

**BOARD OF COUNTY COMMISSIONERS**  
**SARPY COUNTY, NEBRASKA**  
**RESOLUTION AWARDING OFFICE SUPPLIES**  
**FOR ALL SARPY COUNTY OFFICES**

2010-155

WHEREAS, pursuant to Neb. Rev. Stat. §23-104(6) (Reissue 1997), the County has the power to do all acts in relation to the concerns of the County necessary to the exercise of its corporate powers; and,

WHEREAS, pursuant to Neb. Rev. Stat. §23-103 (Reissue 1997), the powers of the County as a body are exercised by the County Board; and,

WHEREAS, bids for this matter have been solicited, made, opened and reviewed pursuant to applicable Nebraska State Statutes; and,

WHEREAS, based on those proceedings, and after a public hearing, this Board has duly deliberated and considered the bids received; and,

WHEREAS, this Board desires to proceed forthwith in order to expedite and facilitate service to the citizens of Sarpy County.

NOW, THEREFORE, be it resolved by this Board of County Commissioners that:

- (1) The bid of Pay-LESS Office Products for Office Supplies; Category 1: General Office Supplies; Core and Non-Core Schedules, Option 1, Category 2: Paper, Option 2, Category 3: Toner in various amounts is accepted, ratified, and confirmed.
- (2) The bid of Data Span for Office Supplies; Option 2, Category 3: Toner in various amounts is accepted, ratified, and confirmed.
- (3) This Board's Chairman, Clerk, and Attorney are hereby authorized and directed to execute such ancillary documents as may be required to evidence the contract and take any and all steps necessary or required in order to carry out the terms of such contract after said documents have been reviewed by the Attorney, Fiscal Administrator, and County Administrator.

DATED this 25<sup>th</sup> day of May, 2010.

MOVED by Tom Richards, seconded by Pat Thomas, that the above Resolution be adopted. Carried.

YEAS:

[Signature]  
[Signature]  
[Signature]  
[Signature]

NAYS:

none  
\_\_\_\_\_  
\_\_\_\_\_

ABSENT:

Rich Jansen  
\_\_\_\_\_

ABSTAIN:

none  
\_\_\_\_\_



Attest:

SEAL

Approved As To Form:

[Signature]  
County Clerk

[Signature]  
Deputy County Attorney

Bid Tab  
Office Supplies  
for  
All Sarpy County Offices

Bid Opening:  
2:00 p.m., Thursday  
May 13, 2010

VENDORS	S&S Worldwide	Office Depot	Pay-LESS Office	Quill Corporation	Data Span	Progressive Business Technologies	CDWG
<b>Category 1: General Office Supplies</b>							
Non-Core Discount - Office Supplies	16.00%	45.00%	58.00%	10.00%	No Bid	No Bid	No Bid
Non-Core Discount - Electronic Equipment	No Bid	14.00%	40.00%	5.00%	No Bid	15-20%	No Bid
Non-Core Discount - Computer Equipment	No Bid	14.00%	30.00%	5.00%	No Bid	No Bid	No Bid
<b>Option 1: Category 2: Paper</b>							
Core Price Schedule Total	No Bid	\$37,106.45	\$37,827.95	\$38,438.30	No Bid	No Bid	No Bid
<b>Option 2: Category 3: Toner</b>							
Core Price Schedule Total	No Bid	\$19,259.31*	\$27,442.71	\$11,242.39*	\$29,583.59	\$29,272.19	\$9,745.24*
Non-Core Discount - Manufacturer Brand Name	No Bid	24.00%	36.00%	10.00%	Varies	5-15%	No Bid
Non-Core Discount - House Brand Discount	No Bid	24.00%	48.00%	10.00%	No Bid	No Bid	No Bid
Attachments Included	Yes	Yes	Yes	No	N/A	N/A	N/A
*partial bid							

# Sarpy County Purchasing Department

SARPY COUNTY COURTHOUSE  
1210 GOLDEN GATE DRIVE  
SUITE 1129  
PAPILLION, NE 68046-2845  
FAX (402) 593-4304



Brian E. Hanson, Purchasing Agent  
(402) 593-2349  
Debby Peoples, Assistant Purchasing Agent  
(402) 593-4164  
Beth Cunard, Purchaser/Contract Specialist  
(402) 593-4476  
Lois Spethman, Supply Clerk/Purchaser  
(402) 593-2102

## MEMO

To: Sarpy County Board of Commissioners  
From: Beth Cunard  
Re: Award of bid for Office Supplies

On May 13, 2010, the Purchasing Department received and opened seven (7) bids for Office Supplies for all Sarpy County Offices. A bid tab is attached for your review.

After careful evaluation, it is recommended that the bid be awarded to Pay-LESS Office Products for Category 1: General Office Supplies both Core and Non-Core Schedules, Option 1: Paper, and Option 2: Toner. It is also recommended that Option 2: Toner be awarded to Data Span. Sarpy County will purchase Toner from the lowest prices from each Vendor proposal.

I have placed this on the agenda for the May 25, 2010 Board meeting for your approval. If you have any questions, please feel free to contact me at 593-4476.

May 20, 2010

*Beth Cunard*

Beth Cunard

cc: Deb Houghtaling  
Mark Wayne  
Scott Bovick  
Brian Hanson  
Lois Spethman

COMPANY NAME: Pay-LESS Office Products, Inc.

Sarpy County, Nebraska  
Office Supplies  
Bid Form  
Category 1: General Office Supplies

**Core Price Schedule:**  
See Exhibit B

**Non-Core Discount Price Schedule:**  
Provide your company's proposed discount price schedule for the following categories outside of the core list. Please attach a detailed chart for information on the discount price schedule proposed below.

**Item Category % Discount**  
Non-Core General Office Supplies 58% \*  
(Special pens, mechanical pencils, special binders, telephone rests, first aid kits, easel pads, various art supplies, etc.)

Electronic Office Equipment 40% \*  
(Palm pilots, calculators, postal scales, printers, fax machines, paper shredders, typewriters, etc.)

Computer Equipment/Supplies 30% \*  
(CPU stands, mouse pads, keyboard trays, CD holders, etc.)

\*Discounts average between 30% to 88% off list price. The prices reflect average discount off list price. All discounts are applied throughout the catalog with a minimum margin of 15% floor. We would also offer a cost plus structure if desired by Sarpy County.

Option 1  
Category 2: Paper  
See Exhibit C  
Option 2  
Category 3: Toner  
Core List:  
See Exhibit D

37,827.95  
27,442.71

**Non-Core Discount Price Schedule:**  
Provide your company's proposed discount price schedule for manufacturer and house brand toner not listed in the Core List. Vendor to include catalog with pricing that will be discounted with bid.

Manufacturer Brand Name % Discount: HP/OKI/XER 36% \*

House Brand % Discount: 48% \*

\*Discounts average 46% plus off list price. All discounts are offered on remanufactured products with a minimum margin of 8% floor. Also a cost plus structure is available upon request from Sarpy County.

# Rebates

We are pleased not only to offer very competitive pricing, but a rebate program to enhance your discount. As we review your account and focus on purchasing trends, Pay-LESS will continue to reduce the cost of good for products purchased on a daily basis. Additional rebates are as follows:

\$100,000	1%
\$120,000	1 ½ %
\$150,000	2%

Rebates will be paid quarterly rather yearly.

**Note:** Paper will be included in the total dollar sales, but excluded in additional rebates. There is little margin to extend rebates to paper.

Although rebates can be an attractive feature, many customers really fund their own rebates with the lack of management a company is willing to do to provide guidance or support in streamlining purchasing and products due to increasing margin on the program.

Pay-LESS works closely with many customers to ensure fair rebates are distributed and the management of the account comes first as a priority for the success of the program.

Pay-LESS Office Products  
Company Name:

Keith E. Powell  
Company Representative

\_\_\_\_\_  
Authorized Signature

402-891-6210  
Telephone Number

13467 Chandler Road  
Address

402-891-6221  
Fax Number

Omaha, NE. 68138  
City, State & Zip

kpowell@paylessoffice.com  
E-Mail Address

## **AGREEMENT**

This Agreement is entered into by and between the County of Sarpy, in the State of Nebraska, a body politic and corporate, and hereinafter "County", and Pay-LESS Office Products, hereinafter "Vendor".

WHEREAS, County is desirous of contracting for Office Supplies for the Sarpy County Offices; and,

WHEREAS, the Vendor has been awarded this Agreement as a result of the bid made by Vendor in response to the Specifications and Request for Proposals prepared by County;

NOW, THEREFORE, for and in consideration of the declarations and mutual promises and covenants contained herein, the County and Vendor agree as follows:

### **I. DUTIES OF VENDOR:**

- A. Services to be rendered by Vendor under this Agreement shall be all those services necessary and proper for the installation and materials for Office Supplies; Category 1: General Office Supplies, Core and Non-Core Schedules; Option 1, Category 2: Paper; Option 2, Category 3: Toner in conformity with each and every term, condition, specification, and requirement of the Bid Specifications and the Bid submitted by the Vendor.
- B. All provisions of each document and item referred to in Paragraph A above shall be strictly complied with the same as if rewritten herein, and in the event of conflict among the provisions of said documents, the provisions most favorable to the County shall govern.
- C. Prior to the commencement of any work, Vendor will place on file with the Sarpy County Clerk, the required certificates of insurance, if applicable.
- D. The Vendor agrees to comply with the residency verification requirements of Neb. Rev. Stat. §4-108 through §4-114. The Vendor is required and hereby agrees to use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska. A federal immigration verification system means the electronic verification of the work authorization program authorized by the Illegal Immigration Reform and immigrant Responsibility Act of 1996, 8 U.S.C. 1324a, known as the E-Verify Program, or an equivalent federal program designated by the United States Department of Homeland Security or other federal agency authorized to verify the work eligibility status of a newly hired employee.

If the Vendor is an individual or sole proprietorship, the following applies:

1. The Vendor must complete the United States Citizenship Attestation Form, available on the Department of Administrative Services website at [www.das.state.ne.us](http://www.das.state.ne.us).
2. If the Vendor indicates on such attestation form that he or she is a qualified alien, the Vendor agrees to provide the U.S. Citizenship and Immigration Services documentation required to verify the Vendor's lawful presence in the United States using the Systematic Alien Verification for Entitlements (SAVE) Program.
3. The Vendor understands and agrees that lawful presence in the United States is required and the Vendor may be disqualified or the contract terminated if such lawful presence cannot be verified as required by Neb. Rev. Stat. Sect. 4-108.

E. Vendor will submit an invoice to County for work completed based on the amounts specified in Vendor's bid. Such invoices shall be submitted to:

Lois Spethman  
Sarpy County Purchasing  
1210 Golden Gate Drive  
Papillion, NE 68046

F. The County and Vendor hereto specifically acknowledge, stipulate and agree that each and every term of the Bid Specifications and the Vendor's bid constitutes an essential term of this Agreement, and that, therefore, any violation of any term, condition, provision, or requirement constitutes a material breach hereunder, for which County shall have every right under the law to terminate this Agreement, and obtain any and all relief necessary.

## II. DUTIES OF COUNTY:

In return for full, faithful and diligent rendering of services set forth above, County agrees to pay to Vendor the amount specified in Vendor's bid upon submission of the required invoice and satisfactory completion of all required work.

## III. BREACH:

Should Vendor breach, violate, or abrogate any term, condition, clause or provision of this agreement, the County shall notify Vendor in writing that such an action has occurred. If satisfactory provision does not occur within ten (10) days from such written notice, the County may, at its option, terminate this agreement and obtain an alternate provider to provide all required materials. This provision shall not preclude the pursuit of other remedies for breach of contract as allowed by law.

#### SAVINGS CLAUSE:

This Agreement shall be interpreted, construed and enforced under the laws of the State of Nebraska. It is understood and agreed by the County and Vendor hereto that if any part, term, condition, or provision of this Agreement is held to be illegal or in conflict with any law of the State of Nebraska or of the United States, the validity of the remaining parts, terms, conditions, or provisions shall not be affected, and the rights and obligations of the County and Vendor shall be construed and enforced as if the Agreement did not contain the particular part, term, condition, or provision held to be invalid.

#### SCOPE OF AGREEMENT

This Agreement, along with the Bid Specifications, and Bid by Vendor contains the entire Agreement between the County and Vendor, and there are no other written or oral promises, contracts or warrants which may affect it. This Agreement cannot be amended except by written agreement of both the County and Vendor. Notice to the County and Vendor shall be given in writing to the agents for each party named below:

County: Ms. Debra Houghtaling  
Clerk of Sarpy County  
1210 Golden Gate Drive  
Papillion, NE 68046

Vendor: Pay-LESS Office Products  
Mr. Keith Powell  
13467 Chandler Road  
Omaha, NE 68138

IN WITNESS WHEREOF, we the contracting parties, by our respective and duly authorized agents, hereto affix our signatures and seals in duplicate this 3<sup>rd</sup> day of August, 2010.

(Seal)



ATTEST:

Debra J. Houghtaling  
Sarpy County Clerk

COUNTY OF SARPY, NEBRASKA,  
A body Politic and Corporate

Jon Jones 5/25/2010  
Chairperson  
Sarpy County Board of Commissioners

Approved as to form and content:

[Signature]  
Deputy County Attorney

Vendor: PAY-LESS OFFICE

By: Ue Du

Title: VICE PRESIDENT - OWNER

Attest:

\_\_\_\_\_  
Witness

\_\_\_\_\_

COMPANY NAME: Data Span

Sarpy County, Nebraska  
Office Supplies  
Bid Form

**Category 1: General Office Supplies**

**Core Price Schedule:**  
See Exhibit B

**Non-Core Discount Price Schedule:**

Provide your company's proposed discount price schedule for the following categories outside of the core list. Please attach a detailed chart for information on the discount price schedule proposed below.

<u>Item Category</u>	<u>% Discount</u>
Non-Core General Office Supplies (Special pens, mechanical pencils, special binders, telephone rests, first aid kits, easel pads, various art supplies, etc.)	_____
Electronic Office Equipment (Palm pilots, calculators, postal scales, printers, fax machines, paper shredders, typewriters, etc.)	_____
Computer Equipment/Supplies (CPU stands, mouse pads, keyboard trays, CD holders, etc.)	_____

**Option 1**

**Category 2: Paper**  
See Exhibit C

**Option 2**

**Category 3: Toner**

**Core List:**  
See Exhibit D

**Non-Core Discount Price Schedule:**

Provide your company's proposed discount price schedule for manufacturer and house brand toner not listed in the Core List. Vendor to include catalog with pricing that will be discounted with bid.

Manufacturer Brand Name % Discount:

*Varies due to diff. manufacturers and machine types*

House Brand % Discount:

\_\_\_\_\_ *\$29,583.59*

All Exhibit Spreadsheets can be found in Excel format online at [www.sarpy.com](http://www.sarpy.com).

All prices are to be F.O.B. - 1210 Golden Gate Drive, Papillion, NE 68046

Cutoff time, if other than 5:00 p.m. Weekdays:

\_\_\_\_\_

Order Website:

\_\_\_\_\_

**Company Information:**

Years in business:

\_\_\_\_\_ *36*

# of employees

\_\_\_\_\_ *113*

Total sales last 3 years

\_\_\_\_\_ *\$ 83,045,000*  
\_\_\_\_\_ *\$ 100,094,000*  
\_\_\_\_\_ *\$ 105,138,000*

**References:**

Company Name: Pella Corp.  
Address: 102 Main Street, Pella, IA 50219  
Contact Name: Phil Groth Phone Number: 641-621-6015  
Fax Number: 641-621-6261 Date of Purchase: \_\_\_\_\_  
Email Address: pagroth@pella.com

Company Name: Vishay Dale Electronics  
Address: 422 23rd Street, Columbus, NE 68601  
Contact Name: Rod Fladman Phone Number: 402-563-6370  
Fax Number: 402-563-6398 Date of Purchase: \_\_\_\_\_  
Email Address: rod.fladman@vishay.com

Company Name: Footlocker  
Address: 3543 Simpson Ferry Rd., Camp Hill, PA 17011  
Contact Name: Jenni Fraker Phone Number: 717-972-2917  
Fax Number: 717-972-3648 Date of Purchase: \_\_\_\_\_  
Email Address: jfraker@footlocker.com

I certify that this bid is submitted in accordance with the specifications issued by Sarpy County.

I acknowledge receipt of the following addenda (if applicable):

Addendum #1 \_\_\_\_\_  
Addendum #2 \_\_\_\_\_

- Attachments:**      **Catalog**  
                          **Return Policy**  
                          **Report List**  
                          **Toner Recycle Program**

Data Span  
Company Name  
Jay Milton  
Authorized Signature  
7501 O Street Ste 101  
Address  
Lincoln, NE 68510  
City, State & Zip

Jay Dalton  
Company Representative (Please print)  
402-871-9548  
Telephone Number  
402-484-8210  
Fax Number  
jdalton@dataspan.com  
E-Mail Address

*\*NOTE: Sarpy County is tax exempt and will provide the proper form upon request.*

## **AGREEMENT**

This Agreement is entered into by and between the County of Sarpy, in the State of Nebraska, a body politic and corporate, and hereinafter "County", and Data Span, hereinafter "Vendor".

WHEREAS, County is desirous of contracting for Office Supplies for the Sarpy County Offices; and,

WHEREAS, the Vendor has been awarded this Agreement as a result of the bid made by Vendor in response to the Specifications and Request for Proposals prepared by County;

NOW, THEREFORE, for and in consideration of the declarations and mutual promises and covenants contained herein, the County and Vendor agree as follows:

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- B. All provisions of each document and item referred to in Paragraph A above shall be strictly complied with the same as if rewritten herein, and in the event of conflict among the provisions of said documents, the provisions most favorable to the County shall govern.
- C. Prior to the commencement of any work, Vendor will place on file with the Sarpy County Clerk, the required certificates of insurance, if applicable.
- D. The Vendor agrees to comply with the residency verification requirements of Neb. Rev. Stat. §4-108 through §4-114. The Vendor is required and hereby agrees to use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska. A federal immigration verification system means the electronic verification of the work authorization program authorized by the Illegal Immigration Reform and immigrant Responsibility Act of 1996, 8 U.S.C. 1324a, known as the E-Verify Program, or an equivalent federal program designated by the United States Department of Homeland Security or other federal agency authorized to verify the work eligibility status of a newly hired employee.

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- 1. The Vendor must complete the United States Citizenship Attestation

Form, available on the Department of Administrative Services website at [www.das.state.ne.us](http://www.das.state.ne.us).

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  3. The Vendor understands and agrees that lawful presence in the United States is required and the Vendor may be disqualified or the contract terminated if such lawful presence cannot be verified as required by Neb. Rev. Stat. Sect. 4-108.
- E. Vendor will submit an invoice to County for work completed based on the amounts specified in Vendor's bid. Such invoices shall be submitted to:

Lois Spethman  
Sarpy County Purchasing  
1210 Golden Gate Drive  
Papillion, NE 68046

- F. The County and Vendor hereto specifically acknowledge, stipulate and agree that each and every term of the Bid Specifications and the Vendor's bid constitutes an essential term of this Agreement, and that, therefore, any violation of any term, condition, provision, or requirement constitutes a material breach hereunder, for which County shall have every right under the law to terminate this Agreement, and obtain any and all relief necessary.

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County: Ms. Debra Houghtaling  
Clerk of Sarpy County  
1210 Golden Gate Drive  
Papillion, NE 68046

Vendor: Data Span  
Mr. Jay Dalton  
7501 O Street, Ste 101  
Lincoln, NE 68510

IN WITNESS WHEREOF, we the contracting parties, by our respective and duly authorized agents, hereto affix our signatures and seals in duplicate this 25<sup>th</sup> day of May, 2010.

(Seal)



COUNTY OF SARPY, NEBRASKA,  
A body Politic and Corporate

ATTEST:

Debra J. Houghtaling  
Sarpy County Clerk

Tom Jones 5/25/2010  
Chairperson  
Sarpy County Board of Commissioners

Approved as to form and content:

Mark A. Mark  
Deputy County Attorney

Vendor: Data Span

By: Judith M. Barber  
Title: Customer Service, mgr.

Attest:

Barbara A. Mark  
Witness

CSR

# Deb Houghtaling

Fred Uhe  
Chief Deputy

# Sarpy County Clerk

Renee Lansman  
Assistant Chief Deputy

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1210 Golden Gate Drive • Papillion, Nebraska 68046-2895  
Phone: 402-593-2105 • Fax: 402-593-4360 • Website [www.Sarpy.com](http://www.Sarpy.com) • Email: [Clerk@sarpy.com](mailto:Clerk@sarpy.com)

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June 1, 2010

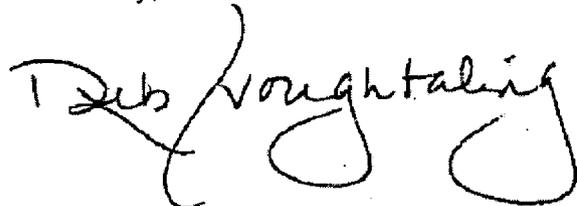
Pay-Less Office Products  
Keith E. Powell  
13467 Chandler Road  
Omaha NE 68138

RE: Office Supplies for all Sarpy County Offices

Please find enclosed two (2) originals of the subject agreement which has been approved and signed by the Chairman of the Board on May 25, 2010. Upon completion please provide **one original** for Sarpy County records.

**Mail to:**      **Sarpy County Clerk**  
                  **Attn: Chris Vance**  
                  **1210 Golden Gate Dr.**  
                  **Papillion NE 68046-2895**

Sincerely,

A handwritten signature in black ink that reads "Deb Houghtaling". The signature is written in a cursive style with a large, looping initial "D".

Deb Houghtaling  
Sarpy County Clerk

Enclosures (2)  
DH/cv

# Deb Houghtaling

Fred Uhe  
Chief Deputy

# Sarpy County Clerk

Renee Lansman  
Assistant Chief Deputy

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1210 Golden Gate Drive • Papillion, Nebraska 68046-2895  
Phone: 402-593-2105 • Fax: 402-593-4360 • Website [www.Sarpy.com](http://www.Sarpy.com) • Email: [Clerk@sarpy.com](mailto:Clerk@sarpy.com)

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June 1, 2010

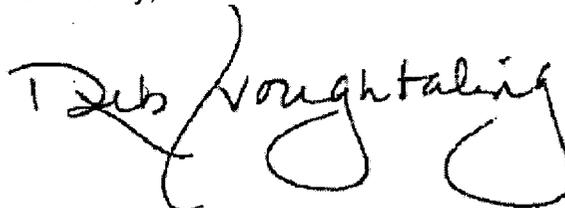
Data Span  
Jay Dalton  
7501 "O" Street, Ste. 101  
Lincoln NE 68510

RE: Office Supplies for all Sarpy County Offices

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**Mail to:** Sarpy County Clerk  
Attn: Chris Vance  
1210 Golden Gate Dr.  
Papillion NE 68046-2895

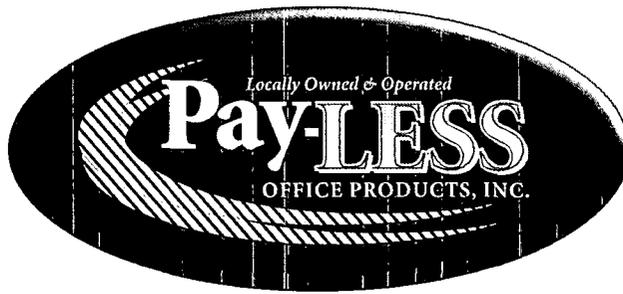
Sincerely,

A handwritten signature in black ink that reads "Deb Houghtaling". The signature is written in a cursive style with a large, stylized initial "D".

Deb Houghtaling  
Sarpy County Clerk

Enclosures (2)  
DH/cv





May 4, 2010

Ms. Deb Houghtaling  
Sarpy County Board Business Office  
1210 Golden Gate Drive  
Papillion, NE. 68046

Dear Ms Houghtaling:

Within this proposal, it is our goal to identify areas of interest that will help Sarpy County with savings on office products and other related materials. We realize to achieve this goal; we need to convey our commitment to personalized service and "Total Customer Value".

*Locally Owned & Operated*, Pay-LESS Office Products understands each customer has specific needs, so we provide custom tailored services that include *same day rush orders*, next day deliveries, desk top delivery, stockless inventory systems, quality sales representation, and customized product catalogs.

Pay-LESS provides a cost-effective solution that adds value for our customers in an increasingly competitive business environment. Backed by the most sophisticated marketing resources in the industry, and the highest degree of personalized service, Pay-LESS Office Products is the leading source for business value; offering customers the ideal partner for their entire office product needs.

In response to your request, you will find very aggressive prices along with suggestions to streamline your purchasing process. The pricing indicates our competitiveness, and provides a reason to support a local vendor, which in turn will add more revenue to the local economy.

Price is very important and can be an influencing factor to make a change. Over the past 23-years, we have developed comprehensive programs saving our business partners hundreds of thousands of dollars. Pay-LESS is flexible and open to competitive negotiations which we have experienced with Sarpy County, both key factors to consider when deciding who will best suit the needs of your company.

We will address our commitment to this thriving community and our continued support of local charities and organizations. As a local agency, Sarpy County understands the importance and magnitude of returning money back into the community. Sarpy County has the opportunity to provide additional state income in excess of **\$72,873** (based on the United States Chamber of Commerce figures) by supporting a local vendor.

We appreciate your hard work with this project, and look forward to your review of our proposal.

Sincerely,  
Keith E. Powell  
Vice President-Owner

## *Executive Summary*

Sarpy County's cost savings strategies have been outlined and will be aggressively pursued. For the first year, Sarpy County will continue to receive monthly audits of our savings plan to outline how we are performing against the plan. The following years, we will extend our audit period to six-month intervals.

As a member of BPGI, an organization of Independent Office Supply Dealers throughout the United States, with purchases exceeding **\$15 Billion Dollars** in annual sales, Pay-LESS has the same purchasing power as our competitors.

The best-cost savings plan for Sarpy County is to make the best choice for an office supply company. Sarpy County needs to pick a vendor that is the most flexible and efficient. An effective cost savings plan would be just one with the following qualifications:

**Complete Shipments:** Pay-LESS Office Products has more stock in distribution centers than do our competitors. We use forty different wholesale locations to provide next day delivery for supplies, in order to keep back orders from occurring. That's why our fill rate (**98.8%**) remains much higher than the low 90's our competitors promise.

**Flexibility:** Sarpy County expects the highest level of service. Our corporate office is located right here in Omaha, which helps in making immediate decisions or anything else Sarpy County might need quickly. We also provide local sales representation to your account, along with local customer service.

**Efficient Service:** Do it right the first time. Doing it right the second or third time will cost Sarpy County again and again. Pay-LESS works very hard to make sure the process is done right the first time.

**Inventory adjustment:** Pay-LESS works hard to identify items that end users always have problems with, either with backorders, delays, or delivery failure. We then work hard to implement an inventory depletion plan to avoid those problems before they arise.

**Product Standardization:** It is key for Sarpy County to pick the products for better buying power, and we will stock larger inventories in these items. This will allow for fewer duplicate SKU's and **lower cost to Sarpy County**.

**Product Substitution:** Manufacturing problems will sometimes result in backorders with no ETA. With Sarpy County's approval, product substitutions can be made to avoid further delays.

**Performance:** How are we doing? We are always striving for more effective and efficient service. Quarterly reports will prove our service level and management.

**End user training:** Training for end users would be a value added service. Understanding the process and importance of standardization would result in fewer SKU's or duplication of products, thereby lowering Sarpy County's cost.

Pay-LESS Office Products and Sarpy County, through hard work, can continue to work on reducing costs and increasing efficiencies with distribution.

## **Time is Money:**

The implementation Team will determine the schedule for the program's introduction to Purchasing. We have identified the areas that need to be addressed in th process in the Time Line Below.

Pay-LESS has most of the process complete. We need to provide more awareness on the savings Sarpy County can see utilizing the Internet throughout the site.

IMPLEMENTATION TASK	RESPONSIBLE PARTY	Done	WK1	WK2	WK3	WK4	WK5
Contract if Awarded	Purchasing						
Meet with Purchasing-define account parameters	Implementation Team						
Meet with Accounting	Implementation Team						
Implementation team meets at Pay-LESS Office Supply	Implementation Team						
Establish implementation Schedule	Implementation Team						
Determine Current and desired order and return policy	Implementation Team						
Receive current account list of all your Locations & Depts.	Purchasing						
Receive usage report on high volume items	Purchasing						
Determine staff needed to serve Account	Implementation Team						
Finalize Contract item list	Implementation Team						
Set up Contract Item List	Implementation Team						
Identify key contacts at each location	Implementation Team						
Distribute account procedures throughout your company	Purchasing						
Distribute account procedures to all outlying locations	Purchasing						
Review Implementation Plan	Implementation Team						
Introduce program to Contacts	Purchasing						
Provide any feedback from contacts to management	Implementation Team						
Determine if any modifications need to be made to the program	Implementation Team						
Review changes with your companies main contact	Purchasing						
Start Office Products Program							
Train New User's on Internet Ordering							



*A Quality Partnership for Purchasing Office Products, Toner, & Paper Products*

***Helping Business Do Business***

## Company Information

Pay-LESS has been successful at providing office supplies to the public for over 23 years. When we first opened our staff consisted of a bookkeeper, General Manager, one Telesales person, and an Outside Sales Representative. We had an uphill challenge competing against experienced companies selling to their loyal customers. Today we have over 60 employees and are still growing.

The introduction of the “Big Boxes” in 1986 helped boost our growth by providing a better awareness of pricing and programs. Within years, many of our hometown companies either closed their doors or sold to these Wall Street companies. There are fewer locally owned companies competing in this market today and even fewer that are successful competing against these billion dollar Goliaths. Pay-LESS has not only been successful in this competitive market, we are thriving and constantly expanding.

The difference between the “Big Boxes” and Pay-LESS is personalized service, sales visibility, communication, and overall account management. Pay-LESS is committed to the partnership and works in the best interest of our customers.

If or when our competition wins an account, the visibility and communication slips to a non-existent status leaving the customer frustrated with know where to turn for support or help. As an independently owned company, we work harder to prove ourselves to each customer as if they are the only customers.

Pay-LESS currently has 65 employees between our Omaha and Des Moines locations. We have our own drivers along with customer service and don't use outside firms to distribute or take calls overseas.

***Over the past three years, we have exceeded \$54,000,000 in sales.*** Our 3 year goal is to become a \$30,000,000 a year company by end of 2013 strategically moving in to some markets through acquisition and possible mergers.

Pay-LESS owns and manages our trucks and drivers in Omaha. We contract with local delivery companies throughout the rest of the United States. Understanding that 100% of spend is in Papillion, our drivers are trained to be some of the best ambassadors representing our company. From desk top delivery to dock delivery, they are highly visible and very courteous. Our trucks are well marked and easily recognized.

Over 75% of our business comes through the Internet. We do have several customers like Blue Cross Blue Shield, infoGroup, and others that use a backend Punch Out program transmitting orders from the customer's backend to ours.

Our systems currently accept EDI 810 PO's and can generate EDI 855 Acknowledgements using ANSI X12 standard formatting. We can receive EDI 810's through email, FTP, and third-party transport mechanisms and can send the EDI 855's in the same manner.

With our flexibility with ordering and reporting capabilities, we offer more solutions to streamline purchases and the process Sarpy County will need to have a successful program. Recognition over the 23 years includes but not is limited to the following:

- 1996 Fastest growing company in Omaha.
- 2003 Young Business Person of the Year from the Midlands Business Journal
- 1998-2010 Make-A-Wish Foundation partner
- 2007 “Doing the Most Good” from the Salvation Army

- 2007-2010 voted best office supply company by Omaha's B2B magazine
- 2009 recognized by KETV for supporting "Back to School" campaigns
- 2010 Omaha Chambers "Affinity Partner" for office products

The owners of Pay-LESS are on several boards including the Salvation Army, Nebraska Kidney Association, Boy Scouts of America, and others. It's our way of giving back to the community.

## Products & Programs

Several catalogs are offered to the consumer from Pay-LESS. Custom catalogs to smaller select catalogs are available to ease finding products and standardizing your needs. At Pay-LESS Office Products, we are constantly on the lookout for products that deliver the best quality at the greatest value to you. When you choose a SmartChoice product, you'll know you're getting the very best for your office.

For greatest savings look inside for these brands:

- **Sparco**- a broad assortment of popular products including filings supplies, staples, punches, paper towels, rubber bands, to many others categories extending deeper discounts.
- **Compucessory**- an innovative offering of computer accessories, shredders and technology products.
- **Lorell**- an attractive line of contemporary office seating.
- **Nature Saver**- a line of recycled products for environmentally conscious consumers.
- **Elite Image**- a quality line of remanufactured inkjet and laser cartridges
- **Integra**- a comprehensive offering of writing instruments.
- **Genuine Joe**- a great value offering in cleaning and breakroom supplies.

This catalog features only a small representation of the comprehensive offering of products we carry for your business. From office furniture to filing supplies, multi-function printers to paper and toner, from snacks and beverages to restroom necessities, we've got everything you could possibly need to run an efficient business.

**Please remember that the prices illustrated in this catalog, represent manufacturer's suggested list prices and are provided for reference purposes only.** These are **not** the prices you pay. Your company pays substantially lower prices, ranging from 10% off list to 80% off list. The Internet will provide your current up to date cost.

The catalog's layout is very important for finding products. The catalog is alphabetical for finding items without using the index. It's undergone a makeover that encompasses everything from general page design to larger type and product illustrations. Here are the enhancements you'll find inside.

- **Improved paper** – we've invested in heavier, brighter paper stock so the pages will hold up to heavy duty usage
- **Larger and darker typestyle** – we've made the product description easier to read
- **Larger product illustrations** – we've enlarged many of the product photographs to assist your decision-making process
- **Helpful product selection guides** – throughout the catalog you'll find handy guides to help select the best item for your unique needs
- **Overall design and organizations improvements** – the enhance and simplify your shopping experience
- **Exciting new items** – thousands of new items are featured in your 2010 catalog, representing the latest and greatest productivity and style innovations in the industry

Pay-LESS has had a partnership with SP Richards for over 15 years and have been successful in the distribution of office products locally and throughout the United States. The fill rate exceeds 98% throughout all distribution centers to ensure complete shipments.

We recommend a tour of our facility to see the efficiencies of our warehousing. Throughout the day, we run short buys receiving orders in our warehouse through manifest while transmitting non-stock item to our Wholesaler. This process is done 8 to 10 times a day to insure our orders are filled and processed for next day delivery. Our Wholesaler receives these orders and starts filling them at 2:00 in the afternoon. Our nighttime staff fills over 1900 lines a night completing that day's business by 3:00 a.m. All orders are double checked before final packaging to insure order accuracy. All orders placed are delivered the following day. The pricing does not change for Wholesale purchases.

Private label is an important feature to protect the integrity of pricing and additional discounts. With over 40% of the catalog with private label items mentioned above, Sarpy County will be guaranteed consistent product offering at competitive prices.

We are excited to present to you our new **Green Catalog**. In this catalog you'll find an extensive assortment of environmentally-friendly items, designed to handle the job today while contributing to a better tomorrow.

Like you, we recognize the importance of reducing our impact on the environment, and we share your commitment to using, and offering products that help achieve this objective.

This catalog features only a partial representation of the broad offering of products we carry. From printers, copiers, and projectors, to paper and toner, from furniture to writing instruments, we've got everything you could possibly need to keep your business running smoothly.

## E-Commerce

### ***Background, Capabilities, and Ongoing Development***

The Internet has changed everything. Consumers can now easily buy from almost anyone, almost anywhere, and at anytime – Seventy-five percent of our business runs through online purchasing.

The administrator can view all users, set them up, delete them, create “Global Favorites” list, view department purchases, and set approval processes. Approvals can be set for non-contracted items, order limit, line limit, or if the department exceeds their monthly budget.

While years are spent building strong relationships, operations, and fulfillment capabilities, we have the opportunity to leverage our relationships procuring your process. The Internet allows us to streamline relationships, cut costs, provide outstanding customer service, and create a free flow of information between all of our business partners.

To help illustrate this in real terms, below outlines some of the potential benefits of e-commerce to the buyer as well as the seller.

#### ***Features:***

- Transaction cost savings
- Improved order accuracy
- Real time management information
- Convenience
- Value-adds (e.g., order approval workflow)
- End-to-end procurement
- New sources of supply
- Purchasing aggregation
- Elimination of redundant buying
- Improved supplier relationships
- Reduced inventory / Working capital
- Increased customer satisfaction

### ***Additional Features and Benefits***

#### ***Multiple Department Ordering***

You can now place one order for all of your departments from one login. In Quick Order, you will be able to enter the item number and the department which you are ordering the item for.

#### ***Parametric Search Tool***

Narrow down your search results even more. If you have too many choices when you have finished your search, get more specific using the parametric search.

#### ***My Top Items Listing***

Can't remember what you usually order? Ordering the same things over and over? Now view your top items ordered over the last 90 days. Build your orders off of a list of your frequently purchased items.

#### ***End-User Surveys***

Take a minute to fill out a small survey on your way out. Your input helps us to better serve you.

### ***Other Items Purchased List***

When you are making your purchases, see what other customers like you have ordered along with those products.

### ***Secondary Index (Big Box SKUs)***

Used to the Staples, Office Max or Office Depot part numbers? That is a problem of the past. Now you can type in a Staples, Office Depot, or Office Max part number and our web site will automatically switch their part number to ours.

### ***More Info Button***

Want to learn more about a product? Click on the More Info button for additional information about the products and the manufacturer.

### ***Learning Center Section***

Learn more about the products you buy. Go to the Learning Center. In the Learning Center you will see a list of Manufacturers with links to information on their products. This information includes everything from documents to flash demonstrations of the products featured on our web site.

### ***Product Showcase Section***

Check out our Product Showcase. See our vendor's picks for top items and featured new items. Once you select a vendor you can either select a category of products or you can click on the vendor icon to see all products showcased by that vendor.

### ***Hewlett Packard Printing Supplies Microsite***

Have an HP printer? Utilize our HP Printing supplies feature. Simply click on the HP Printing Supplies link and a new window will open. Select your printer and you will have a list of parts to choose from.

### ***Hewlett Packard Purchase Edge***

Earn HP Purchase Edge points for purchasing HP items. You can sign up for a code that you can enter into your customer information that will allow you to accumulate points.

### ***Website Redesign***

Enjoy the new look and feel of our upgraded web site. We have customized our site for easier navigation and improved overall purchase experience.

### ***Easy to Use Site Navigation***

We upgraded the website to now include drop down menu bars for easy navigation. You also have a link to your cart on every page.

### ***E-mail Order Notification***

When orders are placed you will receive an e-mail notification.

### ***Extensive Online Assistance Per Page***

Any page you are on in our website, you will have access to a Help link. This link enables you to get information on every feature of the ordering site.

### ***Zip Order Favorites List Ordering Tool***

The Zip Order feature is a condensed, efficient way to order from your favorites lists. It is similar to using a Favorites List and Quick Line Ordering. You can also change the quantity of the items on your favorites

list. When you specify the item quantities, you can also click the Buy Now button to go directly to the checkout page.

### ***Quick Order Ordering Tool***

The Quick Order feature allows for easy, flexible and speedy ordering. This is an effective tool when you know the item number you want to order. You can enter the item number or a partial item number to place it on the order. If you only enter a partial item number, you can select from a list of items that begin with that number.

### ***MyFavorites Shopping Lists***

Create MyFavorites lists to save and organize your frequently purchased items. To shop from or work with a MyFavorites list, select it from the list. You can create new lists, and edit or copy existing lists. A new feature is that you can add items to multiple lists at once.

### ***User News per Account***

We are able to specify news or create messages especially for you.

### ***Suggested Companion Items***

We provide you with a Suggested Companion Items selling feature. As you select items for your order, you can see suggested companion items. This can help you save time looking for additional items that go with what you have already selected.

### ***Laundry List with Categories***

We provide you with a list of items to purchase from. This may either be a special pricing contract that we have set up for you or a list of our best priced, best selling items.

### ***Order History***

You are able to view your order history. Once you are logged in, you can go to your order history where you can view and print previous orders as well as create new orders or favorites lists off of old orders.

### ***Related Items***

When you add an item to your cart, you are taken to a confirmation page. On this page you will see a listing of related items. This can save you time in finding all of the items you need to complete your order.

### ***Contract Items Highlighted and Priced in all Searches***

We now flag all of the items on your contract with an icon letting you know these are the items that you want to order.

### ***Inventory Levels***

Allows user's to view inventory from local warehouse and Wholesale warehouses for availability

### ***Punch-out Compliancy with other eProcurement Systems***

Our website is able to "punch out" to your eProcurement system making it possible for you to place an order from your back end system.

### ***Return Request Module***

Within a date range, you are able to request a return online for items purchased. This request is then submitted to us and we will get back to you right away.

Browse via Category Links

On the home page, you have several categories to choose from to help you find the items you are looking for. Select from our category links to narrow down the search to the items you are looking for.

### ***Multi-level Buyer Hierarchy***

You can have unlimited levels of approvals when you order from us. If your company needs to approve each order, you can set up a buyer to approver hierarchy to make sure that all of your proper procedures are followed.

### ***Customer Contracts***

We set up special pricing contracts for you. We can display these contracts as special ordering favorites lists and items on this contract are flagged with an icon to let you know which items you are receiving special pricing on.

### ***Budget Maintenance***

With our web site you have the ability to set a purchasing budget. You are able to set and maintain this budget on your own or we can set and maintain it for you.

All access to the Internet is password protected. Once the user establishes a log on to place orders, a series of questions are asked to maintain the security and integrity of the site. We have never had a security breach with our systems.

### ***Ease of Ordering***

Pay-LESS Office has a program called Sales-i. This program allows us to view customer trends, leakage, potential savings, and lost opportunities. It also works as a CRM for our team to know your team, their numbers, emails addresses, other important personal information needed. These programs allow better communication between the two companies and gather important data to make suggestions on buying habits and cost reductions available.

Once an order is submitted to Pay-LESS, a confirmation is sent within minutes showing the detail of the order, pricing, and availability of products. If an order goes through an approval process, the approver receives an email notifying them of this order needing approval. Once the order is approved, it sends a confirmation back to the end users notifying them the order has been approved and sent off to Pay-LESS. If there are any changes to the order or items deleted, it will show this on the order back to the end user.

We do have a “Liveperson” feature available. Our customer service and sales department are available via email as well. Questions and answers are processed in a very timely manner.

### ***Customization, Integrated Business Rules, and Management Tools***

Some of the best communication comes from the Pay-LESS homepage upon logging in. Our website provides capabilities to view contacts, post messages, create awareness, and link to pages to send messages to the end users.

Pay-LESS has two full time employees on our marketing team along with a full time IT person capable of designing and posting messages immediately on the site. Our response time far exceeds our competitors.

Our “Popular Items” list on the site can be customized with core items along with any additional items requested by your purchasing team. The section is indexed allowing quick and easy access to the most popular items.

Standardization can save money and limit purchasing. Pay-LESS can customize catalogs with limited offerings, and our computer systems can block the purchase of certain products. Pay-LESS offers a choice and creates custom product procurement agreement that guarantees each customer location has a choice and will save money and limit purchasing.

Pay-LESS' quarterly customer review process will focus attention on your company's purchasing habits throughout Sarpy County. Usage reports from every location allow Pay-LESS to make recommendations to adjust your contract purchasing. Pay-LESS' reviews highlight excessive non-contract purchases and alternate product offerings for additional savings.

We have been very successful in blocking unnecessary items and will monitor these items using reports providing additional solutions for this section. Part of the webpage can identify the procedure the end user follows to inquire about the blocked item.

Suggested alternates are available on our system. When an item is selected and there is an alternate product available, the end users is offered the alternative items and price for additional savings. Pay-LESS can provide "Hard Subs" or "Soft Suggested Subs" for increased savings to Sarpy County. We are highly effective in cost containment and product alternatives for deep discounts.

Working closely with Sarpy County, Pay-LESS has the ability to restrict items or categories from the end users. When a restricted item comes up, we direct them to either purchasing or the sales person to move forward with the request of goods.

Our approval process has several levels of authorization. Orders with non-core items can go through an approval process and dollar limits can be set to. We offer 9 levels of approval on our e-commerce site. Orders can be limited to line item size, total dollar size, off contract item to receive approval. Our team will work with your team to discuss the best solution for processing orders.

## Account Management

### Sales Representation

1.

Carrie McClusky has been with Pay-LESS Office Products for over 3 years. Carrie has become a great Account Executive and manages her business like no other salesperson I've ever met. Carrie continues to champion her team to fulfill her expectations, as well as the expectations of all her customers. Carrie's duties range from quoting, demos, samples, product shows, account reviews, customer relations, training, and the overall success of the program.

Carrie's support comes from the dedication of her Customer Service Team, as well as, the management at Pay-LESS. Keith Powell, an owner of Pay-LESS plays a significant role with Carrie to guarantee the success of the programs. It says a lot when you have the owners of a company playing such an active role for key accounts like the Sarpy County. Equipped with Blackberries, both are in constant communication with our team and with your team. Immediate feedback plays a significant role in the success of this sales team.

No other company bidding can put together a campaign providing the communication Pay-LESS provides. We do not take companies like Sarpy County for granted and understand how paramount the business is.

From being Blackberry responsive to having several software application to help manage, report, and control the programs and products available are at the sales persons fingertips. We work with a CRM to insure good communication and make sure our accessibility is available to Sarpy County. Carrie offers a monthly Newsletter to communicate what is happening between the two organizations. From new catalogs, products alternatives, and new processes, Carrie insures your team is in the know of what's happening.

Visibility is key for the success of a new program and to drive the current program. The model my competitors use is not being available to answer questions, review procedure, and management the account in a timely manner. Once the contract is awarded, they go to the next opportunity leaving the consumer with limited access and limited communication. This is the model these large companies use.

Turnover is also dominant within the "Big Boxes". Pay-LESS takes pride on the tenure our team has with the company. With the turnover in personnel, the customers can find themselves training new sales people during the year.

Carrie and Keith will be available at a moment's notice to help Sarpy County run a successful program. We take pride in account management within our account base.

### Customer Service

Customer Service is our **BEST PRODUCT**...You are not just a customer number. Locally supported, our customer service team maintains and provides communication between all serviced locations for Sarpy County.

All of our customers require, expect, and receive the highest levels of service. Each Pay-LESS customer has a professionally trained and courteous team member, headed by an experienced Customer Service Manager/Director. Customer service representatives are usually assigned exclusively to handle designated

customers' orders, returns, product research, and complaints. In the case of large volume customers, customer service teams are assigned the responsibility for all ordering and service transactions.

All Pay-LESS Team members immediately address any service issues involving orders or products. Management addresses customer service concerns or complaints for immediate resolution. The customer service managers, Pay-LESS' management team, your account executive, and members of your purchasing staff, are all part of resolving problems and determining suitable solutions to prevent future problems.

Each member of our team is set up with an e-mail address for better communication. With the advances in technology, our team is trained to support Internet questions, order inquiries, delivery dates, credits, and special item quotes. The team is posted on the first page of the Pay-LESS online ordering site to allow better communication with all the end users.

### **Time & Money Savings Opportunities**

Pay-LESS does not have any interaction software to help minimize the time end-users spend in the ordering process. We offer extensive training to the end user to utilize their time and create efficiencies in placing orders. It is very important the end user can log on, find their core items, place the order, and log out. Our goal is that the ordering process is simple and efficient. Reports are generated to see the number of orders being placed by end users weekly, monthly, yearly. Measuring fill rates, returns, and line items per order are reviewed and brought to the attention of management to ensure productivity for end users.

Tools within the website help create "laundry list" representing core items to make the shopping experience simple, quick, and geared towards core/contract items. The Internet program provides first and search results to guarantee the end user is finding the most cost effective item to meet their needs. Back end software will "soft sub" items when applicable to notify the end user of alternative, less expensive items. Our customer service staff will provide key information as to the availability of larger one time orders or quotes for the end user. Pay-LESS provides the resources necessary to ensure all orders are delivered in a timely manner.

Reports are generated and reviewed to recap fill rates, orders placed, lines per order, top item sales, categories purchased, returns, and several other items to ensure efficiencies. Benchmarking what if scenarios to the purchasing team are reviewed in detail throughout the contract. Savings opportunities are reviewed and implemented for Sarpy County to save time and money ordering office supplies.

### **Program Participation/Compliance**

Pay-LESS will provide reports designed to manage overall office products expense, identify trends, provide goal oriented programs and planning for results-oriented future needs. Pay-LESS computer system consolidates usage information and allows customers the choice from a wide range of standard reports. Customized usage reports are produced in virtually any desired format.

Pay-LESS will provide reports that support and define your active program. Additionally, Pay-LESS will provide a wide variety of standard and customized usage reports to meet each location's specific requirements.

Customer information including business reviews, trend reports, top item sales, cumulative comparison from year to year, and contract-non contract sales are available and reviewed often. Reports can be generated for all of Sarpy County down to the end user details per department. These reports are

reviewed closely to make sure compliance from both parties meet the benchmarks and expectations set forth. Samples of these reports are provided within the proposal.

Awareness and understanding of the program are essential for its success. A survey will be conducted throughout the contract on performance. On-site demonstrations will be conducted on everything from the catalogs to ordering procedures. ***Visibility of your representative will be frequent during the relationship.*** Tools within the website, newsletters, visits and other means of communication are available to the end users. Pay-LESS has the ability to hyperlink web pages within the site for Sarpy County.



infoUSA  
5711 South 87<sup>th</sup> Circle  
Omaha, Nebraska  
8 years

Mr. Bradley Logan  
Director of Purchasing  
Ph: 537-7747  
Fax: 537-7737



Have bid against Staples, Office Depot, and Corporate Express. Chose Pay-LESS due to quick response time, locally owned, competitive prices, managed reporting, and more flexible with solutions than the competition.

*Contract Term:*

Local, next day delivery, Internet ordering, Reporting, and National Distribution.

98% Fill Rate

Children's Hospital  
8200 Dodge Street  
Omaha, Nebraska 68114  
9 years

Mr. Chris Klaiber  
Purchasing  
Ph: 955-5672  
Fax: 955-5673



RFP in 2006. Has the opportunity to use the Premier Contract but doesn't. Has been with every Vendor bidding your contract and came back to Pay-LESS after using them for a year because of service and communication issues.

*Contract Term:* Next day delivery, product shows, electronic ordering, desktop delivery, electronic invoicing.

98% Fill Rate

Farm Credit Service of America  
5015 s. 118<sup>TH</sup> Street  
Omaha, Nebraska 68103  
9 years

Ms. Sharlyn Konfrst  
Purchasing Manager  
Ph: 348-3397  
Fax: 661-3397



Has been a loyal customer for over 15 years. Servicing 8 states throughout the U.S. market. Orders over the Internet and goes through an approval process. Very pleased with Chris Fagan and the way the account has been managed over the years.

*Contract Term:* Next day delivery, product shows, electronic ordering, desktop delivery, electronic invoicing.

98% Fill Rate

## **Returns:**

Pay-LESS has a very liberal return policy. The return policy posted on our web-site reflecting industry standards, but returns are done on a customer by customer basis. We work closely with our Wholesalers allowing more flexibility than anyone in the industry with returns. No restocking fees for any returns.

Returns will be picked up at the desktop or we will assign a designated area for returns at Sarpy County. We need to have items returned in the original packaging so we can resell or send back to our wholesaler. Returns exceeding 90 days are subject for review based on inventory turns and usage. The average customer has a 4% or less return rate.

## **Toner Recycling Program:**

Pay-LESS encourages our customers to become green and be aware of the environment. Several customers have us pick up the cartridges, return them back to the office, pack them up and ship to a recycling center rather sending these products to the landfill. We will work with the receiving department or pick the cartridges up at each department. Stay green and promote the environment.

## **Management Reports:**

Pay-LESS Office Products reports are designed to manage overall office products expenses, identify trends, provide goal-oriented programs, and planning for results-oriented future needs. Our DDMS System consolidates usage information and allows customers the choice from a wide range of standard reports. Customized usage reports are produced (at no charge) in virtually any desired format.

1. **Monthly Customer Invoice:** This report shows departmental usage by invoice. The department name and number are displayed for ease of reading. Each invoice generated by the department appears with invoice number, product number, description, date purchased, list price, quantity ordered, and extended price. Credits are shown on this report for returns. A recap of departmental dollar usage is at the end of the report with all invoices generated. This is very helpful for accounting.
2. **Monthly Product Usage Report:** This is one of the best reports in the industry. The hits generated from your order form are displayed on the first four pages. The rest of your usage is displayed thereafter. Working in your best interest, this reports allows our team to make recommendations to utilize the order form to its fullest capability. Many order forms are not well prepared and the consumer hand writes items in the bottom of the form. This will streamline your purchases.
3. **Customer Quarterly Usage by Dollars:** Simply a report that shows where your money is being spent. Based on the 80/20 rule, most items that go out for bid are on the first page of this report.
4. **Customer Quarterly Usage by Hits:** Same report as above with the hits rather than dollars. Also very helpful in reviewing order forms and product offerings.
5. **Automated Inventory Management:** Exposes our management of your account. For example, Sarpy County purchases exceed **85%** of their total dollars to contracted items. Our competitors will want to flip this around to generate higher profits by selling more special order items to the consumer.

Reporting is a feature the “big boxes” are getting away from. We generate these reports to manage the distribution of supplies within your organization. Allow us to help consolidate your expenditures by managing your account.

New software has just been added to our system increasing the reporting offered. These reports are identified by percentage of sales, quantities, groups, and the like to help make decisions on product distribution.

Reports will be offered to retrieve data from the Internet. We consider it our responsibility to manage reporting and suggest alternative solutions. Within the first month of managing The City of Omaha and Douglas County, we added over 160 items to their contract. Pay-LESS builds on these types of partnerships, which provides frustration to our competitors because of our account management.

**COMPANY NAME:** Pay-LESS Office Products, Inc.

**Sarpy County, Nebraska**

**Office Supplies**

**Bid Form**

**Category 1: General Office Supplies**

**Core Price Schedule:**

See Exhibit B

**Non-Core Discount Price Schedule:**

Provide your company's proposed discount price schedule for the following categories outside of the core list. Please attach a detailed chart for information on the discount price schedule proposed below.

**Item Category % Discount**

Non-Core General Office Supplies 58% \*

(Special pens, mechanical pencils, special binders, telephone rests, first aid kits, easel pads, various art supplies, etc.)

Electronic Office Equipment 40% \*

(Palm pilots, calculators, postal scales, printers, fax machines, paper shredders, typewriters, etc.)

Computer Equipment/Supplies 30% \*

(CPU stands, mouse pads, keyboard trays, CD holders, etc.)

**\*Discounts average between 30% to 88% off list price. The prices reflect average discount off list price. All discounts are applied throughout the catalog with a minimum margin of 15% floor. We would also offer a cost plus structure if desired by Sarpy County.**

**Option 1**

**Category 2: Paper**

See Exhibit C

**Option 2**

**Category 3: Toner**

**Core List:**

See Exhibit D

**Non-Core Discount Price Schedule:**

Provide your company's proposed discount price schedule for manufacturer and house brand toner not listed in the Core List. Vendor to include catalog with pricing that will be discounted with bid.

Manufacturer Brand Name % Discount: HP/OKI/XER 36% \*

House Brand % Discount: 48% \*

**\*Discounts average 46% plus off list price. All discounts are offered on remanufactured products with a minimum margin of 8% floor. Also a cost plus structure is available upon request from Sarpy County.**

# Rebates

We are pleased not only to offer very competitive pricing, but a rebate program to enhance your discount. As we review your account and focus on purchasing trends, Pay-LESS will continue to reduce the cost of good for products purchased on a daily basis. Additional rebates are as follows:

<b>\$100,000</b>	<b>1%</b>
<b>\$120,000</b>	<b>1 ½ %</b>
<b>\$150,000</b>	<b>2%</b>

Rebates will be paid quarterly rather yearly.

**Note:** Paper will be included in the total dollar sales, but excluded in additional rebates. There is little margin to extend rebates to paper.

Although rebates can be an attractive feature, many customers really fund their own rebates with the lack of management a company is willing to do to provide guidance or support in streamlining purchasing and products due to increasing margin on the program.

Pay-LESS works closely with many customers to ensure fair rebates are distributed and the management of the account comes first as a priority for the success of the program.

Pay-LESS Office Products

Company Name:

  
\_\_\_\_\_

Authorized Signature

Keith E. Powell

Company Representative

402-891-6210

Telephone Number

13467 Chandler Road

Address

402-891-6221

Fax Number

Omaha, NE. 68138

City, State & Zip

kpowell@paylessoffice.com

E-Mail Address

**Exhibit "A"**  
**AGREEMENT**

This Agreement is entered into by and between the County of Sarpy, in the State of Nebraska, a body politic and corporate, and hereinafter "County", and PAY-LESS OFFICE, hereinafter "Vendor".

WHEREAS, County is desirous of contracting for Office Supplies for the Sarpy County Offices; and,

WHEREAS, the Vendor has been awarded this Agreement as a result of the bid made by Vendor in response to the Specifications and Request for Proposals prepared by County;

NOW, THEREFORE, for and in consideration of the declarations and mutual promises and covenants contained herein, the County and Vendor agree as follows:

I. DUTIES OF VENDOR:

- A. Services to be rendered by Vendor under this Agreement shall be all those services necessary and proper for the installation and materials for Office Supplies in conformity with each and every term, condition, specification, and requirement of the Bid Specifications and the Bid submitted by the Vendor.
- B. All provisions of each document and item referred to in Paragraph A above shall be strictly complied with the same as if rewritten herein, and in the event of conflict among the provisions of said documents, the provisions most favorable to the County shall govern.
- C. Prior to the commencement of any work, Vendor will place on file with the Sarpy County Clerk, the required certificates of insurance, if applicable.
- D. The Vendor agrees to comply with the residency verification requirements of Neb. Rev. Stat. §4-108 through §4-114. The Vendor is required and hereby agrees to use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska. A federal immigration verification system means the electronic verification of the work authorization program authorized by the Illegal Immigration Reform and immigrant Responsibility Act of 1996, 8 U.S.C. 1324a, known as the E-Verify Program, or an equivalent federal program designated by the United States Department of Homeland Security or other federal agency authorized to verify the work eligibility status of a newly hired employee.

If the Vendor is an individual or sole proprietorship, the following applies:

- 1. The Vendor must complete the United States Citizenship Attestation Form, available on the Department of Administrative Services website at [www.das.state.ne.us](http://www.das.state.ne.us).

2. If the Vendor indicates on such attestation form that he or she is a qualified alien, the Vendor agrees to provide the U.S. Citizenship and Immigration Services documentation required to verify the Vendor's lawful presence in the United States using the Systematic Alien Verification for Entitlements (SAVE) Program.
  3. The Vendor understands and agrees that lawful presence in the United States is required and the Vendor may be disqualified or the contract terminated if such lawful presence cannot be verified as required by Neb. Rev. Stat. Sect. 4-108.
- E. Vendor will submit an invoice to County for work completed based on the amounts specified in Vendor's bid. Such invoices shall be submitted to:

Lois Spethman  
Sarpy County Purchasing  
1210 Golden Gate Drive  
Papillion, NE 68046

- F. The County and Vendor hereto specifically acknowledge, stipulate and agree that each and every term of the Bid Specifications and the Vendor's bid constitutes an essential term of this Agreement, and that, therefore, any violation of any term, condition, provision, or requirement constitutes a material breach hereunder, for which County shall have every right under the law to terminate this Agreement, and obtain any and all relief necessary.

## II. DUTIES OF COUNTY:

In return for full, faithful and diligent rendering of services set forth above, County agrees to pay to Vendor the amount specified in Vendor's bid upon submission of the required invoice and satisfactory completion of all required work.

## III. BREACH:

Should Vendor breach, violate, or abrogate any term, condition, clause or provision of this agreement, the County shall notify Vendor in writing that such an action has occurred. If satisfactory provision does not occur within ten (10) days from such written notice, the County may, at its option, terminate this agreement and obtain an alternate provider to provide all required materials. This provision shall not preclude the pursuit of other remedies for breach of contract as allowed by law.

## SAVINGS CLAUSE:

This Agreement shall be interpreted, construed and enforced under the laws of the State of Nebraska. It is understood and agreed by the County and Vendor hereto that if any part, term, condition, or provision of this Agreement is held to be illegal or in conflict with any law of the State of Nebraska or of the United States, the validity of the remaining parts, terms, conditions, or provisions shall not be affected, and the rights and obligations of the

County and Vendor shall be construed and enforced as if the Agreement did not contain the particular part, term, condition, or provision held to be invalid.

#### SCOPE OF AGREEMENT

This Agreement, along with the Bid Specifications, and Bid by Vendor contains the entire Agreement between the County and Vendor, and there are no other written or oral promises, contracts or warrants which may affect it. This Agreement cannot be amended except by written agreement of both the County and Vendor. Notice to the County and Vendor shall be given in writing to the agents for each party named below:

County: Ms. Debra Houghtaling  
Clerk of Sarpy County  
1210 Golden Gate Drive  
Papillion, NE 68046

Vendor: PAY-LESS OFFICE PRODUCTS  
13467 CHANDLER ROAD  
OMAHA, NE 68138  
KEITH POWELL

Ext. B  
 Category 1: General Office Supplies  
 Core Price Schedule

Vendor Name:

Sarpy Inventory	Product Number	Description	Unit (ea, bx)	Estimated Quantity	Unit Price	Extended Price	Alternate Brand Product Number & Description	Unit Price	Extended Price
001-00002	MNK925075	AVERY DENNISON PRICING LABELS, FLOR. RED	PK	3	\$1.75	\$5.25			
001-02005	AVE03301	AVERY 1" BINDER - BLACK	EA	52	\$1.75	\$91.00	WLJ36814NB	\$0.97	\$50.44
001-02006	AVE03501	AVERY 2" BINDER BLACK	EA	42	\$3.45	\$144.90	WLJ36844NB	\$1.87	\$78.54
001-02007	AVE03602	AVERY 3" BINDER BLACK	EA	20	\$5.90	\$118.00	WLJ36849NB	\$1.85	\$37.00
001-03001	CLI62038	SHEET PROTECTORS - NON-GLARE	BX	8	\$3.99	\$31.92	SPR74107	\$2.29	\$18.32
001-03002	CLI62018	H.D. NON-GLARE SHEET PROTECTOR	BX	6	\$3.99	\$23.94	SPR74131	\$2.99	\$17.94
001-03004	CLI62027	SHEET PROTECTOR, CRYSTAL CLEAR	BX	2	\$5.75	\$11.50	SPR74100	\$3.99	\$7.98
001-04001	ESS30	INDEX CARDS, 3 X 5, BLANK	PK	3	\$0.65	\$1.95	SPR00350	\$0.55	\$1.65
001-04030	ESS31	INDEX CARDS, 3 X 5, RULED	PK	5	\$0.60	\$3.00	SPR00351	\$0.55	\$2.75
001-05001	OIC99911	SMALL PAPER CLIPS	BX	600	\$0.19	\$114.00	SPR85001	\$0.07	\$42.00
001-05002	OIC99914	JUMBO GEM PAPER CLIPS	BX	146	\$0.67	\$97.82	SPR85009	\$0.25	\$36.50
001-05008	OIC99020	BINDER CLIPS - BC-20	BX	72	\$0.29	\$20.88	SPR87002	\$0.25	\$18.00
001-05009	OIC99050	BINDER CLIPS BC-50	BX	84	\$0.55	\$46.20	SPR87005	\$0.25	\$21.00
001-05010	OIC99100	BINDER CLIPS BC-100	BX	16	\$1.99	\$31.84	SPR87010	\$0.59	\$9.44
001-05015	OIC93690	MAGNETIC PAPERCLIP DISPENSER	EA	6	\$0.89	\$5.34	SPR11796	\$0.28	\$1.68
001-05016	BAUEB2400	WALL CLIP HANGAR	PK	8	\$1.59	\$12.72			
001-05017	AVT75301	WALL PANEL CLIP	PK	11	\$9.99	\$109.89	BAU42121	\$4.99	\$54.89
001-05999	ESS242	PENDAFLEX TAB INSERTS	PK	4	\$1.19	\$4.76	SMD68620	\$0.99	\$3.96
001-06000	AVE11465	5-TAB NOTEBOOK INDEX, MULTI-COLOR	PK	96	\$0.25	\$24.00	SPR21350	\$0.19	\$18.24

Ex. B  
 Category 1: General Office Supplies  
 Core Price Schedule

Sarpy Inventory	Product Number	Description	Unit (ea, bx)	Estimated Quantity	Unit Price	Extended Price	Alternate Brand Product Number & Description	Unit Price	Extended Price
001-06001	AVE11467	8-TAB NOTEBOOK INDEX, MULTI-COLOR	PK	72	\$0.45	\$32.40	SPR21380	\$0.35	\$25.20
001-06002	AVE11350	A-Z INDEX DIVIDERS	PK	2	\$1.99	\$3.98	SPR01181	\$1.69	\$3.38
001-06003	AVE11352	001-031 NOTEBOOK INDEX	PK	2	\$4.99	\$9.98	SPR01182	\$2.99	\$5.98
001-07005	WEVCO125	#10 WHITE BUSINESS ENVELOPE	BX	9	\$5.79	\$52.11	SPR09099	\$5.63	\$50.67
001-07010	SPR19758	TYVEK SELF-SEAL ENVELOPES, 10X13	BX	1	\$30.29	\$30.29			
001-07011	WEVCO645	6X9 SS ENVELOPE (500/BX)	BX	4	\$8.99	\$35.96			
001-07012	WEVCO975	7-1/2 X 10-1/2 CLASP ENV., (100/BX)	BX	1	\$8.29	\$8.29			
001-07013	WEVCO733	9 X 12 SELF-SEAL ENVELOPE (250/BX)	BX	13	\$19.25	\$250.25			
001-07015	WEVCO736	10 X 13 SELF-SEAL ENVELOPE (250/BX)	BX	8	\$23.50	\$188.00			
001-07016	WEVCO690	10 X 15 SELF-SEAL ENVELOPE (250/BX)	BX	2	\$31.19	\$62.38			
001-07017	WEVCO738	12 X 15-1/2 CLASP ENVELOPE (250/BX)	BX	1	\$46.58	\$46.58			
001-07018	WEVCO880	10X13 INTER-DEPT ENVELOPES (100/BX)	BX	1	\$14.50	\$14.50			
001-08009	PAP5640115	LIQUID PAPER - ALL PURPOSE	DZ	3	\$5.99	\$17.97	ITA01539	\$4.42	\$13.26
001-08012	TOM68620	MONO CORRECTION TAPE	PK	216	\$1.59	\$343.44	ITA60032	\$0.79	\$170.64
001-08014	PAP2841178	SANFORD PMOP CORRECTION FLUID	DZ	2	\$0.79	\$1.58			
001-08015	PAP7470115	LIQUID PAPER PEN & INK	DZ	4	\$0.89	\$3.56			
001-10001	SMD10330	FILE FOLDERS, LETTER (100/BX)	BX	36	\$7.10	\$255.60	SPRSP11113	\$4.49	\$161.64
001-10002	SMD15330	FILE FOLDERS, LEGAL (100/BX)	BX	12	\$9.40	\$112.80	SPRSP41113	\$6.29	\$75.48
001-10003	SMD75560	2" FILE POCKETS, LETTER (50/BOX)	BX	2	\$17.87	\$35.74	SPRSP24920	\$13.99	\$27.98
001-10005	SMD76560	2" FILE PCOKETS, LEGAL (50/BX)	BX	2	\$22.99	\$45.98	SPRSP24950	\$19.99	\$39.98

Exhibit B  
 Category 1: General Office Supplies  
 Core Price Schedule

Sarpy Inventory	Product Number	Description	Unit (ea, bx)	Estimated Quantity	Unit Price	Extended Price	Alternate Brand Product Number & Description	Unit Price	Extended Price
001-10020	SMD64035	HANGING FOLDERS, LETTER (25/BX)	BX	58	\$6.10	\$353.80	SPRSP5213	\$3.79	\$219.82
001-10021	SMD64135	HANGING FOLDER, LEGAL (25/BX)	BX	7	\$9.99	\$69.93	SPRSP5313	\$6.99	\$48.93
001-10022	ESS4152X3	3" HANGING FOLDERS - LETTER	BX	2	\$18.99	\$37.98	SPRSP52X315	\$14.99	\$29.98
001-10023	ESS4153X3	3" HANGING FOLDER, LEGAL	BX	2	\$25.39	\$50.78	SPRSP53X315	\$18.99	\$37.98
001-10024	SMD64600	2" PLASTIC TABS- HANGING FILES	PK	3	\$1.29	\$3.87	SPSP5313	\$0.79	\$2.37
001-10025	ESS343	PENDAFLEX TAB INSERTS	PK	3		#VALUE!	SMD68670	\$1.29	\$3.87
001-10026	SPRSP52X315	3" BOX-BOTTOM HANGING FILE, LETTER	BX	1	\$14.99	\$14.99			
001-14007	AVE00226	AVERY GLUE STICK, PURPLE, 1.27 OZ	DZ	3	\$0.79	\$2.37	SPR01529	\$0.69	\$2.07
001-19001	MEA43080	STENO NOTEBOOK, 6 X 9	EA	24	\$0.55	\$13.20			
001-19004	MEA06622	SINGLE SUBJECT NOTEBOOK, 11 X 8 1/2	EA	12	\$1.55	\$18.60			
001-19005	MEA06780	MEAD 5-SUBJECT NOTEBOOK	EA	3	\$2.99	\$8.97			
001-19006	DUO5225800	REPORT COVERS - ASSORTED	BX	1	\$2.99	\$2.99			
001-19007	DUO5012505	POCKET PORTFOLIO - ASSORTED	BX	1	\$2.99	\$2.99			
001-19008	DUO5412800	POCKET PORTFOLIO W/ FASTENERS	BX	1	\$2.99	\$2.99			
001-19009	SPR71461	CLEAR FRONT REPORT COVERS	BX	1	\$13.99	\$13.99			
001-20001	TOP3002P	TOPPS TELEPHONE MESSAGE PADS	DZ	25	\$1.87	\$46.75			
001-20015	SOF301	SHOULDER REST, MINI, BLACK	PK	14	\$5.29	\$74.06			
001-20018	SPR69350	SPIRAL MEMO BOOK, 3 X 5	EA	30	\$0.64	\$19.20			
001-20019	SPR69460	WIREBOUND MEMO BOOK, 4 X 6	EA	6	\$6.99	\$41.94			
001-20020	SPRF35500	SCRATCH PAD, WHITE, 3 X 5	DZ	1	\$3.99	\$3.99			

Exhibit B  
 Category 1: General Office Supplies  
 Core Price Schedule

Sarpy Inventory	Product Number	Description	Unit (ea, bx)	Estimated Quantity	Unit Price	Extended Price	Alternate Brand Product Number & Description	Unit Price	Extended Price
001-20035	AMP20011	WHITE RULED PADS, LETTER	DZ	11	\$5.29	\$58.19			
001-20036	NAT00865	WHITE RULED PADS, LEGAL	DZ	2	\$14.99	\$29.98			
001-21040	PMC08677	ADDING MACHINE PAPER ROLL, 2-1/4"	BX	4	\$55.00	\$220.00	SPR21500	\$32.00	\$128.00
001-22000	MMF20003511	COUNTERFEIT DETECTOR PENS	PK	12		#VALUE!	DRI351B1	\$2.89	\$34.68
001-22003	BICGSM11RD	BIC ROUND STICK PEN, RED	BX	3	\$1.10	\$3.30	ITA50602	\$0.49	\$1.47
001-22005	BICGSM11BK	BIC STICK PEN, BLACK MED	BX	38	\$1.10	\$41.80	ITA50603	\$0.49	\$18.62
001-22006	BICGSF11BK	BIC STICK PEN, BLACK FINE	BX	25	\$1.10	\$27.50	ITA50608	\$0.49	\$12.25
001-22012	PAP8410152	FLAIR PEN, BLUE	BX	1	\$6.99	\$6.99			
001-22013	PAP8420152	FLAIR PEN, RED	BX	3	\$6.99	\$20.97			
001-22014	PAP8430152	FLAIR PEN, BLACK	BX	2	\$6.99	\$13.98			
001-22015	PAP8440152	FLAIR PEN, GREEN	BX	1	\$6.99	\$6.99			
001-22016	PAP8450152	FLAIR PENS, PURPLE	BX	1	\$6.99	\$6.99			
001-22017	PIL11001	RAZOR POINT MARKER, BLACK	BX	1	\$8.99	\$8.99			
001-22018	PIL11007	RAZOR POINT MARKER, RED	BX	2	\$8.99	\$17.98			
001-22019	PIL11004	RAZOR POINT MARKER, BLUE	BX	1	\$8.99	\$8.99			
001-22021	AVE07887	MARKS-A-LOT, RED	BX	2	\$4.90	\$9.80	ITA33328	\$2.69	\$5.38
001-22022	AVE08888	MARKS-A-LOT -BLACK	BX	5	\$4.90	\$24.50	ITA30011	\$2.69	\$13.45
001-22025	SAN25009	SANFORD MAJOR ACCENT - PINK	BX	1	\$4.29	\$4.29	SAN64327	\$2.90	\$2.90
001-22026	SAN25010	SANFORD MAJOR ACCENT - BLUE	BX	1	\$4.29	\$4.29	SAN64328	\$2.90	\$2.90
001-22027	SAN25005	SANFORD MAJOR ACCENT - YELLOW	BX	4	\$4.29	\$17.16	SAN64326	\$2.90	\$11.60

Ex. . B  
 Category 1: General Office Supplies  
 Core Price Schedule

Sarpy Inventory	Product Number	Description	Unit (ea, bx)	Estimated Quantity	Unit Price	Extended Price	Alternate Brand Product Number & Description	Unit Price	Extended Price
001-22028	SAN25006	SANFORD MAJOR ACCENT - ORANGE	BX	1	\$4.29	\$4.29	SAN64325	\$2.90	\$2.90
001-22029	SAN25026	SANFORD MAJOR ACCENT - GREEN	BX	1	\$4.29	\$4.29			
001-23002	PAP12132	#2 PENCIL	BX	14	\$0.79	\$11.06	ITA70215	\$0.42	\$5.88
001-23010	ROG14004	COMFORT GRIPS - GRAB ON	PK	28	N/A		BAU72609	\$0.89	\$24.92
001-27004	RBSQ18	RUBBER BANDS SIZE 18, 1/4 lb.	BX	12	N/A		SPR1814LB	\$0.49	\$5.88
001-27005	RBSQ32	RUBBER BANDS SIZE 32, 1/4 lb.	BX	12	N/A		SPR3214LB	\$0.49	\$5.88
001-27006	RBSQ64	RUBBER BANDS SIZE 64, 1/4 lb.	BX	4	N/A		SPR6414LB	\$0.49	\$1.96
001-37001	SWI35108	STANDARD STAPLES	BX	180	\$0.47	\$84.60			
001-37002	BOSG2K	PREMIUM STAPLE REMOVER	EA	24	\$1.49	\$35.76			
001-37003	SPR86000	STAPLE REMOVER	EA	12	\$0.19	\$2.28			
001-37004	BOS02257	BOSTITCH CONTEMPORARY STAPLER	EA	13	\$3.49	\$45.37			
001-37005	SWI74701	SWINGLINE 747 DELUXE STAPLER	EA	11	\$8.59	\$94.49			
001-37006	BOSSTCR211514	STANLEY B-8 ELECTRIC STAPLES, 5M	BX	5	\$2.99	\$14.95			
001-40007	MMM810341296	3M SCOTCH MAGIC TAPE, REFILL	BX	576	\$1.99	\$1,146.24	SPR60045	\$0.56	\$322.56
001-40022	MMMC40BK	3M SCOTCH TAPE DELUXE DISPENSER	EA	25	\$6.89	\$172.25	SPR64007	\$1.59	\$39.75
001-40028	MMM39000103	3M CLEAR PACKING TAPE 2", REFILL (4/PK)	PK	8	N/A		SPR60043	\$3.29	\$26.32
001-40036	MMM3750RDCR	3M PACKING TAPE W/DISPENSER (4/BX)	BX	10	\$13.99	\$139.90			
001-46006	IMN44766	IMATION HD FORMATTED 3.5 DISKETTES	BX	16	N/A		SON10MFD2HDLF	\$2.99	\$47.84
001-50015	SMD68220	SELF-ADHESIVE FILE FASTENERS	BX	5	\$5.49	\$27.45	SPRSA21	\$3.59	\$17.95
001-50032	SWI74101	2-HOLE PAPER PUNCH	EA	9	\$12.59	\$113.31	SPR00785	\$2.99	\$26.91

Exhibit B  
 Category 1: General Office Supplies  
 Core Price Schedule

Sarpy Inventory	Product Number	Description	Unit (ea, bx)	Estimated Quantity	Unit Price	Extended Price	Alternate Brand Product Number & Description	Unit Price	Extended Price
001-50045	ACM10703	8" SCISSORS	EA	40	\$1.39	\$55.60	SPR02041	\$1.19	\$47.60
002-00002	MMMR330AU	POST-IT POP-UPS, 3"X3", ULTRA-COLOR	PK	8	\$6.89	\$55.12	SPR19822	\$5.79	\$46.32
003-00001	BAU67880	I.D. BADGE HOLDER	EA	4	\$8.79	\$35.16			
003-00002	BAU69409	LANYARD W/ U-CLIP, BLACK	EA	6	\$0.39	\$2.34			
004-07012	BWK6272	PAPER TOWELS ROLL (30/RL)	CS	32	\$0.59	\$18.88			
004-09055	GOJ965212CMREA	PURELL GEL HAND SANITIZER, 8OZ	EA	84	\$3.99	\$335.16			
004-09070	GOJ539202	PURELL FOAM HAND SANITIZER REFILL	EA	10	\$57.50	\$575.00			
004-09071	COX02174	PURELL GEL HAND SANITIZER, 2 OZ	EA	24	\$2.99	\$71.76			
004-09072	RAC04675EA	LYSOL DISINFECTANT SPRAY AEROSOL, 19 FL OZ, FRESH SCENT	EA	60	\$4.99	\$299.40			
004-09073	RAC77182EA	LYSOL SANITIZING WIPES, 80 CT	EA	10	\$6.99	\$69.90			
004-09074	UMISCHB077472	SANI-CLOTH WIPES, 160CT	EA	20	\$8.99	\$179.80			
004-30200	EVEEN93	EVEEN93 - ENERGIZER "C" ALKALINE BATTERY (12)	BX	5	\$7.99	\$39.95			
004-30300	EVEEN95	ENERGIZER "D" ALKALINE BATTERY (12)	BX	12	\$8.29	\$99.48			
004-30400	EVEEN91	ENERGIZER "AA" ALKALINE BATTERY, (24)	BX	60	\$6.59	\$395.40			
004-30500	EVEEN92	ENERGIZER "AAA" ALKALINE BATTERY (24)	BX	8	\$7.99	\$63.92			
004-30600	EVEEN22	ENERGIZER 9-VOLT ALKALINE BATTERY (12)	BX	12	\$13.70	\$164.40			
007-05214	DRC12J12	12 OZ STYROFOAM CUPS (40/TB)	CS	7	\$18.45	\$129.15			
007-05215	DRC6J6	6 OZ STYROFOAM CUPS (40/TB)	CS	3	\$13.50	\$40.50			
015-05087	JOJ5635	BAND-AID PLASTIC, 3/4"X3" (60/BX)	BX	30	\$1.99	\$59.70			
015-08682	RCM25189973	STAYFREE SANITARY NAPKINGS, 250/CS	CS	20	\$46.49	\$929.80			

Exhibit B  
 Category 1: General Office Supplies  
 Core Price Schedule

Sarpy Inventory	Product Number	Description	Unit (ea, bx)	Estimated Quantity	Unit Price	Extended Price	Alternate Brand Product Number & Description	Unit Price	Extended Price
01516000	GCPBL	CROSSTEX INT'L PROCEDURAL FACE MASKS, (50/BOX)	BX	100	N/A		KIM47080	\$9.59	\$959.00
15-21022	8440XL	YELLOW LATEX RUBBER GLOVES, REUSABLE, 20 MIL, 12" LENGTH, X-LARGE	PR	288	\$0.87	\$250.56			
15-21054	156300	PRO-DERM LATEX GLOVES, LARGE (100/BX)	BX	5	N/A		MIICUR8106	\$5.99	\$29.95
15-21056	156200	PRO-DERM LATEX GLOVES, MEDIUM (100/BX)	BX	6	N/A		MIICUR8105	\$5.99	\$35.94
15-21058	156100	PRO-DERM LATEX GLOVES, SMALL (100/BX)	BX	6	N/A		MIICUR8104	\$5.99	\$35.94
15-21060	156350	PRO-DERM LATEX GLOVES, X-LARGE (100/BX)	BX	5	N/A		MIICUR8107	\$5.99	\$29.95
021-04004	ROL67574	ROLODEX CARD, 3 X 5	PK	12	\$2.89	\$34.68			
021-04005	ROL67570	ROLODEX CARDS, 2-1/4 X 4	PK	5	\$0.68	\$3.40			
021-07000	SMD71156	EXPANDING WALLET, LETTER	BX	3	N/A		SMD74790	\$31.50	\$94.50
021-07001	SMD73790	EXPANDING POCKETS, LETTER	BX	3	\$25.99	\$77.97			
021-07003	SMD71076	EXPANDING WALLET, LEGAL	BX	2	\$28.50	\$57.00			
021-07005	SMD74790	EXPANDING POCKET, LEGAL	BX	2	\$29.99	\$59.98			
021-07009	SEL21491	#7 PADDED MAILERS, 14-1/4 X 20	BX	1	\$36.99	\$36.99			
021-07011	SEL21488	#4 PADDED MAILER, 9-1/2 X 14-1/2	BX	1	\$15.99	\$15.99			
021-07012	SEL21486	#2 PADDED MAILER, 8-1/2 X 12	BX	1	\$15.99	\$15.99			
021-07013	SEL21484	#0 PADDED MAILER, 6 X 10	BX	2	\$9.99	\$19.98			
021-07014	SEL21489	#5 PADDED MAILER, 10-1/2 X 16	BX	1	\$20.69	\$20.69			
021-08002	PENZ21	PENTEL MECH. PENCIL REFILL ERASERS	TB	6	\$0.69	\$4.14			
021-08004	PENPDE1	PENTEL AUTO. PENCIL ERASER REFILL	TB	6	\$0.69	\$4.14			
021-08005	PENE10BPK6	PENTEL TWIST-ERASE ERASER REFILL	TB	6	\$0.69	\$4.14			

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Sarpy Inventory	Product Number	Description	Unit (ea, bx)	Estimated Quantity	Unit Price	Extended Price	Alternate Brand Product Number & Description	Unit Price	Extended Price
021-16002	MACMS1648	MACO LABEL, 3" X 2", WHITE	PK	6	\$2.49	\$14.94	AVE05436	\$1.99	\$11.94
021-16003	MACMS6432	MACO LABELS, 4" X 2", WHITE	PK	15	\$2.49	\$37.35	AVE05444	\$1.99	\$29.85
021-16004	AVE05211	AVERY FILE LABELS, BLACK (750/PK)	PK	3	\$1.79	\$5.37			
021-16005	AVE05200	AVERY FILE LABELS, DK BLUE (750/PK)	PK	3	\$1.79	\$5.37			
021-16006	AVE05201	AVERY FILE LABELS, RED (750/PK)	PK	3	\$1.79	\$5.37			
021-16007	AVE05206	AVERY FILE LABELS, LT BLUE (750/PK)	PK	3	\$1.79	\$5.37			
021-16008	AVE05215	AVERY FILE LABELS, ASSORTED COLORS (750/PK)	PK	3	\$1.79	\$5.37			
021-16009	AVE05204	AVERY FILE LABELS, PURPLE (750/PK)	PK	3	\$1.79	\$5.37			
021-16010	AVE05209	AVERY FILE LABELS, YELLOW (750/PK)	PK	3	\$1.79	\$5.37			
021-16011	AVE05203	AVERY FILE LABELS, GREEN (750/PK)	PK	3	\$1.79	\$5.37			
021-16012	AVE05205	AVERY FILE LABELS, ORANGE (750/PK)	PK	3	\$1.79	\$5.37			
021-16014	AVE5260	AVERY LASER ADDRESS LABELS, 1" X 2-5/8"	PK	205	\$5.89	\$1,207.45	ELI26002	\$4.29	\$879.45
021-16015	AVE5266	FILE FOLDER LASER LABELS	PK	3	\$11.99	\$35.97	ELI26041	\$8.99	\$26.97
021-16017	AVE5261	AVERY LASER ADDRESS LABELS, 2" X 4"	PK	20	\$4.79	\$95.80			
021-16019	AVE5066	AVERY LASER FILE LABELS, RED	BX	5	\$19.99	\$99.95	ELI26044	\$14.79	\$73.95
021-16020	AVE5866	AVERY FILE LABELS, GREEN	BX	5	\$19.99	\$99.95	ELI26045	\$14.79	\$73.95
021-16021	AVE5966	AVERY 5966 FILE LABELS, YELLOW	BX	6	\$19.99	\$119.94	ELI26046	\$14.79	\$88.74
021-20006	MMM680SH2	"SIGN HERE" POST-IT FLAGS, YELLOW	PK	24	\$2.99	\$71.76	SPR19257	\$1.96	\$47.04
021-20007	MMM680YW2	POST-IT TAPE FLAGS, YELLOW	PK	48	\$2.87	\$137.76	SPR19259	\$1.96	\$94.08
021-20008	MMM680GN2	POST-IT TAPE FLAGS, GREEN	PK	12	\$2.87	\$34.44	SPR19262	\$1.96	\$23.52

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Sarpy Inventory	Product Number	Description	Unit (ea, bx)	Estimated Quantity	Unit Price	Extended Price	Alternate Brand Product Number & Description	Unit Price	Extended Price
021-20009	MMM680RD2	POST-IT TAPE FLAGS, RED	PK	18	\$2.87	\$51.66	SPR19260	\$1.96	\$35.28
021-20010	MMM680BE2	POST-IT TAPE FLAGS, BLUE	PK	12	\$2.87	\$34.44	SPR19261	\$1.96	\$23.52
021-20011	MMM680OE2	POST-IT TAPE FLAGS, ORANGE	PK	18	\$2.87	\$51.66			
021-20012	MMM680PU2	POST-IT TAPE FLAGS, PURPLE	PK	6	\$2.87	\$17.22			
021-20013	MMM680BB2	3M POST-IT FLAGS, BRIGHT BLUE (2/PK)	PK	12	\$2.87	\$34.44			
021-20014	MMM680BG2	3M POST-IT FLAGS, BRIGHT GREEN (2/PK)	PK	24	\$2.87	\$68.88			
021-20015	MMM680BP2	3M POST-IT FLAGS, BRIGHT PINK (2/PK)	PK	18	\$2.87	\$51.66			
021-20037	SPR2011	SPARCO YELLOW LEGAL PADS, LETTER	DZ	43	\$4.49	\$193.07			
021-20038	SPR2014	SPARCO YELLOW LEGAL PADS, LEGAL	DZ	8	\$6.79	\$54.32			
021-20039	SPR2058	SPARCO YELLOW LEGAL PADS, 5X8	DZ	28	\$3.29	\$92.12			
021-21005	MMM6539YW	HIGHLANDNOTES 1-1/2 X 2 (12/PK)	PK	96	\$1.32	\$126.72	SPR19772	\$1.07	\$102.72
021-21006	MMM6549YW	HIGHLANDNOTES 3 X 3 (12/PK)	PK	87	\$2.89	\$251.43	SPR19783	\$2.37	\$206.19
021-21007	MMM6559YW	HIGHLANDNOTES 3 X 5 (12/PK)	PK	7	\$3.99	\$27.93	SPR19784	\$3.49	\$24.43
021-21008	MMM6609YW	HIGHLANDNOTES 4 X 6 (12/PK)	PK	9	\$7.90	\$71.10	SPR70402	\$5.59	\$50.31
021-22000	PENBLN15B	ENERGEL PEN, RED	DZ	6	\$9.99	\$59.94			
021-22001	PENBK90A	PENTEL RSVP BLACK FINE	DZ	17	\$4.59	\$78.03			
021-22002	PENBK90B	PENTEL RSVP RED FINE	DZ	3	\$4.59	\$13.77			
021-22003	PENBK90C	PENTEL RSVP BLUE FINE	DZ	8	\$4.59	\$36.72			
021-22004	PENBK91A	PENTEL RSVP BLACK MEDIUM	DZ	11	\$4.59	\$50.49			
021-22005	PIL30040	PILOT BETTER GRIP, BLACK FINE	DZ	3	\$4.29	\$12.87			

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Sarpy Inventory	Product Number	Description	Unit (ea, bx)	Estimated Quantity	Unit Price	Extended Price	Alternate Brand Product Number & Description	Unit Price	Extended Price
021-22006	PIL30050	PILOT BETTER GRIP, BLACK-MED	DZ	4	\$4.29	\$17.16			
021-22007	PIL30041	PILOT BETTER GRIP, BLUE-FINE	DZ	3	\$4.29	\$12.87			
021-22008	PIL36711	PILOT BETTER PEN, BLUE MED	DZ	5	\$4.89	\$24.45			
021-22009	PIL37011	PILOT BETTER PEN, RED FINE	DZ	3	\$4.89	\$14.67			
021-22010	PIL39011	PIL TICK PEN, FINE PURPLE	DZ	3	\$8.99	\$26.97			
021-22011	PENBLN15A	ENERGEL PENS, NEEDLE TIP, BLACK	DZ	16	\$9.99	\$159.84			
021-22012	PENBLN15A	ENERGEL PENS, METAL TIP, BLACK	DZ	21	\$9.99	\$209.79			
021-22013	PIL35711	PILOT BETTER PEN, BLACK MED	DZ	7	\$6.99	\$48.93			
021-22014	SAN33001	SUPER SHARPIE, BLACK BOLD	DZ	3	\$9.99	\$29.97			
021-22015	SAN60101	UNIBALL PEN, BLACK FINE	DZ	2	\$7.29	\$14.58	ITA36172	\$3.49	\$6.98
021-22016	SAN60052	UNIBALL DELUXE PEN, BLACK FINE	DZ	6	\$13.29	\$79.74			
021-22017	SAN60152	UNIBALL MICRO PEN, 2MM RED	DZ	2	\$7.29	\$14.58	ITA36171	\$3.49	\$6.98
021-22018	SAN60103	UNIBALL PEN, FINE BLUE	DZ	2	\$7.29	\$14.58	ITA36173	\$3.49	\$6.98
021-22019	SAN33951	SIGNO 207 GEL PEN	DZ	14	\$11.29	\$158.06			
021-22020	SAN60708	GRIP-ROLLERBALL, BLACK	DZ	7	\$12.99	\$90.93			
021-22021	SAN60025	UNIBALL DELUXE MICRO PEN, BLACK	DZ	3	\$13.29	\$39.87			
021-22022	SAN1741775	UNIBALL VISION RT BOLD, BLUE	DZ	3	\$14.50	\$43.50			
021-22023	SAN60027	UNIBALL DELUXE PEN, BLUE	DZ	3	\$13.29	\$39.87			
021-22024	SAN60709	UNI-BALL GRIP, 0.3MM, BLUE	DZ	6	\$12.99	\$77.94			
021-22025	SAN1741774	UNIBALL VISION RT, BOLD, BLACK	DZ	5	\$19.50	\$97.50			

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Sarpy Inventory	Product Number	Description	Unit (ea, bx)	Estimated Quantity	Unit Price	Extended Price	Alternate Brand Product Number & Description	Unit Price	Extended Price
021-22026	PMC05057	PMC05057 - PREVENTA SECURITY PENS W/ CHAIN	EA	90	\$1.57	\$141.30			
021-22028	PIL38011	PILOT BETTER PEN, GREEN	DZ	2	\$8.99	\$17.98			
021-22029	PENBL17C	PENDEL ENERGEL PEN, METAL-TIP, BLUE	DZ	24	\$8.99	\$215.76			
021-22030	PENK157A	HYBRID® GEL GRIP RTX PEN, 0.7MM,	DZ	4	\$8.99	\$35.96			
021-22054	SAN65450	UNIGEL GRIP PENS, BLACK .7MM	DZ	7	\$6.99	\$48.93			
021-22055	SAN60441	UNIGEL PEN, BLACK .7MM	DZ	5	\$9.48	\$47.40			
021-22057	PAP9660131	PAPER MATE FLEX-GRIP PEN, BLUE MED	DZ	6	\$7.99	\$47.94			
021-22058	PAP9630131	PAPER MATE FLEX-GRIP PEN, BLACK MED	DZ	6	\$7.99	\$47.94			
021-22059	PAP9580131	PAPER MATE FLEX-GRIP, RETRACTABLE, BLACK	DZ	5	\$8.99	\$44.95			
021-22060	PAP9510131	PAPER MATE FLEX-GRIP, RETRACTABLE, BLUE	DZ	13	\$8.99	\$116.87			
021-22061	SAN27080	SHARPIE LIQUID ACCENT HIGHLIGHTER, PINK	DZ	3	\$6.49	\$19.47			
021-22062	SAN24610	SHARPIE LIQUID ACCENT HIGHLIGHTER, BLUE	DZ	2	\$8.79	\$17.58			
021-22063	SAN24426	SHARPIE LIQUID ACCENT HIGHLIGHTER, GREEN	DZ	2	\$8.10	\$16.20			
021-22064	SAN24425	SHARPIE LIQUID ACCENT HIGHLIGHTER, YELLOW	DZ	34	\$8.10	\$275.40			
021-22065	SAN83074	SANFORD DRY ERASE, 4-COLOR, CHISEL POINT	PK	3	\$3.49	\$10.47	ITA30015	\$1.69	\$5.07
021-22066	SAN83001	SANFORD DRY ERASE MARKER, BLACK	DZ	1	\$9.99	\$9.99	ITA30010	\$3.99	\$3.99
021-22067	SAN83003	SANFORD DRY ERASE MARKER, BLUE	DZ	1	\$9.99	\$9.99	ITA33308	\$3.99	\$3.99
021-22068	SAN84001	SANFORD DRY ERASE MARKER, BLACK FINE	DZ	3	\$7.99	\$23.97			
021-22069	SAN25019	SANFORD HIGHLIGHTER, LAVENDER	DZ	1	\$4.99	\$4.99	ITA33325	\$0.39	\$0.39
021-22070	SAN84002	SANFORD EXPO MARKER, RED FINE	DZ	1	\$9.99	\$9.99			

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Sarpy Inventory	Product Number	Description	Unit (ea, bx)	Estimated Quantity	Unit Price	Extended Price	Alternate Brand Product Number & Description	Unit Price	Extended Price
021-22071	SAN84074	SANFORD DRY ERASE, 4 COLOR, FINE POINT	PK	3	\$2.99	\$8.97			
021-22072	SAN30001	SHARPIE POINT, BLACK FINE	DZ	6	\$6.60	\$39.60			
021-22073	SAN30002	SHARPIE MARKER, RED FINE	DZ	2	\$6.60	\$13.20			
021-22074	SAN30003	SHARPIE, BLUE FINE	DZ	2	\$6.60	\$13.20			
021-22075	SAN35001	SHARPIE POINT, BLACK EXTRA FINE	DZ	2	\$6.49	\$12.98			
021-22076	SAN37001	SHARPIE MARKER, BLACK ULTRA-FINE	DZ	6	\$6.49	\$38.94			
021-22077	SAN88074	SANFORD EXPO, 4-COLOR, BULLET TIP	SET	2	\$3.99	\$7.98			
021-22078	SAN83002	SANFORD DRYERASE MARKER, RED CHISEL	DZ	2	\$9.99	\$19.98			
021-22079	SAN84003	SANFORD DRYERASE MARKER, BLUE FINE	DZ	1	\$9.99	\$9.99			
021-22080	SAN83078	SANFORD DRYERASE MARKER, 8-COLOR	SET	2	\$6.99	\$13.98			
021-23000	PENPPR5	PENTEL HI-POLYMER LEAD, RED, .5MM	TB	12	\$0.39	\$4.68			
021-23001	PEN50HB	PENTEL SUPER HI-POLYMER LEAD REFILL, 0.07MM	TB	12	\$0.39	\$4.68			
021-23002	PEN502H	PENTEL HI-POLYMER LEAD, .07MM	TB	12	\$0.25	\$3.00			
021-23004	PEN100HB	PENTEL HI-POLYMER LEAD, .05MM	TB	24	\$0.25	\$6.00			
021-23016	PENQE517A	PENTEL TWIST-ERASE AUTO PENCIL, 0.7MM	EA	24	\$2.29	\$54.96			
021-23017	PAP35243	PAPERMATE MEGALEAD PENCIL .7MM	EA	12	\$0.12	\$1.44			
021-23018	PENPD345TB	PENTEL AUTOMATIC PENCIL 0.5MM	EA	36	\$1.99	\$71.64			
021-23019	PAP35842	PAPERMATE MEGALEAD PENCIL .5MM	EA	12	\$1.99	\$23.88			
021-23020	PAP64892	PAPERMATE ERASER - AUTOMATIC PENCIL	EA	12	\$0.79	\$9.48			
021-24001	RED8L800	MONEY RECEIPT PADS 2-PT (50)	EA	3	\$3.99	\$11.97			

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Sarpy Inventory	Product Number	Description	Unit (ea, bx)	Estimated Quantity	Unit Price	Extended Price	Alternate Brand Product Number & Description	Unit Price	Extended Price
021-26003	LEX1380999	IBM HIGH YIELD CORRECTION RIBBON	EA	24	\$4.78	\$114.72			
021-26015	LEX1299095	IBM CORRECTABLE FILM RIBBON	EA	4	\$4.10	\$16.40			
021-28030	ACM45011	12" PLASTIC RULER, TRANSPARENT	EA	4	\$1.29	\$5.16	SPR01488	\$0.49	\$1.96
021-28031	ACM10415	12" STAINLESS STEEL RULER	EA	4	\$1.79	\$7.16			
021-050000	CCS23600	COMPUCESSY MOUSE PADS	EA	6	\$0.99	\$5.94			
021-050001	SPR15050	SPARCO HAND CLEANING PADS	TB	12	N/A		GJO15050	\$1.49	\$17.88
021-050002	QUA46065	QUALITY PARK GLUE/MOISTENER	EA	24	\$1.19	\$28.56			
021-050050	LEE10134	LEE SORTKWIK FINGER MOISTENER	EA	12	\$1.69	\$20.28			
030-26019	NUKBR80C	NUKOTE CALCULATOR RIBBON, BLK/RED	EA	18	\$0.45	\$8.10			
030-26020	NUKBR80N	NUKOTE CALCULATOR RIBBON, BLK/RED	EA	18	\$0.45	\$8.10			
030-26021	LEX11A3540	LEXMARK PRINTER RIBBON 2300/2400	EA	66	\$8.45	\$557.70			
041-26018	MMM573	MMM CLEANER SPRAY DESK	EA	6	\$3.79	\$22.74			
041-26022	OKI52102001	OKIDATA PRINTERML 182-BLK	EA	12	\$6.79	\$81.48	ELI75007	\$3.99	\$47.88
041-40003	SAN81505	SANFORD WHITE BOARD ERASER	EA	4	\$1.69	\$6.76			
041-40004	SAN81803	SANFORD WHITE BOARD CLEANER	EA	4	\$1.79	\$7.16			
041-40006	MAX648250	MAXELL CD-R DATA BLACK RECORDABLE, 50/SPDL	SPDL	2	\$12.99	\$25.98			
041-40007	MAXCDR700	MAXELL CD-R DATA, 700MB, 80 MIN	EA	30	\$0.49	\$14.70			
041-40008	IMN41149	IMATION CD-RW 1X-4X REWRITABLE DISCS(25/PK)	SPDL	2	\$11.99	\$23.98			
041-40009	MAX630010	MAXELL CD-RW, 1-4X, 700MB/ 80MIN, SLIM CASE	EA	40	\$0.99	\$39.60			
041-50011	CCS24219	LCD COMPUTER SCREEN WIPES (24 ST/BX)	BX	2	\$4.49	\$8.98			

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041-50014	FEL99703	FELLOWES SCREEN WIPES CLEANER	EA	2	\$3.99	\$7.98			
041-50015	REARR1303	PHONEKLEEN PADS (72/BX)	BX	2	\$8.97	\$17.94			
041-50016	REARR1243	KEYKLEEN SWABS (24/BX)	BX	2	\$7.39	\$14.78			
041-50017	REARR1206	REA STATIC STOPPER (24/BX)	BX	2	\$3.29	\$6.58			
041-50019	REARR1301	REA CLEANING TAPE HEAD (80/BX)	BX	2	\$12.99	\$25.98			
041-50022	CCS24305	COMPRESSED AIR, 10 OZ	EA	84	\$2.89	\$242.76			
041-50051	SHA22212	X-STAMPER INK, 20 ML, BLACK	EA	4	N/A		SHA22112	\$2.79	\$11.16
041-50052	SHA22111	X-STAMPER INK, 20 ML, RED	EA	1	N/A				
041-50053	SHA22213	X-STAMPER INK, 20 ML, BLUE	EA	1	N/A				
041-50055	SHA22113	X-STAMPER INK, 10 ML, BLUE	EA	2	\$2.79	\$5.58			
041-50057	SHA22111	X-STAMPER INK, 10 ML, RED	EA	2	\$2.79	\$5.58			
	AVE5167	AVERY LASER EASY PEEL ADDRESS LABELS	PK	1	\$22.99	\$22.99	ELI26001	\$13.99	\$13.99
	AVE5166	AVERY LASER FILE FLDR LABELS, ORANGE, 750/PK	PK	2	\$11.59	\$23.18			
	AVE5366	AVERY FILE FOLDER LABELS, WHITE, 1500/BX	BX	15	\$22.99	\$344.85	ELI26042	\$14.99	\$224.85
	AVE5029	AVERY SELF-ADHESIVE FILE LABELS, CLEAR, 450/PK	PK	3	\$11.97	\$35.91			
	AVE5667	AVERY LASER ADDRESS LABELS, CLEAR, 2000/BX	BX	2	\$23.99	\$47.98	ELI26020	\$15.99	\$31.98
	AVE8366	AVERY FILE LABELS, WHITE, 750/BX	PK	2	\$11.59	\$23.18	ELI26040	\$9.49	\$18.98
	AVE05793	AVERY COLOR-CODING LABELS, 1/4", DK.BLUE	PK	2	\$1.49	\$2.98			
	AVE4013	AVERY WHITE COMPUTER LABELS, CONTINUOUS-FEED	BX	1	\$9.39	\$9.39			
	AVE5972	AVERY LASER LABELS, NEON YELLOW, 750/PK	PK	2	\$9.99	\$19.98			

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	AVE05200	AVERY FILE FLDR LABELS, DK. BLUE	PK	6	\$1.79	\$10.74			
	AVE05201	AVERY FILE FLDR LABELS, DK RED	PK	6	\$1.79	\$10.74			
	ELI26000	ELITE IMAGE LASER ADDRESS LABELS, WHITE, 2000/BX	BX	1	\$1.99	\$1.99			
	ELI37004	PERMANENT ADHESIVE LABELS, NEON GREEN, (250/PK)	PK	2	\$7.99	\$15.98			
	MACMR12124	MACO COLOR CODING LABELS, YELLOW (1000/BX)	BX	2	\$2.39	\$4.78			
	MACMR12125	MACO COLOR CODING LABELS, GREEN (1000/PK)	BX	1	\$2.39	\$2.39			
	SMD67910	2010 YEAR END TAB LABELS, YELLOW (250/PK)	PK	27	\$1.52	\$41.04			
	SMD67150	SMEAD ALPHA-Z COLOR-CODED LABEL, ASST'D.	PK	2	\$28.99	\$57.98			
	BRTTZ2312PK	BROTHER LABEL TAPE, 1/2", BLACK/WHITE (2/PK)	PK	12	\$19.99	\$239.88			
	BRTTZ241	BROTHER LABEL TAPE, 3/4", BLACK/WHITE	PK	4	\$10.49	\$41.96			
	BRTTZ251	BROTHER LABEL TAPE, 1", BLACK/WHITE	PK	8	\$11.99	\$95.92			
	BRTTZ651	BROTHER LABEL TAPE, 1", BLACK/YELLOW	PK	4	\$11.99	\$47.96			
	BRTTZ221	BROTHER LABEL TAPE, 3/8", BLK/WHT	PK	6	\$7.99	\$47.94			
	BRTTZ211	BROTHER LABEL TAPE, 1/4", BLACK/WHITE	PK	2	\$7.29	\$14.58			
	BRTTC10	BROTHER LABEL TAPE, 1/2", BLACK/CLEAR (2/PK)	PK	2	\$19.99	\$39.98			
	DYM30854	DYMO CD/DVD LABELS	PK	1	\$7.99	\$7.99			
	DYM30376	DYMO TAB, FILE, HANGING, 1 ROLL, WHITE	PK	1	\$8.99	\$8.99			
	DYM30327	DYMO LABELS	PK	1	\$5.99	\$5.99			
	DYM30252	DYMO CLEAR ADDRESS LABELS	PK	1	\$13.29	\$13.29			
	DYM30256	DYMO SHIPPING LABELS, WHITE, 300/RL	PK	1	\$13.29	\$13.29			

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 Core Price Schedule

Sarpy Inventory	Product Number	Description	Unit (ea, bx)	Estimated Quantity	Unit Price	Extended Price	Alternate Brand Product Number & Description	Unit Price	Extended Price
	DYM30330	DYMO RETURN ADDRESS LABELS, WHITE, 500/BX	PK	1	\$13.59	\$13.59			
	DYM41913	DYMO TAPE, 3/8", BLACK/WHITE	PK	1	\$11.69	\$11.69			
	DYM40910	DYMO TAPE, 3/8", BLACK/CLEAR	PK	1	\$12.49	\$12.49			
	DYM40914	DYMO TAPE, 3/8", BLUE/WHITE	PK	1	\$11.99	\$11.99			
	DYM30251	DYMO SELF-STICKING ADDRESS LABELS	PK	60	\$3.99	\$239.40			
	DYM45013	DYMO TAPE, 1/2", BLACK/WHITE	PK	3	\$8.99	\$26.97			
	MMMR330AU	3M POST-IT POP-UP REFILL, 3" X 3", ULTRA COLORS	DZ	12	\$5.99	\$71.88	SPR19822	\$4.99	\$59.88
	ESS81606	HANGING FILE FOLDER, 1/5-CUT, LETTER, YELLOW, 25/BX	BX	3	\$12.99	\$38.97	SPRSP5215YEL	\$6.99	\$20.97
	ESS81607	HANGING FILE FOLDER, 1/5-CUT, LETTER, ORANGE, 25/BX	BX	3	\$12.99	\$38.97			
	ESS81608	HANGING FILE FOLDER, 1/5-CUT, LETTER, RED, 25/BX	BX	3	\$12.99	\$38.97	SPRSP5215RED	\$7.99	\$23.97
	AVE5163	AVERY LASER MAILING LABELS, WHITE (1000/BX)	BX	2	\$22.99	\$45.98	ELI26009	\$9.99	\$19.98
	SPRSP11115	SPARCO FILE FOLDERS, 1/5 CUT, MANILA, LETTER	BX	2	\$5.99	\$11.98			
	SMD12743	SMEAD FILE FOLDERS, RED, LETTER (100/BX)	BX	4	\$14.99	\$59.96	SPR42000	\$8.99	\$35.96
	NAT01894	CLASS. FOLDER, 2 DVDR, LETTER, YELLOW (15/BX)	BX	4	\$27.50	\$110.00			
	SPRSP17262	SPARCO FASTENER FILE FOLDERS (50/BX)	BX	30	\$15.25	\$457.50			
	SMD17043	SMEAD FILE FOLDERS, BLUE, LEGAL (100/BX)	BX	2	\$27.99	\$55.98			
	SMD18700	SMEAD CLASS. FOLDERS, MANILA, LEGAL (10/BX)	BX	4	\$29.99	\$119.96			
	SMD17743	SMEAD FILE FOLDERS, RED, LEGAL 100/BX	BX	4	\$25.99	\$103.96			
	SMD19075	SMEAD CLASS. FOLDERS, LEGAL, RED (10/BX)	BX	4	\$18.99	\$75.96			
	SMD13734	SMEAD CLASS FLDR, 1 DVDR, LETTER, YW (10/BX)	BX	30	\$25.89	\$776.70			

Exhibit B  
 Category 1: General Office Supplies  
 Core Price Schedule

Sarpy Inventory	Product Number	Description	Unit (ea, bx)	Estimated Quantity	Unit Price	Extended Price	Alternate Brand Product Number & Description	Unit Price	Extended Price
	SMD17734	SMEAD FILE FOLDERS, LEGAL, RED (100/BX)	BX	15	\$18.25	\$273.75			
	NAT01893	CLASS. FOLDER, 2 DVDR, LETTER, LT. BLUE (15/BX)	BX	4	\$27.50	\$110.00			
	SMD10229	SMEAD INTERIOR FILE FLDRS, TOP TAB, LTR, 100/BX	BX	3	\$14.99	\$44.97	SPR40002	\$12.49	\$37.47
	SPR02077	SPARCO PRINT-ON TAB DIVIDERS, WHITE, LTR., 50/PK	PK	1	\$18.99	\$18.99			
	ESS415315ORA	ESSELITE HANGING FOLDERS, LEGAL, ORANGE (25/BX)	BX	4	\$15.99	\$63.96			
	SPRSP5315RED	HANGING FOLDERS, LEGAL, RED (25/BX)	BX	4	\$10.99	\$43.96			
	SMD64059	SMEAD COLOR HNG FLDRS, ASST, 25/BX	BX	2	\$12.99	\$25.98	SPRSP5215AST	\$6.99	\$13.98
	SMD26783	SMEAD CLASS. FOLDER, 2 DVDR, LTR, RED (10/BX)	BX	2	\$22.99	\$45.98			
	SMD19230	SMEAD CLASS FOLDERS, 2-DVDR, LEGAL, RED (10/BX)	BX	1	\$37.99	\$37.99			
	SMD13733	SMEAD CLASS FOLDERS, LETTER, GREEN (10/BX)	BX	18	\$22.99	\$413.82			
	SMD13731	SMEAD CLASS. FOLDER, 1 DVDR, LTR, RED (10/BX)	BX	21	\$22.99	\$482.79			
	ESS57502	OXFORD TWIN POCKET FOLDERS, BLUE	BX	1	\$6.89	\$6.89			
	ESS57503	OXFORD TWIN POCKET FOLDERS, LT. GREEN	BX	1	\$6.89	\$6.89			
	SMD87862	SMEAD TWIN POCKET FOLDERS, YELLOW	BX	1	\$6.89	\$6.89			
	ESS57511	ESSELTE TWIN POCKET REPORT COVER, RED (25/BX)	BX	5	\$6.89	\$34.45			
	SMD87855	PORTFOLIO 2-POCKET, GREEN (25/BX)	BX	2	\$6.89	\$13.78			
	SPR71439	PORTFOLIO 2-POCKET, RED (25/BX)	BX	2	\$6.59	\$13.18			
	PIL77241	DR. GRIP GEL REFILLS, BLUE FINE	DZ	12	\$12.54	\$150.48			
	PIL77240	DR. GRIP GELL REFILL, BLACK FINE	DZ	12	\$12.54	\$150.48			
	AVE05248	AVERY MAILING SEALS, 1", CLEAR (480/PK)	PK	11	\$4.99	\$54.89			

Exhibit B  
 Category 1: General Office Supplies  
 Core Price Schedule

Sarpy Inventory	Product Number	Description	Unit (ea, bx)	Estimated Quantity	Unit Price	Extended Price	Alternate Brand Product Number & Description	Unit Price	Extended Price
	BAU68884	TRANSLUCENT CARD REEL 4-PK, ASSORTED	PK	6	\$5.29	\$31.74			
	BAU68979	LANYARD CARD REEL, BLACK	PK	5	\$19.99	\$99.95			
	SPR01098	SPARCO INDEX CARDS, CONTINUOUS-FEED, 4" X 6", WHITE (4000/CS)	CS	2	\$69.99	\$139.98			
	RED50111	MESSAGE CALL LOG, 8-1/2" X 1"	EA	2	\$7.99	\$15.98			
	RED50079	MESSAGE/PHONE MEMO, 2-3/4" X 5", CARBONLESS (600/ST)	EA	2	\$6.99	\$13.98			
	ABFSC1164D	PHONE MESSAGE BOOK (600/BK)	EA	6	\$4.99	\$29.94			
	ABFS8714	VOICE LOG BOOK, 15/PK	PK	8	\$4.99	\$39.92			
	AVE05868	AVERY GOLD NOTARIAL SEALS	PK	20	\$2.59	\$51.80			
	SAN70207PP	SANFORD UB 207 GEL PEN REFILLS	PK	3	\$1.79	\$5.37			
	GJO70343	SPARCO MAX-STRENGTH TRASH LINER, 1.7 MIL (50/BX)	BX	7	\$19.99	\$139.93			
	MMM6834	POST-IT SMALL TAPE FLAGS, BE/GN/RD/YW	PK	3	\$2.99	\$8.97			
	MMM6834AB	POST-IT SMALL TAPE FLAGS, BRIGHT BE/PK/PE/YW	PK	3	\$2.99	\$8.97			
	AVE16283	AVERY PRINTABLE SELF-ADHESIVE TABS	PK	8	\$5.99	\$47.92			
	AVE5371	AVERY LASER BUSINESS CARDS, WHITE. 250/PK	PK	3	\$7.59	\$22.77			
	AVE5911	AVERY LASER BUSINESS CARDS, WHITE (2,500/BX)	BX	1	\$59.90	\$59.90	ELI76003	\$47.10	\$47.10
	RTG39017	LASER INDEX TABS, 1-1/8W X 1-1/4H, WHITE (375/PK)	PK	8	\$14.50	\$116.00			
	AVE16280	AVERY PRINTABLE ADHESIVE TABS	PK	4	\$5.99	\$23.96			
	GBC3200599	GBC LAMINATING POUCHES, CLEAR, 10 MIL, CLEAR	PK	1	\$35.99	\$35.99			
	SWI50201	SWINGLINE 502E ELECTRIC CARTRIDGE STAPLER	EA	1	\$81.99	\$81.99			
	PAP35830	PROFILE RETRACT. BALLPOINT PEN, PURPLE, 1.4MM	DZ	1	\$10.29	\$10.29			

Exhibit B  
 Category 1: General Office Supplies  
 Core Price Schedule

Sarpy Inventory	Product Number	Description	Unit (ea, bx)	Estimated Quantity	Unit Price	Extended Price	Alternate Brand Product Number & Description	Unit Price	Extended Price
	SOUPF6	CERTIFICATE JACKET, NAVY W/ GOLD FOIL BORDER	PK	2	\$7.99	\$15.98			
	SAN33950	SANFORD UNIBALL SIGNO 207 GEL PEN, 7MM, BLACK	DZ	3	\$11.39	\$34.17			
	SPRSP24910	SPARCO VERTICAL FILING POCKET, MANILA	BX	1	\$15.99	\$15.99			
	TOP4416	TOPS VOICE MESSAGE LOG BOOK, 700 MSGS, WHITE	EA	10	\$3.29	\$32.90	SPR02301	\$2.99	\$29.90
	SPR02301	SPARCO TELEPHONE MESSAGE LOG	EA	4	\$2.79	\$11.16			
	WAT540951PP	WATERMAN ROLLERBALL PEN REFILL, BLACK	PK	12	\$3.99	\$47.88			
	PAP85581	PAPERMATE FLEXGRIP ELITE RETRACTABLE PEN, BLUE	DZ	2	\$6.99	\$13.98			
	SWI50050	SWINGLINE HD STAPLE CARTRIDGE	BX	9	\$5.99	\$53.91			
	PAP5660115	LIQUID PAPER, 22 ML BOTTLE, LEDGE BUFF	EA	25	\$0.99	\$24.75			
	HEWC6979A	HP GLOSSY PREM. PHOTO PAPER, 8-1/2 X 11, 50/BX	BX	3	\$14.99	\$44.97			
	CCS28951	COMPUCESSORY CALCULATOR STAND, ACRYLIC	EA	3	\$8.99	\$26.97			
	KIM34015	CLEANING TOWELS, TERI REINFORCED WIPES 180/BOX	BX	2	\$17.99	\$35.98			
	MRC6181PK	MAXI ROLL OUT TOWELS, 140/SHT/RL, 6/PK	PK	2	\$14.99	\$29.98			
	ROLE0946	ROLODEX VERTICAL FILE, BLACK	EA	3	N/A				
	MAX648200	MAXELL CD-R DATA BLACK RECORDABLE, 100/SPDL	SPDL	4	\$17.99	\$71.96			
	SON10MC60L	SONY MICRO CASSETTE, 60 MIN (10/PK)	PK	5	\$6.99	\$34.95			
	SAN65451	SANFORD GELL UNIGRIP PEN, BLUE	DZ	6	\$8.99	\$53.94	ITA30034	\$4.99	\$29.94
	PAR3031631PP	BALL POINT PEN REFILL, MEDIUM BLUE	PK	6	\$2.59	\$15.54			
	AVE16230	AVERY TABBING SHIELD, 1.5", CLEAR	PK	6	\$2.99	\$17.94			
	SPR38009	SPARCO FLAG, COBMO PACK	PK	5	\$5.99	\$29.95			

Exhibit B  
 Category 1: General Office Supplies  
 Core Price Schedule

Sarpy Inventory	Product Number	Description	Unit (ea, bx)	Estimated Quantity	Unit Price	Extended Price	Alternate Brand Product Number & Description	Unit Price	Extended Price
	WEVCO565	COIN ENVELOPES, #5.5, 28#	BX	5	\$12.99	\$64.95			
	DYM69110	DYMO LABELWRITER 400 TURBO	EA	3	\$99.50	\$298.50			
	DYM69120	DYMO LABELWRITER DUO LABELER	EA	3	\$159.50	\$478.50			
	SHREL2630PIII	SHARP 12-DIGIT 2-COLOR PRINTING CALCULATOR	EA	6	\$52.59	\$315.54			
001-21001	50351	CAPITOL BOND, 25% COTTON PAPER, 20#, LETTER	RM	120	N/A		OPC000681	\$14.50	\$1,740.00
001-21002	HAM104604	HAMMERMILL LASER PAPER, LETTER, WHITE	RM	80	\$5.55	\$444.00	OPCNMP1124	\$3.89	\$311.20
001-21020	HAM103309	HAMMERMILL COLOR PAPER, LETTER, BLUE	RM	112	\$4.19	\$469.28			
001-21021	HAM103382	HAMMERMILL COLOR PAPER, LETTER, PINK	RM	30	\$4.19	\$125.70			
001-21022	HAM103341	HAMMERMILL COLOR PAPER, LETTER, CANARY	RM	40	\$4.19	\$167.60			
001-21023	HAM103366	HAMMERMILL COLOR PAPER, LETTER, GREEN	RM	10	\$4.19	\$41.90			
001-21024	HAM103168	HAMMERMILL COLOR PAPER, LETTER, GOLDENROD	RM	10	\$4.19	\$41.90			
	HAM102269	HAMMERMILL COLOR PAPER, LILAC	RM	10	\$4.19	\$41.90			
	HAM103770	HAMMERMILL COLOR PAPER, LAVENDER	RM	10	\$4.19	\$41.90			
	HAM103119	HAMMERMILL COLOR PAPER, SALMON	RM	10	\$4.19	\$41.90			
	HAM102889	HAMMERMILL COLOR PAPER, LETTER, GRAY	RM	10	\$4.19	\$41.90			
	WAU20272	WAUSAU ASTROBRIGHTS PAPER, WARM ASSTMT	RM	3	\$8.99	\$26.97			
	WAU20274	WAUSAU ASTROBRIGHTS PAPER, COOL ASSTMT	RM	3	\$8.99	\$26.97			
	WAU22638	ASTROBRIGHT PAPER, LIFTOFF LEMON	RM	5	\$6.97	\$34.85			
	WAU21658	ASTROBRIGHT PAPER, COSMIC ORANGE	RM	6	\$6.97	\$41.82			
20	SPR61391	CONTINUOUS-FEED COMPUTER PAPER, 9-1/2" X 11", 20#, WHITE (2500 SHT/CS)	CS	20	\$21.79	\$435.80			

Exhil  
Option 1  
Category 2: Paper

Vendor Name:

Product Number	Description	Unit (ea, bx)	Estimated Quantity	Unit Price	Extended Price	Alternate Brand Product Number & Description	Unit Price	Extended Price
HAM86700	HAMMERMILL GREAT WHITE COPY PAPER, 20#, 92 BRIGHT, LETTER	RM	10,000	\$ 3.67	\$ 36,700.00	PAYPL1120	\$2.71	\$27,100.00
HAM86704	HAMMERMILL GREAT WHITE COPY PAPER, 20#, 92 BRIGHT, LEGAL	RM	120	\$ 5.19	\$ 622.80	LOP20002	\$3.72	\$446.40
HAM105023	HAMMERMILL COPY PLUS COPY PAPER, 20#, 92 BRIGHT, LEDGER, WHITE	RM	35	\$ 10.89	\$ 381.15	LOP20003	\$5.89	\$206.15
-----	3-HOLE PUNCHED COPY PAPER, LETTER, WHITE	RM	40	\$ 3.10	\$ 124.00	LOP20001	\$2.99	\$119.60

Exhibit D  
Option 2  
Category 3: Toner

Vendor Name:

Product Number	Description	Unit (ea, bx)	Estimated Quantity	Unit Price	Extended Price	Alternate Brand Product Number & Description	Unit Price	Extended Price
BRTPC-201	BROTHERS FAX CARTRIDGE	EA	16	\$21.39	\$342.24	ELI75001	\$13.89	\$222.24
TN-250	BROTHERS FAX CARTRIDGE	EA	8	\$24.19	\$193.52	ELI75106	\$11.89	\$95.12
BRTTN-350	BROTHER TN-350 FAX CARTRIDGE	EA	8	\$42.29	\$338.32	ELI75328	\$31.99	\$255.92
BRTTN-460	BROTHER TN-460 FAX TONER CARTRIDGE	EA	8	\$58.79	\$470.32	ELI75051	\$27.79	\$222.32
BRTTN5000 PF	BROTHER LASER FAX F/3550 & MFC 4350	EA	6	\$27.29	\$163.74			
BRTDR250	BROTHER FAX DRUM KIT	EA	3	\$130.49	\$391.47			
BRTDR350	BROTHER FAX DRUM KIT	EA	3	\$79.29	\$237.87	ELI75329	\$57.99	\$173.97
BRTDR400	BROTHER FAX DRUM KIT	EA	5	\$117.39	\$586.95	ELI75108	\$49.89	\$249.45
HEWC6615DN	HP-15 OFFICEJET CARTRIDGE, BLACK	EA	41	\$25.92	\$1,062.72	ELI75227	\$12.99	\$532.59
HEWC6625DN	HP-17 OFFICEJET CARTRIDGE, TRI-COLOR	EA	5	\$29.29	\$146.45	ELI75228	\$20.49	\$102.45
HEWC1823D	HP-23 OFFICEJET CARTRIDGE, TRI-COLOR	EA	2	\$34.79	\$69.58	ELI75222	\$11.99	\$23.98
HEW51629A	HP-29A OFFICEJET CARTRIDGE, BLACK	EA	2	\$30.29	\$60.58	ELI75218	\$13.89	\$27.78
HEW51645A	HP-45A OFFICEJET CARTRIDGE, BLACK	EA	13	\$26.99	\$350.87	ELI75220	\$6.59	\$85.67
HP51649A	HP-49 OFFICEJET CARTRIDGE, TRI-COLOR	EA	2	\$37.49	\$74.98	ELI75221	\$16.59	\$33.18
HEWC6656AN	HP-56 OFFICEJET CARTRIDGE, BLACK	EA	12	\$18.99	\$227.88	ELI75229	\$12.39	\$148.68
HEWC6657AN	HP-57 OFFICEJET CARTRIDGE, TRI-COLOR	EA	6	\$30.39	\$182.34	ELI75230	\$18.69	\$112.14
HEWC6658AN	HP 58 PHOTOSMART TRI-COLOR CARTRIDGE	EA	2	\$24.29	\$48.58	ELI75354	\$17.99	\$35.98
HEWC6578DN	HP-78D OFFICEJET CARTRIDGE, TRI-COLOR	EA	27	\$30.10	\$812.70	ELI75225	\$17.39	\$469.53

Exhibit D  
Option 2  
Category 3: Toner

Product Number	Description	Unit (ea, bx)	Estimated Quantity	Unit Price	Extended Price	Alternate Brand Product Number & Description	Unit Price	Extended Price
HEWC9361WN	HP-93 OFFICEJET CARTRIDGE, TRI-COLOR	EA	10	\$18.99	\$189.90	ELI75302	\$13.59	\$135.90
HEWC8765WN	HP-94 OFFICEJET CARTRIDGE, BLACK	EA	4	\$19.29	\$77.16	ELI75263	\$15.89	\$63.56
HEWC8767WN	HP-96 OFFICEJET CARTRIDGE, BLACK	EA	37	\$26.40	\$976.80	ELI75249	\$17.59	\$650.83
HEWC9363WN	HP-97 OFFICEJET CARTRIDGE, TRI-COLOR	EA	14	\$30.39	\$425.46	ELI75250	\$17.99	\$251.86
HEWC9364WN	HP-98 INKJET CARTRIDGE, BLACK	EA	22	\$19.54	\$429.88	ELI75304	\$14.59	\$320.98
HEWC8061X	HP LASERJET CARTRIDGE, 4100-4101	EA	3	\$113.52	\$340.56	ELI70331	\$39.25	\$117.75
HEWCB435A	HP 35A LASER TONER CARTRIDGE, BLACK	EA	3	\$54.29	\$162.87	ELI75394	\$49.99	\$149.97
HEWC8061X	HP LASERJET CARTRIDGE, 4100-4101	EA	3	\$113.52	\$340.56	ELI70331	\$39.25	\$117.75
TK-17	TK-17 TONER, KYOCERA	EA	9	\$71.69	\$645.21			
TK-18	TK-18 TONER, KYOCERA, #1020	EA	23	\$73.25	\$1,684.75			
TK-20H	TK-20 TONER, KYOCERA 1700/3700/	EA	2	\$83.99	\$167.98			
TK-25	TK-25 TONER, KYOCERA 1200	EA	2	\$56.49	\$112.98			
TK-40	TK-40 - TONER, KYOCERA	EA	3	\$142.59	\$427.77			
TK-60	TK-60 TONER, KYOCERA 1800/3800	EA	12	\$84.25	\$1,011.00			
TK-67	TK-67 TONER, KYOCERA 3820/3830	EA	5	\$97.99	\$489.95			
TK-70	TK-70 TONER, KYOCERA	EA	3	\$113.25	\$339.75			
TK-112	TK-112 TONER, KYOCERA	EA	3	\$75.25	\$225.75			
TK-122	TK-122 TONER, KYOCERA 1030	EA	9	\$73.25	\$659.25			
TK-132	TK-132 TONER, KYOCERA, FS1300D	EA	8	\$77.39	\$619.12			

Exhibit D  
Option 2  
Category 3: Toner

Product Number	Description	Unit (ea, bx)	Estimated Quantity	Unit Price	Extended Price	Alternate Brand Product Number & Description	Unit Price	Extended Price
TK-142	TK-142 TONER, KYOCERA, FS-1100	EA	6	N/A				
TK-312	TK-312, KYOCERA FS-2000D	EA	14	\$76.29	\$1,068.06			
TK-332	TK-332 FOR FS 4000DN	EA	7	\$78.89	\$552.23			
TK-332	TK-342 FOR FS 2020DN	EA	3	\$78.89	\$236.67			
TK-522K	TK-522K TONER, BLACK	EA	12	\$86.79	\$1,041.48			
TK-522C	TK-522K TONER, CYAN	EA	7	\$90.99	\$636.93			
TK-522M	TK-522K TONER, MAGENTA	EA	7	\$90.99	\$636.93			
TK-522Y	TK-522K TONER, YELLOW	EA	7	\$90.99	\$636.93			
1710493-001	QMS 3100 TRANSFER UNIT	EA	11	\$304.50	\$3,349.50			
1710490-001	MAGICOLOR QMS 3100 - BLACK	EA	19	\$52.50	\$997.50			
1710490-002	MAGICOLOR QMS 3100 - YELLOW	EA	8	\$52.50	\$420.00			
1710490-003	MAGICOLOR QMS 3100 - MAGENTA	EA	5	\$52.50	\$262.50			
1710490-004	MAGICOLOR QMS 3100 - CYAN	EA	6	\$52.50	\$315.00			
1710494-001	MAGICOLOR 3100, IMAGING UNIT	EA	6	\$38.50	\$231.00			
1710495-001	MAGICOLOR 3100 FUSER UIT	EA	3	\$215.41	\$646.23			
IBM75P6961	RICOH/ IBM TONER CARTRIDGE	EA	4	\$312.25	\$1,249.00			
CNMCL18Y	CANON IP3500 PRINTER CARTRIDGE, YELLOW	EA	3	\$12.49	\$37.47	ELI75365	\$8.99	\$26.97
CNMCL18M	CANON INK CARTRIDGE, MAGENTA	EA	3	\$12.49	\$37.47	ELI75364	\$8.99	\$26.97

## Summary

The character, integrity, reputation, judgment, experience, and efficiency of the Vendor is very important when considering a business partner. Our values and commitment to this community support many of the things Sarpy County is looking for.

Pay-LESS Office Products appreciates the business and relationship we have built with your team at Sarpy County. We have been servicing our city for 23 years and would like to maintain you to our list of satisfied customers.

We do not have the millions to spend on fluffy presentations, advertising at professional sporting events and TV ads. We have our reputation for being a very aggressive, highly service oriented, and a flexible independent company growing every day.

From questions being answered immediately and action taken swiftly, we have worked very hard to meet the standards set forth by the market. No other organization is going to manage your account as well as Pay-LESS Office Products.

Our industry, as with many, has gone through consolidation. Pay-LESS Office Products has chosen to stay independently owned to give our customers a higher level of service than the service often times handed to them. We like to look at ourselves as setting a bar higher than what you have been accustomed to. Please do not allow yourselves to be institutionalized like many companies in the market today.

We contribute quite a bit of money and resources to this fine community and civic groups. ***We provide all the transportation for The Salvation Army.*** As stated in Rotary that both my partner and I belong to, "Service above Self" is how we view the role of Pay-LESS Office Products. Please consider a locally owned company when reviewing vendors. We are pleased to be a part of your team and hope to maintain our partnership with Sarpy County for years to come.

Sincerely,



Keith E. Powell  
Vice President



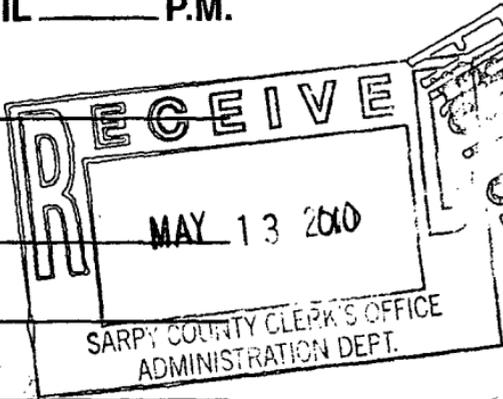
# BID

FOR \_\_\_\_\_

TO BE RECEIVED UNTIL \_\_\_\_\_ P.M.

DATE \_\_\_\_\_

FROM \_\_\_\_\_



*opened  
by CV  
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type of Bid*

*Office Supplies*



68046

U.S. POSTAGE  
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**DEBRA HOUGHTALING  
SARPY COUNTY CLERK  
1210 GOLDEN GATE DRIVE - SUITE 1116  
PAPILLION, NEBRASKA 68046-2895**

# **SPECIFICATIONS**

## **Office Supplies For All Sarpy County Offices**

### **SARPY COUNTY, NEBRASKA**

**PROPOSALS DUE: Thursday 2:00 p.m., May 13, 2010**

## General Information

### Notice to Vendors

Sarpy County is seeking proposals for Office Supplies for the All Sarpy County Offices. The successful Vendor will enter into a Contract (see attached Exhibit "A") for a period of one (1) year commencing on July 1, 2010 until June 30, 2011, with two (2), one (1) year option periods. Sarpy County reserves the right to award the contract to more than one Vendor.

Sealed bids will be received Monday through Friday 8:00 a.m. to 4:45 p.m. except holidays, until Thursday 2:00 p.m., May 13, 2010. Bids shall be in a sealed envelope, clearly marked "Sealed Bid - Office Supplies" and shall have the name of the Vendor, and the time and date of the bid opening. **Do not fax bids, only sealed bids will be accepted.**

**Submit one (1) original and two (2) copies of the entire Bid Form including attachments.**

**Requests for information and clarification questions must be received by May 7, 2010 at 12:00 P.M. in order for Sarpy County to have time to issue an addendum.**

Bidding criteria must be received from Beth Cunard, Purchaser, 1210 Golden Gate Drive, Papillion, NE 68046, (402) 593-4476, bcunard@sarpy.com or via the internet at www.sarpy.com.

Vendors that obtain specifications from the internet sites are responsible for obtaining any addenda that may be added at a later time.

Bids must be sent to:

Deb Houghtaling  
Sarpy County Board Business Office  
1210 Golden Gate Drive  
Papillion, NE 68046

Bids not addressed and delivered to the above person will not be considered. Bids received after the above stated time and date will not be considered.

Bid opening will be a public opening to be held in the Sarpy County Administrative Conference Room at 1210 Golden Gate Drive, Papillion, NE. The bid opening will be at Thursday 2:00 p.m., May 13, 2010.

All bids submitted shall be valid for a period of sixty (60) days following the final date for submission of bids.

Sarpy County will not be liable for costs incurred by Vendors for proposal preparation, printing, demonstration, or any other costs associated with or incurred in reliance on proposal creation. All such costs shall be the responsibility of the Vendor.

The bids shall include all charges and applicable taxes, F.O.B. 1210 Golden Gate Drive, Papillion, Nebraska. The Vendor need not include sales tax in the bid. Sarpy County will, upon request, furnish the successful Vendor with a completed State of Nebraska Tax Exempt Form 13

upon acceptance of the successful Vendor's proposal.

The Sarpy County Board of Commissioners reserves the right to reject any or all bids and to waive minor informalities.

In the event of conflict between unit price and extended price, unit price shall prevail.

### **Procedures for Evaluation and Awarding of Bid**

1. Evaluation will be done by Beth Cunard, Sarpy County Purchaser along with personnel from Fiscal Administration and Purchasing. After evaluation the Purchaser will make a recommendation to the County Board of Commissioners for award. This recommendation and pending award will be made at a public meeting of the Board of Commissioners. Agendas are available each Friday afternoon on our internet site [www.sarpy.com](http://www.sarpy.com). The Commissioners award the bid by majority vote.
2. The following factors will be used to consider the award of the bid, where applicable:
  - a. Compliance with all requirements.
  - b. Price.
  - c. The ability, capability, and skills of the Vendor to perform.
  - d. The character, integrity, reputation, judgment, experience, and efficiency of the Vendor.
  - e. The quality of previous performance.
  - f. Whether the Vendor can perform within the time specified.
  - g. The previous and existing compliance of the supplier with laws.
  - h. The life-cost of the personal property or services in relation to the purchase price and specified use.
  - i. The performance of the personal property or service taking into consideration any commonly accepted tests and standards of product, service, usability and user requirements.
  - j. The energy efficiency ratio as stated by the supplier.
  - k. The life-cycle costs between alternatives for all classes of equipment, the evidence of expected life, the repair and maintenance costs, and the energy consumption on a per year basis.
  - l. Such other information as may be secured having a bearing on the decision.

### **Terms and Conditions:**

1. Information, Discussion, and Disclosures:
  - a. Any information provided by Sarpy County to any Vendor prior to the release of this Request for Proposal ("RFP"), verbally or in writing, is considered preliminary and is not binding on Sarpy County.
  - b. The Vendor must not make available nor discuss any cost information contained in the sealed copy of the proposal to or with any employee of Sarpy County from the date of issuance of this RFP until the contract award has been announced,

unless allowed by the Sarpy County Purchasing Department in writing for the purpose of clarification or evaluation.

- c. No interpretation of the meaning of the specifications, or other bidding documents, nor correction of any ambiguity, inconsistency, or error therein will be made orally to any Vendor.
- d. Every request for such interpretation or correction should be in writing, addressed to the Sarpy County Purchaser, Beth Cunard, 1210 Golden Gate Drive, Papillion, NE 68046 or bcunard@sarpy.com. **Requests must be received by 12:00 p.m., May 7, 2010 in order for Sarpy County to have time to issue an addendum. Requests received after deadline may not be considered.** In case Sarpy County finds it expedient to supplement, modify, or interpret any portion of the bidding documents prior to the proposed bid date, such procedure will be accomplished by the issuance of written addenda to the RFP which will be mailed or delivered to all prospective Vendors at the respective addresses furnished for such purpose.

2. Addenda:

- a. All addenda will become part of this RFP and must be responded to by each Vendor.
- b. All addenda must be acknowledged in writing in the bid submitted by the Vendor.
- c. This RFP, any subsequent addenda, and any written responses to questions take precedence over any information previously provided.

3. Confidentiality of Documents:

Sarpy County considers all information, documentation and other materials requested to be submitted in response to this proposal to be of a non-confidential and/or non-proprietary nature and therefore shall be subject to public disclosure under Neb. Rev. Stat. § 84-712.05(3).

Vendors are hereby notified that Sarpy County strictly adheres to all statutes, court decisions, and opinions of the Nebraska Attorney General with respect to disclosure of RFP information.

Any "proprietary, trade secret, or confidential commercial or financial" information must be clearly identified, in a separate sealed envelope, at the time of bid/proposal submission. The Vendor will be required to fully defend, in all forums, Sarpy County's refusal to produce such information; otherwise, Sarpy County will make such information public.

4. Non-Discrimination Clause:

Pursuant to Neb. Rev. Stat. §73-102 (Reissue 1996), Vendor declares, promises, and warrants it has and will continue to comply fully with Title VI of the Civil Rights Act of

1964, as amended (42 U.S.C.A. §1985, et seq.), and the Nebraska Fair Employment Practice Act, Neb. Rev. Stat. §48-1101, et seq. (Reissue 2004), in that there shall be no discrimination against any employee who is employed in the performance of this Contract, or against any applicant for such employment, because of age, color, national origin, race, religion, creed, disability or sex.

5. Conflict of Interest Clause:

Pursuant to Neb Rev. Stat. §23-3113 (Reissue 1997), the parties hereto declare and affirm that no officer, member, or employee of the County, and no member of its governing body, and no other public official of the County who exercises any functions or responsibilities in the review or approval of the undertaking described in this Contract, or the performing of services pursuant to this Contract, shall participate in any decision relating to this Contract which affects his or her personal interest, or any corporation, partnership, or association in which he or she is directly or indirectly interested; nor shall any employee of the County, nor any member of its governing body, have any interest, direct or indirect, in this Contract or the proceeds thereof.

6. Payment Terms:

The successful Vendor shall submit individual itemized invoice for payment for each order placed by various Sarpy County Offices. Sarpy County will make payment to the successful Vendor within thirty (30) days after receipt of invoice and satisfactory delivery and receipt of invoice.

Each order will be invoiced individually. Invoice shall include office name, department number, designated purchase order number, product number of each item, description, quantity ordered, contract unit price, extended price and total invoice amount. Electronic invoicing is acceptable. A list of County offices will be provided to the successful Vendor. Successful Vendor will assign each County office with an identifying department number or activity code. New department numbers or activity codes may be added from time to time.

7. Supplemental Terms and Conditions/Modifications:

Any supplemental terms, conditions, modifications, or waiver of these terms and conditions must be in writing and signed by the Sarpy County Board Chairman and the Vendor.

8. Term:

The Contract will be for a one (1) year period commencing on July 1, 2010 until June 30, 2011, with two (2), one (1) year option periods.

9. Renewal:

The Contract shall automatically renew for each option year unless the County notifies Vendor in writing thirty (30) days prior to expiration of current contract period of the

intent not to renew.

10. Termination:

Either party may terminate the Contract with ninety (90) days' written notice to the other.

11. Residency Verification:

The Vendor agrees to comply with the residency verification requirements of Neb. Rev. Stat. §4-108 through §4-114. The Vendor is required and hereby agrees to use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska. A federal immigration verification system means the electronic verification of the work authorization program authorized by the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, 8 U.S.C. 1324a, known as the E-Verify Program, or an equivalent federal program designated by the United States Department of Homeland Security or other federal agency authorized to verify the work eligibility status of a newly hired employee.

If the Vendor is an individual or sole proprietorship, the following applies:

1. The Vendor must complete the United States Citizenship Attestation Form, available on the Department of Administrative Services website at [www.das.state.ne.us](http://www.das.state.ne.us).
2. If the Vendor indicates on such attestation form that he or she is a qualified alien, the Vendor agrees to provide the U.S. Citizenship and Immigration Services documentation required to verify the Vendor's lawful presence in the United States using the Systematic Alien Verification for Entitlements (SAVE) Program.
3. The Vendor understands and agrees that lawful presence in the United States is required and the Vendor may be disqualified or the contract terminated if such lawful presence cannot be verified as required by Neb. Rev. Stat. Sect. 4-108.

12. Breach:

Should Vendor breach, violate, or abrogate any term, condition, clause or provision of this agreement, the County shall notify Vendor in writing that such an action has occurred. If satisfactory provision does not occur within ten (10) days from such written notice the County may, at its option, terminate this agreement and obtain an alternate provider to provide all required materials. This provision shall not preclude the pursuit of other remedies for breach of contract as allowed by law.

13. Insurance Requirements:

**The Vendor shall not begin work under this Agreement until all insurance certificates have been filed with the Sarpy County Clerk.**

Vendor shall not commence work on this Contract until he/she has obtained all insurance

required under this Section and such insurance has been approved by Sarpy County, nor shall Vendor allow any subcontractors to commence work on his/her subcontract until similar insurance required of the subcontractor has been so obtained and approved.

The following insurance coverages shall be kept in force during the life of the Contract and shall be primary with respect to any insurance or self-insurance programs covering the County, its commissioners/supervisors, officials, agents, representatives and employees.

#### Workers' Compensation and Employers Liability Insurance

The minimal acceptable limits shall be the statutory limits as required by the State of Nebraska for Coverage A, Workers' Compensation and \$500,000 each accident for Coverage B, Employers Liability.

#### Commercial General Liability Insurance

Coverage should include broad form coverage written on a commercial general liability form and written on an occurrence basis. The coverage must protect against claims for damages resulting from bodily injury, including death, personal injury and property damage.

The minimum acceptable limits of liability shall be \$1,000,000 each occurrence. If the coverage contains a general aggregate, such limit shall not be less than \$2,000,000. The products/completed operations limit shall not be less than \$2,000,000.

#### Automobile Liability Insurance

Coverage shall be against claims for damages resulting from bodily injury, including death and property damage, which may arise from the operations of any owned, hired or non-owned automobile. The minimum acceptable limit of liability shall be \$1,000,000 Combined Single Limit for each accident.

#### Certificate of Insurance

The Vendor shall furnish the County with a certificate(s) of insurance evidencing the coverages required in this section. Such certificate(s) shall specifically state that the insurance company or companies underwriting these insurance coverages shall give the County at least thirty (30) days' written notice in the event of cancellation of, or material change in, any of the coverages. If the certificate(s) is shown to expire prior to completion of all the terms of this Contract, the Vendor shall furnish a certificate(s) of insurance evidencing renewal of its coverage to the County.

The Vendor shall require each and every Subcontractor performing work under this Contract to maintain the same coverages required of the Vendor in this Section, and upon the request of the County, shall furnish the County with a certificate(s) of insurance evidencing the Subcontractor's insurance coverages required in this section.

### Insurance Company

All insurance coverages herein required of the Vendor shall be written by an insurance company or companies transacting business as an admitted insurer in the State of Nebraska or under the Nebraska Surplus Lines Insurance Act. All insurance companies must possess a minimum A.M. Best Insurance Company rating of A-. Upon request by the County, the Vendor shall furnish evidence that the insurance company or companies being used by the Vendor meet the minimum requirements listed in this section.

Upon request by the County, the Vendor shall furnish the County with complete and accurate copies of the insurance policies required within this section. If at any time during the life of this Contract, the Vendor's insurance coverages and limits do not meet or exceed the minimum insurance requirements presented in this section, the Vendor is required to notify the County within thirty (30) days of any deviations from the minimum requirements presented in this section.

14. Assignment:

The Vendor may not assign this Contract without the prior written consent of the County.

15. Subcontracting:

Vendor may not subcontract the work to be performed, without prior written consent of the County. If such consent is granted, Vendor will retain responsibility for all work associated with the Contract. The Vendor must identify any subcontractors it intends to use in the execution of this Contract. The Vendor must identify subcontractors in writing within the proposal.

16. Independent Contractor:

The Vendor shall in the performance of the Contract at all times be an independent contractor and not an employee or agent of the County. The Vendor, its officers, employees and agents shall at no time represent the Vendor to be other than an independent contractor or represent themselves to be other than employees of the Vendor.

17. Indemnity:

The Vendor shall indemnify and save harmless Sarpy County, its officers, employees and agents from all loss, claims, suits or actions of every kind and character made upon or brought against Sarpy County, its officers, employees, or agents, for or sustained by any party or parties as a result of any act, error, omission or negligence of said Vendor or its servants, agents, and subcontractors; and also from all claims of damage in fulfilling this Contract.

## General Specifications

### 1. Purpose

The purpose of the Specifications is to establish a Contract with a qualified firm to supply and delivery general office supplies to various County offices on an "as needed" basis. The County is seeking to provide staff with quality products in the most timely and cost effective manner possible. Bids may be awarded to multiple vendors by three categories: general office supplies, paper, and toner.

### 2. Scope of Services

The Vendor shall be required to provide and/or furnish all supplies and services necessary to ensure the availability of next day delivery of office supplies to every requesting County office. All orders will be delivered to Sarpy County Facilities Management, unless otherwise specified.

### 3. Pricing:

Core Item Adjustment - The price must remain firm for the first term of the contract. The cost for the option years will be provided in writing to the Purchasing Department sixty (60) days prior to the expiration date of the current contract year. Any cost changes for the option years is the responsibility of the Vendor. If the Sarpy County Purchasing Department does not receive any notification of price changes, the prices are to remain the same.

Non-Core Item Pricing - Vendor must provide a proposed percentage discount from their current standard catalogue retail list price. **This discount must be guaranteed for the entire life of the contract period awarded, including all option years.** The discount must be a positive discount and not a cost-adder to the County. All proposals shall include a current year catalog.

Paper Price Adjustment - It is recognized by the County that during the time of this Contract, there may be changes relative to the industry and material costs. Bid prices shall remain firm for the initial six (6) months of the Contract. After six (6) months, and thereafter, on a semi-annual basis for the duration of the contract, including all renewals, all unit prices will be subject to adjustments (increase/decrease). Request to increase bid price must be submitted in writing at least thirty (30) days prior to increase to the Sarpy County Purchasing Department. A request to increase must include justification, actual documentation such as invoices that demonstrate increase in cost to all customers, not just Sarpy County, and is not designed to increase profit beyond the level intended in the original bid price. A price increase will not be allowed for capital improvements or increased wages. Sarpy County shall receive full proportionate benefit of decreases immediately at any time during contract period.

Toner Pricing - The price must remain firm for the first term of the contract. The cost for the option years will be provided in writing to the Purchasing Department sixty (60) days prior to the expiration date of the current contract year. Any cost changes for the option

years is the responsibility of the Vendor. If the Sarpy County Purchasing Department does not receive any notification of price changes, the prices are to remain the same.

4. Estimated Usage

The contract bid, in part, will represent a core list of high usage items purchased throughout the previous year along with an additional discount price schedule for non-core list items. The County does not guarantee any minimum volume on purchases. All orders will be placed on an as needed basis.

Currently, the County purchases over \$100,000 annually in office supplies, copy paper, small office equipment and related items.

**Note: The County shall not be charged any additional fees or surcharges on any orders, including minimum orders.**

5. Ordering

Vendors shall be able to accept orders by phone, fax, and online. Most orders will be made online.

6. Website

The website must be user-friendly and allow for multiple departments to view products and contract prices as well as placing orders. Vendor must provide a website address with any necessary passwords required for access to allow the Purchasing Department to evaluate the site. This information shall be provided within the Bid Form. Vendors may be requested to demonstrate the online order process.

Onsite training of the Purchasing Department and other appointed staff on website use will be required at no additional cost to the County. Technical staff will be required to work with the County's Information Systems staff to resolve any technical issues that may occur at no additional cost to the County. Maintenance of the website is the responsibility of the selected vendor.

Attach a list of reports that can be generated from your website to the Bid Form. These reports should include usage, order summaries, etc.

7. Sales Representative

The successful Vendor shall designate a sales representative as the primary account contact to assist County departments, if necessary.

The availability of a toll-free number for County departments to contact customer service will be required in addition to a sales representative.

8. Delivery

All office supplies provided under this proposal must be delivered FOB 1210 Golden Gate Drive, Papillion Nebraska with clear packing lists. The Vendor shall be required to furnish next day/desktop delivery of supplies to the Facilities Management Department. Back orders will be allowed if communicated to the Sarpy County Purchasing Department. Any order, with the exception of back orders, received by the Vendor before 5:00 p.m., central time, shall be delivered by the Vendor to the County on the next business day between the hours of 8:00 a.m. and 4:00 p.m. unless otherwise specified on the Bid Form.

Unit prices shall include all delivery and handling charges for inside/desktop delivery of all goods.

The Sarpy County Purchasing Department may add delivery locations as needed at no additional costs to the County throughout the entire term of the contract.

9. Returns and/or Exchange of Merchandise

Vendor must attach their company's return policy and outline procedures for the processing of returns and exchanges. Proposal shall also outline procedure for obtaining accurate, appropriate credit memos. No restocking fees or freight charges will be allowed.

10. Catalogs

The successful Vendor shall provide a minimum of one (1) product catalog to each County office, approximately 35 catalogs, and shall replace catalogs as necessary, but no more than once a year.

11. Brand Name

Any reference to brand names and/or number in the Request For Proposal is intended to be descriptive, but not restrictive, unless otherwise specified. Other brands, of approved equal quality, may be considered for award. In the event of substitution, your proposal must clearly describe the article and the proposal must state the brand name and product number of the substitution offered. The determination of the Sarpy County Purchasing Department, in consultation with the ordering office, shall be final and conclusive in determining the equality of alternates.

12. Product Guarantee

All merchandise furnished shall be fully guaranteed against any defective materials and workmanship for the intended use. Full replacement of merchandise will be at no charge to the County.

13. Company Information

Vendor will provide the following company information on the bid form:

1. Years in business;
2. Number of employees; and,
3. Total sales for last three (3) years.

14. References

Each Vendor must include with its proposal a list of no less than three (3) references that have purchased the specified product or service within the last two (2) years. The list must include the name of the company, and the name, phone number and email of a contact person for each company.

15. Deviations

Once the bid has been accepted by Sarpy County, no deviations from the specifications will be accepted without prior written approval of Sarpy County.

16. Exceptions

These specifications are minimum acceptable specifications. You may bid other than what is specified if it is of higher specification than what is requested. Vendor must list any exceptions to the bid specifications on the bid form.

**Technical Specifications**

**Category 1: General Office Supplies**

1. General Information

General office supplies are separated into a list of core items and non-core items. Vendor shall bid on both core and non-core items. Vendor must include pricing for the name brand product and optional pricing for the house brand. Sarpy County reserves the right to accept or reject the house brands on a product by product basis through the life of the contract.

2. Core Items

Core Items can be found on Exhibit B. Vendor shall list the unit price for each item described. If Vendor provides an alternate brand/product (House Brand), this should also be listed with a unit price.

3. Non-Core Items

On Bid Form, Vendor shall state proposed discount price schedule for the following categories: non-core general office, electronic office equipment and computer

equipment/supplies.

## **Option 1**

### **Category 2: Paper**

#### 1. General Information

Bidders are encouraged to bid Category 2: Paper. The County may or may not elect to award this item in addition to Category 1. The County may or may not elect to order Option 1.

The copier paper shall meet or exceed the construction and performance specifications described in the following minimum specifications. Brand must be listed on the Bid Form.

Bid information must be submitted on Exhibit C.

#### 2. Minimum Specifications

Copy Paper Minimum Specifications:

Letter - 8 ½" x 11"  
92% Brightness  
20lb Weight

Legal - 8 ½" x 14"  
92% Brightness  
20lb Weight

Ledger - 11" x 17"  
92% Brightness  
20lb Weight

Letter - 8 ½" x 11"  
3 Hole Punch  
95% Brightness  
20lb Weight

Copy paper will be used in High Volume/High Speed office equipment.

#### 3. Packaging

The paper shall be packaged 500 sheets per ream. Each package/ream shall be completely wrapped and sealed. Each case of letter and legal paper shall contain ten (10) packages/reams. Each case of ledger paper shall contain five (5) reams. Each package/ream or case shall be clearly end marked with the commodity, name of manufacturer, quantity, size and color.

4. Delivery

Delivery will be required on an as needed basis to the Facilities Management Department. Sarpy County Purchasing reserves the right to add additional delivery points at no additional costs to the County.

**Option 2**

**Category 3: Toner**

1. General Information

Bidders are encouraged to bid Category 3: Toner. The County may or may not elect to award this item in addition to Category 1. The optional bid item is only an estimate, the County may or may not elect to order.

Vendor shall submit a unit price for each toner/printer cartridge listed on Exhibit D. If Vendor provides an alternate brand/product (House Brand), this should also be listed with a unit price.

Vendors must bid on the manufacturer brand in order for the house brand to be considered. Sarpy County Purchasing Department has the final say on the acceptability of the house brand throughout the term of the contract.

Vendor to include information and literature on any recycling program for used toner cartridges.

**EXCEPTIONS/CLARIFICATIONS/COMMENTS**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

COMPANY NAME: Data Span

Sarpy County, Nebraska  
Office Supplies  
Bid Form

**Category 1: General Office Supplies**

**Core Price Schedule:**  
See Exhibit B

**Non-Core Discount Price Schedule:**

Provide your company's proposed discount price schedule for the following categories outside of the core list. Please attach a detailed chart for information on the discount price schedule proposed below.

<u>Item Category</u>	<u>% Discount</u>
Non-Core General Office Supplies (Special pens, mechanical pencils, special binders, telephone rests, first aid kits, easel pads, various art supplies, etc.)	_____
Electronic Office Equipment (Palm pilots, calculators, postal scales, printers, fax machines, paper shredders, typewriters, etc.)	_____
Computer Equipment/Supplies (CPU stands, mouse pads, keyboard trays, CD holders, etc.)	_____

**Option 1**  
**Category 2: Paper**  
See Exhibit C

**Option 2**  
**Category 3: Toner**

**Core List:**  
See Exhibit D

**Non-Core Discount Price Schedule:**

Provide your company's proposed discount price schedule for manufacturer and house brand toner not listed in the Core List. Vendor to include catalog with pricing that will be discounted with bid.

Manufacturer Brand Name % Discount:

*Varies due to diff. manufacturers  
and machine types*

House Brand % Discount:

\_\_\_\_\_

**All Exhibit Spreadsheets can be found in Excel format online at [www.sarpy.com](http://www.sarpy.com).**

**All prices are to be F.O.B. - 1210 Golden Gate Drive, Papillion, NE 68046**

**Cutoff time, if other than 5:00 p.m. Weekdays:**

\_\_\_\_\_

**Order Website:**

\_\_\_\_\_

**Company Information:**

Years in business:

36

# of employees

113

Total sales last 3 years

\$ 83,045,000  
\$ 100,094,000  
\$ 105,138,000

**References:**

Company Name: Pella Corp.  
Address: 102 Main Street, Pella, IA 50219  
Contact Name: Phil Groth Phone Number: 641-621-6015  
Fax Number: 641-621-6261 Date of Purchase: \_\_\_\_\_  
Email Address: pagroth@pella.com

Company Name: Vishay Dale Electronics  
Address: 1122 23rd Street, Columbus, NE 68601  
Contact Name: Rod Flodman Phone Number: 402-563-6370  
Fax Number: 402-563-6398 Date of Purchase: \_\_\_\_\_  
Email Address: rod.flodman@vishay.com

Company Name: Footlocker  
Address: 3543 Simpson Ferry Rd., Camp Hill, PA 17011  
Contact Name: Jenni Fraker Phone Number: 717-972-2917  
Fax Number: 717-972-3648 Date of Purchase: \_\_\_\_\_  
Email Address: jfraker@footlocker.com

I certify that this bid is submitted in accordance with the specifications issued by Sarpy County.

I acknowledge receipt of the following addenda (if applicable):

Addendum #1 \_\_\_\_\_  
Addendum #2 \_\_\_\_\_

- Attachments:**      **Catalog**  
                          **Return Policy**  
                          **Report List**  
                          **Toner Recycle Program**

Data Span  
Company Name  
Jay Dalton  
Authorized Signature  
7501 O Street Ste 101  
Address  
Lincoln, NE 68510  
City, State & Zip

Jay Dalton  
Company Representative (Please print)  
402-871-9548  
Telephone Number  
402-484-8210  
Fax Number  
jdalton@dataspan.com  
E-Mail Address

**\*NOTE: Sarpy County is tax exempt and will provide the proper form upon request.**

**Exhibit "A"**  
**AGREEMENT**

This Agreement is entered into by and between the County of Sarpy, in the State of Nebraska, a body politic and corporate, and hereinafter "County", and \_\_\_\_\_, hereinafter "Vendor".

WHEREAS, County is desirous of contracting for Office Supplies for the Sarpy County Offices; and,

WHEREAS, the Vendor has been awarded this Agreement as a result of the bid made by Vendor in response to the Specifications and Request for Proposals prepared by County;

NOW, THEREFORE, for and in consideration of the declarations and mutual promises and covenants contained herein, the County and Vendor agree as follows:

I. DUTIES OF VENDOR:

- A. Services to be rendered by Vendor under this Agreement shall be all those services necessary and proper for the installation and materials for Office Supplies in conformity with each and every term, condition, specification, and requirement of the Bid Specifications and the Bid submitted by the Vendor.
- B. All provisions of each document and item referred to in Paragraph A above shall be strictly complied with the same as if rewritten herein, and in the event of conflict among the provisions of said documents, the provisions most favorable to the County shall govern.
- C. Prior to the commencement of any work, Vendor will place on file with the Sarpy County Clerk, the required certificates of insurance, if applicable.
- D. The Vendor agrees to comply with the residency verification requirements of Neb. Rev. Stat. §4-108 through §4-114. The Vendor is required and hereby agrees to use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska. A federal immigration verification system means the electronic verification of the work authorization program authorized by the Illegal Immigration Reform and immigrant Responsibility Act of 1996, 8 U.S.C. 1324a, known as the E-Verify Program, or an equivalent federal program designated by the United States Department of Homeland Security or other federal agency authorized to verify the work eligibility status of a newly hired employee.

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- 1. The Vendor must complete the United States Citizenship Attestation Form, available on the Department of Administrative Services website at [www.das.state.ne.us](http://www.das.state.ne.us).

2. If the Vendor indicates on such attestation form that he or she is a qualified alien, the Vendor agrees to provide the U.S. Citizenship and Immigration Services documentation required to verify the Vendor's lawful presence in the United States using the Systematic Alien Verification for Entitlements (SAVE) Program.
  3. The Vendor understands and agrees that lawful presence in the United States is required and the Vendor may be disqualified or the contract terminated if such lawful presence cannot be verified as required by Neb. Rev. Stat. Sect. 4-108.
- E. Vendor will submit an invoice to County for work completed based on the amounts specified in Vendor's bid. Such invoices shall be submitted to:

Lois Spethman  
Sarpy County Purchasing  
1210 Golden Gate Drive  
Papillion, NE 68046

- F. The County and Vendor hereto specifically acknowledge, stipulate and agree that each and every term of the Bid Specifications and the Vendor's bid constitutes an essential term of this Agreement, and that, therefore, any violation of any term, condition, provision, or requirement constitutes a material breach hereunder, for which County shall have every right under the law to terminate this Agreement, and obtain any and all relief necessary.

## II. DUTIES OF COUNTY:

In return for full, faithful and diligent rendering of services set forth above, County agrees to pay to Vendor the amount specified in Vendor's bid upon submission of the required invoice and satisfactory completion of all required work.

## III. BREACH:

Should Vendor breach, violate, or abrogate any term, condition, clause or provision of this agreement, the County shall notify Vendor in writing that such an action has occurred. If satisfactory provision does not occur within ten (10) days from such written notice, the County may, at its option, terminate this agreement and obtain an alternate provider to provide all required materials. This provision shall not preclude the pursuit of other remedies for breach of contract as allowed by law.

## SAVINGS CLAUSE:

This Agreement shall be interpreted, construed and enforced under the laws of the State of Nebraska. It is understood and agreed by the County and Vendor hereto that if any part, term, condition, or provision of this Agreement is held to be illegal or in conflict with any law of the State of Nebraska or of the United States, the validity of the remaining parts, terms, conditions, or provisions shall not be affected, and the rights and obligations of the

County and Vendor shall be construed and enforced as if the Agreement did not contain the particular part, term, condition, or provision held to be invalid.

SCOPE OF AGREEMENT

This Agreement, along with the Bid Specifications, and Bid by Vendor contains the entire Agreement between the County and Vendor, and there are no other written or oral promises, contracts or warrants which may affect it. This Agreement cannot be amended except by written agreement of both the County and Vendor. Notice to the County and Vendor shall be given in writing to the agents for each party named below:

County: Ms. Debra Houghtaling  
Clerk of Sarpy County  
1210 Golden Gate Drive  
Papillion, NE 68046

Vendor: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

IN WITNESS WHEREOF, we the contracting parties, by our respective and duly authorized agents, hereto affix our signatures and seals in duplicate this \_\_\_\_\_ day of \_\_\_\_\_, 2010.

(Seal)

COUNTY OF SARPY, NEBRASKA,  
A body Politic and Corporate

ATTEST:

\_\_\_\_\_  
Sarpy County Clerk

\_\_\_\_\_  
Chairperson  
Sarpy County Board of Commissioners

Approved as to form and content:

\_\_\_\_\_  
Deputy County Attorney

Vendor: \_\_\_\_\_

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

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

Attest:

\_\_\_\_\_  
Witness

\_\_\_\_\_

Exhibit B  
 Category 1: General Office Supplies  
 Core Price Schedule

Vendor Name:

Product Number	Description	Unit (ea, bx)	Estimated Quantity	Unit Price	Extended Price	Alternate Brand Product Number & Description	Unit Price	Extended Price
925075	AVERY DENNISON PRICING LABELS, FLOR. RED	PK	3					
AVE03301	AVERY 1" BINDER - BLACK	EA	52					
AVE03501	AVERY 2" BINDER BLACK	EA	42					
AVE03602	AVERY 3" BINDER BLACK	EA	20					
CLI62038	SHEET PROTECTORS - NON-GLARE	BX	8					
CLI62018	H.D. NON-GLARE SHEET PROTECTOR	BX	6					
CLI62027	SHEET PROTECTOR, CRYSTAL CLEAR	BX	2					
ESS30	INDEX CARDS, 3 X 5, BLANK	PK	3					
ESS31	INDEX CARDS, 3 X 5, RULED	PK	5					
99911	SMALL PAPER CLIPS	BX	600					
99914	JUMBO GEM PAPER CLIPS	BX	146					
99020	BINDER CLIPS - BC-20	BX	72					
99050	BINDER CLIPS BC-50	BX	84					
99100	BINDER CLIPS BC-100	BX	16					
93690	MAGNETIC PAPERCLIP DISPENSER	EA	6					
EB2400	WALL CLIP HANGAR	PK	8					
AVT75301	WALL PANEL CLIP	PK	11					
PEN242	PENDAFLEX TAB INSERTS	PK	4					
AVE11465	5-TAB NOTEBOOK INDEX, MULTI-COLOR	PK	96					

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Product Number	Description	Unit (ea, bx)	Estimated Quantity	Unit Price	Extended Price	Alternate Brand Product Number & Description	Unit Price	Extended Price
AVE11467	8-TAB NOTEBOOK INDEX, MULTI-COLOR	PK	72					
AVE11350	A-Z INDEX DIVIDERS	PK	2					
AVE11352	001-031 NOTEBOOK INDEX	PK	2					
CO125	#10 WHITE BUSINESS ENVELOPE	BX	9					
SPR19758	TYVEK SELF-SEAL ENVELOPES, 10X13	BX	1					
CO645	6X9 SS ENVELOPE (500/BX)	BX	4					
CO975	7-1/2 X 10-1/2 CLASP ENV., (100/BX)	BX	1					
CO733	9 X 12 SELF-SEAL ENVELOPE (250/BX)	BX	13					
CO736	10 X 13 SELF-SEAL ENVELOPE (250/BX)	BX	8					
CO690	10 X 15 SELF-SEAL ENVELOPE (250/BX)	BX	2					
CO738	12 X 15-1/2 CLASP ENVELOPE (250/BX)	BX	1					
CO880	10X13 INTER-DEPT ENVELOPES (100/BX)	BX	1					
PAP56401	LIQUID PAPER - ALL PURPOSE	DZ	3					
TOM68620	MONO CORRECTION TAPE	PK	216					
SAN28411	SANFORD PMOP CORRECTION FLUID	DZ	2					
PAP74701	LIQUID PAPER PEN & INK	DZ	4					
SMD10330	FILE FOLDERS, LETTER (100/BX)	BX	36					
SMD15330	FILE FOLDERS, LEGAL (100/BX)	BX	12					
SMD75560	2" FILE POCKETS, LETTER (50/BOX)	BX	2					
SMD76560	2" FILE PCOKETS, LEGAL (50/BX)	BX	2					

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 Core Price Schedule

Product Number	Description	Unit (ea, bx)	Estimated Quantity	Unit Price	Extended Price	Alternate Brand Product Number & Description	Unit Price	Extended Price
SMD64035	HANGING FOLDERS, LETTER (25/BX)	BX	58					
SMD64135	HANGING FOLDER, LEGAL (25/BX)	BX	7					
ESS4152X3	3" HANGING FOLDERS - LETTER	BX	2					
ESS4153X3	3" HANGING FOLDER, LEGAL	BX	2					
SMD64600	2" PLASTIC TABS- HANGING FILES	PK	3					
PEN343	PENDAFLEX TAB INSERTS	PK	3					
SPR SP52X315	3" BOX-BOTTOM HANGING FILE, LETTER	BX	1					
AVE00226	AVERY GLUE STICK, PURPLE, 1.27 OZ	DZ	3					
MEA43080	STENO NOTEBOOK, 6 X 9	EA	24					
MEA06622	SINGLE SUBJECT NOTEBOOK, 11 X 8 1/2	EA	12					
MEA06780	MEAD 5-SUBJECT NOTEBOOK	EA	3					
DUO 5225800	REPORT COVERS - ASSORTED	BX	1					
DUO 5012505	POCKET PORTFOLIO - ASSORTED	BX	1					
DUO 5412800	POCKET PORTFOLIO W/ FASTENERS	BX	1					
SPR71461	CLEAR FRONT REPORT COVERS	BX	1					
TOP3002P	TOPPS TELEPHONE MESSAGE PADS	DZ	25					
SOF301	SHOULDER REST, MINI, BLACK	PK	14					
SPR69350	SPIRAL MEMO BOOK, 3 X 5	EA	30					
SPR69460	WIREBOUND MEMO BOOK, 4 X 6	EA	6					
SPRF35500	SCRATCH PAD, WHITE, 3 X 5	DZ	1					

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Product Number	Description	Unit (ea, bx)	Estimated Quantity	Unit Price	Extended Price	Alternate Brand Product Number & Description	Unit Price	Extended Price
AMP200112	WHITE RULED PADS, LETTER	DZ	11					
NAT00865	WHITE RULED PADS, LEGAL	DZ	2					
PMC08677	ADDING MACHINE PAPER ROLL, 2-1/4"	BX	4					
MMF 20003511	COUNTERFEIT DETECTOR PENS	PK	12					
BICGSM11RD	BIC ROUND STICK PEN, RED	BX	3					
BICGSM11BK	BIC STICK PEN, BLACK MED	BX	38					
BICGSF11BK	BIC STICK PEN, BLACK FINE	BX	25					
PAP84101	FLAIR PEN, BLUE	BX	1					
PAP84201	FLAIR PEN, RED	BX	3					
PAP84301	FLAIR PEN, BLACK	BX	2					
PAP84401	FLAIR PEN, GREEN	BX	1					
PAP84501	FLAIR PENS, PURPLE	BX	1					
PIL11001	RAZOR POINT MARKER, BLACK	BX	1					
PIL11007	RAZOR POINT MARKER, RED	BX	2					
PIL11004	RAZOR POINT MARKER, BLUE	BX	1					
AVE07887	MARKS-A-LOT, RED	BX	2					
AVE0888802	MARKS-A-LOT -BLACK	BX	5					
SAN25009	SANFORD MAJOR ACCENT - PINK	BX	1					
SAN25010	SANFORD MAJOR ACCENT - BLUE	BX	1					
AVE25005	SANFORD MAJOR ACCENT - YELLOW	BX	4					

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Product Number	Description	Unit (ea, bx)	Estimated Quantity	Unit Price	Extended Price	Alternate Brand Product Number & Description	Unit Price	Extended Price
AVE25006	SANFORD MAJOR ACCENT - ORANGE	BX	1					
AVE25026	SANFORD MAJOR ACCENT - GREEN	BX	1					
PAP12132	#2 PENCIL	BX	14					
ROG14004	COMFORT GRIPS - GRAB ON	PK	28					
RBSQ18	RUBBER BANDS SIZE 18, 1/4 lb.	BX	12					
RBSQ32	RUBBER BANDS SIZE 32, 1/4 lb.	BX	12					
RBSQ64	RUBBER BANDS SIZE 64, 1/4 lb.	BX	4					
SWI35108	STANDARD STAPLES	BX	180					
BOSG2K	PREMIUM STAPLE REMOVER	EA	24					
SPR86000	STAPLE REMOVER	EA	12					
BOS02257	BOSTITCH CONTEMPORARY STAPLER	EA	13					
SWI74701	SWINGLINE 747 DELUXE STAPLER	EA	11					
BOS STCR211514	STANLEY B-8 ELECTRIC STAPLES, 5M	BX	5					
MMM 810341296	3M SCOTCH MAGIC TAPE, REFILL	BX	576					
MMMC40BK	3M SCOTCH TAPE DELUXE DISPENSER	EA	25					
39000103	3M CLEAR PACKING TAPE 2", REFILL (4/PK)	PK	8					
MMM3750RD	3M PACKING TAPE W/DISPENSER (4/BX)	BX	10					
IMN44766	IMATION HD FORMATTED 3.5 DISKETTES	BX	16					
SMD68220	SELF-ADHESIVE FILE FASTENERS	BX	5					
SWI74101	2-HOLE PAPER PUNCH	EA	9					

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Product Number	Description	Unit (ea, bx)	Estimated Quantity	Unit Price	Extended Price	Alternate Brand Product Number & Description	Unit Price	Extended Price
ACM10703	8" SCISSORS	EA	40					
MMMR300AU	POST-IT POP-UPS, 3"X3", ULTRA-COLOR	PK	8					
BAU67880	I.D. BADGE HOLDER	EA	4					
BAU69409	LANYARD W/ U-CLIP, BLACK	EA	6					
BWL6272	PAPER TOWELS ROLL (30/RL)	CS	32					
965212CMREA	PURELL GEL HAND SANITIZER, 8OZ	EA	84					
GJ539202	PURELL FOAM HAND SANITIZER REFILL	EA	10					
COX02174	PURELL GEL HAND SANITIZER, 2 OZ	EA	24					
RAC04675EA	LYSOL DISINFECTANT SPRAY AEROSOL, 19 FL OZ, FRESH SCENT	EA	60					
RAC77182EA	LYSOL SANITIZING WIPES, 80 CT	EA	10					
UMI SCHB077472	SANI-CLOTH WIPES, 160CT	EA	20					
EVEEN93	EVEEN93 - ENERGIZER "C" ALKALINE BATTERY (12)	BX	5					
EVEEN95	ENERGIZER "D" ALKALINE BATTERY (12)	BX	12					
EVEEN91	ENERGIZER "AA" ALKALINE BATTERY, (24)	BX	60					
EVEEN92	ENERGIZER "AAA" ALKALINE BATTERY (24)	BX	8					
EVE EN22	ENERGIZER 9-VOLT ALKALINE BATTERY (12)	BX	12					
DRC12J12	12 OZ STYROFOAM CUPS (40/TB)	CS	7					
DRC6J6	6 OZ STYROFOAM CUPS (40/TB)	CS	3					
JOJ5635	BAND-AID PLASTIC, 3/4"X3" (60/BX)	BX	30					
RCM04	STAYFREE SANITARY NAPKINGS, 250/CS	CS	20					

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Product Number	Description	Unit (ea, bx)	Estimated Quantity	Unit Price	Extended Price	Alternate Brand Product Number & Description	Unit Price	Extended Price
GCPBL	CROSSTEX INT'L PROCEDURAL FACE MASKS, (50/BOX)	BX	100					
8440XL	YELLOW LATEX RUBBER GLOVES, REUSABLE, 20 MIL, 12" LENGTH, X-LARGE	PR	288					
156300	PRO-DERM LATEX GLOVES, LARGE (100/BX)	BX	5					
156200	PRO-DERM LATEX GLOVES, MEDIUM (100/BX)	BX	6					
156100	PRO-DERM LATEX GLOVES, SMALL (100/BX)	BX	6					
156350	PRO-DERM LATEX GLOVES, X-LARGE (100/BX)	BX	5					
ROL67574	ROLODEX CARD, 3 X 5	PK	12					
ROL67570	ROLODEX CARDS, 2-1/4 X 4	PK	5					
SMD71156	EXPANDING WALLET, LETTER	BX	3					
SMD73790	EXPANDING POCKETS, LETTER	BX	3					
SMD71076	EXPANDING WALLET, LEGAL	BX	2					
SMD74790	EXPANDING POCKET, LEGAL	BX	2					
SEL21491	#7 PADDED MAILERS, 14-1/4 X 20	BX	1					
SEL21488	#4 PADDED MAILER, 9-1/2 X 14-1/2	BX	1					
SEL21486	#2 PADDED MAILER, 8-1/2 X 12	BX	1					
NO. 0	#0 PADDED MAILER, 6 X 10	BX	2					
SEL21489	#5 PADDED MAILER, 10-1/2 X 16	BX	1					
PENZ2 1	PENTEL MECH. PENCIL REFILL ERASERS	TB	6					
PDE1	PENTEL AUTO. PENCIL ERASER REFILL	TB	6					
E10BPK6	PENTEL TWIST-ERASE ERASER REFILL	TB	6					

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Product Number	Description	Unit (ea, bx)	Estimated Quantity	Unit Price	Extended Price	Alternate Brand Product Number & Description	Unit Price	Extended Price
MS1648	MACO LABEL, 3" X 2", WHITE	PK	6					
MS6432	MACO LABELS, 4" X 2", WHITE	PK	15					
AVE05211	AVERY FILE LABELS, BLACK (750/PK)	PK	3					
AVE05200	AVERY FILE LABELS, DK BLUE (750/PK)	PK	3					
AVE05201	AVERY FILE LABELS, RED (750/PK)	PK	3					
AVE05206	AVERY FILE LABELS, LT BLUE (750/PK)	PK	3					
AVE05215	AVERY FILE LABELS, ASSORTED COLORS (750/PK)	PK	3					
AVE05204	AVERY FILE LABELS, PURPLE (750/PK)	PK	3					
AVE05209	AVERY FILE LABELS, YELLOW (750/PK)	PK	3					
AVE05203	AVERY FILE LABELS, GREEN (750/PK)	PK	3					
AVE05205	AVERY FILE LABELS, ORANGE (750/PK)	PK	3					
AVE05260	AVERY LASER ADDRESS LABELS, 1" X 2-5/8"	PK	205					
AVE05266	FILE FOLDER LASER LABELS	PK	3					
AVE05261	AVERY LASER ADDRESS LABELS, 2" X 4"	PK	20					
AVE05066	AVERY LASER FILE LABELS, RED	BX	5					
AVE05866	AVERY FILE LABELS, GREEN	BX	5					
AVE05966	AVERY 5966 FILE LABELS, YELLOW	BX	6					
MMM68OSH2	"SIGN HERE" POST-IT FLAGS, YELLOW	PK	24					
MMM680YW2	POST-IT TAPE FLAGS, YELLOW	PK	48					
MMM680GN2	POST-IT TAPE FLAGS, GREEN	PK	12					

Exhibit B  
 Category 1: General Office Supplies  
 Core Price Schedule

Product Number	Description	Unit (ea, bx)	Estimated Quantity	Unit Price	Extended Price	Alternate Brand Product Number & Description	Unit Price	Extended Price
MMM680RD2	POST-IT TAPE FLAGS, RED	PK	18					
MMM680BE2	POST-IT TAPE FLAGS, BLUE	PK	12					
MMM680OE2	POST-IT TAPE FLAGS, ORANGE	PK	18					
MMM680PU2	POST-IT TAPE FLAGS, PURPLE	PK	6					
MMM680BB2	3M POST-IT FLAGS, BRIGHT BLUE (2/PK)	PK	12					
MMM680BG2	3M POST-IT FLAGS, BRIGHT GREEN (2/PK)	PK	24					
MMM680BP2	3M POST-IT FLAGS, BRIGHT PINK (2/PK)	PK	18					
SPR2011	SPARCO YELLOW LEGAL PADS, LETTER	DZ	43					
SPR2014	SPARCO YELLOW LEGAL PADS, LEGAL	DZ	8					
SPR2058	SPARCO YELLOW LEGAL PADS, 5X8	DZ	28					
MMM6539YW	HIGHLANDNOTES 1-1/2 X 2 (12/PK)	PK	96					
MMM6549YW	HIGHLANDNOTES 3 X 3 (12/PK)	PK	87					
MMM6559YW	HIGHLANDNOTES 3 X 5 (12/PK)	PK	7					
MMM6609YW	HIGHLANDNOTES 4 X 6 (12/PK)	PK	9					
PENBLN15B	ENERGEL PEN, RED	DZ	6					
PENBK90A	PENTEL RSVP BLACK FINE	DZ	17					
PENBK90B	PENTEL RSVP RED FINE	DZ	3					
PENBK90C	PENTEL RSVP BLUE FINE	DZ	8					
PENBK91A	PENTEL RSVP BLACK MEDIUM	DZ	11					
PIL30040BGP	PILOT BETTER GRIP, BLACK FINE	DZ	3					

Exhibit B  
 Category 1: General Office Supplies  
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Product Number	Description	Unit (ea, bx)	Estimated Quantity	Unit Price	Extended Price	Alternate Brand Product Number & Description	Unit Price	Extended Price
PIL30050BGP	PILOT BETTER GRIP, BLACK-MED	DZ	4					
PIL30041BGP	PILOT BETTER GRIP, BLUE-FINE	DZ	3					
PIL36711	PILOT BETTER PEN, BLUE MED	DZ	5					
PIL37011	PILOT BETTER PEN, RED FINE	DZ	3					
PIL39011	PIL TICK PEN, FINE PURPLE	DZ	3					
PENBLN15A	ENERGEL PENS, NEEDLE TIP, BLACK	DZ	16					
PENBLN17A	ENERGEL PENS, METAL TIP, BLACK	DZ	21					
PIL35711	PILOT BETTER PEN, BLACK MED	DZ	7					
SAN33001	SUPER SHARPIE, BLACK BOLD	DZ	3					
SAN60101	UNIBALL PEN, BLACK FINE	DZ	2					
SAN60052	UNIBALL DELUXE PEN, BLACK FINE	DZ	6					
SAN60152	UNIBALL MICRO PEN, 2MM RED	DZ	2					
SAN60103	UNIBALL PEN, FINE BLUE	DZ	2					
SAN33951	SIGNO 207 GEL PEN	DZ	14					
SAN60708	GRIP-ROLLERBALL, BLACK	DZ	7					
SAN60025	UNIBALL DELUXE MICRO PEN, BLACK	DZ	3					
SAN1741775	UNIBALL VISION RT BOLD, BLUE	DZ	3					
SAN60027	UNIBALL DELUXE PEN, BLUE	DZ	3					
SAN60709	UNI-BALL GRIP, 0.3MM, BLUE	DZ	6					
SAN1741774	UNIBALL VISION RT, BOLD, BLACK	DZ	5					

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Product Number	Description	Unit (ea, bx)	Estimated Quantity	Unit Price	Extended Price	Alternate Brand Product Number & Description	Unit Price	Extended Price
PMC05057	PMC05057 - PREVENTA SECURITY PENS W/ CHAIN	EA	90					
PIL38011	PILOT BETTER PEN, GREEN	DZ	2					
PENBL17C	PENTEL ENERGEL PEN, METAL-TIP, BLUE	DZ	24					
PENK157A	HYBRID® GEL GRIP RTX PEN, 0.7MM,	DZ	4					
SAN65450	UNIGEL GRIP PENS, BLACK .7MM	DZ	7					
SAN60441	UNIGEL PEN, BLACK .7MM	DZ	5					
PAP96601	PAPER MATE FLEX-GRIP PEN, BLUE MED	DZ	6					
PAP96301	PAPER MATE FLEX-GRIP PEN, BLACK MED	DZ	6					
PAP95801	PAPER MATE FLEX-GRIP, RETRACTABLE, BLACK	DZ	5					
PAP95101	PAPER MATE FLEX-GRIP, RETRACTABLE, BLUE	DZ	13					
SAN27080	SHARPIE LIQUID ACCENT HIGHLIGHTER, PINK	DZ	3					
SAN24610	SHARPIE LIQUID ACCENT HIGHLIGHTER, BLUE	DZ	2					
SAN24626	SHARPIE LIQUID ACCENT HIGHLIGHTER, GREEN	DZ	2					
SAN24425	SHARPIE LIQUID ACCENT HIGHLIGHTER, YELLOW	DZ	34					
SAN83074	SANFORD DRY ERASE, 4-COLOR, CHISEL POINT	PK	3					
SAN83001	SANFORD DRY ERASE MARKER, BLACK	DZ	1					
SAN83003	SANFORD DRY ERASE MARKER, BLUE	DZ	1					
SAN84001	SANFORD DRY ERASE MARKER, BLACK FINE	DZ	3					
SAN25019	SANFORD HIGHLIGHTER, LAVENDER	DZ	1					
SAN84002	SANFORD EXPO MARKER, RED FINE	DZ	1					

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Product Number	Description	Unit (ea, bx)	Estimated Quantity	Unit Price	Extended Price	Alternate Brand Product Number & Description	Unit Price	Extended Price
SAN84074	SANFORD DRY ERASE, 4 COLOR, FINE POINT	PK	3					
SAN30001	SHARPIE POINT, BLACK FINE	DZ	6					
SAN30002	SHARPIE MARKER, RED FINE	DZ	2					
SAN30003	SHARPIE, BLUE FINE	DZ	2					
SAN35001	SHARPIE POINT, BLACK EXTRA FINE	DZ	2					
SAN37001	SHARPIE MARKER, BLACK ULTRA-FINE	DZ	6					
SAN88074	SANFORD EXPO, 4-COLOR, BULLET TIP	SET	2					
SAN83002	SANFORD DRYERASE MARKER, RED CHISEL	DZ	2					
SAN84003	SANFORD DRYERASE MARKER, BLUE FINE	DZ	1					
SAN83078	SANFORD DRYERASE MARKER, 8-COLOR	SET	2					
PENPPR5	PENTEL HI-POLYMER LEAD, RED, .5MM	TB	12					
PEN50HB	PENTEL SUPER HI-POLYMER LEAD REFILL, 0.07MM	TB	12					
PEN502H	PENTEL HI-POLYMER LEAD, .07MM	TB	12					
PEN100HB	PENTEL HI-POLYMER LEAD, .05MM	TB	24					
QE517A	PENTEL TWIST-ERASE AUTO PENCIL, 0.7MM	EA	24					
PAP35243	PAPERMATE MEGALEAD PENCIL .7MM	EA	12					
PD345TB	PENTEL AUTOMATIC PENCIL 0.5MM	EA	36					
PAP35842	PAPERMATE MEGALEAD PENCIL .5MM	EA	12					
PAP64892	PAPERMATE ERASER - AUTOMATIC PENCIL	EA	12					
RED8L800	MONEY RECEIPT PADS 2-PT (50)	EA	3					

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1380999	IBM HIGH YIELD CORRECTION RIBBON	EA	24					
1299095	IBM CORRECTABLE FILM RIBBON	EA	4					
ACM45011	12" PLASTIC RULER, TRANSPARENT	EA	4					
ACM10415	12" STAINLESS STEEL RULER	EA	4					
CCS23600R CCS23605BU CCS23610GR	COMPUCESSY MOUSE PADS	EA	6					
SPR15050	SPARCO HAND CLEANING PADS	TB	12					
QUA46065	QUALITY PARK GLUE/MOISTENER	EA	24					
LEE10134	LEE SORTKWIK FINGER MOISTENER	EA	12					
BR80C	NUKOTE CALCULATOR RIBBON, BLK/RED	EA	18					
BR80N	NUKOTE CALCULATOR RIBBON, BLK/RED	EA	18					
LEX11A3540	LEXMARK PRINTER RIBBON 2300/2400	EA	66					
MMM573	MMM CLEANER SPRAY DESK	EA	6					
52102001	OKIDATA PRINTERML 182-BLK	EA	12					
SAN81505	SANFORD WHITE BOARD ERASER	EA	4					
SAN81803	SANFORD WHITE BOARD CLEANER	EA	4					
MAX648250	MAXELL CD-R DATA BLACK RECORDABLE, 50/SPDL	SPDL	2					
MAXCDR700	MAXELL CD-R DATA, 700MB, 80 MIN	EA	30					
IMN41149	IMATION CD-RW 1X-4X REWRITABLE DISCS(25/PK)	SPDL	2					
MAX630010	MAXELL CD-RW, 1-4X, 700MB/80MIN, SLIM CASE	EA	40					
CCS24219	LCD COMPUTER SCREEN WIPES (24 ST/BX)	BX	2					

Exhibit B  
 Category 1: General Office Supplies  
 Core Price Schedule

Product Number	Description	Unit (ea, bx)	Estimated Quantity	Unit Price	Extended Price	Alternate Brand Product Number & Description	Unit Price	Extended Price
FEL99703	FELLOWES SCREEN WIPES CLEANER	EA	2					
RR1303	PHONEKLEEN PADS (72/BX)	BX	2					
RR1243	KEYKLEEN SWABS (24/BX)	BX	2					
RR1206	REA STATIC STOPPER (24/BX)	BX	2					
RR1301	REA CLEANING TAPE HEAD (80/BX)	BX	2					
CCS24305	COMPRESSED AIR, 10 OZ	EA	84					
SHA22212	X-STAMPER INK, 20 ML, BLACK	EA	4					
SHA22211	X-STAMPER INK, 20 ML, RED	EA	1					
SHA22213	X-STAMPER INK, 20 ML, BLUE	EA	1					
SHA22113	X-STAMPER INK, 10 ML, BLUE	EA	2					
SHA22111	X-STAMPER INK, 10 ML, RED	EA	2					
AVE5167	AVERY LASER EASY PEEL ADDRESS LABELS	PK	1					
AVE5166	AVERY LASER FILE FLDR LABELS, ORANGE, 750/PK	PK	2					
AVE5366	AVERY FILE FOLDER LABELS, WHITE, 1500/BX	BX	15					
AVE5029	AVERY SELF-ADHESIVE FILE LABELS, CLEAR, 450/PK	PK	3					
AVE5667	AVERY LASER ADDRESS LABELS, CLEAR, 2000/BX	BX	2					
AVE8366	AVERY FILE LABELS, WHITE, 750/BX	PK	2					
AVE05793	AVERY COLOR-CODING LABELS, 1/4", DK.BLUE	PK	2					
AVE4013	AVERY WHITE COMPUTER LABELS, CONTINUOUS-FEED	BX	1					
AVE5972	AVERY LASER LABELS, NEON YELLOW, 750/PK	PK	2					

Exhibit B  
 Category 1: General Office Supplies  
 Core Price Schedule

Product Number	Description	Unit (ea, bx)	Estimated Quantity	Unit Price	Extended Price	Alternate Brand Product Number & Description	Unit Price	Extended Price
AVE05200	AVERY FILE FLDR LABELS, DK. BLUE	PK	6					
AVE05201	AVERY FILE FLDR LABELS, DK RED	PK	6					
ELI26000	ELITE IMAGE LASER ADDRESS LABELS, WHITE, 2000/BX	BX	1					
ELI37004	PERMANENT ADHESIVE LABELS, NEON GREEN, (250/PK)	PK	2					
MACMR12124	MACO COLOR CODING LABELS, YELLOW (1000/BX)	BX	2					
MACMR12125	MACO COLOR CODING LABELS, GREEN (1000/PK)	BX	1					
SMD67910	2010 YEAR END TAB LABELS, YELLOW (250/PK)	PK	27					
SMD67150	SMEAD ALPHA-Z COLOR-CODED LABEL, ASST'D.	PK	2					
BRTTZ2312PK	BROTHER LABEL TAPE, 1/2", BLACK/WHITE (2/PK)	PK	12					
BRTTZ241	BROTHER LABEL TAPE, 3/4", BLACK/WHITE	PK	4					
BRTTZ251	BROTHER LABEL TAPE, 1", BLACK/WHITE	PK	8					
BRTTZ651	BROTHER LABEL TAPE, 1", BLACK/YELLOW	PK	4					
BRTTZ221	BROTHER LABEL TAPE, 3/8", BLK/WHT	PK	6					
BRTTZ211	BROTHER LABEL TAPE, 1/4", BLACK/WHITE	PK	2					
BRTTC10	BROTHER LABEL TAPE, 1/2", BLACK/CLEAR (2/PK)	PK	2					
DYM30854	DYMO CD/DVD LABELS	PK	1					
DYM30376	DYMO TAB, FILE, HANGING, 1 ROLL, WHITE	PK	1					
DYM30327	DYMO LABELS	PK	1					
DYM30252	DYMO CLEAR ADDRESS LABELS	PK	1					
DYM30256	DYMO SHIPPING LABELS, WHITE, 300/RL	PK	1					

Exhibit B  
 Category 1: General Office Supplies  
 Core Price Schedule

Product Number	Description	Unit (ea, bx)	Estimated Quantity	Unit Price	Extended Price	Alternate Brand Product Number & Description	Unit Price	Extended Price
DYM30330	DYMO RETURN ADDRESS LABELS, WHITE, 500/BX	PK	1					
DYM41913	DYMO TAPE, 3/8", BLACK/WHITE	PK	1					
DYM40910	DYMO TAPE, 3/8", BLACK/CLEAR	PK	1					
DYM40914	DYMO TAPE, 3/8", BLUE/WHITE	PK	1					
DYM30251	DYMO SELF-STICKING ADDRESS LABELS	PK	60					
DYM45013	DYMO TAPE, 1/2", BLACK/WHITE	PK	3					
MMMR330AU	3M POST-IT POP-UP REFILL, 3" X 3", ULTRA COLORS	DZ	12					
ESS81606	HANGING FILE FOLDER, 1/5-CUT, LETTER, YELLOW, 25/BX	BX	3					
ESS81607	HANGING FILE FOLDER, 1/5-CUT, LETTER, ORANGE, 25/BX	BX	3					
ESS81608	HANGING FILE FOLDER, 1/5-CUT, LETTER, RED, 25/BX	BX	3					
AVE5163	AVERY LASER MAILING LABELS, WHITE (1000/BX)	BX	2					
SPRSP11115	SPARCO FILE FOLDERS, 1/5 CUT, MANILA, LETTER	BX	2					
SMD12743	SMEAD FILE FOLDERS, RED, LETTER (100/BX)	BX	4					
NAT01894	CLASS. FOLDER, 2 DVDR, LETTER, YELLOW (15/BX)	BX	4					
SPRSP17262	SPARCO FASTENER FILE FOLDERS (50/BX)	BX	30					
SMD17043	SMEAD FILE FOLDERS, BLUE, LEGAL (100/BX)	BX	2					
SMD18700	SMEAD CLASS. FOLDERS, MANILA, LEGAL (10/BX)	BX	4					
SMD17743	SMEAD FILE FOLDERS, RED, LEGAL 100/BX	BX	4					
SMD19075	SMEAD CLASS. FOLDERS, LEGAL, RED (10/BX)	BX	4					
SMD13734	SMEAD CLASS FLDR, 1 DVDR, LETTER, YW (10/BX)	BX	30					

Exhibit B  
 Category 1: General Office Supplies  
 Core Price Schedule

Product Number	Description	Unit (ea, bx)	Estimated Quantity	Unit Price	Extended Price	Alternate Brand Product Number & Description	Unit Price	Extended Price
SMD17734	SMEAD FILE FOLDERS, LEGAL, RED (100/BX)	BX	15					
NAT01893	CLASS. FOLDER, 2 DVDR, LETTER, LT. BLUE (15/BX)	BX	4					
SMD10229	SMEAD INTERIOR FILE FLDRS, TOP TAB, LTR, 100/BX	BX	3					
SPR2077	SPARCO PRINT-ON TAB DIVIDERS, WHITE, LTR., 50/PK	PK	1					
ESS 415315ORA	ESSELITE HANGING FOLDERS, LEGAL, ORANGE (25/BX)	BX	4					
SPR SP5315RED	HANGING FOLDERS, LEGAL, RED (25/BX)	BX	4					
SMDC15HASMT	SMEAD COLOR HNG FLDRS, ASST, 25/BX	BX	2					
SMD26783	SMEAD CLASS. FOLDER, 2 DVDR, LTR, RED (10/BX)	BX	2					
SMD19230	SMEAD CLASS FOLDERS, 2-DVDR, LEGAL, RED (10/BX)	BX	1					
SMD13733	SMEAD CLASS FOLDERS, LETTER, GREEN (10/BX)	BX	18					
SMD13731	SMEAD CLASS. FOLDER, 1 DVDR, LTR, RED (10/BX)	BX	21					
ESS57502	OXFORD TWIN POCKET FOLDERS, BLUE	BX	1					
ESS57503	OXFORD TWIN POCKET FOLDERS, LT. GREEN	BX	1					
SMD87862	SMEAD TWIN POCKET FOLDERS, YELLOW	BX	1					
ESS57511	ESSELTE TWIN POCKET REPORT COVER, RED (25/BX)	BX	5					
SMD87855	PORTFOLIO 2-POCKET, GREEN (25/BX)	BX	2					
SPR71439	PORTFOLIO 2-POCKET, RED (25/BX)	BX	2					
PIL77241	DR. GRIP GEL REFILLS, BLUE FINE	DZ	12					
PIL77240	DR. GRIP GELL REFILL, BLACK FINE	DZ	12					
AVE05248	AVERY MAILING SEALS, 1", CLEAR (480/PK)	PK	11					

Exhibit B  
 Category 1: General Office Supplies  
 Core Price Schedule

Product Number	Description	Unit (ea, bx)	Estimated Quantity	Unit Price	Extended Price	Alternate Brand Product Number & Description	Unit Price	Extended Price
BAU68884	TRANSLUCENT CARD REEL 4-PK, ASSORTED	PK	6					
BAU68979	LANYARD CARD REEL, BLACK	PK	5					
SPR01098	SPARCO INDEX CARDS, CONTINUOUS-FEED, 4" X 6", WHITE (4000/CS)	CS	2					
RED50111	MESSAGE CALL LOG, 8-1/2" X 1"	EA	2					
RED50079	MESSAGE/PHONE MEMO, 2-3/4" X 5", CARBONLESS (600/ST)	EA	2					
ABFSC1164D	PHONE MESSAGE BOOK (600/BK)	EA	6					
ABFS8714	VOICE LOG BOOK, 15/PK	PK	8					
AVE5868	AVERY GOLD NOTARIAL SEALS	PK	20					
SAN70207PP	SANFORD UB 207 GEL PEN REFILLS	PK	3					
SPR70343	SPARCO MAX-STRENGTH TRASH LINER, 1.7 MIL (50/BX)	BX	7					
MMM6834	POST-IT SMALL TAPE FLAGS, BE/GN/RD/YW	PK	3					
MMM6834AB	POST-IT SMALL TAPE FLAGS, BRIGHT BE/PK/PE/YW	PK	3					
AVE16283	AVERY PRINTABLE SELF-ADHESIVE TABS	PK	8					
AVE5371	AVERY LASER BUSINESS CARDS, WHITE. 250/PK	PK	3					
AVE05911	AVERY LASER BUSINESS CARDS, WHITE (2,500/BX)	BX	1					
RTG39017	LASER INDEX TABS, 1-1/8W X 1-1/4H, WHITE (375/PK)	PK	8					
AVE16280	AVERY PRINTABLE ADHESIVE TABS	PK	4					
GBC3200599	GBC LAMINATING POUCHES, CLEAR, 10 MIL, CLEAR	PK	1					
SWI50201	SWINGLINE 502E ELECTRIC CARTRIDGE STAPLER	EA	1					
PAP35830	PROFILE RETRACT. BALLPOINT PEN, PURPLE, 1.4MM	DZ	1					

Exhibit B  
 Category 1: General Office Supplies  
 Core Price Schedule

Product Number	Description	Unit (ea, bx)	Estimated Quantity	Unit Price	Extended Price	Alternate Brand Product Number & Description	Unit Price	Extended Price
SOUPF6	CERTIFICATE JACKET, NAVY W/ GOLD FOIL BORDER	PK	2					
SAN33950	SANFORD UNIBALL SIGNO 207 GEL PEN, 7MM, BLACK	DZ	3					
SPRSP24910	SPARCO VERTICAL FILING POCKET, MANILA	BX	1					
TOPS4416	TOPS VOICE MESSAGE LOG BOOK, 700 MSGS, WHITE	EA	10					
SPR02301	SPARCO TELEPHONE MESSAGE LOG	EA	4					
WAT540951PP	WATERMAN ROLLERBALL PEN REFILL, BLACK	PK	12					
PAP85581	PAPERMATE FLEXGRIP ELITE RETRACTABLE PEN, BLUE	DZ	2					
SWI50050	SWINGLINE HD STAPLE CARTRIDGE	BX	9					
PAP5660115	LIQUID PAPER, 22 ML BOTTLE, LEDGE BUFF	EA	25					
HEWC6979A	HP GLOSSY PREM. PHOTO PAPER, 8 1/2 X 11, 50/BX	BX	3					
CCS28951	COMPUCESSORY CALCULATOR STAND, ACRYLIC	EA	3					
KIM34015	CLEANING TOWELS, TERI REINFORCED WIPES 180/BOX	BX	2					
MRC6181PK	MAXI ROLL OUT TOWELS, 140/SHT/RL, 6/PK	PK	2					
ROLE0946	ROLODEX VERTICAL FILE, BLACK	EA	3					
MAX648200	MAXELL CD-R DATA BLACK RECORDABLE, 100/SPDL	SPDL	4					
SON10MC60L	SONY MICRO CASSETTE, 60 MIN (10/PK)	PK	5					
SAN65451	SANFORD GELL UNIGRIP PEN, BLUE	DZ	6					
PAR 3031631PP	BALL POINT PEN REFILL, MEDIUM BLUE	PK	6					
AVE16230	AVERY TABBING SHIELD, 1.5", CLEAR	PK	6					
SPR38009	SPARCO FLAG, COBMO PACK	PK	5					

Exhibit B  
 Category 1: General Office Supplies  
 Core Price Schedule

Product Number	Description	Unit (ea, bx)	Estimated Quantity	Unit Price	Extended Price	Alternate Brand Product Number & Description	Unit Price	Extended Price
WEVCO565	COIN ENVELOPES, #5.5, 28#	BX	5					
DYM69110	DYMO LABELWRITER 400 TURBO	EA	3					
DYM69120	DYMO LABELWRITER DUO LABELER	EA	3					
SHREL2630PIII	SHARP 12-DIGIT 2-COLOR PRINTING CALCULATOR	EA	6					
50351	CAPITOL BOND, 25% COTTON PAPER, 20#, LETTER	RM	120					
HAM104604	HAMMERMILL LASER PAPER, LETTER, WHITE	RM	80					
HAM103309	HAMMERMILL COLOR PAPER, LETTER, BLUE	RM	112					
HAM103382	HAMMERMILL COLOR PAPER, LETTER, PINK	RM	30					
HAM103341	HAMMERMILL COLOR PAPER, LETTER, CANARY	RM	40					
HAM103366	HAMMERMILL COLOR PAPER, LETTER, GREEN	RM	10					
HAM103168	HAMMERMILL COLOR PAPER, LETTER, GOLDENROD	RM	10					
HAM102269	HAMMERMILL COLOR PAPER, LILAC	RM	10					
HAM103770	HAMMERMILL COLOR PAPER, LAVENDER	RM	10					
HAM103119	HAMMERMILL COLOR PAPER, SALMON	RM	10					
HAM102889	HAMMERMILL COLOR PAPER, LETTER, GRAY	RM	10					
WAU20262	WAUSAU ASTROBRIGHTS PAPER, WARM ASSTMT	RM	3					
WAU20264	WAUSAU ASTROBRIGHTS PAPER, COOL ASSTMT	RM	3					
WAU22638	ASTROBRIGHT PAPER, LIFTOFF LEMON	RM	5					
WAU22658	ASTROBRIGHT PAPER, COSMIC ORANGE	RM	6					
#60	CONTINUOUS-FEED COMPUTER PAPER, 9-1/2" X 11", 20#, WHITE (2500 SHT/CS)	CS	20					

Exhibit C  
Option 1  
Category 2: Paper

Vendor Name:

Product Number	Description	Unit (ea, bx)	Estimated Quantity	Unit Price	Extended Price	Alternate Brand Product Number & Description	Unit Price	Extended Price
HAM86700	HAMMERMILL GREAT WHITE COPY PAPER, 20#, 92 BRIGHT, LETTER	RM	10,000					
HAM86704	HAMMERMILL GREAT WHITE COPY PAPER, 20#, 92 BRIGHT, LEGAL	RM	120					
HAM105023	HAMMERMILL COPY PLUS COPY PAPER, 20#, 92 BRIGHT, LEDGER, WHITE	RM	35					
----	3-HOLE PUNCHED COPY PAPER, LETTER, WHITE	RM	40					

Exhibit D  
Option 2  
Category 3: Toner

Vendor Name:

Product Number	Description	Unit (ea, bx)	Estimated Quantity	Unit Price	Extended Price	Alternate Brand Product Number & Description	Unit Price	Extended Price
BRTPC-201	BROTHERS FAX CARTRIDGE	EA	16	21.37	341.92			
TN-250	BROTHERS FAX CARTRIDGE	EA	8	24.38	195.04	112792 West Point brand	15.99	127.92
BRTTN-350	BROTHER TN-350 FAX CARTRIDGE	EA	8	43.50	348.00	114306P West Point Brand	34.99	279.92
BRTTN-460	BROTHER TN-460 FAX TONER CARTRIDGE	EA	8	59.99	479.92	112460P West Point Brand	31.99	255.92
BRTTN5000 PF	BROTHER LASER FAX F/3550 & MFC 4350	EA	6	24.38	146.28			
BRTDR250	BROTHER FAX DRUM KIT	EA	3	134.50	403.50	115338P West Point Brand	74.99	224.97
BRTDR350	BROTHER FAX DRUM KIT	EA	3	78.50	235.50	115250P West Point Brand	48.99	146.97
BRTDR400	BROTHER FAX DRUM KIT	EA	5	114.96	574.80	112709P West Point Brand	45.99	229.95
HEWC6615DN	HP-15 OFFICEJET CARTRIDGE, BLACK	EA	41	28.25	1158.25	114505 West Point Brand	12.99	532.59
HEWC6625DN	HP-17 OFFICEJET CARTRIDGE, TRI-COLOR	EA	5	29.99	149.95	114157 West Point Brand	18.99	94.95
HEWC1823D	HP-23 OFFICEJET CARTRIDGE, TRI-COLOR	EA	2	36.50	73.00	114575 West Point Brand	21.99	43.98
HEW51629A	HP-29A OFFICEJET CARTRIDGE, BLACK	EA	2	31.40	62.80	114576 West Point Brand	18.99	37.98
HEW51645A	HP-45A OFFICEJET CARTRIDGE, BLACK	EA	13	29.80	387.40	114504 West Point Brand	14.99	194.87
HP51649A	HP-49 OFFICEJET CARTRIDGE, TRI-COLOR	EA	2	32.90	65.80	114577 West Point Brand	18.99	37.98
HEWC6656AN	HP-56 OFFICEJET CARTRIDGE, BLACK	EA	12	20.18	242.16	114507 West Point Brand	16.99	203.88
HEWC6657AN	HP-57 OFFICEJET CARTRIDGE, TRI-COLOR	EA	6	32.25	193.50	114508 West Point Brand	24.99	149.94
HEWC6658AN	HP 58 PHOTOSMART TRI-COLOR CARTRIDGE	EA	2	23.99	47.98	114549 West Point Brand	17.99	35.98
HEWC6578DN	HP-78D OFFICEJET CARTRIDGE, TRI-COLOR	EA	27	32.25	870.75	114506 West Point Brand	21.99	593.73

Exhibit D  
Option 2  
Category 3: Toner

Product Number	Description	Unit (ea, bx)	Estimated Quantity	Unit Price	Extended Price	Alternate Brand Product Number & Description	Unit Price	Extended Price
HEWC9361WN	HP-93 OFFICEJET CARTRIDGE, TRI-COLOR	EA	10	19.99	199.90	114950 West Point Brand	15.99	159.90
HEWC8765WN	HP-94 OFFICEJET CARTRIDGE, BLACK	EA	4	20.35	81.40	114543 West Point Brand	15.99	63.96
HEWC8767WN	HP-96 OFFICEJET CARTRIDGE, BLACK	EA	37	28.85	1067.45	114545 West Point Brand	18.99	702.63
HEWC9363WN	HP-97 OFFICEJET CARTRIDGE, TRI-COLOR	EA	14	32.25	451.50	114546 West Point Brand	19.99	279.86
HEWC9364WN	HP-98 INKJET CARTRIDGE, BLACK	EA	22	20.35	447.70	114588 West Point Brand	16.99	373.78
HEWC8061X	HP LASERJET CARTRIDGE, 4100-4101	EA	3	117.45	352.35	111672P West Point Brand	63.99	191.97
HEWCB435A	HP 35A LASER TONER CARTRIDGE, BLACK	EA	3	55.99	167.97	115837P West Point Brand	44.99	134.97
HEWC8061X	HP LASERJET CARTRIDGE, 4100-4101	EA	3	117.45	352.35	111672P West Point Brand	63.99	191.97
TK-17	TK-17 TONER, KYOCERA	EA	9	71.50	643.50			
TK-18	TK-18 TONER, KYOCERA, #1020	EA	23	70.99	1632.97			
TK-20H	TK-20 TONER, KYOCERA 1700/3700/	EA	2	88.50	177.00			
TK-25	TK-25 TONER, KYOCERA 1200	EA	2	59.50	119.00			
TK-40	TK-40 - TONER, KYOCERA	EA	3	154.99	464.97			
TK-60	TK-60 TONER, KYOCERA 1800/3800	EA	12	79.99	959.88			
TK-67	TK-67 TONER, KYOCERA 3820/3830	EA	5	79.99	399.95			
TK-70	TK-70 TONER, KYOCERA	EA	3	113.30	339.90			
TK-112	TK-112 TONER, KYOCERA	EA	3	67.50	202.50			
TK-122	TK-122 TONER, KYOCERA 1030	EA	9	69.99	629.91			
TK-132	TK-132 TONER, KYOCERA, FS1300D	EA	8	68.99	551.92			

Exhibit D  
Option 2  
Category 3: Toner

Product Number	Description	Unit (ea, bx)	Estimated Quantity	Unit Price	Extended Price	Alternate Brand Product Number & Description	Unit Price	Extended Price
TK-142	TK-142 TONER, KYOCERA, FS-1100	EA	6	68.99	413.94			
TK-312	TK-312, KYOCERA FS-2000D	EA	14	59.50	833.00			
TK-332	TK-332 FOR FS 4000DN	EA	7	72.50	507.50			
TK-332	TK-342 FOR FS 2020DN	EA	3	—	—			
TK-522K	TK-522K TONER, BLACK	EA	12	76.99	923.88			
TK-522C	TK-522K TONER, CYAN	EA	7	76.99	538.93			
TK-522M	TK-522K TONER, MAGENTA	EA	7	76.99	538.93			
TK-522Y	TK-522K TONER, YELLOW	EA	7	76.99	538.93			
1710493-001 <del>1710552-001</del>	QMS 3100 TRANSFER UNIT	EA	11	345.99	3805.89			
1710490-001	MAGICOLOR QMS 3100 - BLACK	EA	19	50.50	959.50			
1710490-002	MAGICOLOR QMS 3100 - YELLOW	EA	8	154.99	1239.92			
1710490-003	MAGICOLOR QMS 3100 - MAGENTA	EA	5	154.99	774.95			
1710490-004	MAGICOLOR QMS 3100 - CYAN	EA	6	154.99	929.94			
1710494-001	MAGICOLOR 3100, IMAGING UNIT	EA	6	39.99	239.94			
1710495-001	MAGICOLOR 3100 FUSER UIT	EA	3	223.99	671.97			
IBM75P6961	RICOH/ IBM TONER CARTRIDGE	EA	4	340.99	1363.96	114741P West Point Product	128.99	515.96
CNMCLI8Y	CANON IP3500 PRINTER CARTRIDGE, YELLOW	EA	3	13.99	41.97			
CNMCLI8M	CANON INK CARTRIDGE, MAGENTA	EA	3	13.99	41.97			

29,883.59



# West Point Products

QUALITY IMAGING SUPPLIES SINCE 1972

## Warranty and Guarantee

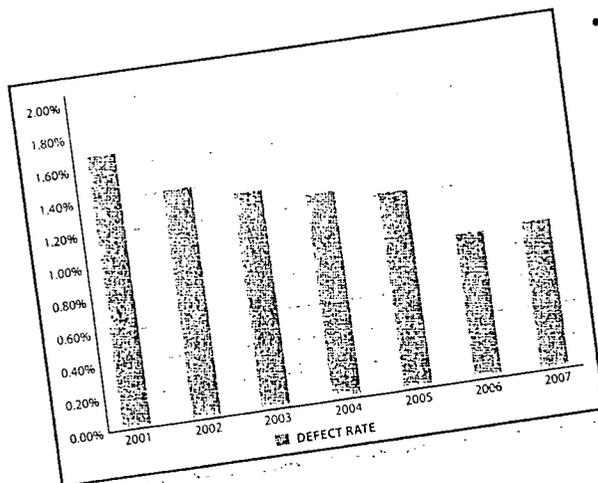
- Every product has a one-year satisfaction guarantee from date of purchase. If you are not satisfied, West Point Products will promptly resolve the problem or refund your money.
- Our products are guaranteed not to cause damage, abnormal wear, or deterioration to equipment (under normal use). In the unlikely event that something would happen, we will replace or refund the cost of the faulty supply item and repair, or reimburse you for charges necessary to repair your equipment.
- In 1975, the Magnuson-Moss Warranty Improvement Act was created to forbid tie-ins between the use of OEM consumables and the warranty of hardware. Your customers can use our products without worry and we will provide marketing flyers which convey this message.



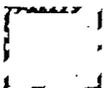
**Buy with confidence from West Point Products, LLC**

## RMA Process and Disposition Reports

- ARS tags are provided free of charge for all warranty returns.
- ARS tags will be tagged for expedited analysis by WPP's quality assurance team.
- Replacement cartridges will have expedited delivery at no charge upon request
- All warranty returns undergo extensive testing to help identify the cause of defect. A minimum of 40 test prints are run on every return followed by inspection of all internal components. All findings are documented and compiled for QA review.



- A hard copy credit memo will be emailed upon completion of the warranty inquiry detailing the amount credited and the disposition of each cartridge returned. Credits can be posted to your account or refunded upon request.
- QA technicians are available for consultation. We take RMA's very seriously and welcome any feedback.



1-800-624-6991

Have you ever heard that using a premium replacement toner cartridge will "void your warranty?"



## WARRANTY & GUARANTEE

*Don't be misled regarding your Printer's Warranty and the use of 3rd party imaging supplies.*

In 1975 the Magnuson-Moss Warranty Improvement Act was created to forbid tie-ins between the use of OEM consumables and the warranty of hardware.

### MAGNUSON-MOSS ACT:

"No warrantor of a consumer product may condition his written or implied warranty of such product on the consumer's using, in connection with such product, any article or service (other than article or service provided without charge under the terms of the warranty) which is identified by brand, trade, or corporate name."

The only way an OEM can require the use of their toner cartridges is if they provide the cartridge for free.

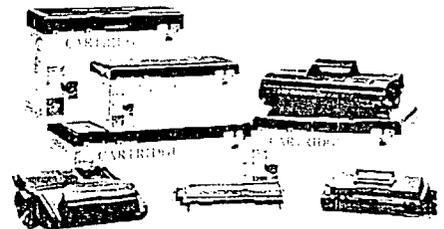
HP's own warranty states that the consumer is free to use a non-HP product, however, if the non-HP product causes a problem, the consumer will be billed time and materials for the repair. The rest of the warranty remains in effect.

You have  
the right  
to use the  
supplies of  
your choice!

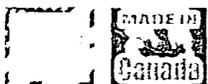
### OUR GUARANTEE:

- Every product has a one-year satisfaction guarantee from date of purchase.
- If you are not satisfied, we will promptly resolve the problem or refund your money.
- The products are also guaranteed not to cause damage, abnormal wear or deterioration to equipment (under normal use).
- In the unlikely event that something would happen, we will replace or refund the cost of the faulty supply item and repair, or reimburse you for charges necessary to repair your equipment.

*So either way you are covered. Using 3rd party toner cartridges does not void your printer warranty, and a repair bill resulting from the use of our toner cartridge will be covered by us.*



**THERE IS ABSOLUTELY NO RISK!**



**West Point Products**

QUALITY IMAGING SUPPLIES SINCE 1972

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