

RESOLUTION 20-1

WHEREAS, Sangamon County, along with Sangamon County Central Dispatch System (SCCDS), Capital Township, Sangamon Menard Area Regional Transit (SMART), Sangamon Mass Transit District (SMTD), and the Sangamon County Water Reclamation District have jointly requested bids for office supplies/commodities; and

WHEREAS, by joining together, all entities anticipate seeing significant cost savings; and

THEREFORE, the Sangamon County Board Office is requesting approval of a Vendor Agreement with Office Essentials, Inc. for office supplies/commodities;

NOW THEREFORE BE IT RESOLVED, that the Members of the Board of Sangamon County, Illinois, in session this 10<sup>th</sup> day of March, 2020 hereby approve a three-year agreement with Office Essentials, Inc. for office supplies/commodities.

Respectfully submitted,

\_\_\_\_\_  
Andy Van Meter, County Board Chairman

\_\_\_\_\_  
Attested: Don Gray, County Clerk

Finance Committee

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**FILED**

MAR 06 2020

*Don Gray*  
Sangamon County Clerk

**RECEIVED**  
2660

MAR 06 2020

Andy Goleman  
SANGAMON COUNTY AUDITOR

# OFFICE SUPPLIES/COMMODITIES AGREEMENT SANGAMON COUNTY/OFFICE ESSENTIALS, INC.

The parties to this agreement are:

**Seller:** Office Essentials, Inc., c/o Shawn Menke, Director of Sales, 4765 Industrial Drive,  
Springfield, IL 62703  
Tele: 815-434-0186

**Buyer:** Sangamon County, c/o Denise McCrady, Human Resources, 200 S. 9<sup>th</sup> St., Room 205,  
Springfield, IL 62701  
Tele: 217-747-5195

In consideration of the mutual promises contained in this agreement, the parties agree as follows:

## ARTICLE 1 – SALE/PURCHASE OF OFFICE SUPPLIES/COMMODITIES

Exhibit A attached hereto, a products/pricing list, is incorporated into this agreement. The products listed in Exhibit A are referred to herein as the Fixed Price Products. Seller agrees to sell Buyer the Fixed Price Products during the term of this agreement.

In addition to the Fixed Price Products, the Seller agrees to sell the Buyer other products, known herein as Discounted Catalog Products, during the term of this agreement. Discounted Catalog Products are all products other than Fixed Price Products the Seller offers to sell to other entities via Seller's print catalog, internet catalog, or in any other manner.

There is no minimum quantity of products Buyer is obligated to buy under either this agreement as a whole or as to any particular order placed with Seller during the term of this agreement.

## ARTICLE 2 – SALES PRICE OF FIXED PRICE PRODUCTS

Seller shall sell to Buyer the Fixed Price Products at the prices listed in Exhibit A for orders placed by the Buyer during the time period April 1, 2020, through March 31, 2021.

The sales price for the Fixed Price Products may be adjusted at the end of each twelve-month term based upon the increase or decrease in the U.S. Department of Labor, Bureau of Labor Statistics Consumer Price Index for All Urban Consumers (CPI-U) (<http://www.bls.gov/cpi/#>) tables under the all items index for the Sangamon County area for the most recently published percentage change for the twelve-month period preceding the contract anniversary date, which shall be the effective date for any rate adjustment, or 3%, whichever of the two rates is lower. However, if Seller has reduced the price it offers to sell any Fixed Price Product to entities other than the Buyer, Seller shall reduce the price it charges the Buyer for the same Fixed Price Product during the next year by an equal percentage.

EXAMPLE: During year one, Seller sells a box of red pens, a Fixed Price Product, to Buyer for \$10 pursuant to this agreement. In year two, Seller reduces the sales price of this same box of red pens to other entities by 5%. In year two, then, Seller must not charge Buyer more than \$9.50 (\$10 X 95%) for a box of the red pens.

#### ARTICLE 3 – SALES PRICE FOR DISCOUNTED CATALOG PRODUCTS

Seller shall sell to Buyer the Discounted Catalog Products during the term of this agreement at Seller's on-line price at the time Buyer places the order less the following discount:

Office Supplies: 65% discount

#### ARTICLE 4 – ORDERING PROCESS

Buyer's County Administrator (or his or her designee) shall notify Seller as to which of Seller's employees are authorized to place orders under the terms of this agreement; Buyer shall update this list of authorized users as it deems necessary. It is Buyer's intent that one employee from each of Buyer's departments/units will be an authorized purchaser.

Seller shall provide the Buyer with a customized on-line catalog for all Fixed Price Products at no cost to Buyer. This on-line Fixed Price Products catalog shall be customized to this agreement, include pictures of the products, catalog numbers, brand names, pricing listed consistent with this agreement, and these prices shall be those invoiced to Buyer's departments ordering products under this agreement. The online catalog shall be updated as needed to reflect product and pricing changes allowed under this agreement. The customized Fixed Price Products online catalog must be accessible and viewable by all of Seller's employees, but shall allow ordering only by authorized individuals.

Seller shall also provide Buyer with an on-line catalog that include the full array of products offered by Seller to all of Seller's potential customers and which contains pictures of the products, catalog numbers, prices, and brand names being offered for sale. This full line catalog shall also be accessible and viewable by all of Seller's employees, but shall allow ordering only by authorized individuals.

Seller shall maintain a toll-free telephone, manned by live operators, to assist Buyer with all aspects of the transactions covered by this agreement.

Buyer will place its orders with Seller via an electronic ordering system, preferably through the Seller's web site. However, if Buyer experiences difficulties in ordering electronically, Buyer may place orders with Seller's live operators.

#### ARTICLE 5 – HARD BLOCKED PRODUCTS

Seller shall restrict the ability of Buyer's authorized personnel from ordering the following products the Buyer has determined should not be purchased under the terms of this agreement:

- (1) Computers
- (2) Photocopy machines, scanners, and other imaging devices
- (3) Janitorial supplies and equipment
- (4) Over-the-counter drugs
- (5) Cleaning Chemicals
- (6) Microwaves
- (7) Audio/Visual Equipment
- (8) Sound Systems and radios
- (9) Purchase and rental of furniture
- (10) First aid kits and refill item for first aid kits
- (11) Food

Upon Buyer's request, Seller shall add or delete products from this list of products that Buyer's employees shall not purchase under the terms of this agreement.

#### ARTICLE 6 – SELLER SUBSTITUTING PRODUCTS

In response to Buyer's orders, Seller is required to provide the type and "brand" of products listed in Exhibit A and the customized Fixed Price Products online catalog. If a product is no longer available, a substitute product may be recommended by Seller. The Seller will provide a written notification from the manufacturer that the product is no longer available and suggest a suitable substitute. The Buyer reserves the right to be the sole judge of what is equal and acceptable as a substitute and may require the Seller to provide additional information and/or samples of the substitute/replacement product at no cost to the Buyer.

#### ARTICLE 7 – SELLER'S OBLIGATION TO STOCK PRODUCTS

Seller must maintain an adequate stock of Fixed Price Products necessary to support the normal day to day operations of the Buyer and to minimize back orders. In this regard, Seller guarantees at 97% or higher fill rate on Fixed Price Products.

#### ARTICLE 8 – DELIVERY OF PRODUCTS

Seller shall deliver products purchased by Buyer to all of Buyer's locations including, but not limited to, the Sangamon County Courthouse Complex, Sangamon County Central Dispatch System, Capital Township, Sangamon Menard Area Regional Transit, Sangamon Mass Transit District, Highway Department, Public Health, Animal Control Center, East Campus, and Sangamon County Water Reclamation District. Seller acknowledges and accepts the burden of accessing some of required delivery points inside of Buyer's locations after passing through security inspections.

Seller shall deliver all products to Buyer the day after they are ordered to the address specified by the Buyer. Deliveries shall be to the interior of the address, and Seller agrees to deliver to the location or locations inside of the building(s) at the address as directed by the Buyer.

Seller shall not charge Buyer a delivery fee for the products ordered.

Packing slips shall accompany all orders. Packing slips shall reference an account number, the name of the person who placed the order, the delivery address, a description of each item ordered, quantity ordered, quantity shipped, and quantity back ordered.

Backorders shall be delivered within three (3) business days.

ARTICLE 9 – RETURN OF PRODUCTS

Seller will be notified by telephone (or e-mail) within 20 working days after receipt of any incorrectly ordered, delivered or defective products. Seller shall provide the Buyer’s department with return instructions. Seller shall pick up the item(s) and return them to Seller’s facility for processing. No service charges or restocking fees for items returned as a result of damage, incorrect material deliveries, ordering error in description or quantities, or material overages shall be invoiced to the Buyer.

Seller shall issue a credit memo to the Buyer’s ordering department. The credit memo should reference the product that was returned or reason for credit, the Purchase Order (PO) number, the person who placed the order, and other descriptive information.

ARTICLE 10 – TERM OF AGREEMENT

The term of this agreement is three years, beginning April 1, 2020, and ending March 31, 2023. At its sole discretion, Buyer may extend the term of this agreement by one year, i.e., to March 31, 2024, by giving the Seller notice of its intent to do so on or before January 31, 2024.

Seller may terminate this agreement on the last day of any contract year by providing written notice to Buyer of its intent to do so at least 60 days prior to the end of the contract year.

Buyer may terminate this agreement at any time by providing 30-days written notice to Seller of its intent to terminate.

Upon termination, the Seller shall be entitled to payment for goods ordered prior to the effective date of said termination.

ARTICLE 11 – INVOICING AND PAYMENT

Seller shall provide the Buyer unit or department placing the order with a detailed invoice for each order referencing the assigned purchase order. In the event a responsible Buyer unit or department fails to make timely payment, Seller shall immediately notify the Denise McCrady, who will investigate the reason for the non-payment and assist the parties in resolving the issue. Buyer unit or department placing the order and receiving the products shall remit all invoice payments to Seller within (30) calendar days from receipt of invoice, (NET 30) unless otherwise agreed to in writing by the Parties. Any Credit Card purchases will result in additional processing fees not to exceed 3%.

Each Buyer unit or department placing orders shall receive a monthly summary statement of itemized debits and credits.

ARTICLE 12 – ASSIGNMENT PROHIBITED

Neither party may assign its rights under this agreement without the written approval of the other party.

ARTICLE 13 – GENERAL PROVISIONS

This agreement shall be binding on, and inure to, the benefit of the parties and their respective heirs, successors, and legal representatives.

All notices, consents, waivers, or other communications (except invoices) required under this agreement shall be sent by certified mail, return receipt requested, and shall be deemed to have been given when mailed to the parties at their respective addresses as set forth above or when mailed to the last address provided in writing to the other party by the addressee.

The failure of one party to enforce at any time any of the provisions or terms of this agreement shall not be construed to be a waiver by such party to enforce such term provision or any other term or provision of this agreement. Whenever possible, each provision of this agreement will be interpreted in such manner as to be effective and valid under applicable law, but if any provision of this agreement or the application thereof to any person, entity, or circumstances shall be invalid, illegal, or unenforceable to any extent, the remainder of this agreement and the application thereof shall not be affected and shall be enforceable to the fullest extent permitted by law.

A facsimile or electronic copy of this agreement bearing authorized signatures shall be treated as an original.

This agreement shall be subject to and governed by Illinois law. Any action or proceeding arising out of or related to this agreement shall be commenced and maintained only in courts located in Sangamon County, Illinois, which courts shall have exclusive personal and subject matter jurisdictions. Each party, by their respective execution of this Agreement, consents and submits to the personal jurisdiction of any state or federal court located within Sangamon County, Illinois.

The headings and subheadings in this agreement are inserted merely for the purpose of convenience and do not express or imply any limitation, definition, or extension of the specific terms of this agreement.

This agreement may be modified only by a writing signed by both parties.

Seller: Office Essentials, Inc.

Buyer: Sangamon County

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_



Office Essentials

20-7

Material	Description	Unit	Price Per Unit
VIM6055R	Adhesive Dot Refill, .3 In X 49ft	EA	2.99
VIM6055BNS	Adhesive Dot Roller Value Pack, 0.3 In X 49 Ft., 4/pk	PK	13.99
F2110BL	Anti-Fatigue Mat, 20 X 30, Black	EA	58.99
C21271	BOUTIQUE WHITE FACIAL TISSUE, 2-PLY, POP-UP BOX, 95/BOX, 6 BOXES/PACK	PK	7.99
N26750	BOX;STORAGE;STRNG&BUTTN;LGL	CT	48.99
VIM62210SSCY	CANARY YELLOW NOTE PADS, 1 7/8 X 1 7/8, 90-SHEET, 10/PACK	PK	3.99
VIM65412SSCY	Canary Yellow Note Pads, 3 X 3, 90-Sheet, 12/pack	PK	7.99
O46102	CARDS;BUSN;STNDRD;LSR/INKJT	PK	7.89
JA62903	Cd/dvd Sleeves, 100/box	BX	10.99
R94554	Cd-R Discs, 700mb/80min, 52x, Spindle, Silver, 100/pack	PK	12.99
O47399	Certificate/document Cover, 12 1/2 X 9 3/4, Green, 6/pack	PK	10.99
E5871	Clean Edge Business Cards, Laser, 2 X 3 1/2, White, 200/pack	PK	6.99
S24305	CLEANER;AIR DUSTER;10OZ.	EA	4.99
N36551	CLIP;BINDER;MEDIUM;12PC;BK	DZ	0.39
N65364	CLIP;BINDER;MINI;12PC;BK	DZ	0.09
N36550	CLIP;BINDER;SMALL;12PC;BK	DZ	0.10
N65639	CLIPS;PAPER;STANDARD;JUMBO	PK	5.99
N65638	CLIPS;PAPER;STANDARD;REGULR	PK	0.99
GE91950	COMPACT DESK CALENDAR REFILL, 3 X 3 3/4, WHITE, 2019	EA	5.99
per	Copy paper Brights 8 1/2 x 11	CT	28.90
per	Copy Paper Color 8 1/2 x 11	RM	4.99
per	Copy Paper white 8 1/2 x 14	CT	49.99
per	Copy paper white 8 1/2 x 11	CT	28.90
per	Copy Paper white 8 1/2 x 17 perforated	CT	25.99
I45003	COPY/LASER PAPER, 98 BRIGHTNESS, 28LB, 8-1/2 X 11, WHITE, 500 SHEETS/REAM	RM	8.19
N78514	COVER;REPORT;CLR;COATED;DBE	BX	13.99
I75395	CRTDG;HEW CB436A	EA	31.83
I75100	CRTDG;HEWQ2610A	EA	37.38
I75109	CRTDG;LSR;HEWQ5942A	EA	48.46
X74C1HK0	CS720; CS725, HIGH-YIELD, TONER, 20000 PAGE-YIELD, BLACK	EA	287.18
O58551	CUPS; 10 OZ. FOAM	CT	27.99
O58554	CUPS; 16 OZ. FOAM	CT	42.99
WC6029C	Designjet Inkjet Large Format Paper, 6.6 Mil, 24" X 100 Ft, White	RL	49.99
GE1900	Desk Calendar Base, Black, 3" X 3 3/4"	EA	8.99
I30004	Desk Highlighter, Chisel Tip, Fluorescent Yellow, Dozen	DZ	1.99
P295600BK	Deskside Plastic Wastebasket, Rectangular, 7 Gal, Black	EA	4.99
N32954	Desktop Tape Dispenser, 1" Core, Weighted Nonskid Base, Black	EA	0.59
H035100	Digital Index Color Card Stock, 90 Lb, 8 1/2 X 11, Canary, 250 Sheets/pack	PK	7.59
C04675EA	Disinfectant Spray, Fresh, 19 Oz Aerosol Can	EA	6.99

aterial	Description	Unit	Price Per Unit
O01656	Disinfecting Wipes, Fresh Scent, 7 X 8, White, 75/canister, 6 Canisters/carton	CT	33.99
C78849	Disinfecting Wipes, Lemon Lime, White, 7 X 8, 110/canister, 6 Canisters/ct	CT	34.99
DC2917001	DOODLEPLAN DESK CALENDAR W/COLORING PAGES, 17 3/4 X 10 7/8, 2019	EA	5.99
A30015	Dry Erase Markers, Chisel Tip, Assorted, 4/set	ST	1.33
EA85357	Dry-Erase Board, Melamine Surface, 48 X 36, Silver Aluminum Frame	EA	29.99
R96542	Dual-Layer Dvd+r Discs, 8.5gb, 8x, Spindle, 30/pk, Silver	PK	29.99
R95102	Dvd-R Discs, 4.7gb, 16x, Spindle, Silver, 100/pack	PK	16.99
E5161	Easy Peel Mailing Address Labels, Laser, 1 X 4, White, 2000/box	BX	23.99
E5961	Easy Peel Mailing Address Labels, Laser, 1 X 4, White, 5000/box	BX	54.99
E48960	Ecofriendly Laser/inkjet Easy Peel Mailing Labels, 1 X 2 5/8, White, 7500/pack	BX	61.99
N09952	Economy Round Ring View Binder, 1" Capacity, Black	EA	1.49
N09956	Economy Round Ring View Binder, 2" Capacity, Black	EA	1.89
N09958	Economy Round Ring View Binder, 3" Capacity, Black	EA	2.69
velope	Envelope, # 10 Regular white	BX	8.69
velope	Envelope, # 10 Window white	BX	14.99
velope	Envelope, #9 Regular Brown Kraft	BX	36.99
velope	Envelope, #9 Regular white	BX	12.55
velope	Envelope, #9 Window white	BX	14.99
velope	Envelope, 6 x 9 white	BX	8.79
N42122	ENVELOPE;CATLG;SELFSL;6X9	BX	16.49
N65450	ENVELOPE;CATLG;SELFSL;9X12	BX	10.99
S26500	ENVELOPE;CD;WINDOW;WE;100PK	BX	10.99
N36665	ENVELOPE;CLASP;HVYDTY;10X13	BX	7.89
N36660	ENVELOPE;CLASP;HVYDTY;6X9	BX	5.89
N36663	ENVELOPE;CLASP;HVYDTY;9X12	BX	6.99
N65773	ENVELOPE;OPENEND;PLN;10X15	BX	41.99
velope	Envelopes, 9 x 12 white	BX	10.99
GPM32628	ERASABLE VERTICAL/HORIZONTAL WALL PLANNER, 32 X 48, BLUE/RED, 2019	EA	19.99
AU82331	Exact Vellum Bristol Cover Stock, 67lb, 8 1/2 X 11, Yellow, 250 Sheets	PK	6.99
AU80213	Exact Vellum Bristol Med-Heavyweight Paper, 67lb, 92 Bright, 11 X 17, 250 Sheets	PK	12.99
ID89282	EXPANDABLE INDEXED SORTER, A-Z, LETTER SIZE, NAVY BLUE	EA	7.90
N65790	File Folders, 1 3/4 Inch Expanding File Pockets, Straight Tab, Letter, Redrope/manila, 25/box	BX	9.99
ID15334	File Folders, 1/3 Cut Assorted, Reinforced Top Tab, Legal, Manila, 100/box	BX	19.99
RSP2111113	File Folders, 1/3 Cut Assorted, Two-Ply Top Tab, Letter, Manila, 100/box	BX	12.99
N65780	File Folders, 1/3 Cut Single-Ply Top Tab, Letter, Assorted, 100/box	BX	9.99
ID11948	File Folders, 1/3 Cut Top Tab, Letter, Deep Assorted Colors, 100/box	BX	20.99
ID15339	File Folders, 100% Recycled File Folders, 1/3 Cut, One-Ply Top Tab, Legal, Manila, 100/box	BX	21.99
ID74892	File Folders, 3 1/2" Exp Colored File Pocket, Straight Tab, Legal, Asst, 5/pack	PK	8.99
VM686RALY	File Tabs, 1 X 1 1/2, Aqua/lime/red/yellow, 100/pack	PK	5.19



Material	Description	Unit	Price Per Unit
WLCRF950Z02	FILTER;REPLACEMENT;PUR	PK	15.99
N30003	Fine Point Permanent Marker, Blue, Dozen	DZ	5.99
XBHD50DFBK	Flat-Clinch Standard Stapler, 30-Sheet Capacity, Black	EA	14.99
AGSW700X00	FLIP-A-WEEK DESK CALENDAR AND BASE, 5 5/8 X 7, WHITE, 2019	EA	15.99
AGSW70650	FLIP-A-WEEK DESK CALENDAR REFILL WITH QUICKNOTES, 5 5/8 X 7, WHITE, 2019	EA	4.99
CC16116	Foam Drink Cups, 16oz, White, 25/bag, 40 Bags/carton	CT	42.99
N17526	FOLDER;FILE;LGL;1/3 AST;MLA	BX	6.99
N17525	FOLDER;FILE;LTR;1/3;MLA;100	BX	4.99
N43570	FOLDER;HANG;RCYC;LGL;1/5TAB	BX	10.99
L51015	G-2 Mechanical Pencil, 0.7mm, Clear W/black Accents, Dozen	DZ	9.99
L31020	G2 Premium Retractable Gel Ink Pen, Refillable, Black Ink, .7mm, Dozen	DZ	9.99
L31021	G2 Premium Retractable Gel Ink Pen, Refillable, Blue Ink, .7mm, Dozen	DZ	9.99
N50551	GLUE TOP PAD, LEGAL RULE, LETTER, CANARY, 50 SHEET PAD/PACK, DOZEN	DZ	8.99
N50552	GLUE TOP PAD, LEGAL RULE, LETTER, WHITE, 50 SHEET PAD/PACK, DOZEN	DZ	8.99
AD64135	Hanging Folders, 1/3 Tab, 11 Point Stock, Legal, Green, 25/box	BX	12.19
GG470H00	HARD-COVER MONTHLY PLANNER, 7 7/8 X 11 7/8, BLACK, 2019	EA	11.99
E79983	Heavy-Duty Binder With One Touch Ezd Rings, 11 X 8 1/2, 3" Capacity, Black	EA	9.99
XC1525EHD	Heavy-Duty File Pockets, 1 Pocket, Letter, Redrope	BX	20.99
E79693	Heavy-Duty View Binder W/locking 1-Touch Ezd Rings, 3" Cap, Black	EA	8.99
E79811	Heavy-Duty View Binder W/locking Ezd Rings, 3" Cap, Pacific Blue	EA	7.99
GPM30028	HORIZONTAL ERASABLE WALL PLANNER, 48 X 32, BLUE/WHITE, 2019	EA	19.99
WQ5942A	Hp 42a, (q5942a) Black Original Laserjet Toner Cartridge	EA	169.76
WQ5949A	Hp 49a, (q5949a) Black Original Laserjet Toner Cartridge	EA	93.85
WQ7553A	Hp 53a, (q7553a) Black Original Laserjet Toner Cartridge	EA	92.05
WCB323WN	Hp 564xl, (cb323wn) High Yield Cyan Original Ink Cartridge	EA	24.94
WCB324WN	Hp 564xl, (cb324wn) High Yield Magenta Original Ink Cartridge	EA	24.94
WCB325WN	Hp 564xl, (cb325wn) High Yield Yellow Original Ink Cartridge	EA	24.94
WCN684WN	Hp 564xl, (cn684wn) High Yield Black Original Ink Cartridge	EA	26.99
WCH563WN	Hp 61xl, (ch563wn) High Yield Black Original Ink Cartridge	EA	36.70
WCF281X	Hp 81x, (cf281x) High Yield Black Original Laserjet Toner Cartridge	EA	261.24
X190562	Hp-550 Deluxe Digital Headphones, Black	EA	5.99
S02210	Impulse 25 Electric Stapler, 25-Sheet Capacity, Black	EA	43.99
E11110	Insertable Big Tab Dividers, 5-Tab, Letter	ST	0.47
32318	JiffyLite Self Seal Mailer, #7, 14 1/2 X 20, Golden Brown, 10/pack	PK	14.99
V36666	Kraft Clasp Envelope, Center Seam, 28lb, 10 X 15, Brown Kraft, 100/box	BX	10.99
V04424	Kraft Clasp Envelope, Center Seam, 32lb, 9 X 12, Brown Kraft, 100/box	BX	8.99
V21050	LABEL;I/LSR;1X2.6;WE;3000	BX	4.99
V26116	LABEL;I/LSR;2X4;WE;1000	BX	4.99
V26117	LABEL;I/LSR;2X4;WE;2500	BX	31.66

Material	Description	Unit	Price Per Unit
V21052	LABEL;J/LSR;3.3X4;WE;600	BX	4.99
V30252	Labelwriter Address Labels, 1 1/8 X 3 1/2, White, 350 Labels/roll, 2 Rolls/pack	BX	15.99
V21051	Laser Printer Permanent Labels, 1 X 2 5/8, White, 7500/box	BX	12.99
11111	Liberty Plus Storage Box, Letter, String/button, White/blue, 12/carton	CT	99.99
M810K20	Magic Tape Value Pack, 3/4" X 1000", 1" Core, Clear, 20/pack	PK	25.99
M810K24	Magic Tape Value Pack, 3/4" X 1000", 1" Core, Clear, 24/pack	PK	32.99
E5664	Matte Clear Easy Peel Shipping Labels, Laser, 3 1/3 X 4, 300/box	BX	33.99
M68720	Mono Correction Tape, 1/6" X 394", White Tape, 10/pack	PK	14.99
M68723	Mono Original Correction Tape, Asst Retrocolor Applicators, 1/6" X 394", 10/pack	PK	9.99
GPM328	MONTHLY WALL CALENDAR WITH RULED DAILY BLOCKS, 15 1/2 X 22 3/4, WHITE, 2019	EA	11.99
V15454	Non-Stick Titanium Bonded Scissors, 8" Straight, 3/pack	PK	17.99
V36612	NOTES;ADHESIVE;3X3;12PK;YW	PK	1.39
V36610	NOTES;ADHESIVE;1.5X2;12PK;YW	PK	0.79
V16452	NOTES;POPOP;3X3;12PK;NEON	PK	3.99
V16450	NOTES;POPOP;3X3;12PK;XTREME	PK	3.99
SG53500	OPEN-SCHEDULE WEEKLY APPOINTMENT BOOK, 6 7/8 X 8 3/4, BLACK, 2019	EA	9.99
I48209	Optima 45 Electric Stapler, 45-Sheet Capacity, Silver	EA	75.99
I35556	Optima Premium Staples, 40-Sheet Capacity, 3750/box	BX	2.99
V63107	PAD;JR LEGAL;5X8;50SH;CA	DZ	4.99
V63110	PAD;JR LEGAL;5X8;50SH;WE	DZ	4.99
V63105	PAD;LEGAL;8.5X11.75;50SH;CA	DZ	6.99
V63108	PAD;LEGAL;8.5X11.75;50SH;WE	DZ	6.99
M65412SSAN	Pads in Marrakesh Colors, 3 X 3, 90-Sheet, 12/pack	PK	9.99
M6228SSAU	PADS IN RIO DE JANEIRO COLORS, 2 X 2, 90-SHEET PADS, 8/PACK	PK	3.99
M65412SSUC	PADS IN RIO DE JANEIRO COLORS, 3 X 3, 90-SHEET PADS, 12/PACK	PK	9.99
ier	Paper, 2-part Reverse 8 1/2 x 11	CT	107.99
ier	Paper, 3-part Reverse 8 1/2 x 11	CT	89.99
ier	Paper, 4- Part Reverse 8 1/2 x 11	CT	120.99
05124	PAPER;COPY;20#;8.5X11;PINK	RM	4.99
J28650	PAPER;ROLL;2.25"X150";12PK	PK	4.99
P20320	Perforated Writing Pad, 8 1/2 X 11 3/4, White, 50 Sheets, Dozen.	DZ	15.99
3G45000	PLANNER;12-MONTH;POCKET;BK	EA	26.99
37073005	PLANNER;MONTHLY;NOTETAKER	EA	4.99
I65793	POCKET;FILE;1.75"EXPND;LGL	BX	9.99
I65794	POCKET;FILE;3.5"EXPND;LGL	BX	10.99
I65795	POCKET;FILE;5.25"EXPND;LGL	BX	5.99
I65792	POCKET;FILE;5.25"EXPND;LTR	BX	4.99
P89061	Point Guard Flair Needle Tip Stick Pen, Assorted Ink, .7mm, 8/set	PK	3.99
P8430152	Point Guard Flair Needle Tip Stick Pen, Black Ink, 0.7mm, Dozen	DZ	11.99

Material	Description	Unit	Price Per Unit
VIMR33012SSCY	Pop-Up 3 X 3 Note Refill, Canary Yellow, 90 Notes/pad, 12 Pads/pack	PK	11.99
V20861	POUCH;LAMINATE;BSNCRD;5MIL	BX	1.29
V20860	POUCH;LAMINATE;LETTER;6MIL	BX	12.99
R21	Prong Base For Paper File Fasteners, Two Inch-Capacity, 100/box	BX	0.99
VBK91A	R.s.v.p. Stick Ballpoint Pen, 1mm, Trans Black Barrel, Black Ink, Dozen	DZ	3.99
SR2156	R2156 Compatible Ribbon, Purple	EA	2.99
VIM65412SSNRP	Recycled Notes In Bali Colors, 3 X 3, 90-Sheet, 12/pack	PK	12.99
A64117	Recycled Redi Strip Economy Disk Mailer, 7 1/2 X 6 1/16, White, 100/carton	CT	48.99
A38090	Redi File Clasp Envelope, 12 X 9, Brown Kraft, 100/box	BX	14.99
70331	Remanufactured C8061x (61x) High-Yield Toner, Black	EA	32.97
75478	Remanufactured Ce255a (55a) Toner, Black	EA	56.47
75335	Remanufactured Q7553a (53a) Toner, Black	EA	36.00
E6460	Removable Multi-Use Labels, 1 X 2 5/8, White, 750/pack	PK	13.99
GSM609BK	Round Stic Xtra Life Ballpoint, Black Ink, 1mm, Medium, 60/box	BX	3.99
GSM609BE	Round Stic Xtra Life Ballpoint, Blue Ink, 1mm, Medium, 60/box	BX	3.99
V15729	Rubber Bands, Size 117, 7 X 1/8, 210 Bands/1lb Pack	BX	3.99
V15737	RUBBERBANDS;SIZE #19;1LB	BX	3.99
J363912	SANITIZER;HAND;ALOE;PURELL	EA	5.49
J962504	SANITIZER;PURELL;ECON;2L	EA	19.99
V16451	Self-Stick Note Pads, 3 X 3, Assorted Neon Colors, 100-Sheet, 12/pack	PK	2.59
V42250	Side Seam Business Envelope, Side, #10, 4 1/8 X 9 1/2, White, 500/box	BX	11.99
331005	Side-Mount Self-Stick Plastic A-Z Index Tabs, 1 Inch, White, 104/pack	PK	0.99
V5220C	Sign Pen Fine Point Color Marker, Bullet Tip, .7mm, Blue Barrel/ink, Dozen	DZ	8.99
C05208	Single Ply Thermal Cash Register/pos Rolls, 2 1/4" X 80 Ft., White, 50/ct	CT	49.99
10132	Sortkwik Fingertip Moisteners, 1 3/4 Oz, Pink, 2/pack	PK	2.99
I42141	SPEED PRO 45 ELECTRIC STAPLER VALUE PACK, FULL STRIP, 45-SHEET CAPACITY, BLACK	EA	55.99
A05514	Spiral Bound Notebook, Perforated, Legal Rule, 10 1/2 X 7 1/2 White, 100 Sheets	EA	1.99
101483	Squeeze Bottle Moistener, 2 Oz, Blue	EA	0.29
P13	STAMP;MSG;PREINK;15/16X2.43	EA	9.99
V65649	STAPLES;STNDRD;CHSLPNT;5000	BX	0.45
00705	Stor/file Storage Box, Button Tie, Legal, White/blue, 12/carton	CT	59.99
00704	Stor/file Storage Box, Letter, Button Tie, White/blue, 12/carton	CT	56.99
T650H11A	T650H11A RETURN PROGRAM HIGH-YIELD TONER, 25000 PAGE-YIELD, BLACK	EA	139.52
M375012DP3	Tape, 3750 Commercial Performance Packaging Tape, 1.88" X 54.6yds, Clear, 12/pack	PK	51.99
V162024	TIDAL PAPER, 92 BRIGHT, 20LB, 11 X 17, WHITE, 500 SHEETS/REAM	RM	12.59
5K100	TODAY IS WALL CALENDAR, 6 5/8 X 9 1/8, WHITE, 2019	EA	21.99
106R01374	Toner, 106R01374 High-Yield Toner, 5000 Page-Yield, Black	EA	144.81
106R01627	Toner, 106R01627 TONER, 1000 PAGE-YIELD, CYAN	EA	73.33
106R01629	Toner, 106R01629 TONER, 1000 PAGE-YIELD, YELLOW	EA	73.33

Material	Description	Unit	Price Per Unit
R106R01630	Toner, 106R01630 TONER, 2000 PAGE-YIELD, BLACK	EA	87.11
R106R02756	Toner, 106r02756 Toner, 1000 Page-Yield, Cyan	EA	64.55
R106R02757	Toner, 106r02757 Toner, 1000 Page-Yield, Magenta	EA	64.55
R106R02758	Toner, 106r02758 Toner, 1000 Page-Yield, Yellow	EA	64.55
R106R02759	Toner, 106r02759 Toner, 2000 Page-Yield, Black	EA	91.36
R106R02775	Toner, 106r02775 Toner, 1500 Page-Yield, Black	EA	62.18
X50F1000	Toner, 50F1000 RETURN PROGRAM TONER, 1500 PAGE-YIELD, BLACK	EA	60.07
X50F1H00	Toner, 50F1H00 RETURN PROGRAM HIGH-YIELD TONER, 5000 PAGE-YIELD, BLACK	EA	138.37
N74551	Top-Load Poly Sheet Protectors, Standard, Letter, Clear, 100/box	BX	2.99
E75537	Top-Load Recycled Polypropylene Sheet Protector, Semi-Clear, 100/box	BX	8.99
GE01750	TWO-COLOR DESK CALENDAR REFILL, 3 1/2 X 6, 2019	EA	6.99
C70324	Two-Piece Paper Fasteners, 3 1/2" Cap., 2 3/4" Center, Silver, 50/box	BX	8.99
TTZE221	Tze Standard Adhesive Laminated Labeling Tape, 3/8"w, Black On White	EA	8.99
3MV711BK	Velocity Original Mechanical Pencil, .7mm, Blue	DZ	6.49
GG52000	WEEKLY APPOINTMENT BOOK, 8 X 11, BLACK, 2019	EA	9.99
N04468	Window Business Envelope, #10, 4 1/8 X 9 1/2, White, 500/box	BX	14.99
3WOTAP10	Wite-Out Ez Correct Correction Tape, Non-Refillable, 1/6" X 472", 10/box	BX	9.99
3WOFQD12WE	Wite-Out Quick Dry Correction Fluid, 20 ML Bottle, White, 1/dozen	DZ	4.99
GPM1228	YEARLY WALL CALENDAR, 24 X 36, 2019	EA	8.99
312221	Z-Grip Retractable Ballpoint Pen, Black Ink, Medium, 24/pack	PK	6.49
322210	Z-Grip Retractable Ballpoint Pen, Black Ink, Medium, Dozen	DZ	3.19
312225	Z-Grip Retractable Ballpoint Pen, Blue Ink, Medium, 24/pack	PK	6.49
322220	Z-Grip Retractable Ballpoint Pen, Blue Ink, Medium, Dozen	DZ	3.19