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**INTEROFFICE MEMORANDUM**

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**TO:** KARI CREMASCOLI  
TODD DRAFALL  
**FROM:** KATIE HANNIGAN  
**SUBJECT:** GENERAL SUPPLY BID RECOMMENDATION  
**DATE:** 4/1/19

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**Background Information**

A request for bids was posted on the District website as well as published in the newspaper for the general supplies for the 2019-20 school year. We received four (4) bids. The quantity that was bid was based on prior year's totals and will change for the next year, which will change the dollar amount as well. Funds for these expenditures are part of the per pupil allocations. Last year's general supply orders totaled \$19,825.51.

The results of the bid are as follows:

Runco Office Supply	\$21,997.29
Cascade School Supplies	\$28,361.09
Warehouse Direct	\$30,608.53
School Specialty	Incomplete Bid

**Administrative Considerations**

The general office supply bid is an all or nothing bid, each vendor must bid on all items to be considered a responsible/responsive bidder. The District has been doing business with Shane's Office Supply for many years, and they merged with Runco this past year. We have continued to experience good service with Runco.

**Recommendation**

After reviewing the bids, it is recommended that the bid for general office supplies be awarded to Runco Office Supply for an estimated cost of \$21,997.29.

# Runco

Downers Grove Grade School Dist #58  
 1860 - 63RD Street  
 Downers Grove, IL 60516

2019-2020

ITEM DESCRIPTION	CATALOG #	UNIT	QTY	UNIT PRICE	TOTAL PRICE
Glue Plastic Bottle 1-1/4 oz. Ross School	EPIE301	Ea.	185	\$ 0.58	\$ 107.30
Glue Plastic Bottle Gallon Elmers/Ross	EPIE340	Gal.	8	\$ 13.49	\$ 107.92
Glue Rollon 50 cc.	TOM52180	Ea.	10	\$ 1.68	\$ 16.80
Glue Stick .26 oz	UNV75748EA	Ea.	1620	\$ 0.19	\$ 307.80
Rubber Cement 4 oz.	EPIE904	Ea.	146	\$ 1.39	\$ 202.94
Sticky Tack (blue tack) Reusable Adhesive 2.1 OZ.	EPIE1531	Ea.	291	\$ 1.17	\$ 340.47
Performer ClearVue Slant-D Ring Binder, 3" Cap. 11 x 8 1/2, White	CRD17600	Ea.	12	\$ 7.99	\$ 95.88
Round Ring Economy View Binder, 1" Capacity, White	UNV20962	Ea.	36	\$ 1.49	\$ 53.64
Round Ring Economy View Binder, 1-1/2" Capacity, White	UNV20972	Ea.	24	\$ 1.99	\$ 47.76
Round Ring Economy View Binder, 2" Capacity, White	UNV20982	Ea.	60	\$ 2.29	\$ 137.40
Colored Chalk 12 colors/box FOR CHALKBOARD USE	CYO510816	Box	31	\$ 0.54	\$ 16.74
Dustless Chalk Alphasite 12/box white	CYO501402	Box	19	\$ 0.54	\$ 10.26
Dustless Chalk Alphasite 12/box yellow	DIX31344	Box	31	\$ 0.59	\$ 18.29
Paper Cups Flat bottoms 5 oz. 100/Tube	DXE58PATHPK	Tube	61	\$ 3.19	\$ 194.59
Envelope Moistener w/Adhesive, 50 mL, Green	QUA46065	Ea.	7	\$ 1.69	\$ 11.83
Envelopes "V" Flap w/gum Plain White,3-3/4x6-3/4 500/Box	UNV35206	Box	11	\$ 7.99	\$ 87.89
Envelopes 100/box Manila 12x15 1/2gum,w/clasp	UNV35270	Box	1	\$ 12.99	\$ 12.99
Envelopes 250/box Manila 10x13" gummed	UNV44105	Box	3	\$ 16.99	\$ 50.97
Envelopes 250/box Manila 9x12" gummed	UNV41105	Box	25	\$ 17.99	\$ 449.75
Envelopes 3 1/2" Brown Expandable 15x10 w/clas. cord	SMD71356	Ea.	2	\$ 3.19	\$ 6.38
Envelopes 500/box Manila 6 x9	UNV40105	Box	9	\$ 27.99	\$ 251.91
Envelopes 500/Box Plain White #10	UNV35210	Box	36	\$ 8.99	\$ 323.64
Envelopes Nurses Also Manila 3-1/8x5-1/2"PKG/500	UNV35302	Box	1	\$ 14.99	\$ 14.99
Blackboard Eraser 6" Felt	LEO74555	Ea.	28	\$ 0.79	\$ 22.12
Dry-Erase Board Erasers - Soft Pile	LEO74500	Ea.	219	\$ 0.79	\$ 173.01
Fasteners-psprt 3/4" 100/Box	LEO3RBP	Box	5	\$ 0.99	\$ 4.95
Paper Fasteners 1" 100/Box	LEO4RBP	Box	10	\$ 1.69	\$ 16.90
Paper Fasteners 1/2" #2 100/Box	LEO2RBP	Box	14	\$ 0.99	\$ 13.86
Business Source Two Pocket Folder Letter - 8.50" x 11" Sheet Size - 100 Sheet Capacity - 3 x Prong Fastener(s)	UNV57113	Box	8	\$ 6.99	\$ 55.92
File Folders Legal Sz. 1/3 cut 100/box	UNV15113	Box	10	\$ 7.49	\$ 74.90
File Folders Letter Hanging 25/box	UNV14115	Box	21	\$ 4.69	\$ 98.49
File Folders Letter Sz. 1/3 cut 100/box	UNV12113	Box	118	\$ 5.19	\$ 612.42
File Folders Letter Sz. Str. cut 100/box	BSN43565	Box	14	\$ 6.99	\$ 97.86
Hanging File Folder Plastic Index tabs, 2 1/4" tab, 25/pack	UNV42215	Pk	5	\$ 1.19	\$ 5.95
Hanging File Folder Plastic Index tabs, 3 1/2" tab, 25/pack	UNV43313	Pk	5	\$ 1.29	\$ 6.45
Manila File Jackets, 1" Exp, Letter, 11 Point, Manila, 50/Box	UNV73500	Box	1	\$ 11.99	\$ 11.99
Manila File Jackets, 2" Exp, Letter, 11 Point, Manila, 50/Box	UNV73700	Box	1	\$ 12.49	\$ 12.49
Vertical File Jacket Legal 1" Expansion 50/Box	UNV73600	Box/50	7	\$ 14.99	\$ 104.93
Vertical File Jacket Letter 1" Expansion 50/Box	UNV73500	Box/50	17	\$ 11.99	\$ 203.83
Highlighters Blue	UNV08864EA	Ea.	20	\$ 0.29	\$ 5.80
Highlighters Green	UNV08862EA	Ea.	20	\$ 0.29	\$ 5.80
Highlighters Yellow	UNV08861EA	Ea.	20	\$ 0.29	\$ 5.80
Index Cards 3x5 Plain 100/Pkg.	UNV47200	Pkg.	177	\$ 0.31	\$ 54.87
Index Cards 3x5 Ruled 100/Pkg.	UNV47210	Pkg.	355	\$ 0.31	\$ 110.05
Index Cards 4x6 Plain 100/Pkg.	UNV47220	Pkg.	35	\$ 0.59	\$ 20.65
Index Cards 4x6 Ruled 100/Pkg.	UNV47230	Pkg.	113	\$ 0.59	\$ 66.67
Index Cards 5x8 Plain 100/Pkg.	UNV47240	Pkg.	14	\$ 1.00	\$ 14.00

ITEM DESCRIPTION	CATALOG #	UNIT	QTY	UNIT PRICE	TOTAL PRICE
Index Cards 5x8 Ruled 100/Pkg.	UNV47250	Pkg.	70	\$ 1.00	\$ 70.00
Avery Adhesive name badges #5895, 2 1/3x3 3/8, 400/box	BSN26144	Box	2	\$ 9.79	\$ 19.58
Avery Rainbow Pack Round Color Coding labels (red, yellow, green, blue dots) .75 Inches	AVE05472	Ea	26	\$ 1.99	\$ 51.74
Avery White address labels #5261 1x4", 500/pack	AVE5261	Pk	3	\$ 3.49	\$ 10.47
Avery White full sheet labels #5165 8 1/2x11", 100/box	AVE30605	Box	3	\$ 5.49	\$ 16.47
Avery White Labels #5163 Shipping label, 2x4, white 1000/box	AVE30603	Box	1	\$ 5.49	\$ 5.49
Avery White Laser Labels #5160 1" x 2-5/8"	AVE30600	Box	64	\$ 5.49	\$ 351.36
Labels White 248/box 8 Labels / Sheet	UNV60101	Box	5	\$ 1.19	\$ 5.95
Labels Yellow 248/box 8 Labels / Sheet	AVE05209	Box	1	\$ 1.79	\$ 1.79
White shipping labels, 4x3 1/3", 600/box	AVE30604	Box	1	\$ 5.49	\$ 5.49
Laminate Film 1.5 ml 25"X500' 1in. core 2 roll per package	SHA3000004	2 PK	95	\$ 36.25	\$ 3,443.75
USI Standard Roll Film 3 mil 250' 27" wide 1" core	SHA3126261	Roll	6	\$ 24.99	\$ 149.94
Low-Odor Dry Erase Marker Chisel Point Asst 8-Color Set	SAN80078	Set	170	\$ 6.30	\$ 1,071.00
Low-Odor Dry Erase Markers Asst 4-Color Set Bullet Point	LEO47814	Set	202	\$ 1.29	\$ 260.58
"Important Message" pink pads, 50/pd, 1/Dozen	UNV48023	DZ	1	\$ 2.09	\$ 2.09
Clear Plastic Sheet Protectors	UNV21126	Pk	10	\$ 2.09	\$ 20.90
Top-Load Envelopes, 1 1/4" Exp, Jacket, Letter, Poly, Clear, 5/Pack	SMD89670	Pk	49	\$ 4.25	\$ 208.25
Composition Notebooks College	COMPCOLLEG	Ea.	12	\$ 1.50	\$ 18.00
Correction Fluid For Originals Liquid Paper	BICWOC12WE	Ea.	89	\$ 0.52	\$ 46.28
Dividers/Alpha Letter for File Cabinets	SMD50176	Set	6	\$ 6.79	\$ 40.74
Heavy String	QUA46171	Ea.	10	\$ 2.99	\$ 29.90
Ice Cream Sticks 1000/Pkg.	CKC377401	Pkg.	10	\$ 3.99	\$ 39.90
Recycled Desktop File Holder, Plastic, 13 1/4 X 8 1/2 X 9 5/8, Black	UNV08123	Ea.	71	\$ 8.49	\$ 602.79
Staple Removers	UNV00700	Ea.	42	\$ 0.33	\$ 13.86
Staplers Swingline #444	UNV43118	Ea.	116	\$ 1.99	\$ 230.84
Staples Standard 5000/Box	UNV79000	Box	277	\$ 0.55	\$ 152.35
White Board Cleaner - 8 oz bottle	UNV43661	Ea	114	\$ 1.59	\$ 181.26
Ruled Pads 8 1/2x11" White-Gummed Top	UNV41000	Doz.	4	\$ 9.99	\$ 39.96
Ruled Pads 8 1/2x11" White-Perf. Top	UNV20630	Doz	46	\$ 6.49	\$ 298.54
Ruled Pads 8 1/2x11" Yellow-Gummed Top	UNV42000	Doz.	3	\$ 6.99	\$ 20.97
Ruled Pads 8 1/2x11" Yellow-Perf. Top	UNV10630	Doz.	14	\$ 6.49	\$ 90.86
Ruled Pads 8 1/2x14" Yellow-Perf. Top	UNV40000	Doz.	1	\$ 9.67	\$ 9.67
Steno Books SCM Narrow Gregg	UNV76620	Ea.	59	\$ 0.87	\$ 51.33
Astrobrights Assorted Card Stock, 250 sheets/pack	WAU21003	Pk	15	\$ 13.29	\$ 199.35
Card Stock - Bright White 65#	WAU91904	Ream	100	\$ 9.99	\$ 999.00
Cross Section Paper 9 x 12" White 1/4" squares	TOP22030C	Ream	4	\$ 1.69	\$ 6.76
Kraft Wrapping Paper 36" - Blue (royal)	PAC63200	Roll	1	\$ 74.99	\$ 74.99
Kraft Wrapping Paper 36" - Green	PAC63140	Roll	1	\$ 48.99	\$ 48.99
Kraft Wrapping Paper 36" - Red	PAC63030	Roll	1	\$ 55.99	\$ 55.99
Kraft Wrapping Paper 36" - Yellow	PAC63080	Roll	1	\$ 58.99	\$ 58.99
Theme Paper 8 x 10 1/2 No Margins	PAC2603	Ream	5	\$ 4.19	\$ 20.95
Wrapping Paper 36", Brown Kraft	PAC5836	Roll	6	\$ 60.59	\$ 363.54
Wrapping Paper 36", White Kraft	PAC5636	Roll	5	\$ 60.19	\$ 300.95
Paper Clips Jumbo, 2" 100/Box	UNV72220BX	Box	781	\$ 0.49	\$ 382.69
Paper Clips Stand. 1 3/8" 100/box	UNV72210BX	Box	375	\$ 0.17	\$ 63.75
Felt Tip Pens Black Sanford VIS A VIS	SAN16001	DZ	15	\$ 10.49	\$ 157.35
Felt Tip Pens Blue Sanford VIS A VIS	SAN16003	DZ	10	\$ 10.49	\$ 104.90
Felt Tip Pens Green Sanford VIS A VIS	SAN16004	DZ	15	\$ 10.49	\$ 157.35
Felt Tip Pens Red Sanford VIS A VIS	SAN16002	DZ	8	\$ 10.49	\$ 83.92
Flair Pens Black Fine Point	PENS520A	DZ	17	\$ 8.49	\$ 144.33



Cascade

ITEM DESCRIPTION	CATALOG #	UNIT	QTY	UNIT PRICE	TOTAL PRICE
Glue Plastic Bottle 1-1/4 oz. Ross School	120671	Ea.	185	\$ 0.89	\$ 164.65
Glue Plastic Bottle Gallon Elmers/Ross	120676	Gal.	8	\$ 13.00	\$ 104.00
Glue Rollon 50 cc. 1.75 oz	149538	Ea.	10	\$ 1.07	\$ 10.70
Glue Stick .26 oz .28 oz	120645	Ea.	1620	\$ 0.17	\$ 275.40
Rubber Cement 4 oz.	118937	Ea.	146	\$ 1.62	\$ 236.52
Sticky Tack (blue tack) Reusable Adhesive 2.1 OZ.	30150	Ea.	291	\$ 1.12	\$ 325.92
Performer ClearVue Slant-D Ring Binder, 3" Cap, 11 x 8 1/2, White	NO BID	Ea.	12		\$ -
Round Ring Economy View Binder, 1" Capacity, White	170371	Ea.	36	\$ 1.07	\$ 38.52
Round Ring Economy View Binder, 1-1/2" Capacity, White	15797	Ea.	24	\$ 1.28	\$ 30.72
Round Ring Economy View Binder, 2" Capacity, White	150005	Ea.	60	\$ 1.51	\$ 90.60
Colored Chalk 12 colors/box FOR CHALKBOARD USE	128903	Box	31	\$ 0.43	\$ 13.33
Dustless Chalk Alphasite 12/box white	14212	Box	19	\$ 0.40	\$ 7.60
Dustless Chalk Alphasite 12/box yellow	15882	Box	31	\$ 0.40	\$ 12.40
Paper Cups Flat bottoms 5 oz. 100/Tube	190967	Tube	61	\$ 4.97	\$ 303.17
Envelope Moistener w/Adhesive, 50 mL, Green	28968	Ea.	7	\$ 1.67	\$ 11.69
Envelopes "V" Flap w/gum Plain White,3-3/4x6-3/4 500/Box	120327	Box	11	\$ 6.41	\$ 70.51
Envelopes 100/box Manila 12x15 1/2gum,w/clasp	120449	Box	1	\$ 11.48	\$ 11.48
Envelopes 250/box Manila 10x13" gummed	30979	Box	3	\$ 17.91	\$ 53.73
Envelopes 250/box Manila 9x12" gummed CLASP	27338	Box	25	\$ 32.85	\$ 821.25
Envelopes 31/2" Brown Expandable 15x10 w/elas. cord	120413	Ea.	2	\$ 1.20	\$ 2.40
Envelopes 500/box Manila 6 x9	120375	Box	9	\$ 16.71	\$ 150.39
Envelopes 500/Box Plain White #10	120333	Box	36	\$ 8.56	\$ 308.16
Envelopes Nurses Also Manila 3-1/8x5-1/2"PKG/500	NO BID	Box	1		\$ -
Blackboard Eraser 6" Felt	189766	Ea.	28	\$ 0.93	\$ 26.04
Dry-Erase Board Erasers - Soft Pile	18711	Ea.	219	\$ 0.64	\$ 140.16
Fasteners-psprt 3/4" 100/Box	119048	Box	5	\$ 0.71	\$ 3.55
Paper Fasteners 1" 100/Box	119049	Box	10	\$ 0.85	\$ 8.50
Paper Fasteners 1/2" #2 100/Box	119047	Box	14	\$ 0.65	\$ 9.10
Business Source Two Pocket Folder Letter - 8.50" x 11" Sheet Size - 100 Sheet Capacity - 3 x Prong Fastener(s)	NO BID	Box	8		\$ -
File Folders Legal Sz. 1/3 cut 100/box	121288	Box	10	\$ 6.71	\$ 67.10
File Folders Letter Hanging 25/box	121666	Box	21	\$ 5.90	\$ 123.90
File Folders Letter Sz. 1/3 cut 100/box	121268	Box	118	\$ 5.36	\$ 632.48
File Folders Letter Sz. Str. cut 100/box	121265	Box	14	\$ 5.40	\$ 75.60
Hanging File Folder Plastic Index tabs, 2 1/4" tab, 25/pack	NO BID	Pk	5		\$ -
Hanging File Folder Plastic Index tabs, 3 1/2" tab, 25/pack	NO BID	Pk	5		\$ -
Manila File Jackets, 1" Exp, Letter, 11 Point, Manila, 50/Box	121370	Box	1	\$ 0.30	\$ 0.30
Manila File Jackets, 2" Exp, Letter, 11 Point, Manila, 50/Box	121380	Box	1	\$ 0.70	\$ 0.70
Vertical File Jacket Legal 1" Expansion 50/Box	121390	Box/50	7	\$ 0.70	\$ 4.90
Vertical File Jacket Letter 1" Expansion 50/Box	121375	Box/50	17	\$ 0.63	\$ 10.71
Highlighters Blue	19150	Ea.	20	\$ 0.63	\$ 12.60
Highlighters Green	19153	Ea.	20	\$ 0.63	\$ 12.60
Highlighters Yellow	19151	Ea.	20	\$ 0.63	\$ 12.60
Index Cards 3x5 Plain 100/Pkg.	121576	Pkg.	177	\$ 0.46	\$ 81.42
Index Cards 3x5 Ruled 100/Pkg.	121577	Pkg.	355	\$ 0.46	\$ 163.30
Index Cards 4x6 Plain 100/Pkg.	121578	Pkg.	35	\$ 0.61	\$ 21.35
Index Cards 4x6 Ruled 100/Pkg.	121579	Pkg.	113	\$ 0.61	\$ 68.93
Index Cards 5x8 Plain 100/Pkg.	121580	Pkg.	14	\$ 0.93	\$ 13.02

ITEM DESCRIPTION	CATALOG #	UNIT	QTY	UNIT PRICE	TOTAL PRICE
Index Cards 5x8 Ruled 100/Pkg.	121581	Pkg.	70	\$ 0.93	\$ 65.10
Avery Adhesive name badges #5895, 2 1/3x3 3/8, 400/box	NO BID	Box	2		\$ -



Avery Rainbow Pack Round Color Coding labels (red, yellow, green, blue dots) .75 Inches	18839	Ea	26	\$ 0.99	\$ 25.74
Avery White address labels #5261 1x4", 500/pack	18837	Pk	3	\$ 9.48	\$ 28.44
Avery White full sheet labels #5165 8 1/2x11", 100/box ** Ace sold 25/pkg priced 100/p	29576	Box	3	\$ 13.20	\$ 39.60
Avery White Labels #5163 Shipping label, 2x4, white 1000/box	29610	Box	1	\$ 31.21	\$ 31.21
Avery White Laser Labels #5160 1" x 2-5/8"	29642	Box	64	\$ 30.30	\$ 1,939.20
Labels White 248/box 8 Labels / Sheet	121603	Box	5	\$ 2.06	\$ 10.30
Labels Yellow 248/box 8 Labels / Sheet	121599	Box	1	\$ 2.06	\$ 2.06
White shipping labels, 4x3 1/3", 600/box	33194	Box	1	\$ 29.45	\$ 29.45
Laminate Film 1.5 ml 25"X500' 1in. core 2 roll per package ** Sold per each priced 2/pk	118795	2 PK	95	\$ 38.36	\$ 3,644.20
USI Standard Roll Film 3 mil 250' 27" wide 1" core	NO BID	Roll	6		\$ -
Low-Odor Dry Erase Marker Chisel Point Asst 8-Color Set	172953	Set	170	\$ 6.54	\$ 1,111.80
Low-Odor Dry Erase Markers Asst 4-Color Set Bullet Point	32157	Set	202	\$ 0.99	\$ 199.98
"Important Message" pink pads, 50/pd, 1/Dozen	22912	DZ	1	\$ 5.37	\$ 5.37
Clear Plastic Sheet Protectors	22935	Pk	10	\$ 2.94	\$ 29.40
Top-Load Envelopes, 1 1/4" Exp, Jacket, Letter, Poly, Clear, 5/Pack *Sold Ea priced 5/pkg	33410	Pk	49	\$ 3.55	\$ 173.95
Composition Notebooks College	29385	Ea.	12	\$ 0.83	\$ 9.96
Correction Fluid For Originals Liquid Paper	5026	Ea.	89	\$ 0.97	\$ 86.33
Dividers/Alpha Letter for File Cabinets	121446	Set	6	\$ 7.51	\$ 45.06
Heavy String	122145	Ea.	10	\$ 2.74	\$ 27.40
Ice Cream Sticks 1000/Pkg.	169930	Pkg.	10	\$ 4.27	\$ 42.70
Recycled Desktop File Holder, Plastic, 13 1/4 X 8 1/2 X 9 5/8, Black * 12 3/16 x 6 x 9 1/2	27014	Ea.	71	\$ 17.00	\$ 1,207.00
Staple Removers	119723	Ea.	42	\$ 0.44	\$ 18.48
Staplers Swingline #444	119650	Ea.	116	\$ 8.34	\$ 967.44
Staples Standard 5000/Box	119764	Box	277	\$ 0.61	\$ 168.97
White Board Cleaner - 8 oz bottle	107108	Ea	114	\$ 2.31	\$ 263.34
Ruled Pads 8 1/2x11" White-Gummed Top	22863	Doz.	4	\$ 9.40	\$ 37.60
Ruled Pads 8 1/2x11" White-Perf. Top	5226	Doz	46	\$ 7.13	\$ 327.98
Ruled Pads 8 1/2x11" Yellow-Gummed Top	NO BID	Doz.	3		\$ -
Ruled Pads 8 1/2x11" Yellow-Perf. Top	15876	Doz.	14	\$ 7.45	\$ 104.30
Ruled Pads 8 1/2x14" Yellow-Perf. Top	15877	Doz.	1	\$ 9.72	\$ 9.72
Steno Books SCM Narrow Gregg	110467	Ea.	59	\$ 0.86	\$ 50.74
Astrobrights Assorted Card Stock, 250 sheets/pack	NO BID	Pk	15		\$ -
Card Stock - Bright White 65# Sold 250/pkg priced per ream	35917	Ream	100	\$ 16.44	\$ 1,644.00
Cross Section Paper 9 x 12" White 1/4" squares	111407	Ream	4	\$ 6.59	\$ 26.36
Kraft Wrapping Paper 36" - Blue (royal) Dark Blue	115636	Roll	1	\$ 42.85	\$ 42.85
Kraft Wrapping Paper 36" - Green	115559	Roll	1	\$ 41.57	\$ 41.57
Kraft Wrapping Paper 36" - Red	115556	Roll	1	\$ 46.00	\$ 46.00
Kraft Wrapping Paper 36" - Yellow	115557	Roll	1	\$ 47.12	\$ 47.12
Theme Paper 8 x 10 1/2 No Margins	109287	Ream	5	\$ 3.09	\$ 15.45
Wrapping Paper 36", Brown Kraft	116758	Roll	6	\$ 38.50	\$ 231.00
Wrapping Paper 36", White Kraft	115554	Roll	5	\$ 40.75	\$ 203.75
Paper Clips Jumbo, 2" 100/Box	191193	Box	781	\$ 0.57	\$ 445.17
Paper Clips Stand. 1 3/8" 100/box	118996	Box	375	\$ 0.16	\$ 60.00
Felt Tip Pens Black Sanford VIS A VIS	22887	DZ	15	\$ 10.04	\$ 150.60
Felt Tip Pens Blue Sanford VIS A VIS	22889	DZ	10	\$ 9.56	\$ 95.60
Felt Tip Pens Green Sanford VIS A VIS	22890	DZ	15	\$ 10.04	\$ 150.60
Felt Tip Pens Red Sanford VIS A VIS	22888	DZ	8	\$ 9.56	\$ 76.48
Flair Pens Black Fine Point	15871	DZ	17	\$ 10.76	\$ 182.92

ITEM DESCRIPTION	UNIT	QTY	UNIT TOTAL	
			PRICE	PRICE
Flair Pens Black Medium Point	22879	DZ	108	\$ 1,162.08
Flair Pens Blue Fine Point	26264	DZ	9	\$ 78.48
Flair Pens Blue Medium Point	26236	DZ	59	\$ 634.84
Flair Pens Red Fine Point	15873	DZ	7	\$ 67.76
Flair Pens Red Medium Point	26235	DZ	52	\$ 559.52
G2 Premium Retractable Gel Ink Pen, Assorted Ink, .7mm, 8/Set	NO BID	Set	15	\$ -
Paper Mate Stick Pens Black Fine Point NO SUBSTITUTIONS 12/bx	123069	Box	13	\$ 13.13



Warehouse  
Direct

SORT	DESCRIPTION	CATALOG #	UOM	QTY	UNIT SELL	TOTAL SELL
1	Glue Plastic Bottle 1-1/4 oz. Ross School		Ea	185	\$ 0.63	\$ 116.55
2	Glue Plastic Bottle Gallon Elmers/Ross		Gal.	8	\$ 15.21	\$ 121.68
3	Glue Rollon 50 cc.		Ea.	10	\$ 1.54	\$ 15.40
4	Glue Stick .26 oz		Ea.	1620	\$ 0.39	\$ 631.80
5	Rubber Cement 4 oz.		Ea.	146	\$ 1.30	\$ 189.80
6	Sticky Tack (blue tack) Reusable Adhesive 2.1 OZ.		Ea	291	\$ 2.45	\$ 712.95
7	Performer ClearVue Slant-D Riu Binder, 3" Cap, 11 x 8 1/2, White		Ea.	12	\$ 3.68	\$ 44.16
8	Round Ring Economy View Binder, 1" Capacity, White		Ea.	36	\$ 1.42	\$ 51.12
9	Round Ring Economy View Binder, 1-1/2" Capacity, White		Ea.	24	\$ 2.27	\$ 54.48
10	Round Ring Economy View Binder, 2" Capacity, White		Ea.	60	\$ 2.76	\$ 165.60
11	Colored Chalk 12 colors/box FOR CHALKBOARD USE		Box	31	\$ 0.99	\$ 30.69
12	Dustless Chalk Alphasite 12/box white		Box	19	\$ 0.99	\$ 18.81
13	Dustless Chalk Alphasite 12/box yellow		Box	31	\$ 0.79	\$ 24.49
14	Paper Cups Flat bottoms 5 oz. 100/Tube		Tube	61	\$ 3.57	\$ 217.77
15	Envelope Moistener w/Adhesive, 50 mL, Green		Ea.	7	\$ 1.38	\$ 9.66
16	Envelopes "V" Flap w/gum Plain White, 3-3/4x6-3/4 500/Box		Box	11	\$ 30.26	\$ 332.86
17	Envelopes 100/box Manila 12x15 1/2gum,w/clasp		Box	1	\$ 21.66	\$ 21.66
18	Envelopes 250/box Manila 10x13" gummed		Box	3	\$ 39.11	\$ 117.33
19	Envelopes 250/box Manila 9x12" gummed		Box	25	\$ 39.80	\$ 995.00
20	Envelopes 31/2" Brown Expandable 15x10 w/elas. cord		Ea.	2	\$ 5.25	\$ 10.50
21	Envelopes 500/box Manila 6 x9		Box	9	\$ 43.07	\$ 387.63
22	Envelopes 500/Box Plain White #10		Box	36	\$ 10.10	\$ 363.60
23	Envelopes Nurses Also Manila 3-1/8x5-1/2"PKG/500		Box	1	\$ 24.36	\$ 24.36
24	Blackboard Eraser 6" Felt		Ea.	28	\$ 1.09	\$ 30.52
25	Dry-Erase Board Erasers - Soft Pile		Ea.	219	\$ 2.03	\$ 444.57
26	Fasteners-psprt 3/4" 100/Box		Box	5	\$ 1.03	\$ 5.15
27	Paper Fasteners 1" 100/Box		Box	10	\$ 11.66	\$ 116.60
28	Paper Fasteners 1/2" #2 100/Box		Box	14	\$ 6.32	\$ 88.48
29	Business Source Two Pocket Folder Letter - 8.50" x 11" Sheet Size - 100 Sheet Capacity - 3 x Prong Fastener(s)		Box	8	\$ 7.37	\$ 58.96
30	File Folders Legal Sz. 1/3 cut 100/box		Box	10	\$ 10.28	\$ 102.80
31	File Folders Letter Hanging 25/box		Box	21	\$ 5.40	\$ 113.40
32	File Folders Letter Sz. 1/3 cut 100/box		Box	118	\$ 5.61	\$ 661.98
33	File Folders Letter Sz. Str. cut 100/box		Box	14	\$ 9.09	\$ 127.26
34	Hanging File Folder Plastic Index tabs, 2 1/4" tab, 25/pack		Pk	5	\$ 5.40	\$ 27.00
35	Hanging File Folder Plastic Index tabs, 3 1/2" tab, 25/pack		Pk	5	\$ 7.18	\$ 35.90



36	Manila File Jackets, 1" Exp, Letter, 11 Point, Manila, 50/Box	Box	1	\$ 15.32	\$ 15.32
37	Manila File Jackets, 2" Exp, Letter, 11 Point, Manila, 50/Box	Box	1	\$ 15.32	\$ 15.32
38	Vertical File Jacket Legal 1" Expansion 50/Box	Box/50	7	\$ 9.51	\$ 66.57
39	Vertical File Jacket Letter 1" Expansion 50/Box	Box/50	17	\$ 9.51	\$ 161.67
40	Highlighters Blue	Ea.	20	\$ 0.49	\$ 9.80
41	Highlighters Green	Ea.	20	\$ 0.49	\$ 9.80
42	Highlighters Yellow	Ea.	20	\$ 0.49	\$ 9.80
43	Index Cards 3x5 Plain 100/Pkg.	Pkg.	177	\$ 0.53	\$ 93.81
44	Index Cards 3x5 Ruled 100/Pkg.	Pke.	355	\$ 0.53	\$ 188.15
45	Index Cards 4x6 Plain 100/Pkg.	Pkg	35	\$ 0.91	\$ 31.85
46	Index Cards 4x6 Ruled 100/Pkg.	Pkg.	113	\$ 0.91	\$ 102.83
47	Index Cards 5x8 Plain 100/Pkg.	Pkg.	14	\$ 1.44	\$ 20.16
48	Index Cards 5x8 Ruled 100/Pkg.Pkg.	Pkg.	70	\$ 1.44	\$ 100.80
49	Avery Adhesive name badges #5895, 2 1/3x3 3/8, 400/box	Box	2	\$ 38.01	\$ 76.02
50	Avery Rainbow Pack Round Color Coding labels (red, yellow, green, blue dots) .75 Inches	Ea	26	\$ 3.84	\$ 99.84
51	Avery White address labels #5261 1x4" . 500/pack	Pk	3	\$ 8.29	\$ 24.87
52	Avery White full sheet labels #5165 8 1/2x11", 100/box	Box	3	\$ 26.68	\$ 80.04
53	Avery White Labels #5163 Shipping label, 2x4, white 1000/box	Box	1	\$ 26.68	\$ 26.68
54	Avery White Laser Labels #5160 1" x 2-5/8"	Box	64	\$ 19.95	\$ 1,276.80
55	Labels White 248/box 8 Labels / Sheet	Box	5	\$ 1.47	\$ 7.35
56	Labels Yellow 248/box 8 Labels / Sheet	Box	1	\$ 1.47	\$ 1.47
57	White shipping labels, 4x3 1/3", 600/box	Box	1	\$ 26.68	\$ 26.68
58	Laminate Film 1.5 ml 25"X500' lin. core 2 rollyer package	Roll	95	\$ 14.99	\$ 1,424.05
59	US1 Standard Roll Film 3 mil 250' 27" wide 1" core	Roll	6	\$ 58.16	\$ 348.96
60	Low-Odor Dry Erase Marker Chisel Point Asst 8-Color Set	Set	170	\$ 7.01	\$ 1,191.70
61	Low-Odor Dry Erase Markers Asst 4-Color Set Bullet Pt	Set	202	\$ 4.06	\$ 820.12
62	"Important Message" pink pads, 50/pd, 1/Dozen	DZ	1	\$ 3.30	\$ 3.30
63	Clear Plastic Sheet Protectors	Pk	10	\$ 4.78	\$ 47.80



95	Felt Tip Pens Green Sanford VISA VIS		DZ	15	\$ 12.77	\$ 191.55
96	Felt Tip Pens Red Sanford VISA VIS		DZ	8	\$ 12.77	\$ 102.16
97	Flair Pens Black Fine Point		DZ	17	\$ 12.77	\$ 217.09
98	Flair Pens Black Medium Point		DZ	108	\$ 11.63	\$ 1,256.04
99	Flair Pens Blue Fine Point		DZ	9	\$ 12.77	\$ 114.93
100	Flair Pens Blue Medium Point		DZ	59	\$ 11.63	\$ 686.17
101	Flair Pens Red Fine Point		DZ	7	\$ 12.77	\$ 89.39
102	Flair Pens Red Medium Point		DZ	52	\$ 11.63	\$ 604.76
103	G2 Premium Retractable Gel Ink Pen, Assorted Ink, .7mm, 8/Set		Set	15	\$ 8.69	\$ 130.35
104	Paper Mate Stick Pens Black Fine Point NO SUBSTITUTIONS 12/bx		Box	13	\$ 1.37	\$ 17.81
105	Paper Mate Stick Pens Black Med. Point NO SUBSTITUTIONS 12/bx		Box	108	\$ 0.98	\$ 105.84
106	Paper Mate Stick Pens Blue Fine Point NO SUBSTITUTIONS 12/bx		Box	4	\$ 1.37	\$ 5.48
107	Paper Mate Stick Pens Blue Med. Point NO SUBSTITUTIONS 12/bx		Box	111	\$ 0.98	\$ 108.78
108	Paper Mate Stick Pens Red Fine Point NO SUBSTITUTIONS 12/bx		Box	7	\$ 1.37	\$ 9.59
109	Paper Mate Stick Pens Red Medium Point NO SUBSTITUTIONS 12/bx		Box	49	\$ 0.98	\$ 48.02
110	Point Guard Flair Porous Point Stick Pen, Assorted Ink, Medium, 16/Pack		Pk	20	\$ 16.31	\$ 326.20
111	Decorated Wood Pencil, Happy Birthday, #2, BLK/BE/GN/PE/RD, Dozen		DZ	12	\$ 2.24	\$ 26.88
112	Pencils #2 Eberhard Faber American		Doz.	799	\$ 0.92	\$ 735.08
113	Pencils #2.5 Eberhard Faber American		Doz.	6	\$ 1.20	\$ 7.20
114	Pencils 2nd Grade DIXIE LADDIE		Doz.	12	\$ 2.22	\$ 26.64
115	Pencils Beginners DIXIE-LADDIE		Doz.	17	\$ 19.91	\$ 338.47
116	Pencils Red thin line		Doz.	10	\$ 6.10	\$ 61.00
117	PushPin Tacks Assorted Colors 26/Pkg.		Pkg.	50	\$ 1.07	\$ 53.50

118	Safety Pins Ass. sz. 50 Pack		50Pk	15	\$	1.37	\$	20.55
119	Thumb Tacks 3/8" Solid Head		Box	13	\$	0.40	\$	5.20
120	3M Post it Notes 3" x 3" Yellow #654 Package of 12		Pkg	159	\$	3.30	\$	524.70
121	3M Post it Notes 1.5" x 2" Pastel Colors Pkg of 12		Pkg	149	\$	5.06	\$	753.94
122	3M Post it Notes 3" x 5" Yellow #655 Package of 12		Pkg	43	\$	4.81	\$	206.83
123	3M Post it Notes 3" x 5" Yellow Ruled #635 Pkg of 12		Pkg	10	\$	17.03	\$	170.30
124	3M Super Sticky Post it Notes 3x3" Pkg of 5 Electric Glow Colors		Pkg	53	\$	7.89	\$	418.17
125	3M Super Sticky Post it Notes 3x3" Pk& of 5 Jewel Pop Colors		Pkg	48	\$	14.44	\$	693.12
126	Rubber Bands #33 1/4# Box		Box	14	\$	3.61	\$	50.54
127	Rubber Bands #64 1/4# Box		Box	17	\$	3.61	\$	61.37
128	Rubber Bands Ass. sz. Pure Rubber 1/4# Box		Box	46	\$	1.02	\$	46.92
129	Rulers 1/2 cm. & 1/2" Comb.		Ea	159	\$	0.68	\$	108.12
130	Yardsticks 1/8" & Metric Comb.		Ea.	49	\$	2.31	\$	113.19
131	Scissors Children 4 1/2" Sharp		Ea.	104	\$	1.66	\$	172.64
132	Scissors: Acme Adult 8"		Ea.	210	\$	2.37	\$	497.70
133	Pencil Sharpeners Multiport Boston		Ea.	6	\$	7.91	\$	47.46
134	Pencil Sharpeners Singleport Boston		Ea.	16	\$	13.40	\$	214.40
135	Adding MachTape 2 1/4"wide		Ea.	22	\$	0.67	\$	14.74
136	Adding MachTape 3"wide		Ea.	14	\$	0.58	\$	8.12
137	Correction Tape 600" White, Double Line		2Pk	13	\$	2.21	\$	28.73
138	Correction Tape 600" White, Single Line		2Pk	64	\$	1.69	\$	108.16
139	Tape, invisible 1/2"x36yds Highland		Ea.	199	\$	0.76	\$	151.24
140	Tape, invisible 3/4"x36yds Highland		Ea.	888	\$	0.96	\$	852.48
141	Tape, Masking 18mmx5m Scotch 234 NO SUBSTITUTIONS		Ea.	258	\$	7.09	\$	1,829.22
142	Tombow MONO Grip Correction Tape 4 per pack		Pk	4	\$	7.63	\$	30.52
143	Dispenser, Scotch Tape Desk		Ea.	199	\$	1.37	\$	272.63

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