

STATE OF LOUISIANA
SOUTHEASTERN LOUISIANA UNIVERSITY
HAMMOND, LOUISIANA

A Member of the University of Louisiana System

SOLICITATION

TO

FURNISH AND DELIVER

PRINTING SUPPLIES, SPECIALTY PAPERS, SHIPPING SUPPLIES, MAILING SUPPLIES,
WIDE FORMAT INKS, WIDE FORMAT PAPER, VINYL SUPPLIES, LAMINATION
SUPPLIES, YARD SIGN SUPPLIES, HP LATEX INKS, ETC.ON AN AS-NEEDED BASIS
FOR THE DOCUMENT SOURCE DEPARTMENT

ISSUING AGENCY: Southeastern Louisiana University
Purchasing Department
SLU 10800
Hammond, LA 70402

PURCHASING AGENT: Phyllis Hoover. CPPB, NIGP-CPP
Telephone: 985-549-5415

REQUISITIONED BY: Susan Lane
Telephone: 985-549-5565

RELEASE DATE: April 16, 2026

BID OPENING DATE: May 6, 2026

BID OPENING TIME: 4:00 p.m., Central Time

BID OPENING LOCATION: Southeastern Louisiana University
Purchasing Department
Property Control & Supply Building
2400 North Oak Street
Hammond, Louisiana

**NOTE: THIS SOLICITATION IS A SEALED BID AND MUST BE RETURNED BY MAIL OR
DELIVERED IN PERSON. BID RESPONSE FORMS CANNOT BE FAXED OR EMAILED, AND ANY
FAX OR EMAIL RESPONSES SHALL BE REJECTED.**

This ITB is available in electronic form at:

<https://wwwcfprd.doa.louisiana.gov/osp/lapac/pubMain.cfm>

It is available in PDF format or in printed form by submitting a written
request to the Procurement Specialist listed above. It is the Bidder's
responsibility to check the Office of State Purchasing LaPAC website
frequently for any possible addenda that may be issued. Southeastern is not
responsible for a bidder's failure to download any addenda documents required
to complete an Invitation to Bid.

SOUTHEASTERN LOUISIANA UNIVERSITY

BID RESPONSE SIGNATURE FORM

BIDDER'S NAME: _____

TELEPHONE NO: _____ FAX NUMBER _____

MAILING ADDRESS: _____
ADDRESS CITY STATE ZIP CODE

SCOPE: Furnish and deliver Printing Supplies, Specialty Papers, Shipping Supplies, Mailing Supplies, Wide Format Inks, Wide Format Paper, Vinyl Supplies, Lamination Supplies, Yard Sign Supplies, HP Latex Inks, Etc. for the Document Source on an as-needed basis for the period July 1, 2026 through June 30, 2027, as per specifications and requirements.

All shipments are to be made on an FOB Destination basis per the attached General Conditions.

Vendor to provide delivery to: Southeastern Louisiana University, Document Source, 303 Union Avenue, Suite 1401, Hammond, Louisiana, 70402. NOTE: This address does not have a loading dock. Delivery vehicle must have a lift gate for unloading. All items require inside delivery.

I/we do hereby acknowledge receipt of the following addenda (if any):

No. _____ Dated _____ No. _____ Dated _____

OTHER REQUIREMENTS:

The attached Instructions to Bidders and General Conditions shall be a part hereof.

The attached Insurance Requirements and Indemnification Agreement shall be a part hereof.

TERMS: Net 30 Prox., F.O.B. University Receiving Station, Hammond, Louisiana.

TAXES: Any taxes, other than state sales and use tax, shall be included within the bidder's unit price. The University is currently exempt from state sales and use tax.

Delivery response time for items ordered may be required within 24 hours of order placement to meet the demand for delivery of finished product to the customer. Other items ordered must be delivered within 72 hours of order placement at a minimum 90% of the time.

Specify whether or not delivery requirements can be met within the time required to meet the demand for delivery of finished product to the customer:

(), Yes delivery requirements can be met (), No delivery requirements cannot be met

THIS BID RESPONSE SUBMITTED BY: _____

AUTHORIZED OFFICER: _____
Signature (Print or Type Name)

TITLE: _____ DATE: _____

SOUTHEASTERN LOUISIANA UNIVERSITY

BID RESPONSE SUBMITTAL (PRICING) REQUIREMENTS

Vendor may utilize the attached listed items as a reference of products that must be available for purchase and may be ordered on an as-needed basis; but, these lists are not all inclusive.

Delivery response time for items ordered may be required within 24 hours of order placement to meet the demand for delivery of finished product to the customer. Other items ordered must be delivered within 72 hours of order placement at a minimum 90% of the time.

Vendor should include net discount prices on these listed products.

The awarded Vendor will consider additional price discounts when made aware of competitive advertised discounts on items supplied.

The awarded Vendor may provide published updated price lists during the contract term with Discount % to remain the same. Published updated prices lists should be provided to the Southeastern Purchasing Department for approval.

New items may be added during the term of the contract at agreed-upon prices and discounts, subject to the approval of the University Purchasing Director.

RESPONSE:

Vendor to complete and return all bid response pages including the attached Item Specifications – Price Response Form pages.

These lists represent a sample of items that must be available for purchase and may be ordered on an as-needed basis; but, these lists are not all inclusive.

Vendor may request Bid Response Form Pages in Excel Format by contacting Phyllis Hoover at Phyllis.Hoover@Southeastern.edu or (985) 549-5415 by April 22, 2026.

The entire Bid Response including the Price Response Form pages is to be delivered to the Purchasing Department address by the date and time indicated on the front of the document.

The Excel File Bid Response can be submitted to Phyllis.Hoover@Southeastern.edu after bid opening date and time to assist in timely tabulation of responses.

COMMENTS:

NAME OF BIDDER: _____ OFFICER INITIALS: _____

BID RESPONSE FORM CONTINUED

This form is to be completed in its entirety and submitted with the bid response form(s). Failure to complete or return the form with the other bid response form(s) may cause rejection of bid without further consideration.

INSURANCE INFORMATION TO BE PROVIDED BY BIDDER

Bidder is to list the name and address (street/city/state/zip) of the Louisiana licensed insurance company that is intended to be used to furnish the required minimum levels of insurance coverage if selected the successful Bidder.

WORKER'S COMPENSATION AND EMPLOYER'S LIABILITY \$1,000,000 MINIMUM COVERAGE

Name of Insurer: _____
(Not the Agent Company)

Insurer's Address: _____

Check Insurer's A.M. Best Rating: [] A Level / [] B, C, D, E, F Level

Check Best Financial Size Category Rating: [] VI or Greater; [] V or Less

If Not A.M. Best Rated - State Type of Insurer:

Agent Company: _____ Telephone No: _____

COMMERCIAL GENERAL LIABILITY \$1,000,000 MINIMUM COVERAGE

Name of Insurer: _____
(Not the Agent Company)

Insurer's Address: _____

Check Insurer's A.M. Best Rating: [] A Level / [] B, C, D, E, F Level

Check Best Financial Size Category Rating: [] VI or Greater; [] V or Less

Agent Company: _____ Telephone No: _____

AUTOMOBILE LIABILITY \$1,000,000 MINIMUM COVERAGE

Name of Insurer: _____
(Not the Agent Company)

Insurer's Address: _____

Check Insurer's A.M. Best Rating: [] A Level / [] B, C, D, E, F Level

Check Best Financial Size Category Rating: [] VI or Greater; [] V or Less

Agent Company: _____ Telephone No: _____

INSURANCE REQUIREMENTS

Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors. The cost of such insurance shall be included in the Contractor's bid.

The Contractor, prior to commencing work, shall provide at his own expense, proof of the following insurance coverage required by the contract to the University in insurance companies authorized in the State of Louisiana. Insurance is to be placed with insurers with an A.M. Best's rating of A:VI or higher. This rating requirement may be waived for workers' compensation coverage only.

A. Workers' Compensation and Employers Liability: \$1,000,000 Minimum Coverage

The insurer shall agree to waive all rights of subrogation against the University, its officers, officials, employees and volunteers for losses arising from work performed by the Contractor for the University.

B. Comprehensive General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. "Claims Made" form is unacceptable. The "occurrence form" shall not have a "sunset clause".

The policies are to contain, or be endorsed to contain, that the University, its officers, officials, employees, Boards and Commissions and volunteers are to be added as "additional insureds" as respects liability arising out of activities performed by and on behalf of the Contractor; products and completed operations of the Contractor, premises owned, occupied or used by the Contractor.

C. Automobile Liability: \$1,000,000 combined single limit per accident, for bodily injury and property damage.

The policy shall provide coverage for owned, hired, and non-owned coverage. If an automobile is to be utilized in the execution of this contract, and the contractor does not own a vehicle, then proof of hired and non-owned coverage is sufficient.

The policies are to contain, or be endorsed to contain, that the University, its officers, officials, employees, Boards and Commissions and volunteers are to be added as "additional insureds" as respects liability arising out of activities performed by and on behalf of the Contractor; products and completed operations of the Contractor, premises owned, occupied or used by the Contractor.

D. An Umbrella Policy may be used to meet minimum requirements.

Each insurance policy shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice has been given to the University.

Any deductibles or self-insured retentions must be declared to and approved by the University. At the option of the University, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the University, its officers, officials, employees and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

The successful Vendor shall be required to execute the below Indemnification Agreement as part of the BID Requirements.

INDEMNIFICATION AGREEMENT

The CONTRACTOR agrees to protect, defend, indemnify, save and hold harmless the State of Louisiana, all State Departments, Agencies, Boards and Commissions, its officers, agents, servants and employees, including volunteers, from and against any and all claims, demands, expenses and liability arising out of injury or death to any person or the damage, loss or destruction of any property which may occur or in any way grow out of any act or omission of CONTRACTOR, its agents, servants, and employees, or any and all costs, expense and/or attorney fees incurred by CONTRACTOR as a result of any claim, demands, and/or causes of action except of those claims, demands, and/or causes of action arising out of the negligence of the State of Louisiana, all State Departments, Agencies, Boards, Commissions, its agents, representatives, and/or employees. CONTRACTOR agrees to investigate, handle, respond to, provide defense for and defend any such claims, demand, or suit at its sole expense and agrees to bear all other costs and expenses related thereto, even if it (claims, etc.) is groundless, false or fraudulent.

Contractor Name

Signature

Title

Date Accepted

Is Certificate of Insurance Attached? [] Yes [] No

Contract No. _____ for Southeastern Louisiana University
State Agency Name

PURPOSE OF CONTRACT:

SOUTHEASTERN LOUISIANA UNIVERSITY
SPECIFICATIONS

SCOPE:

The Document Source at Southeastern Louisiana University operates as a full-service print and mail center serving Southeastern students, faculty and staff as well as the general public.

Our mission is to support the educational objectives of the University and to enhance the institutional image with its constituents through quality printing, mailing, duplicating, and related services.

Our staff is committed to providing effective and efficient printing, mailing and consultation services to students, all academic, administrative, and affiliated departments of the University, and the community.

This solicitation is for the purchase of Printing Supplies, Specialty Papers, Shipping Supplies, Mailing Supplies, Wide Format Inks, Wide Format Papers, Vinyl Supplies, Lamination Supplies, Yard Sign Supplies, HP Latex Inks, Etc. on an as-needed basis for the period July 1, 2026 through June 30, 2027. Such supplies to be purchased from this contract may include the items provided in the list attached. Contract will also include any supplies or tools used in the printing industry such as Inks, Papers, Envelopes, Specialty Papers, Wide Format Supplies, Vinyl Supplies, Etc. not listed. This includes the ink that will be needed in the operation of the following equipment: HP Latex 365 Printer (wide format). Equipment Brand / Model Number may change during contract term. Inks for the current device must be HP brand only. **Other brands will not work.**

This contract does not include equipment purchases.

RESPONSE (PRICING):

The awarded Vendor will consider additional price discounts when made aware of competitive advertised discounts on items supplied.

The awarded Vendor may provide updated price lists during the contract term with Discount % to remain the same. Published updated price lists should be provided to the Southeastern Louisiana University for approval.

Vendor to complete and return all bid response pages including the attached Item Specifications – Price Response Form pages.

These lists represent a sample of items that may be ordered; but, these lists are not all inclusive.

Percentage Discounts offered are to remain firm for the period of the contract and any renewals.

The University reserves the right to cancel any order in the event of increase in price.

If the lowest responsive/responsible Vendor cannot furnish the requested item(s), the item(s) may then be ordered from the next highest discounted vendor at the time of need.

SOUTHEASTERN LOUISIANA UNIVERSITY
SPECIFICATIONS

QUANTITIES:

No specific quantities are guaranteed. The successful Vendor's discount and pricing schedule shall apply regardless of the volume of business under the contract. Routine purchases will be made from price catalogs or listings by telephone against the issued blanket purchase order for the contract period.

BASIS OF AWARD:

An award does not preclude the Document Source from taking advantage of a subsequent seasonal, promotional, experimental or similar offer that will save the University additional money. New items may be added during the term of the contract at agreed-upon prices and discounts, subject to the approval of the University Purchasing Director.

Notification of an award does not imply all items offered/awarded will be ordered from the vendor. Orders will be placed with the vendor on an as-needed basis.

CONTRACT EXTENSION:

Based upon the mutual agreement of the successful Bidder(s) and Southeastern Louisiana University, this contract may be extended for four (4) additional twelve (12) month periods at the same discount schedule, terms and conditions.

The continuation of this contract at all times is contingent upon the appropriation of funding to the University by the Louisiana State Legislature. Awarded vendor must continue to be a designated Louisiana Certified Small Entrepreneurship Participant.

SHIPMENT TERMS:

All shipments are to be made on an FOB Destination basis per the attached General Conditions.

Vendor to provide delivery to: Southeastern Louisiana University, Document Source, 303 Union Avenue, Suite 1401, Hammond, Louisiana 70402. **NOTE: This address does not have a loading dock. Delivery vehicle must have a lift gate for unloading. All items require inside delivery.**

STATE OF LOUISIANA
SOUTHEASTERN LOUISIANA UNIVERSITY
HAMMOND, LOUISIANA

The Southeastern Louisiana University (SLU) Purchasing Department will receive sealed bids until 4:00 P.M. on the bid opening date specified in the solicitation document. No bid responses will be considered by the SLU Purchasing Department after 4:00 P.M. Beginning at that time, bids shall be publicly opened and read aloud to those present in the SLU Purchasing Department.

Mail address: Southeastern LA University
Purchasing Department
SLU 10800
Hammond, LA 70402

Delivery: Southeastern LA University
Purchasing Department
Property Control & Supply Bldg
2400 North Oak St
Hammond, LA 70402

Bids submitted are subject to LA R.S. 39:1551-1736; Purchasing Rules and Regulations; Executive Orders; General Conditions; any Special Conditions; and Specifications listed in the solicitation document.

The purpose of this solicitation is to set forth the requirements and specifications of Southeastern Louisiana University. The contents of this solicitation and the Bidder/ Vendor/ Contractor's bid response shall become contractual obligations if a contract (purchase order) ensues.

INSTRUCTIONS TO BIDDERS

- 1) **Bid Forms:** Per LA R.S. 39:1556, all written bids, unless otherwise provided for, must be submitted on, and in accordance with, forms provided, properly signed in ink or electronic signature by an authorized representative of the bidding entity. Bids submitted in the following manner will not be accepted: (1) Bid contains no signature indicating intent to be bound; (2) Bid filled out in pencil; (3) Bid sent by facsimile equipment or email. Price alterations to bid responses received before bid opening time will be considered provided the written price alteration has been received and timestamped before bid opening time. Any other alterations of the bid response form or foreign conditions attached thereto may cause rejection of the bid response without further consideration.
- 2) **Standard of Quality:** Any product or service bid shall conform to all applicable Federal and State laws and regulations and specifications contained in the solicitation document. Unless otherwise specified in the solicitation document, any manufacturer's name, trade name, brand name, or catalog number used in the specifications is for the purpose of describing the quality level and characteristic required. Bidder should specify the brand and model number of the product offered in his bid. Bids not specifying brand and model number shall be considered as offering the exact products specified in the solicitation document.
- 3) **Descriptive Information:** Bidders proposing an equivalent brand or model should submit with the bid response information (such as illustrations, descriptive literature, technical data) sufficient for the University to evaluate quality, suitability, and compliance with the specifications of the solicitation document. Failure to submit descriptive information may cause bid to be rejected. Any change made to a manufacturer's published specification submitted for a product shall be verifiable by the manufacturer. If item(s) bid does not comply with specifications (including brand and/or product number), bidder should state in what respect the item(s) deviate. Failure to note exceptions on the response form will not relieve the successful bidder(s) from supplying the actual products requested.
- 4) **Bid Opening:** Bidders may attend the bid opening, but no information or opinions concerning the ultimate contract award will be given at the bid opening or during the evaluation process. Bids may be examined 72 hours after request is made. Information pertaining to completed files may be secured by visiting the SLU Purchasing Department during normal working hours. Written bid tabulations will not be furnished.
- 5) **Louisiana Preference:** Preference is hereby given to products produced, manufactured, harvested, grown or assembled in Louisiana which are equal in quality to products produced, manufactured, harvested, grown or assembled outside of Louisiana. The bidder shall state his right to claim the ten percent (10%) preference in his bid response and the bidder should state the respective Louisiana location where each qualifying item is produced, manufactured, harvested, grown or assembled.

- 6) Notice of Special Programs Available for Small Business: <https://www.opportunitylouisiana.com/small-business/special-programs-for-small-business>
- 7) Signature Authority: In accordance with LA Revised Statute 39:1594 (Act 121), the person signing the bid must be: (1) A current corporate officer, partnership member or other individual specifically authorized to submit a bid as reflected in the appropriate records on file with the Secretary of State; or (2) An individual authorized to bind the vendor as reflected by an accompanying or as provided upon request a corporate resolution or affidavit. By signing the bid, the bidder certifies compliance with the above.

GENERAL CONDITIONS

The SLU Purchasing Department reserves the right to award items separately, grouped or on an all-or-none basis and to reject any or all bids and waive any informalities.

- 1) Prices: Unless otherwise specified in the solicitation, bid prices shall be complete, including transportation and handling prepaid by the bidder to destination - SLU, Hammond, LA. Bids other than FOB destination may be rejected. Bid prices should be quoted in the unit of measure stated. Bid prices shall be firm for a minimum of thirty (30) calendar days, unless otherwise specified by SLU in the solicitation document.
- 2) Payment Terms: Cash discounts for less than 30 days may be offered, but will not be considered in determining awards. Bids containing "payment in advance" or "COD" requirements may be rejected. Payment is to be made within 30 days after receipt of properly executed invoice or delivery, whichever is later.
- 3) Delivery: Bids may be rejected if the delivery time indicated is longer than that specified in the solicitation document.
- 4) Taxes: Bidder is responsible for including all applicable taxes in the bid price. The University is currently exempt from Louisiana State Sales and Use Taxes, and local parish and city taxes. An exemption certificate for state sales and use tax can be provided upon request.
- 5) New Products: Unless specifically called for in the solicitation document, all products for purchase must be new, never previously used, and the current model and/or packaging. No remanufactured, demonstrator, used or irregular product will be considered for purchase unless otherwise specified in the solicitation document. The manufacturer's standard warranty will apply unless otherwise stated in solicitation.
- 6) Default of Contractor: Failure to deliver within the time specified in the solicitation document will constitute a default and may cause cancellation of the contract. Where the University has determined the contractor to be in default, the state reserves the right to purchase any or all products or services covered by the contract on the open market and to charge the contractor with cost in excess of the contract price. Until such assessed charges have been paid, no subsequent bid from the defaulting contractor will be considered.
- 7) Contract Cancellation: The University shall have the right to cancel any contract, in accordance with Purchasing Rules and Regulations, for cause, including but not limited to, the following: (1) failure of the vendor to deliver within the time specified in the contract; (2) failure of the product or service to meet specifications, conform to sample quality, or to be delivered in good condition; (3) misrepresentation by the contractor; (4) fraud, collusion, conspiracy or other unlawful means of obtaining any contract with the state; (5) conflict of contract provisions with constitutional or statutory provisions of state or federal law; (6) any other breach of contract.
- 8) Applicable Law: All contracts shall be construed in accordance with and governed by the laws of the State of Louisiana.
- 9) Equal Opportunity: By submitting and signing this bid, bidder agrees that he will not discriminate in the rendering of services to and/or employment of individuals because of race, color, religion, sex, age, national origin, handicap, disability, veteran status, or any other non-merit factor.

GENERAL CONDITIONS

(Continued)

- 10) By submitting a response to this solicitation, the bidder or proposer certifies and agrees that the following information is correct: In preparing its response, the bidder or proposer has considered all proposals submitted from qualified, potential subcontractors and suppliers, and has not, in the solicitation, selection, or commercial treatment of any subcontractor or supplier, refused to transact or terminated business activities, or taken other actions intended to limit commercial relations, with a person or entity that is engaging in commercial transactions in Israel or Israeli-controlled territories, with the specific intent to accomplish a boycott or divestment of Israel. The bidder also has not retaliated against any person or other entity for reporting such refusal, termination, or commercially limiting actions. The state reserves the right to reject the response of the bidder or proposer if this certification is subsequently determined to be false, and to terminate any contract awarded based on such a false response.
- 11) Louisiana Revised Statute 39:1753.1. requirements shall apply to any equipment component which enables any form of connectivity.
- 12) Piggyback: Other Louisiana Governmental Agencies may purchase at the same terms and conditions if agreed upon by awarded bidder.
- 13) Prohibition of Companies That Discriminate Against Firearm and Ammunition Industries:
In accordance with La.R.S. 39:1602.2, the following applies to any competitive sealed bids, competitive sealed proposals, or contract(s) with a value of \$100,000 or more involving a for-profit company with at least fifty full-time employees:
Unless otherwise exempted by law, by submitting a response to this solicitation or entering into this contract, the Bidder, Proposer or Contractor certifies the following:
 - 1) The company does not have a practice, policy, guidance or directive that discriminates against a firearm entity or firearm trade association based solely on the entity's or association's status as a firearm entity or firearm trade association;
 - 2) The company will not discriminate against a firearm entity or firearm trade association during the term of the contract based solely on the entity's or association's status as a firearm entity or firearm trade association.The State reserves the right to reject the response of the Bidder, Proposer or Contractor if this certification is subsequently determined to be false, and to terminate any contract awarded based on such a false response or if the certification is no longer true.

Louisiana Economic Development offers an array of resources to small business owners. For a comprehensive list of resources provided by LED, please visit:
<https://www.opportunitylouisiana.gov/>

ITEM	DESCRIPTION OF COMMODITY	SIZE	PRODUCT CODE	REAMS OR BOXES PER REAM OR CASE	PIECES PER REAM OR Box	CURRENT ORDER HISTORY for 07/01/2025 - 02/28/2026	PREVIOUS ORDER HISTORY for 07/01/2024 - 02/28/2025	PREVIOUS ORDER HISTORY for 07/01/2023 - 06/30/2024	Price to be Quoted in Unit of Measure	CATALOG LIST PRICE	DISCOUNT % OFFERED (TO REMAIN FOR THE PERIOD OF THE CONTRACT)	DISCOUNT AMOUNT	TOTAL * CATALOG LIST PRICE PER UNIT OF MEASURE LESS DISCOUNT AMOUNT	INDICATE PACKAGING	PRODUCT CODE
	Envelopes (250/Box unless otherwise stated)								EXAMPLE:	\$10.00	25.00%	\$2.50	\$7.50		
1	A-2 Ivory Classic Crest	A-2	A804023 or 7893100	4	250	0	0	1,000	1000						
2	A-2 Avon White Classic Crest	A-2	A804021	4	250	4,000	5,000	2,000	1000						
3	A-2 Natural White Classic Crest	A-2	7882300 or A804022	4	250	0	2,000	2,000	1000						
4	A-2 White Pearl Classic Linen	A-2	A876050	4	250	0	0	0	1000						
5	A-6 Avon White Classic Crest	A-6	A804025 or WH76956 (Old)	4	250	3,000	3,000	6,250	1000						
6	A-6 Neutral White Classic Crest	A-6	A804026	4	250	0	1,000	0	1000						
7	A-6 Ivory Classic Crest	A-6	A804027	4	250	0	0	0	1000						
8	A-7 Baronial Ivory Classic Crest	A-7	A804032 or WH76922	4	250	2,000	0	1,000	1000						
9	A-7 Avon White Classic Crest	A-7	A804029 or 7890600	4	250	19,000	19,000	20,250	1000						
10	A-7 Neutral White Classic Crest	A-7	A804030 or WH76914	4	250	4,000	7,000	8,000	1000						
11	A-7 Super Gold Curious Metallics	A-7	A800707	4	250	0	0	0	1000						
12	A-7 Bohemian Green Curious Metallics	A-7	A900708	4	250	0	0	0	1000						
13	A-7 White Pearl Classic Linen	A-7	A816030	4	250	0	0	0	1000						
14	A-7 Clearfold Envelope White Translucent BS 30	A-7	A816450	4	250	0	0	2,000	1000						
15	A-7 White Cougar	A-7	A814128	4	250	2,000	0	0	1000						
16	A-8 White Cougar	A-8	A815272	4	250	0	0	1,000	1000						
17	A-8 Natural Cougar	A-8	A885604	4	250	0	0	0	1000						
18	A-10 White Cougar	A-10	A815912	4	250	0	0	0	1000						
19	#7 White Coin (3 1/2"x6 1/2") (500/Box)	#7	A803641	1	500	0	0	5,000	1000						
20	6"x8" White Catalog (500/Box)	6x8	A903003	1	500	1,500	2,000	2,000	1000						
21	6"x8" Brown Clasp (500/Box)	6x8	A807210	1	500	0	0	1,000	1000						
22	6"x8" Brown Kraft Catalog (500/Box)	6x8	A807210	1	500	0	0	1,000	1000						
23	9"x12" White Catalog (500/Box)	9x12	A803005	1	500	0	0	500	1000						
24	9"x12" White Window Catalog (500/Box)	9x12	A815227	1	500	0	0	0	1000						
25	10"x13" Kraft Catalog (500/Box)	10x13	A803021	1	500	0	0	0	1000						
26	9 Printmaster Regular (500/Box)	#9	A831518	5	500	0	0	0	1000						
27	10 Baronial Ivory Classic Crest (500/Box)	#10	WH65571 or A802077	5	500	2,500	0	0	1000						
28	10 Natural White Classic Linen (500/Box)	#10	A802182	5	500	0	0	0	1000						
29	10 Natural White Classic Crest (500/Box)	#10	A802070	5	500	0	500	0	1000						
30	10 Printmaster White Wave Regular (500/Box)	#10	A801430	5	500	0	30,000	8,000	1000						
31	10 Printmaster White Wave Window (500/Box)	#10	A831520	5	500	10,000	80,000	21,000	1000						
32	10 Cream Springball Opaque Regular (500/Box)	#10	A806897	5	500	0	0	0	1000						
	White Paper (500/Rm)														
33	8 1/2"x11" 24# White Hammermill	Letter	A343841	10	500	75,000	211,000	105,000	1000						
34	8 1/2"x11" 24# 25% White Cotton	Letter	A366430	10	500	4,000	0	5,000	1000						
35	8 1/2"x11" White 32# Paper	Letter	A398713 or 377513	10	500	12,000	76,000	59,000	1000						
36	8 1/2"x14" 20# White Hammermill	Legal	A113055	10	500	15,000	10,000	21,000	1000						
37	11"x17" 20# White Hammermill	11x17	A113060 or A388765	10	500	5,750	27,500	27,500	1000						
38	11"x17" 24# White Hammermill	11x17	A315663	5	500	15,000	25,000	15,000	1000						
39	11"x17" 32# White Hammermill	11x17	A398714	8	500	4,000	20,000	15,500	1000						
40	12"x18" 32# Mohawk	12x18	A377548	1	500	29,000	48,500	27,000	1000						
41	12"x18" 60# Husky Offset	12x18	A312172	1	500	25,200	1,000	0	1000						
42	13"x19" 80# Accent Smooth Text	13x19	A314618	1	1400	0	1,400	0	1000						
	Pastels (500/Rm)														
43	8 1/2"x11" Ivory	Letter	A315044 or 360036	10	500	5,000	0	5,000	1000						
44	8 1/2"x11" Pink	Letter	A394196 or A315032 or D81198 (Old Item Number)	10	500	5,000	0	5,000	1000						
45	8 1/2"x11" Blue	Letter	D81199 or A315030	10	500	5,000	5,000	0	1000						
46	8 1/2"x11" Salmon	Letter	A394197 or A315042 or D81208 (Old Number)	10	500	5,000	10,000	10,000	1000						
47	8 1/2"x11" Orchid/Lilac	Letter	D81200 or A315072 OR A315069 or A360037	10	500	5,000	5,000	5,000	1000						
48	8 1/2"x11" Golden Rod	Letter	A315041 or D81203	10	500	10,000	0	5,000	1000						

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49	8 1/2"x11" Canary	Letter	A315031 or 394196 or (10442536)	10	500	10,000	7,000	5,000	1000					
50	8 1/2"x11" Green	Letter	A315033 or (10442821)	10	500	10,000	10,000	10,000	1000					
51	8 1/2"x14" Green	Legal	315051	10	500	0	0	0	1000					
52	8 1/2"x14" Ivory	Legal	A315058	10	500	0	0	5,000	1000					
53	8 1/2"x14" Golden Rod	Legal	A315052	10	500	0	0	0	1000					
	Brights 8 1/2 X 11 60# Text (500/Rm)													
54	8 1/2"x11" Red Britie Hue/Re-entry Red	Letter	A362048 or 103551 (OM) 367892	10	500	0	5,000	0	1000					
55	8 1/2"x11" Martian Green	Letter	A367687	10	500	0	0	0	1000					
56	8 1/2"x11" Gamma Green	Letter	A367682	10	500	0	0	0	1000					
57	8 1/2"x11" Blue Britie Hue	Letter	A362043	10	500	0	0	0	1000					
58	8 1/2"x11" Ultra Fuschia	Letter	A346015	10	500	0	0	0	1000					
59	8 1/2"x11" Sun Yellow (Formerly Daffodil)	Letter	A362107 or 10444280	10	500	0	0	0	1000					
60	8 1/2"x11" SunBurst Yellow	Letter	A367696	10	500	0	0	0	1000					
61	8 1/2"x11" Cosmic Orange	Letter	A367678	10	500	0	0	5,000	1000					
	Special Papers - Paper (500/Rm unless otherwise stated)													
62	8 1/2"x11" 10M 20# Great White Hammermill Recycled	Letter	A306494	10	500	0	0	5,000	1000					
63	8 1/2"x11" 24# Nat White Classic Linen	Letter	A304076	10	500	0	0	137,900	1000					
64	8 1/2"x11" 24# Baronial Ivory Classic Linen	Letter	A304077	10	500	0	0	5,000	1000					
65	8 1/2"x11" 24# Natural Royal Sundance Linen	Letter	A367846	10	500	0	0	0	1000					
66	8 1/2"x11" Natural Ivory Classic Crest	Letter	NE01345 or A311007	10	500	0	0	0	1000					
67	8 1/2"x11" Baronial Ivory Classic Crest	Letter	NE01352 or A311010	10	500	5,000	0	5,000	1000					
68	8 1/2"x11" Storm Parchment Text	Letter	A373502	10	500	0	0	0	1000					
69	8 1/2"x11" Natural Parchment Text	Letter	A366009 or S966008	10	500	0	0	0	1000					
70	8 1/2"x11" Left Perf Paper	Letter	A324114 or A316024	10	500	95,000	170,000	0	1000					
71	8 1/2"x11" Printable Transparency (100/Box)	Letter	M6SPTRA	1	100	0	0	0	1000					
72	12"x18" 70# Accent Opague Smooth Digital Text	12x18	A346919 or A346818	1	500	0	0	0	1000					
73	12"x18" - 5M Synaps (100/Box)	12x18	A318793	1	100	0	1,800	600	1000					
74	12"x18" - 10M Synaps (50/Box)	12x18	A521246 or N66036	1	50	800	3,000	1,800	1000					
75	12"x18" - 14M Synaps (50/Box)	12x18	N66038	1	50	300	650	0	1000					
76	12"x18" - MACTAC (100/Box)	12x18	N87000 or	1	100	0	500	0	1000					
77	12"x18" - FRSTY CLEAR REM THERMATAC (250/Box)	12x18	N87001	1	250	0	0	0	1000					
78	12"x18" GLAMMA (500/Box)	12x18	A154308	1	500	0	0	1,100	1000					
79	13"x26" 80# White Accent Smooth Text (400/Box)	13x26	A429409	1	400	0	800	0	1000					
	Card Stock Pastels 8 1/2 X 11 67# (250/Rm)													
80	White Velum Bristol 67#	Letter	A394338 or A393001	8	250	4,000	4,000	19,000	1000					
81	Pink	Letter	A393003 or (D81041)	8	250	0	0	2,000	1000					
82	Light Blue	Letter	A393004 or D81042 or A394332	8	250	2,000	2,000	4,000	1000					
83	Canary	Letter	A393005	8	250	0	0	4,000	1000					
84	Golden Rod	Letter	A393006	8	250	0	0	4,000	1000					
85	Ivory	Letter	A393008 or D81046	8	250	0	2,000	0	1000					
86	Green	Letter	A393020 or D81040	8	250	2,000	2,000	2,000	1000					
87	Salmon	Letter	A392024	8	250	0	0	0	1000					
88	Grey	Letter	A393007	8	250	0	0	0	1000					
	Card Stock Brights 8 1/2 X 11 65# (250/Rm)													
89	Fireball Fuschia Astrobric Cover	Letter	A376181 or A367777	8	250	2,000	0	2,000	1000					
90	SunBurst Yellow Astrobric	Letter	A367810	8	250	0	0	0	1000					
91	Martian Green Astrobric OR Gamma Green	Letter	A367746 or A367736	10	500	0	4,000	2,000	1000					
92	Cosmic Orange Astrobric	Letter	367725	8	250	0	2,000	0	1000					
93	Re-Entry Red Astrobric	Letter	A367781	8	250	0	0	0	1000					
94	Gamma Green Britie Hue	Letter	A376169 or M104190	8	250	0	0	0	1000					
95	Lunar Blue Astrobric	Letter	A367744	8	250	2,000	0	2,000	1000					

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	White Card Stock (250Rm unless otherwise stated)														
86	8 1/2"x11" 80# Millstone Classic Crest	Letter	A614817		250	0	0	0	1000						
87	8 1/2"x11" 80# Photo Wht Smooth Ham	Letter	A398711	1	250	6,000	20,000	10,000	1000						
88	8 1/2"x11" 110# Mohawk	Letter	A377238	6	250	12,000	15,000	10,500	1000						
89	11"x17" 67# Britz White Domiar	11x17	A393021	4	250	0	2,000	1,000	1000						
100	11"x17" 80# Hammermill	11x17	A377541 or M121215 or 998707	4	250	9,000	12,300	19,000	1000						
101	12"x18" 60# Mohawk or Hammermill	12x18	A377542 or A398717	1	250	16,000	20,300	17,000	1000						
102	12"x18" 100# White Hammermill Cover	12x18	A399727	1	250	3,000	11,500	0	1000						
103	12"x18" 110# Mohawk	12x18	A377238	1	250	500	0	0	1000						
104	12"x18" 120# Accent Opague Smooth Digital Cover	12x18	A3-46876	1	250	0	500	0	1000						
105	12"x18" 130# Natural White Classic Crest	12x18	A322472	1	250	0	500	0	1000						
108	13"x19" Tango Color Copy Cover (400/Box)	13x19	A319620	1	400	24,800	28,400	23,200	1000						
107	13"x19" 80# Prodigial Gloss Cover (400/Box)	13x19	A396933	1	400	0	0	2,000	1000						
108	13"x26" 80# White Accent Cover Smooth (250 Per Pack)	13x26	A446062	1	250	1,500	0	0	1000						
109	13"x26" 100# Athens Pro Digital Glass Cover (250 Pack)	13x26	A396934	1	250	0	2,500	4,000	1000						
	Special Papers - Card Stock (250/Box unless otherwise stated)														
110	8 1/2"x11" Natural White Classic Linen Cover	Letter	A378135		250	1,750	0	0	1000						
111	8 1/2"x11" Ivory Classic Linen Cover	Letter	A378136		250	0	0	0	1000						
112	8 1/2"x11" Avon White 80# Classic Crest	Letter	A614200	8	250	0	0	0	1000						
113	8 1/2"x11" Banomial Ivory 80# Classic Crest Cover	Letter	A319550		250	0	0	2,000	1000						
114	8 1/2"x11" Natural White 80# Classic Crest	Letter	NE03819 or A614148	8	250	4,000	8,250	6,000	1000						
115	8 1/2"x11" White Pearl 84# Classic Linen Cover	Letter	A319918	10	250	0	0	2,000	1000						
116	8 1/2"x11" 1 65# French Parchment Cover	Letter	A376009		250	2,500	0	5,000	1000						
117	8 1/2"x11" Desert Storm (Cut to 900 pcs)	Letter	A616351	Box	900	0	0	0	1000						
116	8 1/2"x11" 111# Super Gold Curious Metal Cover 100/Box	Letter	A780102 or A599593	Box	100	0	0	0	1000						
119	8 1/2"x11" Size File Jacket Manila 100/Box	Letter	MBSM5798	Box	100	0	800	0	100						
120	8 1/2"x11" Manila Tag 200/Box	Letter	A704014	Box	200	0	0	0	1000						
121	250/Box	Letter	BFP02FL1	Box	250	0	0	0	1000						
122	8 1/2"x11" 1/5th Cut Straight Tabs, 250/Box	Letter	MBS155 or MBS151	Box	250	0	500	0	250						
123	250/Box	9x4	BFP02FL12	Box	250	0	0	0	1000						
124	Digital Wristbands 12-Up 600/Box	10x13	BWBN057	Box	600	2,400	0	0	600						
125	250/Box	12x18	BDHS15FL	Box	250	3,000	0	1,000	1000						
126	250/Box	12x18	388084	Box	250	0	0	0	1000						
127	12"x18" 80# Natural White Classic Crest Cvr 250/Box	12x18	A322492	Box	250	0	0	0	1000						
128	12"x18" Digital Vinyl White Penn Wausau 250/Box	12x18	A91221B	250	250	0	0	0	1000						
129	12"x18" 100# Shiple Avalance White Cover 250/Box	12x18	A316239	125	250	500	0	0	1000						
130	13"x19" Flaxen Neenah Paper 500/Box	13x19	A9380724	Box	250	0	6,000	0	1000						
131	13"x19" Flaxen Neenah Pure Gold 500/Box	13x19	A380703	Box	250	0	1,000	0	1000						
132	13"x26" 100# White Accent Smooth Cover (Cut to 2280 Pcs) 500/Box	13x26	A428409	1	250	0	0	0	1000						
133	13"x26" 100# White Accent Smooth Cover (Cut to 2280 Pcs) 500/Box	13x26	A407928	1	250	0	0	0	1000						
134	Letter Chip Board (50lb Bundle of 856 Count)	Letter	A399002	1	856	856	856	0	856						
135	12"x18" Chip Board (50lb Bundle of 637 Count)	12x18	A1012187	1	367	0	367	0	367						
	Print Vinyl														
136	2 1/2"x100 yd EnduraPerfect Tear (501871)	2 1/2 Inch	M-AP-GXP575-SW-0225	1	0	0	0	0	Roll						
137	6 1/2"x100 yd Endura Perfect Tear White (501875)	6 1/2 Inch	M-AP-GXP575-SW-065	1	0	0	0	0	Roll						
138	24"x100 yd EnduraPerfect Tear (501519)	24 Inch	M-AP-GXP575-SW-24	1	0	0	0	0	Roll						
139	24"x150 White Reflective Mikkaline Film Roll	24 Inch	A120847	1	0	0	0	0	Roll						
140	96"x100 yd EnduraPerfect Tear (501521)	36 Inch	SWM-AP	1	0	0	0	0	Roll						

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141	30"x500" White Engineering Rolls 3" Core	36 Inch		2 Rolls	1	0	0	0	Roll						
142	13oz 38"x164" Gloss Matte Finish Superprint Plus Strength	36 inch	A108100		1	2	4	1	Roll						
143	48 Inch	BAN-PJ13-4840-GW			1	0	0	0	Roll						
144	13 oz 54"x164" Gloss Scrim Banner	54 Inch	MBS13SC		1	2	1	0	Roll						
145	Superprint/Blackout Banner	36 inch	A105015 or 108060		1	0	4	0	Roll						
146	30"x150" Hi-Stat 8 Mil Static Cling	30 Inch	SWMG8M		1	0	0	0	Roll						
147	Concept Finish	54 Inch	A107947		1	0	0	0	Roll						
148	54"x100" Roll Clear Film 3" Core SCR.7 Solvent Cut to 48"	54 Inch	A102615		1	0	0	0	Roll						
149	54"x100" Roll 3.2Mil Clear Gloss Laminated Roll	54 Inch	A119809		1	0	2	2	Roll						
150	54"x100" Roll White Matte Perm Adhesive Semi Rigid Vinyl Roll	54 Inch	A119804		1	18	20	18	Roll						
151	54"x100" Backlit Film Matte Finish Solvent	54 Inch	A106696		1	0	0	0	Roll						
152	26 1/2"x30" Alumagraphics Gop Roll	26 1/2 Inch	A104268		1	0	0	0	Roll						
153	38.6"x32.8" Akumamas Semi Gloss Floor and Wall	38.6 Inch	A128055		1	0	0	0	Roll						
154	54"x100" WetMark 8 Mil Low-Tack Wall	54 Inch	MSGFW		1	1	1	0	Roll						
155	54"x150" Smooth Matte WetMark or (REIAC)	54 Inch	MGSBFW or DTRIF541		1	0	2	0	Roll						
156	30"x75" Rainbow Holographic Firm Roll	30 Inch	A129006		1	0	0	0	Roll						
157	54"x165" Trisch 3688 Stain Photo Paper (Semi Gloss)	54 Inch	SWSDI-3688-54165 or A109726		1	7	12	7	Roll						
158	30"x50" PICASSO ARTIST CANVAS	36 Inch	SWSDI-3609-3650		1	1	0	0	Roll						
159	54"x50" PICASSO ARTIST CANVAS	54 Inch	SWSDI-3609-5450		1	0	0	0	Roll						
160	18"x18" Clear Stretch Film Perfed	18 Inch	A010355		1	1	1	1	Roll						
161	24"x24" Clear Stretch Film Perfed	24 Inch	A010359		1	0	1	1	Roll						
162	24 3/8"x50" Magnetic Vinyl-Back CTD Roll	24 3/8 Inch	A101520		1	4	1	0	Roll						
163	33 1/2"x78 3/4" Silver Retractable Banner Stand	33 1/2 Inch	A120034		1	0	18	12	Roll						
	Cut Vinyl - Price Requested in Case of Need for Vinyl														
164	24"x10 yd EnduraGloss Silver	24 Inch	VEG-500-2410-551		1	0	0	0	Roll						
165	24"x50 yd EnduraGloss Black Oracal	24 Inch	VOR851-2450-070		1	0	0	0	Roll						
166	24"x50 yd EnduraGloss Cherry Red	24 Inch	VEG-500-2450-537		1	0	0	0	Roll						
167	24"x50 yd EnduraGloss Lemon	24 Inch	VEG-500-2450-523		1	0	0	0	Roll						
168	24"x50 yd EnduraGloss Sapphire Blue	24 Inch	VEG-500-2450-508		1	0	0	0	Roll						
169	24"x50 yd EnduraGloss Green	24 Inch	VEG-500-2450-519		1	0	0	0	Roll						
170	24"x50" Matte White Mag 030	24 Inch	SSMG7450		1	0	0	0	Roll						
171	24"x10 yd Oracal 8510 Silver (Fine) Translucent Etched Glass Film	24 Inch	VOR8510-2410-90		1	0	0	0	Roll						
172	24"x50 yd Oracal 8500 or Oracal 651 Metallic Gold Vinyl	24 Inch	SWVOR85		1	0	0	0	Roll						
173	24"x150" Gloss White Vinyl Perm	24 Inch	MBSGF501		1	1	0	0	Roll						
174	25"x150" Gloss Black Vinyl Perm	25 Inch	MBSGF502		1	1	0	0	Roll						
175	48"x50 yd Oracal Black	48 Inch	SWVOR651-4850-070		1	0	0	0	Roll						
176	48"x50 yd Oracal 651 Dark Gray	48 Inch	SWVOR65		1	0	0	0	Roll						
177	48"x50 yd Oracal 8500 Light Blue Translucent	48 Inch	SWVOR85		1	0	0	0	Roll						
178	2"x300" Masking Tape Roll	2 Inch	MBSN16462		1	6	0	0	Roll						
179	24"x300" Masking (Application) Tape	24 Inch	MBSN24MT		1	2	0	0	Roll						
	NCR														
180	NCR Paper 8 1/2"x11" 2 Part Nekocosa Digital 250 Sets/Box	Letter	N36488 or N50167	10	250	15,000	10,000	20,000	1000						
181	NCR Paper 6 1/2"x11" 20# 3-Part Reverse Universal Carbonless 167 Sets/Box	Letter	N50171	10	167	500	0	0	1000						
182	NCR Paper 6 1/2"x11" 4-Part Reverse Digital 125 Sets/Box	Letter	N17128 N50175	10	125	0	5,000	5,000	1000						
183	B 1/2"x11" Universal White CB 500 Sheets/Box	Letter	N50181	10	500	0	1,500	0	1000						
184	B 1/2"x11" Universal CAN CFB 500 Sheets/Box	Letter	N50184	10	500	0	1,500	0	1000						
185	B 1/2"x11" Universal Pink CFB 500 Sheets/Box	Letter	N50236	10	500	0	1,500	0	1000						

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186	8 1/2"x11" Manila CF Tag Universal Carbonless 250 Sheets/Box	Letter	N50241	10	250	0	0	0	1000						
187	8 1/2"x11" White CF Tag Universal Carbonless 250 Sheets/Box	Letter	N50240	10	250	0	1,250	0	1000						
188	NCR Paper 8 1/2"x14" 20# 2-Part Reverse Carbonless 250 Sets/Box	Legal	N50189	10	250	0	0	0	1000						
189	NCR Paper 8 1/2"x14" 20# 3-Part Reverse Carbonless 187 Sets/Box	Legal	N50204	10	187	0	0	0	1000						
Laminating Materials															
190	Letter 10 Mil Lam. Pouches 50 per Box	9x12 inches	MBS10LET			50 per Box	400	400	Box (50)						
191	12"x18 10 Mil 50 Per Box	12x18 inches	MBS10MEN			50 per Box	0	0	Box						
192	Luggage Loops 100 Per Pack	Per Pack	MBSLLGG			100 Per Pack	0	0	Pack						
193	54"x1200" Kraft Paper (30 LB)	54 inch	PRNA-KRAFT-541200			1	0	0	Roll						
Binding Tape (11" Long Fastback Strips) Per 100 Count Box															
194	Narrow Black	11 inch	FBN101	5	100	6500	2400	0	Box						
195	Medium Black	11 inch	FBM101	4	100	400	400	0	Carton						
196	Wide Black	11 inch	FBW101			100	0	0							
Binding Rings (Collis) Per 100 Count Box															
197	8mm Pitch Black	8mm	MBS0641BLK12			100	0	0	Box						
198	8mm Pitch Black	8mm	MBS0841B			100	1,100	0	Box						
199	8mm Pitch Clear	8mm	MBS0841COLR12			100	0	200	Box						
200	10mm Pitch Black	10mm	MBS1041BLK12			100	300	500	Box						
201	12mm Pitch Black	12mm	MBS1241BLK12			100	500	0	Box						
202	12mm 36 in. Long Pitch Black	12mm	MBS1241BLK36			100	100	0	Box						
203	14mm Pitch Black	14mm	MBS1441B			100	0	200	Box						
204	16mm Pitch Black	16mm	MBS1641B			100	0	0	Box						
205	20mm Pitch Black	20mm	MBS2041BLK12			100	300	0	Box						
206	25mm Pitch Black	25mm	MBS2541BLK12			100	100	0	Box						
207	30mm Pitch Black	30mm	MBS3041BLK12			100	0	0	Box						
208	35mm Pitch Black	35mm	MBS3541BLK12			100	0	0	Box						
209	38mm Pitch Black	38mm	MBS3841BLK12			100	0	0	Box						
Powis - Fastback Hard Cover Guide Per Pack of 100															
210	Letter 10 Mil Clear Covers	Letter	MBS400L.T			100	500	400	Pack						
211	Letter Black Covers	Letter	MBS800L.T			100	300	400	Pack						
Labels															
212	1 Up Letter 60# White Permanent MacTasc Metro 100 Per Box	Letter	A307746			100	0	0	1000						
213	8 Up 4 1/4"x2 3/4" White matte permanent 500 Per Box	Letter	WL-550W			500	0	0	100						
214	30 Up 2 5/8"x1" Clear Matte Laser 100 Per Box	Letter	WL-875CX			100	200	0	100						
215	33 Up 2 8/31" White matte permanent 250 Per Box	Letter	WL-900W			250	500	0	100						
HP Latex 365 (Copy Yield is 1.28 ml/sq ft on average)															
216	Yellow Latex Ink Cart	Each	A104265			1	2	5	Cartridge						
217	Cyan Latex Ink Cart	Each	A104263			1	1	5	Cartridge						
218	Magenta Latex Ink Cart	Each	A104264			1	2	4	Cartridge						
219	Black Latex Ink Cart	Each	A104262			1	1	4	Cartridge						
220	Light Cyan Latex Ink Cart	Each	A104266			1	0	2	Cartridge						
221	Light Magenta Latex Ink Cart	Each	A104267			1	0	3	Cartridge						
222	Optimizer Ink Cart	Each	A104269			1	1	3	Cartridge						
223	Cyan and Black Printhead	Each	A104280			1	2	1	Printhead						

ITEM	DESCRIPTION OF COMMODITY	SIZE	PRODUCT CODE	REAMS OR BOXES PER CASE	PIECES PER REAM or Box	CURRENT ORDER HISTORY for 07/01/2024 - 02/28/2025	PREVIOUS ORDER HISTORY for 07/01/2024 - 02/28/2025	PREVIOUS ORDER HISTORY for 07/01/2023 - 06/30/2024	Price to be Quoted in Unit of Measure	CATALOG LIST PRICE	DISCOUNT % OFFERED (TO REMAIN FIRM FOR THE PERIOD OF THE CONTRACT)	DISCOUNT AMOUNT	TOTAL = CATALOG LIST PRICE PER UNIT OF MEASURE LESS DISCOUNT AMOUNT	INDICATE PACKAGING	PRODUCT CODE
224	Yellow and Magenta Printhead	Each	A104281		1	1	1	0	Printhead						
225	Light Magenta/Light Cyan Printhead	Each	A104282		1	0	1	0	Printhead						
226	Optimizer Printhead	Each	A104283		1	0	0	0	Printhead						
227	HP 831 Maintenance Cart, Letter Accessories	Each	A104298		1	1	1	0	Cartridge						
	Padding Material														
228	1 Gallon White Chompaco Padding Compound	Gallon	HAR002		1	0	0	0	Each						
229	1 Quart White Chompaco Padding Compound	Quart			1	0	1	0	Each						
230	Nekoosa Gallon Fanpaint Padding Adhesive	Gallon	NA2285 or NA2284		1	0	0	0	Each						
231	Nekoosa Quart Fanpaint Padding Adhesive	Quart			1	0	1	0	Each						
232	Paint Brushes for Applying Adhesive 1"	Each			1	0	0	0	Each						
233	Paint Brushes for Applying Adhesive 2"	Each			1	0	0	0	Each						
234	Paint Brushes for Applying Adhesive 3"	Each			1	0	0	0	Each						
	Yard Signs and Supplies														
235	30"x10" Signholders Athens Economy H-Slate Box 50	30 Inch	A103005 or A109875 or A128283 or A120177		50	250	250	0	Case						
236	48"x8" BS C3MM Bright White PVC Finish KOMATEX Prem PVC 1-Side Mask 25 Per Box	48 Inch	A118872		25	0	25	0	Case						
237	24"x18" White Plastic Finish Semi-Glas Hi-Core Corr Plastic Sheets 100 Per Case	24 Inch	A120325 or A118659		100	1,000	200	0	Case						
238	48"x86" 4MM Semi-Glas Hi-Core Corr Plastic Sheets 25 Per Case	48 Inch	A120324 or A129224		25	25	50	0	Case						
239	48"x86"x3/16" White Inside Reveal Foam Board 25 Per Case	48 Inch	A108500		25	25	50	0	Case						
	Miscellaneous														
240	Letter Size Letterhead Folding Boxes	Letter	PBXR-1	200	Case	0	200	0	Case						
241	Small Business Card Boxes 4 3/4"x3 1/2"x2"	4 3/4 Inch	PBXC-3 or A027031	100	Case	200	200	0	Case						
242	Large Business Card Boxes 7"x3 1/2"x2"	7 Inch	PBXC-2 or A027030	100	Case	100	300	0	Case						
243	97"x7"x5" Kraft Corrugated Carton 25/Bundle	9 Inch		25	Case	0	0	0	Case						
244	11 1/2"x8 3/4"x11 1/2" Corrugated Box	11 1/2 Inch	CBX11811	25	Box	0	0	0	Box						
245	1/2 Grommet & Washer (500 pcs/250 sets)	250 Sets	HT-GRM-BRS or MBSSPORD	1	500 Pcs	1,000	1,000	0	500 pcs						
246	Rubberbands Size #19, 1 lb pack	Per lb	MBSN15737		Lb	2	1	0	Lb						
247	Rubberbands Size #33, 1 lb pack	Per lb	MBSN15737		Lb	2	0	0	Lb						
248	9"x12" Shop Ticket Holders Both Sides Clear Black Sitching, opens on short side C-Line #50912	9x12 Inch	MBSCZ50	1	Bx	50	50	0	Lb						
249	Letter #2 Bubble Mailer (Manilla or White)	Letter	MBSSPR748	1	Bx	100	0	0	100						
250	10 1/2"x16" Bubble Mailer (Manilla or White)	10 1/2"x16"	MBSSPR7410	1	Bx	100	0	0	100						
	Miscellaneous Services														
251	Slitting Charge/Cutting Charge Per Cut Charge/Per Job	Job			Job	0	0	0	Job						
252	Cut Charge/Per Cut Charge	Job			Job	2	1	0	Job						
253	74" Paper Knife Sharpened	Job			Job	0	24	0	Job						
254	Cutter Blade Sharpened	Job			Job	0	1	0	Job						
255	Nicks Removed From Knife	Job			Job	0	0	0	Job						