



SERCO of Texas, Inc,

Request for Proposals (RFP)

Office Supplies

RFP Issued Date: September 8, 2024
Proposal Submission Deadline: September 30, 2024

9301 Michigan Ave
Detroit, MI 48210

SERCO of Texas is an Equal Opportunity employer/program. Historically Underutilized Businesses (HUB's) are encouraged to apply. Auxiliary aids and services are available upon request to individuals with disabilities. Telephone access is available by dialing 711 or you can also call (512) 936-0342; (TDD): 1-800-735-2989, Voice 1-800-735-2988.

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Questions and Answers Deadline: September 23, 2024

Technical Assistance Response: September 23, 2024

Proposal Submission Deadline: Close of Business, September 30, 2024

Award Date: October 4, 2024

Contact: Becky Brackin

202 Henry O. Flipper St.
San Angelo, Texas 76903

Phone: 325-703-2428

Fax: 325-655-4649

Email: **BBrackin@sercohq.com**

I. General Information

SERCO of Texas, Inc. (SERCO) has been operating high-performance workforce systems in Texas since 1989. SERCO's primary line of business is conducting exemplary and results-oriented workforce center operations management, business services, youth services, and human capital management. Currently, SERCO successfully operates seven (7) workforce services, youth, and childcare services through Workforce Solutions board contracts across the state of Texas. Headquartered in San Antonio, SERCO is part of SER Metro-Detroit and the Unified SER Family, a network of nonprofit and for-profit companies sharing a single mission and led by the same executive management team.

SERCO of Texas, as the awarded contractor for the Concho Valley region, currently manages employment and training programs in the Concho Valley Workforce Area, which encompasses 13 counties: Tom Green, Concho, McCulloch, Mason, Menard, Kimble, Coke, Reagan, Irion, Sterling, Schleicher, Sutton and Crockett.

II. Purpose

SERCO of Texas-Concho Valley is requesting proposals for general office supplies.

III. Scope of Products

SERCO of Texas-Concho Valley is seeking all options and services for general office supplies for its location at 202 Henry O. Flipper St., San Angelo, TX 76903. If additional workforce area contracts are secured, additional offices may be added at a later date.

Refer to **Attachment 9**: Cost Proposal for specific listing of requested supplies. Please also specify general discount information regarding any items purchased that are not included in **Attachment 9**: Cost Proposal.

IV. Services

Details are required for services ordering, invoicing, payment terms, length of time for delivery of goods, any delivery or surcharges and return processes. Please list details of all other services provided by your company(s).

V. Proposal Submittal Timeline

The deadline for submission of electronic responses to this RFP is by **5pm (CST) on September 30, 2024**. All responses must be received by that date and time. Electronic proposals must be submitted via email to:

Becky Brackin, Operations Manager, Concho Valley Workforce Solutions at BBrackin@sercohq.com. An electronic version of the RFP will be provided upon request from the vendor.

Technical Assistance

The deadline for submitting questions is **September 23, 2024, 5 p.m.** Questions must be submitted via email to Becky Brackin at BBrackin@sercohq.com. SERCO of Texas-Concho Valley will issue responses on September 25, 2024.

Documentation Submission

One electronic copy of the completed quote must be submitted by email to Becky Brackin, Operations Manager, at **BBrackin@sercohq.com**.

VI. Evaluation Criteria

The products and/or services requested in the RFP will be procured competitively based on responsiveness to the RFP and reasonableness of costs. This will include review and evaluation of proposals. Proposals will compete with and be ranked against other proposals, which are most comparable in Demonstrated Performance/References, Schedule of Costs, Record of Availability, Warranties and Delivery Time. Although cost is a considerable factor, it will not be the only factor in ranking of proposals.

The review and selection process will include the following criteria and value system:

Criteria	Possible Points	
1. Meets RFP Criteria		
a. Provided all necessary documents as outlined in the RFP.	10	60
b. Provided how to order information.	10	
c. Provided invoicing information.	10	
d. Provided payment terms.	10	
e. Any delivery or surcharges.	10	
f. Provided return/exchange policy.	10	
2. Dimension of Services		
a. Provided quote for all items listed on the Unit Cost Chart.	20	30
b. Provided policy for timely delivery of goods.	10	
3. Cost Reasonableness	10	10
4. HUB (5 Bonus Points)	5	5
	Total Possible Points	105

Meets RFP Criteria

The bidder has met all the requirements as outlined in the RFP.

Dimension of Services

The bidder is able to provide the specific office supplies requested in the RFP and able to deliver the supplies in a manner that fully meets the needs of the Workforce Center.

Cost Reasonableness

The price quotes contained in the proposal reflect reasonable costs for the items requested in the RFP.

Historically Underutilized Business

A "Historically Underutilized Business" is an entity with its principal place of business in Texas and is at least 51% owned by an Asian Pacific American, Black American, Hispanic American, Native American and/or American woman who reside in Texas and have a proportionate interest and demonstrate active participation in the control, operations and management of the entity's affairs.

Five (5) bonus points will be awarded to responsive proposals submitted by a HUB certified by the Texas Comptroller of Public Accounts. HUBs must attach a copy of the notice of certification to be eligible for points awarded under this section. Certifications that are expired or do not meet the criteria specified shall not be considered for the five additional points.

VII. General Terms and Conditions

Solicitation and selection of proposals via this Request for Proposals (RFP) shall conform to relevant State and Federal laws and regulations and CVWFS and SERCO of Texas-Concho Valley policies governing procurement of services.

- Any proposal received after **5:00 pm (CST)** on **September 30, 2024**, will not be considered.
- Any incomplete proposal will not be considered.
- The bidders/vendors will not commit the agency to purchase any goods/services, or to pay any costs incurred in the preparation of such responses.
- SERCO of Texas-Concho Valley reserves the right to reject any or all offers, to waive any discrepancy due to technicality and to split or make the award in any manner determined by SERCO of Texas-Concho Valley to be most advantageous.
- SERCO of Texas-Concho Valley recognizes that prices are only one of several criteria to be used in judging an offer and SERCO of Texas-Concho Valley is not legally bound to accept the lowest offer.

- SERCO of Texas-Concho Valley reserves the right to accept or reject any or all quotes received, to cancel or reissue the RFP in part or in its entirety; and to hold and accept any quote for a period of thirty (30) days after the response deadline.
- SERCO of Texas-Concho Valley reserves the right to contact any individual, agencies, or employers who may have experience and/or knowledge of the vendor's goods/supplies relevant performance, qualifications, etc., and to request additional information from any and all vendors.
- Quotes may be withdrawn only by delivery of a written request by the agency prior to the date and time deadline specified in this request. Such requests must be signed by the authorized signatory.
- Bidders/Vendors shall not, under penalty of law, offer or provide any gratuities, favors or anything of value to any officer, member, employee, or agent of the agency for the purpose of, or having the effect of, influencing favorable disposition toward their own bid or any other bid submitted hereunder.
- Bidders/Vendors will exercise reasonable care and diligence to prevent any actions or conditions that could result in a conflict with the best interest of SERCO of Texas-Concho Valley.
- The contents of the bid may become contractually binding if the bid is selected for award. Failure of a bidder/vendor to accept this obligation may result in cancellation of the award.
- No plea of error or mistake shall be used by the successful bidder/vendor as a basis for release from its offer. Any damages accruing to the agency as a result of the vendor's failure to enter into a contract may be recovered from the vendor.
- Bidders/Vendors not selected for award of a contract may receive a debriefing to determine the reasons for non-selection if the debriefing is requested in writing to the contact person for this procurement within ten (10) days of the date of award notification letter.
- The selected bidder/vendor shall devote such time to the preparations and performance of the project as is reasonably necessary for satisfactory performance.
- After the first year, SERCO of Texas-Concho Valley reserves the option to review and renew the contract annually for an additional four years for a total period not to exceed five (5) years without competitive procurement.

- The selected bidder/vendor and its employees and agents shall act at all times in an independent capacity with regards to performance of services or work rendered pursuant to the contract. There shall be no employer-employee relationship between SERCO of Texas-Concho Valley and the contractor.
- In the event that the selected bidder/vendor is unable to comply with any provisions of their proposal due to causes beyond their control (Force Majeure), the selected bidder/vendor will not be held liable.
- The selected bidder/vendor shall maintain the confidentiality of any and all records and information accessed or processed.
- All price/notations must be typewritten or printed in ink. No erasures or white out are permitted.
- It shall be understood that time is of the essence and in the event complete delivery is not made within the time or times set forth pursuant to this specification, damages will be sustained by SERCO of Texas-Concho Valley and compensation for damages may be pursued by SERCO of Texas-Concho Valley.
- Any agreements may be terminated without cause by either party by giving thirty (30) days written notification to the other party. In the event that SERCO of Texas-Concho Valley elects to abandon, indefinitely postpone, or terminate the agreement, SERCO of Texas-Concho Valley shall make payments for all services performed up to the date that written notice was given in a prorated amount.

Attachment 1

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Vendor Profile

Company Name

Mailing Address

City, State Zip

Phone Number

#

Contact Name

Contact Title

Contact Email Address

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Federal Employer ID

Texas State Comptroller ID

#

Name of Authorized Signatory

Title of Authorized Signatory

Signature

Date Signed

Attachment 2

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References

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Provide three (3) business/professional references relevant to this Request for Quotes/Bids. These references may be contacted, with email the preferred method of contact.

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Reference 1

Business/Organization Name: _____
Point of Contact: _____
Phone #: _____
Email Address: _____
Street Address _____
City, State, Zip Code _____

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Reference 2

Business/Organization Name: _____
Point of Contact: _____
Phone #: _____
Email Address: _____
Street Address _____
City, State, Zip Code _____

#

Reference 3

Business/Organization Name: _____
Point of Contact: _____
Phone #: _____
Email Address: _____
Street Address _____
City, State, Zip Code _____

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Attachment 3

Certification of Bidder

I hereby certify that the information contained in this proposal and any attachments thereto is true and correct and may be viewed as an accurate representation of proposed services to be provided by this individual or organization. I certify that no employee, Board member, or agent of SERCO of Texas-Concho Valley has assisted in the preparation of this proposal. I acknowledge that I have read and understood the requirements and provisions of the RFP and that this individual or organization will comply with the Federal regulations and policies. I also certify that I have read and understand the "General Requirements and Provisions" presented in this RFP and will comply with the terms thereof; and furthermore that:

I, _____ am the _____ of the individual, corporation, association, public agency or other entity named as Proposer herein, and that I am legally authorized to sign this proposal and submit it to SERCO of Texas-Concho Valley on behalf of said organization by authority of its governing body.

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I certify that all information provided is true and correct as of the date of this Statement, that I have not knowingly withheld disclosure of any information request; and that supplemental statement will be promptly submitted to SERCO of Texas-Concho Valley, as changes occur.

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Printed or Typed Name of Certifying Person

Title

Signature of Certifying Person

Date

Attachment 4

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Certifications Regarding Lobbying, Debarment, Suspension and other Assurances and Drug-Free Workplace Requirements

Lobbying

This certification is required by the Federal Regulations, implementing Section 1352 of the Program Fraud and Civil Remedies Act, Title 31 U.S. Code, for the Department of Education (34 CFR Part 82), Department of Health and Human Services (45 CFR Part 93).

The undersigned contractor certifies that:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan or cooperative agreement.
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form – LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

Debarment, Suspension, and Other Responsibility Matters

This certification is required by the Federal Regulations, implementing, Executive Order 12549, Government-wide Debarment and Suspension, for the Department of Agriculture (7 CFR Part 3017), Department of Labor (29 CFR Part 98), Department of Education (34 CFR Parts 85, 668 and 682), Department of Health and Human Services (45 CFR Part 76).

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The undersigned contractor certifies that neither it nor its principals:

1. Are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency;
2. Have not within a three-year period preceding this contract been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or Local) transaction or contract under a public transaction, violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity with commission of any of the offenses enumerated in this certification; and,
4. Have not within a three-year period preceding this contract had one or more public transactions terminated for cause or default.

Where the prospective recipient of federal assistance funds is unable to certify to any of the statements in this certification, such prospective recipient shall attach an explanation to this certification.

Drug-Free Workplace

This certification is required by the Federal Regulations, implementing Sections 5151- 5160 of the Drug-Free Workplace Act, 41 U.S.C. 701; for the Department of Agriculture (7 CFR Part 3017), Department of Labor (29 CFR Part 98), Department of Education (34 CFR Parts 85, 668 and 682), and Department of Health and Human Services (45 CFR Part 76).

The undersigned contractor certifies that it shall provide a drug-free workplace by:

- a) Publishing a policy statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the consequences of any such action by an employee;
- b) Establishing an ongoing drug-free awareness program to inform employees of the dangers of drug abuse in the workplace, the Contractor's policy of maintaining a drug-free workplace, the availability of counseling, rehabilitation and employee assistance programs, and the penalties that may be imposed on employees for drug abuse violations in the workplace;

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- c) Providing each employee with a copy of the Contractor’s policy statement;
- d) Notifying the employees in the Contractor’s policy statement that as a condition of employment under this contract, employees shall abide by the terms of the policy statement and notifying the Contractor in writing within five days after any conviction for a violation by the employee of a criminal drug statute in the workplace;

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- e) Notifying the Commission within ten days of Contractor’s receipt of a notice of a conviction of an employee; and,
- f) Taking appropriate personnel action against an employee convicted of violating a criminal drug statute or requires such employee to participate in a drug abuse assistance or rehabilitation program.

These certifications are a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction.

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Printed or Typed Name of Certifying Person:

Title

Signature of Certifying Person

Date

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Attachment 5

Certification Regarding Conflict of Interest Disclosure of Interest

It is the policy of SERCO of Texas-Concho Valley that all persons or firms seeking to do business with SERCO of Texas-Concho Valley provide the following information. **Every question must be answered.** If the question is not applicable, answer with "NA".

Firm Name: _____
P.O. Box: _____ Street: _____
City: _____ State: _____
Zip: _____

Firm is:

- 1. Corporation
- 2. Partnership
- 3. Sole Owner
- 4. Association
- 5. Other, _____

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DISCLOSURE QUESTIONS

If additional space is necessary, please use the reverse side of this page or attach a separate sheet.

1. State the name of each "non-managerial employee" of SERCO of Texas-Concho Valley (or any workforce development board contract area managed by SERCO of Texas-Concho Valley) having an "ownership interest" constituting 5% or more or the ownership in the above named "firm" or who is an officer, director, employee, or consultant employed or associated with your organization:

Name	Job Title and Section (if known)
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Name	Job Title and Section (if known)
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2. State the names of each "managerial employee" of SERCO of Texas-Concho Valley (or any workforce development board contract area managed by SERCO of Texas) having an "ownership interest" constituting 5% or more of the ownership in the above named "firm" or who is an officer, director, employee, or consultant employed or associated with your organization:

Name	Title
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Name	Title
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3. Provide the names of each "board member" on the SERCO of Texas-Concho Valley Board or staff (or any workforce development board contract area managed by SERCO of Texas) having an "ownership interest" constituting 5% or more of the ownership in the above named "firm" or who is an officer, director, employee, or consultant employed or associated with your organization:

Name

Board, Commission, or Committee

Name

Board, Commission, or Committee

4. Provide the names of each employee or officer of a "consultant" of SERCO of Texas-Concho Valley staff (or any workforce development board contract area managed by SERCO of Texas) who worked on any matter related to the subject of this contract and has an "ownership interest" constituting 5% or more of the ownership in the above named "firm" or is an officer, director, employee, or consultant employed or associated with your organization:

Name

Consultant

Name

Consultant

Attachment 6

Texas Corporate Franchise Tax Certification

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Pursuant to Article 2.45, Texas Business Corporation Act, state agencies may not contract with for-profit corporations that are delinquent in making state franchise tax payments. The following certification that the corporation entering into this contract is current in its franchise taxes or is not subject to the payment of franchise taxes to the State of Texas must be signed by the individual authorized to sign contracts, execute agreements or attest to such certifications on behalf of the business/vendor.

The undersigned authorized representative of the entity contracting herein certifies that the following indicated statement is true and correct and that the undersigned understands making a false statement is a material breach of subcontract/agreement and is grounds for contract cancellation.

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Indicate the certification that applies to your business:

- The Vendor/Business is a for-profit company and certifies that it is not delinquent in its franchise tax payments to the State of Texas.

- The Vendor/Business is a non-profit corporation/organization or is otherwise not subject to payment of franchise taxes to the State of Texas.

Name and Title of Authorized Representative

Signature of Authorized Representative

Date

Attachment 7
State Assessment Certification

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The undersigned authorized representative of the corporation or Vendor/Business subcontracting or doing business with SERCO of Texas-Concho Valley herein certifies that the following indicated statement is true and correct and that the undersigned understands making a false statement is a material breach of contract and is grounds for cancellation of the business relationship.

The business certifies that:

- It is current in Unemployment Insurance taxes, Payday and Child Labor law monetary obligations, and Proprietary School fees and assessments payable to the State of Texas.

- It has no outstanding Unemployment Insurance overpayment balance payable to the State of Texas.

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Name and Title of Authorized Representative

Signature of Authorized Representative

Date

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Attachment 8

Other Certifications

PART A: Restrictions on the use of certain public subsidies.

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Pursuant to Texas Government Code § 2264.051, the proposer certifies that the business, or a branch, division, or department of the business does not and will not knowingly employ an undocumented worker as defined in Texas Government Code § 2264.001(4). The proposer shall follow Board policies and procedures concerning this law based on Agency guidance in WD Letter 07-08 and subsequent issuances.

The proposer further certifies that it shall establish and implement reasonable internal program management procedures sufficient to ensure its compliance with Texas Government Code § 2264.051.

The proposer certifies that it has been notified about the unlawful employment of undocumented workers and advised of the penalties that the selected subcontractor will incur if convicted of the unlawful employment of undocumented workers.

Texas Government Code § 2264.052 mandates that a business convicted of a violation under 8 U.S.C. § 1324a(f) (unlawful employment of undocumented workers), shall repay the amount of the public subsidy with interest not later than the 120th day after the entity is notified of the violation. In accordance with Texas Government Code § 2264.053, the Agency has determined that if the Board is convicted of such a violation, the interest rate to be applied to the public subsidy is fifteen percent (15%).

The authorized representative of the proposer understands and certifies that the following statements are true and correct in the event of receipt of a Subaward:

- 4.1 That making a false statement is a material breach of contract and grounds for contract cancellation; and
- 4.2 That after receiving a public subsidy, if the Subrecipient is convicted of a violation under 8 U.S.C. § 1324a(f), relating to the unlawful employment of undocumented workers, the Subrecipient shall repay the amount of the public subsidy with interest, at the rate of fifteen percent (15%).

PART B: NONDISCRIMINATION AND EQUAL OPPORTUNITY PROVISIONS

As a condition of this agreement, all parties assure they have the ability to comply with 29 CFR 38, the nondiscrimination and equal opportunity provisions of the following laws, as well as all other regulations implementing them. This assurance applies to the delivery of programs,

activities, and services related to this agreement. All parties will remain in compliance for the duration of the agreement.

A. Section 188 of the Workforce Innovation and Opportunity Act (WIOA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or against beneficiaries on the basis of either citizenship status or participation in any WIOA Title I-financially assisted program or activity;

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B. Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color and national origin;

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C. Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;

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D. The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and

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E. Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

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All parties understand that the United States has the right to seek judicial enforcement of this assurance.

Signature

Typed/Printed Name and Title of Authorized Representative

Date

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Attachment 9 Cost Proposal

The unit cost shall be all-inclusive, including all expenses (overhead, shipping, handling, delivery, restocking fees etc.) and other costs necessary. The following chart is provided as a guide to submitting the quote sheets. Vendors may recreate this form but it must include all information requested.

If a brand name is listed, a comparable item of equal value can be substituted.

Item	Unit	If different, list unit:	Price
Address Stamp	Each		
Binder Clips – Extra Small	Box 12		
Binder Clips – Small	Box 12		
Binder Clips – Medium	Box 12		
Binder Clip – Large	Box 12		
Box Tape	Pack 6		
Business Cards – Printed - Front & Back	Box 500		
Compressed Gas Duster - Non-Flammable	Each		
Compressed Gas Duster - Non-Flammable	Box 6		
Computer Cleaning Wipes, Anti-Static, Antibacterial	Box 6		
Dry Erase Markers, assorted colors	Pack 5		
Envelopes, Brown 9 ½ x 12 ½ self-seal	Box 100		
Envelopes, Inter-Office, large	Box 100		
Envelopes, white #10	Box 500		
Envelopes, white #10 with left window	Box 500		
Envelopes, Preprinted, with Workforce Logo	Box 500		
Flag, US, 5' x 8'	Each		
Flag, Texas, 3' x 5'	Each		
Flash Drives	Each		
Flip Chart Pads	Box 3		
Folder, classification, with 2 dividers – blue	Box 10		
Folder, classification, with 2 dividers – red	Box 10		
Folder, classification, with 2 dividers – green	Box 10		
Folder, file, manila, letter size, 1/3" assorted cut	Box 100		
Folders, expandable, letter size, 3"	Box 25		
Highlighters, assorted colors	Pack 5		
Index tab sheets, letter size, 8 color	Each		
Ink, stamp re-fill (6cc bottle - black, blue, red)	Each		
Labels, file, 3 ½"x 2/3", assorted colors	Box 1500		
Labels, mailing, 1" x 2 5/8"	Box 3000		
Labels, mailing, 2" x 4"	Box 1000		

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Item	Unit	If different, list unit:	Price
Letter Opener, light weight	Each		
Liquid paper, EZ – Correct	Pack 6		
Nametags-Workforce Logo, Engraving, Magnetic	Each		
Pads, tablet, letter size, ruled, white	Pack 12		
Page Markers, ½ X 2, assorted colors	Pack 10		
Panel wall hooks	Box 10		
Paper clips	Box 100		
Paper clips, jumbo	Box 100		
Paper, cardstock, white, 8 ½ x 11 – (8 Reams)	Case 8		
Paper, copy 8 ½ x 11" white	Case 10		
Paper, copy 8 ½ x 11" assorted, pastel colors	Case 10		
Paper, copy, 8 ½ x 14, white	Case 10		
Paper, resume, ivory, 8 ½ x 11"	Box 500		
Pens, ballpoint, blue	Box 12		
Prong fasteners, 2" 50 per box,	Case 50		
Rubber Bands, #19, 1/6" wide	Pack 310		
Scissor, 7" blade	Each		
Sheet protector, top loading, non-glare	Box 50		
Stapler, standard	Each		
Stapler Remover	Each		
Staples, standard	Box 5000		
Steno Book	Box 12		
Sticky Notes 3"x 3", 100 sheet pad	Pack 12		
Sticky Notes 3"x 5", 100 sheet pad	Pack 12		
Sticky Notes 1 ½"x 2", 100 sheet pad	Pack 12		
Tape, dispenser for ¾" tape	Each		
Tape, transparent, ¾"	Pack 12		
Toner – 2120A	Each		
Toner – W2121	Each		
Toner – W2123	Each		
Toner – W2122	Each		
Toner – CE505D	Each		
Toner – CE360XC	Each		
Toner – CF361	Each		
Toner – CF362	Each		
Toner – CF364	Each		

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Toner – 410A	Each		
Toner – CF411A	Each		
Toner-CF413A	Each		
Toner – CF412A	Each		
Toner – General	Each		
Other			
Item			
Battery - Double A	Pkg		
Battery - Triple A	Pkg		
Battery - 9 Volt	Pkg		
Battery- C	Pkg		
Battery - D	Pkg		

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