

COVER SHEET

BID TITLE: CLASSROOM INSTRUCTIONAL (ART) / OFFICE SUPPLIES/CLASSROOM PAPER

BID NUMBER: CCSD #13ISOS/CP

BID OPENING DATE: June 24, 2013

BID OPENING TIME: 2:10 P.M. (note the difference in receipt time and opening time)

BID MUST BE RECEIVED BY: 2:00 P.M.

DELIVERY SCHEDULE: AFTER JULY 1, 2013 AND BEFORE AUGUST 19, 2013 (**COMPLETE**)

FIRM PRICING: UNTIL May 15, 2014

DIRECT INQUIRIES TO: CAROL AKERS-PURCHASING
RICHMOND & TELEGRAPH ST.
CARSON CITY, NV 89703
(775) 283-2172
(775) 283-2191 fax
cakers@carson.k12.nv.us

NUMBER OF PAGES IN BID PACKET: 16 including this page

To obtain a copy of the above referenced bid, you may either:

1. Download and print from www.carsoncityschools.com/

--or--

2. Pick up the bid packet from the Purchasing Dept. located at the Operations Service Center at Richmond & Telegraph St. Carson City, NV 89703 (775)283-2175

GENERAL TERMS AND CONDITIONS OF BID

1.0 PREPARATION OF BID

The initials CCSD herein shall mean Carson City School District, acting by and through its Board of Trustees.

- 1.1 Bidder shall examine all drawings, specifications, attachments, special instructions, terms and conditions of the bid. Failure to do so will be at the bidder's risk.
- 1.2 Any irregularities or lack of clarity in the bid should be brought to the attention of Mark Korinek, Carson City School District, for correction or clarification.
- 1.3 Any addenda issued by CCSD shall forthwith become an integral part of this bid. Bidder shall be required to acknowledge receipt of the same by signing and returning the addenda with the original bid documents.
- 1.4 Bidder shall furnish the required information typed or written in ink on **THIS FORM ONLY**. Any changes or erasures must be initialed, in ink, by the person signing the bid.
- 1.5 In the space(s) provided, a duly authorized representative of bidding firm, this being an Officer or Manager, shall sign the bid. An unsigned bid shall be disqualified. Only original signatures are accepted.
- 1.6 Bidder shall proofread the bid carefully for errors.
- 1.7 Prices quoted shall be F.O.B. Destination, unless otherwise stated. All items so delivered must be in a condition acceptable to CCSD. A 24-hour notice is required for all items shipped by freight truck carrier. Receiving hours for all deliveries are 7:30 a.m. to 1:30 p.m. Monday through Friday excluding holidays, unless otherwise appointed. Appointments are accepted and encouraged.
- 1.8 Prices quoted shall exclude all Federal and State taxes, as CCSD is exempt from such taxes.
- 1.9 In the event of a difference between written words and figures, written words shall govern.
- 1.10 In the event of a difference between unit price and extended price, the unit price shall govern.
- 1.11 Bidder shall meet the delivery date specified on the cover sheet. If such delivery commitment cannot be met, the bidder must so state and also specify the earliest possible delivery date. Delivery time and past performance shall be a consideration in award of bid.
- 1.12 All equipment or supplies offered shall be new, currently in production and of the manufacturer's latest design, unless otherwise stated.
- 1.13 The use of the name and/or catalog number of a manufacturer or of any special brand or make in describing an item in this request for bids is used as a measure of quality and design and utility of the article desired and does not restrict the bidder to the manufacturer of the specified article

(unless so specified); but the goods on which bids are submitted must in all cases be the equivalent in quality, design, and utility to those referred to, and the decision of CCSD with respect to questions or compliance with the requirements shall be final. Similar equipment of other manufacturers considered equal to that specified will be given equal consideration based upon the following criteria: (1) specifications, (2) quality, (3) design, (4) utility, (5) delivery, (6) service, which includes repairs replacements, parts, and adjustments, and (7) price. The make and grade of the article on which a bid is submitted must be stated on the bid form. Bidders, if bidding on more than one (1) make or brand of any type of item must name each make or brand and quote prices for each. When the make and grade of article is not stated by the bidder, it will be understood that the bidder is offering to furnish the specific article named in the specifications. MANUFACTURER'S SPECIFICATIONS MUST BE SUBMITTED WITH BIDS FOR EACH ITEM WHEN CALLED FOR IN THE SPECIFICATIONS.

2.0 SUBMISSION OF BID

- 2.1 Bidder shall complete and return **ALL ORIGINAL BID DOCUMENTS**. Submission of incomplete bid documents or photocopies made by bidder, which does not incorporate "General Terms and Conditions of Bid", may be rejected. Photocopied signatures will be rejected. Forms are available at Operations Service Center Bulletin Board on the CCSD's web-site at www.carsoncityschools.com but may not be altered in any way.
- 2.2 Bids and addenda thereto shall be enclosed in a sealed envelope addressed to Carson City School District, Purchasing Department, P.O. Box 603, Carson City, Nevada 89702 or deliver to the Purchasing Department, Operation Service Center, Richmond & Telegraph St., Carson City, Nevada 89703. The outside of the envelope shall be clearly marked to indicate the Bid Number and Bid Title. Bidders are cautioned to mark the envelope clearly and plainly. If the envelope is not so marked and the Bid is opened by mistake prior to the specified date and time, the bid will be rejected.
- 2.3 In order for a bid to be considered it shall be mandatory that the bid documents be **received and time-stamped** by the Carson City School District prior to the receiving time specified on the Cover Sheet.
- 2.4 Bids submitted by telephone, facsimile, or telegraphic notice will **NOT** be accepted. Bids may be withdrawn by any of these methods, provided the notice of withdrawal is received prior to the bid opening time.
- 2.5 When a bid surety is required, such surety shall be acceptable only in the form of a bid bond, certified check, or cashier's check in the amount stated. The surety must accompany the bid. After the award of the bid the by the Board of Trustees, the bid surety of the unsuccessful bidders shall be returned.
- 2.6 Whenever an item states "to be installed at site" or "set in position," it is the intent of the District that the amount bid will cover all costs thereof. The bidder must furnish all equipment, materials, parts, and labor to complete the installation as per the manufacturer's specifications for the proper installation and use of such equipment. The bidder shall supply and include in the bid amount all labor and materials needed which are necessary to complete the work in a manner satisfactory to the District.

- 2.7 The successful bidder shall make good, to the approval of the Superintendent of the Carson City School District, or her designee, any damage to the work of other trades, or to any property of Carson City School District or others caused by the installation.
- 2.8 Samples of items, when required, must be delivered for inspection to the location specified on the Cover Sheet, prior to the bid opening date. Such samples must be tagged or labeled listing (1) the name of the bidder, (2) the item number on this bid and (3) the catalog number of the item. Samples are to be removed by the bidder within ten (10) working days after award of the bid or they become the property of the District.
- 2.9 Samples are not required on any items unless requested, but complete specifications and illustrations for each item must accompany each bid on equipment.
- 2.10 When bidding on items where samples are required, all bidders must furnish samples of these items before or with the bid, otherwise, **the item bid will not be considered.**
- 2.11 **Any bidder desiring a copy of the tabulation of this bid must include a stamped self-addressed envelope with their bid. Bidders shall take into account the size of the bid when applying postage to the pre-stamped envelope. Tabulations will be mailed after award only to those bidders complying with section 2-11. Other requests will be denied.**
- 3.0 LATEBID
- 3.1 Bids received after the receiving time specified shall be rejected.
- 3.2 **Bidder note that the receiving time is different from the opening time.**
- 4.0 WITHDRAWAL OF BID
- 4.1 A bid may be withdrawn by written, telephone, facsimile, or telegraphic notice, provided such notice is received prior to the date and time set for the bid opening.
- 4.2 A request for withdrawal of a bid received after the scheduled bid opening will not be considered.
- 5.0 NO BID
- 5.1 In the event the bidder chooses not to bid, but wishes to remain on the bid list, indicate **“NO BID”** on the response page of the bid document, affix the firm name and address, return it according to the instructions in 2.0 "Submission of Bid."
- 5.2 Two (2) "No Responses" will automatically remove your firm from the mailing/email list.
- 6.0 DISCOUNT
- 6.1 Prompt payment discounts may be included in bid evaluation **ONLY if** discount period offered is twenty (20) or more days.

6.2 Discount period will be computed from the date of completed delivery/performance or from the date the correct invoice is received by the Business Office, if later than the delivery date.

6.3 For the purpose of earning discounts, payment is deemed to be made on the date the District warrant is issued.

7.0 AWARD OF BID

7.1 Award of bid shall be made on the basis of the bid which is most advantageous to CCSD. In all instances, the decision rendered by the Board of Trustees or their designee shall be final.

7.2 Award of bids will be made on a per item basis unless otherwise specified in the bid documents and re-orders will be done the same way, providing there are no exceptions agreed on by CCSD.

7.3 The District reserves the right to reject any or all bids or portions thereof, and to waive any informalities or irregularities.

7.4 Carson City School District shall reserve the right to add to or subtract from any stated quantities should the needs change prior to ordering.

7.5 The District reserves the right to hold bids for a period of thirty (30) days from the date of opening before awarding or rejecting said bids.

7.6 A purchase order and/or contract issued to the successful bidder shall be considered sufficient notification of the award of bid.

7.7 A contract shall not be assigned to any other person without consent of the District. Request for assignment shall be submitted in writing to the Director of Operations. Awards will also be posted on Operations Service Center Department Bidding Opportunity Bulletin Board on the CCSD web-site. www.carsoncityschools.com

8.0 DEFAULT

8.1 In case of default by the successful bidder (contractor), the District may procure the product(s) or service(s) from another source and hold the defaulting bidder responsible for any excess cost occasioned thereby assess a penalty equal to five (5) percent of the total bid price, commence with the proceedings against any surety and/or performance bond held in conjunction with the bid, debar the bidder for a period of not less than one (1) year or more than five (5) years, or pursue other applicable legal remedies.

9.0 WARRANTY

9.1 All items provided must be warranted as suitable for the purpose for which purchased and must be warranted against defects in workmanship and materials for a period of one year after date of delivery. Should that actual manufacturer's warranty be for a period longer than one year, the District requires the warranty be extended past one year.

10.0 JOINDER OF LOCAL GOVERNMENTS

10.1 Under Nevada Revised Statute 332.195, local governments are allowed to join in the letting of contracts. The statute reads as follows:

332.195 Joinder or mutual use of contracts by governmental entities.

1. A governing body or its authorized representative and the State of Nevada may join or use the contracts of local governments located within or outside this State with the authorization of the contracting vendor. The originally contracting local government is not liable for the obligations of the governmental entity which joins or uses the contract.

2. A governing body or its authorized representative may join or use the contracts of the State of Nevada or another state with the authorization of the contracting vendor. The State of Nevada or other state is not liable for the obligations of the local government which joins or uses the contract.

(Added to NRS by 1975, 1539; A 1985, 357)

This bid is written with reference to this Statute.

10.2 Carson City School District shall be the situs of the contract for the purpose of advertising for and requesting bids.

10.3 Within the scope of this bid the Carson City School District is to be held harmless in all transactions between bidders and the other participating local governments.

10.4 After the award of bid, all transactions, such as but not limited to, inquiries, order, warehousing, and payment will be directly between each participating local government and the successful bidder. The Carson City School District is to be held harmless in all such transactions excepting their own.

10.5 Other governing bodies or public entities may utilize the contract with the approval of the contracting authority. The Carson City School District will be the contracting authority.

11.0 SPECIAL INSTRUCTIONS AND CONDITIONS

11.1 Any vendors delivering chemical products as a result of award from this bid **MUST** submit a **Material Safety Data Sheet** with their delivery for each chemical product being delivered. Pursuant to Nevada Statute, the use of materials or substances containing diisocyanates by schools is prohibited. By signing these bid documents vendors **are certifying that materials provided do not contain diisocyanates.**

11.2 Funding Out Clause: Should the funding authority of Carson City School District fail to appropriate funds to continue payment on a resultant agreement, Carson City School District shall cancel said agreement without termination charge or penalty. Written notification shall be made should this occur.

11.3 The Carson City School District acknowledges its responsibilities under the Americans With Disabilities Act (ADA) of 1990. In this regard, the District expects all vendors or bidders to be

knowledgeable of the requirements of ADA and expects all vendors and contractors to be familiar with and comply with the requirements of the ADA.

11.4 Consumption Estimates: The quantities appearing in this bid are approximate only and are prepared for the solicitation of bids. Payment to the successful bidder will be made only for the actual quantities of items furnished in accordance with the bid; and it is understood that the scheduled quantities of items to be furnished may be increased, decreased, or omitted without invalidating the bid pricing in any way.

12.0 EXCEPTIONS TO THE TERMS, CONDITIONS AND SPECIFICATIONS

Exceptions to the Terms, Conditions and Specifications of this bid **must** be noted in the space provided. Failure to note said exceptions shall be interpreted to convey that the bidder shall propose to perform in the manner described and/or specified. If more space is required, please attach additional sheets referencing bid title and number.

PLEASE NOTE: A SIGNATURE IS REQUIRED BELOW OR YOUR BID MAY BE CONSIDERED NON-RESPONSIVE.

13.0 DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

As required by Executive Order 12549, Debarment & Suspension, and implemented at 34CFR Part 85, the bidder certifies that it and its principals:

Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from transactions with any Federal department or agency.

Printed Name & Position

Signature

GENERAL TERMS AND CONDITIONS OF BID

CCSD BID# 13ISOS/CP

VENDOR NOTES AND/OR COMMENTS:

Be sure to sign and date ALL worksheet pages and Debarment Statement*

BIDDER'S PRICE TO BE HELD FIRM UNTIL _____

In compliance with this Bid and subject to all Terms and Conditions thereof, the undersigned offers and agrees, if this Bid is accepted, to furnish any or all of the items herein at the prices, terms, and delivery stated.

Firm Name _____
Address _____
City _____ State _____ Zip Code _____
Authorized Signature _____
Print Name _____
Print Title _____
Telephone Number _____
Fax number _____
E-Mail _____
Terms _____ % _____

Delivery will be complete in _____ Calendar days A.R.O.

CCSD#13ISOS/CP

CCSD ITEM #	QTY	U/M	DESCRIPTION	BRAND/MFGR	CAT #	UNIT PRICE
1306	144	BX	BINDER CLIP, SMALL, BLACK			
1308	72	BX	BINDER CLIP,LARGE,BLACK			
1307	240	BX	BINDER CLIP,MEDIUM,BLACK			
1014	600	EA	BINDER,BLACK 1" 3 RING			
1015	360	EA	BINDER,BLACK 1-1/2" 3 RING			
1016	300	EA	BINDER,BLACK 2" 3 RING			
1017	60	EA	BINDER,BLACK 3" 3 RING			
1026	12	EA	BRUSH#10 WATERCOLOR, CRAYOLA 1127 OR EQUAL SAMPLE REQUIRED*			
1021	12	EA	BRUSH,#4 WATERCOLOR, ROUNDPOINT, CRAYOLA 1127 OR EQUAL			
1022	12	EA	BRUSH,#5 WATERCOLOR, CRAYOLA 1127 OR EQUAL			
1023	12	EA	BRUSH,#6 WATERCOLOR, CRAYOLA 1127 OR EQUAL			
1024	12	EA	BRUSH,#7 WATERCOLOR, CRAYOLA 1127 OR EQUAL			
1025	12	EA	BRUSH,#8 WATERCOLOR, CRAYOLA 1127 OR EQUAL			
1029	24	EA	BRUSH,ART, FLAT EASEL 1", CRAYOLA 178 SERIES OR EQUAL SAMPLE REQUIRED*			
1027	60	EA	BRUSH,ART, FLAT EASEL 1/2", CRAYOLA 178 SERIES OR EQUAL			
1309	12	EA	BRUSH,ART, FLAT EASEL 1/4", CRAYOLA 178 SERIES OR EQUAL			
1028	12	EA	BRUSH,ART, FLAT EASEL 3/4", CRAYOLA 178 SERIES OR EQUAL			
1031	12	EA	CALENDAR BASE AAGE17-00,DESKTOP FLIP, AT A GLANCE			
1030	40	EA	CALENDAR REFILL, E717-50, DESK TOP FLIP STYLE FY2014			
1301	12	EA	CD-RECORDABLE DISC (CD-R) 48x, WITH JEWEL CASE			
1296	12	EA	CD-RW REWRITABLE DISC 4x-10x,Hi-Spd IMATION W/CASE			
1294	6	EA	CHAIR MAT, CLEAR PLASTIC, LOW PILE 45X53"			
1050	24	EA	CHART TABLET 24X16, 1-1/2 SKIP-A-LINE			
1035	96	EA	CHART TABLET 24X32 1" RULED			
1049	48	EA	CHART TABLET, 24 X 32", 1-1/2			
1036	12	EA	CLAY MODELING ASSRTD, 1# BX, 4 COLORS, soft, non-toxic, Crayola or prang SAMPLE REQUIRED*			
1037	600	BX	CLIP, PAPER SMALL#1			
1038	700	BX	CLIP,PAPER LARGE (JUMBO)			
1040	12	EA	CLIPBOARD, LEGAL SIZE			
1039	144	EA	CLIPBOARD, LETTER SIZE			
1041	16	EA	CLOCK,WALL,12" ROUND,BLACK, NO BATTERY SETH THOMAS 1164 or EQUAL			
1043	48	EA	COMPASS, BALL BEARING, E785, 6" W/PENCIL			
1042	10368	EA	COMPOSITION BOOK 10x7-7/8,3/8"RULE W/MARGINS 40SHT/80pg THREAD WEWN, TAPE BOUND **SAMPLE REQUIRED**			
1076	160	EA	CORRECTION FLUID,WHITE 18ML, *NON TOXIC*NATURAL BASE OR EVANS, SAMPLE REQUIRED*			
1344	240	EA	CORRECTION TAPE,MONO, LINE DISPOSABLE, TOMBOW MEGA 68690 OR EQUAL SAMPLE REQUIRED*			
1046	48	BX	CRAYON LARGE 16 COLR SET,CRAYOLA ONLY BIN336			
1047	4368	BX	CRAYON SMALL 16 COLOR SET, CRAYOLA ONLY BIN16			

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CCSD ITEM #	QTY	U/M	DESCRIPTION	BRAND/MFGR	CAT #	UNIT PRICE
1044	12	BX	CRAYONS LARGE 8 COLOR SET, CRAYOLA ONLY BIN80			
1045	1548	BX	CRAYONS SMALL 8 COLOR SET, CRAYOLA ONLY BIN8			
1055	10	BX	ENVELOPE WHITE #10,NO WINDOW, 4-1/2x9-1/2, 500/BX			
1053	10	BX	ENVELOPE WHITE #10,WINDOW, 4-1/2x9-1/2 500/BX			
1054	20	BX	ENVELOPE WHITE 6-3/4 INVOICE, 3-5/8x6-1/2" 500/BX			
1059	20	BX	ENVELOPE,10X13,MANILA,CLASP, 100/BX			
1061	10	BX	ENVELOPE,10X15,MANILA,CLASP,100/BX			
1062	10	BX	ENVELOPE,12X15-1/2",MANILA,CLASP, 100/BX			
1058	15	BX	ENVELOPE,9X12,MANILA,CLASP, 100/BX			
1060	20	BX	ENVELOPE,INTER-OFFICE 10X13,STRING & BUTTON 100/BX			
1057	10	BX	ENVELOPE,MANILA,CLASP 7 1/2 X 10 1/2, 100/BX			
1063	300	EA	ERASER, ART GUM 2X1X1", SANFORD OR EQUAL, SAMPLE REQUIRED			
1067	3900	EA	ERASER, VINYL, WHITE, MAGIC RUB ONLY			
1065	500	EA	ERASER,BLACKBOARD/WHITEBOARD, SEWN, BAKER EIN05 OR EQUAL, SAMPLE REQUIRED			
1069	120	BX	FASTENER 1" BRASS ROUND #4			
1068	6	EA	FASTENER,PRONG W/BASE, 2"CAP ACCO 70022 ONLY			
1070	6	EA	FINGERTIP MOISTENER 1-3/4OZ ROUND			
1072	6	EA	FLAG 2'X3'USA,CLASSROOM			
1071	4	EA	FLAG HOLDER FOR CLASSROOM FLAGS			
1080	20	BX	FOLDER,FILE LEGAL (1/3 CUT), MANILLA ASSORTED TAB POSITION, 100/BX			
1079	300	BX	FOLDER,FILE LETTER (1/3 CUT), MANILLA ASSORTED TAB POSITION, 100/BX			
1077	40	BX	FOLDER,HANGING LEGAL 1/5 CUT, W/TABS, 25/BX			
1078	5	BX	FOLDER,HANGING LETTER, 1/5 CUT, W/TABS, 25/BX			
1081	10	BX	FOLDER,MANILA LETTER 1/3 CUT, CENTER TAB ONLY 100/BX			
1056	10	BX	FOLDERS,END TAB W/FASTENER,GREEN, LETTER,11PTSTK,SMEAD#2K2-153LGN1&3 ONLY ESL W/ TANGS, 50/bx			
1083	6	EA	FRAME, HANGING FOLDER, LETTER			
1082	6	EA	FRAME, HANGING FOLDER,LEGAL			
1310	6	EA	GLITTER, 1 LB SHAKER, BLUE			
1312	6	EA	GLITTER, 1 LB SHAKER, GOLD			
1311	6	EA	GLITTER, 1 LB SHAKER, GREEN			
1313	6	EA	GLITTER, 1 LB SHAKER, RED			
1314	6	EA	GLITTER, 1 LB SHAKER, SILVER			
1315	6	EA	GLITTER,1LB SHAKER,MULTI-COLOR			
1084	14040	EA	GLUE STICK,.29 OZ. CRAYOLA OR ELMER'S ONLY SAMPLE REQUIRED*			
1316	48	EA	GLUE, ELMERS SCHOOL GEL, 4 OZ, NON TOXIC, WASHABLE, ELMER'S ONLY			
1317	960	EA	GLUE,WHITE,4OZ,ELMERS GLUE-ALL, ELMER'S ONLY			
1085	600	EA	GLUE,WHITE,8 OZ,ELMERS GLUE-ALL, ELMER'S ONLY			
1086	1050	PK	INDEX CARD 3X5"LINED, WHITE, 100/PK			

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CCSD ITEM #	QTY	U/M	DESCRIPTION	BRAND/MFGR	CAT #	UNIT PRICE
1087	200	PK	INDEX CARD 4X6"LINED, WHITE,100/PK			
1088	100	PK	INDEX CARD 5X8"LINED, WHITE, 100/PK			
1019	1344	ST	INDEX DIVIDERS,3-RING,5 COLOR, 5ea/set 6/Pkg			
1090	5	BX	KEY TAGS, 1-1/4" METAL RIM, 50/BX			
1346	216	EA	KEYBOARD CLEANER, PRESSURIZED CANNED AIR, 10oz			
1091	50	EA	KNIFE XACTO 7", #3201			
1094	2	PK	LABEL ADDRESS 1X3" 250/PK, PRESSURE SENSITIVE			
1092	2	PK	LABEL FILE FOLDER, ASSRT COLOR, 3-1/2x9/16" PRESSURE SENSITIVE, ASSRT COLOR PK, 248/PK			
1318	65	BX	LABEL, LASER PRINTER, 1x2-5/8, WHITE, 30/SHT, 100SHT/PK, MACO 3000 OR EQUAL			
1339	5	BX	LABEL,LASER ADDRESS, 1X4" WHITE 20/SHT, 2000/PK, AVERY 5161 OR EQUAL			
1098	168	EA	LAMINATING FILM 25" 1" CORE, 1.5ml x 500', GBC #3000004 OR EQUAL			
1353	288	ST	MARKER, SHARPIE ULTRA FINE TIP, 4 COLOR SET SANFORD SHARPIE SET ONLY #37074			
1116	384	ST	MARKER,BROAD-CHISEL TIP,PERM, 12 COLOR / SET, SAMPLE REQUIRED*			
1117	52	DZ	MARKER,BROAD-CHISEL TIP,PERM,BLACK, SAMPLE REQUIRED*			
1118	5	DZ	MARKER,BROAD-CHISEL TIP,PERM,BLUE			
1119	5	DZ	MARKER,BROAD-CHISEL TIP,PERM,GREEN			
1120	10	DZ	MARKER,BROAD-CHISEL TIP,PERM,RED			
1319	792	ST	MARKER,BROAD-CHISEL TIP,WATER COLOR, 8 COLOR / SET, EBERHARD 64290, 4000 SERIES SAMPLE REQUIRED*			
1342	340	DZ	MARKER,DRY ERASE CHISEL-TIP, BLACK LOW ODOR EXPO 2 OR EQUAL SAMPLE REQUIRED*			
1343	100	DZ	MARKER,DRY ERASE CHISEL-TIP, RED LOW ODOR EXPO 2 OR EQUAL			
1125	1692	ST	MARKER,DRY ERASE,CHISEL-TIP, 4 COLOR/SET, LOW ODOR, EXPO 2 ONLY			
1320	792	ST	MARKER,DRY ERASE,FINE-TIP, 4 COLOR/SET, LOW ODOR EXPO 2 ONLY			
1115	40	DZ	MARKER,DRY-ERASE BLACK FINE TIP SAMPLE REQUIRED*			
1107	60	DZ	MARKER,FINE LINE BLACK, SAMPLE REQUIRED*			
1108	12	DZ	MARKER,FINE LINE BLUE			
1109	12	DZ	MARKER,FINE LINE BROWN			
1110	24	DZ	MARKER,FINE LINE GREEN			
1111	12	DZ	MARKER,FINE LINE ORANGE			
1112	30	DZ	MARKER,FINE LINE PURPLE			
1113	72	DZ	MARKER,FINE LINE RED			
1106	1368	ST	MARKER,FINELINE FELT-TIP, 8 COLOR/SET SAMPLE REQUIRED*			
1102	48	DZ	MARKER,HI-LITE FINE-TIP, BLUE SAMPLE REQUIRED*			
1105	86	DZ	MARKER,HI-LITE FINE-TIP, YELLOW			
1103	50	DZ	MARKER,HI-LITE FINE-TIP,GREEN			
1104	48	DZ	MARKER,HI-LITE FINE-TIP,PINK			
1121	60	DZ	MARKER,HI-LITE LARGE,BLUE, SAMPLE REQUIRED*			
1122	60	DZ	MARKER,HI-LITE LARGE,GREEN			
1123	50	DZ	MARKER,HI-LITE LARGE,PINK			

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CCSD ITEM #	QTY	U/M	DESCRIPTION	BRAND/MFGR	CAT #	UNIT PRICE
1124	60	DZ	MARKER,HI-LITE LARGE,YELLOW			
1101	192	ST	MARKER,OVERHEAD PROJ FINELINE, 8 COLOR/SET SANFORD vis-à-vis ONLY			
1126	12	EA	METER/YD STICK, WOOD w/hang hole, metal tips, coated			
1048	24	EA	OIL PASTELS, 25 COLORS/SET, REGULAR SIZE, CRAYOLA OR PENTEL ONLY			
1128	270	DZ	PAD, POST-IT, 3X3 YELLOW 3M OR HIGHLAND ONLY			
1321	72	DZ	PAD,POST-IT 3X5" YELLOW 3M OR HIGHLAND ONLY			
1129	576	EA	PAD,POST-IT 4X6" (RULED) 3M OR HIGHLAND ONLY			
1127	288	DZ	PAD,POST-IT,1-1/2X2", YELLOW 3M OR HIGHLAND ONLY			
1131	12	EA	PAD,QUADRILLE 5X5 8-1/2X11"			
1130	48	EA	PAD,STENO 6"X9",SPIRAL			
1201	144	PK	PAGE MARKERS 1/2 x 2" ASSRT BRT COLOR PK OF 5 PADS, 3M-670-5AU ONLY			
1134	48	EA	PAINT,TEMPERA BLACK, PINT, binney&smith artista II WASHABLE OR EQUAL			
1135	72	EA	PAINT,TEMPERA BLUE, PINT binney&smith artista II WASHABLE OR EQUAL BLUE SAMPLE REQUIRED*			
1136	24	EA	PAINT,TEMPERA BROWN, PINT binney&smith artista II WASHABLE OR EQUAL			
1137	48	EA	PAINT,TEMPERA GREEN, PINT binney&smith artista II WASHABLE OR EQUAL			
1138	12	EA	PAINT,TEMPERA MAGENTA, PINT binney&smith artista II WASHABLE OR EQUAL			
1139	24	EA	PAINT,TEMPERA ORANGE, PINT binney&smith artista II WASHABLE OR EQUAL			
1140	72	EA	PAINT,TEMPERA RED, PINT binney&smith artista II WASHABLE OR EQUAL			
1322	12	EA	PAINT,TEMPERA TURQUOISE,PINT, BINNEY&SMITH ARTISTA II WASHABLE OR EQUAL			
1141	12	EA	PAINT,TEMPERA VIOLET, PINT binney&smith artista II WASHABLE OR EQUAL			
1142	60	EA	PAINT,TEMPERA WHITE, PINT binney&smith artista II WASHABLE OR EQUAL			
1143	96	EA	PAINT,TEMPERA YELLOW, PINT binney&smith artista II WASHABLE OR EQUAL			
1227	400	DZ	PEN,BALLPOINT BLACK, MED PT, 12/BX, BIC ROUND STIC ONLY			
1228	100	DZ	PEN,BALLPOINT BLUE, MED PT, 12/BX, BIC ROUND STIC ONLY			
1229	200	DZ	PEN,BALLPOINT RED, MED PT, 12/BX, BIC ROUND STIC ONLY			
1254	265	EA	PENCIL SHARPENER, ELECTRIC,SCHOOL PRO, BOSTON, DIAM, HUN001670 ONLY			
1234	10	EA	PENCIL SHARPENER, HAND CRANK, BOSTON KS			
1232	2500	ST	PENCIL, 12 ASSRT COLOR/SET, FULL SIZE SAMPLE REQUIRED*			
1231	96	DZ	PENCIL, PRIMARY BLACK LEAD,11/32" DIAM, NO ERASER. SAMPLE REQUIRED*			
1230	5300	DZ	PENCIL,#2 BLACK GRAPHITE W/ERASER, HB, DIXON ORIOLE PREFERRED or EQUAL, SAMPLE REQUIRED*			
1233	12	DZ	PENCIL,RED W/ ERASER			
1237	60	PK	PIPE CLEANER,ASSRTD COLORS,4mm x 12", 100/PK			
1093	470	BX	PORTFOLIO, 3-PRONG,2-POCKET ,LT BLUE, 25/BX, SAMPLE REQUIRED*			
1238	100	EA	PROTRACTOR, PLASTIC, 6"			
1239	12	EA	PUNCH, PAPER, 1-HOLE			
1241	36	EA	PUNCH, PAPER, 3-HOLE, ACCO 74150 ONLY			
1303	100	EA	PUSH PIN,GRIP HEAD,ASST COLORS OR CLEAR, 100/BX			
1252	10	BX	REINFORCEMENT RINGS, GUMMED, WHITE 200/BX			

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CCSD ITEM #	QTY	U/M	DESCRIPTION	BRAND/MFGR	CAT #	UNIT PRICE
1265	110	PK	RUBBER BAND, ASST SIZES, 1/4# PACK			
1337	24	PK	RUBBER BAND, SIZE #64, 1/4# PACK			
1267	720	EA	RULER,METRIC/STNRD, PLASTIC, BEVELED EDGE, SAMPLE REQUIRED*			
1340	12	EA	RULER,WOOD,PLASTICOTE, METAL EDGE, 1/16" SCALE AND METRIC. SAMPLE REQUIRED*			
1269	1610	EA	SCISSOR,STUDENT FISKARS 5" 9430 OR CRAYOLA. SAMPLE REQUIRED*			
1268	270	EA	SCISSOR,TEACHER 8", PLASTIC HANDLE, FISKARS DURASHARP 1000 ONLY			
1336	60	PK	SENTENCE STRIPS,3X24"TAG 100/PK, ASSRTD COLOR			
1323	200	BX	SHEET PROTECTORS, CLEAR, TOP LOAD, 3 HOLE, 100/BX AVERY PV119ED OR EQUAL			
1271	24	EA	STAMP PAD,BLACK FOAM #1			
1272	12	EA	STAMP PAD,RED FOAM #1			
1275	12	EA	STAPLE REMOVER, PLASTIC GRIP			
1274	500	BX	STAPLE, STANDARD, 5000/BX, BOSTICH OR SWINGLINE ONLY			
1273	230	EA	STAPLER, STANDARD DESKTOP,BLACK,BOSTITCH B2200 ONLY			
1276	12	dz	TABLET,YELLOW 8-1/2X11"LETTER, STANDARD RULE, GUM TOP , 16# PAPER			
1277	12	DZ	TABLET,YELLOW 8-1/2X14"LEGAL, STANDARD RULE, GUM TOP , 16# PAPER			
1278	25	BX	TACK, THUMB, 1/2" 100/BX			
1279	5	EA	TAPE ADDING MACHINE, 2-1/4"			
1281	12	EA	TAPE AUDIO CASSETTE, 120 MIN			
1280	48	EA	TAPE AUDIO CASSETTE,60 MIN			
1286	18	EA	TAPE DISPENSER CORE, FOR C38 TAPE DISPENSER			
1285	124	EA	TAPE DISPENSER, TABLETOP, BLK, 1"CORE. 3M C-38, ONLY			
1284	900	EA	TAPE,SCOTCH 3/4 REFILL, 3M HIGHLAND 6200, INVISIBLE ONLY			
1291	10	EA	TRANSPARENCY FILM, BLACK ON CLEAR, PAPER BACKED, HIGHLAND 904 OR EQUAL			
1292	30	EA	TWINE, 16 PLY X 200YDS, COTTON, BALL OR CONE			
1293	600	ST	WATERCOLOR, SETS WITH BRUSH, 8 PAN SET, OVAL, CRAYOLA ONLY			
1066	276	EA	WHITEBOARD,SPRAY CLEANER, 8oz BOTTLE NON-FLAMMABLE, RAZOR UNDO OR EQUAL. SAMPLE REQUIRED*			
1295	36	EA	WIPES,MONITOR/KEYBOARD SURFACE, ANTI STAT PRE-MOISTENED 100/TUB SAMPLE REQUIRED*			
1001	20	PK	ART TISSUE,BLACK 20X30, 24SHT/PK			
1002	10	PK	ART TISSUE,LIGHT(SKY)BLUE 20X30, 24SHT/PK			
1003	20	PK	ART TISSUE,NATIONAL BLUE 20X30, 24SHT/PK			
1004	5	PK	ART TISSUE,SEAL BROWN 20X30, 24SHT/PK			
1005	20	PK	ART TISSUE,CANARY 20X30, 24SHT/PK			
1006	10	PK	ART TISSUE,EMERALD GREEN 20X30, 24SHT/PK			
1007	10	PK	ART TISSUE,SPRING GREEN 20X30, 24SHT/PK			
1008	10	PK	ART TISSUE,LAVENDER 20X30, 24SHT/PK			
1009	5	PK	ART TISSUE,ORANGE 20X30, 24SHT/PK			
1010	10	PK	ART TISSUE,PINK(BABY) 20X30, 24SHT/PK			

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CCSD ITEM #	QTY	U/M	DESCRIPTION	BRAND/MFGR	CAT #	UNIT PRICE
1011	20	PK	ART TISSUE,RED 20X30, 24SHT/PK			
1012	5	PK	ART TISSUE,PURPLE 20X30, 24SHT/PK			
1013	20	PK	ART TISSUE,WHITE 20X30, 24SHT/PK			
1195	15	RM	PAPER DRAWING MANILA 9X12,MD61,8RM/CS, 60#			
1196	8	RM	PAPER DRAWING MANILA 12X18,MD62,4RM/CS, 60#			
1197	8	RM	PAPER QUAD MANILA, 50LB, 9X12, 1/4" SQUARES, 500RM			
1198	8	RM	PAPER QUAD MANILA, 50LB, 9X12, 1/2" SQUARES,500/RM			
1199	8	RM	PAPER QUAD MANILA 9X12, 1" SQUARES, 500/RM			
1200	600	RM	PAPER FILLER 8-1/2X11", 16LB, 3/8" RULE, RED MARGIN, 3 HOLE PUNCH #103, 500 SHEETS/RM			
1206	10	RM	PAPER,RULED NEWS 12X9 (2B), 10RM/CASE			
1207	5	RM	PAPER,RULED NEWS 12X18 (2C) 5RM/CASE			
1208	10	RM	PAPER,RULED NEWS 12X9 (3A), 10RM/CASE			
1209	10	RM	PAPER,RULED NEWS 12X9 (3-SD), 10RM/CASE			
1210	10	RM	PAPER,RULED NEWS 9X12 (4-SD), 10RM/CASE			
1211	10	RM	PAPER,RULED NEWS 8-1/2X11(926), 10RM/CASE			
1212	250	RM	PAPER COPY BLUE 8-1/2X11, 10RMS/CASE, 20# BOND			
1213	20	RM	PAPER COPY BUFF 8-1/2X11, 10RMS/CASE, 20# BOND			
1214	220	RM	PAPER COPY CANARY 8-1/2X11, 10RMS/CASE, 20# BOND			
1215	180	RM	PAPER COPY GOLDENROD 8-1/2X11, 10RMS/CASE,20# BOND			
1216	240	RM	PAPER COPY GREEN 8-1/2X11, 10RMS/CASE, 20# BOND			
1217	240	RM	PAPER COPY PINK 8-1/2X11, 10RMS/CASE, 20# BOND			
1219	10	RM	PAPER COPY,BLUE 8-1/2X14, 10RMS/CASE, 20# BOND			
1221	10	RM	PAPER COPY,CANARY 8-1/2X14, 10RMS/CASE, 20# BOND			
1222	10	RM	PAPER COPY,GREEN 8-1/2X14, 10RMS/CASE, 20# BOND			
1223	10	RM	PAPER COPY,PINK 8-1/2X14, 10RMS/CASE, 20# BOND			
1224	100	RM	PAPER COPY,WHITE 8-1/2X14, 10RMS/CASE, 20# BOND			
1225	15	RM	PAPER COPY WHITE 11X17, 5RMS/CASE, 20# BOND			
SAMPLE SWATCH REQUIRED FOR ART KRAFT ROLLS						
1089	5	EA	ROLL KRAFT, SKY BLUE 36"X1000', 50# 3" COREW/PLUGS, DUAL FINISH RIVERSIDE OR ARTKRAFT			
1144	2	EA	ROLL KRAFT BLACK 36"X1000', 50# 3" CORE W/PLUGS, DUAL FINISH RIVERSIDE OR ARTKRAFT			
1145	2	EA	ROLL KRAFT DARK BLUE 36"X1000', 50# 3" CORE W/PLUGS, DUAL FINISH RIVERSIDE OR ARTKRAFT			
1146	2	EA	ROLL KRAFT BROWN 36"X1000', 50# 3" CORE W/PLUGS, DUAL FINISH RIVERSIDE OR ARTKRAFT			
1147	2	EA	ROLL KRAFT HOLIDAY GREEN,36"x1000', 50# 3" CORE W/PLUGS, DUAL FINISH RIVERSIDE OR ARTKRAFT			
1148	2	EA	ROLL KRAFT ORANGE 36"X1000', 50# 3" CORE W/PLUGS, DUAL FINISH RIVERSIDE OR ARTKRAFT			
1149	2	EA	ROLL KRAFT PINK 36"X1000', 50# 3" CORE W/PLUGS, DUAL FINISH RIVERSIDE OR ARTKRAFT			
1150	2	EA	ROLL KRAFT PURPLE 36"X1000', 50# 3" CORE W/PLUGS, DUAL FINISH RIVERSIDE OR ARTKRAFT			

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CCSD ITEM #	QTY	U/M	DESCRIPTION	BRAND/MFGR	CAT #	UNIT PRICE
1151	2	EA	ROLL KRAFT RED 36"X1000', 50# 3" CORE W/PLUGS, DUAL FINISH RIVERSIDE OR ARTKRAFT			
1152	2	EA	ROLL KRAFT YELLOW 36"X1000', 50# 3" CORE W/PLUGS, DUAL FINISH RIVERSIDE OR ARTKRAFT			
1153	5	EA	ROLL KRAFT WHITE 36"X1000', 50# 3" CORE W/PLUGS, DUAL FINISH RIVERSIDE OR ARTKRAFT			
SAMPLE SWATCH REQUIRED FOR RAILROAD BOARD - PRICE PER SHEET, RIVERSIDE 4500 OR EQUAL						
1242	100	EA	RAILROAD BOARD BLACK 22X28, 4 PLY			
1243	100	EA	RAILROAD BOARD LT BLUE (AZURE)22X28, 4 PLY			
1245	100	EA	RAILROAD BOARD CANARY 22X28, 4 PLY			
1246	100	EA	RAILROAD BOARD HOLIDAY GREEN, 22x28, 4 PLY			
1247	100	EA	RAILROAD BOARD ORANGE 22X28, 4 PLY			
1248	100	EA	RAILROAD BOARD RED 22X28, 4 PLY			
1249	500	EA	RAILROAD BOARD WHITE 22X28, 4 PLY			
1250	100	EA	RAILROAD BOARD DARK BLUE 22X28, 4 PLY OR EQUAL			
<p>All of the following Construction Papers shall be 100% Sulphite, Fade resistant paper. Riverside Tru-Ray or Pacon ONLY. Size 9x12" is packaged 50 sheets per pack, 50 packs per case. 12x18" 50 sheets per pack, 25 pack per case. 18x24" is 50 sheets per pack, 15 packs per case. Case quantities may vary and items should be quoted price per pack. Quantities listed are packs. Color based on Riverside Tru-Ray.</p>						
1157	100	PK	PAPER CONST ASSORTED 9X12, 50 PK/CASE			
1158	250	PK	PAPER CONST BLACK 9X12, 50 PK/CASE			
1159	250	PK	PAPER CONST BLUE 9X12, 50 PK/CASE			
1160	300	PK	PAPER CONST SKY BLUE 9X12, 50 PK/CASE			
1161	100	PK	PAPER CONST WARM(LIGHT) BROWN 9X12, 50PK/CASE			
1162	50	PK	PAPER CONST DARK BROWN 9X12, 50 PK/CASE			
1163	100	PK	PAPER CONST SLATE GRAY 9X12, 50 PK/CASE			
1164	300	PK	PAPER CONST HOLIDAY GREEN 9X12, 50 PK/CASE			
1165	100	PK	PAPER CONST LIGHT GREEN 9X12, 50 PK/CASE			
1166	300	PK	PAPER CONST ORANGE 9X12, 50 PK/CASE			
1167	250	PK	PAPER CONST PINK 9X12, 50PK/CASE			
1168	400	PK	PAPER CONST HOLIDAY RED 9X12,50 PK/CASE			
1169	150	PK	PAPER CONST VIOLET 9X12, 50 PK/CASE			
1170	1400	PK	PAPER CONST WHITE 9X12, 50 PK/CASE			
1171	500	PK	PAPER CONST YELLOW 9X12, 50 PK/CASE			
1172	150	PK	PAPER CONST BLACK 12X18, 25 PK/CASE			
1173	100	PK	PAPER CONST BLUE 12X18, 25 PK/CASE			
1174	150	PK	PAPER CONST SKY BLUE 12X18, 25 PK/CASE			
1175	25	PK	PAPER CONST LIGHT BROWN 12X18, 25 PK/CASE			
1176	25	PK	PAPER CONST DARK BROWN 12X18, 25 PK/CASE			
1177	100	PK	PAPER CONST HOLIDAY GREEN,12x18, 25 PK/CASE			

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CCSD ITEM #	QTY	U/M	DESCRIPTION	BRAND/MFGR	CAT #	UNIT PRICE
1178	75	PK	PAPER CONST ORANGE 12X18, 25 PK/CASE			
1179	100	PK	PAPER CONST PINK 12X18, 25 PK/CASE			
1180	100	PK	PAPER CONST HOLIDAY RED 12X18, 25 PK/CASE			
1181	25	PK	PAPER CONST SLATE GRAY 12X18, 25 PK/CASE			
1182	25	PK	PAPER CONST VIOLET 12X18, 25 PK/CASE			
1183	375	PK	PAPER CONST WHITE 12X18, 25 PK/CASE			
1184	125	PK	PAPER CONST YELLOW 12X18, 25 PK/CASE			
1185	15	PK	PAPER CONST BLACK 18X24, 15 PK/CASE			
1186	15	PK	PAPER CONST BLUE 18X24, 15 PK/CASE			
1187	15	PK	PAPER CONST SKY BLUE 18X24, 15 PK/CASE			
1188	15	PK	PAPER CONST BROWN 18X24, 15 PK/CASE			
1189	15	PK	PAPER CONST HOLIDAY GREEN, 18x24, 15 PK/CASE			
1190	15	PK	PAPER CONST ORANGE 18X24, 15 PK/CASE			
1192	15	PK	PAPER CONST HOLIDAY RED 18X24, 15 PK/CASE			
1193	105	PK	PAPER CONST WHITE 18X24, 15 PK/CASE			
1194	15	PK	PAPER CONST YELLOW 18X24, 15 PK/CASE			