Initials of Authorized Representative of offeror

(G) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251- 1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

**OMNIA PARTNERS EXHIBITS  
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Pursuant to Federal Rule (G) above, when federal funds are expended by Participating Agency, the offeror certifies that during the term of an award for all contracts by Participating Agency member resulting from this procurement process, the offeror agrees to comply with all applicable requirements as referenced in Federal Rule (G) above.

Does offeror agree? YES SP Initials of Authorized Representative of offeror

(H) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

Pursuant to Federal Rule (H) above, when federal funds are expended by Participating Agency, the offeror certifies that during the term of an award for all contracts by Participating Agency resulting from this procurement process, the offeror certifies that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency.

Does offeror agree? YES SP Initials of Authorized Representative of offeror

(I) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

Pursuant to Federal Rule (I) above, when federal funds are expended by Participating Agency, the offeror certifies that during the term and after the awarded term of an award for all contracts by Participating Agency resulting from this procurement process, the offeror certifies that it is in compliance with all applicable provisions of the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352). The undersigned further certifies that:

(1) No Federal appropriated funds have been paid or will be paid for on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all covered sub-awards exceeding \$100,000 in Federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

Does offeror agree? YES SP Initials of Authorized Representative of offeror

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**RECORD RETENTION REQUIREMENTS FOR CONTRACTS INVOLVING FEDERAL FUNDS**

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When federal funds are expended by Participating Agency for any contract resulting from this procurement process, offeror certifies that it will comply with the record retention requirements detailed in 2 CFR § 200.333. The offeror further certifies that offeror will retain all records as required by 2 CFR § 200.333 for a period of three years after grantees or subgrantees submit final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.

Does offeror agree? YES SP Initials of Authorized Representative of offeror

**OMNIA PARTNERS EXHIBITS  
EXHIBIT F- FEDERAL FUNDS CERTIFICATIONS**

**CERTIFICATION OF COMPLIANCE WITH THE ENERGY POLICY AND CONSERVATION ACT**

When Participating Agency expends federal funds for any contract resulting from this procurement process, offeror certifies that it will comply with the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6321 et seq.; 49 C.F.R. Part 18).

Does offeror agree? YES SP Initials of Authorized Representative of offeror

**CERTIFICATION OF COMPLIANCE WITH BUY AMERICA PROVISIONS**

To the extent purchases are made with Federal Highway Administration, Federal Railroad Administration, or Federal Transit Administration funds, offeror certifies that its products comply with all applicable provisions of the Buy America Act and agrees to provide such certification or applicable waiver with respect to specific products to any Participating Agency upon request. Purchases made in accordance with the Buy America Act must still follow the applicable procurement rules calling for free and open competition.

Does offeror agree? YES SP Initials of Authorized Representative of offeror

**PROCUREMENT OF RECOVERED MATERIALS REQUIREMENTS FOR - 2 C.F.R. §200.322**

Participating Agency and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

Does Vendor agree? YES SP Initials of Authorized Representative of Vendor

**CERTIFICATION OF ACCESS TO RECORDS - 2 C.F.R. § 200.336**

Offeror agrees that the Inspector General of the Agency or any of their duly authorized representatives shall have access to any books, documents, papers and records of offeror that are directly pertinent to offeror's discharge of its obligations under the Contract for the purpose of making audits, examinations, excerpts, and transcriptions. The right also includes timely and reasonable access to offeror's personnel for the purpose of interview and discussion relating to such documents.

Does offeror agree? YES SP Initials of Authorized Representative of offeror

**CERTIFICATION OF APPLICABILITY TO SUBCONTRACTORS**

Offeror agrees that all contracts it awards pursuant to the Contract shall be bound by the foregoing terms and conditions.

Does offeror agree? YES SP Initials of Authorized Representative of offeror

Offeror agrees to comply with all federal, state, and local laws, rules, regulations and ordinances, as applicable. It is further acknowledged that offeror certifies compliance with all provisions, laws, acts, regulations, etc. as specifically noted above.

Offeror's Name: Quill LLC

Address, City, State, and Zip Code: 100 SCHELTZ RD., LINCOLNSHIRE, IL 60069

Phone Number: 800-634-4809 Fax Number: 800-789-2016

Printed Name and Title of Authorized Representative: Sergio Pereira, Senior Vice President

Email Address: bid@quill.com

Signature of Authorized Representative:  Date: 1/18/2019

**OMNIA PARTNERS EXHIBITS  
EXHIBIT G- NEW JERSEY BUSINESS COMPLIANCE**

**NEW JERSEY BUSINESS COMPLIANCE**

Suppliers intending to do business in the State of New Jersey must comply with policies and procedures required under New Jersey statutes. All offerors submitting proposals must complete the following forms specific to the State of New Jersey. Completed forms should be submitted with the offeror's response to the RFP. Failure to complete the New Jersey packet will impact OMNIA Partners' ability to promote the Master Agreement in the State of New Jersey.

- DOC #1 Ownership Disclosure Form
- DOC #2 Non-Collusion Affidavit
- DOC #3 Affirmative Action Affidavit
- DOC #4 Political Contribution Disclosure Form
- DOC #5 Stockholder Disclosure Certification
- DOC #6 Certification of Non-Involvement in Prohibited Activities in Iran
- DOC #7 New Jersey Business Registration Certificate

New Jersey suppliers are required to comply with the following New Jersey statutes when applicable:

- all anti-discrimination laws, including those contained in N.J.S.A. 10:2-1 through N.J.S.A. 10:2-14, N.J.S.A. 10:5-1, and N.J.S.A. 10:5-31 through 10:5-38;
- Prevailing Wage Act, N.J.S.A. 34:11-56.26, for all contracts within the contemplation of the Act;
- Public Works Contractor Registration Act, N.J.S.A. 34:11-56.26; and
- Bid and Performance Security, as required by the applicable municipal or state statutes.

OMNIA PARTNERS EXHIBITS  
EXHIBIT G- NEW JERSEY BUSINESS COMPLIANCE

DOC #1

OWNERSHIP DISCLOSURE FORM  
(N.J.S. 52:25-24.2)

Pursuant to the requirements of P.L. 1999, Chapter 440 effective April 17, 2000 (Local Public Contracts Law), the offeror shall complete the form attached to these specifications listing the persons owning 10 percent (10%) or more of the firm presenting the proposal.

Company Name: Quill LLC

Street: 100 SCHELTER RD.

City, State, Zip Code: LINCOLNSHIRE, IL 60069

Complete as appropriate:

I \_\_\_\_\_, certify that I am the sole owner of \_\_\_\_\_, that there are no partners and the business is not incorporated, and the provisions of N.J.S. 52:25-24.2 do not apply.

OR:

I \_\_\_\_\_, a partner in \_\_\_\_\_, do hereby certify that the following is a list of all individual partners who own a 10% or greater interest therein. I further certify that if one (1) or more of the partners is itself a corporation or partnership, there is also set forth the names and addresses of the stockholders holding 10% or more of that corporation's stock or the individual partners owning 10% or greater interest in that partnership.

OR:

I Sergio Pereira, an authorized representative of QUILL LLC, a corporation, do hereby certify that the following is a list of the names and addresses of all stockholders in the corporation who own 10% or more of its stock of any class. I further certify that if one (1) or more of such stockholders is itself a corporation or partnership, that there is also set forth the names and addresses of the stockholders holding 10% or more of the corporation's stock or the individual partners owning a 10% or greater interest in that partnership.

(Note: If there are no partners or stockholders owning 10% or more interest, indicate none.)

Name	Address	Interest
<u>SYCAMORE PARTNERS, 9 WEST 57TH STREET, 31ST FLR. NEW YORK, NY 10019</u>		

I further certify that the statements and information contained herein, are complete and correct to the best of my knowledge and belief.

1/18/2019  
Date

Sergio Pereira Senior Vice President  
Authorized Signature and Title

OMNIA PARTNERS EXHIBITS  
EXHIBIT G- NEW JERSEY BUSINESS COMPLIANCE

DOC #2

NON-COLLUSION AFFIDAVIT

Company Name: Quill LLC

Street: 100 SCHELTER RD.

City, State, Zip Code: LINCOLNSHIRE, IL 60069

State of ILLINOIS

County of LAKE

I, Sergio Pereira of  
the QUILL LLC, LINCOLNSHIRE, IL  
Name City

in the County of LAKE, State of  
ILLINOIS

of full age, being duly sworn according to law on my oath depose and say that:

I am the Senior Vice President of the firm of  
Title

**Quill LLC**  
Company Name

the Offeror making the Proposal for the goods, services or public work specified under the attached proposal, and that I executed the said proposal with full authority to do so; that said Offeror has not directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above proposal, and that all statements contained in said proposal and in this affidavit are true and correct, and made with full knowledge that relies upon the truth of the statements contained in said proposal and in the statements contained in this affidavit in awarding the contract for the said goods, services or public work.

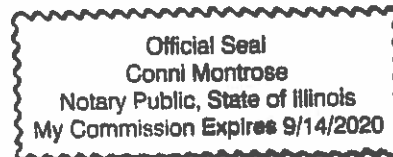
I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by

Quill LLC  
Company Name

Sergio Pereira Senior Vice President  
Authorized Signature & Title

Subscribed and sworn before me

this 18th day of January, 2019  
Conni Montrose  
Notary Public of ILLINOIS  
My commission expires 9/14, 2020



SEAL

OMNIA PARTNERS EXHIBITS  
EXHIBIT G- NEW JERSEY BUSINESS COMPLIANCE

DOC #3

**AFFIRMATIVE ACTION AFFIDAVIT**  
(P.L. 1975, C.127)

Company Name: Quill LLC  
Street: 100 SCHEJER RD.  
City, State, Zip Code: LINCOLNSHIRE, IL 60069

**Proposal Certification:**

Indicate below company's compliance with New Jersey Affirmative Action regulations. Company's proposal will be accepted even if company is not in compliance at this time. No contract and/or purchase order may be issued, however, until all Affirmative Action requirements are met.

**Required Affirmative Action Evidence:**

Procurement, Professional & Service Contracts (Exhibit A)

Vendors must submit with proposal:

1. A photo copy of their Federal Letter of Affirmative Action Plan Approval  
  
OR
2. A photo copy of their Certificate of Employee Information Report  
  
OR
3. A complete Affirmative Action Employee Information Report (AA302)

**Public Work – Over \$50,000 Total Project Cost:**

- A. No approved Federal or New Jersey Affirmative Action Plan. We will complete Report Form AA201-A upon receipt from the
- B. Approved Federal or New Jersey Plan – certificate enclosed

*I further certify that the statements and information contained herein, are complete and correct to the best of my knowledge and belief.*

  
\_\_\_\_\_  
Authorized Signature and Title

Senior Vice President

1/18/2019  
Date

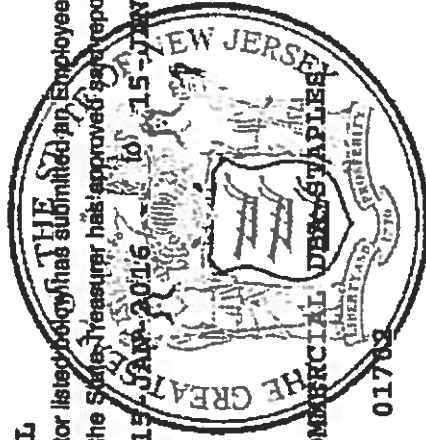


Certification 25026

# CERTIFICATE OF EMPLOYEE INFORMATION REPORT

## RENEWAL

This is to certify that the contractor listed below has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1.1 et. seq. and the State Treasurer has approved ~~the~~ report. This approval will remain in effect for the period of 15 JAN 2016 to 15 JULY 2019



STAPLES CONTRACT & COMMERCIAL SERVICES  
500 STAPLES DRIVE  
FRAMINGHAM MA 01769

*Ford M. Scudder*

FORD M. SCUDDER  
Acting State Treasurer

**OMNIA PARTNERS EXHIBITS  
EXHIBIT G- NEW JERSEY BUSINESS COMPLIANCE**

DOC #3, continued

P.L. 1995, c. 127 (N.J.A.C. 17:27)  
**MANDATORY AFFIRMATIVE ACTION LANGUAGE**

**PROCUREMENT, PROFESSIONAL AND SERVICE  
CONTRACTS**

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation. The contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this non-discrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisement for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation.

The contractor or subcontractor, where applicable, will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time and the Americans with Disabilities Act.

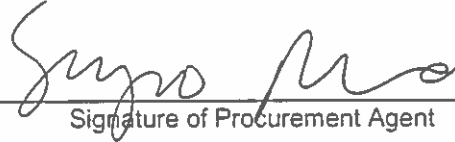
The contractor or subcontractor agrees to attempt in good faith to employ minority and female workers trade consistent with the applicable county employment goal prescribed by N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, C.127, as amended and supplemented from time to time or in accordance with a binding determination of the applicable county employment goals determined by the Affirmative Action Office pursuant to N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, C.127, as amended and supplemented from time to time.

The contractor or subcontractor agrees to inform in writing appropriate recruitment agencies in the area, including employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the state of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

The contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and lay-off to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation, and conform with the applicable employment goals, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor and its subcontractors shall furnish such reports or other documents to the Affirmative Action Office as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Affirmative Action Office for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code (NJAC 17:27).



Signature of Procurement Agent

**OMNIA PARTNERS EXHIBITS**  
**EXHIBIT G- NEW JERSEY BUSINESS COMPLIANCE**

DOC #4

**C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM**  
**Public Agency Instructions**

This page provides guidance to public agencies entering into contracts with business entities that are required to file Political Contribution Disclosure forms with the agency. It is not intended to be provided to contractors. What follows are instructions on the use of form local units can provide to contractors that are required to disclose political contributions pursuant to N.J.S.A. 19:44A-20.26 (P.L. 2005, c. 271, s.2). Additional information on the process is available in Local Finance Notice 2006-1 ([http://www.nj.gov/dca/divisions/dlgs/resources/lfns\\_2006.html](http://www.nj.gov/dca/divisions/dlgs/resources/lfns_2006.html)). Please refer back to these instructions for the appropriate links, as the Local Finance Notices include links that are no longer operational.

1. The disclosure is required for all contracts in excess of \$17,500 that are **not awarded** pursuant to a "fair and open" process (N.J.S.A. 19:44A-20.7).
2. Due to the potential length of some contractor submissions, the public agency should consider allowing data to be submitted in electronic form (i.e., spreadsheet, pdf file, etc.). Submissions must be kept with the contract documents or in an appropriate computer file and be available for public access. **The form is worded to accept this alternate submission.** The text should be amended if electronic submission will not be allowed.
3. The submission must be **received from the contractor and** on file at least 10 days prior to award of the contract. Resolutions of award should reflect that the disclosure has been received and is on file.
4. The contractor must disclose contributions made to candidate and party committees covering a wide range of public agencies, including all public agencies that have elected officials in the county of the public agency, state legislative positions, and various state entities. The Division of Local Government Services recommends that contractors be provided a list of the affected agencies. This will assist contractors in determining the campaign and political committees of the officials and candidates affected by the disclosure.
  - a. The Division has prepared model disclosure forms for each county. They can be downloaded from the "County PCD Forms" link on the Pay-to-Play web site at <http://www.nj.gov/dca/divisions/dlgs/programs/lpcl.html#12>. They will be updated from time-to-time as necessary.
  - b. A public agency using these forms **should edit them to properly reflect the correct legislative district(s)**. As the forms are county-based, **they list all legislative districts in each county. Districts that do not represent the public agency should be removed from the lists.**
  - c. Some contractors may find it easier to provide a single list that covers all contributions, regardless of the county. These submissions are appropriate and should be accepted.
  - d. The form may be used "as-is", subject to edits as described herein.
  - e. The "Contractor Instructions" sheet is intended to be provided with the form. It is recommended that the Instructions and the form be printed on the same piece of paper. The form notes that the Instructions are printed on the back of the form; where that is not the case, the text should be edited accordingly.
  - f. The form is a Word document and can be edited to meet local needs, and posted for download on web sites, used as an e-mail attachment, or provided as a printed document.
5. It is recommended that the contractor also complete a "Stockholder Disclosure Certification." This will assist the local unit in its obligation to ensure that contractor did not make any prohibited contributions to the committees listed on the Business Entity Disclosure Certification in the 12 months prior to the contract (See Local Finance Notice 2006-7 for additional information on this obligation at [http://www.nj.gov/dca/divisions/dlgs/resources/lfns\\_2006.html](http://www.nj.gov/dca/divisions/dlgs/resources/lfns_2006.html)). A sample Certification form is part of this package and the instruction to complete it is included in the Contractor Instructions. NOTE: This section is not applicable to Boards of Education.

**OMNIA PARTNERS EXHIBITS  
EXHIBIT G- NEW JERSEY BUSINESS COMPLIANCE**

Doc #4,  
continued

**C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM**

**Contractor Instructions**

Business entities (contractors) receiving contracts from a public agency that are NOT awarded pursuant to a "fair and open" process (defined at N.J.S.A. 19:44A-20.7) are subject to the provisions of P.L. 2005, c. 271, s.2 (N.J.S.A. 19:44A-20.26). This law provides that 10 days prior to the award of such a contract, the contractor shall disclose contributions to:

- any State, county, or municipal committee of a political party
- any legislative leadership committee\*
- any continuing political committee (a.k.a., political action committee)
- any candidate committee of a candidate for, or holder of, an elective office:
  - of the public entity awarding the contract
  - of that county in which that public entity is located
  - of another public entity within that county
  - or of a legislative district in which that public entity is located or, when the public entity is a county, of any legislative district which includes all or part of the county

The disclosure must list reportable contributions to any of the committees that exceed \$300 per election cycle that were made during the 12 months prior to award of the contract. See N.J.S.A. 19:44A-8 and 19:44A-16 for more details on reportable contributions.

N.J.S.A. 19:44A-20.26 itemizes the parties from whom contributions must be disclosed when a business entity is not a natural person. This includes the following:

- individuals with an "interest" ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit
- all principals, partners, officers, or directors of the business entity or their spouses
- any subsidiaries directly or indirectly controlled by the business entity
- IRS Code Section 527 New Jersey based organizations, directly or indirectly controlled by the business entity and filing as continuing political committees. (PACs).

When the business entity is a natural person, "a contribution by that person's spouse or child, residing therewith, shall be deemed to be a contribution by the business entity." [N.J.S.A. 19:44A-20.26(b)] The contributor must be listed on the disclosure.

Any business entity that fails to comply with the disclosure provisions shall be subject to a fine imposed by ELEC in an amount to be determined by the Commission which may be based upon the amount that the business entity failed to report.

The enclosed list of agencies is provided to assist the contractor in identifying those public agencies whose elected official and/or candidate campaign committees are affected by the disclosure requirement. It is the contractor's responsibility to identify the specific committees to which contributions may have been made and need to be disclosed. The disclosed information may exceed the minimum requirement.

The enclosed form, a content-consistent facsimile, or an electronic data file containing the required details (along with a signed cover sheet) may be used as the contractor's submission and is disclosable to the public under the Open Public Records Act.

The contractor must also complete the attached Stockholder Disclosure Certification. This will assist the agency in meeting its obligations under the law. **NOTE: This section does not apply to Board of Education contracts.**

\* N.J.S.A. 19:44A-3(s): "The term "legislative leadership committee" means a committee established, authorized to be established, or designated by the President of the Senate, the Minority Leader of the Senate, the Speaker of the General Assembly or the Minority Leader of the General Assembly pursuant to section 16 of P.L.1993, c.65 (C.19:44A-10.1) for the purpose of receiving contributions and making expenditures."

OMNIA PARTNERS EXHIBITS  
EXHIBIT G- NEW JERSEY BUSINESS COMPLIANCE

**C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM**

Required Pursuant to N.J.S.A. 19:44A-20.26

This form or its permitted facsimile must be submitted to the local unit  
no later than 10 days prior to the award of the contract.

Part I – Vendor Information

Vendor Name:	QUILL LLC		
Address:	100 SCHELTER RD.		
City:	LINCOLNSHIRE	State:	IL Zip: 60069

The undersigned being authorized to certify, hereby certifies that the submission provided herein represents compliance with the provisions of N.J.S.A. 19:44A-20.26 and as represented by the Instructions accompanying this form.

 \_\_\_\_\_  
Signature Printed Name Title

Sergio Pereira Senior Vice President

Part II – Contribution Disclosure

Disclosure requirement: Pursuant to N.J.S.A. 19:44A-20.26 this disclosure must include all reportable political contributions (more than \$300 per election cycle) over the 12 months prior to submission to the committees of the government entities listed on the form provided by the local unit.

Check here if disclosure is provided in electronic form

Contributor Name	Recipient Name	Date	Dollar Amount
NONE			\$

Check here if the information is continued on subsequent page(s)

Requirements for National Cooperative Contract  
Page 46 of 73

Doc #4,  
continued

OMNIA PARTNERS EXHIBITS  
EXHIBIT G- NEW JERSEY BUSINESS COMPLIANCE

List of Agencies with Elected Officials Required for Political Contribution Disclosure  
N.J.S.A. 19:44A-20.26

County Name:

State: Governor, and Legislative Leadership Committees

Legislative District #s:

State Senator and two members of the General Assembly per district.

County:

Freeholders

{County Executive}

County Clerk

Surrogate

Sheriff

Municipalities (Mayor and members of governing body, regardless of title):

**USERS SHOULD CREATE THEIR OWN FORM, OR DOWNLOAD FROM  
THE PAY TO PLAY SECTION OF THE DLGS WEBSITE A COUNTY-  
BASED, CUSTOMIZABLE FORM.**

OMNIA PARTNERS EXHIBITS  
EXHIBIT G- NEW JERSEY BUSINESS COMPLIANCE

DOC #5

STOCKHOLDER DISCLOSURE CERTIFICATION

Name of Business: Quill LLC

I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.

OR

I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

Check the box that represents the type of business organization:

Partnership  Corporation  Sole Proprietorship

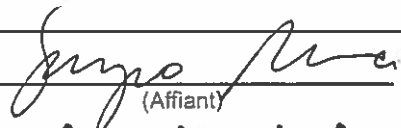
Limited Partnership  Limited Liability Corporation  Limited Liability Partnership

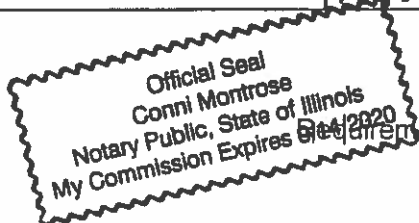
Subchapter S Corporation

Sign and notarize the form below, and, if necessary, complete the stockholder list below.

Stockholders:

Name: SYCAMORE PARTNERS	Name:
Home Address: 9 WEST 57TH ST. 31ST FLOOR NEW YORK, NY 10019	Home Address:
Name:	Name:
Home Address:	Home Address:
Name:	Name:
Home Address:	Home Address:

Subscribed and sworn before me this 18th day of January, 2019. (Notary Public) Conni Montrose My Commission expires: 9/14/2020	 (Affiant) Sergio Pereira, Senior Vice President (Print name & title of affiant) (Corporate Seal)
--	---





**OMNIA PARTNERS EXHIBITS  
EXHIBIT G- NEW JERSEY BUSINESS COMPLIANCE**

DOC #6

**Certification of Non-Involvement in Prohibited Activities in Iran**

Pursuant to N.J.S.A. 52:32-58, Offerors must certify that neither the Offeror, nor any of its parents, subsidiaries, and/or affiliates (as defined in N.J.S.A. 52:32 – 56(e) (3)), is listed on the Department of the Treasury's List of Persons or Entities Engaging in Prohibited Investment Activities in Iran and that neither is involved in any of the investment activities set forth in N.J.S.A. 52:32 – 56(f).

Offerors wishing to do business in New Jersey through this contract must fill out the Certification of Non-Involvement in Prohibited Activities in Iran here:

[http://www.state.nj.us/humanservices/dfd/info/standard/fdc/disclosure\\_investmentact.pdf](http://www.state.nj.us/humanservices/dfd/info/standard/fdc/disclosure_investmentact.pdf)

Offerors should submit the above form completed with their proposal.

STATE OF NEW JERSEY -- DIVISION OF PURCHASE AND PROPERTY  
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

Quote Number: 19-03 OFFICE SUPPLIES Bidder/Offeror: Quill LLC

QUILL # 18-17852 PART 1: CERTIFICATION

**BIDDERS MUST COMPLETE PART 1 BY CHECKING EITHER BOX.**  
FAILURE TO CHECK ONE OF THE BOXES WILL RENDER THE PROPOSAL NON-RESPONSIVE.

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Bidders must review this list prior to completing the below certification. Failure to complete the certification will render a bidder's proposal non-responsive. If the Director finds a person or entity to be in violation of law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party

PLEASE CHECK THE APPROPRIATE BOX:

I certify, pursuant to Public Law 2012, c. 25, that neither the bidder listed above nor any of the bidder's parents, subsidiaries, or affiliates is listed on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. I will skip Part 2 and sign and complete the Certification below.

OR

I am unable to certify as above because the bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN

You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.

EACH BOX WILL PROMPT YOU TO PROVIDE INFORMATION RELATIVE TO THE ABOVE QUESTIONS. PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION. IF YOU NEED TO MAKE ADDITIONAL ENTRIES, CLICK THE "ADD AN ADDITIONAL ACTIVITIES ENTRY" BUTTON.

Name _____	Relationship to Bidder/Offeror _____
Description of Activities _____	
_____	
Duration of Engagement _____	Anticipated Cessation Date _____
Bidder/Offeror Contact Name _____	Contact Phone Number _____

ADD AN ADDITIONAL ACTIVITIES ENTRY

Certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. I acknowledge that the State of New Jersey is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the State to notify the State in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the State of New Jersey and that the State at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): Sergio Pereira

Signature: 

Title: Senior Vice President

Date: 1/18/2019

OMNIA PARTNERS EXHIBITS  
EXHIBIT G- NEW JERSEY BUSINESS COMPLIANCE

DOC #7

**NEW JERSEY BUSINESS REGISTRATION CERTIFICATE**  
(N.J.S.A. 52:32-44)

Offerors wishing to do business in New Jersey must submit their State Division of Revenue issued Business Registration Certificate with their proposal here. Failure to do so will disqualify the Offeror from offering products or services in New Jersey through any resulting contract.

<http://www.state.nj.us/treasury/revenue/forms/njreq.pdf>

08/21/04

Taxpayer Identification# 362-952-904/000

Dear Business Representative:

Congratulations! You are now registered with the New Jersey Division of Revenue.

Use the Taxpayer Identification Number listed above on all correspondence with the Divisions of Revenue and Taxation, as well as with the Department of Labor (if the business is subject to unemployment withholdings). Your tax returns and payments will be filed under this number, and you will be able to access information about your account by referencing it.

Additionally, please note that State law requires all contractors and subcontractors with Public agencies to provide proof of their registration with the Division of Revenue. The law also amended Section 92 of the Casino Control Act, which deals with the casino service industry.

We have attached a Proof of Registration Certificate for your use. To comply with the law, if you are currently under contract or entering into a contract with a State agency, you must provide a copy of the certificate to the contracting agency.

If you have any questions or require more information, feel free to call our Registration Hotline at (609)292-1730.

I wish you continued success in your business endeavors.

Sincerely,

  
John E. Tully, CPA  
Acting Director

STATE OF NEW JERSEY  
BUSINESS REGISTRATION CERTIFICATE

DEPARTMENT OF TREASURY/  
DIVISION OF REVENUE  
PO BOX 252  
TRENTON, N J 08646-0252

TAXPAYER NAME:

QUILL CORPORATION

TRADE NAME:

TAXPAYER IDENTIFICATION#:

362-952-904/000

SEQUENCE NUMBER:

0843314

ADDRESS:

100 SCHELTER RD  
LINCOLNSHIRE IL 60069-3621

ISSUANCE DATE:

08/21/04

EFFECTIVE DATE:

03/13/02

FORM-BRC(08-01)

  
Acting Director

This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.



## Delivery Policy

- 99% in stock rate, 98% on time delivery
- Delivery to anywhere in the United States from one of our warehouse or directly from manufacturer.
- Ship to all 50 states including Alaska & Hawaii & 8 American Territories (AS, FM, GU, MH, MP, PW, PR & VI)

**Standard Shipping** is via UPS or Local Carrier within 1-2 business days (Mon-Fri) ARO stock.

- UPS automatically provides inside delivery (the driver will bring the merchandise inside to a main location-no desk top delivery).
- Standard shipping for items w/prefix of JV are normally 1-2 business days ARO stock, however, large quantities of an item may require longer delivery times-up to 5-7 business days ARO
- No shipping or processing fees within the 48 contiguous states.

**Large Volume Orders** may ship via Truck - Tailgate Delivery within 2-7 business days ARO.

- Tailgate Delivery means the driver is only responsible to get cartons to the end of the truck & customer is responsible for unloading and bringing inside the building. No shipping or processing fees
- A call 24 hours before a truck delivery can be arranged at no charge.
- Lift gates (cargo lift) can be requested for truck orders at no charge— you must note the PO.
- For an additional fee of \$25.00 the driver will assist in unloading cartons from truck & bring inside the building.
- Installation and or set/up is not included. Additional charges will apply based on weight & site conditions. Please call for quote.
- Pallet size is 48" X 42"
- We cannot guarantee full carton shipments due to our automated order system. In order to provide prompt delivery of your order, we may have to utilize stock from multiple warehouse locations.
- We cannot guarantee palletized shipments for large orders due to our automated order system. For us to ship larger quantities & provide prompt delivery service, we may have to utilize stock from multiple warehouse locations.

Quill's **Future Delivery** option enables a school to plan for future needs while securing today's low sale prices

- Schedule delivery & billing up to 4 months from the time of submitting your order
- Just write "Future Delivery" on your purchase order and the date you want the order to ship. If ordering online, simply click "Delayed Shipment" on the checkout screen.

**Orders from Alaska, Hawaii & American Territories** must include a stateside address for shipping.

- The customer is responsible for shipping the order from the stateside address to its final destination.
- Accounts that bill outside the United States will need to be assigned proper mail codes.
- In the event that a vendor is unable to deliver outside the contiguous 48 states, or to a PO Box, APO, or FPO addresses, a Customer Service Associate will contact you to help you find an alternate solution to satisfy your needs.
- Please call 800-982-3400 for more information.

### Back Order Procedure

Quill LLC operates 25 warehouses nationwide & partners with vendors & wholesalers to deliver products. If the warehouse nearest your location doesn't have the item, Quill will use one of its other warehouses or vendor/wholesaler to deliver the product in 1-2 business days for stock items. As a second option, Quill will suggest an item of equal or higher value at the same price. In the rare event that an item has to be backordered, Quill will notify you via phone, email, or fax of the issue & time frame you can expect your item.



## Warranty Information

<http://www.quill.com/content/iw/help/policies.cshtml?icid=ft:g,pssy>

- **How can I obtain a manufacturer's product warranty information?**
  - To obtain a manufacturer's telephone number for warranty information, please email us, [solutions@quill.com](mailto:solutions@quill.com).
  - Please include the product name, manufacturer and model number or Quill.com item number. Browse our assortment of SquareTrade warranties for service plans you can purchase through Quill.com.
  
- ***How can I obtain product recall information?***
  - To obtain a manufacturer's telephone number for recall information, please email us, [solutions@quill.com](mailto:solutions@quill.com)
  - Please include the product name, manufacturer and model number or Quill item number.
  - The products identified below are subject to recall in the United States.
  - The recall information provided here is based on manufacturers' and regulatory agencies' press releases that involve products previously sold through Quill.com. Information on each recalled product, and the steps you should take if you own such a product, are also set forth in more detail below.
  - For products recalled through the U.S. Consumer Product Safety Commission, visit the CPSC Web site at [www.cpsc.gov](http://www.cpsc.gov) for additional information or call the CPSC recall consumer hotline at 800-638-2772.
  - For products recalled through the U.S. Food and Drug Administration, visit the FDA Web site at [www.fda.gov](http://www.fda.gov) for additional information or call the FDA at 888-463-6332.
  
- ***What do I do if a product I bought has been recalled?***
  - Please contact the manufacturer for specific instructions.



The Quill Family of Brands Lifetime Warranty



Quill Brand



BRIGHTON



We guarantee the quality of these products to be free from defects regardless of the age of the product. If a defect occurs, we'll be happy to exchange it or provide a full refund.

## The Quill Brand® Toner & Ink Lifetime Warranty

Quill Brand ink & toner cartridges are guaranteed to be free from defect regardless of the age of the product. If a defect occurs, we'll be happy to exchange it or provide a full refund. Quill Brand® Toner and Ink cartridges are guaranteed to meet the O.E.M. (Original Equipment Manufacturer) yield and performance standards. Quill imaging products are manufactured to the highest standards in materials and workmanship. If you are not completely satisfied, Quill will replace the product, refund your money or credit your account.



## Return Policy

If there's a problem with your order or you need to make a return, we will do whatever it takes to make it right. Unless otherwise noted below, merchandise must be returned within 30 days for full credit, refund or replacement. Machines and furniture must be returned in the original box.

**ORIGINAL MANUFACTURER INK & TONER RETURN POLICY:** Unopened and unexpired Original Manufacturer ink & toner cartridges such as, but not limited to, cartridges, drums, maintenance kits, fusers, developer kits, transfer kits, cleaning units, and waste toner bottles/containers may be returned within 30 days of purchase for full credit or replacement. Please check to make sure you've ordered the correct cartridge before opening the packaging (use our Ink & Toner Finder at [www.quill.com/ink-toner-finder](http://www.quill.com/ink-toner-finder)). We will not accept returns on merchandise that has been opened and is not defective.

**QUILL BRAND INK & TONER GUARANTEE:** Quill Brand ink & toner cartridges are guaranteed to be free from defect regardless of the age of the product. If a defect occurs, we'll be happy to exchange it or provide a full refund. Quill Brand cartridges are manufactured to the highest standards in materials and workmanship to meet O.E.M. (Original Equipment Manufacturer) yield and performance standards.

**TECHNOLOGY AND BUSINESS MACHINES (RETURN WITHIN 14 DAYS):** Non-defective technology and business machine items such as, but not limited to, printers, copiers, shredders, laminators, fax machines, computer accessories, networking, cameras, scanners, monitors, projectors, video equipment and consumer electronics must be returned within 14 days of the date of receipt and meet the following conditions: Returns must contain all original packing materials (including box), UPC codes on the box, all product documentation, parts, and accessories. Defective products must be handled under each manufacturer's guidelines.

**COMPUTERS/LAPTOPS/NOTEBOOKS/TABLETS (RETURN WITHIN 14 DAYS):** All computers, laptops, notebooks and tablets must be returned within 14 days of the date of receipt for a full credit or refund. To return a computer, laptop, notebook or tablet, it must be returned in the original box with the UPC code, all original packaging materials, product documentation, parts and accessories. All returns will be inspected and must be 100% complete. Defective products must be handled under the guidelines stated in the warranty and repair policy sheet included with the product.

- Panasonic computers have limited-exchange privileges that require manufacturer approval of any exchanges as a result of a defective product within 14 days of purchase. Prior to returning computers from this brand, you must contact a manufacturer agent to obtain a return authorization number or code. Contact: Panasonic at 855-772-8324.

**VENDING EQUIPMENT (RETURN WITHIN 30 DAYS):** The following policy covers non-defective vending equipment that includes, but is not limited to, bulk vending machines (gumball machines), electronic and mechanical snack machines, beverage machines, change machines and accessories. Defective products must be handled under each manufacturer's guidelines. Items must be returned within 30 days and meet the following conditions:

- The box must contain all original packing materials (where applicable), UPC codes on the box, all product documentation as well as all parts and accessories. All returns will be inspected and must be 100% complete. Non-perishable free items included with a specific product purchase must be returned as well to receive credit.

**BOXED, LICENSED AND DOWNLOADED SOFTWARE (RETURN WITHIN 30 DAYS):** Unopened boxed software that we currently sell must be returned in the original, unopened packaging within 30 days from receipt of product for a full credit, return or replacement unless noted by the manufacturer. Any defective boxed software must be returned within 30 days and will be exchanged for the exact same software title version. Software licensing varies by manufacturer; call 800-789-1331 for details. Multiple licenses may not be returned beyond 30 days for any reason unless authorized by the manufacturer. Downloadable software is not returnable or refundable.

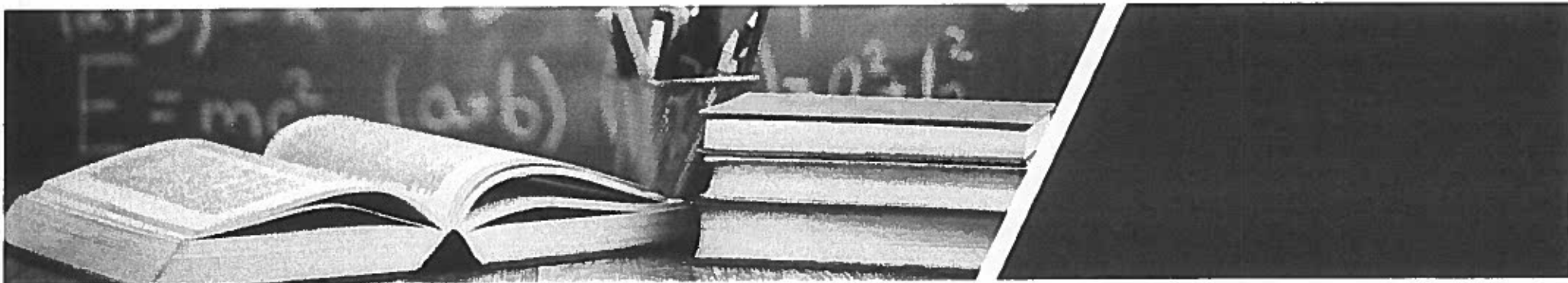
**FURNITURE:** Furniture items such as, but not limited to, chairs, desks, tables, partitions, cabinets, chair mats, lamps and all furniture decor must be returned within 30 days and meet the following conditions: Returns must contain all original packing materials (including box), UPC codes on the box, all product documentation, parts, and accessories. Defective products must be handled under each manufacturer's guidelines. All returns will be inspected and must be 100% complete.





# Quill.com Marketing Plan

19-03 Office Supplies



**Performance  
Capabilities**





## Performance Capabilities Outline

- Marketing Strategy & 90 day implementation
- Ongoing Contract Strategy
- Sales Trainings
- Member onboarding & linking pricing
- Reporting
- Green Initiatives
- Emergency Orders
- After Sale (Delivery, Returns and Re-stocking & warranty)
- Backorder Procedure
- Invoicing process and Terms
- Green Initiative
- Financial Condition
- Safety Record
- Logo usage & permission
- Web-Based Procurement
- Marketing Samples
- Community Events
- Other Coop Contracts
- Other Services



# Quill.com Marketing

## 90 day Strategy for new contract launch

Issue **Press Release** to Quill.com customers outlining the National IPA Bid renewal while highlighting benefits of National IPA and the National IPA pricing program through Quill

Engage appropriate Quill sales contacts to **leverage** contract including trainings, regional meetings and customized marketing collateral

**Connect Quill sales teams with National IPA** to build upon partnerships and outline strategy for new bid cycle

Craft **monthly marketing** pieces, approved through National IPA, and customize with National IPA information to heighten awareness of contract as well as highlight Quill offerings through the contract

Quill **commits to attending** NIGP Annual forum, NPI conferences and other regional conferences while also highlighting National IPA partnership

Create National IPA/Omnia Partners **landing page** on Quill.com while providing contact information and registration to join our contract with Omnia Partners.

# On-Going Contract Strategy

All customers will have individual National IPA messaging in key touch points to maximize participation and opportunities

National IPA customers will receive a call from their Quill.com Regional Sales Rep educating them on our National IPA Office Supply Bid, specific pricing product assortment and the overall benefits of shopping through Quill while leveraging National IPA.

Quill Sales Representatives will reach out to National IPA members and continue to acquire new members within National IPA contract. They will leverage the contract to attract more members.

Our marketing team will generate monthly marketing pieces to be approved by National IPA and sent to each member as well as our Quill.com sales force.

Best in class customer service team will be on hand and ready to assist National IPA members or potential members on any pre or post sale questions or issues.

Quill.com will establish a local presence through tradeshow attendance or conferences. Will also work with the key POC for National IPA to discuss bid penetration.



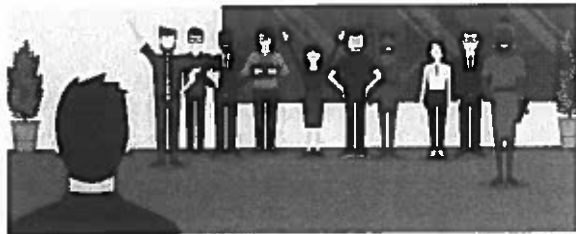
## Sales Trainings

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- ✓ Quill has two designated teams, 20 regional sales representatives, who's primary focus is working with our K-12 and government customer base.
- ✓ All of our education team members have been fully trained on National IPA, benefits, our contracts and pricing structure within each bid as well as how to discuss National IPA with members or potential members at the state level.
- ✓ Each sales rep receives state specific training to understand how to leverage National IPA within their region as well as discussing state strategies, obstacles and opportunities.
- ✓ Quarterly refresher courses to find out what is working, what are the obstacles and partner with National IPA in order to continue to drive strategy to their region.
- ✓ New Hire Classes to ensure all sales representatives are given the same amount of information and opportunity to be successful in their roles with National IPA as their partner.
- ✓ Quill creating a new role dedicated to regional strategy; will be attending future conferences and meeting face to face with members on potential opportunities.

# Member Onboarding

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**There are several ways Quill can identify a customer/member and onboard them with National IPA contract pricing**

1. National IPA can send leads directly to Quill sales force. An education account manager will promptly connect with the member/customer to link their account to the pricing while also reviewing benefits and Quill.com features and functionality
2. Customers can reach out direct either from a newly designed landing page that will soon be created or from a phone call, email or fax to our sales force which will be highlighted on marketing pieces and on the web. An account manager will promptly reach out, verify the customer has enrolled to join Omnia Partners and take the same steps to link pricing and review benefits.
3. A sales rep can also identify a customer who is eligible for the contract that may not be aware that they can use it to save on their overall solution with Quill. At this point the rep would sell the benefits to the customer and onboard them as a member by having them enroll with Omnia Partners, linking them to the pricing and providing that information back to National IPA/Omnia Partners in our monthly reporting.

# Linking Contract Pricing to Members

- When a customer wants to take advantage of the National IPA contract with Quill, onboarding is immediate! We simply have our bid team verify the customer is eligible to participate.
- One verification is complete, our bid team links the customer's account number to National IPA pricing and flag in our backend which immediately pushes pricing and benefits to that customer.
- We have systematic rules in place so the customer is guaranteed they will always receive their contract pricing and benefits through any channel that they so choose to shop (online, fax, email, etc.)





# National IPA Reporting



- Monthly Reporting currently submitted to National IPA including:
  - Participating Agency Name
  - Agency address, city, state, zip code
  - Transaction date of sale
  - Contract sales for Month (\$)
  - Admin Fee percentage (%) and dollar amount (\$)
  - Report Totals (Total Sales and Total Payout)
- Report broken out by contract #
- Reporting provided at no fee

# National IPA Member Reporting

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- Any National IPA member can request reporting from Quill.com at any time
- Reporting is provided at no fee to National IPA or National IPA members
- Some reporting is available to participating members on Quill.com under "My Account" Info
- Types of reporting that can be offered to Members:
  - Usage Report (by account number or by location) – can choose timeframe as well as categories (only ink & toner, all categories, etc.)
    - This will show all items being purchased (quantities and total dollar amount)
  - Savings Report – can show customer what they're saving by leveraging National IPA contract with Quill



## Emergency Orders

- Customers can request next day delivery on stock items
- Our Best in Class Customer Service Team or an Account Manager can partner with any National IPA member who may be in a bind. They can identify a stock item that will work for the member's need which can and will ship out overnight!
- Quill also displays all Quick Ship items on Quill.com using the truck icon on the right- Quick Ship items are guaranteed to arrive in 2 business days or the order is free.

### Quick Ship 1-2 Business Day Delivery



Delivered within 2 business days or it's free (Quill will refund the final price you paid for the item and applicable tax).

- Orders must be placed by 3:00 pm local time to qualify.
- Excludes discontinued items or delays resulting from circumstances or causes beyond Quill's reasonable control (including, without limitation, natural disasters, labor strikes or severe weather).
- Quill reserves the right to discontinue this policy at any time, for any reason.
- Subject to credit approval.



## After Sale (Delivery, Returns, Restocking)

- Fast Free shipping & Returns for all National IPA Members!
- Delivery is typically 2 business days
- No restocking fees
- 99% Average Fill Rate

## The Quill.com Promise

We understand the importance of having a trusted partner who's always looking out for you. That's why we dedicate each and every day to providing the best service possible to you, our customer.

We're always here for you. Reliable service since 1956.

### Fast, Free Shipping

All shipping and handling fees are waived

### Superior Service

You deserve to get exactly what you need exactly when you need it. And our 100% satisfaction guarantee means we'll do whatever it takes to make that happen.

*I have been doing business with Quill for approximately 25 years now. Your service is excellent, prompt and you deliver my orders to my door.*

- Helen L.

### Free Online Returns

You can always order worry-free thanks to our free online returns and flexible 30-day return policy.

### Personalized Savings

Receive special deals based on your needs, get the lowest prices on our most popular products and enjoy free gifts with your order.

*At Quill.com, I can order what I need and move on to running my business knowing my products will arrive in a few days.*

- Yvonne R.

A small part of your job is 100% of ours.

# Return Policy

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If there's a problem with your order or you need to make a return, we will do whatever it takes to make it right. Unless otherwise noted below, merchandise must be returned within 30 days for full credit, refund or replacement. Machines and furniture must be returned in the original box.

**ORIGINAL MANUFACTURER INK & TONER RETURN POLICY:** Unopened and unexpired Original Manufacturer ink & toner cartridges such as, but not limited to, cartridges, drums, maintenance kits, fusers, developer kits, transfer kits, cleaning units, and waste toner bottles/containers may be returned within 30 days of purchase for full credit or replacement. Please check to make sure you've ordered the correct cartridge before opening the packaging (use our Ink & Toner Finder at [www.quill.com/ink-toner-finder](http://www.quill.com/ink-toner-finder)). We will not accept returns on merchandise that has been opened and is not defective.

**QUILL BRAND INK & TONER GUARANTEE:** Quill Brand ink & toner cartridges are guaranteed to be free from defect regardless of the age of the product. If a defect occurs, we'll be happy to exchange it or provide a full refund. Quill Brand cartridges are manufactured to the highest standards in materials and workmanship to meet O.E.M. (Original Equipment Manufacturer) yield and performance standards.

**TECHNOLOGY AND BUSINESS MACHINES (RETURN WITHIN 14 DAYS):** Non-defective technology and business machine items such as, but not limited to, printers, copiers, shredders, laminators, fax machines, computer accessories, networking, cameras, scanners, monitors, projectors, video equipment and consumer electronics must be returned within 14 days of the date of receipt and meet the following conditions: Returns must contain all original packing materials (including box), UPC codes on the box, all product documentation, parts, and accessories. Defective products must be handled under each manufacturer's guidelines.

**COMPUTERS/LAPTOPS/NOTEBOOKS/TABLETS (RETURN WITHIN 14 DAYS):** All computers, laptops, notebooks and tablets must be returned within 14 days of the date of receipt for a full credit or refund. To return a computer, laptop, notebook or tablet, it must be returned in the original box with the UPC code, all original packaging materials, product documentation, parts and accessories. All returns will be inspected and must be 100% complete. Defective products must be handled under the guidelines stated in the warranty and repair policy sheet included with the product.

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## Return Policy Continued

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**FURNITURE:** Furniture items such as, but not limited to, chairs, desks, tables, partitions, cabinets, chair mats, lamps and all furniture decor must be returned within 30 days and meet the following conditions: Returns must contain all original packing materials (including box), UPC codes on the box, all product documentation, parts, and accessories. Defective products must be handled under each manufacturer's guidelines. All returns will be inspected and must be 100% complete.

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- Standard shipping for items w/prefix of JV are normally 1-2 business days ARO, however, large quantities of an item may require longer delivery times-up to 5-7 business days ARO
- No shipping or processing fees.
- Only within the 48 contiguous states.

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- Tailgate Delivery means the driver is only responsible to get cartons to the end of the truck and customer is responsible for unloading and bringing inside the building. No shipping or processing fees
- A call 24 hours before a truck delivery can be arranged at no charge.
- Lift gates (cargo lift) can be requested for truck orders at no charge-- you must note the PO.
- For an additional fee of \$25.00 the driver will assist in unloading cartons from truck and bringing inside the building.
- Installation and or set/up is not included. Additional charges will apply based on weight and site conditions. Please call for quote.
- Pallet size is 48" X 42"
- We cannot guarantee full carton shipments due to our automated order system.
- In order to provide prompt delivery of your order, we may have to utilize stock from multiple warehouse locations.
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- Schedule delivery and billing up to 4 months from the time of submitting your order
- Just write "Future Delivery" on your purchase order and the date you want the order to ship. If ordering online, simply click "Delayed Shipment" on the checkout screen.





# Warranty Information

WARRANTY

## **How can a National IPA member obtain a manufacturer's product warranty information?**

- To obtain a manufacturer's telephone number for warranty information, please email [solutions@quill.com](mailto:solutions@quill.com)
- Please include the product name, manufacturer and model number or Quill.com item number. Browse our assortment of [SquareTrade warranties](#) for service plans you can purchase through Quill.com.

## ***How can a National IPA member obtain product recall information?***

- To obtain a manufacturer's telephone number for recall information, please email us, [solutions@quill.com](mailto:solutions@quill.com)
- Please include the product name, manufacturer and model number or Quill item number.
- The products identified below are subject to recall in the United States.
- The recall information provided here is based on manufacturers' and regulatory agencies' press releases that involve products previously sold through Quill.com. Information on each recalled product, and the steps you should take if you own such a product, are also set forth in more detail below.
- For products recalled through the U.S. Consumer Product Safety Commission, visit the CPSC Web site at [www.cpsc.gov](http://www.cpsc.gov) for additional information or call the CPSC recall consumer hotline at 800-638-2772.
- For products recalled through the U.S. Food and Drug Administration, visit the FDA Web site at [www.fda.gov](http://www.fda.gov) for additional information or call the FDA at 888-463-6332.

## ***What should a member do if a product I bought has been recalled?***

- Please contact the manufacturer for specific instructions.

<http://www.quill.com/content/iw/help/policies.cshtml?icid=ft:g,psyy>



Quill LLC operates 25 warehouses nationwide and partners with vendors and wholesalers to deliver products. If the warehouse nearest your location doesn't have the item, Quill will use one of its other warehouses or vendor/wholesaler to deliver the product in 1-2 business days for stock items. As a second option, Quill will suggest an item of equal or higher value at the same price. In the rare event that an item has to be backordered, Quill will notify you via phone, email, or fax of the issue and time frame you can expect your item.

---

## **Back Order Procedure**



# Invoicing Process & Terms

- Each order that is placed with Quill would produce a system generated invoice that is posted on the buyer's Quill.com login and sent via mail to the bill to address
  - Customers can select their invoicing preference should they want to move to paperless invoicing or single invoicing
- Every customer is eligible to apply for net 30 terms
- Customer would work directly with our Customer Relations team to submit their request
- Upon approval, customers would receive Net 30 terms



## Sustainable Focus

We're working hard to help our customers achieve their sustainability goals by sourcing and offering more eco-conscious products, presenting unique recycling capabilities and providing comprehensive reporting. In our own operations, we're reducing packaging, maximizing our energy-efficient practices and continuing to eliminate waste.



## Green Initiative

More and more of our customers are looking for products that contain safe, nontoxic materials which reduce the environmental impact of running their business. Quill offers more than 13,000 eco-conscious products including Quill Brand products and well-know national brands.





**Green Initiatives:** •Energy efficiency•Renewable power investment•Green building design•Reducing the carbon impact of our delivery fleet•Recycling programs•Responsible purchasing

**Office supplies:** Stock your office with eco-conscious office supplies, including products with a minimum of 20% post-consumer recycled content, third-party certifications and other eco-design elements.

**Facility solutions:** Quill.com's Facilities team offers an extensive line of eco-conscious janitorial and maintenance products so you can balance the needs of your building and your desire to be environmentally responsible.

From the break room to the boardroom, Quill.com offers several safer alternatives for both you and the planet at a great price. We offer:

- Safe and effective cleaning chemicals
- Remanufactured toner cartridges
- Paper products made from sugarcane waste

**Furniture solutions:** Our Quill.com's Furniture team is committed to helping you develop responsible facilities, with a broad range of services and eco-conscious furniture products that meet leading third-party environmental standards.

**Technology solutions:** Quill.com Technology Solutions offers a wide range of products and services for all your sustainability needs, including remanufactured toner and data cartridges, ENERGY STAR® certified hardware and asset disposition.

**Promotional products:** With energy-efficient, organic, recycled and even biodegradable options, Quill.com Promotional Products® will make sure you have the right items to promote your brand and become more sustainable in the process.

**Printing services:** Quill.com Print Solutions features eco-conscious print materials and waste-reducing print-on-demand service to help reach your environmental goals, and we're proudly recognized by the Forest Stewardship Council™ and the Sustainable Forestry Initiative.

**Quill LLC** is committed to helping the environment. We've focused on reducing our footprint, promoting green initiatives and providing eco-conscious products to our customers. Quill.com manages and monitors the environmental impacts of our operations, from our energy use to our purchasing. To meet our environmental goals, we're taking a multifaceted approach across our entire business.

# Safety Record

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**Quill takes pride in being a safety oriented organization with very few accidents and injuries in the last five consecutive years.**

## **QUILL.COM SAFETY PROGRAM AND REGULATIONS**

Quill.com has always recognized that the safety of its associates is very important. The company's safety program, including the safety rules, is designed to aid associates and management in adhering to safety standards in our work here at Quill.com.

The ultimate objective of this program is to prevent accidents and injury to all associates.

Management's responsibility to safety includes timely response to reports of unsafe conditions or practices, complete accident investigation and enforcement of safety rules. Associates should not refrain from seeking assistance from a higher authority, if their immediate supervisor fails to respond to reports of unsafe conditions.

Quill follows Staples Corporate safety policies as well as OSHA standards.



# Purchasing Manager



Approve supply orders  
placed by one or more  
people in your business.



## Web-Based Procurement

- Quill offers full punchout capabilities utilizing our QuillConnect platform
- Currently integrated into 8 education/government punchout platforms including ESM Solutions, Skyward, Unimarket, Conversion Partners, WinCap and Equallevel
- Utilizing our on-site IT team, we're also able to integrate into homegrown solutions based on customer requests
- Quill also has a solution called Purchasing Manager which can be utilized by any school who may not have a purchasing platform but want integrated approvals on Quill.com

**Quill.com**  
Office and School Supplies



**Quill.com**  
An All-Companywide, 24-Hour Service

Region 4 Education Service Center is awarded a class of three purchasing agreement for office and school supplies. This contract will provide all public and private schools in the region with a variety of agency authorized via National IPA.

**About National IPA**  
National IPA is continuing the future of a progressive purchasing. The comprehensive purchasing responsibilities is dedicated to serving public agencies, city and school district purchasing departments. All participating agencies have been consistently satisfied and put to rest, awarded by a public agency's commitment of service.

**Quill.com**  
Quill.com is an industry leader in selling office supplies to the public sector and school districts.

Through the Region 4 contract, Quill delivers an expanding product assortment that includes office equipment like copiers, fax machines, desktop printers, inkjet printers, copiers, copiers and all educational items and more to eligible agencies throughout the United States.

For more than 50 years, Quill.com has made ordering office supplies hassle free and budget friendly. When our customers reach out, they know that we have the speed and service that's been serving them since 1955.

**QUILL**  
Contract #: R141704  
Office Supplies: R141704  
School Supplies: R141606

Office and School Supplies  
One South Tower, 1st Fl., Dallas, TX 75201

As part of the Region 4 Education Service Center and authorized by EOPV.

**CONTACT REQUIREMENTS**

- 48-hour shipping and on-site return
- Our shipping is free from our 100,000 sq. ft. warehouse in the Dallas area.
- All orders by 1:00 PM (shipments by air orders only) will be shipped by 8:00 AM the next business day.
- Our Quill Center is supported by the National Shipping Foundation for Order & Logistics.
- The quality of our service.

**NATIONAL IPA**  
An All-Companywide, 24-Hour Service

**NATIONAL IPA**  
AN ALL-COMPANYWIDE, 24-HOUR SERVICE

**BENEFITING PUBLIC AND PRIVATE SCHOOLS, COLLEGES AND UNIVERSITIES, CITIES, COUNTIES AND ALL GOVERNMENT ENTITIES.**

★

**THE QUILL.COM PROMISE**  
We will do it all the first time. If it's not a perfect purchase, we'll do it right the first time. If it's not what you need, we'll do it right the second time. We'll do it right the third time. We'll do it right the fourth time. We'll do it right the fifth time. We'll do it right the sixth time. We'll do it right the seventh time. We'll do it right the eighth time. We'll do it right the ninth time. We'll do it right the tenth time.

**CONTACT INFORMATION**

**QUILL BENEFITS**

- 10% Discount on every order
- Free Shipping (including in-state)
- Add-on items at special prices
- Quality products at great prices

**QUILL PRICING & ADDITIONAL BENEFITS**

**PRICING:**

- 10% Discount on every order
- Free Shipping (including in-state)
- Add-on items at special prices
- Quality products at great prices

**ADDITIONAL BENEFITS:**

- 24-hour service
- Free shipping on orders over \$50
- Experience customer service excellence
- A large selection of green items
- Quill actively supports the City of Hope
- Fast FREE delivery on bulk orders

**How Can My Agency Become A Participant?**

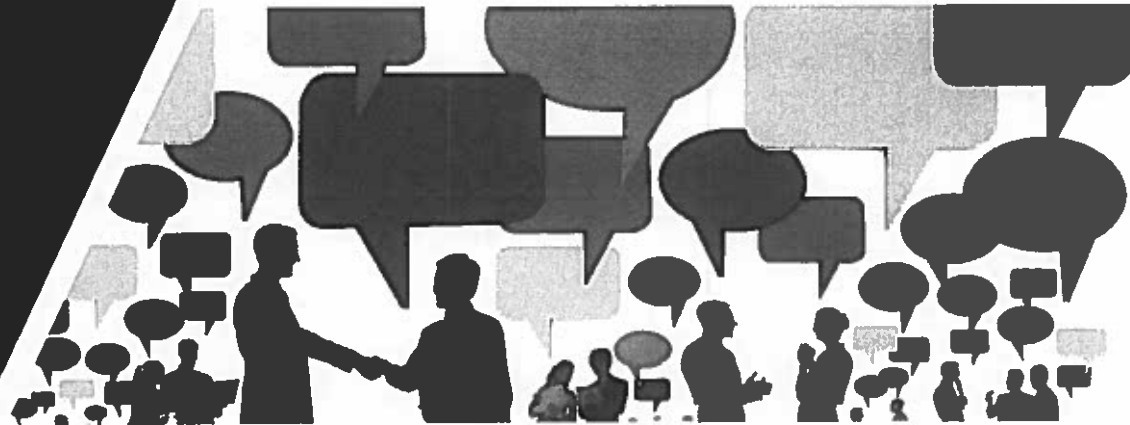
1. Go to [www.quill.com](http://www.quill.com)
2. Click the "Join Us" button on the top right corner of the screen
3. Fill in the requested information and submit

**Quill.com**  
AN ALL-COMPANYWIDE, 24-HOUR SERVICE

# Marketing Samples

# Community Events

- Participation in the annual "WGN-TV" Back-to-School Kids Fair "providing needed supplies to Chicago school children. Quill passes out 1500 backpacks and supplies each year.
- Quill partners with Donor's Choose and donates \$200k/year to put towards their "Match Offer" Program which fulfills classroom projects on the Donor's Choose portal.
- In 2014, the Orlando Magic and Quill partnered together to give back to the community in Orlando, FL by awarding a teacher \$10,000 to purchase supplies for his classroom and students. Also provided 6 teachers \$500 throughout the year who were deemed "Teacher of the month"
- In 2015, Quill worked with the Orlando Magic and fully refurbished the computer lab at James R. Smith Community Center. Quill provided the center with new desks and all their technologies needs such as monitors, keyboards and computers.



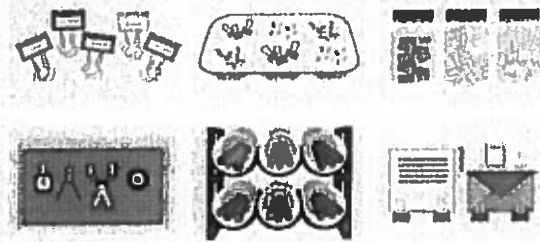




There are so many ways your  
school can save and get  
everything you need to  
succeed.

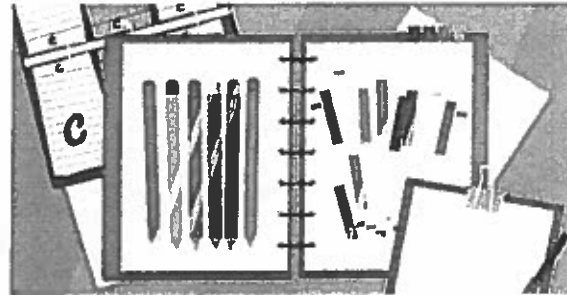
# Education Resource Center

Teaching Tips | Beginning the school year | Classroom Activities | Technology | Staying Healthy



## Organization Hacks to Clear Classroom Clutter

Whether your classroom houses six students or 36, clutter can multiply quickly. Get these classroom clutter cleanup hacks



## 7 Ways to Use Binders in the Classroom

Put binders to work to make your classroom a more effective, organized, and active learning environment.



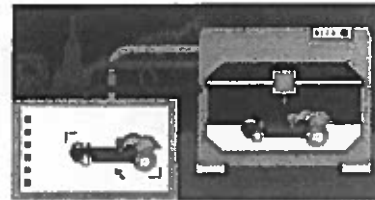
## Fidget Spinners in the Classroom

Fidget spinners, not only do kids love them, but research suggests they can help some kids manage anxiety and improve concentration.



## Make the Most of Classroom Bulletin Boards

Use bulletin boards to communicate upcoming events, display student work, reinforce key concepts, and more. Check out our bulletin board decoration ideas.



## STEM Teaching: Using 3D Printers for STEM Programs

Introduce STEM learning to your classroom with hands-on 3D Printers. Kids will marvel at their work as it prints in real-time.

For all of your education and classroom-related questions, Quill.com has you covered. Stay up to date on the latest trends in Education furniture, technology and more. Get expert advice on the tasks and common workplace problems that you face in your day-to-day work life.

Visit: [www.quill.com/content/index/resource-center/education](http://www.quill.com/content/index/resource-center/education)

## Stay Healthy See all Stay Healthy articles



## Tips for Keeping Germs in the Classroom at Bay

Classrooms can be like petri dishes filled with colonies of germs. As a teacher, it is important to understand what can make you sick so you can stay well.



## Simplify requests. Save time.

Designate employees to add items to a single cart. Set a due date for requestors. When items have been added, review the submissions, move them to your Shopping Cart and place your order.

- Create a new Shared Cart
- Share your cart with coworkers
- Review and approve orders

Go to [Quill.com/sharedcart](http://Quill.com/sharedcart)



To watch a demonstration,  
click below!

## Simple and streamlined. Get time back in your day with 3 easy steps.

1 Create a new Shared Cart.

### Create Shared Cart

**\*Name Your Shared Cart**  
 Enter Shared Cart name

**\*Select Shipping Address for this Shared Cart**  
 Select an existing shipping address

NEW! Create multiple Shared Carts

2 Share your cart with coworkers.

**\*Name Requestors for your Shared Cart**  
 Appropriate email addresses to send items

Send an Update Name

**\*Priority Setting**  
 Set Due Date (YYYYMMDD)  
 Let employees know when their requests will be added to your Shared Cart

Normal Requests 2 days before due date to order  
 Normal Requests 5 days before due date to order

NEW! Set a due date and send automated reminders.

Get Started

3 Review and approve orders.

**Shared Cart: XYZ Dept Supplies**

View all items in Shared Cart: 100 Items in Cart, 50 Items in Cart, 50 Items in Cart

View items added for: [John.Doe@quill.com](#)

**Item 1: 100 Professional Writing Ink (Black) Professional**  
 Item: Professional 2 color ballpoint pens

**Item 2: 100 Professional Ballpoint Pens (Black, White, & Blue) Professional and Standard Ink Professional**  
 Item: Ballpoint pen

# Ink & toner for every machine.

Top brands. Easy ordering. Recycling rewards.

Find the right cartridge every time!

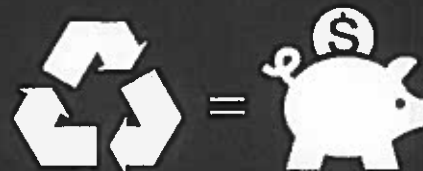
Add your office machines to our exclusive My Machines tool and instantly see their compatible cartridges.

Go to [Quill.com/ink-toner-finder](http://Quill.com/ink-toner-finder)



## Ink & Toner Finder

# Ink & Toner Recycle Program



Recycle empty cartridges and earn QuillCASH™!

**\$1** for every ink cartridge.

**\$2** for every toner cartridge.

#### Buy at Quill.com

Every ink and toner cartridge you buy at Quill can be returned for QuillCASH™. You have 6 months from the time of purchase to return and earn.

#### Return

Recycling your cartridges at Quill.com is completely free. Download a pre-paid shipping label here to return your cartridges free of charge.

#### Recycle

Cartridges are either reused as remanufactured cartridges or their parts are broken down and used in the production of other office products.

#### Redeem

Within 2 weeks of Quill.com receiving your shipment, you'll get an email with the amount of QuillCASH™ earned. Redeem at checkout for any order of at least \$100.

*Go to [Quill.com/recyclemore](http://Quill.com/recyclemore)*

Reduce printing costs up to 30%.

## Managed Print Service Programs.

- On-site maintenance and repairs of printers and copiers
- Automatic deliveries of the ink & toner cartridges you need
- Easy-to-understand monthly billing statements
- Leasing and financing options available

*Go to [Quill.com/mps](http://Quill.com/mps) and request a FREE office assessment.*

Managed  
Print  
Services

---

# Why pay the difference if you can't tell the difference?

If you're looking for low-cost alternatives to stretch your office budget, take a look at **Quill Family of Brands**. They're competitively priced with other national brands, plus we guarantee the quality of these products to be free from defects regardless of the age of the product. If you ever find a defect with one of these items, we'll gladly replace it or refund your money.

Go to [Quill.com/quillbrands](http://Quill.com/quillbrands)  
to see our full selection of quality products.



#### Quill Brand®

Pay less for paper, toner, office supplies, furniture and technology.



#### Brighton Professional™

Commercial-grade supplies that will keep your office clean and healthy.



#### Medical Arts Press®

Specialty supplies for medical practices.



#### Java Roast

Get a great tasting cup of coffee for a whole lot less.



#### Snack Jar

Candies that will satisfy your sweet tooth and save you money.

# Furniture Planning & Solution Services.

## Furniture Specialists

We have dedicated Specialists to assist you with:

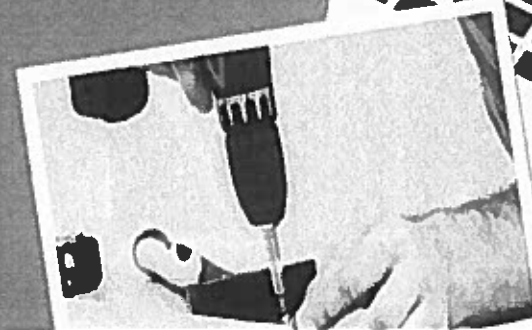
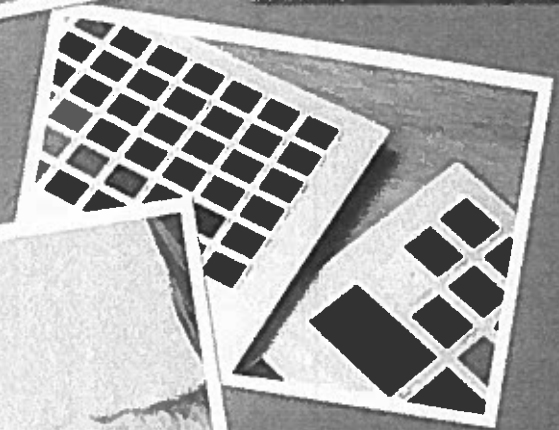
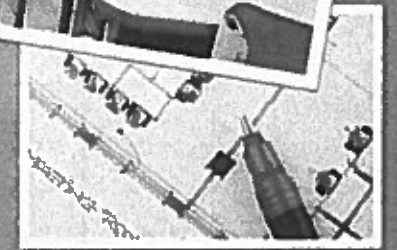
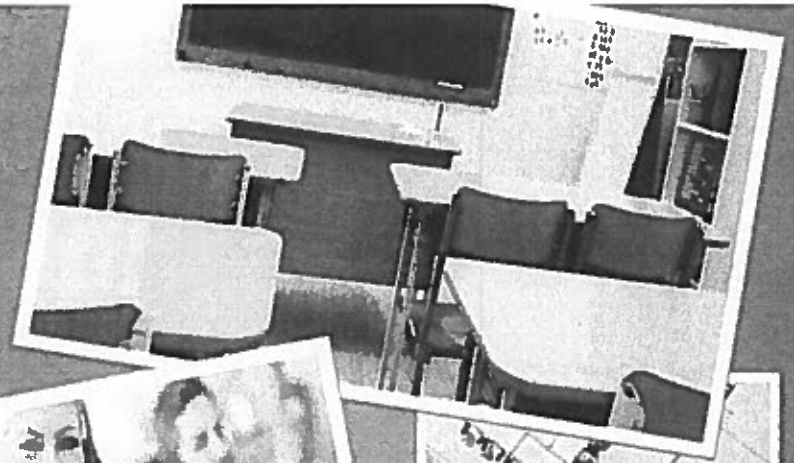
- Product Consultation
- Design Services
- Swatches & Samples
- Delivery & Assembly

## Delivery & Assembly Options

- FREE Tailgate Delivery
- Driver-Assisted Service\*
- Full-Service Delivery & Set-Up\*  
Call 800.634.0321 x1864 for a quote.
- Basic Assembly

\* Some exclusions apply.

Go to [Quill.com/furnitureoptions](http://Quill.com/furnitureoptions)





# Technology Planning & Solutions Services

Get expert assistance for any issue that may come up with your new or current computer.

Our Technology Specialists can help with the following services:

- Remote and on-site troubleshooting
- PC set-up assistance
- Networking installation
- Virus protection and removal
- Product protection plans with SquareTrade



**DELL**

**lenovo**

**ASUS**

**SAMSUNG**

**acer**  
we hear you

**Microsoft**

Go to [Quill.com/techsolutions](http://Quill.com/techsolutions) or call a Tech Specialist at 800.789.7020 ex. 6422



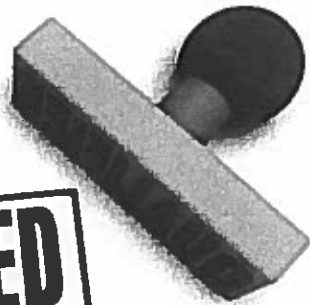
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Thank you for considering Quill.com to serve Omnia Partner members!

It's important to have a trusted partner who's always looking out for you. That's why each and every day is dedicated to providing the best service and savings possible to you, our partner, and your members.

We look forward to providing Omnia Partners and all participating members with the Best in Class Customer Experience.

**QUALIFIED**



# Qualifications & Experience



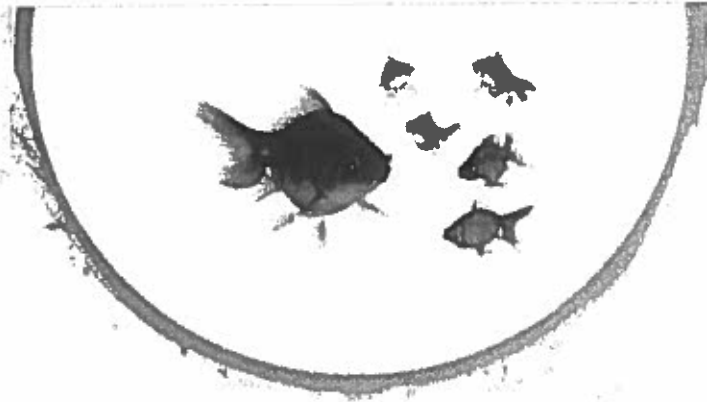
## Qualification & Experience Outline

- Quill.com Background
- Quill.com differentiator
- Warehouse locations
- Contacts and Support Team
- Customer References
- Authentic Products
- Quill Reputation
- Litigation, Bankruptcy, reorganization, state investigations of entity/ current officers and directors



## Quill Background

- **Founded in 1956) Headquarters based in Lincolnshire, Illinois**
- **Serves more than one million mid-sized US businesses including healthcare, education and government customers**
- **Access to over one million assorted products including office supplies, school supplies, furniture, technology, cleaning & breakroom, custom imprint and more!**
- **Owned by Staples, Inc. since 1998 allowing Quill the ability to leverage 12 distribution centers nationwide**
- **Customer service hours:**  
**Monday - Friday: 7:00AM - 9:00PM CST**  
**Saturday: 7:00AM - 4PM CST**
- **Can be visited at [www.Quill.com](http://www.Quill.com)**



## Quill Differentiator

Renowned for its outstanding customer service, Quill LLC serves customers through direct marketing, telemarketing, outside sales, and online. Quill.com offers 24-hour-a-day access to over 1,000,000 essentials. Quill.com is consistently ranked as one of the best online merchants by Bizrate.com, and is consistently ranked as one of the best online merchants.

Because of Quill's superb customer service model, small to mid sized businesses and school districts prefer working with Quill as they get the best customer service in the industry, regardless of how much they spend in supplies each year.

Quill treats every customer with the utmost priority. We make a small part of our customer's day 100% of ours.

 **Quill.com**  
A small part of your job is 100% of ours.



## National IPA Contacts & Support Team

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### **Sarah Sherman, Sales Operations Manager**

*Sarah is the primary Point of Contact for the Quill.com and National IPA/Omnia Partners relationship. Sarah has been with Quill for seven years and has been working primarily with Quill's top educational bids and contracts for the last three years*

### **Conni Montrose, Bid Team Manager**

*Conni oversees the team that is responsible for processing and maintaining the Quill.com/National IPA bids. Conni has been with Quill in our bids department for 10 years and has managed the bids team and processes for 6. She has extensive background and knowledge in the legalities of the bids that are processed by Quill.com*

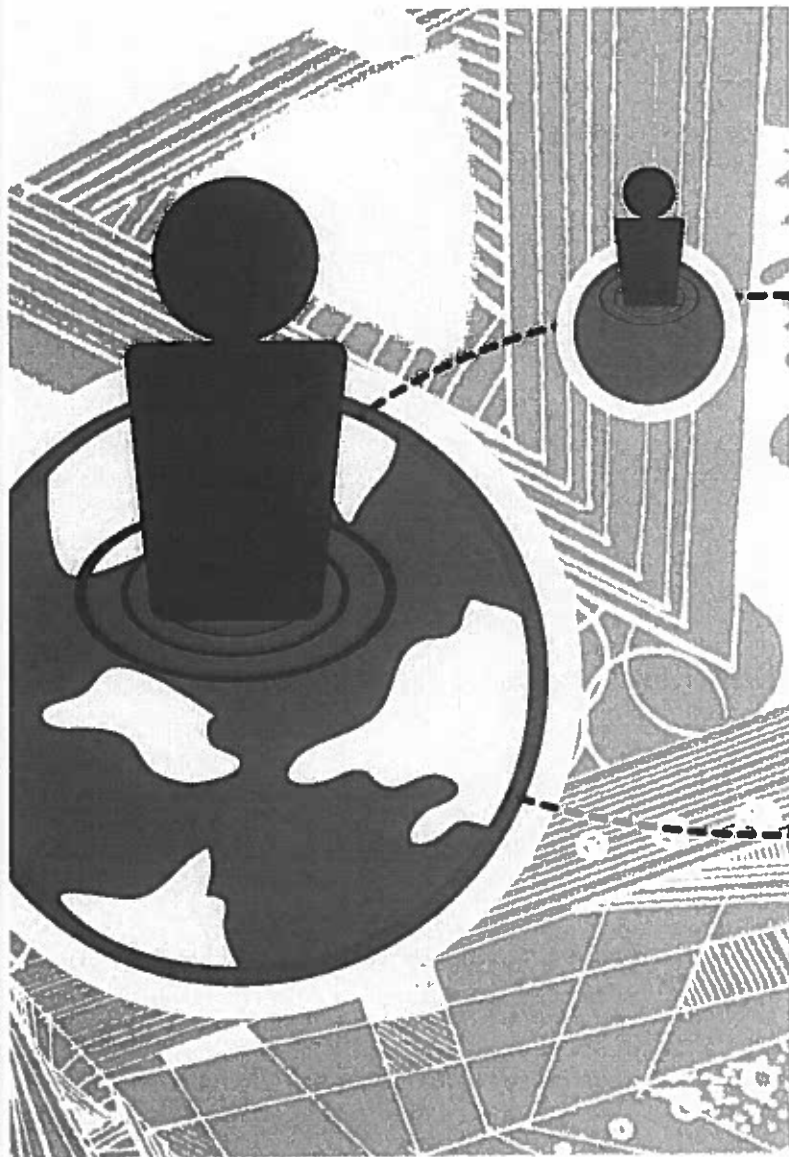
### **Romi Moormeier, Sales Manager**

*Romi manages the Quill.com Education Department and manages the Education Team Managers who oversee our inside sales force. Romi has been with Quill the last 10 years in various roles while solely focusing on education the last four years.*

### **Samra Cejvan & Therese Schwarz, Education Team Managers**

*Samra and Therese are Quill's two Education Team Managers; they oversee our inside sales teams and help to penetrate our National IPA contracts in each territory throughout the country. Samra and Therese have been with Quill the last two years.*





## Additional Contact Information

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**Customer Service:** 800-634-4809 x6295

**Correspondence:** 100 Schelter Road, Lincolnshire, IL 60069-3621

**Email:** [Bid@Quill.com](mailto:Bid@Quill.com) **24-Hour Fax Order:** 800-789-2016 **Website:** [www.Quill.com](http://www.Quill.com)

**Payment Remittance:** P.O. Box 37600 Philadelphia, PA 19101-0600

**Accts. Receivable:** 800-634-1172 **Fax:** 508-305-8103 **Email:** [AR@Quill.com](mailto:AR@Quill.com)



# Authentic Products

The right supply program makes it easy to get the essentials your school or district needs.

At Quill, our experts understand what it takes to run a school, from the classroom to the lunchroom.

## Brands you can count on.

The classroom, office, teachers' lounge and cafeteria all have different needs, so we partner with brands you trust that provide for every space.





Quill LLC is respected by our customers and vendors for our “we care” approach to the way we do business and our unwavering dedication to outstanding customer service.

Quill’s customer service team has been recognized twice by the J.D. Power and Associates Certified Call Centers Program for providing “An Outstanding Customer Service Experience”. Bizrate.com rated our Quill.com Customer Service Team as “Outstanding”

# Quill.com Reputation





## Added Value

Quill's Customer Service team has been recognized twice by the J.D Power and Associates Certified Call Centers Program for providing "An Outstanding Customer Service Experience".

Bizrate.com rated our customer service team as "Outstanding".

Quill has a track record of continuously exceeding expectations

Services we provide:

- Future Ship- Place an order today and we will hold it for up to four months.
- Free shipping which includes tailgate delivery on furniture items.
- The decentralized distribution system allows Quill to fill customer orders with a 98% fill rate and improve delivery efficiency as its customer base continues to grow.
- Orders are delivered with in 1-2 days on most stock orders received by 6:00 pm.
- Purchasing Manager – Gives you complete control of your company's multi-level office supply ordering needs while simplifying the ordering process.
- Quill brand items- Our exclusive Quill Brand items are backed by a lifetime guarantee. Quill products provide the best value and can save your organization a significant amount of money.
- In stock program on paper and ink and toner

## Appendix D



### **Requirements for National Cooperative Contract**

**To be Administered by**

**OMNIA Partners**

The following documents are used in evaluating and administering national cooperative contracts and are included for Supplier's review and response.

- OMNIA Partners Exhibit A – RESPONSE FOR NATIONAL COOPERATIVE CONTRACT
- OMNIA Partners Exhibit B – ADMINISTRATION AGREEMENT, EXAMPLE
- OMNIA Partners Exhibit C – MASTER INTERGOVERNMENTAL COOPERATIVE PURCHASING AGREEMENT, EXAMPLE
- OMNIA Partners Exhibit D – PRINCIPAL PROCUREMENT AGENCY CERTIFICATE, EXAMPLE
- OMNIA Partners Exhibit E – CONTRACT SALES REPORTING TEMPLATE
- OMNIA Partners Exhibit F – FEDERAL FUNDS CERTIFICATIONS
- OMNIA Partners Exhibit G – NEW JERSEY BUSINESS COMPLIANCE
- OMNIA Partners Exhibit H – ADVERTISING COMPLIANCE REQUIREMENT

## OMNIA PARTNERS EXHIBITS

### EXHIBIT A- RESPONSE FOR NATIONAL COOPERATIVE CONTRACT

#### 1.0 Scope of National Cooperative Contract

Capitalized terms not otherwise defined herein shall have the meanings given to them in the Master Agreement or in the Administration Agreement between Supplier and OMNIA Partners.

#### 1.1 Requirement

REGION 4 ESC (hereinafter defined and referred to as "Principal Procurement Agency"), on behalf of itself and the National Intergovernmental Purchasing Alliance Company, a Delaware corporation d/b/a OMNIA Partners Public Sector ("OMNIA Partners"), is requesting proposals for office supplies, related products and services. The intent of this Request for Proposal is any contract between Principal Procurement Agency and Supplier resulting from this Request for Proposal ("Master Agreement") be made available to other public agencies nationally, including state and local governmental entities, public and private primary, secondary and higher education entities, non-profit entities, and agencies for the public benefit ("Public Agencies"), through OMNIA Partners' cooperative purchasing program. The Principal Procurement Agency has executed a Principal Procurement Agency Certificate with OMNIA Partners, an example of which is included as Exhibit D, and has agreed to pursue the Master Agreement. Use of the Master Agreement by any Public Agency is preceded by their registration with OMNIA Partners as a Participating Public Agency in OMNIA Partners' cooperative purchasing program. Registration with OMNIA Partners as a Participating Public Agency is accomplished by Public Agencies entering into a Master Intergovernmental Cooperative Purchasing Agreement, an example of which is attached as Exhibit C. The terms and pricing established in the resulting Master Agreement between the Supplier and the Principal Procurement Agency will be the same as that available to Participating Public Agencies through OMNIA Partners.

All transactions, purchase orders, invoices, payments etc., will occur directly between the Supplier and each Participating Public Agency individually, and neither OMNIA Partners, any Principal Procurement Agency nor any Participating Public Agency, including their respective agents, directors, employees or representatives, shall be liable to Supplier for any acts, liabilities, damages, etc., incurred by any other Participating Public Agency. Supplier is responsible for knowing the tax laws in each state.

This Exhibit A defines the expectations for qualifying Suppliers based on OMNIA Partners' requirements to market the resulting Master Agreement nationally to Public Agencies. Each section in this Exhibit A refers to the capabilities, requirements, obligations, and prohibitions of competing Suppliers on a national level in order to serve Participating Public Agencies through OMNIA Partners.

These requirements are incorporated into and are considered an integral part of this RFP. OMNIA Partners reserves the right to determine whether or not to make the Master Agreement awarded by the Principal Procurement Agency available to Participating Public Agencies, in its sole and absolute discretion, and any party submitting a response to this RFP acknowledges that any award by the Principal

**OMNIA PARTNERS COMPANY EXHIBITS**  
**EXHIBIT A- RESPONSE FOR NATIONAL COOPERATIVE CONTRACT**

Procurement Agency does not obligate OMNIA Partners to make the Master Agreement available to Participating Procurement Agencies.

**1.2 Marketing, Sales and Administrative Support**

During the term of the Master Agreement OMNIA Partners intends to provide marketing, sales and administrative support for Supplier pursuant to this section that directly promotes the Supplier's products and services to Participating Public Agencies through multiple channels, each designed to promote specific products and services to Public Agencies on a national basis.

The OMNIA Partners marketing team will work in conjunction with Supplier to promote the Master Agreement to both existing Participating Public Agencies and prospective Public Agencies through channels that may include:

- A. Marketing collateral (print, electronic, email, presentations)
- B. Website
- C. Trade shows/conferences/meetings
- D. Advertising
- E. Social Media

The OMNIA Partners sales teams will work in conjunction with Supplier to promote the Master Agreement to both existing Participating Public Agencies and prospective Public Agencies through initiatives that may include:

- A. Individual sales calls
- B. Joint sales calls
- C. Communications/customer service
- D. Training sessions for Public Agency teams
- E. Training sessions for Supplier teams

The OMNIA Partners contracting teams may work in conjunction with Supplier to promote the Master Agreement to both existing Participating Public Agencies and prospective Public Agencies through:

- A. Serving as the subject matter expert for questions regarding joint powers authority and state statutes and regulations for cooperative purchasing
- B. Training sessions for Public Agency teams
- C. Training sessions for Supplier teams
- D. Regular business reviews to monitor program success
- E. General contract administration

Suppliers are required to pay an administrative fee of 3% of the greater of the Contract Sales under the Master Agreement and Guaranteed Contract Sales under this Request for Proposal. Supplier will be required to execute the OMNIA Partners Administration Agreement (Exhibit B).

**OMNIA PARTNERS EXHIBITS**  
**EXHIBIT A- RESPONSE FOR NATIONAL COOPERATIVE CONTRACT**

**1.3 Estimated Volume**

The dollar volume purchased under the Master Agreement is estimated to be approximately \$500M annually. While no minimum volume is guaranteed to Supplier, the estimated annual volume is projected based on the current annual volumes among the Principal Procurement Agency, other Participating Public Agencies that are anticipated to utilize the resulting Master Agreement to be made available to them through OMNIA Partners, and volume growth into other Public Agencies through a coordinated marketing approach between Supplier and OMNIA Partners.

**1.4 Award Basis**

The basis of any contract award resulting from this RFP made by Principal Procurement Agency will, at OMNIA Partners option, be the basis of award on a national level through OMNIA Partners. If multiple Suppliers are awarded by Principal Procurement Agency under the Master Agreement, those same Suppliers will be required to extend the Master Agreement to Participating Public Agencies through OMNIA Partners. Utilization of the Master Agreement by Participating Public Agencies will be at the discretion of the individual Participating Public Agency. Certain terms of the Master Agreement specifically applicable to the Principal Procurement Agency are subject to modification for each Participating Public Agency as Supplier, such Participating Public Agency and OMNIA Partners shall agree. Participating Agencies may request to enter into a separate supplemental agreement to further define the level of service requirements over and above the minimum defined in the Master Agreement (i.e. invoice requirements, order requirements, specialized delivery, diversity requirements such as minority and woman owned businesses, historically underutilized business, governing law, etc.). It shall be the responsibility of the Supplier to comply, when applicable, with the prevailing wage legislation in effect in the jurisdiction of the Participating Agency. It shall further be the responsibility of the Supplier to monitor the prevailing wage rates as established by the appropriate department of labor for any increase in rates during the term of this contract and adjust wage rates accordingly. Any supplemental agreement developed as a result of the Master Agreement is exclusively between the Participating Agency and the Supplier (Contract Sales are reported to OMNIA Partners).

**1.5 Objectives of Cooperative Program**

This RFP is intended to achieve the following objectives regarding availability through OMNIA Partners' cooperative program:

- A. Provide a comprehensive competitively solicited and awarded national agreement offering the Products covered by this solicitation to Participating Public Agencies;
- B. Establish the Master Agreement as the Supplier's primary go to market strategy to Public Agencies nationwide;
- C. Achieve cost savings for Supplier and Public Agencies through a single solicitation process that will reduce the Supplier's need to respond to multiple solicitations and Public Agencies need to conduct their own solicitation process;
- D. Combine the aggregate purchasing volumes of Participating Public Agencies to achieve cost effective pricing.

**OMNIA PARTNERS EXHIBITS**  
**EXHIBIT A- RESPONSE FOR NATIONAL COOPERATIVE CONTRACT**

**2.0 Representations and Covenants**

As a condition to Supplier entering into the Master Agreement, which would be available to all Public Agencies, Supplier must make certain representations, warranties and covenants to both the Principal Procurement Agency and OMNIA Partners designed to ensure the success of the Master Agreement for all Participating Public Agencies as well as the Supplier.

**2.1 Corporate Commitment**

Supplier commits that (1) the Master Agreement has received all necessary corporate authorizations and support of the Supplier's executive management, (2) the Master Agreement is Supplier's primary "go to market" strategy for Public Agencies, (3) the Master Agreement will be promoted to all Public Agencies, including any existing customers, and Supplier will transition existing customers, upon their request, to the Master Agreement, and (4) that the Supplier has read and agrees to the terms and conditions of the Administration Agreement with OMNIA Partners and will execute such agreement concurrent with and as a condition of its execution of the Master Agreement with the Principal Procurement Agency. Supplier will identify an executive corporate sponsor and a separate national account manager within the RFP response that will be responsible for the overall management of the Master Agreement.

**2.2 Pricing Commitment**

Supplier commits the not-to-exceed pricing provided under the Master Agreement pricing is its lowest available (net to buyer) to Public Agencies nationwide and further commits that if a Participating Public Agency is eligible for lower pricing through a national, state, regional or local or cooperative contract, the Supplier will match such lower pricing to that Participating Public Agency under the Master Agreement.

**2.3 Sales Commitment**

Supplier commits to aggressively market the Master Agreement as its go to market strategy in this defined sector and that its sales force will be trained, engaged and committed to offering the Master Agreement to Public Agencies through OMNIA Partners nationwide. Supplier commits that all Master Agreement sales will be accurately and timely reported to OMNIA Partners in accordance with the OMNIA Partners Administration Agreement. Supplier also commits its sales force will be compensated, including sales incentives, for sales to Public Agencies under the Master Agreement in a consistent or better manner compared to sales to Public Agencies if the Supplier were not awarded the Master Agreement.

**3.0 SUPPLIER RESPONSE**

Supplier must supply the following information in order for the Principal Procurement Agency to determine Supplier's qualifications to extend the resulting Master Agreement to Participating Public Agencies through OMNIA Partners.

**3.1 Company**

- A. Brief history and description of Supplier.
- B. Total number and location of sales persons employed by Supplier.
- C. Number and location of support centers (if applicable) and location of corporate office.



## OMNIA PARTNERS EXHIBITS

### EXHIBIT A- RESPONSE FOR NATIONAL COOPERATIVE CONTRACT

- D. Annual sales for the three previous fiscal years.
- E. Submit FEIN and Dunn & Bradstreet report.
- F. Describe any green or environmental initiatives or policies.
- G. Describe any diversity programs or partners supplier does business with and how Participating Agencies may use diverse partners through the Master Agreement. Indicate how, if at all, pricing changes when using the diversity program.
- H. Describe any historically underutilized business certifications supplier holds and the certifying agency. This may include business enterprises such as minority and women owned, small or disadvantaged, disable veterans, etc.
- I. Describe how supplier differentiates itself from its competitors.
- J. Describe any present or past litigation, bankruptcy or reorganization involving supplier.
- K. Felony Conviction Notice: Indicate if the supplier
  - a. is a publicly held corporation and this reporting requirement is not applicable;
  - b. is not owned or operated by anyone who has been convicted of a felony; or
  - c. is owned or operated by and individual(s) who has been convicted of a felony and provide the names and convictions.
- L. Describe any debarment or suspension actions taken against supplier

#### 3.2 Distribution, Logistics

- A. Describe the full line of products and services offered by supplier.
- B. Describe how supplier proposes to distribute the products/service nationwide. Include any states where products and services will not be offered under the Master Agreement, including U.S. Territories and Outlying Areas.
- C. Identify all other companies that will be involved in processing, handling or shipping the products/service to the end user.
- D. Provide the number, size and location of Supplier's distribution facilities, warehouses and retail network as applicable.

#### 3.3 Marketing and Sales

- A. Provide a detailed ninety-day plan beginning from award date of the Master Agreement describing the strategy to immediately implement the Master Agreement as supplier's primary go to market strategy for Public Agencies to supplier's teams nationwide, to include, but not limited to:
  - i. Executive leadership endorsement and sponsorship of the award as the public sector go-to-market strategy within first 10 days
  - ii. Training and education of Supplier's national sales force with participation from the Supplier's executive leadership, along with the OMNIA Partners team within first 90 days
- B. Provide a detailed ninety-day plan beginning from award date of the Master Agreement describing the strategy to market the Master Agreement to current Participating Public Agencies, existing Public Agency customers of Supplier, as well as to prospective Public Agencies nationwide immediately upon award, to include, but not limited to:
  - i. Creation and distribution of a co-branded press release to trade publications
  - ii. Announcement, contract details and contact information published on the Supplier's website within first 90 days.

**OMNIA PARTNERS EXHIBITS**  
**EXHIBIT A- RESPONSE FOR NATIONAL COOPERATIVE CONTRACT**

- iii. Design, publication and distribution of co-branded marketing materials within first 90 days
  - iv. Commitment to attendance and participation with OMNIA Partners at national (i.e. NIGP Annual Forum, NPI Conference, etc.), regional (i.e. Regional NIGP Chapter Meetings, Regional Cooperative Summits, etc.) and supplier-specific trade shows, conferences and meetings throughout the term of the Master Agreement
  - v. Commitment to attend, exhibit and participate at the NIGP Annual Forum in an area reserved by OMNIA Partners for partner suppliers. Booth space will be purchased and staffed by Supplier. In addition, Supplier commits to provide reasonable assistance to the overall promotion and marketing efforts for the NIGP Annual Forum, as directed by OMNIA Partners.
  - vi. Design and publication of national and regional advertising in trade publications throughout the term of the Master Agreement
  - vii. Ongoing marketing and promotion of the Master Agreement throughout its term (case studies, collateral pieces, presentations, promotions, etc.)
  - viii. Dedicated OMNIA Partners internet web-based homepage on Supplier's website with:
    - OMNIA Partners standard logo;
    - Copy of original Request for Proposal;
    - Copy of contract and amendments between Principal Procurement Agency and Supplier;
    - Summary of Products and pricing;
    - Marketing Materials
    - Electronic link to OMNIA Partners' website including the online registration page;
    - A dedicated toll-free number and email address for OMNIA Partners
- C.
- Describe how Supplier will transition any existing Public Agency customers' accounts to the Master Agreement available nationally through OMNIA Partners. Include a list of current cooperative contracts (regional and national) Supplier holds and describe how the Master Agreement will be positioned among the other cooperative agreements.
- D.
- Acknowledge Supplier agrees to provide its logo(s) to OMNIA Partners and agrees to provide permission for reproduction of such logo in marketing communications and promotions. Acknowledge that use of OMNIA Partners logo will require permission for reproduction, as well.
- E.
- Confirm Supplier will be proactive in direct sales of Supplier's goods and services to Public Agencies nationwide and the timely follow up to leads established by OMNIA Partners. All sales materials are to use the OMNIA Partners logo. At a minimum, the Supplier's sales initiatives should communicate:
- i. Master Agreement was competitively solicited and publicly awarded by a Principal Procurement Agency
  - ii. Best government pricing
  - iii. No cost to participate
  - iv. Non-exclusive contract

**OMNIA PARTNERS EXHIBITS**  
**EXHIBIT A- RESPONSE FOR NATIONAL COOPERATIVE CONTRACT**

- F. Confirm Supplier will train its national sales force on the Master Agreement. At a minimum, sales training should include:
- i. Key features of Master Agreement
  - ii. Working knowledge of the solicitation process
  - iii. Awareness of the range of Public Agencies that can utilize the Master Agreement through OMNIA Partners
  - iv. Knowledge of benefits of the use of cooperative contracts
- G. Provide the name, title, email and phone number for the person(s), who will be responsible for:
- i. Executive Support
  - ii. Marketing
  - iii. Sales
  - iv. Sales Support
  - v. Financial Reporting
  - vi. Accounts Payable
  - vii. Contracts
- H. Describe in detail how Supplier's national sales force is structured, including contact information for the highest-level executive in charge of the sales team.
- I. Explain in detail how the sales teams will work with the OMNIA Partners team to implement, grow and service the national program.
- J. Explain in detail how Supplier will manage the overall national program throughout the term of the Master Agreement, including ongoing coordination of marketing and sales efforts, timely new Participating Public Agency account set-up, timely contract administration, etc.
- K. State the amount of Supplier's Public Agency sales for the previous fiscal year. Provide a list of Supplier's top 10 Public Agency customers, the total purchases for each for the previous fiscal year along with a key contact for each.
- L. Describe Supplier's information systems capabilities and limitations regarding order management through receipt of payment, including description of multiple platforms that may be used for any of these functions.
- M. Provide the Contract Sales (as defined in Section 10 of the OMNIA Partners Administration Agreement) that Supplier will guarantee each year under the Master Agreement for the initial three years of the Master Agreement ("Guaranteed Contract Sales").

\$ \_\_\_\_\_ .00 in year one  
\$ \_\_\_\_\_ .00 in year two  
\$ \_\_\_\_\_ .00 in year three

To the extent Supplier guarantees minimum Contract Sales, the administration fee shall be calculated based on the greater of the actual Contract Sales and the Guaranteed Contract Sales.

- N. Even though it is anticipated many Public Agencies will be able to utilize the Master Agreement without further formal solicitation, there may be circumstances

**OMNIA PARTNERS EXHIBITS**  
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where Public Agencies will issue their own solicitations. The following options are available when responding to a solicitation for Products covered under the Master Agreement.

- i. Respond with Master Agreement pricing (Contract Sales reported to OMNIA Partners).
- ii. If competitive conditions require pricing lower than the standard Master Agreement not-to-exceed pricing, Supplier may respond with lower pricing through the Master Agreement. If Supplier is awarded the contract, the sales are reported as Contract Sales to OMNIA Partners under the Master Agreement.
- iii. Respond with pricing higher than Master Agreement only in the unlikely event that the Public Agency refuses to utilize Master Agreement (Contract Sales are not reported to OMNIA Partners).
- iv. If alternative or multiple proposals are permitted, respond with pricing higher than Master Agreement, and include Master Agreement as the alternate or additional proposal.

Detail Supplier's strategies under these options when responding to a solicitation.



# OMNIA

P A R T N E R S

## ADMINISTRATION AGREEMENT

THIS ADMINISTRATION AGREEMENT (this "Agreement") is made this \_\_\_ day of \_\_\_\_\_ 20\_\_\_, between National Intergovernmental Purchasing Alliance Company, a Delaware corporation d/b/a OMNIA Partners Public Sector ("OMNIA Partners"), and \_\_\_\_\_ ("Supplier").

### RECITALS

**WHEREAS**, the \_\_\_\_\_ (the "Principal Procurement Agency") has entered into a Master Agreement dated \_\_\_\_\_, Agreement No \_\_\_\_\_, by and between the Principal Procurement Agency and Supplier, (as may be amended from time to time in accordance with the terms thereof, the "Master Agreement"), as attached hereto as Exhibit A and incorporated herein by reference as though fully set forth herein, for the purchase of \_\_\_\_\_ (the "Product");

**WHEREAS**, said Master Agreement provides that any or all public agencies, including state and local governmental entities, public and private primary, secondary and higher education entities, non-profit entities, and agencies for the public benefit (collectively, "Public Agencies"), that register (either via registration on the OMNIA Partners website or execution of a Master Intergovernmental Cooperative Purchasing Agreement, attached hereto as Exhibit B) (each, hereinafter referred to as a "Participating Public Agency") may purchase Product at prices stated in the Master Agreement;

**WHEREAS**, Participating Public Agencies may access the Master Agreement which is offered through OMNIA Partners to Public Agencies;

**WHEREAS**, OMNIA Partners serves as the contract administrator of the Master Agreement on behalf of Principal Procurement Agency;

**WHEREAS**, Principal Procurement Agency desires OMNIA Partners to proceed with administration of the Master Agreement; and

**WHEREAS**, OMNIA Partners and Supplier desire to enter into this Agreement to make available the Master Agreement to Participating Public Agencies and to set forth certain terms and conditions governing the relationship between OMNIA Partners and Supplier.

**NOW, THEREFORE**, in consideration of the payments to be made hereunder and the mutual covenants contained in this Agreement, OMNIA Partners and Supplier hereby agree as follows:

## DEFINITIONS

1. Capitalized terms used in this Agreement and not otherwise defined herein shall have the meanings given to them in the Master Agreement.

## TERMS AND CONDITIONS

2. The Master Agreement and the terms and conditions contained therein shall apply to this Agreement except as expressly changed or modified by this Agreement. Supplier acknowledges and agrees that the covenants and agreements of Supplier set forth in the solicitation and Supplier's response thereto resulting in the Master Agreement are incorporated herein and are an integral part hereof.

3. OMNIA Partners shall be afforded all of the rights, privileges and indemnifications afforded to Principal Procurement Agency by or from Supplier under the Master Agreement, and such rights, privileges and indemnifications shall accrue and apply with equal effect to OMNIA Partners, its agents, employees, directors, and representatives under this Agreement including, but not limited to, Supplier's obligation to obtain appropriate insurance.

4. OMNIA Partners shall perform all of its duties, responsibilities and obligations as contract administrator of the Master Agreement on behalf of Principal Procurement Agency as set forth herein, and Supplier hereby acknowledges and agrees that all duties, responsibilities and obligations will be undertaken by OMNIA Partners solely in its capacity as the contract administrator under the Master Agreement.

5. With respect to any purchases by Principal Procurement Agency or any Participating Public Agency pursuant to the Master Agreement, OMNIA Partners shall not be: (i) construed as a dealer, re-marketer, representative, partner or agent of any type of the Supplier, Principal Procurement Agency or any Participating Public Agency; (ii) obligated, liable or responsible for any order for Product made by Principal Procurement Agency or any Participating Public Agency or any employee thereof under the Master Agreement or for any payment required to be made with respect to such order for Product; and (iii) obligated, liable or responsible for any failure by Principal Procurement Agency or any Participating Public Agency to comply with procedures or requirements of applicable law or the Master Agreement or to obtain the due authorization and approval necessary to purchase under the Master Agreement. OMNIA Partners makes no representation or guaranty with respect to any minimum purchases by Principal Procurement Agency or any Participating Public Agency or any employee thereof under this Agreement or the Master Agreement.

6. OMNIA Partners shall not be responsible for Supplier's performance under the Master Agreement, and Supplier shall hold OMNIA Partners harmless from any liability that may arise from the acts or omissions of Supplier in connection with the Master Agreement.

7. WITHOUT LIMITING THE GENERALITY OF THE FOREGOING, OMNIA PARTNERS EXPRESSLY DISCLAIMS ALL EXPRESS OR IMPLIED REPRESENTATIONS AND WARRANTIES REGARDING OMNIA PARTNERS' PERFORMANCE AS A CONTRACT ADMINISTRATOR OF THE MASTER AGREEMENT. OMNIA PARTNERS SHALL NOT BE LIABLE IN ANY WAY FOR ANY SPECIAL, INCIDENTAL, INDIRECT, CONSEQUENTIAL, EXEMPLARY, PUNITIVE, OR RELIANCE DAMAGES, EVEN IF OMNIA PARTNERS IS ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

## TERM OF AGREEMENT; TERMINATION

8. This Agreement shall be in effect so long as the Master Agreement remains in effect, provided, however, that the provisions of Sections 3 – 8 and 12 – 23, hereof and the indemnifications afforded by the Supplier to OMNIA Partners in the Master Agreement, to the extent such provisions survive any expiration or termination of the Master Agreement, shall survive the expiration or termination of this Agreement.

9. Supplier's failure to maintain its covenants and commitments contained in this Agreement or any action of the Supplier which gives rise to a right by Principal Procurement Agency to terminate the Master Agreement shall constitute a material breach of this Agreement. If such breach is not cured within thirty (30) days of written notice to Supplier, in addition to any and all remedies available at law or equity, OMNIA Partners shall have the right to terminate this Agreement, at OMNIA Partners' sole discretion. Notwithstanding anything contained herein to the contrary, this Agreement shall terminate on the date of the termination or expiration of the Master Agreement.

## NATIONAL PROMOTION

10. OMNIA Partners and Supplier shall publicize and promote the availability of the Master Agreement's products and services to Public Agencies and such agencies' employees. Supplier shall require each Public Agency to register its participation in the OMNIA Partners program by either registering on the OMNIA Partners website ([www.omniapartners.com/publicsector](http://www.omniapartners.com/publicsector)), or executing a Master Intergovernmental Cooperative Purchasing Agreement prior to processing the Participating Public Agency's first sales order. Upon request, Supplier shall make available to interested Public Agencies a copy of the Master Agreement and such price lists or quotes as may be necessary for such Public Agencies to evaluate potential purchases.

11. Supplier shall provide such marketing and administrative support as set forth in the solicitation resulting in the Master Agreement, including assisting in development of marketing materials as reasonably requested by Principal Procurement Agency and OMNIA Partners. Supplier shall be responsible for obtaining permission or license of use and payment of any license fees for all content and images Supplier provides to OMNIA Partners or posts on the OMNIA Partners website. Supplier shall indemnify, defend and hold harmless OMNIA Partners for use of all such content and images including copyright infringement claims. Supplier and OMNIA Partners each hereby grant to the other party a limited, revocable, non-transferable, non-sublicensable right to use such party's logo (each, the "Logo") solely for use in marketing the Master Agreement. Each party shall provide the other party with the standard terms of use of such party's Logo, and such party shall comply with such terms in all material respects. Both parties shall obtain approval from the other party prior to use of such party's Logo. Notwithstanding the foregoing, the parties understand and agree that except as provided herein neither party shall have any right, title or interest in the other party's Logo. Upon termination of this Agreement, each party shall immediately cease use of the other party's Logo.

## ADMINISTRATIVE FEE, REPORTING & PAYMENT

12. An "Administrative Fee" shall be defined and due to OMNIA Partners from Supplier in the amount of \_\_\_ percent (\_\_\_%) ("Administrative Fee Percentage") multiplied by the total purchase amount paid to Supplier, less refunds, credits on returns, rebates and discounts, for the sale of products and/or services to Principal Procurement Agency and Participating Public Agencies pursuant to the Master Agreement (as amended from time to time and including any renewal thereof) ("Contract Sales"). From time to time the parties may mutually agree in writing



to a lower Administrative Fee Percentage for a specifically identified Participating Public Agency's Contract Sales.

13. Supplier shall provide OMNIA Partners with an electronic accounting report monthly, in the format prescribed by OMNIA Partners, summarizing all Contract Sales for each calendar month. The Contract Sales reporting format is provided as Exhibit C ("Contract Sales Report"), attached hereto and incorporated herein by reference. Contract Sales Reports for each calendar month shall be provided by Supplier to OMNIA Partners by the 10<sup>th</sup> day of the following month. Failure to provide a Contract Sales Report within the time and manner specified herein shall constitute a material breach of this Agreement and if not cured within thirty (30) days of written notice to Supplier shall be deemed a cause for termination of the Master Agreement, at Principal Procurement Agency's sole discretion, and/or this Agreement, at OMNIA Partners' sole discretion.

14. Administrative Fee payments are to be paid by Supplier to OMNIA Partners at the frequency and on the due date stated in Section 13, above, for Supplier's submission of corresponding Contract Sales Reports. Administrative Fee payments are to be made via Automated Clearing House (ACH) to the OMNIA Partners designated financial institution identified in Exhibit D. Failure to provide a payment of the Administrative Fee within the time and manner specified herein shall constitute a material breach of this Agreement and if not cured within thirty (30) days of written notice to Supplier shall be deemed a cause for termination of the Master Agreement, at Principal Procurement Agency's sole discretion, and/or this Agreement, at OMNIA Partners' sole discretion. All Administrative Fees not paid when due shall bear interest at a rate equal to the lesser of one and one-half percent (1 1/2%) per month or the maximum rate permitted by law until paid in full.

15. Supplier shall maintain an accounting of all purchases made by Participating Public Agencies under the Master Agreement. OMNIA Partners, or its designee, in OMNIA Partners' sole discretion, reserves the right to compare Participating Public Agency records with Contract Sales Reports submitted by Supplier for a period of four (4) years from the date OMNIA Partners receives such report. In addition, OMNIA Partners may engage a third party to conduct an independent audit of Supplier's monthly reports. In the event of such an audit, Supplier shall provide all materials reasonably requested relating to such audit by OMNIA Partners at the location designated by OMNIA Partners. In the event an underreporting of Contract Sales and a resulting underpayment of Administrative Fees is revealed, OMNIA Partners will notify the Supplier in writing. Supplier will have thirty (30) days from the date of such notice to resolve the discrepancy to OMNIA Partners' reasonable satisfaction, including payment of any Administrative Fees due and owing, together with interest thereon in accordance with Section 13, and reimbursement of OMNIA Partners' costs and expenses related to such audit.

#### GENERAL PROVISIONS

16. This Agreement, the Master Agreement and the exhibits referenced herein supersede any and all other agreements, either oral or in writing, between the parties hereto with respect to the subject matter hereto and no other agreement, statement, or promise relating to the subject matter of this Agreement which is not contained or incorporated herein shall be valid or binding. In the event of any conflict between the provisions of this Agreement and the Master Agreement, as between OMNIA Partners and Supplier, the provisions of this Agreement shall prevail.

17. If any action at law or in equity is brought to enforce or interpret the provisions of this Agreement or to recover any Administrative Fee and accrued interest, the prevailing party shall be entitled to reasonable attorney's fees and costs in addition to any other relief to which it may be entitled.

18. This Agreement and OMNIA Partners' rights and obligations hereunder may be assigned at OMNIA Partners' sole discretion to an affiliate of OMNIA Partners, any purchaser of any or all or substantially all of the assets of OMNIA Partners, or the successor entity as a result of a merger, reorganization, consolidation, conversion or change of control, whether by operation of law or otherwise. Supplier may not assign its obligations hereunder without the prior written consent of OMNIA Partners.

19. All written communications given hereunder shall be delivered by first-class mail, postage prepaid, or overnight delivery on receipt to the addresses as set forth below.

A. OMNIA Partners:

OMNIA Partners  
Attn: President  
840 Crescent Centre Drive  
Suite 600  
Franklin, TN 37067

B. Supplier:


20. If any provision of this Agreement shall be deemed to be, or shall in fact be, illegal, inoperative or unenforceable, the same shall not affect any other provision or provisions herein contained or render the same invalid, inoperative or unenforceable to any extent whatever, and this Agreement will be construed by limiting or invalidating such provision to the minimum extent necessary to make such provision valid, legal and enforceable.

21. This Agreement may not be amended, changed, modified, or altered without the prior written consent of the parties hereto, and no provision of this Agreement may be discharged or waived, except by a writing signed by the parties. A waiver of any particular provision will not be deemed a waiver of any other provision, nor will a waiver given on one occasion be deemed to apply to any other occasion.

22. This Agreement shall inure to the benefit of and shall be binding upon OMNIA Partners, the Supplier and any respective successor and assign thereto; subject, however, to the limitations contained herein.

23. This Agreement will be construed under and governed by the laws of the State of Delaware, excluding its conflicts of law provisions and any action arising out of or related to this Agreement shall be commenced solely and exclusively in the state or federal courts in Williamson County Tennessee.

24. This Agreement may be executed in counterparts, each of which is an original but all of which, together, shall constitute but one and the same instrument. The exchange of copies of this Agreement and of signature pages by facsimile, or by .pdf or similar electronic transmission, will constitute effective execution and delivery of this Agreement as to the parties and may be used in lieu of the original Agreement for all purposes. Signatures of the parties transmitted by facsimile, or by .pdf or similar electronic transmission, will be deemed to be their original signatures for any purpose whatsoever.

[INSERT SUPPLIER ENTITY NAME]

NATIONAL INTERGOVERNMENTAL  
PURCHASING ALLIANCE COMPANY  
d/b/a OMNIA Partners Public Sector

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

Sarah Vavra

\_\_\_\_\_  
Name

Sr. Vice President, Public Sector Contracting

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**OMNIA PARTNERS EXHIBITS**  
**EXHIBIT C – MASTER INTERGOVERNMENTAL COOPERATIVE PURCHASING AGREEMENT,**  
**EXAMPLE**

**MASTER INTERGOVERNMENTAL COOPERATIVE PURCHASING AGREEMENT**

This Master Intergovernmental Cooperative Purchasing Agreement (this "**Agreement**") is entered into by and between those certain government agencies that execute a Principal Procurement Agency Certificate ("**Principal Procurement Agencies**") with National Intergovernmental Purchasing Alliance Company, a Delaware corporation d/b/a OMNIA Partners Public Sector ("**OMNIA Partners**") to be appended and made a part hereof and such other public agencies ("**Participating Public Agencies**") who register to participate in the cooperative purchasing programs administered by OMNIA Partners and its affiliates and subsidiaries (collectively, the "**OMNIA Partners Parties**") by either registering on a OMNIA Partners Party website (such as [www.omniapartners.com/publicsector](http://www.omniapartners.com/publicsector) or [www.nationalipa.org](http://www.nationalipa.org) or any successor website), or by executing a copy of this Agreement.

**RECITALS**

**WHEREAS**, after a competitive solicitation and selection process by Principal Procurement Agencies, in compliance with their own policies, procedures, rules and regulations, a number of suppliers have entered into "**Master Agreements**" (herein so called) to provide a variety of goods, products and services ("**Products**") to the applicable Principal Procurement Agency and the Participating Public Agencies;

**WHEREAS**, Master Agreements are made available by Principal Procurement Agencies through the OMNIA Partners Parties and provide that Participating Public Agencies may purchase Products on the same terms, conditions and pricing as the Principal Procurement Agency, subject to any applicable federal and/or local purchasing ordinances and the laws of the State of purchase; and

**WHEREAS**, in addition to Master Agreements, the OMNIA Partners Parties may from time to time offer Participating Public Agencies the opportunity to acquire Products through other group purchasing agreements.

**NOW, THEREFORE**, in consideration of the mutual promises contained in this Agreement, and of the mutual benefits to result, the parties hereby agree as follows:

1. Each party will facilitate the cooperative procurement of Products.
2. The Participating Public Agencies shall procure Products in accordance with and subject to the relevant federal, state and local statutes, ordinances, rules and regulations that govern Participating Public Agency's procurement practices. The Participating Public Agencies hereby acknowledge and agree that it is the intent of the parties that all provisions of this Agreement and that Principal Procurement Agencies' participation in the program described herein comply with all applicable laws, including but not limited to the requirements of 42 C.F.R. § 1001.952(h), as may be amended from time to time. The Participating Public Agencies further acknowledge and agree that they are solely responsible for their compliance with all applicable "safe harbor" regulations, including but not limited to any and all obligations to fully and accurately report discounts and

incentives.

3. The Participating Public Agency represents and warrants that the Participating Public Agency is not a hospital or other healthcare provider and is not purchasing Products on behalf of a hospital or healthcare provider.

4. The cooperative use of Master Agreements shall be in accordance with the terms and conditions of the Master Agreements, except as modification of those terms and conditions is otherwise required by applicable federal, state or local law, policies or procedures.

5. The Principal Procurement Agencies will make available, upon reasonable request, Master Agreement information which may assist in improving the procurement of Products by the Participating Public Agencies.

6. The Participating Public Agency agrees the OMNIA Partners Parties may provide access to group purchasing organization ("GPO") agreements directly or indirectly by enrolling the Participating Public Agency in another GPO's purchasing program, including but not limited to Vizient Source, LLC, Provista, Inc. and other OMNIA Partners affiliates and subsidiaries; provided the purchase of Products through a OMNIA Partners Party or any other GPO shall be at the Participating Public Agency's sole discretion.

7. The Participating Public Agencies (each a "Procuring Party") that procure Products through any Master Agreement or GPO Product supply agreement (each a "GPO Contract") will make timely payments to the distributor, manufacturer or other vendor (collectively, "Supplier") for Products received in accordance with the terms and conditions of the Master Agreement or GPO Contract, as applicable. Payment for Products and inspections and acceptance of Products ordered by the Procuring Party shall be the exclusive obligation of such Procuring Party. Disputes between Procuring Party and any Supplier shall be resolved in accordance with the law and venue rules of the State of purchase unless otherwise agreed to by the Procuring Party and Supplier.

8. The Procuring Party shall not use this Agreement as a method for obtaining additional concessions or reduced prices for purchase of similar products or services outside of the Master Agreement. Master Agreements may be structured with not-to-exceed pricing, in which cases the Supplier may offer the Procuring Party and the Procuring Party may accept lower pricing or additional concessions for purchase of Products through a Master Agreement.

9. The Procuring Party shall be responsible for the ordering of Products under this Agreement. A non-procuring party shall not be liable in any fashion for any violation by a Procuring Party, and, to the extent permitted by applicable law, the Procuring Party shall hold non-procuring party harmless from any liability that may arise from the acts or omissions of the Procuring Party.

10. WITHOUT LIMITING THE GENERALITY OF THE FOREGOING, THE OMNIA PARTNERS PARTIES EXPRESSLY DISCLAIM ALL EXPRESS OR IMPLIED REPRESENTATIONS AND WARRANTIES REGARDING ANY PRODUCT, MASTER AGREEMENT AND GPO CONTRACT. THE OMNIA PARTNERS PARTIES SHALL NOT BE

LIABLE IN ANY WAY FOR ANY SPECIAL, INCIDENTAL, INDIRECT, CONSEQUENTIAL, EXEMPLARY, PUNITIVE, OR RELIANCE DAMAGES, EVEN IF THE NATIONAL IPA PARTIES ARE ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. FURTHER, THE PROCURING PARTY ACKNOWLEDGES AND AGREES THAT THE OMNIAL PARTNERS PARTIES SHALL HAVE NO LIABILITY FOR ANY ACT OR OMISSION BY A SUPPLIER OR OTHER PARTY UNDER A MASTER AGREEMENT OR GPO CONTRACT.

11. This Agreement shall remain in effect until termination by either party giving thirty (30) days' written notice to the other party. The provisions of Paragraphs 6 - 10 hereof shall survive any such termination.

12. This Agreement shall take effect upon (i) execution of the Principal Procurement Agency Certificate, or (ii) the registration on a OMNIA Partners Party website or the execution of this Agreement by a Participating Public Agency, as applicable.

[Insert Participating Public Agency Name]

NATIONAL INTERGOVERNMENTAL  
PURCHASING ALLIANCE COMPANY  
d/b/a OMNIA Partners Public Sector

_____ Signature	_____ Signature Sarah Vavra
_____ Name	_____ Name Sr. Vice President, Public Sector Contracting
_____ Title and Agency Name	_____ Title
_____ Date	_____ Date

**OMNIA PARTNERS EXHIBITS**  
**EXHIBIT D – OMNIA PARTNERS PRINCIPAL PROCUREMENT AGENCY CERTIFICATE, EXAMPLE**

**PRINCIPAL PROCUREMENT AGENCY CERTIFICATE**

In its capacity as a Principal Procurement Agency (as defined below) for National Intergovernmental Purchasing Alliance Company, a Delaware corporation d/b/a OMNIA Partners Public Sector ("OMNIA Partners"), [NAME OF PPA] agrees to pursue Master Agreements for Products as specified in the attached Exhibits to this Principal Procurement Agency Certificate.

I hereby acknowledge, in my capacity as \_\_\_\_\_ of and on behalf of [NAME OF PPA] ("Principal Procurement Agency"), that I have read and hereby agree to the general terms and conditions set forth in the attached Master Intergovernmental Cooperative Purchasing Agreement regulating the use of the Master Agreements and purchase of Products that from time to time are made available by Principal Procurement Agencies to Participating Public Agencies nationwide through OMNIA Partners.

I understand that the purchase of one or more Products under the provisions of the Master Intergovernmental Cooperative Purchasing Agreement is at the sole and complete discretion of the Participating Public Agency.

Authorized Signature, [PRINCIPAL PROCUREMENT AGENCY]

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**OMNIA PARTNERS EXHIBITS  
EXHIBIT H- OMNIA PARTNERS ADVERTISING COMPLIANCE REQUIREMENT**

Pursuant to certain state notice provisions, including but not limited to Oregon Revised Statutes Chapter 279A.220, the following public agencies and political subdivisions of the referenced public agencies are eligible to register with OMNIA Partners and access the Master Agreement contract award made pursuant to this solicitation, and are hereby given notice of the foregoing request for proposals for purposes of complying with the procedural requirements of said statutes:

**Nationwide:**

State of Alabama	State of Hawaii	State of Massachusetts	State of New Mexico	State of South Dakota
State of Alaska	State of Idaho	State of Michigan	State of New York	State of Tennessee
State of Arizona	State of Illinois	State of Minnesota	State of North Carolina	State of Texas
State of Arkansas	State of Indiana	State of Mississippi	State of North Dakota	State of Utah
State of California	State of Iowa	State of Missouri	State of Ohio	State of Vermont
State of Colorado	State of Kansas	State of Montana	State of Oklahoma	State of Virginia
State of Connecticut	State of Kentucky	State of Nebraska	State of Oregon	State of Washington
State of Delaware	State of Louisiana	State of Nevada	State of Pennsylvania	State of West Virginia
State of Florida	State of Maine	State of New Hampshire	State of Rhode Island	State of Wisconsin
State of Georgia	State of Maryland	State of New Jersey	State of South Carolina	State of Wyoming
District of Columbia				

Lists of political subdivisions and local governments in the above referenced states / districts may be found at [http://www.usa.gov/Agencies/State\\_and\\_Territories.shtml](http://www.usa.gov/Agencies/State_and_Territories.shtml) and <https://www.usa.gov/local-governments>.

**Certain Public Agencies and Political Subdivisions:**

**CITIES, TOWNS, VILLAGES AND BOROUGHS**

**INCLUDING BUT NOT LIMITED TO:**

BAKER CITY GOLF COURSE, OR  
 CITY OF ADAIR VILLAGE, OR  
 CITY OF ASHLAND, OR  
 CITY OF AUMSVILLE, OR  
 CITY OF AURORA, OR  
 CITY OF BAKER, OR  
 CITY OF BATON ROUGE, LA  
 CITY OF BEAVERTON, OR  
 CITY OF BEND, OR  
 CITY OF BOARDMAN, OR  
 CITY OF BONANAZA, OR  
 CITY OF BOSSIER CITY, LA  
 CITY OF BROOKINGS, OR  
 CITY OF BURNS, OR  
 CITY OF CANBY, OR  
 CITY OF CANYONVILLE, OR  
 CITY OF CLATSKANIE, OR  
 CITY OF COBURG, OR  
 CITY OF CONDON, OR  
 CITY OF COQUILLE, OR  
 CITY OF CORVALLI, OR  
 CITY OF CORVALLIS PARKS AND RECREATION DEPARTMENT, OR  
 CITY OF COTTAGE GROVE, OR  
 CITY OF DONALD, OR

CITY OF EUGENE, OR  
 CITY OF FOREST GROVE, OR  
 CITY OF GOLD HILL, OR  
 CITY OF GRANTS PASS, OR  
 CITY OF GRESHAM, OR  
 CITY OF HILLSBORO, OR  
 CITY OF INDEPENDENCE, OR  
 CITY AND COUNTY OF HONOLULU, HI  
 CITY OF KENNER, LA  
 CITY OF LA GRANDE, OR  
 CITY OF LAFAYETTE, LA  
 CITY OF LAKE CHARLES, OR  
 CITY OF LEBANON, OR  
 CITY OF MCMINNVILLE, OR  
 CITY OF MEDFORD, OR  
 CITY OF METAIRIE, LA  
 CITY OF MILL CITY, OR  
 CITY OF MILWAUKIE, OR  
 CITY OF MONROE, LA  
 CITY OF MOSIER, OR  
 CITY OF NEW ORLEANS, LA  
 CITY OF NORTH PLAINS, OR  
 CITY OF OREGON CITY, OR  
 CITY OF PILOT ROCK, OR  
 CITY OF PORTLAND, OR  
 CITY OF POWERS, OR  
 CITY OF PRINEVILLE, OR



CITY OF REDMOND, OR  
CITY OF REEDSPORT, OR  
CITY OF RIDDLE, OR  
CITY OF ROGUE RIVER, OR  
CITY OF ROSEBURG, OR  
CITY OF SALEM, OR  
CITY OF SANDY, OR  
CITY OF SCAPPOOSE, OR  
CITY OF SHADY COVE, OR  
CITY OF SHERWOOD, OR  
CITY OF SHREVEPORT, LA  
CITY OF SILVERTON, OR  
CITY OF SPRINGFIELD, OR  
CITY OF ST. HELENS, OR  
CITY OF ST. PAUL, OR  
CITY OF SULPHUR, LA  
CITY OF TIGARD, OR  
CITY OF TROUTDALE, OR  
CITY OF TUALATIN, OR  
CITY OF WALKER, LA  
CITY OF WARRENTON, OR  
CITY OF WEST LINN, OR  
CITY OF WILSONVILLE, OR  
CITY OF WINSTON, OR  
CITY OF WOODBURN, OR  
LEAGUE OF OREGON CITIES  
THE CITY OF HAPPY VALLEY OREGON  
ALPINE, UT  
ALTA, UT  
ALTAMONT, UT  
ALTON, UT  
AMALGA, UT  
AMERICAN FORK CITY, UT  
ANNABELLA, UT  
ANTIMONY, UT  
APPLE VALLEY, UT  
AURORA, UT  
BALLARD, UT  
BEAR RIVER CITY, UT  
BEAVER, UT  
BICKNELL, UT  
BIG WATER, UT  
BLANDING, UT  
BLUFFDALE, UT  
BOULDER, UT  
CITY OF BOUNTIFUL, UT  
BRIAN HEAD, UT  
BRIGHAM CITY CORPORATION, UT  
BRYCE CANYON CITY, UT  
CANNONVILLE, UT  
CASTLE DALE, UT  
CASTLE VALLEY, UT  
CITY OF CEDAR CITY, UT  
CEDAR FORT, UT  
CITY OF CEDAR HILLS, UT  
CENTERFIELD, UT  
CENTERVILLE CITY CORPORATION, UT  
CENTRAL VALLEY, UT  
CHARLESTON, UT  
CIRCLEVILLE, UT  
CLARKSTON, UT  
CLAWSON, UT  
CLEARFIELD, UT  
CLEVELAND, UT  
CLINTON CITY CORPORATION, UT

COALVILLE, UT  
CORINNE, UT  
CORNISH, UT  
COTTONWOOD HEIGHTS, UT  
DANIEL, UT  
DELTA, UT  
DEWEYVILLE, UT  
DRAPER CITY, UT  
DUCHESNE, UT  
EAGLE MOUNTAIN, UT  
EAST CARBON, UT  
ELK RIDGE, UT  
ELMO, UT  
ELSINORE, UT  
ELWOOD, UT  
EMERY, UT  
ENOCH, UT  
ENTERPRISE, UT  
EPHRAIM, UT  
ESCALANTE, UT  
EUREKA, UT  
FAIRFIELD, UT  
FAIRVIEW, UT  
FARMINGTON, UT  
FARR WEST, UT  
FAYETTE, UT  
FERRON, UT  
FIELDING, UT  
FILLMORE, UT  
FOUNTAIN GREEN, UT  
FRANCIS, UT  
FRUIT HEIGHTS, UT  
GARDEN CITY, UT  
GARLAND, UT  
GENOLA, UT  
GLENDALE, UT  
GLENWOOD, UT  
GOSHEN, UT  
GRANTSVILLE, UT  
GREEN RIVER, UT  
GUNNISON, UT  
HANKSVILLE, UT  
HARRISVILLE, UT  
HATCH, UT  
HEBER CITY CORPORATION, UT  
HELPER, UT  
HENEFER, UT  
HENRIEVILLE, UT  
HERRIMAN, UT  
HIDEOUT, UT  
HIGHLAND, UT  
HILDALE, UT  
HINCKLEY, UT  
HOLDEN, UT  
HOLLADAY, UT  
HONEYVILLE, UT  
HOOPER, UT  
HOWELL, UT  
HUNTINGTON, UT  
HUNTSVILLE, UT  
CITY OF HURRICANE, UT  
HYDE PARK, UT  
HYRUM, UT  
INDEPENDENCE, UT  
IVINS, UT

JOSEPH, UT  
JUNCTION, UT  
KAMAS, UT  
KANAB, UT  
KANARRAVILLE, UT  
KANOSH, UT  
KAYSVILLE, UT  
KINGSTON, UT  
KOOSHAREM, UT  
LAKETOWN, UT  
LA VERKIN, UT  
LAYTON, UT  
LEAMINGTON, UT  
LEEDS, UT  
LEHI CITY CORPORATION, UT  
LEVAN, UT  
LEWISTON, UT  
LINDON, UT  
LOA, UT  
LOGAN CITY, UT  
LYMAN, UT  
LYNN DYLAN, UT  
MANILA, UT  
MANTI, UT  
MANTUA, UT  
MAPLETON, UT  
MARRIOTT-SLATERVILLE, UT  
MARYSVALE, UT  
MAYFIELD, UT  
MEADOW, UT  
MENDON, UT  
MIDVALE CITY INC., UT  
MIDWAY, UT  
MILFORD, UT  
MILLVILLE, UT  
MINERSVILLE, UT  
MOAB, UT  
MONA, UT  
MONROE, UT  
CITY OF MONTICELLO, UT  
MORGAN, UT  
MORONI, UT  
MOUNT PLEASANT, UT  
MURRAY CITY CORPORATION, UT  
MYTON, UT  
NAPLES, UT  
NEPHI, UT  
NEW HARMONY, UT  
NEWTON, UT  
NIBLEY, UT  
NORTH LOGAN, UT  
NORTH OGDEN, UT  
NORTH SALT LAKE CITY, UT  
OAK CITY, UT  
OAKLEY, UT  
OGDEN CITY CORPORATION, UT  
OPHIR, UT  
ORANGEVILLE, UT  
ORDERVILLE, UT  
OREM, UT  
PANGUITCH, UT  
PARADISE, UT  
PARAGONAH, UT  
PARK CITY, UT  
PAROWAN, UT

PAYSON, UT  
PERRY, UT  
PLAIN CITY, UT  
PLEASANT GROVE CITY, UT  
PLEASANT VIEW, UT  
PLYMOUTH, UT  
PORTAGE, UT  
PRICE, UT  
PROVIDENCE, UT  
PROVO, UT  
RANDOLPH, UT  
REDMOND, UT  
RICHFIELD, UT  
RICHMOND, UT  
RIVERDALE, UT  
RIVER HEIGHTS, UT  
RIVERTON CITY, UT  
ROCKVILLE, UT  
ROCKY RIDGE, UT  
ROOSEVELT CITY CORPORATION, UT  
ROY, UT  
RUSH VALLEY, UT  
CITY OF ST. GEORGE, UT  
SALEM, UT  
SALINA, UT  
SALT LAKE CITY CORPORATION, UT  
SANDY, UT  
SANTA CLARA, UT  
SANTAQUIN, UT  
SARATOGA SPRINGS, UT  
SCIPIO, UT  
SCOFIELD, UT  
SIGURD, UT  
SMITHFIELD, UT  
SNOWVILLE, UT  
CITY OF SOUTH JORDAN, UT  
SOUTH OGDEN, UT  
CITY OF SOUTH SALT LAKE, UT  
SOUTH WEBER, UT  
SPANISH FORK, UT  
SPRING CITY, UT  
SPRINGDALE, UT  
SPRINGVILLE, UT  
STERLING, UT  
STOCKTON, UT  
SUNNYSIDE, UT  
SUNSET CITY CORP, UT  
SYRACUSE, UT  
TABIONA, UT  
CITY OF TAYLORSVILLE, UT  
TOOELE CITY CORPORATION, UT  
TOQUERVILLE, UT  
TORREY, UT  
TREMONTON CITY, UT  
TRENTON, UT  
TROPIC, UT  
UINTAH, UT  
VERNAL CITY, UT  
VERNON, UT  
VINEYARD, UT  
VIRGIN, UT  
WALES, UT  
WALLSBURG, UT  
WASHINGTON CITY, UT  
WASHINGTON TERRACE, UT

WELLINGTON, UT  
WELLSVILLE, UT  
WENDOVER, UT  
WEST BOUNTIFUL, UT  
WEST HAVEN, UT  
WEST JORDAN, UT  
WEST POINT, UT  
WEST VALLEY CITY, UT  
WILLARD, UT  
WOODLAND HILLS, UT  
WOODRUFF, UT  
WOODS CROSS, UT

**COUNTIES AND PARISHES INCLUDING BUT NOT LIMITED TO:**

ASCENSION PARISH, LA  
ASCENSION PARISH, LA, CLEAR OF COURT  
CADDO PARISH, LA  
CALCASIEU PARISH, LA  
CALCASIEU PARISH SHERIFF'S OFFICE, LA  
CITY AND COUNTY OF HONOLULU, HI  
CLACKAMAS COUNTY, OR  
CLACKAMAS COUNTY DEPT OF  
TRANSPORTATION, OR  
CLATSOP COUNTY, OR  
COLUMBIA COUNTY, OR  
COOS COUNTY, OR  
COOS COUNTY HIGHWAY DEPARTMENT, OR  
COUNTY OF HAWAII, OR  
CROOK COUNTY, OR  
CROOK COUNTY ROAD DEPARTMENT, OR  
CURRY COUNTY, OR  
DESCHUTES COUNTY, OR  
DOUGLAS COUNTY, OR  
EAST BATON ROUGE PARISH, LA  
GILLIAM COUNTY, OR  
GRANT COUNTY, OR  
HARNEY COUNTY, OR  
HARNEY COUNTY SHERIFFS OFFICE, OR  
HAWAII COUNTY, HI  
HOOD RIVER COUNTY, OR  
JACKSON COUNTY, OR  
JEFFERSON COUNTY, OR  
JEFFERSON PARISH, LA  
JOSEPHINE COUNTY GOVERNMENT, OR  
LAFAYETTE CONSOLIDATED GOVERNMENT, LA  
LAFAYETTE PARISH, LA  
LAFAYETTE PARISH CONVENTION & VISITORS  
COMMISSION  
LAFOURCHE PARISH, LA  
KAUAI COUNTY, HI  
KLAMATH COUNTY, OR  
LAKE COUNTY, OR  
LANE COUNTY, OR  
LINCOLN COUNTY, OR  
LINN COUNTY, OR  
LIVINGSTON PARISH, LA  
MALHEUR COUNTY, OR  
MAUI COUNTY, HI  
MARION COUNTY, SALEM, OR  
MORROW COUNTY, OR  
MULTNOMAH COUNTY, OR  
MULTNOMAH COUNTY BUSINESS AND  
COMMUNITY SERVICES, OR  
MULTNOMAH COUNTY SHERIFFS OFFICE, OR

MULTNOMAH LAW LIBRARY, OR  
ORLEANS PARISH, LA  
PLAQUEMINES PARISH, LA  
POLK COUNTY, OR  
RAPIDES PARISH, LA  
SAINT CHARLES PARISH, LA  
SAINT CHARLES PARISH PUBLIC SCHOOLS, LA  
SAINT LANDRY PARISH, LA  
SAINT TAMMANY PARISH, LA  
SHERMAN COUNTY, OR  
TERREBONNE PARISH, LA  
TILLAMOOK COUNTY, OR  
TILLAMOOK COUNTY SHERIFF'S OFFICE, OR  
TILLAMOOK COUNTY GENERAL HOSPITAL, OR  
UMATILLA COUNTY, OR  
UNION COUNTY, OR  
WALLOWA COUNTY, OR  
WASCO COUNTY, OR  
WASHINGTON COUNTY, OR  
WEST BATON ROUGE PARISH, LA  
WHEELER COUNTY, OR  
YAMHILL COUNTY, OR  
COUNTY OF BOX ELDER, UT  
COUNTY OF CACHE, UT  
COUNTY OF RICH, UT  
COUNTY OF WEBER, UT  
COUNTY OF MORGAN, UT  
COUNTY OF DAVIS, UT  
COUNTY OF SUMMIT, UT  
COUNTY OF DAGGETT, UT  
COUNTY OF SALT LAKE, UT  
COUNTY OF TOOELE, UT  
COUNTY OF UTAH, UT  
COUNTY OF WASATCH, UT  
COUNTY OF DUCHESNE, UT  
COUNTY OF Uintah, UT  
COUNTY OF CARBON, UT  
COUNTY OF SANPETE, UT  
COUNTY OF JUAB, UT  
COUNTY OF MILLARD, UT  
COUNTY OF SEVIER, UT  
COUNTY OF EMERY, UT  
COUNTY OF GRAND, UT  
COUNTY OF BEVER, UT  
COUNTY OF PIUTE, UT  
COUNTY OF WAYNE, UT  
COUNTY OF SAN JUAN, UT  
COUNTY OF GARFIELD, UT  
COUNTY OF KANE, UT  
COUNTY OF IRON, UT  
COUNTY OF WASHINGTON, UT

**OTHER AGENCIES INCLUDING ASSOCIATIONS,  
BOARDS, DISTRICTS, COMMISSIONS,  
COUNCILS, PUBLIC CORPORATIONS, PUBLIC  
DEVELOPMENT AUTHORITIES, RESERVATIONS  
AND UTILITIES INCLUDING BUT NOT LIMITED  
TO:**

BANKS FIRE DISTRICT, OR  
BATON ROUGE WATER COMPANY  
BEND METRO PARK AND RECREATION  
DISTRICT  
BIENVILLE PARISH FIRE PROTECTION  
DISTRICT 6, LA  
BOARDMAN PARK AND RECREATION DISTRICT

CENTRAL CITY ECONOMIC OPPORTUNITY  
CORP, LA  
CENTRAL OREGON INTERGOVERNMENTAL  
COUNCIL  
CITY OF BOGALUSA SCHOOL BOARD, LA  
CLACKAMAS RIVER WATER  
CLATSKANIE PEOPLE'S UTILITY DISTRICT  
CLEAN WATER SERVICES  
CONFEDERATED TRIBES OF THE UMATILLA  
INDIAN RESERVATION  
COOS FOREST PROTECTIVE ASSOCIATION  
CHEHALEM PARK AND RECREATION DISTRICT  
DAVID CROCKETT STEAM FIRE COMPANY #1,  
LA  
EUGENE WATER AND ELECTRIC BOARD  
HONOLULU INTERNATIONAL AIRPORT  
HOODLAND FIRE DISTRICT #74  
HOUSING AUTHORITY OF PORTLAND  
ILLINOIS VALLEY FIRE DISTRICT  
LAFAYETTE AIRPORT COMMISSION, LA  
LAFOURCHE PARISH HEALTH UNIT - DHH-OPH  
REGION 3  
LOUISIANA PUBLIC SERVICE COMMISSION, LA  
LOUISIANA WATER WORKS  
MEDFORD WATER COMMISSION  
MELHEUR COUNTY JAIL, OR  
METRO REGIONAL GOVERNMENT  
METRO REGIONAL PARKS  
METROPOLITAN EXPOSITION RECREATION  
COMMISSION  
METROPOLITAN SERVICE DISTRICT (METRO)  
MULTNOMAH EDUCATION SERVICE DISTRICT  
NEW ORLEANS REDEVELOPMENT AUTHORITY,  
LA  
NORTHEAST OREGON HOUSING AUTHORITY,  
OR  
PORT OF BRANDON, OR  
PORT OF MORGAN CITY, LA  
PORTLAND DEVELOPMENT COMMISSION, OR  
PORTLAND FIRE AND RESCUE  
PORTLAND HOUSING CENTER, OR  
OREGON COAST COMMUNITY ACTION  
OREGON HOUSING AND COMMUNITY  
SERVICES  
OREGON LEGISLATIVE ADMINISTRATION  
ROGUE VALLEY SEWER, OR  
SAINT LANDRY PARISH TOURIST COMMISSION  
SAINT MARY PARISH REC DISTRICT 2  
SAINT MARY PARISH REC DISTRICT 3  
SAINT TAMMANY FIRE DISTRICT 4, LA  
SALEM MASS TRANSIT DISTRICT  
SEWERAGE AND WATER BOARD OF NEW  
ORLEANS, LA  
SOUTH LAFOURCHE LEVEE DISTRICT, LA  
TRI-COUNTY METROPOLITAN  
TRANSPORTATION DISTRICT OF OREGON  
TUALATIN HILLS PARK & RECREATION  
DISTRICT  
TUALATIN VALLEY FIRE & RESCUE  
TUALATIN VALLEY WATER DISTRICT  
WILLAMALANE PARK AND RECREATION  
DISTRICT  
WILLAMETTE HUMANE SOCIETY

**K-12 INCLUDING BUT NOT LIMITED TO:**

ACADIA PARISH SCHOOL BOARD  
BEAVERTON SCHOOL DISTRICT  
BEND-LA PINE SCHOOL DISTRICT  
BOGALUSA HIGH SCHOOL, LA  
BOSSIER PARISH SCHOOL BOARD  
BROOKING HARBOR SCHOOL DISTRICT  
CADDO PARISH SCHOOL DISTRICT  
CALCASIEU PARISH SCHOOL DISTRICT  
CANBY SCHOOL DISTRICT  
CANYONVILLE CHRISTIAN ACADEMY  
CASCADE SCHOOL DISTRICT  
CASCADES ACADEMY OF CENTRAL OREGON  
CENTENNIAL SCHOOL DISTRICT  
CENTRAL CATHOLIC HIGH SCHOOL  
CENTRAL POINT SCHOOL DISTRICT NO.6  
CENTRAL SCHOOL DISTRICT 13J  
COOS BAY SCHOOL DISTRICT NO.9  
CORVALLIS SCHOOL DISTRICT 509J  
COUNTY OF YAMHILL SCHOOL DISTRICT 29  
CULVER SCHOOL DISTRICT  
DALLAS SCHOOL DISTRICT NO.2  
DAVID DOUGLAS SCHOOL DISTRICT  
DAYTON SCHOOL DISTRICT NO.8  
DE LA SALLE N CATHOLIC HS  
DESCHUTES COUNTY SCHOOL DISTRICT NO.6  
DOUGLAS EDUCATIONAL DISTRICT SERVICE  
DUFUR SCHOOL DISTRICT NO.29  
EAST BATON ROUGE PARISH SCHOOL  
DISTRICT  
ESTACADA SCHOOL DISTRICT NO.10B  
FOREST GROVE SCHOOL DISTRICT  
GEORGE MIDDLE SCHOOL  
GLADSTONE SCHOOL DISTRICT  
GRANTS PASS SCHOOL DISTRICT 7  
GREATER ALBANY PUBLIC SCHOOL DISTRICT  
GRESHAM BARLOW JOINT SCHOOL DISTRICT  
HEAD START OF LANE COUNTY  
HIGH DESERT EDUCATION SERVICE DISTRICT  
HILLSBORO SCHOOL DISTRICT  
HOOD RIVER COUNTY SCHOOL DISTRICT  
JACKSON CO SCHOOL DIST NO.9  
JEFFERSON COUNTY SCHOOL DISTRICT 509-J  
JEFFERSON PARISH SCHOOL DISTRICT  
JEFFERSON SCHOOL DISTRICT  
JUNCTION CITY SCHOOLS, OR  
KLAMATH COUNTY SCHOOL DISTRICT  
KLAMATH FALLS CITY SCHOOLS  
LAFAYETTE PARISH SCHOOL DISTRICT  
LAKE OSWEGO SCHOOL DISTRICT 7J  
LANE COUNTY SCHOOL DISTRICT 4J  
LINCOLN COUNTY SCHOOL DISTRICT  
LINN CO. SCHOOL DIST. 95C  
LIVINGSTON PARISH SCHOOL DISTRICT  
LOST RIVER JR/SR HIGH SCHOOL  
LOWELL SCHOOL DISTRICT NO.71  
MARION COUNTY SCHOOL DISTRICT  
MARION COUNTY SCHOOL DISTRICT 103  
MARIST HIGH SCHOOL, OR  
MCMINNVILLE SCHOOL DISTRICT NOAO  
MEDFORD SCHOOL DISTRICT 549C  
MITCH CHARTER SCHOOL  
MONROE SCHOOL DISTRICT NO.1J  
MORROW COUNTY SCHOOL DIST, OR  
MULTNOMAH EDUCATION SERVICE DISTRICT

MULTISENSORY LEARNING ACADEMY  
 MYRTLE PINT SCHOOL DISTRICT 41  
 NEAH-KAH-NIE DISTRICT NO.56  
 NEWBERG PUBLIC SCHOOLS  
 NESTUCCA VALLEY SCHOOL DISTRICT NO.101  
 NOBEL LEARNING COMMUNITIES  
 NORTH BEND SCHOOL DISTRICT 13  
 NORTH CLACKAMAS SCHOOL DISTRICT  
 NORTH DOUGLAS SCHOOL DISTRICT  
 NORTH WASCO CITY SCHOOL DISTRICT 21  
 NORTHWEST REGIONAL EDUCATION SERVICE  
 DISTRICT  
 ONTARIO MIDDLE SCHOOL  
 OREGON TRAIL SCHOOL DISTRICT NOA6  
 ORLEANS PARISH SCHOOL DISTRICT  
 PHOENIX-TALENT SCHOOL DISTRICT NOA  
 PLEASANT HILL SCHOOL DISTRICT  
 PORTLAND JEWISH ACADEMY  
 PORTLAND PUBLIC SCHOOLS  
 RAPIDES PARISH SCHOOL DISTRICT  
 REDMOND SCHOOL DISTRICT  
 REYNOLDS SCHOOL DISTRICT  
 ROGUE RIVER SCHOOL DISTRICT  
 ROSEBURG PUBLIC SCHOOLS  
 SCAPPOOSE SCHOOL DISTRICT 1J  
 SAINT TAMMANY PARISH SCHOOL BOARD, LA  
 SEASIDE SCHOOL DISTRICT 10  
 SHERWOOD SCHOOL DISTRICT 88J  
 SILVER FALLS SCHOOL DISTRICT 4J  
 SOUTH LANE SCHOOL DISTRICT 45J3  
 SOUTHERN OREGON EDUCATION SERVICE  
 DISTRICT  
 SPRINGFIELD PUBLIC SCHOOLS  
 SUTHERLIN SCHOOL DISTRICT  
 SWEET HOME SCHOOL DISTRICT NO.55  
 TERREBONNE PARISH SCHOOL DISTRICT  
 THE CATLIN GABEL SCHOOL  
 TIGARD-TUALATIN SCHOOL DISTRICT  
 UMATILLA MORROW ESD  
 WEST LINN WILSONVILLE SCHOOL DISTRICT  
 WILLAMETTE EDUCATION SERVICE DISTRICT  
 WOODBURN SCHOOL DISTRICT  
 YONCALLA SCHOOL DISTRICT  
 ACADEMY FOR MATH ENGINEERING &  
 SCIENCE (AMES) , UT  
 ALIANZA ACADEMY , UT  
 ALPINE DISTRICT , UT  
 AMERICAN LEADERSHIP ACADEMY , UT  
 AMERICAN PREPARATORY ACADEMY , UT  
 BAER CANYON HIGH SCHOOL FOR SPORTS &  
 MEDICAL SCIENCES , UT  
 BEAR RIVER CHARTER SCHOOL , UT  
 BEAVER SCHOOL DISTRICT , UT  
 BEEHIVE SCIENCE & TECHNOLOGY ACADEMY  
 (BSTA) , UT  
 BOX ELDER SCHOOL DISTRICT , UT  
 CBA CENTER , UT  
 CACHE SCHOOL DISTRICT , UT  
 CANYON RIM ACADEMY , UT  
 CANYONS DISTRICT , UT  
 CARBON SCHOOL DISTRICT , UT  
 CHANNING HALL , UT  
 CHARTER SCHOOL LEWIS ACADEMY , UT  
 CITY ACADEMY , UT  
 DAGGETT SCHOOL DISTRICT , UT

DAVINCI ACADEMY , UT  
 DAVIS DISTRICT , UT  
 DUAL IMMERSION ACADEMY , UT  
 DUCHESNE SCHOOL DISTRICT , UT  
 EARLY LIGHT ACADEMY AT DAYBREAK , UT  
 EAST HOLLYWOOD HIGH , UT  
 EDITH BOWEN LABORATORY SCHOOL , UT  
 EMERSON ALCOTT ACADEMY , UT  
 EMERY SCHOOL DISTRICT , UT  
 ENTHEOS ACADEMY , UT  
 EXCELSIOR ACADEMY , UT  
 FAST FORWARD HIGH , UT  
 FREEDOM ACADEMY , UT  
 GARFIELD SCHOOL DISTRICT , UT  
 GATEWAY PREPARATORY ACADEMY , UT  
 GEORGE WASHINGTON ACADEMY , UT  
 GOOD FOUNDATION ACADEMY , UT  
 GRAND SCHOOL DISTRICT , UT  
 GRANITE DISTRICT , UT  
 GUADALUPE SCHOOL , UT  
 HAWTHORN ACADEMY , UT  
 INTECH COLLEGIATE HIGH SCHOOL , UT  
 IRON SCHOOL DISTRICT , UT  
 ITINERIS EARLY COLLEGE HIGH , UT  
 JOHN HANCOCK CHARTER SCHOOL , UT  
 JORDAN DISTRICT , UT  
 JUAB SCHOOL DISTRICT , UT  
 KANE SCHOOL DISTRICT , UT  
 KARL G MAESER PREPARATORY ACADEMY ,  
 UT  
 LAKEVIEW ACADEMY , UT  
 LEGACY PREPARATORY ACADEMY , UT  
 LIBERTY ACADEMY , UT  
 LINCOLN ACADEMY , UT  
 LOGAN SCHOOL DISTRICT , UT  
 MARIA MONTESSORI ACADEMY , UT  
 MERIT COLLEGE PREPARATORY ACADEMY ,  
 UT  
 MILLARD SCHOOL DISTRICT , UT  
 MOAB CHARTER SCHOOL , UT  
 MONTICELLO ACADEMY , UT  
 MORGAN SCHOOL DISTRICT , UT  
 MOUNTAINVILLE ACADEMY , UT  
 MURRAY SCHOOL DISTRICT , UT  
 NAVIGATOR POINTE ACADEMY , UT  
 NEBO SCHOOL DISTRICT , UT  
 NO UT ACAD FOR MATH ENGINEERING &  
 SCIENCE (NUAMES) , UT  
 NOAH WEBSTER ACADEMY , UT  
 NORTH DAVIS PREPARATORY ACADEMY , UT  
 NORTH SANPETE SCHOOL DISTRICT , UT  
 NORTH STAR ACADEMY , UT  
 NORTH SUMMIT SCHOOL DISTRICT , UT  
 ODYSSEY CHARTER SCHOOL , UT  
 OGDEN PREPARATORY ACADEMY , UT  
 OGDEN SCHOOL DISTRICT , UT  
 OPEN CLASSROOM , UT  
 OPEN HIGH SCHOOL OF UTAH , UT  
 OQUIRRH MOUNTAIN CHARTER SCHOOL , UT  
 PARADIGM HIGH SCHOOL , UT  
 PARK CITY SCHOOL DISTRICT , UT  
 PINNACLE CANYON ACADEMY , UT  
 PIUTE SCHOOL DISTRICT , UT  
 PROVIDENCE HALL , UT  
 PROVO SCHOOL DISTRICT , UT

QUAIL RUN PRIMARY SCHOOL , UT  
QUEST ACADEMY , UT  
RANCHES ACADEMY , UT  
REAGAN ACADEMY , UT  
RENAISSANCE ACADEMY , UT  
RICH SCHOOL DISTRICT , UT  
ROCKWELL CHARTER HIGH SCHOOL , UT  
SALT LAKE ARTS ACADEMY , UT  
SALT LAKE CENTER FOR SCIENCE  
EDUCATION, UT  
SALT LAKE SCHOOL DISTRICT , UT  
SALT LAKE SCHOOL FOR THE PERFORMING  
ARTS, UT  
SAN JUAN SCHOOL DISTRICT , UT  
SEVIER SCHOOL DISTRICT , UT  
SOLDIER HOLLOW CHARTER SCHOOL , UT  
SOUTH SANPETE SCHOOL DISTRICT , UT  
SOUTH SUMMIT SCHOOL DISTRICT , UT  
SPECTRUM ACADEMY , UT  
SUCCESS ACADEMY , UT  
SUCCESS SCHOOL , UT  
SUMMIT ACADEMY , UT  
SUMMIT ACADEMY HIGH SCHOOL , UT  
SYRACUSE ARTS ACADEMY , UT  
THOMAS EDISON - NORTH , UT  
TIMPANOGOS ACADEMY , UT  
TINTIC SCHOOL DISTRICT , UT  
TOOELE SCHOOL DISTRICT , UT  
TUACAHN HIGH SCHOOL FOR THE  
PERFORMING ARTS , UT  
UINTAH RIVER HIGH , UT  
UINTAH SCHOOL DISTRICT , UT  
UTAH CONNECTIONS ACADEMY , UT  
UTAH COUNTY ACADEMY OF SCIENCE , UT  
UTAH ELECTRONIC HIGH SCHOOL , UT  
UTAH SCHOOLS FOR DEAF & BLIND , UT  
UTAH STATE OFFICE OF EDUCATION , UT  
UTAH VIRTUAL ACADEMY , UT  
VENTURE ACADEMY , UT  
VISTA AT ENTRADA SCHOOL OF PERFORMING  
ARTS AND TECHNOLOGY , UT  
WALDEN SCHOOL OF LIBERAL ARTS , UT  
WASATCH PEAK ACADEMY , UT  
WASATCH SCHOOL DISTRICT , UT  
WASHINGTON SCHOOL DISTRICT , UT  
WAYNE SCHOOL DISTRICT , UT  
WEBER SCHOOL DISTRICT , UT  
WEILENMANN SCHOOL OF DISCOVERY , UT

#### HIGHER EDUCATION

ARGOSY UNIVERSITY  
BATON ROUGE COMMUNITY COLLEGE, LA  
BIRTHINGWAY COLLEGE OF MIDWIFERY  
BLUE MOUNTAIN COMMUNITY COLLEGE  
BRIGHAM YOUNG UNIVERSITY - HAWAII  
CENTRAL OREGON COMMUNITY COLLEGE  
CENTENARY COLLEGE OF LOUISIANA  
CHEMEKETA COMMUNITY COLLEGE  
CLACKAMAS COMMUNITY COLLEGE  
COLLEGE OF THE MARSHALL ISLANDS  
COLUMBIA GORGE COMMUNITY COLLEGE  
CONCORDIA UNIVERSITY  
GEORGE FOX UNIVERSITY  
KLAMATH COMMUNITY COLLEGE DISTRICT  
LANE COMMUNITY COLLEGE

LEWIS AND CLARK COLLEGE  
LINFIELD COLLEGE  
LINN-BENTON COMMUNITY COLLEGE  
LOUISIANA COLLEGE, LA  
LOUISIANA STATE UNIVERSITY  
LOUISIANA STATE UNIVERSITY HEALTH  
SERVICES  
MARYLHURST UNIVERSITY  
MT. HOOD COMMUNITY COLLEGE  
MULTNOMAH BIBLE COLLEGE  
NATIONAL COLLEGE OF NATURAL MEDICINE  
NORTHWEST CHRISTIAN COLLEGE  
OREGON HEALTH AND SCIENCE UNIVERSITY  
OREGON INSTITUTE OF TECHNOLOGY  
OREGON STATE UNIVERSITY  
OREGON UNIVERSITY SYSTEM  
PACIFIC UNIVERSITY  
PIONEER PACIFIC COLLEGE  
PORTLAND COMMUNITY COLLEGE  
PORTLAND STATE UNIVERSITY  
REED COLLEGE  
RESEARCH CORPORATION OF THE  
UNIVERSITY OF HAWAII  
ROGUE COMMUNITY COLLEGE  
SOUTHEASTERN LOUISIANA UNIVERSITY  
SOUTHERN OREGON UNIVERSITY (OREGON  
UNIVERSITY SYSTEM)  
SOUTHWESTERN OREGON COMMUNITY  
COLLEGE  
TULANE UNIVERSITY  
TILLAMOOK BAY COMMUNITY COLLEGE  
UMPQUA COMMUNITY COLLEGE  
UNIVERSITY OF HAWAII BOARD OF REGENTS  
UNIVERSITY OF HAWAII-HONOLULU  
COMMUNITY COLLEGE  
UNIVERSITY OF OREGON-GRADUATE SCHOOL  
UNIVERSITY OF PORTLAND  
UNIVERSITY OF NEW ORLEANS  
WESTERN OREGON UNIVERSITY  
WESTERN STATES CHIROPRACTIC COLLEGE  
WILLAMETTE UNIVERSITY  
XAVIER UNIVERSITY  
UTAH SYSTEM OF HIGHER EDUCATION, UT  
UNIVERSITY OF UTAH, UT  
UTAH STATE UNIVERSITY, UT  
WEBER STATE UNIVERSITY, UT  
SOUTHERN UTAH UNIVERSITY, UT  
SNOW COLLEGE, UT  
DIXIE STATE COLLEGE, UT  
COLLEGE OF EASTERN UTAH, UT  
UTAH VALLEY UNIVERSITY, UT  
SALT LAKE COMMUNITY COLLEGE, UT  
UTAH COLLEGE OF APPLIED TECHNOLOGY, UT

#### STATE AGENCIES

ADMIN. SERVICES OFFICE  
BOARD OF MEDICAL EXAMINERS  
HAWAII CHILD SUPPORT ENFORCEMENT  
AGENCY  
HAWAII DEPARTMENT OF TRANSPORTATION  
HAWAII HEALTH SYSTEMS CORPORATION  
OFFICE OF MEDICAL ASSISTANCE PROGRAMS  
OFFICE OF THE STATE TREASURER  
OREGON BOARD OF ARCHITECTS  
OREGON CHILD DEVELOPMENT COALITION

OREGON DEPARTMENT OF EDUCATION  
OREGON DEPARTMENT OF FORESTRY  
OREGON DEPT OF TRANSPORTATION  
OREGON DEPT. OF EDUCATION  
OREGON LOTTERY  
OREGON OFFICE OF ENERGY  
OREGON STATE BOARD OF NURSING  
OREGON STATE DEPT OF CORRECTIONS  
OREGON STATE POLICE  
OREGON TOURISM COMMISSION  
OREGON TRAVEL INFORMATION COUNCIL  
SANTIAM CANYON COMMUNICATION CENTER  
SEIU LOCAL 503, OPEU  
SOH- JUDICIARY CONTRACTS AND PURCH  
STATE DEPARTMENT OF DEFENSE, STATE OF  
HAWAII  
STATE OF HAWAII  
STATE OF HAWAII, DEPT. OF EDUCATION  
STATE OF LOUISIANA  
STATE OF LOUISIANA DEPT. OF EDUCATION  
STATE OF LOUISIANA, 26<sup>TH</sup> JUDICIAL DISTRICT  
ATTORNEY  
STATE OF UTAH