

Section A – Core Items

<u>Item Number</u>	<u>Item Description</u>	<u>Unit Cost</u>	<u>Estimated Usage</u>	<u>Extended Cost</u>
AAGE71750	Calendar	\$1.55 each	0-200	\$310.00
AAGG20000	Appt. Book	\$6.69 each	0-30	\$200.84
AAGSK2400	Calendar	\$2.59 each	0-350	\$906.50
AVE5366	Label	\$19.58 box	0-80	\$1566.40
AVE11446	Index	\$58.96 box	0-20	\$1179.20
AVE11447	Index	\$67.56 box	0-20	\$1351.20
AVE11900	Divider	\$1.11 set	0-200	\$222.00
AVE23075	Index	\$6.64 set	0-20	\$12.54
AVE23076	Index	\$0.84 set	0-20	\$16.84
AVE23078	Index	\$1.13 set	0-20	\$22.82
AVE23079	Index	\$1.17 set	0-20	\$23.37
AVE30600	Label	\$6.69 box	0-20	\$133.89
AVE30601	Label	\$6.69 box	0-20	\$133.89
AVE30602	Label	\$6.69 box	0-20	\$133.89
AVE30603	Label	\$6.69 box	0-20	\$133.89
AVE30604	Label	\$6.69 box	0-20	\$133.89
AVE30606	Label	\$6.73 box	0-20	\$334.53
AVE30620	Label	\$17.43 box	0-20	\$348.63
AVE75263	Holder	\$5.26 pack	0-100	\$526.00
AVE79825	Binder	\$5.25 each	0-120	\$630.00
AVT75300	Clip	\$1.63 pack	0-20	\$32.60
BICGSF11BE	Pen	\$1.10 dozen	0-20	\$22.00
BICGSF11BK	Pen	\$1.10 dozen	0-160	\$176.00
BICGSF11RD	Pen	\$1.10 dozen	0-20	\$22.00
BICGSM11BE	Pen	\$1.77 dozen	0-40	\$70.99
BICGSM11BK	Pen	\$1.77 dozen	0-80	\$41.98
BICGSM11RD	Pen	\$1.77 dozen	0-20	\$35.50
BICWOC12WE	Fluid	\$0.43 each	0-10	\$4.32
BLZ41200	Paper	\$28.99 carton	0-20	\$579.80
BLZ44200	Paper	\$38.99 carton	0-20	\$779.80
BLZ48110	Paper	\$33.99 carton	0-20	\$679.80
BLZ48230	Paper	\$31.50 carton	0-20	\$630.00
BOSB515BK	Stapler	\$2.06 each	0-20	\$41.26
BOSSBS1914CP	Staples	\$0.29 box	0-60	\$17.40
BRTTZ231	Cartridge	\$8.26 each	0-20	\$165.21
CAS054901	Paper	\$31.99 carton	0-20	\$639.80
CAS054901P	Paper	\$41.99 carton	0-20	\$839.80
CAS054904	Paper	\$43.50 carton	0-20	\$870.00
CAS054907	Paper	\$41.99 carton	0-20	\$839.80
CAS054922	Paper	\$36.99 carton	0-20	\$739.80
CAS055011	Paper	\$34.99 carton	0-20	\$699.80
CASMP2201BE	Paper	\$3.59 ream	0-20	\$71.80

CASMP2201CY	Paper	\$ <u>3.59</u>	ream	0-20	\$ <u>71.80</u>
CASMP2201GN	Paper	\$ <u>3.59</u>	ream	0-40	\$ <u>143.60</u>
CASMP2201PK	Paper	\$ <u>3.59</u>	ream	0-20	\$ <u>71.80</u>
COS091460	Cutter	\$ <u>5.22</u>	box	0-20	\$ <u>104.40</u>
COS091461	Blade	\$ <u>4.07</u>	box	0-20	\$ <u>81.44</u>
DIX13882	Pencil	\$ <u>1.30</u>	dozen	0-300	\$ <u>390.00</u>
DIX31145	Chalk	\$ <u>0.19</u>	box	0-20	\$ <u>3.80</u>
DRC8J8CT	Cup	\$ <u>16.79</u>	carton	0-20	\$ <u>335.80</u>
EPIE301SB	Glue	\$ <u>0.29</u>	each	0-20	\$ <u>5.80</u>
EPIE372SB	Glue	\$ <u>0.37</u>	each	0-20	\$ <u>7.40</u>
EPIE379	Glue	\$ <u>0.69</u>	each	0-20	\$ <u>13.80</u>
EPSERC38BR	Ribbon	\$ <u>1.00</u>	each	0-20	\$ <u>20.00</u>
ESS1053ELOX	Wallet	\$ <u>2.23</u>	each	0-20	\$ <u>44.61</u>
ESS57501	Portfolio	\$ <u>5.46</u>	box/25	0-20	\$ <u>109.26</u>
ESS57503	Cover	\$ <u>5.46</u>	box/25	0-20	\$ <u>109.26</u>
ESS57509	Portfolio	\$ <u>8.35</u>	box/25	0-20	\$ <u>166.95</u>
ESS57511	Portfolio	\$ <u>8.35</u>	box/25	0-20	\$ <u>166.95</u>
ESS57513	Portfolio	\$ <u>8.35</u>	box	0-40	\$ <u>333.91</u>
ESS57538	Portfolio	\$ <u>8.35</u>	box/25	0-20	\$ <u>166.95</u>
EVEE91FP12	Battery	\$ <u>6.38</u>	pack	0-20	\$ <u>167.56</u>
EVEE92FP12	Battery	\$ <u>7.87</u>	pack	0-20	\$ <u>157.37</u>
IMN12381	Disk	\$ <u>0.59</u>	each	0-20	\$ <u>11.80</u>
IMN12881	Disk	\$ <u>3.03</u>	box	0-120	\$ <u>363.31</u>
ITG83732	Tape	\$ <u>2.85</u>	roll	0-20	\$ <u>57.00</u>
KIM21606BX	Tissue	\$ <u>1.25</u>	box	0-20	\$ <u>25.00</u>
LEE10050	Moistener	\$ <u>0.77</u>	each	0-20	\$ <u>15.37</u>
LEE10134	Moistener	\$ <u>1.84</u>	each	0-20	\$ <u>36.80</u>
LEO94028	Glue Stick	\$ <u>0.17</u>	each	0-20	\$ <u>3.40</u>
LEO94130	Glue Stick	\$ <u>0.55</u>	each	0-20	\$ <u>11.00</u>
MAX102211	Cassette	\$ <u>0.74</u>	each	0-80	\$ <u>58.81</u>
MAX556423	Diskette	\$ <u>1.74</u>	box	0-20	\$ <u>34.80</u>
MAX648210	Disc	\$ <u>3.83</u>	pack	0-20	\$ <u>76.60</u>
MEA06780	Book	\$ <u>0.93</u>	each	0-20	\$ <u>68.60</u>
MMM26001	Tape	\$ <u>1.09</u>	roll	0-20	\$ <u>21.80</u>
MMM26002	Tape	\$ <u>2.09</u>	roll	0-20	\$ <u>41.80</u>
MMM36514C	Tape	\$ <u>11.94</u>	pack	0-80	\$ <u>453.26</u>
MMM5910341296	Tape	\$ <u>0.68</u>	roll	0-20	\$ <u>13.68</u>
MMM6605SSCY	Post It	\$ <u>8.65</u>	pack	0-60	\$ <u>518.87</u>
MMM66512900	Tape	\$ <u>3.08</u>	roll	0-20	\$ <u>61.68</u>
MMM680BE2	Flag	\$ <u>2.94</u>	pack	0-20	\$ <u>58.74</u>
MMM680GN2	Flag	\$ <u>3.04</u>	pack	0-20	\$ <u>60.73</u>
MMM680RD2	Flag	\$ <u>2.94</u>	pack	0-20	\$ <u>58.74</u>
MMM680SH2	Flag	\$ <u>3.37</u>	pack	0-20	\$ <u>67.37</u>
MMM680YW2	Flag	\$ <u>3.04</u>	pack	0-20	\$ <u>60.73</u>
MMM693VAD1	Flag	\$ <u>5.99</u>	pack	0-120	\$ <u>718.27</u>
MMM810P10K	Tape	\$ <u>15.59</u>	pack	0-150	\$ <u>2338.50</u>
MMM810341296	Tape	\$ <u>1.99</u>	roll	0-500	\$ <u>995.00</u>

MMMR330YW	Post it Refill	\$0.87	pad	0-20	\$17.40
MRC610	Paper Towel	\$10.99	pack	0-20	\$219.80
MYP84411RM	Paper	\$4.55	ream	0-20	\$91.00
MYP88811RM	Paper	\$5.75	ream	0-20	\$115.00
PAP3311131	Pen	\$1.80	dozen	0-20	\$36.02
PAP3321131	Pen	\$1.18	dozen	0-20	\$23.58
PAP3331131	Pen	\$1.80	dozen	0-20	\$36.02
PAP8410152	Marker	\$9.08	dozen	0-20	\$181.66
PAP8420152	Marker	\$9.08	dozen	0-40	\$363.81
PAP8430152	Marker	\$9.08	dozen	0-60	\$544.97
PAP8440152	Marker	\$9.08	dozen	0-20	\$181.66
PAP961031	Pen	\$7.89	dozen	0-160	\$1262.90
PEN50HB	Pencil	\$0.39	pack	0-20	\$7.79
PENC505HB	Pencil	\$2.48	pack	0-20	\$49.57
PFYBXAV50	Refill	\$16.25	box	0-20	\$335.00
PIL31002	Pen	\$10.70	dozen	0-80	\$856.08
PIL31020	Pen	\$10.70	dozen	0-180	\$1926.08
QRTS533	Board	\$23.14	each	0-20	\$462.74
QUA46065	Moistener	\$1.25	each	0-150	\$187.50
ROS09201	Paper	\$0.51	pack	0-20	\$10.20
SAM11300	Binder Rng	\$1.08	each	0-20	\$21.68
SAM11600	Binder Rng	\$2.03	each	0-20	\$40.63
SAM18517	Binder View	\$1.21	each	0-20	\$24.21
SAM18537	Binder View	\$1.21	each	0-20	\$24.21
SAM18557	Binder View	\$1.84	each	0-20	\$36.84
SAM18567	Binder View	\$2.09	each	0-20	\$41.89
SAM18587	Binder View	\$3.16	each	0-20	\$63.16
SAN44001	Marker	\$1.76	each	0-20	\$35.16
SAN30001	Marker	\$5.99	dozen	0-240	\$1437.60
SAN65450	Pen	\$9.71	dozen	0-60	\$582.55
SAN83001	Marker	\$10.07	dozen	0-20	\$201.49
SAN83002	Marker	\$9.85	dozen	0-20	\$197.05
SAN83003	Marker	\$10.07	dozen	0-20	\$201.49
SAN83004	Marker	\$9.85	dozen	0-20	\$197.05
SBC15807	Form	\$18.99	carton	0-20	\$379.80
SBC15852	Form	\$30.99	carton	0-20	\$619.80
SBC23033	Note	\$2.00	pack	0-20	\$40.00
SBC23152	Note	\$2.82	pack	0-20	\$56.46
SBC24568	Envelope	\$14.07	box	0-20	\$281.44
SBC2863	Envelope	\$6.71	box	0-20	\$134.15
SBC2890	Envelope	\$9.57	box	0-30	\$286.97
SBC2897	Envelope	\$6.79	box	0-150	\$1018.50
SBC3003	Folder	\$5.50	box	0-150	\$825.00
SBC3003A	Folder	\$13.26	box	0-20	\$265.26
SBC3003BE	Folder	\$12.69	box	0-20	\$253.87
SBC3003GN	Folder	\$9.31	box	0-20	\$186.26
SBC3003RD	Folder	\$9.31	box	0-20	\$186.26

SBC3003YW	Folder	\$ <u>9.31</u>	box	0-20	\$ <u>180.26</u>
SBC4000X1	Folder Hng	\$ <u>9.51</u>	each	0-20	\$ <u>190.15</u>
SBC4000X2	Folder Hng	\$ <u>10.84</u>	box	0-20	\$ <u>216.82</u>
SBC4003T	Tab	\$ <u>0.68</u>	pack	0-20	\$ <u>13.59</u>
SBC4005A	Folder Hng	\$ <u>5.98</u>	box	0-20	\$ <u>119.59</u>
SBC4005BE	Folder Hng	\$ <u>5.99</u>	box	0-20	\$ <u>119.79</u>
SBC4005GN	Folder Hng	\$ <u>5.99</u>	box	0-20	\$ <u>119.79</u>
SBC4005RD	Folder Hng	\$ <u>5.99</u>	box	0-20	\$ <u>119.79</u>
SBC4005T	Tab	\$ <u>0.74</u>	pack	0-20	\$ <u>14.77</u>
SBC4005YW	Folder Hng	\$ <u>5.99</u>	box	0-20	\$ <u>119.79</u>
SBC6000X1	Folder Hng	\$ <u>12.46</u>	box	0-20	\$ <u>249.23</u>
SBC6000X2	Folder Hng	\$ <u>14.06</u>	box	0-20	\$ <u>281.23</u>
SBC66210PK	Clip	\$ <u>1.85</u>	pack	0-150	\$ <u>277.31</u>
SBC66220PK	Clip	\$ <u>5.55</u>	pack	0-20	\$ <u>110.93</u>
SBC66620	Pencil	\$ <u>1.21</u>	dozen	0-40	\$ <u>48.55</u>
SBC78200	Clip	\$ <u>0.47</u>	dozen	0-80	\$ <u>37.93</u>
SBC78210	Clip	\$ <u>0.98</u>	dozen	0-120	\$ <u>117.45</u>
SBC78220	Clip	\$ <u>2.72</u>	dozen	0-80	\$ <u>217.50</u>
SMD34115	Folder	\$ <u>16.99</u>	box	0-160	\$ <u>2719.50</u>
SWI54031	Pad	\$ <u>1.20</u>	each	0-20	\$ <u>24.10</u>
SWI54032	Pad	\$ <u>1.20</u>	each	0-20	\$ <u>24.10</u>
SWI54035	Pad	\$ <u>1.20</u>	each	0-20	\$ <u>24.10</u>
SWI74701	Stapler	\$ <u>11.82</u>	each	0-20	\$ <u>236.38</u>
TKO9545	Folder	\$ <u>3.55</u>	box	0-20	\$ <u>70.97</u>
TKO9545L	Folder	\$ <u>5.37</u>	box	0-20	\$ <u>107.49</u>
TOM68620	Tape	\$ <u>1.78</u>	each	0-550	\$ <u>979.00</u>
TOM68690	Tape	\$ <u>2.22</u>	each	0-400	\$ <u>888.00</u>
TOM68720	Tape	\$ <u>14.50</u>	pack	0-120	\$ <u>1740.00</u>
TOP75111	Pad	\$ <u>9.99</u>	pack	0-160	\$ <u>1598.40</u>
UNV00119	Rubber Band	\$ <u>3.82</u>	pack	0-20	\$ <u>76.47</u>
UNV00133	Rubber Band	\$ <u>3.82</u>	pack	0-20	\$ <u>76.47</u>
UNV00154	Rubber Band	\$ <u>3.82</u>	pack	0-20	\$ <u>76.47</u>
UNV00419	Rubber Band	\$ <u>1.24</u>	pack	0-20	\$ <u>24.80</u>
UNV00433	Rubber Band	\$ <u>0.66</u>	pack	0-20	\$ <u>13.13</u>
UNV00454	Rubber Band	\$ <u>1.24</u>	pack	0-20	\$ <u>24.80</u>
UNV04117	Rubber Band	\$ <u>0.66</u>	box	0-20	\$ <u>13.13</u>
UNV07051	Marker	\$ <u>3.19</u>	dozen	0-20	\$ <u>63.79</u>
UNV07071	Marker	\$ <u>5.69</u>	dozen	0-20	\$ <u>113.71</u>
UNV08100	Desk Tray	\$ <u>2.97</u>	pack	0-40	\$ <u>118.80</u>
UNV08108	Cup	\$ <u>2.37</u>	each	0-20	\$ <u>47.40</u>
UNV08109	Cardholder	\$ <u>0.69</u>	each	0-20	\$ <u>13.80</u>
UNV10199	Clip	\$ <u>0.46</u>	dozen	0-60	\$ <u>27.41</u>
UNV10302	Folder	\$ <u>15.72</u>	box	0-20	\$ <u>314.46</u>
UNV11201	Paper	\$ <u>3.39</u>	ream	0-120	\$ <u>430.80</u>
UNV11202	Paper	\$ <u>3.59</u>	ream	0-120	\$ <u>430.80</u>
UNV11203	Paper	\$ <u>3.59</u>	ream	0-120	\$ <u>430.80</u>
UNV12113	Folder	\$ <u>5.99</u>	box	0-600	\$ <u>3694.00</u>

UNV14113	Folder	\$5.25	box	0-100	\$525.00
UNV14121	Folder	\$10.75	box	0-20	\$214.98
UNV15001	Dispenser	\$2.39	each	0-40	\$95.53
UNV15113	Folder	\$7.99	box	0-150	\$1198.50
UNV15343	Pocket	\$21.64	box	0-20	\$432.83
UNV15363	Pocket	\$6.77	box	0-20	\$135.38
UNV15431	Binder	\$1.78	each	0-20	\$35.69
UNV15432	Binder	\$1.78	each	0-20	\$35.69
UNV15441	Binder	\$1.78	each	0-20	\$35.69
UNV15442	Binder	\$1.78	each	0-20	\$35.69
UNV15443	Binder	\$1.78	each	0-20	\$35.69
UNV16123	Folder	\$15.99	box	0-20	\$319.80
UNV17000	Frame	\$2.74	each	0-20	\$54.77
UNV20630	Pad	\$8.25	dozen	0-60	\$495.00
UNV20706	Binder	\$5.25	each	0-150	\$787.60
UNV20744	Binder	\$4.38	each	0-40	\$175.22
UNV20761	Binder	\$2.81	each	0-120	\$336.69
UNV20821	Binder Index	\$1.62	set	0-20	\$32.41
UNV20822	Binder Index	\$2.87	set	0-20	\$57.44
UNV20823	Binder Index	\$1.64	set	0-20	\$32.82
UNV20841	Binder Index	\$7.99	set	0-120	\$958.80
UNV20982	Binder	\$4.11	each	0-120	\$492.77
UNV21126	Protector	\$1.53	box	0-20	\$30.56
UNV21129	Protector	\$5.44	box	0-20	\$108.84
UNV31304	Push Pin	\$1.91	pack	0-40	\$76.39
UNV31310	Push Pin	\$1.91	pack	0-20	\$38.19
UNV35262	Envelope	\$9.14	box	0-20	\$182.79
UNV35264	Envelope	\$6.99	box	0-160	\$1118.40
UNV35615	Pad	\$16.60	pack	0-20	\$331.91
UNV35662	Note	\$2.34	pack	0-40	\$93.61
UNV35668	Note	\$3.35	pack	0-120	\$402.00
UNV35688	Note	\$4.99	pack	0-60	\$299.40
UNV37102	Reforamt.	\$0.61	pack	0-20	\$12.10
UNV39101	Badge	\$1.51	box	0-20	\$30.20
UNV39712	Pen	\$7.39	dozen	0-20	\$147.80
UNV43650	Marker	\$2.12	set	0-20	\$42.46
UNV43651	Marker	\$5.12	dozen	0-20	\$102.36
UNV45000	Pad	\$8.99	dozen	0-40	\$359.60
UNV46300	Pad	\$9.99	dozen	0-40	\$399.60
UNV48023	Pad	\$2.07	dozen	0-20	\$41.44
UNV51002	Thumbtack	\$0.48	pack	0-40	\$19.14
UNV60101	Label	\$0.86	box	0-20	\$17.23
UNV61000	Tape	\$2.05	roll	0-40	\$82.13
UNV72220	Clip	\$4.99	pack	0-120	\$598.80
UNV72300	Jacket	\$14.99	box	0-40	\$599.60
UNV75610	Tape	\$7.80	pack	0-60	\$468.23
UNV76300	Jacket	\$17.90	box	0-20	\$358.01

UNV79000	Staple	\$ 0.29	box	0-400	\$ 116.00
UNV80571	Cover	\$ 1.07	each	0-20	\$ 21.33
UNV80572	Cover	\$ 1.07	each	0-20	\$ 21.33
UNV80573	Cover	\$ 1.07	each	0-20	\$ 21.33
UNV80579	Cover	\$ 1.07	each	0-20	\$ 21.33
UNV81002	Fastener	\$ 2.33	box	0-100	\$ 232.73
UNV81236	Tape	\$ 0.73	roll	0-20	\$ 14.56
UNV83410	Tape	\$ 4.35	pack	0-160	\$ 696.00
UNV86920	Book	\$ 1.32	each	0-100	\$ 132.24
UNV88000	Dispenser	\$ 5.03	each	0-20	\$ 100.51
UNV91000	Tape	\$ 2.18	roll	0-20	\$ 43.64
UNV92006	Shears	\$ 3.04	each	0-20	\$ 60.81
UNV92021	Shears	\$ 4.85	each	0-20	\$ 97.03
UNV95220	Box	\$ 23.99	carton	0-60	\$ 1,439.40
WBG9545	Folder	\$ 3.73	box	0-20	\$ 74.67
WBG9545L	Folder	\$ 5.67	box	0-20	\$ 113.44
WBM21200	Paper	\$ 27.99	carton	0-20	\$ 559.80
WBM24200	Paper	\$ 37.99	carton	0-20	\$ 759.80
WBM28110	Paper	\$ 29.99	carton	0-20	\$ 599.80
WBM28230	Paper	\$ 30.99	carton	0-20	\$ 619.80
WBM75120	Box	\$ 47.38	carton	0-20	\$ 947.64
WBM77300	Pads	\$ 2.92	pack	0-40	\$ 116.92
WBM77200	Pads	\$ 7.69	pack	0-40	\$ 307.63
WBM77263	Pads	\$ 6.00	pack	0-40	\$ 240.00
WBM77163	Pads	\$ 6.00	pack	0-40	\$ 240.00
WBM77400	Pads	\$ 7.21	pack	0-40	\$ 288.51
WBM77450	Pads	\$ 9.18	pack	0-40	\$ 367.18
WBM95220	Box	\$ 26.31	carton	0-20	\$ 526.15
WLJ39715	Binder	\$ 65.11	each	0-60	\$ 3906.60
WLJ54309	Index	\$ 0.32	set	0-20	\$ 6.32
WLJ54310	Index	\$ 0.32	set	0-20	\$ 6.32
WLJ54311	Index	\$ 0.47	set	0-20	\$ 9.47
WLJ54312	Index	\$ 0.47	set	0-20	\$ 9.45
WLJ90110	Sheet	\$ 25.23	box	0-120	\$ 3,027.60

Section A Total Bid (A)

\$ 85,436.54 (A)

Section B – Included Items

<u>Item Description</u>	<u>Page Numbers</u>
Art & Drafting (Portfolios)	282
Badges	286-291
Binders & Binding Systems Supplies	299-328,331-338
Boards (Supplies)	339,341-343,351,357,360,364
Books	375-381
Briefcases	443-446
Cameras (Albums & Supplies)	536
Card Filing & Cards	538-550
Card Boxes & Handling	561-570
Catalog Racks	571-573
Chair, Back Supports	180-181
Clipboards, Clips & Clamps	651-655
Computer Supplies & Dustcovers	672-676,687,689-690,692, 705-712,713-717
Copyholders	729-732
Correction Supplies	733-737
Data Storage Media (Tape Cartridges, etc.)	743-757
Desk Accessories	758-781,785-802
Dictation Tapes & Diskettes	808
File Fasteners, Folders & Files	834-930
Flags	942-946
Forms	950-967
Frames	968-976
Glues & Adhesives	977-984
Indexes	999-1014
Label Markers (Manual) & Labels	1024-1050
Laminating Accessories	1057, 1059
Lamps	1061-1070
Letter Openers	1073
Literature Files	1082-1083
Mailroom & Shipping Supplies	1097-1111
Magnifiers	1115
Notebooks & Organizers	1122-1134
Pads & Pad Holders	1135-1161
Papers	1196
Pens, Pencils & Pencil Sharpeners (No Pens or Pencils costing more than \$10.00 each list)	1202-1217, 1222-1278
Posters	1279-1280
Paper Punches (No Punches costing more than \$150.00 each list)	1366-1374
Report Covers	1375-1389
Ribbons	1349-1354
Rubber Bands & Rulers	1390-1393
Sheet Protectors	1414-1421

Signs	1437-1442
Stamps & Ink	1455-1460
Staplers, Staples & Removers (No staplers Costing more than \$600.00 each list)	1463-1483
Surge Protectors	1489-1497
Tags & Tape, Pricemarkers	1498-1516
Telephone Shoulder Rests & Wipes	1522
Time Cards	1530-1531
Waste Containers (No containers Exceeding \$20.00 each list)	1552-1557

Section B Discount and Total Amount (B)

**Discount shall be: 56.5 % x \$140,000.00 = \$ 79,100 (Total Discount Amount)

\$140,000.00 minus \$ 79,100 (Total Discount Amount) = \$ 60,900 (B)

Total, All-Inclusive, Lump Sum Bid (A+B) = \$ 146,336.54
(Numerical Amount)

one hundred forty six thousand three hundred and thirty six dollars
(Written Amount) and 54 cents

**Bidders are instructed to indicate the discount they shall apply to the items identified in Section B, Included Items. Bidders shall then multiply that discount amount times the \$140,000.00 (estimated gross purchase amount) to equal the Total Discount Amount. Bidders shall then subtract that Total Discount Amount from the \$140,000.00 (estimated gross purchase amount) to equal the total amount for Section B. For example a bidder indicating a discount of 60% shall multiply that amount times \$140,000.00 to equal a Total Discount Amount of \$84,000.00 which amount shall then be subtracted from \$140,000.00 to equal \$56,000.00, the amount that shall then be entered and expressed as the total amount for Section B.

Bidders having any questions regarding the correct method for providing this information on the Official Bid Sheet shall contact David A. Mulford, Jr., Director of Purchasing, at (856) 453-2130.

Website (Online Ordering):

W.B. Mason is fully equipped with a user-friendly website for ordering supplies. With W.B. Mason's Advanced Business Controls you can let your employees order direct from our site without losing control of their purchases. You will have the capability to review orders, limit products purchased and specify how orders are placed to save your business time and money. These advanced controls are available at no cost to our customers. You will also be able to create a shared list of products from which you want your employees to buy, along with limiting purchases to precise products or product categories you select. Once an employee places an order, an e-mail can be sent to a designated approver. The approver logs in to www.wbmason.com to review, edit, and approve the order before it is sent off to W.B. Mason to be processed. Our dynamic checkout process can be customized to meet your needs as well. If you need the option to pay by credit card or if you require specific cost centers or purchase order, more options are available. We will customize your experience to your internal policies, and we will also provide a complimentary online training session through a web conference or in person.

Web Based Ordering:

- **Ownership**
Our eCommerce system is 100% owned, operated & maintained by W.B. Mason.
- **Flexibility, Control & Accountability**
Ownership means we can make the changes and customizations you need.
- **Enhancements Driven by Customer Feedback**
Our improvements are guided by what our customers are looking for

eCommerce Site Metrics:

- Over 11,000 orders processed per day
- 28,000 visitors per day
- Over 45,000 products available online
- Services more than 80,000 businesses

Year	Online Sales	WBM Total Sales	% Sales Online
2003	\$28.4M	\$296M	10%
2004	\$49.8M	\$353M	14%
2005	\$120.3M	\$421M	29%
2006	\$198.3M	\$520M	38%
2007	\$268.4M	\$607M	41%
2008	\$360.4M	\$750M	48%

Item Block Functionality:

W.B. Mason eCommerce Site has the functionality to block out the following; specific product categories, specific product within categories such as furniture, printers, scanners etc; or block the entire category such as the furniture section or printer section within our product offerings.

W.B. Mason can designate the restrictions predicated on a users order approval set up; basically a user will be identified by the purchasing authority level designated by the County of Cumberland and therefore create visibility and ordering capabilities for the W.B. Mason product offerings.

Authority Levels of Approval:

W.B. Mason provides an order routing approval process where all orders can be designated to a pre-established order routing matrix supplied by the customer. The order routing process is driven by the initial order from an end user order then mapped to a designated approver previously established to review, change or release the order. The communication for the order approval is transmitted via email automatically from the user to the approver; the notification is a hyperlink to the W.B. Mason web ordering site that will enable the approver to release the order.

Ability to create Favorite list:

W.B. Mason's eCommerce site provides many tools to find the product you're looking for. Our eprocurement website is very user friendly; the user can create personal or company wide Favorites List. The user is not limited to any set figure of list they want to maintain on their personal Favorites List. In conjunction with the Favorite List feature the following functionality is available.

- Browse Product Categories
- Search by Keyword
- Ink & Toner Finder
- Order by Item Number
- Shop from Past Orders
- Favorites List
- Shop from Your Contract
- Advanced Business Controls
- W.B. Mason's eCommerce site allows you to manage the buying process without slowing it down.
- Purchasing Card Processing
- W.B. Mason transmits full invoice detail to your P-Card issuer.
- Account Shopping Lists
- Create a list of 'favorites' that all your users can view and buy from.
- Checkout Customization

Ability to Duplicate Previous Order:

On the main menu an order history option is available by user which will allow a user to retrieve orders (**dated back as much as 12 months**) that have been previously submitted to W.B. Mason which can be retrieved and reinitiated as a new order.

Electronic Invoicing:

W.B. Mason has the following options available via hard copy, electronic transmission, or email format.

- Individual invoices to shipping address
- Summary Invoice with department Summary
- Invoice frequency can be daily, weekly or monthly

Return Products on Line:

Return products online; W.B. Mason provides on line a direct communication to their customer service representatives to initiate a credit and return. This process enables the user to seamlessly dialogue with their customer service rep via email to complete the credit and return. However, the user can initiate a return as well by just picking up the phone and contacting their dedicated customer service representative.

Company Name as a System Administrator:

W.B. Mason has the capabilities to assign a County of Cumberland employee as a system administrator to coordinate and set up any new end user internally within their customized web ordering system. However, any new cost center or new shipping address must be provided to your **local** W.B. Mason Web technical support staff to add these pertinent items.