



# District School Board of Pasco County

20430 Gator Lane • Land O' Lakes, Florida 34638 • 813/ 794-2221

Heather Fiorentino, Superintendent

[www.pasco.k12.fl.us](http://www.pasco.k12.fl.us)

Department of Purchasing  
Kendra Goodman, CPPO, CPPB, Purchasing Agent  
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June 7, 2011

## MEMORANDUM

**TO:** Honorable School Board Members

**FROM:** Kendra Goodman, CPPO, CPPB, Purchasing Agent *KDG/KZ*

**SUBJECT:** Renewal of Office Supplies-Non Stock  
RFP 10-020-SN  
Office Depot

On June 15, 2010, official action (attached) was taken to renew the above-referenced RFP to Office Depot. This is a three-year bid, renewable annually, at the mutual agreement of both parties. The second year of the RFP will expire on June 30, 2011.

Benefits of this renewal to Office Depot are as follows:

- Discounts are applied to an entire catalog and website of 50,000 items versus a limited list of 16,000 items on state contract.
- Unlike the current State Contract, the District will be able to control the timeframe for the vendor to update pricers (based upon the specifications catalogs can be updated every six (6) months versus every 90 days)
- A rebate will be given to items purchased using the District's procurement card. Based upon last year's historical data, the rebate is estimated at \$7,500.
- Office Depot offered the District a pricing incentive based upon a core promotional list that is estimated to save the District an additional \$68,300 per year. The 500 item core list was developed to pass on additional savings to the district on items with the most spend or items purchased most often (see attached Amendment 2-Addition to Section X of Deviations from the original RFP).
- Office Depot is also implementing a new "smart cart" program. This program will notify users of additional savings/generic alternatives for items they are adding to their cart (see attached Amendment 2-Addition to Section X of Deviations from the original RFP).

Considering services have been satisfactory, Office Depot was contacted to verify their willingness to enter into the third year of the RFP as amended. As such, Office Depot has agreed in writing to do so. The third year of the RFP will cover the period of July 1, 2011 through June 30, 2012. At this time, it is my recommendation to enter into the third year of the RFP as amended utilizing the 500 core item promotional list in addition to the existing catalog discount and discount off SP Richard pricing.

Should you have any questions regarding this matter, or if I can be of further assistance, please contact me at your earliest convenience.

KDG/sb  
Attachments



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May 9, 2011

## RFP RENEWAL REQUEST

TITLE: Office Supplies

RFP #: 10-020-SN

       Yes, I agree to renew RFP 10-020-SN for Office Supplies for the third year under the same terms and conditions as the existing contract along with the core pricing as a pricing incentive. The third year of the contract period will begin July 1, 2011 and expire June 30, 2012.

       No, I do not agree to renew RFP 10-020-SN for Office Supplies.

COMPANY NAME: Office Depot

SIGNATURE: 

PRINTED NAME/TITLE: Jim Pollman, Vice President DATE: 5/25/11

TELEPHONE W/AREA CODE: 678-225-8000 FAX W/AREA CODE: 770-449-9115

By agreeing to allow this piggyback, vendor acknowledges and agrees to be in compliance with the "Jessica Lunsford Act". Vendors conducting business with the District School Board of Pasco County who will (1) be at the school when students are present, or (2) have direct contact with students, or (3) have access to or control of school funds must be Level 2 fingerprinted by Human Resources. If any of the above applies to this contract, you must have those individuals Level 2 fingerprinted and screened by the District's Human Resources Department prior to commencement of services or work and must provide a list of employees with renewal. Please contact (813) 794-2521 to arrange for an appointment. Costs associated with this background screening are to be borne by the vendor. You may access information regarding this law through the internet link: [http://laws.flrules.org/files/Ch\\_2005-028.pdf](http://laws.flrules.org/files/Ch_2005-028.pdf). This law is effective September 1, 2005.

The prospective bidder certifies, by submission and signature of this piggyback request form, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction per the provisions of Florida Statute 287.133(2)(a).

### PLEASE FAX BACK TO:

**DISTRICT SCHOOL BOARD OF PASCO COUNTY**

**ATTENTION: Stephanie Bunford**

**PURCHASING DEPARTMENT**

**20430 GATOR LANE**

**LAND O' LAKES, FL 34638**

**(813) 794-2225 (PHONE)**

**(813) 794-2111 (FAX)**

**AMENDMENT 2 TO OFFICE SUPPLY AGREEMENT  
RESULTING FROM BID 10-20-SN**

This Amendment 2 to Office Supply Agreement Resulting From Bid 10-020-SN (this "Amendment") is made and entered into as of June 1, 2011, (the "Amendment Effective Date") by and between Office Depot, Inc. ("Office Depot") and the District School Board of Pasco County ("Customer").

**WHEREAS**, Office Depot was the successful bidder to that certain RFP 10-020-SN, Office Supplies-Non-Stock, issued by Customer, which resulted in an agreement between Office Depot and Customer effective as of June 1, 2009, (the "Agreement; and

**WHEREAS**, the parties hereto agree to amend the Agreement on the terms and conditions as set forth herein.

**NOW, THEREFORE**, in consideration of the mutual covenants set forth herein, the parties agree as follows:

1. **Section X of Deviations from Specifications in Office Depot's Response to Bid 10-020-SN shall be added as follows:**

**Section X – Core List.** Office Depot agrees to supply to Customer those office products and services as set forth in **Exhibit A** attached hereto (the "Core List") at the prices set forth therein. Core List pricing will be held firm for six (6) months from the Effective Date and thereafter will be updated on a semi-annual basis. The parties may update the Core List from time to time and as provided in this section by mutual agreement (including e-mail).

2. Capitalized terms not otherwise defined in this Amendment shall have the same meaning as set forth in the Agreement. All other terms and conditions of the Agreement are hereby ratified, and shall remain in full force and effect. Should any conflict, whether direct or indirect, arise between this Amendment and the Agreement, this Amendment shall control in all respects and the conflicting terms of the Agreement shall be considered of no effect.

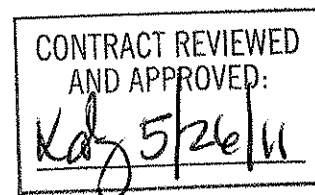
IN WITNESS WHEREOF, the undersigned have executed this Amendment 2 to Office Supply Agreement Resulting from Bid 10-020-SN as of the Amendment Effective Date.

**OFFICE DEPOT, INC.**

**[NAME OF CUSTOMER]**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: Regional Vice President  
Date: \_\_\_\_\_

By: \_\_\_\_\_  
Name: Joanne Hurley  
Title: Board Chairperson  
Date: \_\_\_\_\_



**EXHIBIT A  
CORE LIST**

OD Sku	U/M	QPU	Sku Description	Proposed Sell Price
998584	EA	1	BOOK,CMP,MRB,CR,9.75X7.5,100CT	\$ 0.63
998286	BX	50	FOLDER,LTR,W/FASTENERS,50BX,RD	\$ 17.02
992970	CA	2500	PAPER,BLUETOP,CS W/HNDL,5RM	\$ 39.75
990135	BX	25	INDEX,MAKER,LASER PRNTR,5TAB25	\$ 52.05
987388	DZ	12	PEN,BALLPOINT,FINE,BLK	\$ 4.46
987304	EA	1	CART,COLLAPSIBLE,W/LID,BLACK	\$ 11.22
987222	EA	1	COIL,WRIST,W/KEYRING,BLK	\$ 0.91
987172	EA	1	CORRECTION,DISPOSABLE,DRYLINE	\$ 1.32
987156	CT	2	3M POST IT EASEL PAD	\$ 34.85
986952	EA	1	CARTRIDGE,INKJET,HP 88 XL,BLK	\$ 30.05
986048	EA	1	DESK SYSTEM,SHERPA,AST	\$ 46.55
980839	EA	1	PUNCH,ELECTRIC,3HOLE,PLATINUM	\$ 101.39
980035	BX	3000	LBL,ADR,RCY,1X2-5/8,3000BX,WHT	\$ 19.12
977952	EA	1	CARTRIDGE,LASERJET,Q6470A,BLK	\$ 130.97
975266	PK	2	TAPE,1/2",2PK,BLACK ON WHITE	\$ 7.96
970568	EA	1	TONER,LASER,BROTHER TN350BLK	\$ 42.51
970485	PK	25	CERTIFICATE,OPT,W/SEAL,25,GOLD	\$ 1.16
967253	BX	260	LABEL,ADDRESS,260 LABELS,WHITE	\$ 5.35
966350	PK	12	GLUE STICK,ALL-PURPOSE,12/PK	\$ 3.63
965232	PK	12	TAPE,CORRECTION,OD,12PK	\$ 12.26
962099	PK	2	INK,HP45A/78D,COMBO,BLK,COLOR	\$ 54.66
962015	PK	2	INK,HP 56A/57A,COMBO,BLACK/CLR	\$ 46.54
956112	PK	150	PAPER,FLR,11X8.5,CR,150CT,3HP	\$ 0.89
952733	DZ	12	PEN,RT,GEL,G2,1.0MM,DZ,BLACK	\$ 10.49
950381	EA	1	SHARPENER,PNCL,PERS ELEC	\$ 8.85
950063	ST	8	MARKER,FINE,CLASSIC,8/BX	\$ 1.70
950055	PK	8	MARKER,CLSC,CRAYOLA,10PK,ASTD	\$ 1.70
947242	PK	1	CLAY,MDL,4-1/4LB,AST	\$ 1.36
944272	PK	1500	LABEL,LSR,FILE,1500/PK,WHT	\$ 18.38
944223	PK	100	LABEL,PROTECTOR,100/PK	\$ 2.44
940688	EA	1	CARTRIDGE,Q6473A,LASERJET,MAGN	\$ 123.69
940648	EA	1	CARTRIDGE,HP Q6472A,LSRJET,YLW	\$ 130.54
940584	EA	1	CARTRIDGE,HP Q6471A,LSRJT,CYAN	\$ 123.69
940293	EA	1	PLANNER,MTH,APPT,9X11,BLK	\$ 7.55
937624	BX	50	50 BOOK RINGS 2 INCH	\$ 2.92
937580	BX	100	100 BOOK RINGS 1 INCH	\$ 3.17
936419	BX	100	POCKET,CARD,6X4,VNL,ADH	\$ 17.00
933366	ST	1	DIVIDER,PREM,CPPR,REINF,5CLEAR	\$ 0.70
933218	ST	1	INDEX,11X8.5,5TAB,COLOR	\$ 0.26
933192	ST	1	INDEX,3RG,11X8.5,JAN-DEC,COLOR	\$ 2.21
933184	ST	1	INDEX,3RG,11X8.5,1-31,COLOR	\$ 2.61
932749	PK	100	PAPER,FLR,11X8.5,CR.100CT.RECY	\$ 0.71
931584	EA	1	BINDER,PRS,DRG,11X8.5,2"C,WHT.	\$ 6.70
928333	PK	8	PEN SET,VIS-A-VIS,FINE,8-COLOR	\$ 5.32
925971	PK	3	FLAGS,INDEX,DURABLE,3PK,FLUOR	\$ 3.51
925491	ST	12	MARKER,SHARPIE,FINE,12 CLR SET	\$ 6.30
923312	EA	1	STAPLER,DSKTOP,PAPERPRO,TBE	\$ 9.11
920124	EA	1	BOARD,CORK,ALUM,GLASS DR,3X4,2	\$ 213.99

916460	PK	750	LABEL,LSR,ADDR,WHT,750CT	\$ 5.22
916437	BX	100	LABEL,LSR,FULL,WHT,100CT	\$ 18.75
911642	EA	1	BOX,STORAGE,PLASTIC,44QT,BLUE	\$ 6.21
911633	EA	1	BOX,STORAGE,PLAS,44QT,PURPLE	\$ 5.96
911559	EA	1	UPS,BATTERY BACK-UP,ES 550	\$ 25.61
911245	PK	3	DUSTER,OFFICE DEPOT,10OZ,3PK	\$ 8.74
909044	EA	1	SHARPENER,PENCIL,#41,3PRNG,BEI	\$ 102.75
908848	EA	1	PUNCH,3-HOLE,30 SHT,9/32	\$ 8.31
908210	EA	1	STAPLER,ECON,FULL STRIP,BLACK	\$ 6.13
905095	BX	100	FOLDER,CTLS,1/3CUT,100BX,ASTD	\$ 10.47
904416	EA	1	TONER,HP COL LSRJT,PRN,MAGENTA	\$ 82.18
904408	EA	1	TONER,COLOR LASERJET,02A,YEL	\$ 82.18
904392	EA	1	TONER,COLOR LASERJET,01A,CYAN	\$ 82.18
904224	EA	1	TONER,COLOR LASERJET,00A,BLK	\$ 70.49
892501	EA	1	SHARPENER,X-ACTO,TEACHER PRO	\$ 28.38
891130	EA	1	LAPBOARD,UNLINED,18X12,WHITE	\$ 2.07
891115	PK	3	TAPE,MINI DV,60 MIN,3PK	\$ 8.13
881310	EA	1	BINDER,VIEW,WJ,LT,LRR,1",ROSE	\$ 4.17
879174	EA	1	SHARPENER,ELTRC,SNGL HL,FORAY	\$ 9.79
877395	DZ	12	MARKER,DRY ERASE,EF,DZ,BLACK	\$ 4.32
874510	DZ	12	HIGHLIGHTER,PM,INTRO,DZ,ASTD	\$ 2.89
869901	PK	10	ENVELOPE,LTR,O/D,10/PK,CLR	\$ 3.16
869832	PK	4	MRKR,EXPO2,DE,CHSL PT,4PK,ASTD	\$ 4.94
869398	EA	1	FILE,WALL,LETTER,CLEAR	\$ 2.25
863200	DZ	12	PEN,GRIP,WB,MED,DZ,RED	\$ 1.80
863182	DZ	12	PEN,GRIP,WB,MED,DZ,BLUE	\$ 1.80
863173	DZ	12	PEN,GRIP,WB,MED,DZ,BLACK	\$ 1.68
858277	PK	10	POSTERBOARD,22X28,WHITE,10PK	\$ 1.35
856080	PK	16	MRKR,EXPO,LOW OD,CHSL,ASST,16P	\$ 10.32
854656	EA	1	PURELL PROF ORIGINAL	\$ 15.14
851604	PK	3	FILE,WALL,3 PACK,CLEAR	\$ 4.29
849072	EA	1	KLEENEX,ANTI-VIRAL,FACIAL,75CT	\$ 1.99
848861	EA	1	BOOK,PHONE,MESSAGE,400SET	\$ 2.10
844016	EA	1	CARTRIDGE,HP Q7583A,MAGENTA	\$ 168.46
844008	EA	1	CARTRIDGE,TONER,HP Q7582A,YLW	\$ 168.46
843992	EA	1	CARTRIDGE,HP Q7581A,LSRJT,CYAN	\$ 168.46
843796	PK	12	NOTES,SELF-STICK,OD,12PK,DEEP	\$ 3.78
840908	EA	1	INK,HP 74,BLACK	\$ 11.87
839945	PK	12	HOLDER,BADGE,VERTICAL,12/PK	\$ 2.99
839918	PK	12	HOLDER,BADGE,HORIZONTAL,12/PK	\$ 0.68
828848	EA	1	PAD,DESK,CVR SHT,19X24,BLACK	\$ 11.95
826876	PK	10	TAPE,CORRECTION,WITEOUT,10PK	\$ 12.31
825958	DZ	12	PEN,BP,WB,GRIP,DZ,PURPLE	\$ 1.68
825770	EA	1	SURGE,12OUTLET,8'CRD,COAX/PHN	\$ 16.34
825489	BX	50	FASTNER,PAPER,2IN SETS,50BX	\$ 1.10
825265	BX	200	PIN,PUSH,200CT,CLEAR	\$ 2.73
825232	EA	1	PUNCH,1-HOLE,1/4",HANDHELD,CHM	\$ 0.46
825190	PK	12	CLIP,BINDER,MED,1.25IN,144/PK	\$ 5.67
825182	PK	12	CLIP,BINDER,SM,3/4IN,144/PK	\$ 2.27
824832	PK	8	PEN,G2,FINE,8PK,ASST POUCH	\$ 7.00
824748	EA	1	SHARPENER,PENCIL,ELECTRIC	\$ 11.67
824690	EA	1	INK,HP 940,BLACK	\$ 20.12
823213	PK	10	HIGHLIGHTER,ACCENT,10CT,ASTD	\$ 6.76
821808	EA	1	WIPES,DISINFECTANT,COLOROX	\$ 4.82

820483	EA	1	CALCULATOR,DESKTOP,MS-80S	\$ 9.25
820090	PK	8	MARKER,SHARPIE,FINE,8/PK,ASTD	\$ 4.21
816600	PK	12	MARKER,SHARPIE,RT,ASDT,12PK	\$ 13.09
816453	EA	1	DESKPAD,MTHLY,22X17,BLK	\$ 2.05
813845	EA	1	INK,HP 940XL,BLACK	\$ 30.61
811158	DZ	12	PENCIL,LEAD,TICONDEROGA,SOFT	\$ 1.37
810994	BX	25	FOLDER,HNG,LTR,1/5CUT,25BX,GRN	\$ 4.53
810929	BX	25	FOLDER,HNG,LTR,1/3CUT,25BX,GRN	\$ 4.97
810838	BX	100	FOLDER,LTR,1/3CUT,100BX,MANILA	\$ 5.56
810392	PK	4	NOTES,SS,POST-IT,8X6,4PK,NEON	\$ 7.53
808955	EA	1	SURGE,6-OUTLET,6' CORD	\$ 4.97
805564	EA	1	SHARPENER,PENCIL,ELEC,BLACK	\$ 13.42
804136	PK	12	MARKER,EXPO,LOWODR,ASST,12PK	\$ 6.78
802040	EA	1	CARTRIDGE,HP02,CYAN	\$ 8.06
801984	EA	1	CRTG,HP02,MAGENTA	\$ 8.06
801120	PK	25	TAB,HNG FLDR,1/3CUT,25PK,CLR	\$ 1.13
790841	DZ	12	PEN,RETRACT,G-2,FINE,RED	\$ 10.45
790801	DZ	12	PEN,RETRACT,G-2,FN,BLUE	\$ 10.45
790761	DZ	12	PEN,RETRACT,G-2,BK,FN	\$ 10.45
790145	EA	1	PUNCH,3-HOLE,RECYCLED,GREY	\$ 13.44
775688	DZ	12	PEN,.7MM,12PK,BLK	\$ 5.31
775660	EA	1	CLEANER,DE BOARD,EXPO,22OZ	\$ 4.22
760478	DZ	12	PEN,Z-GRIP,BP,RTRCT,MED,DZ,RED	\$ 2.82
757750	PK	300	CARD,INDEX,RLD,3X5,300PK,WHITE	\$ 1.33
756131	RL	1	TICKET,ROLL,SINGLE,ASTD	\$ 2.01
754871	DZ	12	MARKER,CHISEL,SHARPIE,BLACK	\$ 6.26
754521	PK	10	BADGE,LANYARD,10PK,BLACK	\$ 1.39
754497	EA	1	DAILY DESK CAL REFILL	\$ 2.28
750067	PK	1	SIGN HERE TAPE FLAG	\$ 3.26
745133	RL	1	TAPE, MASKING, 1"X60,BLUE	\$ 2.89
744792	EA	1	SHARPENER,PENCIL,CLASSROOM	\$ 22.66
736152	EA	1	CALCULATOR,HANDHELD,SL-300SV	\$ 3.55
735910	EA	1	HOLDER,SGN,VERTICAL,8-1/2X11	\$ 1.93
733601	BX	72	PENCIL,#2,OD,72/BX	\$ 3.79
729912	PK	2	CORRECTION TAPE,5MMX16M,2PK	\$ 1.82
729640	EA	1	BINDER,VUE,3RG,11X8.5,3"C,WHT	\$ 2.89
729624	EA	1	BINDER,OVERLAY,CLEAR,2",WHT	\$ 2.09
729558	EA	1	BINDER,OVERLAY,CLEAR,1.5",WHT	\$ 1.81
729525	EA	1	BINDER,VUE,3RG,11X8.5,1"C,WHT	\$ 1.27
723832	PK	6	NOTE,POST-IT,SS,4X4,ULTRA,6PK	\$ 8.53
723688	PK	12	NOTES,3X3,POP-UP,DEEP,CLR,12PK	\$ 4.09
717936	PK	24	MARKER,SHARPIE,FINE,24/CD,ASST	\$ 12.24
717321	PK	3	TAB,POST-IT,DURABLE,3/PK	\$ 3.51
708586	DZ	12	HIGHLIGHTER,MAJ ACCENT,ASTD,DZ	\$ 4.70
702973	PK	8	BATTERY,ENERGIZER,E2,AA,8/PK	\$ 12.06
699459	PK	6	TAPE,CORRECTION,6PK,ASTD	\$ 4.44
698860	BX	25	COVER,PORTFOLIO,11.75X9.5,RED	\$ 5.28
696559	BX	12	BATTERY,SIZE D,1.5V,ALK,12BX	\$ 7.18
696542	BX	12	BATTERY,SIZE C,ALKALINE,BOX 12	\$ 7.17
696526	BX	24	BATTERY,SIZE AA,ALKALINE,24BOX	\$ 9.40
696518	BX	12	BATTERY,INDUSTRIAL,9V,ALK,12BX	\$ 14.16
696211	ST	8	MARKER,SET,FLIP CHART,8 COLOR	\$ 4.05
694962	EA	1	SHARPENER,X-ACTO,QUIET	\$ 33.10
694391	PK	1500	LABEL,LSR,ADDR,WEATHER,1500/BX	\$ 22.95

687301	PK	4	PEN SET,VIS-A-VIS,FINE,4-COLOR	\$ 2.67
680959	DZ	12	PEN,OHP,FN,VIS-A-VIS,DZ,BLACK	\$ 8.35
666312	EA	1	STAMP,SELF INK,1.87X2.31	\$ 20.89
662842	PK	10	BADGE,LANYARD,10/PK,BLUE	\$ 1.42
660745	EA	1	PAD,DESK,20X36",CLEAR	\$ 8.27
660450	PK	2	PAD,EASEL,POSTIT,25X30,2PK,WHT	\$ 29.36
656815	PK	4	TAPE,CORR,PRECISION,PEN,4PK	\$ 5.57
656368	EA	1	TOTE,FILE,LRG,LETTER/LEGAL,BLU	\$ 5.37
656096	EA	1	FILE BOX,MOBILE,ORG,LTR,BLUE	\$ 6.10
653725	PK	450	LABEL,LSR,ADDR,FLO,ASTD,450CT	\$ 6.30
650457	RL	1	TAPE,SEALING,2X22YD,DISP,CLEAR	\$ 1.72
649720	EA	1	BINDER,FLEX VIEW,3RNG,3/8",WHT	\$ 1.85
648112	EA	1	TONER,LASER,OD F/HP Q2612A,BLK	\$ 27.85
646510	PK	100	SLEEVES,CD/DVD,PPR,100/PK,WHT	\$ 2.35
641055	EA	1	BOX,STORAGE,9 LITER,CLEAR	\$ 7.76
634000	BX	500	ENVELOPE,#10,WIN,24#,500CT,WHT	\$ 17.70
633888	BX	500	ENVELOPE,#10,PLN,24#,500CT,WHT	\$ 12.49
629802	PK	12	NOTES,POST-IT,SS,TROPICAL,12PK	\$ 11.78
627590	PK	2	CARTRIDGE,HP56/57,OD,COMBO PK	\$ 37.46
626049	PK	24	BATTERY,ALKALINE,MAX,AA,24/PK	\$ 14.99
623675	PK	6	HOOK,MEDIUM,COMMAND,6PK	\$ 4.64
620650	PK	100	CD-R,SPINDLE,80 MIN,100/PK	\$ 10.35
619627	DZ	12	HIGHLIGHTER,PKT,ACCENT,FLYL,DZ	\$ 4.70
618405	PK	6	TISSUE,KLEENEX,BOUTIQUE,6PK	\$ 7.92
612221	PK	750	LABEL,ADDR,OD,IJ,750CT,WHITE	\$ 4.28
612111	PK	7500	LABEL,ADDR,OD,LSR,7500CT,WHITE	\$ 32.37
612061	PK	600	LABEL,SHIP,OD,LSR,600CT,WHITE	\$ 5.57
612051	PK	1000	LABEL,SHIP,OD,LSR,1000CT,WHITE	\$ 5.34
612011	PK	3000	LABEL,ADDR,OD,LSR,3000CT,WHITE	\$ 5.25
601552	EA	1	ERASER,EXPO,XLARGE	\$ 6.06
595671	EA	1	SHARPNR,PENCIL,SCHOOL PRO	\$ 26.22
595621	EA	1	SHARPNR,PENCIL,POWERHOUSE,BLUE	\$ 17.89
595511	EA	1	SHARPNR,PENCIL,POWERHOUSE,BLK	\$ 18.14
593605	PK	5	CORRECTAPE,DRYLINE,MINI,5/PK	\$ 4.39
592408	PK	48	TABS,WRITE-ON,1-3/4",ASTD	\$ 1.57
592264	PK	4	MARKER,SHARPIE,4/PK,SILVER	\$ 3.71
592092	PK	10	PORTFOLIO,2PKT,10PK,ASTD	\$ 1.73
591948	PK	10	PORTFOLIO,2PKT,10PK,LT GRN	\$ 3.38
591427	PK	2	PAD,EASEL,WALL,20X23,BLNK,2/PK	\$ 22.43
590665	PK	8	PEN,BLLPNT,RT,PROFILE,8PK,ASTD	\$ 3.95
589483	PK	150	PAPER,FLR,10.5X8,150CT,WD RLD	\$ 0.81
589203	EA	1	PORTFOLIO,POLY,FASTENERS,BLUE	\$ 0.63
589194	EA	1	PORTFOLIO,POLY,FASTENERS,YLW	\$ 0.63
589158	EA	1	PORTFOLIO,POLY,FASTENERS,GREEN	\$ 0.63
589113	EA	1	PORTFOLIO,POLY,FASTENERS,RED	\$ 0.63
588290	EA	1	SHARPENER,PENCIL,MANUAL,SNG HL	\$ 0.38
588286	EA	1	NOTEBOOK,SPL,1SB,100,CR,11X8.5	\$ 0.75
588268	EA	1	BOOK,COMP,100SH,WD,9.75X7.5,MB	\$ 1.58
584296	EA	1	PUTTY,SCOTCH(R),ADHESIVE,2OZ	\$ 0.97
579505	PK	2	TONER,HP 12AD,2/PK,BLACK	\$ 124.83
576639	CT	1	PAPER,2PART,CARBONLESS	\$ 204.30
576481	PK	2	TAPE,CORRECTION,2PK,WHITE	\$ 1.25
574852	ST	8	DIVIDER,INS,8TAB,ASTD,OD,BIGTA	\$ 0.45
574803	ST	1	DIVIDERS.INS,5,COLOR,OD,BIGTAB	\$ 0.30

574698	ST	1	DIVIDER,A-Z,OD,LEATHER,BLACK	\$ 1.47
574566	PK	750	LABEL,IJ,ADDR,WHT,750PK	\$ 5.45
572750	BX	100	FOLDER,LTR,1/3CUT,100BX,PURPLE	\$ 8.91
570154	RL	1	ROLL,STICK BACK,15'X.75",WE	\$ 9.56
570109	PK	15	COINS,STICKY BACK,5/8",WE	\$ 1.13
569741	EA	1	CALCULATOR,POCKET,8-DIGIT,OD-2	\$ 1.11
569619	EA	1	DRIVE,USB,16GB,SECURE II,LEXAR	\$ 36.77
569538	EA	1	DRIVE,USB,16GB,TWIST TURN	\$ 21.61
569502	EA	1	DRIVE,USB,4GB,TWIST TURN	\$ 7.60
568184	PK	440	FOIL STARS,440/PK	\$ 0.86
565788	PK	2	EVERREADY FLASHLIGHTS 2PK	\$ 2.81
561339	PK	24	CLIPS,BINDER,24PK,MED,BLK	\$ 1.09
560941	PK	50	ENVELOPE,CD,50PK,WHITE	\$ 4.55
560394	PK	36	CLIPS,BINDER,36PK,SMALL,BLACK	\$ 0.73
560349	PK	60	CLIPS,BINDER,60PK,MINI,ASTD	\$ 1.09
552456	BX	25	PORTFOLIO,PCKT,W/FAST,LTR,ASTD	\$ 6.57
551312	EA	1	CART,MED,3DRAWER,BLK	\$ 9.40
551085	PK	10	POCKET,DISK,HOLDER,3.5",10/PK	\$ 3.58
550984	EA	1	CART,MED,4 DRWR,BLACK	\$ 12.43
549014	EA	1	STAPLER,ELECTRIC,BLACK	\$ 24.76
548945	DZ	12	PEN,RT,BP,PAPERMADE,DZ,PURPLE	\$ 6.33
544433	EA	1	PKT,LTR,EXP 5-1/4,BLU,73235	\$ 1.48
539262	EA	1	SCISSORS,KIDS,BLUNT TIP,5",AST	\$ 1.43
535704	PK	50	POUCH,LAMINATING,LETTER SIZE	\$ 3.06
533840	PK	6	QUAD PAD,4"X4"SQ,LTR,6/PK,WHT	\$ 3.35
530238	PK	5	POST-IT,ASSORTED,4X6,5PK,PASTL	\$ 8.32
529104	EA	1	BINDER,1",RR,W/COLOR SLVS,WHT	\$ 1.04
528712	DZ	12	MARKER,DRYERASE,EXPO,12PK,ASTD	\$ 8.87
525125	EA	1	INK,74/75,HP,BLACK COMBO COLOR	\$ 25.46
525112	DZ	12	PEN,GEL,UNIBALL,.7MM,12/PK,BLK	\$ 11.18
525072	DZ	12	HIGHLIGHTER,ACCENT,12/PK,YLW	\$ 7.94
525000	DZ	12	MARKER,PERM,SHARPI,FN,12PK,BLK	\$ 12.94
524025	EA	1	PLAQUE,AWARD,WALNUT	\$ 5.88
524017	EA	1	FRAME,DELUXE,WOOD,11"X8.5"	\$ 4.90
523193	EA	1	FILM,CORRECTION,LINER,EXACT,1P	\$ 1.63
512112	EA	1	WIPES,LYSOL,CITRUS SCENT,80CT	\$ 4.05
510739	PK	18	MARKER,WTRCLR,MRSKTCH,18/PK	\$ 7.15
510216	DZ	12	PEN,GEL,ROLLER,0.7MM,12/PK,BLK	\$ 3.45
509206	DZ	12	PEN,BLPNT,RT,PROFIT,MED,DZ,BLK	\$ 5.79
504928	BX	12	PENCIL,COLORED,CRAYOLA,12BX	\$ 1.27
502336	ST	8	MARKER,WASHABLE,BROAD,8CT,SET	\$ 2.21
498811	BX	100	SHEET PROTECT,OD,STD,CLR,100/B	\$ 3.12
497735	PK	4	MARKER,DRY ERASE,CHSELTIP,4COL	\$ 2.89
495515	EA	1	STAPLER,X-HEAVY DUTY,BLACK	\$ 60.87
479596	EA	1	TAPE,BLACK ON WHITE,2PK	\$ 14.93
479560	DZ	12	PEN,RET,BP,1.0MM,12/PK,BLUE	\$ 2.00
478518	EA	1	CHAIRMAT,HRDFLR,45X53,WIDE LIP	\$ 16.22
477643	PK	2	CLIPBOARD,OD,PLASTIC,2/PK	\$ 2.34
474208	ST	8	DIVIDER,INDEX,8TAB,MUTLI-COLOR	\$ 2.39
470591	PK	2	CLIPBOARD,LETTER SIZE,2PK	\$ 1.55
470237	ST	1	INDEX,MTHLY,11X8.5,AST	\$ 2.41
470229	ST	1	INDEX,A-Z,11X8.5,AST	\$ 2.44
463646	BX	600	LABEL,LSR,SHIP,WHT,600CT	\$ 17.90
463620	BX	1000	LABEL,LSR,SHIP,WHT,1000CT	\$ 17.90



462654	PK	10	POCKET,BUSNS CARD,10/PK,SL,CR	\$ 2.24
455469	DZ	12	MARKER, DRY ERASE, BLACK	\$ 9.46
455329	DZ	12	MARKER, DRY ERASE, BROAD, BLUE	\$ 9.46
451898	DZ	12	MARKER, PERM, UFINE, SHARP, DZ, BLK	\$ 6.26
451817	RL	1	TAPE, MAGNETIC, ADHES, 10'X.5"	\$ 3.29
449944	EA	1	TAPE, LETRA TAG, PLASTIC, PEARL	\$ 3.43
449074	PK	3	BAG, VINYL, 11X6, ZIPPER, BLUE, 3PK	\$ 5.31
448991	EA	1	PORTFOLIO, POLY, BLACK	\$ 1.02
448938	PK	6	DUSTER, CENTURY, 10OZ, 6/PK	\$ 43.31
445511	BX	24	BATTERY, AAA, ENERGIZER, 24/BX	\$ 9.40
444970	PK	6	TAPE, PKG, 2"X800", 6/PK, CLEAR	\$ 9.51
444630	EA	1	TONER, HP CB543A, MAGENTA	\$ 64.81
444625	EA	1	TONER, HP CB542A, YELLOW	\$ 64.81
444590	EA	1	TONER, HP CB541A, CYAN	\$ 64.81
444550	EA	1	TONER, HP CB540A, BLACK	\$ 70.51
443650	EA	1	CEMENT, RUBBER, ELMER'S, 4 OZ.	\$ 1.16
442792	PK	12	NOTES, POST-IT, POP-UP, 3X3, 12PK	\$ 10.63
442405	EA	1	SYSTEM, REFERENCE, DESK	\$ 48.68
439771	EA	1	BOARD, DRY-ERASE, 9X12, UNLINED	\$ 1.25
438499	PK	1	SQUARE, STICKY BACK 7/8" WHITE	\$ 1.16
438121	PK	5	ENVELOPE, LTR, O/D, POLY, 5PK, ASTD	\$ 1.25
435152	PK	8	BATTERY, ENRGZR, RECHARGE, AA-8PK	\$ 14.95
434415	EA	1	BOARD, DISPLAY, TRFLD, 36X48, WHT	\$ 1.79
434357	EA	1	PENCIL POUCH, TRANSLUCENT	\$ 0.40
432832	PK	4	BATTERY, ENER, CHARGE, AAA-4PK	\$ 7.92
432721	PK	16	BATTERY, EVEREADY, ALKLN, AAA, 16P	\$ 7.76
432701	PK	8	BATTERY, EVEREADY, ALKALN, C, 8PK	\$ 9.35
430723	EA	1	CRATE, OD, STACK/FILING, BLACK	\$ 4.26
430669	EA	1	CRATE, OD, STACKING/FILING, BLUE	\$ 4.26
430074	PK	3	FRAME, DOCUMENT, 3PK, 8.5X11, BLK	\$ 3.26
429638	EA	1	TAPE, CORRECTION, BIC, 1PK	\$ 1.40
429431	BX	12	CLIP, BINDER, MEDIUM,	\$ 0.59
429415	BX	12	CLIP, BINDER, SMALL, 12/BOX	\$ 0.45
427261	PK	6	TAPE, SEAL, BOX, 2X55YDS, 6PK, CLR	\$ 21.51
427151	EA	1	PUNCH, 3HOLE, ADJ RUBBER HDL, BLK	\$ 3.14
426906	EA	1	TRUCK, HAND, PLATFORM, FOLDABLE	\$ 34.80
426300	EA	1	SANITIZER, PURELL, 8OZ, PUMP	\$ 2.96
425563	DZ	12	LEAD, PENCIL, SOFT, DZ, TICONDEROG	\$ 1.95
424456	PK	3	PEN, COUNTERFEIT DETECTOR, 3PK	\$ 6.34
422089	PK	5	POCKET, TYVEK, LTR, 3.5, 5PK, ASTD	\$ 4.67
421318	PK	2	BOX, SWEATER, 18.5QT, 2/PK, CLEAR	\$ 6.61
420346	PK	4	BOX, SM SHOE, 5.4QT, 4/PK, CLEAR	\$ 5.41
420274	EA	1	BOX, STORAGE, 30.9QT, CLEAR	\$ 4.65
420202	EA	1	BOX, STOR, DEEP, 58QT, LG, CLEAR	\$ 6.34
420187	PK	5	PAD, MESSAGE, PHONE, 5PK, 400/SETS	\$ 7.88
419672	EA	1	CARTRIDGE, INK, HP #56, BLACK	\$ 18.51
417455	EA	1	TONER, E-20, PC300/400/500	\$ 74.91
416545	PK	10	BATTERY, ENERGIZER, AA, 10/PK	\$ 5.46
408344	PK	3	FLUID, CORR, BOND, WHITE, 3/PK	\$ 2.23
406074	BX	25	FOLDER, BXBTM, 2", LTR, 25BX, GRN	\$ 11.46
405475	EA	1	WIPES, CLOROX, 75CT, LAVENDAR	\$ 5.04
404079	DZ	12	PAD, NOTE, POST-IT, 3"X3", 12PK, AS	\$ 10.34
399457	EA	1	SHARPENER, ELEC, PENCIL, BLACK	\$ 30.23
396941	EA	1	BINDER, PL, VIEW, 5", WHT	\$ 1.25

396291	EA	1	BINDER,PL,VIEW,1",WHITE	\$ 2.55
394012	PK	100	STRIPS,SENTENCE,3"X24"-WE	\$ 1.83
391461	BX	100	FOLDER,LTR,11PT,1/3CUT,NAVY	\$ 13.61
387679	EA	1	SHARPENER,PENCIL,COMMERCIAL	\$ 45.58
375667	EA	1	SCISSORS,STRAIGHT,OD,8",BLACK	\$ 0.67
369952	PK	4	DIVIDER,INSRT,OD,4ST,8T,ML-CLR	\$ 1.19
369113	PK	4	DIVIDER,INSERT,OD,8TAB,CLR,4PK	\$ 1.19
369088	PK	6	DIVIDER,INSERT,5TAB,6SETS/PK	\$ 1.17
368888	EA	1	SHARPENER,PNCL,ELEC,HD,BK	\$ 12.96
365340	BX	400	LABEL,LSR,SHIP,WHT,400CT	\$ 17.90
364364	BX	3000	LABEL,LSR,ADDR,WHT,3000CT	\$ 17.38
360685	ST	1	TABS,INDEX,ERASABLE,8/ST,WHT	\$ 0.49
360669	ST	1	INDEX,ERASABLE,5-TAB,SET,WHT	\$ 0.33
357698	EA	1	STOPWATCH,DIGITAL	\$ 8.53
352672	EA	1	CARTRIDGE,LJ 4700,HP,YELLOW	\$ 237.39
352640	EA	1	CARTRIDGE,LASERJET 4700,CYAN	\$ 237.39
352608	EA	1	CARTRIDGE,LASERJET 4700,BLACK	\$ 175.97
348151	BX	100	ENVELOPE,INTOFF,10X13,100BX	\$ 12.13
348037	CA	10	PAPER,COPY,8.5X11,104 BRT,BOND	\$ 34.44
345997	ST	8	MARKER,EXPO 2,CHISEL PT,8COLOR	\$ 5.33
344734	EA	1	REMOVER,STAPLE,PEN STYLE	\$ 0.62
344433	EA	1	CLOCK,WALL,ROUND,12",BLACK	\$ 5.25
344352	PK	36	BATTERY,ENERGIZER MAX AA,36PK	\$ 21.84
343749	PK	4	BATTERY,AA,1.5V,ENERGIZER,4/PK	\$ 2.82
342477	EA	1	BOOK,COMP,SCHL,WR,8.5X6.88,40S	\$ 0.26
340840	DZ	12	CORRECTION FLUID,OD,WHT,12PK	\$ 3.03
338012	PK	500	PAPER,FILLER,QUAD,RU,3HP,REAM	\$ 3.16
337998	RM	500	PAPER,FLR,3HP,WR,500SH,11X8.5	\$ 3.05
334099	EA	1	STORAGE,ORGNZR,LIT,24 COMPTMT	\$ 39.11
333036	PK	5	KLEENEX,FACIAL TISSUE,BUNDLE	\$ 5.72
332608	EA	1	PUNCH,3-HOLE,HEAVY DUTY,DELUXE	\$ 17.89
332013	EA	1	MOISTENER,ENVELOPE	\$ 1.16
330960	BX	100	ENVELOPE,CLASP,12X15.5,100BX	\$ 15.67
330888	BX	100	ENVELOPE,CLASP,28LB,#97,100BX	\$ 12.07
330808	BX	100	ENVELOPE,CLSP,RCYCL,9X12,100BX	\$ 5.80
330744	BX	100	ENVELOPE,CLASP,KRAFT,6X9,100BX	\$ 4.89
330440	EA	1	TRIMMER,PPR,GT II SERIES,15IN	\$ 33.27
321543	EA	1	DISPENSER,POST-IT,BOLD STRIPE	\$ 2.42
319275	EA	1	CARTRIDGE,LASERJET 4600,BLACK	\$ 146.02
319099	EA	1	CARTRIDGE,LSRJET 4600,MAGENTA	\$ 197.26
319055	EA	1	CARTRIDGE,LASERJET 4600,CYAN	\$ 197.26
314559	BX	25	FOLDER,HNG,LTR,1/5CUT,25BX,BLU	\$ 6.28
308957	BX	12	CLIP,BINDER,LARGE,2IN,12BX	\$ 1.23
307928	DZ	12	PEN,PROFILE,PM,BOLD,DZ,BLACK	\$ 6.33
307512	EA	1	ERASER,DRY ERASE,EXPO	\$ 1.36
305706	DZ	12	PAD,PERF,8.5X11,OD,12PK,LGL RL	\$ 9.30
305466	DZ	12	PAD,PERF,8.5X11,OD,LGL RLD,12P	\$ 5.07
302902	BX	100	FOLDER,FILE,LTR,1/3,100BX,ASTD	\$ 18.47
295940	EA	1	SHARPENER,PENCIL,ELEC,PROSHARP	\$ 44.79
293799	PK	6	NOTEBOOK,SPRL,70S,WD,6P,10.5X8	\$ 3.05
293102	PK	100	CARD,INDX,WHITE,RULD,3X5,100PK	\$ 0.47
288587	DZ	12	PEN,Z-GRIP,RT,BP,MED,DZ,BLUE	\$ 2.79
288517	DZ	12	PEN,Z-GRIP,BP,RTRCT,MED,DZ,BLK	\$ 2.79
287865	EA	1	TONER,HP LJ CC533A,MAGENTA	\$ 108.75

287860	EA	1	TONER,HP LJ CC532A,YELLOW	\$ 108.75
287855	EA	1	TONER,HP LJ CC531A,CYAN	\$ 108.75
287850	EA	1	TONER,HP LJ CC530A,BLACK	\$ 110.33
286981	PK	100	POST-IT,BRIGHT ARROWS,80CT,AST	\$ 2.16
285621	PK	6	POST-IT,POP UP,LN,3X3,6PK,YEL	\$ 5.23
283271	PK	600	SEAL,MAILING,600PK,WHITE	\$ 2.71
279624	BX	144	ERASER,PENCIL,CAP,144BOX	\$ 1.02
279376	BX	200	PROTECTOR,SHT,OD,NONGLR,200BX	\$ 9.40
277294	EA	1	TAPE,LABELER,BLK ON WHT,1/2IN	\$ 4.47
275833	EA	1	3 HOLE PUNCH,10 SHEET CAPACITY	\$ 3.25
275714	EA	1	STAPLER,FULL STRIP,PLASTIC	\$ 2.06
274494	BX	100	FOLDER,LTR,1/3CUT,100BX,ASST 2	\$ 15.48
274457	EA	1	HOLDER,SIGN,STANDUP,8.5X11,CLR	\$ 1.47
274420	EA	1	HOLDER,SIGN,HORIZON,11X8.5,CLR	\$ 1.37
274411	EA	1	HOLDER,SGN,VERTICAL,8.5X11,CLR	\$ 3.98
273664	PK	50	PAPER,CONST,12X18WHTGW	\$ 1.37
270776	PK	12	MARKER,SHARPIE,UF,12/PK,ASTD	\$ 6.31
270640	EA	1	SUBSTITUTE TEACHER FOLDER	\$ 0.85
266704	PK	12	MARKER,DE,EXPO,12PK,ASTD	\$ 9.19
266648	PK	8	PEN,GEL,UB 207,8PK,ASTD	\$ 7.40
265078	PK	8	MARKER,CHISEL,SHARPIE,8/PK,CLR	\$ 4.16
264812	BX	100	FOLDER,TP TB,1/3,100BX,LTR,PNK	\$ 9.44
259271	DZ	12	MARKER,CHISEL TIP,EXPO 2,BLUE	\$ 8.87
259251	DZ	12	MARKER,CHISEL TIP,EXPO,DZ,BLK	\$ 8.87
258781	DZ	12	MARKER,DRY ERASE,FINE,EXPO,BLK	\$ 7.74
258381	DZ	12	MARKER, PERM,FINE,SHARPIE,BLAC	\$ 6.52
256771	DZ	12	PEN,BLPT,C-MATE,RETR,MED,BLACK	\$ 5.04
255815	RM	1	PAPER,ASTRO,LTR,COSMIC ORANGE	\$ 6.54
254607	BX	100	ENVELOPE,CAT,9X12,28#,100BX	\$ 8.01
254089	PK	2	TAPE,CORRECTION,LP DRYLINE,2PK	\$ 3.30
253050	RM	500	PAPER,FILLER,CR,500SH,16#,WHT	\$ 2.88
252343	PK	750	LABEL, ADRES, WHT,750PK,3M	\$ 4.96
252199	PK	3000	LABEL, ADD WHT,3000PK,3M	\$ 14.01
251819	BX	25	FOLDER BOX BOTTOM 3" LTR,25/BX	\$ 17.92
242073	PK	150	LABEL,LSR,SHIP,REMOVE,150CT	\$ 9.62
239400	EA	1	TAPE,LETTERING,.5",BLACK/WHITE	\$ 8.10
234200	PK	12	PEN,RT,SOFT GRIP,12PK,BLUE	\$ 3.44
234192	PK	12	PEN,RT,SFT GRP,MED,BLK,12PK	\$ 3.44
231769	PK	25	TAB,HNG FLDR,1/5CUT,25PK,CLR	\$ 0.87
225736	EA	1	BOX,FILE,MOBILE,ORG,LTR,BRGNDY	\$ 6.10
220636	PK	6	TAPE,SL,OD,1.89"X110YD,6PK,CLR	\$ 7.76
218691	EA	1	PAD,EASEL,TABLE TOP,POST-IT	\$ 14.26
218412	EA	1	CARTRIDGE,TAPE,BLACK ON WE	\$ 8.09
217315	PK	3	NOTE,POST-IT,ULTRA,4X6,3/PK	\$ 5.82
215121	PK	2	HOOK,ADHESIVE,3LB,CAP,2/PK	\$ 1.75
210862	EA	1	BINDER,ANTIMIC,RR,VW,LK,1",WHT	\$ 2.84
210142	PK	20	BATTERY,ALKALINE,MAX,AAA,20/PK	\$ 10.02
210106	PK	20	BATTERY,ALKALINE,AA,20/PK	\$ 10.02
209136	PK	100	DVD-R,SPINDLE,100PK	\$ 15.14
208041	BX	100	FOLDER,LTR,1/3CUT,100BX,YLW	\$ 8.91
208025	BX	100	FOLDER,LTR,1/3CUT,100BX,RED	\$ 8.91
208009	BX	100	FOLDER,FILE,LTR,1/3,ORA	\$ 9.44
207985	BX	100	FOLDER,LTR,11PT,DBL,1/3,KRAFT.	\$ 11.63
207951	BX	100	FOLDER,LTR,1/3CUT,100BX,GREEN	\$ 8.91

207944	BX	100	FOLDER,LTR,1/3CUT,100BX,BLUE	\$ 8.91
206713	PK	8	MARKERS,WASHABLE, BROAD TIP,8P	\$ 0.79
206426	PK	72	ERASER,CAP,ASSORTED CLRS,72/PK	\$ 0.69
204392	PK	8	HL,SHARPIE ACC,RT,ASDT,8PK	\$ 5.31
204214	ST	4	MRKR,SET/D/E,FN,4COL	\$ 2.58
204164	ST	8	MRKR,SET,D/ERS,8CLR	\$ 6.21
204156	ST	4	MRKR,ST/D/ER,CHS,4CLR	\$ 3.14
204057	EA	1	CLEANER,BOARD,DRY ERASE,8 OZ	\$ 1.68
203711	EA	1	MARKER,PERM,FELT,MAGNUM 44,BLK	\$ 1.80
203352	PK	3	NOTE,POST-IT,SS,4X6,ULTRA,PK3	\$ 6.12
203349	DZ	12	MARKER,SHARPIE,FINE,DZ,BLACK	\$ 6.26
203190	ST	6	HIGHLIGHTER,MAJ ACCENT,6PK,AST	\$ 2.39
203174	DZ	12	HIGHLIGHTER,MAJ ACC,YEL,DOZ	\$ 4.72
203034	ST	12	MARKER,SET,SCENT,MR SKTCH,SET	\$ 4.81
202812	DZ	12	MARKER,FELT,PERM,KING SIZE,DZ	\$ 10.08
199570	CT	12	BOX,STOR,ECON LETTER/LEG	\$ 28.87
197173	EA	1	TONER,Q2672A,HP CLJ3500,YELLOW	\$ 131.28
197110	EA	1	TONER,Q2671A,HP,F/CLJ3500,CYAN	\$ 131.28
197092	EA	1	TONER,Q2670A,HP,F/CLJ3500,BLK	\$ 123.56
196363	PK	100	PAPER,SENTC STRPS,100PK,ASSTD	\$ 2.23
196063	EA	1	PEN,BALLPOINT,STAY-PUT,BLACK	\$ 0.76
196048	EA	1	REFILL,PEN,STAY-PUT,BLACK	\$ 0.55
195456	PK	3	NOTE,SS,4X6,LINED,3/PK,TROP	\$ 6.34
193384	EA	1	POST-IT,FLAG,ARROWS,ASTD,80CT	\$ 2.16
193080	DZ	12	PEN,ROLRB,UNI-BALL VISION,FINE	\$ 13.78
189662	PK	100	CARD,INDX,RLD,5X8,8PT,WHT,100P	\$ 1.28
189654	PK	100	CARD,INDEX,RLD,3X5,5 AST,100PK	\$ 0.87
186555	EA	1	FILE,MAGAZINE,LARGE,RECYCLED	\$ 2.96
185432	EA	1	SANITIZER,HAND,PURELL,ALOE,8OZ	\$ 2.97
181602	BX	12	PEN,BALL PT,MEDIUM,STICK,GRN	\$ 0.95
181594	DZ	12	PEN,BALL PT,MEDIUM,STICK,BLK	\$ 0.96
181586	DZ	12	PEN,BALL PT,MEDIUM,STICK,RED	\$ 0.95
181578	DZ	12	PEN,BALL PT,MEDIUM,STICK,BLUE	\$ 0.95
181529	DZ	12	PENCIL,#2 POLY LEAD,DISP,12/PK	\$ 2.84
173336	EA	1	DISPENSER,TAPE,DSKTOP,3/4",BLK	\$ 1.68
172809	EA	1	BOOK,COMP,WR,6.875X8.5,40S	\$ 0.25
171561	EA	1	ROLLS,MOUNTING,SLF-STK,5X.75	\$ 1.78
169664	EA	1	FILE,STORAGE,LETTERBK,W/4FLDRS	\$ 13.29
169424	EA	100	CASE,SLIM JEWEL,CLEAR,100	\$ 28.87
165076	EA	1	CLIPBOARD,9X12,ASTD	\$ 1.32
164712	EA	1	POCKET CHART ORIGINAL BLUE	\$ 9.40
160382	EA	1	FRAME,EZ MOUNT,PLAS,8.5X11,BLK	\$ 2.45
160064	EA	1	FLAGS,POST-IT(R),SMALL SIZED	\$ 5.62
158949	EA	1	SHARPENER,PENCIL,ELEC,BEIGE	\$ 13.71
158448	PK	24	BATTERY,EVEREADY,GOLD,AA,24PK	\$ 10.98
158265	PK	100	DVD-R,SPINDLE,TDK,100/PK	\$ 14.95
155867	EA	1	BOX,3 LITRE,ASTD COLORS	\$ 3.12
154414	EA	1	CARTRIDGE,LASER,Q2612A	\$ 61.98
149765	DZ	12	PEN,UNIBALL,XF,UB120,BLK	\$ 7.99
143197	PK	6	COVER,DOCUMENT,6CT,NAVY	\$ 3.75
143162	PK	6	COVER,DOCUMENT,6PK,BLACK	\$ 5.31
142364	PK	6	MARKER,SHARPIE,SUPER,6PK,BLACK	\$ 5.23
139998	PK	10	PORTFOLIO,PCKT,TWIN,10PK,TEAL	\$ 3.06
139704	EA	1	BOX,PENCIL,ASST COLORS	\$ 0.57

136780	PK	3	INK,HP 564,3/PK,COMBO	\$ 21.79
128844	PK	12	HIGHLIGHTER,12PK,YELLOW	\$ 3.92
128817	PK	12	MARKER,PERM,DESK,12PK,BLACK	\$ 4.20
126405	EA	1	INK,HP 564,BLACK	\$ 9.23
126345	PK	2	PAD,EASEL,POST-IT,2PK,RECYCLED	\$ 37.07
124550	PK	4	PAD,EASEL,40SHT,4PK,25X30,WHT	\$ 40.99
124530	PK	2	PAD,EASEL,RLD,SS,25X30,40SH,2P	\$ 26.55
116253	BX	100	FOLDER,LTR,1/3CUT,100BX,ASST 1	\$ 8.98
116128	BX	100	FOLDER,1/3,11PT,LTR,TL	\$ 9.44
115872	BX	4	MR CLEAN MAGIC ERASER,4/BX	\$ 3.97
115785	PK	2	INK,HP 57A,TWIN PACK,TRI-COLOR	\$ 57.77
112999	PK	2	INK,HP 96,TWIN PACK,BLACK	\$ 49.73
109002	PK	2	INK,HP 21/22,COMBO,BLACK/COLOR	\$ 25.47
108953	PK	2	INK,HP 21,TWIN PACK,BLACK	\$ 21.99
108687	PK	2	INK,HP 97,TWIN PACK,TRI-COLOR	\$ 57.74
108393	EA	1	CART,COLLAPSIBLE,W/LID,BLUE	\$ 12.89
106541	DZ	12	PEN,EASYTOUCH,RTRCBL,MED,BLUE	\$ 6.37
106201	DZ	12	PEN,MED,RTRCBL,EASYTOUCH,BK	\$ 6.37
105461	PK	50	PAPER,CONST,12X18,50/PK,ASTD	\$ 1.96
102055	PK	4	PAD,ESL,SLF STCK,25X30,YELLOW	\$ 65.34



## District School Board of Pasco County

7227 Land O' Lakes Boulevard • Land O' Lakes, Florida 34638 • 813/794-2000

Heather Fiorentino, Superintendent

[www.pasco.k12.fl.us](http://www.pasco.k12.fl.us)

Department of Purchasing  
Kendra Goodman, CPPO, CPPB, Purchasing Agent  
813/794-2221 Fax: 813/794-2221  
727/774-2221 TDD: 813/794-2484  
352/524-2221 e-mail: [kgoodman@pasco.k12.fl.us](mailto:kgoodman@pasco.k12.fl.us)

June 15, 2010

### MEMORANDUM

**TO:** Honorable School Board Members

**FROM:** Kendra Goodman, CPPO, CPPB, Purchasing Agent *KDG*

**RE:** Second Year Renewal of Three-Year Contract  
RFP #10-020-SN Office Supplies – Non-Stock  
Office Depot

On June 2, 2009, official action (attached) was taken to award the above-referenced RFP to Office Depot. This is a three-year bid, renewable annually, at the mutual agreement of the parties. The first year of the agreement will expire on June 30, 2010.

Considering services have been satisfactory, Office Depot was contacted to verify their willingness to enter into the second year of the agreement. As such, Office Depot has agreed in writing to enter into the second year of the contract. The second year of the contract will cover the period of July 1, 2010 through June 30, 2011. At this time it is my recommendation to enter into the second year of the contract.

If you have any questions, please feel free to contact me at your earliest convenience.

KDG/vj

Attachments

District School Board  
of Pasco County

JUN 15 2010

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# District School Board of Pasco County

7227 Land O' Lakes Boulevard • Land O' Lakes, Florida 34638 • 813/794-2000

Member: Florida Superintendent

Form: pasco.k12.fl.us

Department of Purchasing  
Kendra Goodmay, CPPO, CPPB, Purchasing Agent  
813/794-2221 Fax: 813/794-2111  
727/774-2221 TDD: 813/794-2184  
852/824-2221 e-mail: kgoodmay@pasco.k12.fl.us

May 25, 2010

### RFP RENEWAL REQUEST

RFP #: 10-020-SN  
RFP TITLE: Office Supplies  
VENDOR: Office Depot

Yes, I agree to renew RFP 10-020-SN, for the second year under the same terms and conditions as the existing contract. The second year will begin on July 1, 2010 and expire on June 30, 2011.

No, I do not agree to renew RFP 10-020-SN.

Company Name: Office Depot

Signature: \_\_\_\_\_

Date: 5/25/10

Typed Name and Title: Jim Pullman / Vice President

Telephone (w/area code): 770.806.4074

Fax Number (w/area code): 770.806.4074

**DATE DUE: PLEASE FAX TO PURCHASING NO LATER THAN MAY 28, 2010.**

By agreeing to renew, vendor acknowledges and agrees to be in compliance with the "Jessica Lunsford Act". Vendors conducting business with the District School Board of Pasco County, who will (1) be at the school when students are present, or (2) have direct contact with students, or (3) have access to or control of school funds must be Level 2 fingerprinted by Human Resources. If any of the above applies to this contract, you must have those individuals Level 2 fingerprinted and screened by the Districts Human Resource Department prior to commencement of services or work and must provide a list of employees with renewal. Please contact 813-794-2531 to arrange for an appointment. Costs associated with this background screening are to borne by the vendor. You may access information regarding this law by reviewing Sections 1012.22 and 1012.465, Florida Statutes. This law became effective September 1, 2005.

The prospective bidder certifies, by submission and signature of this bid renewal form, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction per the provisions of Florida Statute 287.133(2)(a).

PLEASE RETURN TO: DISTRICT SCHOOL BOARD OF PASCO COUNTY  
ATTN: Vickie Jones, Buyer Assistant  
PURCHASING DEPARTMENT  
20130 GATOR LANE  
LAND O' LAKES, FL 34638  
(813) 794-2226 (PHONE) (813) 794-2713 (FAX)

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JUN 15 2010

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## District School Board of Pasco County Bid Recommendation

<b>RFP Title</b>	Office Supplies Non-Stock "As-needed basis"		<b>Number of Vendors Notified</b>	158
<b>RFP Number</b>	10-020-SN		<b>Number of Proposals Distributed</b>	41
<b>Date Solicited</b>	March 31, 2009		<b>Number of Vendors Proposing</b>	3
<b>Date Opened</b>	May 14, 2009		<b>Number of Formal "No Bid" Responses</b>	4
<b>Date Board Presentation</b>	June 2, 2009		<b>Funding Source</b>	General, Internal, Special Revenue, Internal Service, Enterprise
<b>Total Savings</b>	1 <sup>st</sup> year est. \$57,000		<b>Grand Total of Proposal</b>	1 <sup>st</sup> year est. \$900,000

**Recommendation:**

Recommend acceptance of proposal from Office Depot per the attached tabulation sheet as the highest scoring, responsive, responsible proposer meeting written specifications.

**Term of Contract:**

This RFP is a three-year contract, renewable annually at the mutual agreement of both parties with one supplier for office supplies, small machines, miscellaneous accessories and laser printers/copiers supplies on an "as-needed" basis. The first year term of the contract will begin on July 1, 2009 and continue through June 30, 2010.

**Notations and Exceptions:**

The award is based upon the following criteria outlined in the RFP:

Contract incentives (10 point max), reporting/website (20 point max), quality measurements (5 point max), overall net pricing by discount offered (25 point max), generic item pricing (15 point max) number of generic products offered (20 point max), references (5 point max).

**Proposals Evaluated By:**

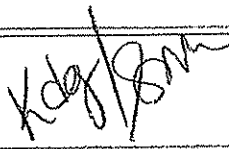
Susan Green, Bookkeeper Denham Oaks Elementary  
Colleen Kittelson, Bookkeeper J. W. Mitchell High School  
DeEtte Parrish, Bookkeeping Resource Assistant, District Office  
John Simon, Finance Services Manager, District Office

**Proposal Prepared By:**

Stephanie Noble, Buyer, Purchasing Department

**Reviewed and Authorized By:**

Kendra Goodman, CPPB, Purchasing Agent



District School Board  
of Pasco County

JUN 15 2010

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District School Board  
of Pasco County

JUN 02 2009

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**Notations and Exceptions:**

Benefits of this award to Office Depot are as follows:

- 1.) Out of the District's 500 most commonly used items, the District will be saving on 66% of the items in comparison to the State Contract/US Communities Contract.
- 2.) Discounts are applied to an entire catalog verses a limited core list.
- 3.) Daily deliveries will be made to each school/department.
- 4.) The website will be customized for the District.
- 5.) There are no minimum orders or service charges.
- 6.) A 1% rebate will be given to items purchased using the District's procurement card. Based upon last year's historical data, the rebate is estimated to be \$7,500 (revenue back to the District).
- 7.) Unlike the current State Contract/US Communities Contract, the District will be able to control the time frame for the vendor to update pricers (based upon the specifications catalogs can be updated every six (6) months.)

Savings were calculated using the average pricing from all vendors for the 500 item list minus the recommended vendors total, then multiplied by the value of the contract to find the savings. The one percent (1%) estimated rebate offered for procurement card transactions by Office Depot was also factored into estimate the savings.

Offers from vendors listed herein are the only offers received timely as of the above opening date and time. All other offers submitted in response to this solicitation, if any, are hereby rejected as late.

District School Board  
of Pasco County

JUN 02 2009

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of Pasco County

JUN 15 2010

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