MA 18P 24061100000000000143
MODIFICATION

State of Maine

Master Agreement

Effective Date: 07/01/24 **Expiration Date:** 06/30/25

Master Agreement Description: WB Mason Statewide Office Supply Contract

Buyer Information

Justin Franzose	207-624-7337	**ext.**	justin.franzose@maine.gov

Issuer Information

Justin Franzose	207-624-7337	**ext.**	justin.franzose@maine.gov

Requestor Information

Justin Franzose	207-624-7337	**ext.**	justin.franzose@maine.gov

Agreement Reporting Categories

Reason For Modification: To increase the procurement card discount for payment received within 20 days from 2% to 2.25%.

Authorized Departments

ALL

Vendor Information

Vendor Line #: 1

Vendor ID
VC1000094897

Vendor Name
W B MASON CO INC

Alias/DBA

Vendor Address Information
106 PINETREE INDUSTRIAL PKWY

PORTLAND, ME 04102
US

Vendor Contact Information

Amanda Drummond
207-756-5964 **ext.** 8146
Amanda.Drummond@wbmason.com

Payment Discount Terms

0	**Days**
0	**Days**
0	**Days**
0	**Days**

Commodity Information

Vendor Line #: 1

Vendor Name: W B MASON CO INC

Commodity Line #: 1

Commodity Code: 61500

Commodity Description: WB Mason Statewide Office Supply Contract

Commodity Specifications: Online Catalog at www.wbmason.com

Commodity Extended Description: Please see attached Appendix E for prices effective until 6/30/2025.
Appendix E includes prices for the categories of office supplies, paper, and toner.
Miscellaneous items not within the core list catalog will receive a discount of 5% from list price.

Quantity	**UOM**	**Unit Price**
0.00000		0.000000
Delivery Days	**Free On Board**	
0		
Contract Amount	**Service Start Date**	**Service End Date**
0.00	07/01/24	06/30/25
Catalog Name	**Discount**	
	0.0000 %	
	Discount Start Date	**Discount End Date**

Please see authorized signatures displayed on the next page

Each signatory below represents that the person has the requisite authority to enter into this Contract. The parties sign and cause this Contract to be executed.

State of Maine - Department of Administrative and Financial Services

DocuSigned by:
David Morris 9/30/2024
30644A56815482...

Signature Date

David Morris, Acting Chief Procurement Officer

Vendor

DocuSigned by:
John McDonald 9/26/2024
F9766E428E13429...

Signature Date

John McDonald 4/19/23

Print Representative Name and Title

DocuSigned by:
Nicholas Marquis 9/29/2024
A29C99359A37464...

Nicholas Marquis Acting CIO.

IT CONTRACT AMENDMENT

DATE: 9/26/2024	AMENDMENT AMOUNT: $0.00
ADVANTAGE CONTRACT #: MA 18P 24061100000000000143	
DEPARTMENT AGREEMENT #:	

This Contract Amendment is between the following State of Maine Department and Provider:

STATE OF MAINE DEPARTMENT		
DEPARTMENT NAME: Department of Administrative and Financial Services		
ADDRESS: 111 Sewall Street, 9 SHS		
CITY: Augusta	STATE: ME	ZIP CODE: 04333-0009
PROVIDER		
PROVIDER NAME: W.B. Mason Co., Inc.		
ADDRESS: 59 Centre St.		
CITY: Brockton	STATE: MA	ZIP CODE: 02301
PROVIDER'S VENDOR CUSTOMER #: VC1000094897		

Each signatory below represents that the person has the requisite authority to enter into this Contract. The parties sign and cause this IT Contract Amendment to be executed.

Department Representative:

DocuSigned by:
David Morris 9/30/2024
2A644AE5681E482...

BY: Signature **David Morris, Acting Chief Procurement Officer** **Date**

Provider Representative:

DocuSigned by:
John McDonald 9/26/2024
F9766E428E13429...

BY: Signature **John McDonald, Branch Manager** **Date**

Department of Administrative and Financial Services, Office of Information Technology:

DocuSigned by:
Nicholas Marquis 9/29/2024
A29C99350A37464...

BY: Signature **Nicholas Marquis, Chief Information Officer** **Date**

Upon final approval by the Office of State Procurement Services, a case details page will be made part of this contract.

AMENDMENT

The contract is hereby amended as follows: (Check and complete all that apply.)

☐	**Amended Period**	Original Start Date**:**	Amendment Start Date**:**
		Current End Date**:**	New End Date**:**
		Reason**:**	
☐	**Amended Contract Amount**	Adjustment Amount: $	New Contract Amount: $
		Reason:	
☒	**Amended Scope of Work**	The Scope of Work in Rider A is amended as follows: To increase the procurement card discount for payment received within 20 days from 2% to 2.25%.	
☐	**Other**	Describe the Changes:	

IT SERVICE CONTRACT

DATE: 6/11/2024	CONTRACT AMOUNT: $0.00
ADVANTAGE CONTRACT #: MA 18P 24061100000000000143	
DEPARTMENT AGREEMENT #:	
START DATE: 7/1/2024	END DATE: 6/30/2025

This Contract is between the following State of Maine Department and Provider:

STATE OF MAINE DEPARTMENT		
DEPARTMENT NAME: Department of Administrative and Financial Services		
ADDRESS: 111 Sewall Street, 9 SHS		
CITY: Augusta	STATE: ME	ZIP CODE: 04333-0009
PROVIDER		
PROVIDER NAME: W.B. Mason Co., Inc.		
ADDRESS: 59 Centre St.		
CITY: Brockton	STATE: MA	ZIP CODE: 02301
PROVIDER'S VENDOR CUSTOMER #: VC1000094897		

Each signatory below represents that the person has the requisite authority to enter into this Contract. The parties sign and cause this Contract to be executed.

Department Representative:

DocuSigned by:
David Morris 6/17/2024
2A644AF5681F482...

BY: **David Morris, Acting Chief Procurement Officer**
Date

Provider Representative:

DocuSigned by:
John McDonald 6/14/2024
F9766E428E13429...

BY: **John McDonald, Branch Manager**
Date

Department of Administrative and Financial Services, Office of Information Technology:

DocuSigned by:
Nicholas Marquis 6/17/2024
A29C99359A37464...

BY: **Nicholas Marquis, Chief Information Officer** **Date**

Upon final approval by the Division of Procurement Services, a case details page will be made part of this contract.

DEPARTMENT AND PROVIDER POINT OF CONTACT

AGREEMENT ADMINISTRATOR: The following person is designated as the Agreement Administrator on behalf of the Department for this Contract. All financial reports, invoices, correspondence and related submissions from the Provider as outlined in Rider A, Reports, shall be submitted to:

NAME: Justin Franzose, Procurement Analyst II		
EMAIL: justin.franzose@maine.gov	TELEPHONE: 207-624-7337	
ADDRESS: 111 Sewall Street, 9 SHS		
CITY: Augusta	STATE: ME	ZIP CODE: 04333-0009

PROVIDER CONTACT: The following person is designated as the Contact Person on behalf of the Provider for this Contract. All contractual correspondence from the Department shall be submitted to:

NAME: John McDonald, Branch Manager		
EMAIL: john.mcdonald@wbmason.com	TELEPHONE: 1-888-926-2766 x 1989	
ADDRESS: 106 Pine Tree Industrial Parkway		
CITY: Portland	STATE: ME	ZIP CODE: 04102

Any changes to the individuals identified above may be changed at any time through written notice by either party.

TABLE OF RIDERS

The following riders are hereby incorporated into this Contract and made part of it by reference.	
☐	Funding Rider
☒	Rider A – Specifications of Work to be Performed
☒	Rider B-IT – Payment and Other Provisions
☐	Rider C - Exceptions
☒	Rider D – Included at Department's Discretion
☐	Rider E – Included at Department's Discretion
☐	Rider F – Included at Department's Discretion
☒	Rider G – Identification of Country in Which Contracted Work will be Performed
☐	ATTACHMENT A - Confidentiality and Non-Disclosure Agreement - Included at MaineIT's Discretion
☐	ATTACHMENT B - Business Associate Agreement – Included at Department's Discretion
☐	Other – Included at Department's Discretion

RIDER A: SCOPE OF WORK

TABLE OF CONTENTS

I. Acronyms
II. Introduction/Overview
III. Deliverables
IV. Technical Requirements
V. Performance Measures (Delete if not applicable)
VI. Reports (Delete if not applicable)

I. ACRONYMS/DEFINITIONS:

The following terms and acronyms shall have the meaning indicated below as referenced in this Contract:

COMMONLY KNOWN ACRONYMS AND DEPARTMENT ABBREVIATIONS	
BAA	Business Associate Agreement
Contract	Formal and legal binding agreement
Department	State of Maine Department Entering into this Contract
Provider	Organization providing services under this Contract
State	State of Maine
IT	Information Technology

II. INTRODUCTION/OVERVIEW:

The purpose of this Contract is to procure office supplies for all State of Maine departments. Rider D incorporates the provider's proposal in response to request for proposals #202312242 and the Appendix E price list. Appendix E includes the Provider's pricing for office supplies, paper, toner, and miscellaneous items.

The Provider shall perform the following services:

1. Website Item Restrictions

W.B. Mason shall enact and maintain any type of product restrictions that the State may wish to put in place on www.wbmason.com. Examples of product restrictions that may be enacted and maintained are restrictions by total order size limit, item net price limit, item extended total price limit, and product category (batteries, furniture, any product category for which the State has a separate contract, etc.). The Provider shall maintain online an ordering environment that blocks even the visibility of these items outright and thus completely restrict their

purchase, or instead may display the items and require one or more approvals from designated purchasing approvers before W.B.Mason processes any order for such items. Likewise, the Account Management Team assigned for many years by W.B. Mason shall implement any desired State item restrictions and will not process orders for such items placed over the phone or via fax as applicable.

2. Quarterly Business Reviews

W.B. Mason will provide to the State of Maine comprehensive reporting on a quarterly basis, inclusive of:

• Detailed **Usage Report** customized to include: customer Account Number, Account Name, Address Code, Invoice Number, Sales Order Number, Invoice Date, Item Number, Item Description, Item Unit of Measure, Unit Price, Quantity for item ordered on each individual invoice, extended total for that line, Product Category, Delivery Address, End User for each order/item, and specific Pricing Methodology/Default (Core Item, Catalog Discount, Open Web Less, etc.) for each item.

• **Form of Payment Report** detailing the number of orders paid for by P-Card, Check, and Wire for each quarter.

• A comprehensive **Delivery Report** which includes the number of orders delivered to each individual State of Maine end user each quarter along with delivery method (Mason truck, non-Mason truck).

• A **Quarterly Fill Rate Report**, which details W.B. Mason's Fill Rate for each business day and includes each specific day of the quarter along with the number of lines and backorders along with the corresponding fill rate and backorder percentages for that day.

• A **Discontinued Items Report** detailing items that have been discontinued by the manufacturer during the preceding quarter.

• A **Rebate Report** detailing and verifying the rebate earned by the State for the preceding quarter.

• A **Short Ship Report** detailing number of short ships for the preceding quarter.

• A comprehensive **User Report** detailing all users by name, E-mail address, Contact Person ID, associated W.B. Mason Account Number, order limit (if applicable), user status (active/inactive), name, E-mail address, and approver type of associated approver (if applicable), address for each user, and user/approver Expense Allocation.

3. Rebates

• Rebates are payable annually as provided in Rider D, and payment term discounts shall be applied at the time of payment.

III. TECHNICAL REQUIREMENTS:

A. ACCESSIBILITY: All IT products must be accessible to persons with disabilities and must comply with State Accessibility Policy and Standards and the Americans with Disabilities Act. All IT applications must comply with the Digital Accessibility Policy (https://www.maine.gov/oit/sites/maine.gov.oit/files/inline-files/DigitalAccessibilityPolicy.pdf).

B. STATE IT POLICIES: All IT products and services delivered as part of this Agreement must conform to the State IT Policies, Standards, and Procedures (https://www.maine.gov/oit/policies-standards) effective at the time this Agreement is executed.

IV. PERFORMANCE MEASURES:

Next business day delivery:

- As specified in the Provider's proposal, all orders placed before 6:00 p.m. local time will be delivered the next business day. The Provider will report quarterly on the order date and time, and the delivery date and time. Orders not received next business day will be reviewed quarterly with the Department, and a corrective action plan will be required as necessary.

Fill Rate:

- The Provider will maintain a daily line item Fill Rate of 98%. Fill Rate is defined as the number of line items in an order delivered together, divided by the number of total line items in the order. The Fill Rate will be monitored quarterly, and in any quarter where this metric is failed, the Department may issue a notice of cure, and the Provider will submit a corrective action plan including an explanation of why the metric was failed.

Unit Price Audits:

- W.B. Mason will conduct at no additional cost to the State its own internal audits from time to time as requested by the State on an ad hoc basis as well as taking part in any independent audit that the State may conduct at any time. Unit prices shall match the bid price for core items or will match the correct discount from list appropriate for the catalog section the item is listed in. The Provider will maintain and deliver to the Department annual list price files that match the list prices in the hardcopy catalog. List pricing for items not in the catalog (special order items or public website items) will be determined by the Provider at the time of order and discounted per the "Fixed Discount from Agreed List Price Percentage Offered ("Other" Items)" table in Rider D, Appendix E cost proposal form and should be included in usage reports at a minimum.

V. REPORTS:

A. Required Reports

The Provider shall track and record all data/information necessary to complete the reports listed in the table below:

	Name of Report	Description or Appendix #:
1.	Usage Report	Will be customized to include: customer Account Number, Account Name, Address Code, Invoice Number, Sales Order Number, Invoice Date, Item Number, Item Description, Item Unit of Measure, Unit Price, Quantity for item ordered on each individual invoice, extended total for that line, Product Category, Delivery Address, End User for each order/item, and specific Pricing Methodology/Default(Core Item, Catalog Discount, Open Web Less, etc.) for each item.
2.	Form of Payment Report	Will detail the number of orders paid for by P-Card, Check, and Wire for each quarter.
3.	Delivery Report	Will detail the number of orders delivered to each individual State of Maine end user each quarter along with delivery method (Mason truck, non-Mason truck).
4.	Quarterly Fill Rate Report	Will detail W.B. Mason's Fill Rate for each business day and includes each specific day of the quarter along with the number of lines and backorders along with the corresponding fill rate and backorder percentages for that day.
5.	Discontinued Items Report	Will detail items that have been discontinued by the manufacturer during the preceding quarter.
6.	Rebate Report	Will detail and verify the rebate earned by the State for the preceding quarter.
7.	Short Ship Report	Will detail the number of short ships for the preceding quarter.
8.	User Report	Will detail all users by name, E-mail address, Contact Person ID, associated W.B. Mason Account Number, order limit (if applicable), user status (active/inactive), name, E-mail address, and approver type of associated

		approver (if applicable), address for each user, and user/approver Expense Allocation.
9.	Monthly Recycled Report	Report by group account, account name, item ordered, item name, unit of measure, category, product umbrella, quantity, sales, sustainability information.

B. Reporting Schedule for Above Listed Required Reports

The Provider shall submit all of the reports listed in the table below to the Department in accordance with the deadlines established within the table:

	Name of Report:	Period Captured by Report: *("Each year/quarter/month/week")*	Due Date and/or Frequency: (# days after each year/quarter/month/week")
1.	Usage Report	Each quarter	Due within 30 days after the end of the quarter.
2.	Form of Payment Report	Each quarter	Due within 30 days after the end of the quarter.
3.	Delivery Report	Each quarter	Due within 30 days after the end of the quarter.
4.	Quarterly Fill Rate Report	Each quarter	Due within 30 days after the end of the quarter.
5.	Discontinued Items Report	Each quarter	Due within 30 days after the end of the quarter.
6.	Rebate Report	Each quarter	Due within 30 days after the end of the quarter.
7.	Short Ship Report	Each quarter	Due within 30 days after the end of the quarter.
8.	User Report	Each quarter	Due within 30 days after the end of the quarter.
9.	Monthly Recycled Report	Each month	Due within 30 days after the end of each month.

The Provider understands that the reports are due within the timeframes established and that the Department will not make subsequent payment installments under this Contract until such reports are received, reviewed and accepted.

The Provider further agrees to submit such other data and reports as may be requested by the Agreement Administrator. The Provider shall submit all data and reports to the Agreement

Administrator listed in section “DEPARTMENT AND PROVIDER POINTS OF CONTACT” of this Agreement.

RIDER B-IT: METHOD OF PAYMENT AND OTHER PROVISIONS

1. **AGREEMENT AMOUNT:** **$** 0.00

2. **INVOICES AND PAYMENTS:** The Department will pay the Provider as follows:
The Department will pay the Provider as follows: invoicing and payment will be made on an individual order basis, and the Provider shall invoice each State agency or department according to its individual purchase of office supplies, paper, and/or toner. Invoices shall not be directed solely to the Division of Purchases nor the Department of Administrative and Financial Services unless the invoices pertain to the Division's or the Department's specific usage of this contract.
Payments are subject to the Provider's compliance with all items set forth in this Agreement and subject to the availability of funds. The Department will process approved payments within 30 days.
Invoices for payment, submitted on forms approved by the Department, shall be submitted to the Agreement Administrator. Invoices shall contain sufficient detail to allow proper cost allocation and shall be accompanied by supporting documentation. No invoice will be processed for payment until approved by the Agreement Administrator. All invoices require the following:

A. All invoices must include the Vendor Code number assigned when registering as a vendor with the State of Maine. This number appears on all Contracts and Purchase Orders and can be acquired from the agency contact.

B. All invoices must include the vendor's Federal ID Number.

C. All invoices must include either the Purchase Order number or the Contract number relating to the commodities/services provided.

D. In cases where hourly rates of contracted resources are concerned, invoices must contain a copy or copies of time sheets associated with that invoice. Time sheets will need to be reviewed and approved by the State's contract administrator.

Payments are subject to the Provider's compliance with all items set forth in this Agreement. The Department will pay the Provider within thirty (30) days following the receipt of an approved invoice.

The Department may withhold a Retainage for project-based services in the following manner:

- The allowable payment amount from each project milestone payment will be multiplied by ten (10) percent, giving the amount that will be withheld from payment. Ninety (90) percent of the allowable project milestone payment amount will be paid to the Provider.

- The Retainage will be held by the Department until the end of the warranty period.

The charges described in this Agreement are the only charges to be levied by the Provider for the products and services to be delivered by it. There are no other charges to be made by the Provider to the Department, unless they are performed in accordance with the provisions of Section 5, Changes in the Work. The Provider shall maintain documentation for all charges against the Department under this Agreement.

3. **BENEFITS AND DEDUCTIONS:** If the Provider is an individual, the Provider understands and agrees that he/she is an independent contractor for whom no Federal or State Income Tax will be deducted by the Department, and for whom no retirement benefits, survivor benefit insurance, group life insurance, vacation and sick leave, and similar benefits available to State employees will accrue. The Provider further understands that annual information returns, as required by the Internal Revenue Code or State of Maine Income Tax Law, will be filed by the State Controller with the Internal Revenue Service and the State of Maine Bureau of Revenue Services, copies of which will be furnished to the Provider for his/her Income Tax records.

4. **INDEPENDENT CAPACITY:** In the performance of this Agreement, the Provider shall act in the capacity of an independent contractor and not as an employee or agent of the State.

5. **CHANGES IN THE WORK:** The Department may order changes in the work, the Agreement Amount being adjusted accordingly. Any monetary adjustment or any substantive change in the work shall be in the form of an amendment signed by both parties and approved by the State Purchases Review Committee. Said amendment must be effective prior to the execution of the changed work.

6. **SUBCONTRACTORS:** The Provider may not enter into any subcontract for the work to be performed under this Agreement without the express written consent of the Department. This provision shall not apply to contracts of employment between the Provider and its employees.

   The Provider is solely responsible for the performance of work under this Agreement. The approval of the Department for the Provider to subcontract for work under this Agreement shall not relieve the Provider in any way of its responsibility for performance of the work.

   All Subcontractors shall be bound by the terms and conditions set forth in this Agreement. The Provider shall give the State immediate notice in writing of any legal action or suit filed, and prompt notice of any claim made against the Provider by any Subcontractor, which may result in litigation related in any way to this Agreement, or which may affect the performance of duties under this Agreement. The Provider shall indemnify and hold harmless the Department from and against any such claim, loss, damage, or liability as set forth in Section 16, State held Harmless.

7. **SUBLETTING, ASSIGNMENT OR TRANSFER:** The Provider shall not sublet, sell, transfer, assign, or otherwise dispose of this Agreement, or any portion thereof, or of its right, title, or interest therein, without the written approval of the Department. Such approval shall not in any case relieve the Provider of its responsibility for performance of work under this Agreement.

8. **EQUAL EMPLOYMENT OPPORTUNITY:** During the performance of this Agreement, the Provider certifies as follows:

1. The Provider shall not discriminate against any employee or applicant for employment relating to this Agreement because of race, color, religious creed, sex, national origin, ancestry, age, physical or mental disability, or sexual orientation, unless related to a *bona fide* occupational qualification. The Provider shall take affirmative action to ensure that applicants are employed, and employees are treated during employment, without regard to their race, color, religion, sex, age, national origin, physical or mental disability, or sexual orientation.

   Such action shall include but not be limited to the following: employment, upgrading, demotions, or transfers; recruitment or recruitment advertising; layoffs or terminations; rates of pay or other forms of compensation; and selection for training including apprenticeship. The Provider agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

2. The Provider shall, in all solicitations or advertising for employees placed by, or on behalf of, the Provider, relating to this Agreement, state that all qualified applicants shall receive consideration for employment without regard to race, color, religious creed, sex, national origin, ancestry, age, physical or mental disability, or sexual orientation.

3. The Provider shall send to each labor union, or representative of the workers, with which it has a collective bargaining agreement, or other agreement or understanding, whereby it is furnished with labor for the performance of this Agreement, a notice to be provided by the contracting agency, advising the said labor union or workers' representative of the Provider's commitment under this section, and shall post copies of the notice in conspicuous places, available to employees and applicants for employment.

4. The Provider shall inform the contracting Department's Equal Employment Opportunity Coordinator of any discrimination complaints brought to an external regulatory body (Maine Human Rights Commission, EEOC, Office of Civil Rights, etc.) against itself by any individual, as well as any lawsuit regarding alleged discriminatory practice.

5. The Provider shall comply with all aspects of the Americans with Disabilities Act (ADA) in employment, and in the provision of service, to include accessibility and reasonable accommodations for employees and clients.

6. Contractors and Subcontractors with contracts in excess of $50,000 shall also pursue in good faith affirmative action programs.

7. The Provider shall cause the foregoing provisions to be inserted in any subcontract for any work covered by this Agreement so that such provisions shall be binding upon each Subcontractor, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

9. EMPLOYMENT AND PERSONNEL: The Provider shall not engage on a full-time, part-time or other basis during the period of this Contract, any executive employee who participated in any way in the solicitation, award or administration of this Agreement according to MRS Title 5 §18-A, 2 and in harmony with MRS Title 17 §3104. Any contract made in violation of these sections is void.

10. NO SOLICITATION: The Provider certifies that it has not employed or contracted with any company or person, other than for assistance with the normal study and preparation of a proposal, to solicit or secure this Agreement, and that it has not paid, or agreed to pay, any company or person, other than a bona fide employee working solely for the Provider, any fee, commission, percentage, brokerage fee, gifts, or any other consideration, contingent upon, or resulting from, the award of this Agreement. For breach or violation of this provision, the Department shall have the right to terminate this Agreement without liability or, at its discretion, to otherwise recover the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee.

11. ACCOUNTING, RECORDS, AND AUDIT:

1. The Provider shall maintain all books, documents, payrolls, papers, accounting records, and other evidence pertaining to this Agreement, including interim reports and working papers, and make such materials available at its offices at all reasonable times during the period of this Agreement, and for a period of five (5) years following termination or expiration of the Agreement. If any litigation, claim or audit is started before the expiration of the 5-year period, the records must be retained until all litigation, claims or audit findings involving the agreement have been resolved.

2. Unless the Department specifies in writing a shorter period of time, the Provider agrees to preserve and make available all documents and records pertaining to this Agreement for a period of five (5) years from the date of termination of this Agreement.

3. Records involving matters in litigation shall be kept for one year following the termination of litigation, including all appeals.

4. Authorized Federal and State representatives shall have access to, and the right to examine, all pertinent documents and records during the five-year post-Agreement period. During the five-year post-Agreement period, delivery of, and access to, all pertinent documents and records will be at no cost to the Department.

5. The Provider shall be liable for any State or Federal audit exceptions, if applicable, that arise out of any action, inaction, or negligence by the Provider. In the event of an audit exception for which the Provider is liable, the Provider shall have thirty (30) days to remedy that exception. If the Provider fails to remedy that exception within this time period, the Provider shall immediately return to the Department all payments made under this Agreement which have been disallowed in the audit exception.

6. Authorized State and Federal representatives shall at all reasonable times have the right to enter the premises, or such other places, where duties under this Agreement are being performed, to inspect, monitor, or otherwise evaluate, the work being performed. All inspections and evaluations shall be performed in such a manner that will not compromise the work unreasonably.

7. ACCESS TO PUBLIC RECORDS **-** As a condition of accepting a contract for services under this section, a contractor must agree to treat all records, other than proprietary information, relating to personal services work performed under the contract as public records under the

freedom of access laws to the same extent as if the work were performed directly by the department or agency. For the purposes of this subsection, "proprietary information" means information that is a trade secret or commercial or financial information, the disclosure of which would impair the competitive position of the contractor and would make available information not otherwise publicly available. Information relating to wages and benefits of the employees performing the personal services work under the contract and information concerning employee and contract oversight and accountability procedures and systems are not proprietary information. The Provider shall maintain all books, documents, payrolls, papers, accounting records and other evidence pertaining to this Agreement and make such materials available at its offices at all reasonable times during the period of this Agreement and for such subsequent period as specified under Maine Uniform Accounting and Auditing Practices for Community Agencies (MAAP) rules. The Provider shall allow inspection of pertinent documents by the Department or any authorized representative of the State of Maine or Federal Government, and shall furnish copies thereof, if requested. This subsection applies to contracts, contract extensions and contract amendments executed on or after October 1, 2009.

12. <u>TERMINATION:</u> The performance of work under this Agreement may be terminated by the Department in whole or in part, whenever, for any reason the Agreement Administrator shall determine that such termination is in the best interests of the Department. Any such termination shall be effected by the delivery to the Provider of a Notice of Termination specifying the extent to which the performance of work under this Agreement is terminated, and the date on which such termination becomes effective. The Agreement shall be equitably adjusted to compensate for such termination and modified accordingly.

Upon receipt of the Notice of Termination, the Provider shall:

1. Stop work under this Agreement on the date and to the extent specified in the Notice of Termination;

2. Take such action as may be necessary, or as the Agreement Administrator may direct, for the protection and preservation of the property, information, and data related to this Agreement, which is in the possession of the Provider, and in which the Department has, or may acquire, an interest;

3. Terminate all orders to the extent that they relate to the performance of the work terminated by the Notice of Termination;

4. Assign to the Department in the manner, and to the extent directed by the Agreement Administrator, all of the rights, titles, and interests of the Provider under the orders so terminated, in which case the Department shall have the right, at its discretion, to settle or pay any or all claims arising out of the termination of such orders;

5. With the approval of the Agreement Administrator, settle all outstanding liabilities and claims, arising out of such termination of orders, the cost of which would be reimbursable in whole or in part, in accordance with the provisions of this Agreement;

6. Transfer title to the Department (to the extent that title has not already been transferred) and deliver in the manner, at the times, and to the extent directed by the Agreement Administrator, equipment and products purchased pursuant to this Agreement, and all files, source code, data manuals, or other documentation, in any form, that relate to all the work completed, or in progress, prior to the Notice of Termination;

7. Complete the performance of such part of the work as shall not have been terminated by the Notice of Termination; and

8. Proceed immediately with the performance of the preceding obligations, notwithstanding any delay in determining or adjusting the amount of any compensation under this section.

Notwithstanding the above, nothing herein shall limit the right of the Department to pursue any other legal remedies against the Provider.

13. GOVERNMENTAL REQUIREMENTS: The Provider shall comply with all applicable governmental ordinances, laws, and regulations.

14. GOVERNING LAW: This Agreement shall be governed by, interpreted, and enforced in accordance with the laws, statutes, and regulations of the State of Maine, without regard to conflicts of law provisions. The provisions of the United Nations Convention on Contracts for the International Sale of Goods and of the Uniform Computer Information Transactions Act shall not apply to this Agreement. Any legal proceeding against the Department regarding this Agreement shall be brought in the State of Maine in a court of competent jurisdiction.

15. STATE HELD HARMLESS: The Provider shall indemnify and hold harmless the Department and its officers, agents, and employees from and against any and all claims, liabilities, and costs, including reasonable attorney fees, for any or all injuries to persons or property or claims for money damages, including claims for violation of intellectual property rights, arising from the negligent acts or omissions of the Provider, its employees or agents, officers or Subcontractors in the performance of work under this Agreement; provided, however, the Provider shall not be liable for claims arising out of the negligent acts or omissions of the Department, or for actions taken in reasonable reliance on written instructions of the Department.

16. LIMITATION OF LIABILITY: The Provider's liability to the Department, for damages sustained by the Department, as the result of Provider's default, or acts, or omissions, in the performance of work under this Agreement, whether such damages arise out of breach, negligence, misrepresentation, or otherwise, shall be the greater of any actual direct damages, up to the limits of the insurance required herein, or three times the value of the Product or Service that is the subject of this Agreement, up to a maximum of $25,000,000, but not less than $400,000.

For instance, if this Agreement is valued at $15,000,000, then the Provider's liability is up to $25,000,000. But if this Agreement is valued at $100,000, then the Provider's liability is no greater than $400,000.

Notwithstanding the above, Provider shall not be liable to the Department for any indirect or consequential damages not covered by any of the insurances required herein.

17. **NOTICE OF CLAIMS:** The Provider shall give the Agreement Administrator immediate notice in writing of any legal action or suit filed related in any way to this Agreement, or which may affect the performance of duties under this Agreement, and prompt notice of any claim made against the Provider by any Subcontractor, which may result in litigation related in any way to this Agreement, or which may affect the performance of duties under this Agreement.

18. **APPROVAL:** This Agreement must be approved by the State Controller and the State Purchases Review Committee before it can be considered a valid enforceable document.

19. **INSURANCE REQUIREMENTS:** The Provider shall procure and maintain insurance against claims for injuries to persons, or damages to property, which may arise from, or in connection to, the fulfillment of this Agreement, by the Provider, its agents, representatives, employees, or Subcontractors. The insurance shall be secured by the Provider, at the Provider's expense, and maintained in force, at all times during the term of this Agreement, and, for any claims-made (as opposed to occurrence-based) policy(ies), for a period of not less than two (2) years thereafter.

    1. Minimum Coverage
        a) Errors & Omissions, or Professional Liability Insurance, or Insurance by any other name, covering the following:

            A. All acts, errors, omissions, negligence, infringement of intellectual property (except patent and trade secret) in an amount not less than $1,000,000 per occurrence, and as an annual aggregate;

            B. Network security and privacy risks, including, but not limited to, unauthorized access, failure of security, breach of privacy, wrongful disclosure, collection, or other negligence in the handling of confidential information, related regulatory defense, and penalties in an amount not less than $1,000,000 per occurrence, and as an annual aggregate;

            C. Data breach expenses, in an amount not less than (*see NOTE below and insert the appropriate limit based upon the number of Personally Identifiable Information records*) $1,000,000, and payable, whether incurred by the Department or the Provider; for and on behalf of the Department, including, but not limited to:
                C.1) Consumer notification, whether or not required by law;
                C.2) Forensic investigations;
                C.3) Public relations and crisis management fees; and
                C.4) Credit or identity monitoring, or similar remediation services.

            The policy shall affirm coverage for contingent bodily injury and property damage arising from the failure of the Provider's technology services, or an error, or omission, in the content of, and information from, the Provider. If a sub-limit applies to any element of the coverage, the certificate of insurance must specify the coverage section and the amount of the sub-limit.

            NOTE: *Personally Identifiable Information (PII) is information that can be used to identify a single person, such as name, social security number, date and*

place of birth, mother's maiden name, driver's license, biometrics, etc. Maine State law also has a more specific definition in 10 M.R.S. §1347(6).
The Data Breach component of the Insurance (per occurrence) is pegged to the number of PII records that are the subject of this Agreement.

Number of PII Records	***Insurance per Occurrence***
1 through 3,000	*$400,000*
3,001 through 100,000	*$1,000,000*
100,001 through 1,000,000	*$5,000,000*
Greater than 1,000,000	*$10,000,000*

b) Workers' Compensation and employer's liability, as required by law;

c) Property (including contents coverage for all records maintained pursuant to this Agreement): $1,000,000 per occurrence;

d) Automotive Liability of not less than $400,000 per occurrence single limit if the Provider will use vehicles to fulfill the contract;

e) Crime, in an amount not less than $100,000 *(The total monetary amount potentially at risk due to this contract; or Cash Currency and Negotiable Securities actually entrusted to this Provider)*; and

f) Business Interruption, in an amount that would allow the Provider to maintain operations in the event of a Property loss.

2. Other Provisions - Unless explicitly waived by the Department, the insurance policies shall contain, or be endorsed to contain, the following provisions:

a) The Provider's insurance coverage shall be the primary and contributory. Any insurance or self-insurance maintained by the Department for its officers, agents, and employees shall be in excess of the Provider's insurance and shall not contribute to it.

b) The Provider's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

c) The Provider shall furnish the Department with certificates of insurance, and with those endorsements, if any, affecting coverage, required by these Insurance Requirements. The certificates and endorsements for each insurance policy are to be signed by a person authorized by the insurer to bind coverage on its behalf. All certificates and endorsements are to be received and approved by the Department before this Agreement commences. The Department reserves the right to require complete, certified copies of all required insurance policies at any time.

d) All policies should contain a revised cancellation clause allowing thirty (30) days notice to the Department in the event of cancellation for any reason, including nonpayment.

e) The Department will not grant the Provider, or any sub-contractor of the Provider, "Additional Insured" status and the Department will not grant any Provider a "Waiver of Subrogation".

20. **NON-APPROPRIATION:** Notwithstanding any other provision of this Agreement, if the Department does not receive sufficient funds to pay for the work to be performed under this Agreement, if funds are de-appropriated, or if the State does not receive legal authority to expend funds from the Maine State Legislature or Maine courts, or the federal government (if applicable), then the State is not obligated to make payment under this Agreement.

21. **SEVERABILITY:** The invalidity or unenforceability of any particular provision, or part thereof, of this Agreement shall not affect the remainder of said provision, or any other provisions, and this Agreement shall be construed in all respects as if such invalid or unenforceable provision or part thereof had been omitted.

22. **INTEGRATION:** In the event of a conflict between the documents comprising this Agreement, the Order of Precedence shall be:

    Rider B-IT Terms and Conditions

    Rider A Scope of Work

    Rider D Included at Department's Discretion

    Rider G Identification of Country in which contracted work will be performed

23. **FORCE MAJEURE:** Either party may be excused from the performance of an obligation under this Agreement in the event that performance of that obligation by a party is prevented by an act of God, act of war, riot, fire, explosion, flood, or other catastrophe, sabotage, severe shortage of fuel, power or raw materials, change in law, court order, national defense requirement, strike or labor dispute, provided that any such event, and the delay caused thereby, is beyond the control of, and could not reasonably be avoided by that party. Upon the occurrence of an event of force majeure, the time period for performance of the obligation excused under this section shall be extended by the period of the excused delay, together with a reasonable period, to reinstate compliance with the terms of this Agreement.

24. **SET-OFF RIGHTS:** The State shall have all of its common law, equitable, and statutory rights of set-off. These rights shall include, but not be limited to, the State's option to withhold for the purposes of set-off any monies due to the Provider under this Agreement, up to any amounts due and owing to the State with regard to this Agreement, any other Agreement with any State department or agency, including any Agreement for a term commencing prior to the term of this Agreement, plus any amounts due and owing to the State for any other reason including, without limitation, tax delinquencies, fee delinquencies, or monetary penalties relative thereto. The State shall exercise its set-off rights in accordance with normal State practices including, in cases of set-off pursuant to an audit, the finalization of such audit by the State agency, its representatives, or the State Controller.

25. **INTERPRETATION OF THE AGREEMENT:**

    1. Reliance on Policy Determinations - The Department shall determine all program policy. The Provider may, from time to time, request the Department to make policy determinations, or to issue operating guidelines required for the proper performance of this Agreement, and the Agreement Administrator shall respond in writing in a timely manner. The Provider shall be entitled to rely upon, and act in accordance with, such written policy determinations and operating guidelines, unless subsequently amended, modified, or changed in writing by the Department, and shall incur no liability in doing so unless the Provider acts negligently,

maliciously, fraudulently, or in bad faith. Nothing contained in this Agreement, or in any agreement, determination, operating guideline, or other communication from the Department shall relieve the Provider of its obligation to keep itself informed of applicable State and Federal laws, regulations, policies, procedure, and guidelines, to be in complete compliance and conformity therewith.

2. Titles Not Controlling - Titles of sections and paragraphs used in this Agreement are for the purpose of facilitating ease of reference only and shall not be construed to imply a contractual construction of the language.

3. No Rule of Construction - This is a negotiated Agreement and no rule of construction shall apply that construes ambiguous or unclear language in favor of or against any party.

26. PERIOD OF WORK: Work under this Agreement shall begin no sooner than the date on which this Agreement has been fully executed by the parties and approved by the Controller and the State Purchases Review Committee. Unless terminated earlier, this Agreement shall expire on the date set out on the first page of this Agreement, or at the completion and acceptance of all specified tasks, and delivery of all contracted products and services as defined in this Agreement, including performance of any warranty and/or maintenance agreements, whichever is the later date.

27. NOTICES: All notices under this Agreement shall be deemed duly given: 1) upon delivery, if delivered by hand against receipt, or 2) five (5) business days following posting, if sent by registered or certified mail, return receipt requested. Either party may change its address for notification purposes by giving written notice of the change and setting forth the new address and an effective date.

28. ADVERTISING AND PUBLICATIONS: The Provider shall not publish any statement, news release, or advertisement pertaining to this Agreement without the prior written approval of the Agreement Administrator. Should this Agreement be funded, in whole or in part, by Federal funds, then in compliance with the Steven's Amendment, it will be clearly stated when issuing statements, press releases, requests for proposals, bid solicitations, and other documents: (1) the percentage of the total cost that was financed with Federal moneys; and (2) the dollar amount of Federal funds.

29. CONFLICT OF INTEREST: The Provider certifies that it presently has no interest and shall not acquire any interest which would conflict in any manner or degree with the performance of its services hereunder. The Provider further certifies that in the performance of this Agreement, no person having any such known interests shall be employed.

30. LOBBYING:

1. Public Funds - No Federal or State-appropriated funds shall be expended by the Provider for influencing, or attempting to influence, an officer or employee of any agency, a member of Congress or State Legislature, an officer or employee of Congress or State Legislature, or an employee of a member of Congress or State Legislature, in connection with any of the following covered actions: the awarding of any agreement; the making of any grant; the entering into of any cooperative agreement; or the extension, continuation, renewal,

amendment, or modification of any agreement, grant, or cooperative agreement. Signing this Agreement fulfills the requirement that Providers receiving over $100,000 in Federal or State funds file with the Department on this provision.

2. Federal Certification - Section 1352 of Title 31 of the US Code requires that funds appropriated to a Federal agency be subject to a requirement that any Federal Provider or grantee (such as the Department) certifies that no Federal funds will be used to lobby or influence a Federal officer or member of Congress.

   The certification the Department has been required to sign provides that the language of this certification shall be included in the award documents for all sub-awards at all tiers (including sub-agreements, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall verify and disclose accordingly. The certification also requires the completion of Federal lobbying reports and the imposition of a civil penalty of $10,000 to $100,000 for failing to make a required report. As a sub-recipient, the Provider understands and agrees to the Federal requirements for certification and disclosure.

3. Other Funds - If any non-Federal or State funds have been or will be paid to any person in connection with any of the covered actions in this section, the Provider shall complete and submit a “Disclosure of Lobbying Activities” form to the Department.

31. PROVIDER PERSONNEL:

1. The parties recognize that the primary value of the Provider to the Department derives directly from its Key Personnel assigned in the performance of this Agreement. Key Personnel are deemed to be those individuals whose résumés were offered by the Provider in the Proposal. Therefore, the parties agree that said Key Personnel shall be assigned in accordance with the time frames in the most recent mutually agreed upon project schedule and work plan, and that no re-deployment or replacement of any Key Personnel may be made without the prior written consent of the Agreement Administrator. Replacement of such personnel, if approved, shall be with personnel of equal or greater abilities and qualifications.

2. The Department shall retain the right to reject any of the Provider's employees whose abilities and qualifications, in the Department's judgment, are not appropriate for the performance of this Agreement. In considering the Provider's employees' abilities and qualifications, the Department shall act reasonably and in good faith.

3. During the course of this Agreement, the Department reserves the right to require the Provider to reassign or otherwise remove any of its employees found unacceptable by the Department. In considering the Provider's employees' acceptability, the Department shall act reasonably and in good faith.

4. In signing this Agreement, the Provider certifies to the best of its knowledge and belief that it, and all persons associated with this Agreement, including any Subcontractors, including persons or corporations who have critical influence on or control over this Agreement, are

not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any Federal or State department or agency.

5. During the course of this Agreement, the Department reserves the right to require a background check on any of the Provider's personnel (employees and Subcontractors) that are in any way involved in the performance of this Agreement.

32. STATE PROPERTY: The Provider shall be responsible for the proper custody and care of any Department or State-owned property furnished for the Provider's use in connection with the performance of this Agreement, and the Provider will reimburse the Department for its loss or damage, normal wear and tear excepted.

33. PATENT, COPYRIGHT, AND OTHER PROPRIETARY RIGHTS:

1. The Provider certifies that all services, equipment, software, supplies, and any other products provided under this Agreement do not, and will not, infringe upon or violate any patent, copyright, trade secret, or any other proprietary right of any third party. In the event of any claim by a third party against the Department, the Department shall promptly notify the Provider and the Provider, at its expense, shall defend, indemnify, and hold harmless the Department against any loss, cost, expense, or liability arising out of such claim, including reasonable attorney fees.

2. The Provider may not publish or copyright any data without the prior approval of the Department. The State and the Federal Government, if applicable, shall have the right to publish, duplicate, use, and disclose all such data in any manner, and for any purpose whatsoever, and may authorize others to do so.

34. PRODUCT WARRANTY: The Provider expressly warrants its products and services for one full year from their final written acceptance by the Department. The responsibility of the Provider with respect to this warranty is limited to correcting deficiencies in any deliverable using all the diligence and dispatch at its command, at no additional cost to the Department. The Provider is also responsible for correcting and/or updating any documentation affected by any operational support performed under this warranty provision.

35. OPPORTUNITY TO CURE: The Agreement Administrator may notify the Provider in writing about the Department's concerns regarding the quality or timeliness of a deliverable. Within five (5) business days of receipt of such a notice, the Provider shall submit a corrective action plan, which may include the commitment of additional Provider resources, to remedy the deliverable to the satisfaction of the Agreement Administrator, without affecting other project schedules. The Department's exercise of its rights under this provision shall not be construed as a waiver of the Department's right to terminate this Agreement pursuant to Section 13, Termination.

36. COVER: If, in the reasonable judgment of the Agreement Administrator, a breach or default by the Provider is not so substantial as to require termination, and reasonable efforts to induce the Provider to cure the breach or default are unavailing, and the breach or default is capable of being cured by the Department or by another contractor without unduly interfering with the continued performance by the Provider, then the Department may provide or procure the services necessary

to cure the breach or default, in which event the Department shall withhold from future payments to the Provider the reasonable costs of such services.

37. CONFIDENTIALITY:

1. All materials and information given to the Provider by the Department, or acquired by the Provider on behalf of the Department, whether in verbal, written, electronic, or any other format, shall be regarded as confidential information.

2. In conformance with applicable Federal and State statutes, regulations, and ethical standards, the Provider and the Department shall take all necessary steps to protect confidential information regarding all persons served by the Department, including the proper care, custody, use, and preservation of records, papers, files, communications, and any such items that may reveal confidential information about persons served by the Department, or whose information is utilized in order to accomplish the purposes of this Agreement.

3. In the event of a breach of this confidentiality provision, the Provider shall notify the Agreement Administrator immediately.

4. The Provider shall comply with the Maine Public Law, Title 10, Chapter 210-B (Notice of Risk to Personal Data Act).

38. OWNERSHIP:

1. All data (including Geographical Information Systems data), notebooks, plans, working papers and other works produced, and equipment and products purchased in the performance of this Agreement are the property of the Department, or the joint property of the Department and the Federal Government, if Federal funds are involved. The State (and the Federal Government, if Federal funds are involved) shall have unlimited rights to use, disclose, duplicate, or publish for any purpose whatsoever all information and data developed, derived, documented, or furnished by the Provider under this Agreement, or equipment and products purchased pursuant to this Agreement. The Provider shall furnish such information and data, upon the request of the Department, in accordance with applicable Federal and State laws.

2. Upon termination of this Agreement for any reason, or upon request of the Department, the Provider agrees to convey to the Department good titles to purchased items free and clear of all liens, pledges, mortgages, encumbrances, or other security interests.

39. CUSTOM SOFTWARE: For all custom software furnished by the Provider as part of this agreement, the following terms and conditions shall apply:

1. The Department shall own all custom software. The Department shall grant all appropriate Federal and State agencies a royalty-free, non-exclusive, and irrevocable license to reproduce, modify, publish, or otherwise use, and to authorize others to do so, all custom software. Such custom software shall include, but not be limited to, all source, object and executable code, operating system instructions for execution, data files, user and

operational/administrative documentation, and all associated administrative, maintenance, and test software that are relevant to this Agreement.

2. A fundamental obligation of the Provider is the delivery to the Department of all ownership rights to the complete system, free of any claim or retention of rights thereto by the Provider. The Provider acknowledges that this system shall henceforth remain the sole and exclusive property of the Department, and the Provider shall not use or describe such software and materials without the written permission of the Department. This obligation to transfer all ownership rights to the Department on the part of the Provider is not subject to any limitation in any respect.

40. <u>OFF-THE-SHELF (OTS) SOFTWARE:</u> For all OTS software purchased by the Provider as part of this Agreement, the following terms and conditions shall apply.

1. This Agreement grants to the Department a non-exclusive and non-transferable license to use the OTS software and related documentation for its business purposes. The Department agrees that the Provider may, at its own expense, periodically inspect the computer site in order to audit the OTS software supplied by the Provider, installed at the Department's site, at mutually agreed upon times. In the event that a separate license agreement accompanies the OTS software, then the terms of that separate license agreement supersede the above license granted for that OTS software.

2. This Agreement does not transfer to the Department the title to any intellectual property contained in any OTS software. The Department will not decompile or disassemble any OTS software provided under this Agreement, or modify any OTS software that bears the copyright notice of a third party. The Department will make and maintain no more than one archival copy (for back-up purpose) of each OTS software, and each copy will contain all legends and notices, and will be subject to the same conditions and restrictions as the original.

3. If the CPU on which any OTS software is licensed becomes temporarily unavailable, use of such OTS software may be temporarily transferred to an alternative CPU until the original CPU becomes available.

41. <u>SOFTWARE AS SERVICE:</u> When the software is fully owned, hosted, and operated by the Provider, and the Department uses said software remotely over the Internet, the following terms and conditions shall apply:

1. The Provider, as depositor, shall enter into an escrow contract, upon terms acceptable to the Department, with a recognized software Escrow Agent. The escrow contract must provide for the Department to be an additional party/beneficiary. The Provider shall deposit with the Escrow Agent the software, all relevant documentation, and all of the Department's data, and all updates thereof (the "Deposit Materials"), in electronic format. Deposits will occur no less frequently than once a month.

2. The escrow contract shall provide for the retention, administration, and controlled access of the Deposit Materials, and the release of the Deposit Materials to the Department, upon

receipt of a joint written instruction from the Department and the Provider, or upon receipt of written notice from the Department that:

a) The Provider has failed to carry out its obligations set forth in the this Agreement; or

b) A final, non-appealable judicial determination that the Provider has failed to continue to do business in the ordinary course; or

c) The Provider has filed a voluntary petition in bankruptcy, or any voluntary proceeding relating to insolvency, receivership, liquidation, or composition for the benefit of creditors, or becomes subject to an involuntary petition in bankruptcy, which petition or proceeding is not dismissed or unstayed within sixty (60) days from the date of filing; or

d) The Provider is in material breach of its maintenance and support obligations and has failed to cure such breach within thirty (30) days from the date of receipt by the Provider of written notice of such breach; or

e) A condition has occurred that materially and adversely impacts the Provider's ability to support the software and the Provider has failed to cure such condition within thirty (30) days from the date of receipt by the Provider of written notice of such condition.

3. The Provider is responsible for all fees to be paid to the Escrow Agent.

4. The Escrow Agent may resign by providing advance written notice to both the Department and the Provider at least thirty (30) calendar days prior to the date of resignation. In such an event, it is the obligation of the Provider to establish a new escrow account with a new Escrow Agent.

42. THIS ITEM IS INTENTIONALLY LEFT BLANK

43. THIS ITEM IS INTENTIONALLY LEFT BLANK

44. ENTIRE AGREEMENT: This document contains the entire Agreement of the parties, and neither party shall be bound by any statement or representation not contained herein. No waiver shall be deemed to have been made by any of the parties unless expressed in writing and signed by the waiving party. The parties expressly agree that they shall not assert in any action relating to this Agreement that any implied waiver occurred between the parties which is not expressed in writing. The failure of any party to insist in any one or more instances upon strict performance of any of the terms or provisions of this Agreement, or to exercise an option or election under this Agreement, shall not be construed as a waiver or relinquishment for the future of such terms, provisions, option, or election, but the same shall continue in full force and effect. Use of one remedy shall not waive the Department's right to use other remedies. Failure of the Department to use a particular remedy for any breach shall not be deemed as a waiver for any subsequent breach. No waiver by any party of any one or more of its rights or remedies under this Agreement shall be deemed to be a waiver of any prior or subsequent rights or remedies under this Agreement.

RIDER D: Provider's Proposal to RFP#202312242

Appendix E Core List Pricing Attachment and other attachments incorporated by reference

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APPENDIX C

State of Maine
Department of Administrative and Financial Services
QUALIFICATIONS and EXPERIENCE FORM
RFP# 202312242
Statewide Office Supply Program

Bidder's Organization Name:	W.B. Mason Co., Inc.

Present a brief statement of qualifications. Describe the history of the Bidder's organization, especially regarding skills pertinent to the specific work required by the RFP and any special or unique characteristics of the organization which would make it especially qualified to perform the required work activities. You may expand this form and use additional pages to provide this information.

The W.B. Mason Company is an American business products company headquartered in Brockton, Massachusetts. The company is known for its colorful delivery vehicles.

The company was founded in 1897 and started out selling rubber stamps and stencils for the Brockton shoe industry; it has since expanded into office supplies, paper, toner, janitorial and sanitation products, shipping and packaging materials, break room and coffee supplies, foodservice products, custom printing, and other business supplies.

W.B. Mason has over 60 distribution centers and leases over 1,000 delivery trucks from Ryder servicing more than 300,000 businesses across the United States.

William Betts Mason ran the company until his death in 1912. The Mason family continued to oversee the company until the 1920s under William's wife, Marcena. In the late 1920s, W.B. Mason was sold to an employee and Brockton businessman, Samuel Kovner, who started his career out by sweeping the floors at W.B. Mason as a boy. In 1963, Kovner sold the company to his daughter and son-in-law, Helen and Joseph Greene. The Greenes added furniture to the business and the company reached nearly a million dollars in sales by Greene's death in 1973. The Greenes' son Steve took over leadership of the company. In 1983, Steve Greene and his brother, John Greene, took over ownership from their mother and invited longstanding employee, Leo Meehan, to join in ownership of the company. In 1993, Steve Greene replaced his mother Helen Greene as the Chairman of the Board of Directors. At this point, the company's sales were $20 million. Upon Greene's appointment to the board, Leo Meehan became President and CEO. Under Meehan, the company focused on local service, personalized sales, and free delivery. W.B. Mason reached sales of $247 million by 2001. Part of the core of the Company's strategy throughout the 21st century is to market aggressively to public entities throughout the Northeast and Mid-Atlantic regions including state and municipal governments, the K-12 sector, and the higher ed market sector with the goal of achieving ad advantageous geographical sales position using those entities as the cornerstones of its sales model. To that end, over the past five years it has been the contract provider of office supplies and/or paper and/or toner to the following states: Maine, New Hampshire, Vermont,

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Massachusetts, Rhode Island, Connecticut, New Jersey, Pennsylvania, and Delaware. Cities serviced contractually by W.B. Mason during that period include the cities of Boston and Worcester in Massachusetts and the City of New York. Colleges and Universities serviced by W.B. Mason include the University of Maine, Bates College, Bowdoin College, and Colby College, the University of New Hampshire, the University of Massachusetts, Harvard University, Brown University, Yale University, Princeton University, and hundreds more. The company's office supplies sales exceed two hundred million dollars annually, while its paper sales for its recently concluded Fiscal Year 2023 were over two hundred sixty million dollars, inclusive of its own private label paper brands including Flagship, Flagship Bright, Blizzard, My Copy, My Face, and My Image. W.B. Mason's toner sales for FY 2023 were nearly one hundred fifty million dollars; W.B. Mason is a Hewlett-Packard Preferred Partner.

Alone amongst providers with B-to-B as a primary focus, W.B. Mason has multiple Local Service Facilities located within the state of Maine. It's locations at 106 Pine Tree Industrial Parkway in South Portland and 120 Rice St. in Bangor continue a physical presence that W.B. Mason has maintained in the State for over twenty (20) years.

Provide a description of projects that occurred within the past five years which reflect experience and expertise needed in performing the functions described in Part II – Scope of Services to be Provided of the RFP. Please note that contract history with the State of Maine, whether positive or negative, may be considered in rating proposals even if not provided by the Bidder.

Project One	
Client Name:	University of Maine
Client Contact Person:	Anne-Marie Nadeau, Procurement Services Manager
Telephone:	(207) 621-3261
E-Mail:	amnadeau@maine.edu
Brief Description of Project	
Total purchases by the University system with W.B. Mason for the Company's Fiscal 2023 totaled over $1.3 million dollars, including over $250,000.00 in office supplies purchases, over $100,000.00 in paper purchases, and over $200,000.00 in toner purchases. W.B. Mason provides desktop delivery for end users of the University of Maine.	

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Project Two	
Client Name:	State of Rhode Island
Client Contact Person:	Gerald Teixeira
Telephone:	(401) 574-8100
E-Mail:	Gerald.Teixeira@purchasing.ri.gov
Brief Description of Project	
W.B. Mason has been the contractor for office supplies, toner, and paper with the State of Rhode Island for nearly thirty years without interruption. The latest contract cycle, which began in 2022, encompasses those three product categories plus school supplies. In addition to servicing stage agencies proper under the contract, W.B. Mason extends the contracts to municipalities, public schools, and quasi-public agencies throughout the state. Mason sales to the state of other eligible contract users under this contract total over five million dollars annually.	

Project Three	
Client Name:	MaineHealth
Client Contact Person:	Rudy Gabrielson, Manager, Corporate Contracting, Supply Chain
Telephone:	(207) 661-7693
E-Mail:	Jeffrey.Chapman@MaineHealth.org
Brief Description of Project	
W.B. Mason's FY2023 sales to MaineHealth were over $3M, including approximately $870,000.00 in office supplies, $680,000.00 in paper, and $170,000.00 in toner. W.B. Mason provides desktop delivery for end users of MaineHealth.	

2. Subcontractors

The only subcontractor utilized by W.B. Mason in its servicing of the state of Maine as the contract holder for office supplies, paper, and toner is the use of a Bangor based courier service, Commercial Delivery Systems, to perform deliveries in more remote regions of the northern part of the state. CDS delivers both small packages and large deliveries Next Business Day anywhere from Kittery to Fort Kent using a network of over thirty routes running throughout the State of Maine. CDS understands the rural geography of Maine because they are based in Maine, headquartered in Bangor. Its key personnel consisting of company President Dan Clark, General Manager Brian Woodbury, and Customer Service Manager Tammy Long, have over seventy five (75) years of experience in the courier business. Orders carried via CDS can be tracked and live updates can be provided.

https://www.senditcds.com/

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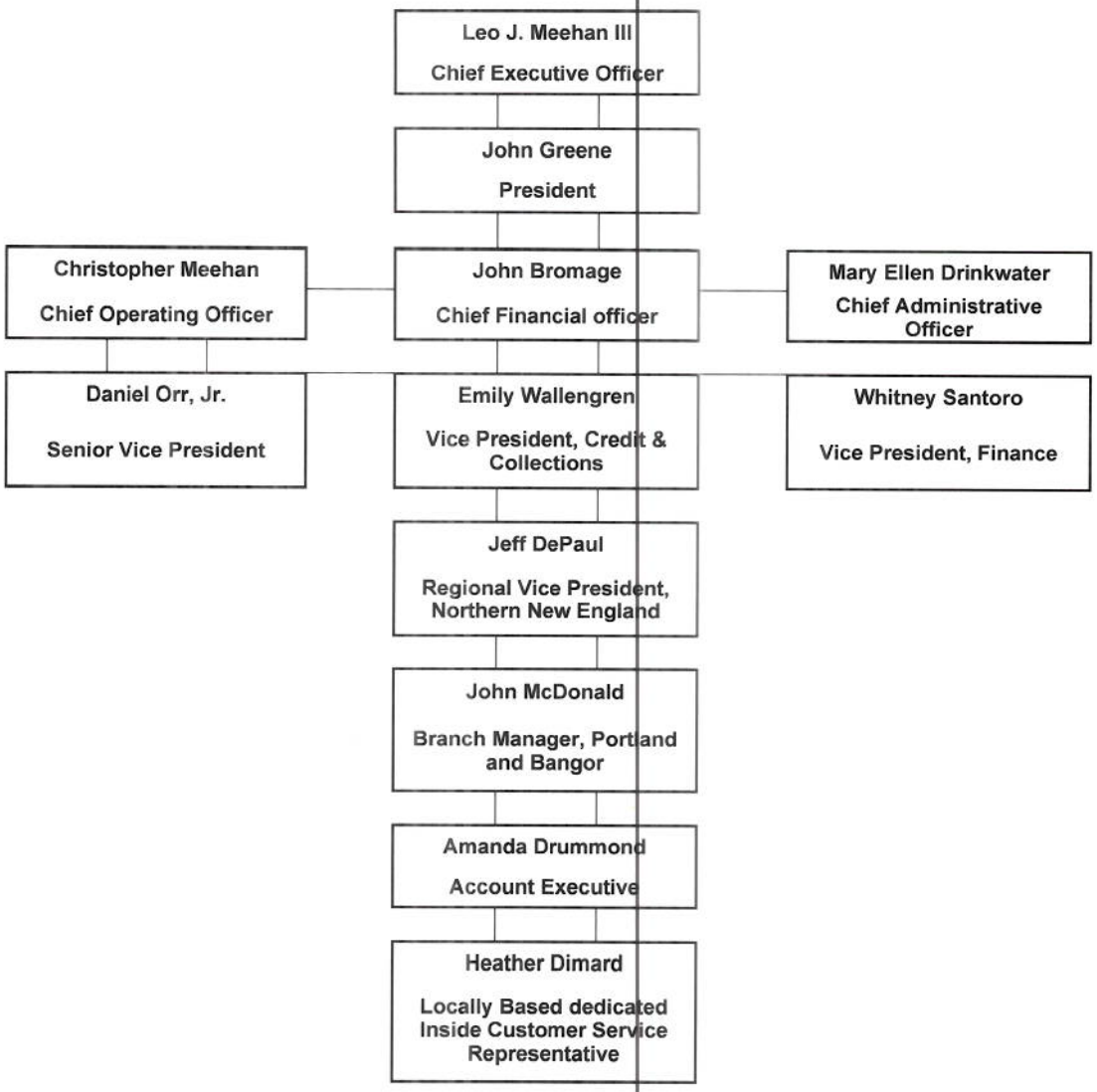
3. Organizational Chart

W.B. Mason Organizational Chart for the State of Maine



ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 9/24/2012

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Eastern Insurance Group LLC
233 West Central Street
Natick MA 01760

CONTACT NAME: Risk Management
PHONE (A/C, No, Ext): (508) 651-7700 FAX (A/C, No):
E-MAIL ADDRESS:
PRODUCER CUSTOMER ID #: 00028128

INSURED
WB Mason Co Inc
59 Centre Street
Brockton MA 02303

INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A:	Hartford Fire Insurance Co.	19682
INSURER B:	Hartford Casualty Insurance Co	29424
INSURER C:	Trumbull Insurance Company	27120
INSURER D:	Continental Casualty Company	20443
INSURER E:		
INSURER F:		

COVERAGES CERTIFICATE NUMBER: MASTER 2012-2013 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY PRO-JECT LOC			08UUNTD7556	9/30/2012	9/30/2013	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 300,000 $ 10,000 $ 1,000,000 $ 2,000,000 $ 2,000,000 $
A	AUTOMOBILE LIABILITY X ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS X HIRED AUTOS X NON-OWNED AUTOS			08 CSE MG3203 08 CSE MG3204	9/30/2012 9/30/2012	9/30/2013 9/30/2013	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) Medical Payments Underinsured Motorist	$ 1,000,000 $ $ $ $ 10,000 $ 300,000
B	X UMBRELLA LIAB X OCCUR EXCESS LIAB CLAIMS-MADE DEDUCTIBLE X RETENTION $ 10,000			08RHUTD7255	9/30/2012	9/30/2013	EACH OCCURRENCE AGGREGATE	$ 3,000,000 $ 3,000,000 $ $
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		08WNMG3200	9/30/2012	9/30/2013	X WC STATU-TORY LIMITS OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ 500,000 $ 500,000 $ 500,000
D	Excess Umbrella			LS085363005	9/30/2012	9/30/2013	Each Occurrence Aggregate	$22,000,000 $22,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
If required by contract, additional insured is automatic

CERTIFICATE HOLDER

PROOF OF INSURANCE

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Rosemary Fulham/LEEO

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APPENDIX D

State of Maine
Department of Administrative and Financial Services
RESPONSE TO PROPOSED SERVICES FORM
Statewide Office Supply Program

Bidder's Organization Name:	**W.B. Mason Co., Inc.**

A. PRODUCTS
Check the category(ies) of product the Bidder is proposing to provide. Describe the quality and types of items that would be available if awarded.
☒ Office Supplies ☒ Paper ☒ Toner Description of overall product offering:
1. The awarded Bidder(s) will use effective brand management and change techniques to ensure continuity and availability of all products provided throughout the term of the contract. Describe how the continuity of products is ensured, and why and how brands might be changed throughout the term of a contract (if ever).
W.B. Mason's "BuyRight" sourcing and marketing philosophy is the ideal vehicle by which to drive effective brand management at the administrative and end user levels. The company maintains exceptional relationships with both name brand manufacturers including Hewlett-Packard, At-A-Glance, Avery, Lexmark, 3M, Newell Brands, and Tops (to name but a very few) and manufacturers of value products and brands such as Universal, Innovera, and Business Source. W.B. Mason also maintains a line of private brand products including its "Flagship" brands of copy paper, of which the company has sold to thousands of customers for many years including the State of Maine. This "BuyRight" program, offering the products to its customers that those customers want, rather than gerrymandering the available product selection to include primarily or even exclusively the brands that the provider wants to sell, is one of the "Seven Things" that sets W.B. Mason apart from its competitors. Those seven things are: the aforementioned "BuyRight" program inclusive of a king-sized selection of the products that people really want, *www.wbmason.com*, its customizable, flexible, and world class online ordering platform, its A.L.P.S. program of Amazingly Low Prices, G.O.L.D. Star (Guaranteed Overnight Local) Delivery inclusive of no delivery charges EVER, no minimum order requirements, personalized delivery on a fleet of Company owned vehicles based out of Local Service Facilities in Portland and Bangor, and next business day pickup and credit of returns, its "Masonville" business model of LOCALLY BASED sales representation, customer service, and

Docusign Envelope ID: 07BD6226-E22A-4E72-85CE-22BC5EC2DD5B

APPENDIX D

State of Maine
Department of Administrative and Financial Services
RESPONSE TO PROPOSED SERVICES FORM
Statewide Office Supply Program

	distribution, "One Source Wonderful" shopping, all resulting in a brand that has been trusted for over 125 years. Continuity of products is ensured primarily by partnering with established and trusted manufacturers such as those referenced above plus hundreds more. W.B. Mason's roster of manufacturing partners has been cultivated and maintained over the course of many years, and these partnerships, in contrast to a heavy reliance on private label products sourced overseas from unproven suppliers and manufacturers, have enabled W.B. Mason to provide a stable product offering to its customers over the years as the Company will continue to do going forward. Occasionally, a manufacturer may discontinue a product or set of products for a number of different reasons (toner cartridges for obsolete machines being one example). In such cases, W.B. Mason will notify the State of Maine of any such discontinuances as soon as it is made aware of them. The Company will at that time offer a replacement product to the State of equal or greater quality of that of the item(s) being discontinued at a price equal to or less than that of the original item(s), with samples provided as required and/or upon request.
2.	The resulting contract(s) will be for office supplies, toner and paper only, and at the sole discretion of the State, end-users will not be permitted to purchase certain office supplies and other categories of supplies or equipment that may be offered in the awarded Bidders' inventory. Describe how products that the State deems not approved for purchase can be restricted from inadvertent or intentional misuse by the end-users.
	W.B. Mason can enact and maintain any type of product restrictions that the State may wish to put in place on *www.wbmason.com*, its fast and easy-to-use online ordering platform. Examples of product restrictions that may be enacted and maintained are restrictions by total order size limit, item net price limit, item extended total price limit, and product category (batteries, furniture, any product category for which the State has a separate contract, etc.). The Company can maintain online an ordering environment that blocks even the visibility of these items outright and thus completely restrict their purchase, or instead may display the items and require one or more approvals from designated purchasing approvers before W.B. Mason processes any order for such items. Likewise, the Account Management Team assigned for many years by W.B. Mason is fully knowledgeable of any desired State item restrictions and will not process orders for such items placed over the phone or via fax as applicable.

Docusign Envelope ID: 07BD6226-E22A-4E72-85CE-22BC5EC2DD5B

APPENDIX D

State of Maine
Department of Administrative and Financial Services
RESPONSE TO PROPOSED SERVICES FORM
Statewide Office Supply Program

3.	Describe what mechanisms are available to promote "Core List" items (with the most advantageous pricing) over other inventory items that might appear equivalent. Provide the total number of stock numbers (SKUs) that would be available through the awarded contract.
	W.B. Mason has multiple methods by which it can promote the use of "Core List" items. The most straightforward way in which to achieve this goal is to restrict the available product selection to Core List items only. Similarly, "Favorites Lists" consisting exclusively of Core List items can be established for all State end users or on a user-by-user basis. Rules can be implemented in which one or more approvals would be required before W.B. Mason processes any order for a non-Core item. In a more open purchasing environment, Core List items are conspicuous and easy to spot by virtue of a highly visible red checkmark displayed online for such items along with item image, product description, etc. Further, another available search criterion available on *www.wbmason.com* is search by contract items, making such items even easier to purchase. W.B. Mason will work with the State of Maine in the development of an available listing of a total number that best suits the various needs and goals of the State, however many or few that number may be based on various restrictions that the State wishes to place on the program.
B. STATEWIDE DISTRIBUTION	
1.	The awarded Bidder(s) must provide next-business-day delivery of all products provided to locations throughout the state, consolidating orders and delivering products to customers as conveniently as possible. Provide a detailed narrative and/or schematic of the Bidder's distribution network covering the entire State. Describe nominal fill rate expectations at each level of the distribution network, time requirements to receive from each level, how the items from various levels are consolidated and/or delivered for the customer's convenience, whether deliveries are made via company employed trucks and operators, or via subcontracting.
	The W.B. Mason Company provides Next Business Day delivery throughout the State of Maine on twenty-seven company owned vehicles, with distribution emanating from Company maintained Local Services facilities located in Portland (106 Pine Tree Industrial Parkway) and Bangor (78 Rice St.). Additionally, sales and customer service support for the State of Maine are based in W.B. Mason's Portland Local Service Facility. In addition to maintaining inventory in each of these Local Service Facilities, W.B. Mason also accesses inventory daily for State of Maine end users from its regional stocking hub located in South Boston, MA as well as wholesaler facilities located in Nashua, NH, Coxsackie, NY, and Cranbury, NJ. This wide-ranging

Docusign Envelope ID: 07BD6226-E22A-4E72-85CE-22BC5EC2DD5B

APPENDIX D

State of Maine
Department of Administrative and Financial Services
RESPONSE TO PROPOSED SERVICES FORM
Statewide Office Supply Program

	access to inventory enables W.B. Mason to consistently maintain an extremely high daily line-item Fill Rate resulting in more complete deliveries, better service, and, ultimately, lower prices for W.B. Mason customers as W.B. Mason makes the fewest deliveries per order of any B-to-B Business Products dealer and passes those operational savings on to its customers. The Company maintains warehouse staffing during all three shifts, and it is during the second and third shifts that orders are processed, and the products contained are combined at each Local Service Facility as applicable into complete single orders for all end users. State of Maine end users receive Next Business Day delivery on orders placed by 6:00 PM local time, and the Company maintains live customer service until 6:00 PM Monday through Friday to assist customers in placing those occasionally unavoidable last-minute orders for Next Business Day delivery. W.B. Mason makes virtually all deliveries for State of Maine end users on its own fleet of iconic trucks, running nearly three dozen trucks within the State of Maine. All deliveries made on W.B. Mason trucks are performed by uniformed employees of the company in who are in possession of photo identification at all times. With regards to continuity of service, W.B. Mason has demonstrated its long-term commitment to State of Maine inclusive of all customers therein by building and opening in 2010 a 60,000 square foot state-of-the-art Local Service Facility in the city of Portland which currently employs over fifty people including sales, customer service, and distribution personnel. To ensure consistently high levels of service throughout the State, W.B. Mason an additional Local Service Facility in Bangor. The result is a far reaching, substantial, meaningful, and enduring presence within the State which will continue to the mutual benefit of both W.B. Mason and the State of Maine for many years to come.
2.	The awarded Bidder(s) must ensure no loss of delivery infrastructure or capability during the period of performance of the anticipated contract. Discuss what procedures and/or processes are available or will be developed to meet this requirement.
	W.B. Mason's optimal levels of service are maintained and supported by a detailed and comprehensive Disaster Recovery/Business Continuity Policy, detailed below: **DISASTER RECOVERY CAPABILITIES**: W.B. Mason maintains over sixty Local Service Facilities throughout the Continental United States, primarily in the Northeast and Mid-Atlantic that serve as support for one another in the event of emergency. Each facility maintains independent telephone and power capabilities so that any Local Service Facility can function independently from all others should an emergency occur in one or more locations. All computer

Docusign Envelope ID: 07BD6226-E22A-4E72-85CE-22BC5EC2DD5B

APPENDIX D

State of Maine
Department of Administrative and Financial Services
RESPONSE TO PROPOSED SERVICES FORM
Statewide Office Supply Program

systems technology has server backup in case of unforeseen interruption of computer service.

BUSINESS CONTINUITY:

- Business Continuity/Disaster Recovery Planning (BCDR) is ultimately determined at a senior level by W.B. Mason's Chief Executive Officer, who works in conjunction with the Chief Information Officer, Chief Financial Officer, Senior Director of Operations, and various Branch Managers in the establishment and execution (if necessary) of said planning.

- The team outlined above works in conjunction with their appropriate subordinates in the ongoing planning and establishment of BCDR policies. For example, the Chief Information Officer will work with his designated employees in Wholesaler Order Transmission on policies that pertain to backup plan(s) in the event of disruption of daily resources. Similarly, the Senior Director of Operations engages various G.O.L.D. (Guaranteed Overnight Local Delivery) Warehouse Supervisors and Distribution Managers in procedures for assisting other W.B. Mason local service facilities, should the need arise. This interlocking staff reports to the Chief Executive Officer who maintains final responsibility for the Company Disaster Planning.

- W.B. Mason maintains over 60 Local Service Facilities nationwide. These facilities are supported by approximately thirty wholesaler facilities located throughout the continental United States. These facilities provide physical and logical redundancies for one another in the event of an emergency. Each facility maintains independent telephone and power capabilities so that any local service facility can function independently from all others should an emergency befall onto one or more facilities. All computer systems technology has server backup in case of unforeseen interruption in computer service. Detailed information can be found in “Datacenter Quick Reference”, below.

- W.B. Mason maintains several internal operational redundancies, procedures, and protocols in conjunction with its primary suppliers, including United Stationers, the nation's largest wholesaler, which ensure that service to its’ customers can remain uninterrupted in the event of unforeseen or extra normal circumstances. For example, in 2011 W.B. Mason's Albany, New York local service facility experienced an overnight power outage. Its’ local service facility in Boston, as well as wholesaler

Docusign Envelope ID: 07BD6226-E22A-4E72-85CE-22BC5EC2DD5B

APPENDIX D

State of Maine
Department of Administrative and Financial Services
RESPONSE TO PROPOSED SERVICES FORM
Statewide Office Supply Program

facilities in Woburn, MA and Coxsackie, NY, provided support for Customer Service, product fulfillment, and technologically based operational functions. This support resulted in uninterrupted service for customers regularly serviced by W.B. Mason's Albany facility. In 2010, much of Rhode Island was inundated by historic flooding. W.B. Mason's local service facility in Cranston was able to provide all services without interruption due to the aid and support of other local W.B. Mason facilities in Boston, Worcester, and Brockton.

W.B. Mason DataCenter Quick Reference: We lease space at One Summer St., Boston, MA, which is run by The Markley Group (*www.markleygroup.com*) Datacenter
• 24-hour on-site monitoring
• Separate, redundant fiber entry points
• N+2 A/C
• N+2 UPS and Generators, tested weekly
• Onsite Fuel storage to provide four days of power at full load, 27 days at current load (90,000 gallons)
• SAS 70 Type II Compliant

Our Server Cages:
• ID, Prox Card and Biometric, and physical key barriers
- All four need to be used before getting access to our cage
• Redundant Tier 1 ISPs with link balancing for internet connectivity
• Redundant Tier 1 connectivity to Brockton corporate office
• Redundant servers with link balancing
• Redundant firewalls
• Data kept on HP Storage Area Network (SAN) o Backed up off SAN, (Disk to disk) then to tape
- Tapes kept securely off-site
• Six HP Chassis with 92 HP blades split among racks and power circuits to provide redundancy
• 20 x 30A 208 circuits for full power redundancy
• Monitored power distribution units
• 24-hour system monitoring and alerting

W.B. Mason maintains sufficient scale and multiplicity of resources to generally provide customers with minimal to no interruption service on essentials such as bottled water and facilities maintenance products. The company has assurances from its bottled water suppliers that regular

Docusign Envelope ID: 07BD6226-E22A-4E72-85CE-22BC5EC2DD5B

APPENDIX D

State of Maine
Department of Administrative and Financial Services
RESPONSE TO PROPOSED SERVICES FORM
Statewide Office Supply Program

stocking levels will be maintained for existing W.B. Mason customers at all times. In instances where the company provides on a contracted basis essential goods and/or services, it is typically exempt from government mandated orders for non-essential businesses to close.

To ensure the health of its employees both for their ongoing benefit and in order to continue to provide goods and services to its customer base, W.B. Mason strongly encourages its employees to follow the CDC's recommendations to prevent the spread of respiratory viruses, including Coronavirus. These recommendations include a) the periodic washing of hands with hot and for a minimum of twenty seconds and to use alcohol based sanitizer when soap and water are not available b) avoid the touching of eyes, nose, and mouth with unwashed hands c) avoid close contact with people who are sick d) strongly encouraging employees with any respiratory illnesses to stay home.

C. PLACING ORDERS

The awarded Bidder(s) must support registering new users and all ways that orders may be placed from users. At a minimum, the State of Maine requires a comprehensive, user-friendly online ordering system. The system must accept both credit card and ACH payments. Please note: if an ordered item is out of stock, the Contractor must notify the ordering entity for prior approval before substituting for the out-of-stock item.

W.B. Mason maintains an in-house staff of E-Commerce support personnel who can register and setup new users without hours of request. State end users may continue to place orders at *www.wbmason.com*, the Company's fast and easy-to-use online ordering platform as they have for approximately fifteen years. *www.wbmason.com* accepts payments both by credit card and via ACH. End users may also place orders via toll-free phone, via e-mail, via conventional mail, or through their assigned outside Account Executive. Should an end user place an order for an item that is out of stock at time of order, W.B. Mason will notify that end user of the backorder situation and, wherever applicable, offer an alternate of equal or greater quality at a price equal to or less than that of the out-of-stock item. The end user will then have the option of accepting the alternate item or waiting for the original item to be delivered. Out of stock items are typically and filled and delivered by W.B. Mason within three business days of date of original order.

Docusign Envelope ID: 07BD6226-E22A-4E72-85CE-22BC5EC2DD5B

APPENDIX D

State of Maine
Department of Administrative and Financial Services
RESPONSE TO PROPOSED SERVICES FORM
Statewide Office Supply Program

D. REPORTING
1. On a quarterly basis, the awarded Bidder(s) must provide reports including information on usage, payment, real-time delivery tracking, and all other types of information to the State in an electronic format. Reports must be provided via email in MS Excel® format. **2.** It will be the awarded Bidders' responsibility to schedule and hold all quarterly meetings on a timely basis, at a location of the Department's choosing (such as a State facility or a facility owned by the awarded Bidder), and provide electronic copies of reports at least one (1) week prior to quarterly meetings. **1.** Usage reporting information includes information such as ordering entity (e.g. governmental entity within Maine), order number, date of order, date of delivery, item, quantity, unit price, item total, and total cost by account. **2.** Payment reporting information includes information such as order number, amount invoiced, amount paid, when payment was received, and any data pertaining to outstanding amounts due. State the expected time required to respond with requested reporting information from the time of the request (if not regularly scheduled or available online), and whether the information is available online to the departmental end-users and the Division of Procurement Services. Include a sample of the MS Excel reports that the State will receive (attach to this application or insert below).
W.B. Mason will continue to provide to the State of Maine comprehensive reporting on a quarterly basis, inclusive of: - Detailed **Usage Report** customized to include: customer Account Number, Account Name, Address Code, Invoice Number, Sales Order Number, Invoice Date, Item Number, Item Description, Item Unit of Measure, Unit Price, Quantity for item ordered on each individual invoice, extended total for that line, Product Category, Delivery Address, End User for each order/item, and specific Pricing Methodology/Default (Core Item, Catalog Discount, Open Web Less, etc.) for each item. - **Form of Payment Report** detailing the number of orders paid for by P-Card, Check, and Wire for each quarter. - A comprehensive **Delivery Report** which includes the number of orders delivered to each individual State of Maine end user each quarter along with delivery method (Mason truck, non-Mason truck).

Docusign Envelope ID: 07BD6226-E22A-4E72-85CE-22BC5EC2DD5B

APPENDIX D

State of Maine
Department of Administrative and Financial Services
RESPONSE TO PROPOSED SERVICES FORM
Statewide Office Supply Program

- A **Quarterly Fill Rate Report**, which details W.B. Mason's Fill Rate for each business day and includes each specific day of the quarter along with the number of lines and backorders along with the corresponding fill rate and backorder percentages for that day.

- A **Discontinued Items Report** detailing items that have been discontinued by the manufacturer during the preceding quarter.

- A **Rebate Report** detailing and verifying the rebate earned by the State for the preceding quarter.

- A **Short Ship Report** detailing number of short ships for the preceding quarter.

- A comprehensive **User Report** detailing all users by name, E-mail address, Contact Person ID, associated W.B. Mason Account Number, order limit (if applicable), user status (active/inactive), name, E-mail address, and approver type of associated approver (if applicable), address for each user, and user/approver Expense Allocation.

As part of its proposal, W.B. Mason has included samples of each of the reports referenced above.

E. CORPORATE COMMITMENT

The awarded Bidders' program must have the support of senior management, especially as it relates to providing exceptional customer service to State of Maine departments and agencies; and if a lower price is available to an ordering entity for non-core products, the supplier will also meet and provide that price to the State of Maine.

Please provide the name of a senior level manager who will champion this commitment.

W.B. Mason hereby commits that, if selected, the program offered to the State of Maine by W.B. Mason will have the support of the Company's senior management, inclusive of the company's Massachusetts based ownership group consisting of Leo J. Meehan III (Chief Executive Officer) and John Greene (President). This ownership group, which has been together since the early 1980's, has time and again demonstrated its commitment to the State of Maine by opening over the past 20+ years numerous Local Service Facilities within the State and currently employing approximately ninety residents of the State of Maine in providing service to thousands of W.B. Mason customers within the State. W.B. Mason also commits to matching

Docusign Envelope ID: 07BD6226-E22A-4E72-85CE-22BC5EC2DD5B

APPENDIX D

State of Maine
Department of Administrative and Financial Services
RESPONSE TO PROPOSED SERVICES FORM
Statewide Office Supply Program

pricing to the State of Maine in instances where a lower price is offered by a competitor, consistent with the Company's published price guarantee. This commitment will be championed by Jeff DePaul, W.B. Mason's Regional Vice President of Sales for northern New England, and John McDonald, W.B. Mason's regional Manager for the State of Maine and originally from Scarborough. John has been with W.B. Mason for sixteen years and has ascended to his current position having started with the Company in a sales capacity. A graduate of Bates College, John currently makes his home in Portland. This program will also be championed by Amanda Drummond, the longtime Account Manager assigned by W.B. Mason to both the State of Maine and the University system. Amanda has been with W.B. Mason for ten years and has been assigned by Mason to the State of Maine for the entirety of the current contract cycle. Amanda is a state of Maine resident.

F. SUSTAINABILITY

The awarded Bidder(s) must include sustainable product offerings, business practices that have minimal environmental impact, and develop or maintain a plan for increasing these offerings over throughout the resulting contract term.

Describe the Bidder's business practices as they relate to increasing sustainable product offerings, reducing environmental impact, and promoting these practices in the future. Include any established plans or related environmental efforts the Bidder is currently using.

W.B. Mason has long demonstrated and brought to market a strong commitment to sustainability. The Company offers for sale thousands of products that contain recycled content and/or otherwise green (such as ACMI certified Non-Toxic markers and highlighters) and makes those items easy for end users to find and purchase using highly conspicuous icons as applicable such as those listed below:

Products made with at least 30% recycled content

Products made with less than 30% recycled materials

FSC (Forest Stewardship Council) Certified

Docusign Envelope ID: 07BD6226-E22A-4E72-85CE-22BC5EC2DD5B

APPENDIX D

State of Maine
Department of Administrative and Financial Services
RESPONSE TO PROPOSED SERVICES FORM
Statewide Office Supply Program

ACMI (Art & Creative Materials Institute) Certified Non-Toxic

Sustainable Forestry Initiative (SFI) Certified

Does not contain BPA

Green Seal Certified products, products which have at least 30% post-consumer fiber. Neither virgin nor post-consumer fiber is bleached with chlorine or its derivatives

Indoor Advantage ™ certifies conformance with LEED-CI criteria for EQ4.5, as well as BIFMA X7.1 Low-Emitting furniture and seating. Indoor Advantage™ Gold certifies additional conformance with California 01350 Special Environmental Requirements and Collaborative for High Performance Schools (CHPS)

EcoLogo certifies products with an environmentally friendly manufacturing process and high sustainability requirements

These products have safer chemical ingredients. Only products that meet the Safer Choice standard which includes stringent human health and environmental criteria, are allowed to carry the label

U.S. Green Building Council (USGBC) is a nonprofit organization that certifies sustainable businesses, hospitals and schools. USGBC actively strives to expand green building practices and education with the LEED® (Leadership in Energy and Environmental Design) program.

U.S. Government program that sets the standards for energy efficient products

Docusign Envelope ID: 07BD6226-E22A-4E72-85CE-22BC5EC2DD5B

APPENDIX D

State of Maine
Department of Administrative and Financial Services
RESPONSE TO PROPOSED SERVICES FORM
Statewide Office Supply Program

California Air Resource Board (CARB) certified in meeting air quality standards in production of wood composite products

Complies to the BIFMA (Business and Institutional Furniture Manufacturer's Association) Sustainability Standard

GREENGUARD® certified for products that meet strict low emissions standards

GREENGUARD® GOLD certified for products that meet stricter low emissions standards

The Company's portfolio of items containing recycled content extends across the full workplace products platform, inclusive of 100% recycled copy paper, remanufactured toner utilizing recycled cartridges, batteries now containing some recycled content, recycled paper towels and facial tissue, plates and bowls, chair mats, dry erase boards, binders, labels, correction supplies, pads, Post-It notes, desk accessories, and filing supplies; products found in every corner and closet and on every desk in today's workplace. Non-toxic office products sold by the Company include markers, highlighters, art supplies, and adhesives, while its biodegradable item selection ranges across the product spectrum from Green Wave and Wincup brand cups and plates to packing peanuts to Jam brand presentation folders to Earth Friendly Products brand white board cleaner to Heavenly brand bathroom tissue and beyond. Worth noting is that a search on www.wbmason.com for "biodegradable" products returns over 140 items, any of which could be made part of an optional or mandatory online "Swap-'N-Save-The-Environment" alternate product program. This program would suggest or mandate the use of recycled and/or "green" products wherever items not containing those attributes are initially chosen, thereby embedding "green" consumption habits wherever this program is implemented and maintained. Many of the appliances offered by the Company, including refrigerators, printers, dehumidifiers, water coolers, etc., are Energy Star compliant. For many years the Company's delivery vehicles have been programmed with a top speed of 65 MPH and to shut down after five minutes of idling time. In 2017 it rolled out the first of its all-

Docusign Envelope ID: 07BD6226-E22A-4E72-85CE-22BC5EC2DD5B

APPENDIX D

State of Maine
Department of Administrative and Financial Services
RESPONSE TO PROPOSED SERVICES FORM
Statewide Office Supply Program

electric, range- extended step vans. This E-GEN step van demonstrates 40 MPGe fuel efficiency in onthe-road applications, which reduces vehicle emissions by 75% and is six times more efficient than conventional step vans. The E-GEN provides an average range of 120 miles on a single charge, with 60 miles all-electric utilizing Panasonic Li-Ion battery packs, and an additional 60 miles using the integrated BMW range extender. Workhorse's proprietary chassis design, powertrain, battery management system and real-time Metron telematics system provide reliable performance and optimize driver efficiency.

Other operational practices that promote sustainability include the retrofitting of a number of its Local Service Facilities with motion sensor detection lighting as a means to conserve energy and the recycling of all toner cartridges, copy paper, and corrugated packaging used in house. It's Local Service Facility at 647 Summer St. in South Boston, MA is home to the largest solar installation in Boston at 2.8 MW. With regards to additional customer facing initiatives, the Company offers to its customers the opportunity to partake in a program of delivery of office supply items wherever feasible in reusable plastic totes in place of corrugated packaging. Customers who participate in this program receive delivery of appropriate items in these totes, which are then left at the end user's desktop for pickup by their W.B. Mason driver as part of their next delivery. In this manner the totes are used repeatedly, thereby cutting down substantially in the amount of corrugated and other packaging materials utilized in the servicing of the end user. Among the entities who have participated in this program are Princeton University, Hamilton College, Hobart and William Smith Colleges, Skidmore College, St. Lawrence University, Union College, and Fairfield University. The Company also engages in various environmental initiatives with specific customers including the reclaiming of obsolete hardbound catalogs each year which then are recycled, and the pickup of spent toner cartridges for empty shell recycling. In fact, W.B. Mason directly reclaims and earmarks for recycling over 400,000 empty toner cartridges each year. The Company also utilizes recyclable materials in its packaging in instances where the reusable plastic totes are not used. The Company can also provide detailed consumption analysis for the State, resulting in increased end user purchases of recycled and otherwise "green" items (ACMI certified non-toxic writing implements, for example) facilitated via W.B. Mason's aforementioned "Swap-'N-Save The Environment" program. Some of W.B. Mason's environmental initiatives come from the unlikeliest of sources. After seeing a news presentation on the proliferation of plastic beverage bottles collecting in the world's oceans and choking

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APPENDIX D

State of Maine
Department of Administrative and Financial Services
RESPONSE TO PROPOSED SERVICES FORM
Statewide Office Supply Program

the environment, one of W.B. Mason's owners was determined to have the Company offer a viable, greener alternative to its customers. Soon thereafter, W.B. Mason's 'Blizzard' water cooler service was born, designed to provide pure and refreshing spring water to W.B. Mason customers in BPA free five-gallon jugs, eliminating the waste of disposable plastic bottles. W.B. Mason now distributes millions of bottles of five-gallon bottles to its customers each year in reusable plastic, thereby having an immeasurable effect on the collective carbon footprint of those customers by eliminating the use of individual plastic bottles for individual consumption which so often end up in an already swollen waste stream.

G. CUSTOMER SUPPORT

The awarded Bidder(s) must provide support to departmental end-users, ensuring the departmental end-users are informed of the support available, how to access it, and instructed on the process involved. An account manager must be made available who end-users can contact in the event of an issue. The awarded Bidder(s) will manage and resolve complaints, issues, and challenges escalated by end-users, and work with the Department to exchange feedback, and identify/resolve problems.

Describe the level of customer support for end users that will be provided by the Bidder and how the Bidder will conduct issue resolution. Discuss when, how, and with whom in the Bidders' management team the Department can work with to exchange feedback and identify/resolve problems.

W.B. Mason will continue to provide dedicated and locally based sales and customer service support to the State of Maine and will make the services of that personnel plus those of W.B. Mason's 200+ client relations specialists and customer advisors for all State end users. W.B. Mason's lead outside Account Executive for the State of Maine is Amanda Drummond. Amanda has ten years of experience in the office products industry. Amanda has been W.B. Mason's lead Account Executive for the State of Maine for the full duration of the past current State of Maine Office Supplies/Toner/Paper contract cycle. The Company has also has dedicated and will continue to dedicate Heather Simard as the dedicated customer service representative for the State. Heather has been with the Company in a customer service capacity for the past sixteen years and is based out of W.B. Mason's Portland Local Service Facility. Both Heather and Amanda's contact information is accessible via the *www.wbmason.com* homepage custom center stage enjoyed by all State end users. Concurrent with Heather's assignment by W.B. Mason as the dedicated customer service representative for the State of Maine, Heather was made the customer service manager for the Company's Maine regional operations. Additionally, W.B. Mason employs a total of four customer service representatives in the State of Maine in its Portland Local Service Facility located, all of whom are and will be fully versed in the full details of any Agreement between the W.B. Mason and the State, thus ensuring prompt, knowledgeable, and locally based customer service on a

Docusign Envelope ID: 07BD6226-E22A-4E72-85CE-22BC5EC2DD5B

APPENDIX D

State of Maine
Department of Administrative and Financial Services
RESPONSE TO PROPOSED SERVICES FORM
Statewide Office Supply Program

consistent basis for state administrators and end users. In a further effort to provide the State with unsurpassed customer support, W.B. Mason has established an E-mail address specifically for use by State of Maine contract users. This E-mail address, *maineweb@wbmason.com*, prioritizing messages received from State end users over those sent by other parties so that all requests and inquiries initiated by the State can be handled promptly and knowledgeably by the Maine based staff that monitors this E-mail address. This inbox is continuously monitored by the aforementioned Heather Simard as well as W.B. Mason's other three Portland based customer service representatives. Any issues that may arise during the normal course of contract execution, regular or otherwise, are typically handled by this team and/or by John McDonald, W.B. Mason's Portland Branch Manager who oversees the day-to-day account management team assembled by W.B. Mason for the State. This team is accessible during normal business hours of 7:30 AM through 6:00 PM Monday through Friday. Additionally, Amanda and John are available twenty-four hours a day, seven days a week via cell phone to address any emergency issues that the State may have regarding rush deliveries or other matters of a similar nature. This team assembled by W.B. Mason is empowered to resolve all problems should they occur to the satisfaction of the State; additionally, John McDonald interfaces daily with W.B. Mason's Chief Operating Officer and/or company ownership, further ensuring prompt and definitive resolution for the State for any issue state administrators/end users may experience.

H. TRANSITION AND IMPLEMENTATION PLAN

The awarded Bidder(s) will market and transition current statewide users to the resulting contracted program, including roll-out, training, marketing, web ordering, etc. The ability to accept orders promptly after the resulting contract award is expected, however, this does not mean that the awarded Bidders' full programmatic solution needs to be in place at the time of award. Temporary "stop-gap" measures to accept orders are allowable within the earliest phase of the program.

Provide a realistic work plan for the implementation of the program through the first contract period. Include the Bidder's transition plan, indicating how soon orders can be placed by the State of Maine after this RFP's contract award announcement has been made. Display the work plan in a timeline chart. Concisely describe each program development and implementation task, the month it will be carried out and the person or position responsible for each task. If applicable, make note of all tasks to be delegated to subcontractors.

As the current contract holder for office supplies, paper, and toner with the State of Maine, W.B. Mason's full program for the State is currently in place. Upon award of contract, pricing could be activated under the terms of that contract on the day of official contract commencement and all aspects of service and delivery can continue

Docusign Envelope ID: 07BD6226-E22A-4E72-85CE-22BC5EC2DD5B

APPENDIX D

State of Maine
Department of Administrative and Financial Services
RESPONSE TO PROPOSED SERVICES FORM
Statewide Office Supply Program

for the State without any interruption of any kind whatsoever. Likewise, the State would not incur any of the considerable soft costs associated with switching vendors. For example, the State would not have to invest countless hours retraining end users on a new ordering platform (organizing and conducting in-person and remote meetings and demos, nor would state purchasing administrators need to undertake the highly labor intensive and time consuming tasks of providing alternate vendors with the names, addresses, and E-mail addresses of hundreds of far flung end users, oversee from scratch the development by another vendor(s) of the highly specific reporting and invoicing required by the State, etc. Some estimates put the cost of vendor change as high as fifteen percent (15%) of year one purchases, costs that would be completely unrealized by the State by continuing to patronize W.B. Mason for office supplies, paper, and toner.

I. OPPORTUNITIES FOR MUNICIPALITIES, POLITICAL SUBDIVISIONS, AND SCHOOL DISTRICTS

The Department is committed to providing purchasing opportunities for municipalities, political subdivisions, and school districts within the State of Maine. The awarded Bidder(s) are encouraged to make their products and services available to these entities through separate contracts, but under the same terms offered to the State of Maine.

Indicate the Bidder's willingness to work with these other entities within the State of Maine, should those entities seek to do business with the State's awarded Bidder(s) under this RFP.

W.B. Mason would be happy to extend the products and services available to municipal entities of the State of Maine, political subdivisions of the State, and school districts located within the State, as well as the University of Maine system under the same terms offered to the State of Maine.

J. QUALITY ASSURANCE

The Department requires superior quality assurance and internal controls from the awarded Bidder(s). The awarded Bidder(s) will conform to and support the following quality assurance expectations under the resulting contract(s):

A. Internal Audits performed by the awarded Bidder(s): The awarded Bidder(s) may be requested by the Department to perform ad hoc internal audits.. The Department intends to perform its own internal auditing as a separate activity from any internal audit performed by the awarded Bidder(s). Internal audits, when requested, must be performed by the awarded Bidder(s) at no additional cost.

Docusign Envelope ID: 07BD6226-E22A-4E72-85CE-22BC5EC2DD5B

APPENDIX D

State of Maine
Department of Administrative and Financial Services
RESPONSE TO PROPOSED SERVICES FORM
Statewide Office Supply Program

B. Product Sampling: The awarded Bidder may occasionally be requested by the Department to provide office supply product samples. The purpose of product samples is to ensure quality and conformance to specifications. Describe the Bidder's ability to conform to these requirements and include any additional quality assurance measures the Bidder will offer.
A. W.B. Mason will be happy to conduct at no additional cost to the State its own internal audits from time to time as requested by the State on an ad hoc basis as well as taking part in any independent audit that the State may conduct at any time. B. W.B. Mason will provide product samples to the State Purchasing Department upon request for the purpose of ensuring ongoing quality and conformance to State specifications. W.B. Mason can provide customized reporting to the State that reports on any Key Performance Metrics of most acute State interest for the purpose of guaranteeing best-in-class supplier service over the full life of the contract in addition to the current suite of reporting currently provided. As part of its submission, W.B. Mason has enclosed a sample of its Customized Reporting Capabilities, this particular sample being in Excel format. Be advised that W.B. Mason can customize reporting in any format desired (pdf, PowerPoint, Word, etc.)
K. QUALITY ASSURANCE
The Department requires the awarded Bidder(s) to pay a one percent (1%) administrative fee on gross sales for the entirely of the agreement term, including renewals, to be paid quarterly. Bidders must acknowledge this requirement and describe any compliance related issues.
So noted and agreed to by W.B. Mason.

VIDEO DEMO
Bidders must include a brief video demo of how to place an order on the proposed system. This video file may be embedded below, or attached separately to the proposal submission email. Please note that the Delivery Instructions in Part III, C, 2 of the RFP apply, particularly that links to file sharing sites will not be accepted.

Docusign Envelope ID: 07BD6226-E22A-4E72-85CE-22BC5EC2DD5B

APPENDIX D

State of Maine
Department of Administrative and Financial Services
RESPONSE TO PROPOSED SERVICES FORM
Statewide Office Supply Program

Per the State's Q & A statement that:

"*It would be acceptable to include a link to the video where it is posted on a publicly visible platform, i.e. Youtube.*"

W.B. Mason has made its video demo accessible via the following link to YouTube where the video can be viewed.

https://youtu.be/h_KVx0jEJnM?si=uilDMBgbgwNz7ylK

Item Description	Unit of Measure	Stock/Item Number	Quantity Ordered During Previous Contract's Lifecycle	Bidder's Proposed Unit Price for this Item (or equivalent)	Decription of Bidder's Proposed Item	Unit of Measure of Bidder's Proposed Item	Stock/Item Number for Bidder's Proposed Item	Proposed Cost
#4443,22X32,BLACK,MAT	EA	TACFIT2232BLK	73	29.99	#4443,22X32,BLACK,MAT	EA	TACFIT2232BLK	$ 2,189.27
(1067839)TAPE,PCKG,HP260,8/PK,240PK/PT	PK	DUC0007424	249	15.92	TAPE,CARTON SEALING,ACRYLIC,2X55,3.0MIL,CLR	8 RLs	WBMTA30255	$ 3,964.08
(DEFCM14083L) CHAIRMAT,60X66,SUPRMAT,CR	EA	DEFCM14003K	37	172.49	(DEFCM14083L) CHAIRMAT,60X66,SUPRMAT,CR	EA	DEFCM14003K	$ 6,382.13
10 WW REDI-STRIP REGULAR SIDE SEAM	BX	WBM36003	93	19.44	10 WW REDI-STRIP REGULAR SIDE SEAM	BX	WBM36003	$ 1,807.92
10(4 1/8X9 1/2)WREG WEBDIAG	BX	WBM35210	332	14.06	10(4 1/8X9 1/2)WREG WEBDIAG	BX	WBM35210	$ 4,667.92
10X13 32BK CLASP	BX	WBM44907	433	19.04	10X13 32BK CLASP	BX	WBM44907	$ 8,244.32
10X13 BK INTER-DEPARTMENT 2 SIDE NARROWRULE, 100/CT	CT	WBM63568	81	22.95	10X13 BK INTER-DEPARTMENT 2 SIDE NARROWRULE, 100/CT	CT	WBM63568	$ 1,858.95
12X15-1/2 28BK CLASP	BX	WBM35270	207	14.70	12X15-1/2 28BK CLASP	BX	WBM35270	$ 3,042.90
14-16 BU LINER 38X33X70 .00075 200/ROLL	RL	SIG1416BL	57	68.36	14-16 BU LINER 38X33X70 .00075 200/ROLL	RL	SIG1416BL	$ 3,896.52
6 X 9 28BK CATALOG REDI-SEAL OPEN END	BX	WBM16743	86	10.69	6 X 9 28BK CATALOG REDI-SEAL OPEN END	BX	WBM16743	$ 919.34
6-1/2X9-1/2 28BK CLASP	BX	WBM35261	146	7.79	6-1/2X9-1/2 28BK CLASP	BX	WBM35261	$ 1,137.34
6X9 28BK CLASP	BX	WBM35260	115	8.23	6X9 28BK CLASP	BX	WBM35260	$ 946.45
7-1/2X10-1/2 28BK CLSP	BX	WBM35262	335	11.28	7-1/2X10-1/2 28BK CLSP	BX	WBM35262	$ 3,778.80
8.5X11,HORIZ,PERF@3.6,24#,2500/CT	CT	PRB04134	63	31.89	8.5X11,HORIZ,PERF@3.6,24#,2500/CT	CT	PRB04134	$ 2,009.07
9X12 28BK CATALOG	BX	WBM41165	113	24.52	9X12 28BK CATALOG	BX	WBM41165	$ 2,770.76
9X12 32BK CLASP	BX	WBM41907	1012	14.95	9X12 32BK CLASP	BX	WBM41907	$ 15,129.40
ARCHIVE BOX, W/ATTACHED LID,10/BD	BD	PAIG801	3065	33.00	ARCHIVE BOX, W/ATTACHED LID,10/BD	BD	PAIG801	$ 101,145.00
AURORA, TRAIL MIX, CRANBERRY HEALTH, 21 OZ, 12/CS	EA	ROR0585	682	7.51	AURORA, TRAIL MIX, CRANBERRY HEALTH, 21 OZ, 12/CS	EA	ROR0585	$ 5,121.82
BAG,SHREDDERS,CR	CT	FEL3605801	35	32.99	BAG,SHREDDERS,CR	CT	FEL3605801	$ 1,154.65
BAGASSE FIBER CONTAINER, HINGELID, 3-COMPART 9X9,WH,200/CT	CT	BWKHINGEWF3CM9	2295	25.99	9"3- CLAMSHELL, WHITE, BIO,200/CT	CS	CSI9X9BIO3	$ 59,647.05
BASE,F/3-1/2X6 DY DESK REFILLS,BK	EA	AAGR1700	171	4.75	BASE,F/3-1/2X6 DY DESK REFILLS,BK	EA	AAGR1700	$ 812.25
BASKET,WALL,TRIPLE,WIRE,CH	EA	SAF4151CH	22	19.99	FILE,PCKT,CUBICLE,3PK,CC	PK	UNV08163	$ 439.78
BATTERY,ALKALINE AA, 36/PK(5001041)	PK	DURAACTBULK36	75	13.32	BATTERY,PROCELL,AA,24/BX (PC1500)(5006964)	36 EA	DURPC1500BKD	$ 999.00
BATTERY,ALKLN,AAA,12PAK	PK	DURMN24RT12Z	115	7.92	BATTERY,ALKLN,AAA,12PAK	PK	DURMN24RT12Z	$ 910.80
BINDER,2"WHT VIEW,W/LBL&LIT	EA	AVE17032	366	2.96	BNDR,SLNTRNG,11X8.5,2",WE (WLJ38544W)	EA	AVE09501	$ 1,083.36
BINDER,3",D-RING,WE	EA	STW87050	348	3.46	BNDR,SLNTRNG,11X8.5,3",WE (WLJ38549W)[T]	EA	AVE09701	$ 1,204.08
BINDER,ECNMY, RND RING BNDR, 1-1/2" BLUE (WLJ36834NBL)	EA	AVE03400	399	1.89	BINDER,ECNMY, RND RING BNDR, 1-1/2" BLUE (WLJ36834NBL)	EA	AVE03400	$ 754.11
BINDER,VIEW, 1" WHITE (WLJ36214W)	EA	AVE05711	5648	1.71	BINDER,VIEW, 1" WHITE (WLJ36214W)	EA	AVE05711	$ 9,658.08
BINDER,VIEW, 1.5" WHITE,(18557)(WLJ36234W)[90041]	EA	AVE05726	2800	1.96	BINDER,VIEW, 1.5" WHITE,(18557)(WLJ36234W)[90041]	EA	AVE05726	$ 5,488.00
BINDER,VIEW, 3" WHITE,(WLJ36249W) [90091]	EA	AVE05741	2753	2.96	BINDER,VIEW, 3" WHITE,(WLJ36249W) [90091]	EA	AVE05741	$ 8,148.88
BNDR,2" VIEW RR,RECY,WE	EA	SAM18967	365	2.46	ECO VIEW BNDR,ROUND RING,8.5X11,2",WHT [90081]	EA	AVE05731	$ 897.90
BNDR,DURABLE VIEW 1 IN,BK	EA	AVE17011	391	1.96	BNDR,SLNTRNG,11X8.5,1",BK (WLJ38514B)	EA	AVE09300	$ 766.36
BNDR,EZOPN,D,CV,3"BK	EA	CRD10331	178	3.46	BNDR,SLNTRNG,11X8.5,3",BK (WLJ38549B)	EA	AVE09700	$ 615.88
BNDR,FRAMED VU,2",WH	EA	AVE68036	499	8.99	BNDR,FRAMED VU,2",WH	EA	AVE68036	$ 4,486.01
BNDR,RNG,11X8.5,1IN,RBE (WLJ36814NBL)	EA	AVE03300	1243	1.28	BNDR,RNG,11X8.5,1IN,RBE (WLJ36814NBL)	EA	AVE03300	$ 1,591.04
BNDR,RNG,DURABLE,3",BE	EA	AVE27651	280	7.24	BNDR,RNG,DURABLE,3",BE	EA	AVE27651	$ 2,027.20
BNDR,VIEW,11X8.5,2"CAP,WE(05731)	EA	UNV20982	572	2.46	BNDR,VIEW,11X8.5,2"CAP,WE(05731)	EA	UNV20982	$ 1,407.12
BNDR,VIEW,8.5X11,3",WE(05741)	EA	UNV20992	403	2.96	BNDR,VIEW,8.5X11,3",WE(05741)	EA	UNV20992	$ 1,192.88
BNDR,VIEW,D-RNG,5",WE(09901)	EA	UNV20997	62	6.99	BNDR,SLNTRNG,11X8.5,5"WE (WLJ38550WA)	EA	AVE09901	$ 433.38
BOARD,3' X 4',MAGNETIC,AL	EA	QRTSM534	15	34.49	BOARD,DRY ERASE,48X36,ALUM FRAME,STEEL	EA	WBMDE4836AS	$ 517.35
BOARD,6' X 4',MAGNETIC,AL	EA	QRTSM537	14	65.43	BOARD,DRY ERASE,72X48,ALUM FRAME,STEEL	EA	WBMDE7248AS	$ 916.02
BOARD,CORK,OK,48X36(QRTS774)	EA	MEA85367	27	37.95	BOARD,CORK,OK,48X36(QRTS774)	EA	MEA85367	$ 1,024.65
BOARD,DRY ERASE, EARTH GOLD,3X4	EA	BVCMA0507790	43	108.85	BOARD,DRY ERASE, EARTH GOLD,3X4	EA	BVCMA0507790	$ 4,680.55
BOARD,MARK-WIPE,36 X 48	EA	QRTS534	25	33.75	BOARD,DRY ERASE,48X36,ALUM FRAME,MELAMINE	EA	WBMDE4836AM	$ 843.75
BOARD,MARK-WIPE,36X24,AM	EA	QRTS533	63	18.75	BOARD,DRY ERASE,36X24,ALUM FRAME,MELAMINE	EA	WBMDE3624AM	$ 1,181.25
BOOK,COMP,9.75,7.5,100 WR	EA	PACMMK37101	2560	0.98	BOOK,COMP,9.75,7.5,100 WR	EA	PACMMK37101	$ 2,508.80
BOOK,COMP,9.75X7.5,100 WR	EA	MEA09910	2351	0.98	BOOK,COMP,9.75,7.5,100 WR	EA	PACMMK37101	$ 2,303.98
BOOK,FOLLOWUP VOICE ML,WE	EA	RED51114	608	3.04	BOOK,FOLLOWUP VOICE ML,WE	EA	RED51114	$ 1,848.32
BOOK,LOG RECORD,150PGS	EA	BORG21150R	59	58.03	BOOK,LOG RECORD,150PGS	EA	BORG21150R	$ 3,423.77
BOOK,REC,12-1/8X7.5,BE	EA	BOR66150R	444	17.95	BOOK,REC,12-1/8X7.5,BE	EA	BOR66150R	$ 7,969.80
BOOK,RECRD,12-1/8X7.5,BE	EA	BOR66300R	85	29.95	BOOK,RECRD,12-1/8X7.5,BE	EA	BOR66300R	$ 2,545.75
BOOK,STENO,GREGG,GN,80SH	EA	UNV86920	7331	0.98	BOOK,STENO,GREGG,GN,80SH	EA	UNV86920	$ 7,184.38
BOOK,STENO,GREGG,WE,80 SH (25-774) 6EA/PK	DZ	UNV96920	3389	6.96	BOOK,STENO,GREGG,WE,80 SH	DZ	UNV96920	$ 23,587.44
CALCULATOR,12DGT PRNT,SR	EA	VCT12123A	20	58.99	CALCULATOR,12DGT PRNT,SR	EA	VCT12123A	$ 1,179.80
CALCULATOR,BIG PRINT,WHT	EA	VCT1310	19	81.89	CALCULATOR,BIG PRINT,WHT	EA	VCT1310	$ 1,555.91
CALCULATOR,EL1801V,WE	EA	SHREL1801V	54	34.95	CALCULATOR,EL1801V,WE	EA	CSOHR170RC	$ 1,887.30
CALCULATOR,GRAPHING	EA	TEXTI84PLUS	62	96.67	CALCULATOR,GRAPHING	EA	TEXTI84PLUS	$ 5,993.54
CALCULATOR,MP25DV-3	EA	CNM2202C001	32	72.99	CALCULATOR,MP25DV-3	EA	CNM2202C001	$ 2,335.68
CALCULATOR,P170-DH-3	EA	CNM2204C001	28	56.43	CALCULATOR,P170-DH-3	EA	CNM2204C001	$ 1,580.04
CALENDAR,DESK PAD,MO,22X17,JAN-DEC,BE&WE	EA	HOD164	485	4.75	CALENDAR,DESK PAD,MO,22X17,JAN-DEC,BK/WE	EA	AAGSK2400	$ 2,303.75
CALENDAR,DESK PAD,MO,22X17,JAN-DEC,BE&WE	EA	HOD150HD	455	4.75	CALENDAR,DESK PAD,MO,22X17,JAN-DEC,BK/WE	EA	AAGSK2400	$ 2,161.25
CALENDAR,DESK PAD,MO,22X17,JAN-DEC,BK/WE	EA	AAGSK2400	7174	4.75	CALENDAR,DESK PAD,MO,22X17,JAN-DEC,BK/WE	EA	AAGSK2400	$ 34,076.50
CALENDAR,DESK PAD,MO,22X17,JAN-DEC,RY GN	EA	AAGSK32G00	199	9.75	CALENDAR,DESK PAD,MO,22X17,JAN-DEC,RY GN	EA	AAGSK32G00	$ 1,940.25
CALENDAR,WALL,2MO,22X29,JAN-DEC,BE/RD	EA	AAGPM928	1778	19.34	CALENDAR,WALL,2MO,22X29,JAN-DEC,BE/RD	EA	AAGPM928	$ 34,386.52
CALENDAR,WALL,3MO,12X27,DEC-JAN,VERT,BE/RD	EA	AAGPM1128	301	10.84	CALENDAR,WALL,3MO,12X27,DEC-JAN,VERT,BE/RD[SO]	EA	AAGPM1128	$ 3,262.84
CALENDAR,WALL,3MO,15-1/2X22-3/4,JAN-DEC,BE/RD[SO]	EA	AAGPM628	4583	10.14	CALENDAR,WALL,3MO,15-1/2X22-3/4,JAN-DEC,BE/RD[SO]	EA	AAGPM628	$ 46,471.62
CALENDAR,WALL,MO,11X8-1/4,JAN-DEC,DESK/WALL,BE/RD	EA	AAGSK800	2101	8.22	CALENDAR,WALL,MO,11X8-1/4,JAN-DEC,DESK/WALL,BE/RD	EA	AAGSK800	$ 17,270.22
CALENDAR,WALL,MO,12X17,JAN-DEC,BE/RD	EA	AAGPM228	716	9.58	CALENDAR,WALL,MO,12X17,JAN-DEC,BE/RD	EA	AAGPM228	$ 6,859.28
CALENDAR,WALL,MO,15-1/2X22-3/4,JAN-DEC,BE/RD[SO]	EA	AAGPM328	220	12.40	CALENDAR,WALL,MO,15-1/2X22-3/4,JAN-DEC,BE/RD[SO]	EA	AAGPM328	$ 2,728.00
CALENDAR,WALL,MO,15X12,JAN-DEC,BE/RD[SO]	EA	AAGPM828	472	9.33	CALENDAR,WALL,MO,15X12,JAN-DEC,BE/RD[SO]	EA	AAGPM828	$ 4,403.76
CALENDAR,WALL,MO,15X12,JAN-DEC,RY GN	EA	AAGPMG7728	2179	9.33	CALENDAR,WALL,MO,15X12,JAN-DEC,RY GN	EA	AAGPMG7728	$ 20,330.07
CALENDAR,WALL,MO,20X30,JAN-DEC,BE/RD	EA	AAGPM428	300	16.96	CALENDAR,WALL,MO,20X30,JAN-DEC,BE/RD	EA	AAGPM428	$ 5,088.00
CALENDAR,WALL,MO,8X11,JAN-DEC,BE/RD	EA	AAGPM128	1019	7.24	CALENDAR,WALL,MO,8X11,JAN-DEC,BE/RD	EA	AAGPM128	$ 7,377.56
CALENDAR,WALL,YR,24X36,JAN-DEC,VERT,BE/RD[SO]	EA	AAGPM1228	6501	10.34	CALENDAR,WALL,YR,24X36,JAN-DEC,VERT,BE/RD[SO]	EA	AAGPM1228	$ 67,220.34
CALENDAR,WALL,YR,24X36,JAN-DEC,VERT/HORIZ,RD/BE	EA	AAGPM21228	306	10.89	CALENDAR,WALL,YR,24X36,JAN-DEC,VERT/HORIZ,RD/BE	EA	AAGPM21228	$ 3,332.34
CALENDAR,WALL,YR,32X48,LAM,VERT/HORIZ,JAN-DEC,RD/BE	EA	AAGPM32628	91	19.76	CALENDAR,WALL,YR,32X48,LAM,VERT/HORIZ,JAN-DEC,RD/BE	EA	AAGPM32628	$ 1,798.16
CARD,BUS,LASR,250/PK,WHT	PK	AVE5371	222	8.49	CARD,BUS,LASR,250/PK,WHT	PK	AVE5371	$ 1,884.78
CARD,BUS,LASR,F/3.5DISKWE	BX	AVE5911	108	62.52	CARD,BUS,LASR,F/3.5DISKWE	BX	AVE5911	$ 6,752.16
CART,LSR,FX-3,F/LC4000-2.7K(1557A002)	EA	CNMFX3	119	59.00	CART,LSR,FX-3,F/LC4000-2.7K(1557A002)	EA	CNMFX3	$ 7,021.00
CARTRIDGE,TAPE,BK ON WE	EA	DYM45013	222	16.01	CARTRIDGE,TAPE,BK ON WE	EA	DYM45013	$ 3,554.22
CASE,CATLG,ROLLR,LOCKS,BK	EA	USLPV784	48	126.89	CASE,CATLG,ROLLR,LOCKS,BK	EA	USLPV784	$ 6,090.72
CHAIRMAT, 46X60, W/LIP CLEATED	EA	WBMCM4660LC	109	19.09	CHAIRMAT, 46X60, W/LIP CLEATED	EA	WBMCM4660LC	$ 2,080.81
CHAIRMAT,36X48LIP,BVL	EA	DEFCM13113	310	16.45	CHAIRMAT,36X48, W/LIP, CLEATED	EA	WBMCM3648LC	$ 5,099.50
CHAIRMAT,36X48POLYECO,CLR	EA	DEFCM11142PC	36	78.49	CHAIRMAT,36X48POLYECO,CLR	EA	DEFCM11142PC	$ 2,825.64
CHAIRMAT,45X53LIP,BVL	EA	DEFCM14233	58	20.80	CHAIRMAT, 45X53, W/LIP, CLEATED	EA	WBMCM4553LC	$ 1,206.40
CHAIRMAT,46X60, W/NO LIP,(DEFCM13443F)	EA	UNV56808	36	20.30	CHAIRMAT, 46X60, CLEATED	EA	WBMCM4660C	$ 730.80
CHAIRMAT,46X60NOLIP,BVL	EA	DEFCM14443F	25	25.80	CHAIRMAT, 46X60, CLEATED	EA	WBMCM4660C	$ 645.00
CHAIRMAT,46X60NOLIP,NOBVL	EA	DEFCM21442F	43	61.89	CHAIRMAT,46X60NOLIP,NOBVL	EA	DEFCM21442F	$ 2,661.27
CHAIRMAT,46X60POLECOU,CLR	EA	DEFCM11442FPC	61	127.95	CHAIRMAT,46X60POLECOU,CLR	EA	DEFCM11442FPC	$ 7,804.95
CHAIRMAT,ECON, 36X48,CR	EA	DEFCM21112	44	13.35	CHAIRMAT, 36X48, W/LIP	EA	WBMCM3648LF	$ 587.40
CHAIRMAT,RECT,GNRL,48X60	EA	FLR1115223ER	17	116.99	CHAIRMAT,RECT,GNRL,48X60	EA	FLR1115223ER	$ 1,988.83
CHARGING STATION,TRIPP LITE CSC16AC,16 PORT,CHROMEBOOK	EA	TRPCSC16AC	2	534.99	CHARGING STATION,TRIPP LITE CSC16AC,16 PORT,CHROMEBOOK	EA	TRPCSC16AC	$ 1,069.98
CHEX MIX,MUDDY BUDDY,1.75OZ,60/CS	CS	GMM48341	69	45.49	CHEX MIX,MUDDY BUDDY,1.75OZ,60/CS	CS	GMM48341	$ 3,138.81
CLEANER,DUSTER,10OZ,2/PK	PK	PDC1060325	420	11.90	COMPRESSED AIR DUSTER CLEANER, 10 OZ CAN, 6/PACK	PK	WBMCA10Z6	$ 4,998.00
CLEANER,PURELL,INS,HND,8OZ	CT	GOJ965212	135	23.04	HAND SANITIZER, GERMS BE GONE, 8OZ, 24/CT	EA	NWLHS0812	$ 3,110.40
CLIP,#1,GEM,SMOOTH,1M/PK	PK	UNV72210	575	2.31	CLIP:PAPER:STANDARD:REGULAR	PK	BSN65638	$ 1,328.25
CLIP,BINDER,LARGE,78220	DZ	UNV10220	1366	1.10	CLIP,BINDER,LARGE,78220	DZ	UNV10220	$ 1,502.60

CLIP,BINDER,MEDIUM,1.25	DZ	ACC72050	1548	0.46	CLIP,BINDER,MED,DZ	DZ	WBMBDC0212	$ 712.08
CLIP,JUMBO,NON-SKID,1M/PK	PK	UNV72240	184	7.58	CLIP;PAPER;NONSKID;JUMBO	PK	BSN53366	$ 1,394.72
CLIPBOARD,SLIMMATE,FLOR	EA	SAU00579	129	6.57	CLIPBOARD,SLIMMATE,FLOR	EA	SAU00579	$ 847.53
CLOCK,WALL,QTZ,13.5",BK(1164)	EA	UNV11641	138	14.85	CLOCK,WALL,QTZ,13.5",BK(1164)	EA	UNV11641	$ 2,049.30
COFFEE,NES TC,REG,STX,RD	BX	NES15782	166	15.95	COFFEE,NES TC,REG,STX,RD	BX	NES15782	$ 2,647.70
COMPRESSED AIR DUSTER CLEANER, 10 OZ CAN, 2/PACK	PK	IVR10012	178	5.96	COMPRESSED AIR DUSTER CLEANER, 10 OZ CAN, 2/PACK	PK	WBMCA10Z2	$ 1,060.88
COMPRESSED AIR DUSTER CLEANER, 10 OZ CAN, 4/PACK	PK	IVR10014	84	11.90	COMPRESSED AIR DUSTER CLEANER, 10 OZ CAN, 4/PACK	PK	WBMCA10Z4	$ 999.60
COMPRESSED AIR DUSTER CLEANER, 10 OZ CAN, 6/PACK	PK	IVR10016	90	17.85	COMPRESSED AIR DUSTER CLEANER, 10 OZ CAN, 6/PACK	PK	WBMCA10Z6	$ 1,606.50
COPYHOLDER,IN-LINE DOC	EA	MMMDH640	172	66.60	COPYHOLDER,IN-LINE DOC	EA	MMMDH640	$ 11,455.20
COPYHOLDER,IN-LINE,CR	EA	MMMDH630	303	45.28	COPYHOLDER,IN-LINE,CR	EA	MMMDH630	$ 13,719.84
CREAMER,CFEE-MTE,LIQ,REG,.38OZ,360/CS	CS	NES35010	96	22.50	INTERNATIONAL DELIGHT HALF AND HALF ASEPTIC CREAMERS,384/CS	CS	ITD102041	$ 2,160.00
CRYSTAL GEYSER WATER,ALPINE,SPRG,35BTL	CT	CGW35001CT	95	6.65	WATER, BLIZZARD, 1/2L, 35/CT	CT	BLZ16935	$ 631.75
CUP PPR HOT 8OZ WHI	CT	SCC378W2050	30	32.98	CUP,HOT,8OZ,PPR,WHITE,1000/CT	CS	CSIHCWHITE8	$ 989.40
CUP,HOT DRINK,PAPER,8OZ,1000/CT	CT	DXE2338PATH	20	61.47	CUP,HOT,8OZ,PLA, 1000/CT	CS	CSIHCPLA8	$ 1,229.40
DIARY,DY,4-3/16X6-1/2,JAN-DEC,REMINDER,RD	EA	AAGSD38513	1212	10.90	DIARY,DY,4-3/16X6-1/2,JAN-DEC,REMINDER,RD	EA	AAGSD38513	$ 13,210.80
DIARY,DY,5-3/4X8-1/4,JAN-DEC,REMINDER,RD	EA	AAGSD38913	271	22.90	DIARY,DY,5-3/4X8-1/4,JAN-DEC,REMINDER,RD[SO]	EA	AAGSD38913	$ 6,205.90
DIARY,DY,5X7-1/2,JAN-DEC,REMINDER,RD [SO]	EA	AAGSD38713	1445	20.40	DIARY,DY,5X7-1/2,JAN-DEC,REMINDER,RD [SO]	EA	AAGSD38713	$ 29,478.00
DIARY,DY,7-11/16X12-1/8,JAN-DEC,RD[SO]	EA	AAGSD37613	147	55.62	DIARY,DY,7-11/16X12-1/8,JAN-DEC,RD[SO]	EA	AAGSD37613	$ 8,176.14
DISC,CDR,52X,100PK SPNDL	PK	IVR77990	59	16.89	DISC,CDR,52X,80MIN,100SP	PK	VER94554	$ 996.51
DISC,DVD-R,4.7GB,100PK,SR	PK	VER95102	153	20.52	DISC,DVD-R,4.7GB,100PK,SR	PK	VER95102	$ 3,139.56
DISINFECTANT SPRAY, ORIGINAL SCENT, 19 OZ AEROSOL,12 CANS/CT	EA	RAC04650	21	9.18	DISINFECTANT SPRAY, ORIGINAL SCENT, 19 OZ AEROSOL,12 CANS/CT	EA	RAC04650	$ 192.78
DISINFECTING WIPES, 7 X 8, FRESH SCENT, 75/CANISTER, 6/CT	EA	CLO15949	103	5.66	DISINFECTING WIPES, 7 X 8, FRESH SCENT, 75/CANISTER, 6/CT	EA	CLO15949	$ 582.98
DISINFECTING WIPES, 7 X 8, LEMON FRESH, 75/CANISTER, 6/CT	CT	CLO15948	67	29.94	DISINFECTANT,WIPE,LM,75CT	CT	BWK355W75	$ 2,005.98
DISPENSER,DRYLINE,CORR,WE	EA	PAP660415	3999	1.55	TAPE, CORRECTION, WITE-OUT	EA	BICWOTAPP11	$ 6,198.45
DISPENSER,LENS CLNR,100BX	CT	BAL8574GMCT	35	92.90	DISPENSER,LENS CLNR,100BX	CT	BAL8574GMCT	$ 3,251.50
DISPENSER,TAPE,DESK,BKDISPENSER,TAPE,DESK,BK	EA	MMMC38BK	1062	1.55	DISPENSER;TAPE;DESKTOP;BLK	EA	BSN32954	$ 1,646.10
DOHM CLASSIC DS TAN	EA	MAR3500200	138	35.85	DOHM CLASSIC DS TAN	EA	MAR3500200	$ 4,947.30
DRUM,19A,F/M102/130-12K	EA	HEWCF219A	134	70.36	DRUM,19A,F/M102/130-12K	EA	HEWCF219A	$ 9,428.24
DRUM,660A,F/M751-65K	EA	HEWW2004A	10	216.49	DRUM,660A,F/M751-65K	EA	HEWW2004A	$ 2,164.90
DRUM,F/7525/7535-125K	EA	XER013R00662	9	261.68	DRUM,F/7525/7535-125K	EA	XER013R00662	$ 2,355.12
DRUM,F/CP6015,CYN	EA	HEWCB385A	5	199.00	DRUM,F/CP6015,CYN	EA	HEWCB385A	$ 995.00
DRUM,F/CP6015,MAG	EA	HEWCB387A	5	199.00	DRUM,F/CP6015,MAG	EA	HEWCB387A	$ 995.00
DRUM,F/CP6015,YW	EA	HEWCB386A	5	199.00	DRUM,F/CP6015,YW	EA	HEWCB386A	$ 995.00
DRUM,F/HL2240-12K	EA	BRTDR420	50	67.37	DRUM,F/HL2240-12K	EA	BRTDR420	$ 3,368.50
DRUM,F/M203/277/206/230-23K	EA	HEWCF232A	98	85.27	DRUM,F/M203/277/206/230-23K	EA	HEWCF232A	$ 8,356.46
DRUM,F/MFC8600,20K	EA	BRTDR400	36	157.34	DRUM,F/MFC8600,20K	EA	BRTDR400	$ 5,664.24
DRUM,F/UF4500/5500-6K	EA	PANUG5590	19	39.95	DRUM,F/UF4500/5500-6K	EA	PANUG5590	$ 759.05
DRY ERASE BOARD, 36 X 24, SILVER FRAME	EA	QRTSM533	22	19.95	BOARD,DRY ERASE,36X24,ALUM FRAME,STEEL	EA	WBMDE3624AS	$ 438.90
DURAMAT MODERATE USE CHAIR MAT FOR LOW PILE CARPET, 45 X 53,	EA	DEFCM13233	92	20.80	CHAIRMAT, 45X53, W/LIP, CLEATED	EA	WBMCM4553LC	$ 1,913.60
DUSTER,10OZ,TWIN-PACK,BE	PK	END11407	86	8.98	DUSTER,10OZ,TWIN-PACK,BE	PK	END11407	$ 772.28
DUSTER,MOISTURE FREE,6/PK	PK	PDC105870	131	5.96	COMPRESSED AIR DUSTER CLEANER, 10 OZ CAN, 2/PACK	PK	WBMCA10Z2	$ 780.76
EARPHONE,HI-FI HEADPHONE	EA	KMW33137	116	7.95	EARPHONE,HI-FI HEADPHONE	EA	KMW33137	$ 922.20
EASEL,POST-IT(R) 4PACK,WE	CT	MMM559VAD	28	53.32	EASEL,SELF-STICK PAD,2/PK	4 Pads	UNV35603	$ 1,492.96
EASEL,POST-IT,6PK,WHITE	CT	MMM559VAD6PK	24	79.98	EASEL,SELF-STICK PAD,2/PK	6 Pads	UNV35603	$ 1,919.52
EASEL,SELF-STICK PAD,2/PK	CT	UNV35603	45	26.66	EASEL,SELF-STICK PAD,2/PK	CT	UNV35603	$ 1,199.70
ENVELOPE,#10,24#,WE,TINTD	BX	QUA90030	900	13.89	10 WW SEC TINT WEBDIAG	BX	WBM35202	$ 12,501.00
ENVELOPE,#10,GUMMED,24LB,WHITE,500BX	BX	QUA90020	106	13.39	ENVELOPE;SIDE SEAM;REGULAR	BX	BSN42250	$ 1,419.34
ENVELOPE,#10,REDISTP500,WE	BX	QUA69122	161	19.44	10 WW REDI-STRIP REGULAR SIDE SEAM	BX	WBM36003	$ 3,129.84
ENVELOPE,10X13 KFT EN,WHT	BX	UNV63570	27	38.20	ENVELOPE;INTRDEPT;SELF-SEAL	BX	BSN04547	$ 1,031.40
ENVELOPE,10X15X2,40#,KRFT	PK	QUA93338	49	44.34	ENVELOPE,10X15X2,40#,KRFT	PK	QUA93338	$ 2,172.66
ENVELOPE,13X16X2,MAILR,WE	CT	QUA46393	31	108.50	ENVELOPE,13X16X2,MAILR,WE	CT	QUA46393	$ 3,363.50
ENVELOPE,6X9 R-STRIP,KFT	BX	QUA44162	212	18.81	ENVELOPE,6X9 R-STRIP,KFT	BX	QUA44162	$ 3,987.72
ENVELOPE,9X12 CL CLSP,KFT	BX	QUA43568	75	17.92	ENVELOPE,9X12 CL CLSP,KFT	BX	QUA43568	$ 1,344.00
ENVELOPE,9X12,FCB CAT,WH	BX	QUA44534	34	27.93	ENVELOPE,9X12,FCB CAT,WH	BX	QUA44534	$ 949.62
ENVELOPE,CAT,10X13,28#	BX	QUA43762	279	49.95	ENVELOPE,CAT,10X13,28#	BX	QUA43762	$ 13,936.05
ENVELOPE,CAT,10X13,BN,20#	BX	UNV44105	91	51.32	ENVELOPE,CAT,10X13,KFT28#	BX	QUA41665	$ 4,670.12
ENVELOPE,CAT,10X13,WE,28#	BX	QUA44782	80	12.99	ENVELOPE;CATLG;SELFSL;10X13	BX	BSN65451	$ 1,039.20
ENVELOPE,CAT,7.5X10.5,28#	BX	QUA43462	64	51.93	ENVELOPE,CAT,7.5X10.5,28#	BX	QUA43462	$ 3,323.52
ENVELOPE,CAT,9X12,28#	BX	QUA43562	389	40.27	ENVELOPE,CAT,9X12,28#	BX	QUA43562	$ 15,665.03
ENVELOPE,CAT,9X12,28#,WE	BX	QUA43517	97	9.49	9X12 28WW REDI-SEAL CATALOG	BX	WBM42101	$ 920.53
ENVELOPE,CAT,9X12,28#KFT	BX	QUA43567	64	20.99	ENVELOPE,CAT,9X12,28#KFT	BX	QUA43567	$ 1,343.36
ENVELOPE,CAT,9X12,KFT,28#	BX	QUA41467	234	18.20	ENVELOPE,CAT,9X12,KFT,28#	BX	QUA41467	$ 4,258.80
ENVELOPE,CAT,9X12,KFT,28#	BX	QUA44562	106	10.69	9X12 BK REDI-STRIP CATALOG	BX	WBM40102	$ 1,133.14
ENVELOPE,CAT,9X12,WE,28#	BX	QUA44582	118	10.15	ENVELOPE,9X12,CAT,WHT	BX	WBM40100	$ 1,197.70
ENVELOPE,CAT10X13,28#,WE	BX	QUA43717	125	14.19	ENVELOPE;CATLG;SELFSL;10X13	BX	BSN04649	$ 1,773.75
ENVELOPE,CAT10X13,KFT,28#	BX	QUA41667	375	20.19	ENVELOPE,CAT10X13,KFT,28#	BX	QUA41667	$ 7,571.25
ENVELOPE,CLASP,9X12,28#,KRAFT,100/BX	BX	WBM35264	670	9.26	ENVELOPE,CLASP,9X12,28#,KRAFT,100/BX	BX	WBM35264	$ 6,204.20
ENVELOPE,CLSP,10X13,28#BN (37897)(2897)	BX	WBM35267	634	10.45	ENVELOPE,CLSP,10X13,28#BN (37897)(2897)	BX	WBM35267	$ 6,625.30
ENVELOPE,CLSP,10X13,28#BN (37897)(2897)	BX	UNV35267	240	10.45	ENVELOPE,CLSP,10X13,28#BN (37897)(2897)	BX	WBM35267	$ 2,508.00
ENVELOPE,CLSP,10X13,BN32# (37797)	BX	UNV44907	133	19.04	10X13 32BK CLASP	BX	WBM44907	$ 2,532.32
ENVELOPE,CLSP,12X15.5,BN (37910)	BX	UNV35270	122	14.70	12X15-1/2 28BK CLASP	BX	WBM35270	$ 1,793.40
ENVELOPE,CLSP,12X15.5,KFT	BX	QUA37810	59	15.24	ENVELOPE,CLSP,12X15.5,KFT	BX	QUA37810	$ 899.16
ENVELOPE,CLSP,6.5X9.5,KFT	BX	QUA37863	95	7.79	6-1/2X9-1/2 28BK CLASP	BX	WBM35261	$ 740.05
ENVELOPE,CLSP,6X9,28#,BN (CO955)	BX	UNV35260	205	8.23	6X9 28BK CLASP	BX	WBM35260	$ 1,687.15
ENVELOPE,CLSP,6X9,KFT	BX	QUA43055	140	15.11	ENVELOPE,CLSP,6X9,KFT	BX	QUA43055	$ 2,115.40
ENVELOPE,CLSP,7.5X10.5,BN	BX	UNV35262	259	11.28	7-1/2X10-1/2 28BK CLSP	BX	WBM35262	$ 2,921.52
ENVELOPE,CLSP,7X10,KFT	BX	QUA37868	111	20.02	ENVELOPE,CLSP,7X10,KFT	BX	QUA37868	$ 2,222.22
ENVELOPE,CLSP,9X12,28#,BN (CO990)	BX	UNV35264	270	9.26	ENVELOPE,CLASP,9X12,28#,KRAFT,100/BX	BX	WBM35264	$ 2,500.20
ENVELOPE,CLSP10X13KFT 28#(T)	BX	QUA37897	201	10.45	ENVELOPE,CLSP,10X13,28#BN (37897)(2897)	BX	WBM35267	$ 2,100.45
ENVELOPE,CLSP12X15.5KFT28(CO910)	BX	QUA37910	107	14.70	12X15-1/2 28BK CLASP	BX	WBM35270	$ 1,572.90
ENVELOPE,CLSP7.5X10.5KR28,100/BX	BX	QUA37875	140	9.69	7-1/2X10-1/2 28BK CLSP	BX	WBM35262	$ 1,356.60
ENVELOPE,CLSP9X12,KFT,28#	BX	QUA37890	240	9.26	ENVELOPE,CLASP,9X12,28#,KRAFT,100/BX	BX	WBM35264	$ 2,222.40
ENVELOPE,DEPT,10X13,TIE	CT	QUA63561	34	22.95	10X13 BK INTER-DEPARTMENT 2 SIDE NARROWRULE, 100/CT	CT	WBM63568	$ 780.30
ENVELOPE,KRAFT,#12,28#	BX	QUA11462	54	63.90	ENVELOPE,KRAFT,#12,28#	BX	QUA11462	$ 3,450.60
ENVELOPE,OPEN END,6X9,WHT,100/BX	BX	UNV19005	67	44.34	ENVELOPE,TYVEK,6X9,PLAIN	BX	QUAR1320	$ 2,970.78
ENVELOPE,REDI-SEAL,6X9,28	BX	QUA43167	655	16.44	ENVELOPE,REDI-SEAL,6X9,28	BX	QUA43167	$ 10,768.20
ENVELOPE,SHIPLITE,FIRST CLASS,9X12,100/BX	BX	QUAS3615	37	57.34	ENVELOPE,SHIPLITE,FIRST CLASS,9X12,100/BX	BX	QUAS3615	$ 2,121.58
ENVELOPE,TYVEK,10X13,1ST(CO806)	BX	QUAR1590	141	49.85	ENVELOPE,TYVEK,10X13,1ST(CO806)	BX	QUAR1590	$ 7,028.85
ENVELOPE,TYVEK,10X13,PLN(CO802)	BX	QUAR1580	292	49.09	ENVELOPE,TYVEK,10X13,PLN(CO802)	BX	QUAR1580	$ 14,334.28
ENVELOPE,TYVEK,10X15,PLN	BX	QUAR1660	186	63.90	ENVELOPE,TYVEK,10X15,PLN	BX	QUAR1660	$ 11,885.40
ENVELOPE,TYVEK,12X16X2,END EXP(CO814)	CT	QUAR4520	18	146.05	ENVELOPE,TYVEK,12X16X2,END EXP(CO814)	CT	QUAR4520	$ 2,628.90
ENVELOPE,TYVEK,12X16X2,PLN,100/CT	CT	QUAR4290	22	184.30	ENVELOPE,TYVEK,12X16X2,PLN,100/CT	CT	QUAR4290	$ 4,054.60
ENVELOPE,TYVEK,6X9,1ST	BX	QUAR1330	179	44.29	ENVELOPE,TYVEK,6X9,1ST	BX	QUAR1330	$ 7,927.91
ENVELOPE,TYVEK,6X9,PLAIN	BX	QUAR1320	248	43.04	ENVELOPE,TYVEK,6X9,PLAIN	BX	QUAR1320	$ 10,673.92
ENVELOPE,TYVEK,9X12,1ST(CO805)	BX	QUAR1470	371	44.06	ENVELOPE,TYVEK,9X12,1ST(CO805)	BX	QUAR1470	$ 16,346.26
ENVELOPE,TYVEK,9X12,PLN,100/BX	BX	QUAR1460	140	43.41	ENVELOPE,TYVEK,9X12,PLN,100/BX	BX	QUAR1460	$ 6,077.40
ENVELOPE,TYVK,12X15.5,PLN(CO804)	BX	QUAR1790	210	73.35	ENVELOPE,TYVK,12X15.5,PLN(CO804)	BX	QUAR1790	$ 15,403.50
ENVELOPE,TYVK,12X16X2,PLN	CT	QUAR4492	22	206.89	ENVELOPE,TYVK,12X16X2,PLN	CT	QUAR4492	$ 4,551.58
ENVELOPE,TYVK12X16X4WEPLN(CO817)	CT	QUAR4497	52	105.99	WHITE EXPANDABLE TYVEK ENVELOPES, 12 X 16 X 4", 50/CS	CS	BPTTYE12164WS	$ 5,511.48
ENVELOPES,BROWN KRAFT,7 1/2 X 10 1/2,OPEN END,BROWN KRAFT	PK	JAM29215	130	9.19	ENVELOPES,BROWN KRAFT,7 1/2 X 10 1/2,OPEN END,BROWN KRAFT	PK	JAM29215	$ 1,194.70
ENVELOPES,BUBBLE MAILERS,KRAFT,WHITE,SIZE 6,25/PK	BX	JAMKP6W	12	35.00	ENVELOPES,BUBBLE MAILERS,KRAFT,WHITE,SIZE 6,25/PK	BX	JAMKP6W	$ 420.00
FAN,SUPER TURBO HP,BK (HT800)	EA	HWLHT900	154	19.19	FAN,SUPER TURBO HP,BK (HT800)	EA	HWLHT900	$ 2,955.26

FASTENER,2 PC,2" CAP	BX	ACC70022	464	4.79	FASTENER,2 PC,2" CAP	BX	ACC70022	$	2,222.56
FASTENER,2"CAP,SELF-ADHES	BX	SMD68220	263	3.69	FASTENER;PRONG;SLFADH;2"CAP	BX	BSNSA21	$	970.47
FAX,HIGH-SPEED, LASER	EA	BRTFAX2840	7	189.00	FAX,HIGH-SPEED, LASER	EA	BRTFAX2840	$	1,323.00
FILE,ET MICROBEGD 2FA,MLA	BX	PFX62714	46	33.56	FILE,ET MICROBEGD 2FA,MLA	BX	PFX62714	$	1,543.76
FILE,FLDR,ET,LTR,2B1&3,BE	BX	SMD25050	34	27.49	FILE,FLDR,ET,LTR,2B1&3,BE	BX	SMD25050	$	934.66
FILE,HD,A-Z,EXP,LT,BN	EA	PFXR117ALHD	215	7.79	FILE,HD,A-Z,EXP,LT,BN	EA	PFXR117ALHD	$	1,674.85
FILE,MESH,WALL,3PCKT,BK	ST	UNV20011	68	24.85	FILE,MESH,WALL,3PCKT,BK	ST	UNV20011	$	1,689.80
FILE,PKT,LGL,1.75",EXP	BX	SMD74800	54	52.90	FILE,PKT,LGL,1.75",EXP	BX	SMD74800	$	2,856.60
FILE,PKT,LTR,1.75"EXP	BX	SMD73800	83	41.90	FILE,PKT,LTR,1.75"EXP	BX	SMD73800	$	3,477.70
FILE,PKT,LTR,5.25",EXP,BE	EA	SMD73235	502	2.54	FILE,PKT,LTR,5.25",EXP,BE	EA	SMD73235	$	1,275.08
FILE,STOR,ECON,12X15X10,LTR/LGL,12EA/CT	CT	FEL00703	71	31.80	BOX,STOR,LTR/LGL	CT	UNV95223	$	2,257.80
FILTER,PRIVACY,LCD,23.0IN,16:9	EA	MMMPF230W9	14	55.91	FILTER;PRIVACY;23"W;16:9	EA	BSN20516	$	782.74
FILTER,PRVCY,23.6,WIDE	EA	IVRBLF236W	26	59.95	FILTER,PRVCY,23.6,WIDE	EA	IVRBLF236W	$	1,558.70
FIRST AID,ANSI B,50PRN,WH	KT	ACMFAO90566	14	58.44	FIRST AID,ANSI B,50PRN,WH	KT	ACMFAO90566	$	818.16
FIRST CLASS REDI-SEAL ENVELOPES,10" X 13", KRAFT, 500/CS	CS	BPTEN1053	9	160.45	FIRST CLASS REDI-SEAL ENVELOPES,10" X 13", KRAFT, 500/CS	CS	BPTEN1053	$	1,444.05
FLAG,1 IN ,2PK OF 50,PK	PK	MMM680BP2	409	3.56	FLAG,1 IN ,2PK OF 50,PK	PK	MMM680BP2	$	1,456.04
FLAG,1 IN, 2 PK OF 50,BE	PK	MMM680BE2	959	2.56	FLAG,1"X1.77",PAGE,CLR,BE	PK	UNV99002	$	2,455.04
FLAG,1 IN,2 PK OF 50,OE	PK	MMM680OE2	510	3.56	FLAG,1 IN,2 PK OF 50,OE	PK	MMM680OE2	$	1,815.60
FLAG,1 IN,2PK OF 50,GN	PK	MMM680GN2	1422	2.56	FLAG,1"X1.77",PAGE,CLR,GN	PK	UNV99003	$	3,640.32
FLAG,1",100EA/PK,6PK/BX,YW	BX	MMM680YW12	118	15.36	FLAG,1"X1.77",PAGE,CLR,YW	600 EA	UNV99006	$	1,812.48
FLAG,1.0",12PK,50/PK,GN	BX	MMM680GN12	299	15.36	FLAG,1"X1.77",PAGE,CLR,GN	600 EA	UNV99003	$	4,592.64
FLAG,1.0",6-2PK,50/PK,BE	BX	MMM680BE12	148	15.36	FLAG,1"X1.77",PAGE,CLR,BE	600 EA	UNV99002	$	2,273.28
FLAG,1.0",6-2PK,50/PK,RD	BX	MMM680RD12	229	15.36	FLAG,1"X1.77",PAGE,CLR,RD	600 EA	UNV99001	$	3,517.44
FLAG,1IN, 2PK OF 50,PE	PK	MMM680PU2	2134	3.56	FLAG,1IN, 2PK OF 50,PE	PK	MMM680PU2	$	7,597.04
FLAG,1IN,2PK OF 50,YW	PK	MMM680YW2	729	2.56	FLAG,1"X1.77",PAGE,CLR,YW	PK	UNV99006	$	1,866.24
FLAG,TAPE,IN DISP,RED,RETAIL 2PK	PK	MMM680RD2	1177	2.56	FLAG,1"X1.77",PAGE,CLR,RD	PK	UNV99001	$	3,013.12
FOLDER, FILE, 1/3C,LTR,RD(3003RD)	BX	UNV10503	110	10.80	FOLDER, FILE, 1/3C,LTR,RD(3003RD)	BX	WBM10503	$	1,188.00
FOLDER, FILE, 1/3C,LTR,YW(3003YW)	BX	UNV10504	90	10.80	FOLDER, FILE, 1/3C,LTR,YW(3003YW)	BX	WBM10504	$	972.00
FOLDER, FILE,1/3C,LTR,BE (3003BE)	BX	UNV10501	95	10.80	FOLDER, FILE,1/3C,LTR,BE (3003BE)	BX	WBM10501	$	1,026.00
FOLDER,1/3 LTR 1&3FAS MAN	BX	PFXFM213	179	20.89	FOLDER;FILE;FASTNR;LTR;1/3	BX	BSN17213	$	3,739.31
FOLDER,6SEC,2/5C,LTR,RD	BX	SMD14075	69	11.04	FOLDER,PSBD,6SEC,2/5C,LTR(S60900)	BX	WBM10270	$	761.76
FOLDER,CLAS,TPTAB,LTR,DBE	BX	SMD13732	536	9.89	FOLDER,CLASS,25PT,CBT	BX	WBM10201	$	5,301.04
FOLDER,CLASS,6SEC,LTR,BE	BX	UNV10301	117	11.04	FOLDER,CLASS,6SEC,LTR,BE	BX	WBM10301	$	1,291.68
FOLDER,CONVERSION,MLA	BX	SMD24190	38	39.90	FOLDER,CONVERSION,MLA	BX	SMD24190	$	1,516.20
FOLDER,CTLS,FILE,1/3C,MLA	BX	PFX48420	895	10.24	FOLDER,CTLS,FILE,1/3C,MLA	BX	PFX48420	$	9,164.80
FOLDER,ELECTRONIC,CCGY	EA	PRE1711	2	1,243.90	FOLDER,ELECTRONIC,CCGY	EA	PRE1711	$	2,487.80
FOLDER,ET STR 2BET2-200L1	BX	SMD34215	45	41.79	FOLDER,ET STR 2BET2-200L1	BX	SMD34215	$	1,880.55
FOLDER,EXP,FSTNR	BX	PFXH10U13BL	28	30.99	FOLDER,EXP,FSTNR	BX	PFXH10U13BL	$	867.72
FOLDER,FASTENER,MLA	BX	SMD14547	49	20.89	FOLDER;FILE;FASTNR;LTR;1/3	BX	BSN17213	$	1,023.61
FOLDER,FASTR,LT,2B1,3,MLA	BX	SMD34105	104	26.99	FOLDER,FASTR,LT,2B1,3,MLA	BX	SMD34105	$	2,806.96
FOLDER,FIL,1/3CUT,LTR,AST	BX	PFX15213ASST	98	12.15	FOLDER, FILE,1/3C,LTR,AST(3003A)	BX	WBM10506	$	1,190.70
FOLDER,FILE,END TB,LTR,YW	BX	SMD25910	31	44.33	FOLDER,FILE,END TB,LTR,YW	BX	SMD25910	$	1,374.23
FOLDER,HANG,1/5CUT,LTR,25 (#4425)	BX	UNV14115	197	6.59	FOLDER,HANG,1/5CUT,LTR,25EA/BX (37215)	BX	WBM14115	$	1,298.23
FOLDER,HANG,1/5CUT,LTR,25EA/BX (37215)	BX	WBM14115	564	6.59	FOLDER,HANG,1/5CUT,LTR,25EA/BX (37215)	BX	WBM14115	$	3,716.76
FOLDER,HANG,SUREHK,LTR,1/5,GN	BX	PFX615215	157	15.95	FOLDER,HANG,SUREHK,LTR,1/5,GN	BX	PFX615215	$	2,504.15
FOLDER,HG,2/5RC,LTR,2D,BE	EA	SMD65115	150	7.90	FOLDER,HG,2/5RC,LTR,2D,BE	EA	SMD65115	$	1,185.00
FOLDER,LTR,2FSTNR,MLA	BX	UNV13120	1643	16.99	FOLDER;FILE;FASTNR;LTR;11PT	BX	BSN17262	$	27,914.57
FOLDER,MLA,1/2 CT,LTR,100(3002)	BX	UNV12112	173	8.09	FOLDER,MLA,1/2 CT,LTR,100(3002)	BX	WBM12112	$	1,399.57
FOLDER,MLA,1/3 CT,LTR,100BX(1103)(BSN17525)	BX	UNV12113	1247	6.59	FOLDER,MLA,1/3 CT,LTR,100EA/BX [370-1/3]	BX	WBM12113	$	8,217.73
FOLDER,MLA,1/3 CT,LTR,100EA/BX [370-1/3]	BX	WBM12113	1504	6.59	FOLDER,MLA,1/3 CT,LTR,100EA/BX [370-1/3]	BX	WBM12113	$	9,911.36
FOLDER,MLA,1/3 CUT,LGE,BE	BX	SMD17034	29	42.62	FOLDER,MLA,1/3 CUT,LGE,BE	BX	SMD17034	$	1,235.98
FOLDER,MLA,1/3CT,LTR,POS1	BX	SMD10335	85	23.59	FOLDER,MLA,1/3CT,LTR,POS1	BX	SMD10335	$	2,005.15
FOLDER,MLA,1/3CT,LTR,POS2	BX	SMD10336	82	23.59	FOLDER,MLA,1/3CT,LTR,POS2	BX	SMD10336	$	1,934.38
FOLDER,MLA,1/3CT,LTR,POS3	BX	SMD10337	90	23.59	FOLDER,MLA,1/3CT,LTR,POS3	BX	SMD10337	$	2,123.10
FOLDER,MLA,2FSTNR,LTR	BX	SMD14537	152	20.89	FOLDER;FILE;FASTNR;LTR;1/3	BX	BSN17213	$	3,175.28
FOLDER,MLA,2FSTNR,LTR,GN	BX	SMD12140	59	20.59	FOLDER;FILE;FASTENR;LTR;GN	BX	BSN17268	$	1,214.81
FOLDER,MLA,FSTNR,LTR	BX	SMD34115	166	16.99	FOLDER;FILE;FASTNR;LTR;11PT	BX	BSN17262	$	2,820.34
FOLDER,MLA,LTR,1/3 CUT	BX	PFX75213	330	6.59	FOLDER,MLA,1/3 CT,LTR,100EA/BX [370-1/3]	BX	WBM12113	$	2,174.70
FOLDER,PRSBRD,EXP,LTR,GN	BX	PFX17167	27	29.00	FOLDER,PRSBRD,EXP,LTR,GN	BX	PFX17167	$	783.00
FOLDER,PSBD,1/3C,LTR,25BE	BX	PFX9200T13	1143	28.39	FOLDER,PSBD,1/3C,LTR,25BE	BX	PFX9200T13	$	32,449.77
FOLDER,PSBD,1/3C,LTR,25GN	BX	SMD21546	73	47.85	FOLDER,PSBD,1/3C,LTR,25GN	BX	SMD21546	$	3,493.05
FOLDER,PSBD,1/3C,LTR,25GY	BX	SMD14934	86	43.90	FOLDER,PSBD,1/3C,LTR,25GY	BX	SMD14934	$	3,775.40
FOLDER,PSBD,4SEC,2/5C,LTR	BX	SMD13775	132	9.89	FOLDER,PSBD,4SEC,2/5C,LTR(PF751RD)	BX	WBM10250	$	1,305.48
FOLDER,PSBD,4SEC,LTR,GN	BX	UNV10251	208	23.30	FOLDER;CLASSF;LTR;2"EX;1DIV	BX	NAT01056	$	4,846.40
FOLDER,PSBD,6 SEC,LTR,GN	BX	UNV10271	211	11.04	FOLDER,PSBD,6 SEC,LTR,GN	BX	WBM10271	$	2,329.44
FOLDER,PSBD,8SEC,2/5C,LTR	BX	SMD14092	38	38.80	FOLDER,PSBD,8SEC,2/5C,LTR	BX	SMD14092	$	1,474.40
FOLDER,PSBD,STCT,LTR,25BE	BX	PFX9200	64	41.44	FOLDER,PSBD,STCT,LTR,25BE	BX	PFX9200	$	2,652.16
FOLDER,PSBD2FSTNR,LTR,GY	BX	SMD34725	97	49.90	FOLDER,PSBD2FSTNR,LTR,GY	BX	SMD34725	$	4,840.30
FOLDER,REIN,1/2CT,MLA,LTR	BX	UNV16112	159	15.95	FOLDER,REIN,1/2CT,MLA,LTR	BX	UNV16112	$	2,536.05
FOLDER,REIN,1/3CT,KFT,LGL	BX	UNV16143	95	30.75	FOLDER,REIN,1/3CT,KFT,LGL	BX	UNV16143	$	2,921.25
FOLDER,REIN,1/3CT,KFT,LTR	BX	UNV16133	188	20.95	FOLDER,REIN,1/3CT,KFT,LTR	BX	UNV16133	$	3,938.60
FOLDER,REIN,1/3CT,MLA,LTR	BX	WBM16113	694	10.59	FOLDER,REIN,1/3CT,MLA,LTR	BX	WBM16113	$	7,349.46
FOLDER,REIN,1/3CT,MLA,LTR	BX	UNV16113	130	10.59	FOLDER,REIN,1/3CT,MLA,LTR	BX	WBM16113	$	1,376.70
FOLDER,SS S059727362W/FSTNR,END TAB	BX	SMD25040	74	40.75	FOLDER,SS S059727362W/FSTNR,END TAB	BX	SMD25040	$	3,015.50
FOLDER,W/EXT TAB,LTR,MLA	BX	SMD24250	185	33.90	FOLDER,W/EXT TAB,LTR,MLA	BX	SMD24250	$	6,271.50
FOLDER,W/FSTNR,END TAB	BX	SMD25140	162	40.75	FOLDER,W/FSTNR,END TAB	BX	SMD25140	$	6,601.50
FOLDR,CLASS,TOPTAB,LGL,BE	BX	SMD19030	153	52.90	FOLDR,CLASS,TOPTAB,LGL,BE	BX	SMD19030	$	8,093.70
FOOTREST,CLIMAT CONTRL,BK	EA	FEL8030901	22	67.35	FOOTREST,CLIMAT CONTRL,BK	EA	FEL8030901	$	1,481.70
FOOTREST,STANDARD, ADJTBLE	EA	FEL48121	191	22.26	FOOTREST,STANDARD, ADJTBLE	EA	FEL48121	$	4,251.66
FUSER,110V,M552/M553,M577-150K	KT	HEWB5L35A	20	169.25	FUSER,110V,M552/M553,M577-150K	KT	HEWB5L35A	$	3,385.00
GROUND, COFFEE, FOLGERS, CLASSIC, 25.9 OZ, CANISTER	CT	FOL30407	254	13.44	GROUND, COFFEE, FOLGERS, CLASSIC, 25.9 OZ, CANISTER	CT	FOL30407	$	3,413.76
HEADSET,CLEARCHATUSB,H390,BK	EA	LOG981000014	163	27.24	HEADSET,CLEARCHATUSB,H390,BK	EA	LOG981000014	$	4,440.12
HEAVY-DUTY VIEW BINDER W/DURAHINGE & LOCKNG 1-TOUCH EZD,WHT	EA	AVE79106	54	6.99	BNDR,SLNTRNG,11X8.5,5"WE (WLJ38550WA)	EA	AVE09901	$	377.46
HILIGHTER,BRITELINER,YW	DZ	BICBL11YW	402	2.40	HILIGHTER,POCKET,YW (SAN27005)	DZ	UNV08851	$	964.80
HILITER,DESK,YW	DZ	UNV08861	460	2.40	HILITER,DESK,YW	DZ	UNV08861	$	1,104.00
HOLDER,BADGE,ID,RTR,25/BX	BX	GBC50573	62	31.11	HOLDER,BADGE,ID,RTR,25/BX	BX	GBC50573	$	1,928.82
HOT CHOC. W/MARSH,SWISS MISS,50/BX(47492)	BX	CGF07285	244	13.22	HOT CHOC. W/MARSH,SWISS MISS,50/BX(47492)	BX	CGF07285	$	3,225.68
ICEMELT,MERLIN MELTS LIKE MAGIC,50LB BG (8535575)	EA	KISMERLINBAG	100	9.49	ICEMELT,MERLIN MELTS LIKE MAGIC,50LB BG (8535575)	EA	KISMERLINBAG	$	949.00
INDEX,ALLSTATE 1-25,WE	ST	AVE01701	253	2.36	INDEX,ALLSTATE 1-25,WE	ST	AVE01701	$	597.08
INDEX,ALLSTATE A-Z,WE	ST	AVE01700	391	2.36	INDEX,ALLSTATE A-Z,WE	ST	AVE01700	$	922.76
INDEX,BNDR,11X8.5,8CLRD	ST	AVE11111	4434	0.91	INDEX,BNDR,11X8.5,8CLRD	ST	AVE11111	$	4,034.94
INDEX,BNDR,LTR,8TAB,WE	ST	AVE23078	1522	0.59	DIVIDERS;WRITE-ON;8TAB;WE	ST	BSN20073	$	897.98
INDEX,BNDR,LTR,A-Z CLRD	ST	AVE11125	484	3.56	INDEX,BNDR,LTR,A-Z CLRD	ST	AVE11125	$	1,723.04
INDEX,MAKER,LASPRT,5TAB,25/BX	BX	AVE11446	51	12.95	DIVIDER;INDEX;PUNCHED,5TAB	BX	BSN36685	$	660.45
INK,3 CLR PK,CYN,MAG,YEL,F/HP 951	EA	HEWCR314FN	261	57.24	INK,3 CLR PK,CYN,MAG,YEL,F/HP 951	EA	HEWCR314FN	$	14,939.64
INKCART 245XL/CL-246XL,W/4X6 PAPER,AST	EA	CNM8278B005	37	28.50	INKCART PG245XL/CL-246XL,W/4X6 PAPER,AST	EA	CNM8278B005	$	1,054.50
INKCART, #64XL, BLK-600PG	EA	HEWN9J92AN	195	39.49	INKCART, #64XL, BLK-600PG	EA	HEWN9J92AN	$	7,700.55
INKCART, #65, BLK-200PG	EA	HEWN9K02AN	222	12.75	INKCART, #65, BLK-200PG	EA	HEWN9K02AN	$	2,830.50
INKCART, 932 XL,BK-1K	EA	HEWCN053AN	53	34.89	INKCART, 932 XL,BK-1K	EA	HEWCN053AN	$	1,849.17
INKCART,#63XL BLK-480PG	EA	HEWF6U64AN	1170	39.49	INKCART,#63XL BLK-480PG	EA	HEWF6U64AN	$	46,203.30
INKCART,#64XL,TRI CLR	EA	HEWN9J91AN	103	43.36	INKCART,#64XL,TRI CLR	EA	HEWN9J91AN	$	4,466.08
INKCART,#65XL, BLK-300PG	EA	HEWN9K04AN	400	28.96	INKCART,#65XL, BLK-300PG	EA	HEWN9K04AN	$	11,584.00

INKCART,#65XL, TRICLR-300PG	EA	HEWN9K03AN	237	35.06	INKCART,#65XL, TRICLR-300PG	EA	HEWN9K03AN	$	8,309.22
INKCART,#972A,CYN,PAGEWIDE MFP377/477-3K	EA	HEWL0R86AN	35	66.34	INKCART,#972A,CYN,PAGEWIDE MFP377/477-3K	EA	HEWL0R86AN	$	2,321.90
INKCART,#972A,MAG,PAGEWIDE MFP377/477-3K	EA	HEWL0R89AN	37	66.34	INKCART,#972A,MAG,PAGEWIDE MFP377/477-3K	EA	HEWL0R89AN	$	2,454.58
INKCART,#972A,YEL,PAGEWIDE MFP377/477-3K	EA	HEWL0R92AN	34	66.34	INKCART,#972A,YEL,PAGEWIDE MFP377/477-3K	EA	HEWL0R92AN	$	2,255.56
INKCART,#972X,BLK,PAGEWIDE MPF477-10K	EA	HEWF6T84AN	80	115.00	INKCART,#972X,BLK,PAGEWIDE MPF477-10K	EA	HEWF6T84AN	$	9,200.00
INKCART,#972X,CYN,PAGEWIDE MFP477-7K	EA	HEWL0R98AN	42	118.01	INKCART,#972X,CYN,PAGEWIDE MFP477-7K	EA	HEWL0R98AN	$	4,956.42
INKCART,#972X,MAG,PAGEWIDE MFP477-7K	EA	HEWL0S01AN	41	118.01	INKCART,#972X,MAG,PAGEWIDE MFP477-7K	EA	HEWL0S01AN	$	4,838.41
INKCART,#972X,YEL,PAGEWIDE MFP477-7K	EA	HEWL0S04AN	42	118.01	INKCART,#972X,YEL,PAGEWIDE MFP477-7K	EA	HEWL0S04AN	$	4,956.42
INKCART,61XL,TRICLR -330PG	EA	HEWCH564WN	69	40.49	INKCART,61XL,TRICLR -330PG	EA	HEWCH564WN	$	2,793.81
INKCART,950 OFCJET,BK-1K	EA	HEWCN049AN	200	26.78	INKCART,950 OFCJET,BK-1K	EA	HEWCN049AN	$	5,356.00
INKCART,950XL,BK-2.3K	EA	HEWCN045AN	1788	42.01	INKCART,950XL,BK-2.3K	EA	HEWCN045AN	$	75,113.88
INKCART,951 OFCJET,CN-700PG	EA	HEWCN050AN	113	17.89	INKCART,951 OFCJET,CN-700PG	EA	HEWCN050AN	$	2,021.57
INKCART,951XL,CN-1.5K	EA	HEWCN046AN	930	31.25	INKCART,951XL,CN-1.5K	EA	HEWCN046AN	$	29,062.50
INKCART,951XL,MG-1.5K	EA	HEWCN047AN	862	31.25	INKCART,951XL,MG-1.5K	EA	HEWCN047AN	$	26,937.50
INKCART,951XL,YL-1.5K	EA	HEWCN048AN	926	31.25	INKCART,951XL,YL-1.5K	EA	HEWCN048AN	$	28,937.50
INKCART,BLK. #67XL-240PG	EA	HEW3YM57AN	383	22.44	INKCART,BLK. #67XL-240PG	EA	HEW3YM57AN	$	8,594.52
INKCART,BLK.#934XL-1K	EA	HEWC2P23AN	213	33.53	INKCART,BLK.#934XL-1K	EA	HEWC2P23AN	$	7,141.89
INKCART,BLK.#970 XL-9.2K	EA	HEWCN625AM	19	110.59	INKCART,BLK.#970 XL-9.2K	EA	HEWCN625AM	$	2,101.21
INKCART,BLK.62 -200PG	EA	HEWC2P04AN	414	15.60	INKCART,BLK.62 -200PG	EA	HEWC2P04AN	$	6,458.40
INKCART,BLK.62XL-600PG	EA	HEWC2P05AN	1313	38.74	INKCART,BLK.62XL-600PG	EA	HEWC2P05AN	$	50,865.62
INKCART,BLK.910XL,F/OJ PRO8020-825PG	EA	HEW3YL65AN	424	36.39	INKCART,BLK.910XL,F/OJ PRO8020-825PG	EA	HEW3YL65AN	$	15,429.36
INKCART,CMY COMBO,910,F/OJ PRO8020-945PG	PK	HEW3YN97AN	149	30.19	INKCART,CMY COMBO,910,F/OJ PRO8020-945PG	PK	HEW3YN97AN	$	4,498.31
INKCART,CYN.910XL,F/OJ PRO8020-825PG	EA	HEW3YL62AN	153	20.12	INKCART,CYN.910XL,F/OJ PRO8020-825PG	EA	HEW3YL62AN	$	3,078.36
INKCART,F/63XL,TRICLR-330PG	EA	HEWF6U63AN	593	42.49	INKCART,F/63XL,TRICLR-330PG	EA	HEWF6U63AN	$	25,196.57
INKCART,HP 952 MAG-700PG	EA	HEWL0S52AN	89	19.56	INKCART,HP 952 MAG-700PG	EA	HEWL0S52AN	$	1,740.84
INKCART,HP 61XL,BK-480PG	EA	HEWCH563WN	125	38.49	INKCART,HP 61XL,BK-480PG	EA	HEWCH563WN	$	4,811.25
INKCART,HP 62 ,TRICLR/BLK	PK	HEWN9H64FN	56	34.05	INKCART,HP 62 ,TRICLR/BLK	PK	HEWN9H64FN	$	1,906.80
INKCART,HP 902XL,BK-825PG	EA	HEWT6M14AN	1259	39.48	INKCART,HP 902XL,BK-825PG	EA	HEWT6M14AN	$	49,705.32
INKCART,HP 902XL,CN-825PG	EA	HEWT6M02AN	504	22.86	INKCART,HP 902XL,CN-825PG	EA	HEWT6M02AN	$	11,521.44
INKCART,HP 902XL,MAG-825PG	EA	HEWT6M06AN	538	22.86	INKCART,HP 902XL,MAG-825PG	EA	HEWT6M06AN	$	12,298.68
INKCART,HP 902XL,YL-825PG	EA	HEWT6M10AN	540	22.86	INKCART,HP 902XL,YL-825PG	EA	HEWT6M10AN	$	12,344.40
INKCART,HP 952 CYN-700PG	EA	HEWL0S49AN	96	19.56	INKCART,HP 952 CYN-700PG	EA	HEWL0S49AN	$	1,877.76
INKCART,HP 952,BK-1K	EA	HEWF6U15AN	215	28.69	INKCART,HP 952,BK-1K	EA	HEWF6U15AN	$	6,168.35
INKCART,HP 952XL,BK-2K	EA	HEWF6U19AN	2590	42.13	INKCART,HP 952XL,BK-2K	EA	HEWF6U19AN	$	109,116.70
INKCART,HP 952XL,CN-1.6K	EA	HEWL0S61AN	1379	32.24	INKCART,HP 952XL,CN-1.6K	EA	HEWL0S61AN	$	44,458.96
INKCART,HP 952XL,MG-1.6K	EA	HEWL0S64AN	1335	32.24	INKCART,HP 952XL,MG-1.6K	EA	HEWL0S64AN	$	43,040.40
INKCART,HP 952XL,YL-1.6K	EA	HEWL0S67AN	1474	32.24	INKCART,HP 952XL,YL-1.6K	EA	HEWL0S67AN	$	47,521.76
INKCART,HP 956XL,ORIG,BK-3K-DISC-USE HEWF6U19AN	EA	HEWL0R39AN	42	44.89	INKCART,HP 956XL,ORIG,BK-3K-DISC-USE HEWF6U19AN	EA	HEWL0R39AN	$	1,885.38
INKCART,HP 98,BK (420PG)	EA	HEWC9364WN	69	30.94	INKCART,HP 98,BK (420PG)	EA	HEWC9364WN	$	2,134.86
INKCART,HP63,AST,TRICLR/BK	PK	HEWL0R46AN	83	41.38	INKCART,HP63,AST,TRICLR/BK	PK	HEWL0R46AN	$	3,434.54
INKCART,HP902,3/PK,AST,C,M,Y	PK	HEWT0A38AN	328	34.84	INKCART,HP902,3/PK,AST,C,M,Y	PK	HEWT0A38AN	$	11,427.52
INKCART,HP952,2/PK,BK	PK	HEW3YP21AN	35	57.38	INKCART,HP952,2/PK,BK	PK	HEW3YP21AN	$	2,008.30
INKCART,HP952,CYN, MAG, YEL 3 / PK	PK	HEWN9K27AN	390	59.49	INKCART,HP952,CYN, MAG, YEL 3 / PK	PK	HEWN9K27AN	$	23,201.10
INKCART,HP962 COMBO,CMY 3/PK-2.1K	PK	HEW3YP00AN	214	54.19	INKCART,HP962 COMBO,CMY 3/PK-2.1K	PK	HEW3YP00AN	$	11,596.66
INKCART,HP962,BLK.-1K	EA	HEW3HZ99AN	58	26.07	INKCART,HP962,BLK.-1K	EA	HEW3HZ99AN	$	1,512.06
INKCART,HP962XL,BLK.-2K	EA	HEW3JA03AN	1482	40.24	INKCART,HP962XL,BLK.-2K	EA	HEW3JA03AN	$	59,635.68
INKCART,HP962XL,CYN-1.6K	EA	HEW3JA00AN	899	31.74	INKCART,HP962XL,CYN-1.6K	EA	HEW3JA00AN	$	28,534.26
INKCART,HP962XL,MAG.-1.6K	EA	HEW3JA01AN	880	31.74	INKCART,HP962XL,MAG.-1.6K	EA	HEW3JA01AN	$	27,931.20
INKCART,HP962XL,YEL.-1.6K	EA	HEW3JA02AN	921	31.74	INKCART,HP962XL,YEL.-1.6K	EA	HEW3JA02AN	$	29,232.54
INKCART,MAG,910XL,F/OJ PRO8020-825PG	EA	HEW3YL63AN	146	20.12	INKCART,MAG,910XL,F/OJ PRO8020-825PG	EA	HEW3YL63AN	$	2,937.52
INKCART,PG-243 CL-244 COMBO,2/PK	EA	CNM1287C006	62	18.57	INKCART,PG-243 CL-244 COMBO,2/PK	EA	CNM1287C006	$	1,151.34
INKCART,PGI-280 CLI-281 COMBO,5/PK	EA	CNM2075C006	48	36.49	INKCART,PGI-280 CLI-281 COMBO,5/PK	EA	CNM2075C006	$	1,751.52
INKCART,TRICLOR-62-165PG	EA	HEWC2P06AN	359	18.58	INKCART,TRICLOR-62-165PG	EA	HEWC2P06AN	$	6,670.22
INKCART,TRICLR #67XL-200 PG	EA	HEW3YM58AN	258	23.23	INKCART,TRICLR #67XL-200 PG	EA	HEW3YM58AN	$	5,993.34
INKCART,TRICLR,62XL-415PG	EA	HEWC2P07AN	585	40.40	INKCART,TRICLR,62XL-415PG	EA	HEWC2P07AN	$	23,634.00
INKCART,WF47XX,STD,CMYK	PK	EPST802120BCS	32	82.99	INKCART,WF47XX,STD,CMYK	PK	EPST802120BCS	$	2,655.68
INKCART,YEL.910XL,F/OJ PRO8020-825PG	EA	HEW3YL64AN	146	20.12	INKCART,YEL.910XL,F/OJ PRO8020-825PG	EA	HEW3YL64AN	$	2,937.52
JACKET,CERTIFICATE,12X9.5,NAVY,GOLD,FELT,5/PK	PK	SOUPF6	429	8.74	JACKET,CERTIFICATE,12X9.5,NAVY,GOLD,FELT,5/PK	PK	SOUPF6	$	3,749.46
JACKET,ET,FILE,ANTIMC,MLA	BX	SMD75715	19	54.95	JACKET,ET,FILE,ANTIMC,MLA	BX	SMD75715	$	1,044.05
KEYBOARD,SPLIT,MICROBAN	EA	FEL98915	54	29.95	KEYBOARD,SPLIT,MICROBAN	EA	FEL98915	$	1,617.30
KIT,HP,LJ,MAINTNCE,110V-M604,M605,M606	KT	HEWF2G76A	15	260.99	KIT,HP,LJ,MAINTNCE,110V-M604,M605,M606	KT	HEWF2G76A	$	3,914.85
KYBD,NAT ERG 4000,USB	EA	MSFB2M00012	68	33.44	KYBD,NAT ERG 4000,USB	EA	MSFB2M00012	$	2,273.92
LABEL,1/2" BK/WHT	EA	BRTTZE231	162	11.94	LABEL,1/2" BK/WHT	EA	BRTTZE231	$	1,934.28
LABEL,1/2" BK/WHT,2PK	PK	BRTTZE2312PK	69	22.00	LABEL,1/2" BK/WHT,2PK	PK	BRTTZE2312PK	$	1,518.00
LABEL,3/4" BK/WHT	EA	BRTTZE241	88	13.80	LABEL,3/4" BK/WHT	EA	BRTTZE241	$	1,214.40
LABEL,ADD,4X1-1/3,14C/BX	BX	AVE5162	114	8.29	LABEL,LSR,11/3X4,1400/BX	BX	AVE30602	$	945.06
LABEL,ADD,REPO,30UP,WE	BX	AVE55160	99	28.73	LABEL,ADD,REPO,30UP,WE	BX	AVE55160	$	2,844.27
LABEL,ADDRESS,1.12X3.5,2 ROLLS/PK	PK	DYM30572	113	15.52	LABEL,ADDRESS,1.12X3.5,2 ROLLS/PK	PK	DYM30572	$	1,753.76
LABEL,ADDRS,1X2.626OLD #5160B	BX	AVE5960	95	20.69	LABEL,LASER,1"X2-5/8"(LP30109)	BX	AVE30606	$	1,965.55
LABEL,ADDRS,2-5/8X1,3M	BX	AVE5160	1640	8.29	LABEL, LASER, 1"X2-5/8", 3M	BX	AVE30600	$	13,595.60
LABEL,ADDRS,4X1,2M/BX	BX	AVE5161	111	8.29	LABEL,LASER,1"X4",2M/BX	BX	AVE30601	$	920.19
LABEL,ADRSS,130/RL,WE	BX	DYM30251	579	8.13	LABEL,ADRSS,130/RL,WE	BX	DYM30251	$	4,707.27
LABEL,ADRSS,260/RL,WE	BX	DYM30320	422	13.39	LABEL,ADRSS,260/RL,WE	BX	DYM30320	$	5,650.58
LABEL,COPY,1X2.75,3300/BX	BX	AVE5351	163	14.95	LABEL;COPIER;1X2.75;WE	PK	BSN26131	$	2,436.85
LABEL,DYMO LW,ADRS,LRG,1-2/5X3-1/2,WHT,260/RL	BX	DYM30321	1275	16.11	LABEL,DYMO LW,ADRS,LRG,1-2/5X3-1/2,WHT,260/RL	BX	DYM30321	$	20,540.25
LABEL,FILEFLDR,130/RL,WE	BX	DYM30327	2856	6.30	LABEL,FILEFLDR,130/RL,WE	BX	DYM30327	$	17,992.80
LABEL,FOLDER,F/LASER	BX	AVE5366	96	19.49	LABEL;FILING;LSR/INKJT;WE	PK	BSN26102	$	1,871.04
LABEL,LSR,EP SHPNG,15K,WH	BX	AVE95915	42	108.28	LABEL,LSR,EP SHPNG,15K,WH	BX	AVE95915	$	4,547.76
LABEL,SHIP,3-1/3 X 4,WHITE,600/BOX	BX	AVE5164	189	8.29	LABELS,ADDRESS,3 1/3X4,600BX	BX	AVE30604	$	1,566.81
LABEL,SHIPPING,220/RL,WE	BX	DYM30323	114	13.16	LABEL,SHIPPING,220/RL,WE	BX	DYM30323	$	1,500.24
LABEL,SHIPPING,300/PK,WE	BX	DYM30256	485	23.75	LABEL,SHIPPING,300/PK,WE	BX	DYM30256	$	11,518.75
LABEL,SHPING,TRU BL LSER,2X4,WE,1000BX	BX	AVE5163	83	8.29	LABELS,ADDRESS,2X4.1M/BX	BX	AVE30603	$	688.07
LABELMAKER,450 TURBO,BK	EA	DYM1752265	32	59.95	LABELMAKER,450 TURBO,BK	EA	DYM1752265	$	1,918.40
LABELMAKER,450 TWIN,BK	EA	DYM1752266	20	244.95	LABELMAKER,450 TWIN,BK	EA	DYM1752266	$	4,899.00
LABELMAKER,DYMO 450,BK	EA	DYM1752264	64	59.95	LABELMAKER,DYMO 450,BK	EA	DYM1752264	$	3,836.80
LABELMAKER,DYMO 550,BK	EA	DYM2112552	23	96.24	LABELMAKER,DYMO 550,BK	EA	DYM2112552	$	2,213.52
LABELS ADDRESS 1 1 8" X 3 12	BX	DYM30252	4227	18.67	LABELS ADDRESS 1 1 8" X 3 12	BX	DYM30252	$	78,918.09
LABELS, ADDRESS,1-1/8 X 3-1/2, WE, 260/BOX	BX	AVE4150	1371	8.55	LABELS, ADDRESS,1-1/8 X 3-1/2, WE, 260/BOX	BX	AVE4150	$	11,722.05
LAMINATOR,JUPTR JL125,DGY	EA	FEL5734101	8	179.95	LAMINATOR,JUPTR JL125,DGY	EA	FEL5734101	$	1,439.60
LANYARDS,CARBNR RL,20,AST	PK	AVT75552	68	37.30	LANYARDS,CARBNR RL,20,AST	PK	AVT75552	$	2,536.40
LETTEROPENER,CONCEALEDBLADE, 2 1/2",3/PK	PK	UNV31803	571	0.95	LETTEROPENER,CONCEALEDBLADE, 2 1/2",3/PK	PK	UNV31803	$	542.45
LID,PLASTIC TAB,1000CT,WE	CT	SCCLB3081	40	24.90	LID,PLASTIC TAB,1000CT,WE	CT	SCCLB3081	$	996.00
MAILER,14X19 POLY,WE	BX	QUA45235	36	69.90	MAILER,14X19 POLY,WE	BX	QUA45235	$	2,516.40
MAILER,BUBBLE,SS,#7,14.25X20,GLD,50/CT	CT	SEL39098	20	16.00	MAILER,BUBBLE, 14.25 X 20,SLF SEAL,KFT,#7,50/CS	CS	POAELSS7	$	320.00
MAILER,BUBL,SELFSEAL,#0,6X10(85506)	CT	SEL10185	219	7.23	MAILER,BUBL,SELFSEAL,#0,6X10(85506)	CT	SEL10185	$	1,583.37
MAILER,JIFFY CD,KFT,25/CT	CT	SEL44169	121	6.48	MAILER,JIFFY CD,KFT,25/CT	CT	SEL44169	$	784.08
MAILER,PADDED,#0,6X10,SELF SEAL, NATURAL,250/CT	CT	SEL66996	23	19.75	MAILER, BUBBLE, 6.5 X 10", KFT,#0,250/CT	CT	POAELSS0	$	454.25
MAILER,PADDED,#6,12.5X19,SELF SEAL,GOLD,50/CT	CT	SEL86027	124	31.91	MAILER,PADDED,#6,12.5X19,SELF SEAL,GOLD,50/CT	CT	SEL86027	$	3,956.84
MAILER,PADDED,,#7,14.5X20,S/SEAL 50/CT	CT	SEL86048	36	37.94	MAILER,PADDED,,#7,14.5X20,S/SEAL 50/CT	CT	SEL86048	$	1,365.84
MAILER,PADDED,CUSHND,#5,10.5X16,KFT,25/CT	CT	SEL21489	96	14.93	MAILER,PADDED,CUSHND,#5,10.5X16,KFT,25/CT	CT	SEL21489	$	1,433.28
MAILER,POLY,12X15.5PLSTCE,100/BX,WE	BX	QUA46199	42	62.95	MAILER,POLY,12X15.5PLSTCE,100/BX,WE	BX	QUA46199	$	2,643.90
MAINT KIT, FM806,830,110V-200K	KT	HEWC2H67A	22	367.84	MAINT KIT, FM806,830,110V-200K	KT	HEWC2H67A	$	8,092.48

MARKER,EXPO 2,CHISEL,BK	DZ	SAN80001	105	5.88	MARKER,DRY,ERASE,CHSL,BK	DZ	UNV43651	$	617.40
MARKER,EXPO,CHSL,8/ST,AST(80678)	ST	SAN80078	213	8.10	MARKER,EXPO,CHSL,8/ST,AST(80678)	ST	SAN80078	$	1,725.30
MARKER,EXPO2,DE,CHSL,16ST	ST	SAN81045	86	16.47	MARKER,EXPO2,DE,CHSL,16ST	ST	SAN81045	$	1,416.42
MARKER,FLAIR,PT GRD,BE	DZ	PAP8410152	226	3.12	PEN,POROUS LIQD,RBALL,BE(38013)	DZ	UNV50501	$	705.12
MARKER,MARKSALOT,LRG,BK	EA	AVE08888	453	0.59	MARKER,MARKSALOT,LRG,BK	EA	AVE08888	$	267.27
MARKER,SHARPE FN,36/PK,BK	PK	SAN1884739	184	11.88	MARKER,PERMNT FINE,BK	36EA	UNV07071	$	2,185.92
MARKER,SHARPIE,CHSL,BK	EA	SAN38201	168	0.79	MARKER,SHARPIE,CHSL,BK	EA	SAN38201	$	132.72
MARKER,SHARPIE,FINE PT,BK (EA=1 MARKER)	DZ	SAN30001	1425	3.96	MARKER,PERMNT FINE,BK	DZ	UNV07071	$	5,643.00
MARKER,SHARPIE,RD	DZ	SAN30002	233	4.92	MARKER,PERMNT FINE,RD	DZ	UNV07072	$	1,146.36
MARKER,SHARPIE,TWN TP,BK	EA	SAN32001	297	1.37	MARKER,SHARPIE,TWN TP,BK	EA	SAN32001	$	406.89
MARKER,SHARPIE,ULTRAFINE PT,BK	DZ	SAN37001	489	5.64	MARKER,ULTRA FINE,BK	DZ	BICGPMU11BK	$	2,757.96
MARKER,SUPER,SHARPIE,BK	DZ	SAN33001	121	14.88	MARKER,SUPER,SHARPIE,BK	DZ	SAN33001	$	1,800.48
MAT,ANTI FATIGUE,2X3,BK	EA	MLL44020335	86	35.99	MAT,ANTI FATIGUE,2X3,BK	EA	MLL44020335	$	3,095.14
MAT,ANTI FATIGUE,2X3,GY	EA	MLL44020350	90	35.99	MAT,ANTI FATIGUE,2X3,GY	EA	MLL44020350	$	3,239.10
MAT,ANTIFATIGUE,AIRSTP,2X3,BK	EA	MLL24020302	465	15.99	MAT,ANTIFATIGUE,AIRSTP,2X3,BK	EA	MLL24020302	$	7,435.35
MAT,ANTI-FTG,3/8,27X36,BN	EA	CWNFJS736GY	197	22.49	MAT,ANTI-FTG,3/8,27X36,BN	EA	CWNFJS736GY	$	4,430.53
MAT,KENSINGTON,ANTI-FATIGUE,GEL-FOAM,BLK	EA	KMWK55401WW	23	71.99	MAT,KENSINGTON,ANTI-FATIGUE,GEL-FOAM,BLK	EA	KMWK55401WW	$	1,655.77
MEDIA TRAY/FEEDER,550 SHEETS	EA	HEWP1B09A	8	241.88	MEDIA TRAY/FEEDER,550 SHEETS	EA	HEWP1B09A	$	1,935.04
MICR TONER,F/M201/M225-2.2K (83X)D/S	EA	TRS0282016001	9	131.59	MICR TONER,F/M201/M225-2.2K (83X)D/S	EA	TRS0282016001	$	1,184.31
MICROSOFT SCULPT ERGONOMIC KB FOR BUSINESS USB PORT ENGLISH	EA	MSF5KV00001	42	38.44	WIRELESS KEYBOARD, PRO FIT ERGO, BLACK	EA	KMWK75401US	$	1,614.48
MOUSE,PROFT MD NANO,BK	EA	KMW72405	54	24.99	MOUSE,PROFT MD NANO,BK	EA	KMW72405	$	1,349.46
MOUSE,PROFT MD NANO,CC	EA	KMW72423	77	23.59	MOUSE,PROFT MD NANO,CC	EA	KMW72423	$	1,816.43
MOUSEPAD,WRISTREST,MEM FM,BLK	EA	FEL9176501	294	13.15	MOUSEPAD,WRISTREST,MEM FM,BLK	EA	FEL9176501	$	3,866.10
NAMEPLATE,PARTIITON,BK	EA	FEL7703201	94	4.99	NAMEPLATE,PARTIITON,BK	EA	FEL7703201	$	469.06
NOTE POST IT 3X3 YELLOW 12PD	PK	UNV35668	918	3.17	NOTES;ADHESIVE;3X3;12PK;YW	PK	BSN36612	$	2,910.06
NOTE,3X3 100SHPD 12PK,CAPETOWN	PK	MMMR33012AN	305	8.76	NOTE,3X3 FANFOLD 12PK,AST	PK	UNV35617	$	2,671.80
NOTE,HLND,3X3,12/PK,YW	PK	MMM6549YW	1949	3.17	NOTE,HLND,3X3,12/PK,YW	PK	MMM6549YW	$	6,178.33
NOTE,HLND,3X5,YW,12PD/PK	PK	MMM6559YW	1092	4.92	NOTE,HLND,3X5,YW,12PD/PK	PK	MMM6559YW	$	5,372.64
NOTE,POST-IT 3X3,PST	PK	MMM654AST	294	3.77	NOTE,HLND,3X3,ASST,12/PK	PK	MMM6549A	$	1,108.38
NOTE,POST-IT,1.5X2,100/PD,23152	PK	MMM653YW	906	1.64	NOTE,HLND,1.5X2,YW 12/PD	PK	MMM6539YW	$	1,485.84
NOTE,POST-IT,3X3,12/PK	PK	MMM654YW	726	3.17	NOTE,HLND,3X3,12/PK,YW	PK	MMM6549YW	$	2,301.42
NOTE,POST-IT,3X5,YW	PK	MMM655YW	497	4.92	NOTES;ADHESIVE;3X5;12PK;YW	PK	BSN36613	$	2,445.24
NOTE,SELFSTIK,3X3,18PK YW	PK	UNV35688	169	4.16	NOTE,3X3, 18 PK,YW	PK	MMM654918PK	$	703.04
NOTE,STICK-IT,3X5,YW1C/PD,12PD/PK	PK	UNV35672	695	4.92	NOTES;ADHESIVE;3X5;12PK;YW	PK	BSN36613	$	3,419.40
NOTEBOOK,BUS,ACTION,WIRE,8-1/2X11,80SH,BK	EA	MEA06064	606	5.24	NOTEBOOK,BUS,ACTION,WIRE,8-1/2X11,80SH,BK	EA	MEA06064	$	3,175.44
NOTEBOOK,COMP,COLG,6PK,BK	PK	UNV20946	450	7.62	NOTEBOOK,COMP,COLG,6PK,BK	PK	UNV20946	$	3,429.00
NOTEBOOK,COMP,WIDE,6PK,BK	PK	UNV20936	109	7.62	NOTEBOOK,COMP,WIDE,6PK,BK	PK	UNV20936	$	830.58
NOTEBOOK,WRBND,3X5,50SH,12EA/PK	PK	UNV20435	184	5.88	NOTEBOOK,WRBND,3X5,50SH,12EA/PK	PK	UNV20435	$	1,081.92
OPENER,LETTER,ELEC,HI-SPD	EA	PRE62001	1	1,599.00	OPENER,LETTER,ELEC,HI-SPD	EA	PRE62001	$	1,599.00
ORGANIZER,2 HOR,6 VRT,BK	EA	SAF3255BL	56	46.60	ORGANIZER,2 HOR,6 VRT,BK	EA	SAF3255BL	$	2,609.60
OUTGUIDE,MIDDLE TB,VYL	BX	SMD61960	35	58.90	OUTGUIDE,MIDDLE TB,VYL	BX	SMD61960	$	2,061.50
PAD,4X6,5PD/PK,CAN	PK	MMM6605PK	178	9.00	PAD,4X6,5PD/PK,CAN	PK	MMM6605PK	$	1,602.00
PAD,EASEL,25X30.5,WE 2/CT	CT	MMM559	39	26.66	EASEL,SELF-STICK PAD,2/PK	CT	UNV35603	$	1,039.74
PAD,LGL LTR,20#12PD/PK,WE	PK	TOP63410	46	8.88	PAD,LGL RULD,PERF,LTR,WE (20-360)	DZ	WBM20630	$	408.48
PAD,LGL RL,LTR,12/PK,WHT	DZ	TOP71533	81	29.70	PAD,LGL RL,LTR,12/PK,WHT	DZ	TOP71533	$	2,405.70
PAD,LGL RULD,PERF,5X8,WE	DZ	UNV46300	572	4.68	PAD,LGL RULD,PERF,5X8,WE	DZ	WBM46300	$	2,676.96
PAD,LGL RULD,PERF,5X8,WE	DZ	WBM46300	623	4.68	PAD,LGL RULD,PERF,5X8,WE	DZ	WBM46300	$	2,915.64
PAD,LGL RULD,PERF,LTR,WE (20-360)	DZ	WBM20630	3369	8.88	PAD,LGL RULD,PERF,LTR,WE (20-360)	DZ	WBM20630	$	29,916.72
PAD,LGL RULD,PERF,LTR,WE (20-360)	DZ	UNV20630	1382	8.88	PAD,LGL RULD,PERF,LTR,WE (20-360)	DZ	WBM20630	$	12,272.16
PAD,LGL RULED,PERF,LTR,WE	DZ	TOP7533	56	8.88	PAD,LGL RULD,PERF,LTR,WE (20-360)	DZ	WBM20630	$	497.28
PAD,LGL RULED,PRF,LTR,CAN	DZ	TOP20220	114	8.88	PAD,LTR RULED,PERF,LTR,CA(67163)	DZ	WBM10630	$	1,012.32
PAD,LGL RULED,PRF,LTR,CAN	DZ	TOP20020	82	8.88	PAD,LTR RULED,PERF,LTR,CA(67163)	DZ	WBM10630	$	728.16
PAD,LGL RULED,PRF,LTR,WHT	DZ	TOP20320	162	8.88	PAD,LGL RULD,PERF,LTR,WE (20-360)	DZ	WBM20630	$	1,438.56
PAD,LTR RULED,PERF,LTR,CA(67163)	DZ	UNV10630	461	8.88	PAD,LTR RULED,PERF,LTR,CA(67163)	DZ	WBM10630	$	4,093.68
PAD,LTR RULED,PERF,LTR,CA(67163)	DZ	WBM10630	1052	8.88	PAD,LTR RULED,PERF,LTR,CA(67163)	DZ	WBM10630	$	9,341.76
PAD,MOUSE,9X8,BK	EA	FEL58024	662	2.89	PAD,MOUSE,RUBBER,BK	EA	IVR52448	$	1,913.18
PAD,MOUSE,RUBBER,BK	EA	IVR52448	463	2.89	PAD,MOUSE,RUBBER,BK	EA	IVR52448	$	1,338.07
PAD,N RULD,PADDED,LTR,WE	DZ	WBM41000	1180	9.24	PAD,N RULD,PADDED,LTR,WE	DZ	WBM41000	$	10,903.20
PAD,NOTE,3X3,RIO DE JANEIRO,AST	PK	MMM65424SSAUCP	133	19.94	PAD,NOTE,3X3,RIO DE JANEIRO,AST	PK	MMM65424SSAUCP	$	2,652.02
PAD,NRW RULD,PERF,5X8,CA	DZ	UNV46200	219	4.68	PAD,NRW RULD,PERF,5X8,CA	DZ	WBM46200	$	1,024.92
PAD,NRW RULD,PERF,5X8,CA	DZ	WBM46200	159	4.68	PAD,NRW RULD,PERF,5X8,CA	DZ	WBM46200	$	744.12
PAD,POST-IT 3X3 12,YW	PK	MMM65412SSCY	752	11.28	PAD,POST-IT 3X3 12,YW	PK	MMM65412SSCY	$	8,482.56
PAD,POST-IT 4X6 5,YW	PK	MMM6605SSCY	322	10.26	PAD,POST-IT 4X6 5,YW	PK	MMM6605SSCY	$	3,303.72
PAD,PST IT,11/2X2,24,PST	PK	MMM65324APVAD	172	9.11	PAD,PST IT,11/2X2,24,PST	PK	MMM65324APVAD	$	1,566.92
PAD,RCYL,1DZ/PK,5X8,WHT	DZ	TOP20152	174	7.75	PAD,RCYL,1DZ/PK,5X8,WHT	DZ	TOP20152	$	1,348.50
PAD,SCRATCH,3X5,12/PK	PK	UNV35613	164	4.44	PAD,SCRATCH,3X5,12/PK	PK	UNV35613	$	728.16
PAD,SCRATCH,4X6,12/PK	PK	UNV35614	490	3.42	PAD,SCRATCH,4X6,12/PK	PK	UNV35614	$	1,675.80
PAD,W RULD,PADDED,LTR,WE	DZ	UNV11000	199	9.24	PAD,W RULD,PADDED,LTR,WE(67110)	DZ	WBM11000	$	1,838.76
PAD,W RULD,PADDED,LTR,WE(67110)	DZ	WBM11000	625	9.24	PAD,W RULD,PADDED,LTR,WE(67110)	DZ	WBM11000	$	5,775.00
PADS,SS,NOTES,3"X3",MIAMI	PK	MMM65424SSMIACP	92	19.94	PADS,SS,NOTES,3"X3",MIAMI	PK	MMM65424SSMIACP	$	1,834.48
PAPER CLIPS,JUMBO,100/BX,10BX/PK	PK	UNV72220	507	6.54	CLIP,JUMBO,SMOOTH,100/BX,10 BX/PK	PK	WBMPC1002S	$	3,315.78
PCKET,LGL5.25EXP,TUFF,RD,10/BX	BX	SMD74390	196	34.90	PCKET,LGL5.25EXP,TUFF,RD,10/BX	BX	SMD74390	$	6,840.40
PCKT,FILE,LTR,STR,3.5",25/BX [T]	BX	KLF15242	132	21.00	PCKT,FILE,LTR,STR,3.5",25/BX [T]	BX	KLF15242	$	2,772.00
PCKT,LTR,RR,5.25"EXP,25/BX	BX	KLF15341	377	26.00	PCKT,LTR,RR,5.25"EXP,25/BX	BX	KLF15341	$	9,802.00
PEN,BLPT,ROUNDSTCK,MED,BE	DZ	BICGSMG11BE	1274	1.94	PEN,BLPT,ROUNDSTCK,MED,BE	DZ	BICGSMG11BE	$	2,471.56
PEN,BPT,RET,Z-GRIP,1MM,BE	DZ	ZEB22220	680	3.31	PEN,BALLPT,1.0MM,BE	DZ	UNV15531	$	2,250.80
PEN,BPT,RET,Z-GRIP,1MM,BK	DZ	ZEB22210	2422	3.31	PEN,BALLPT,1.0MM,BK	DZ	UNV15530	$	8,016.82
PEN,CLIC STIC,RET,MED,BK	DZ	BICCSM11BK	913	3.31	PEN,BALLPT,1.0MM,BK	DZ	UNV15530	$	3,022.03
PEN,CUSHION BARREL BLK	DZ	BICSCSM11BK	645	3.31	PEN,BALLPT,1.0MM,BK	DZ	UNV15530	$	2,134.95
PEN,CUSHION BARREL BLU	DZ	BICSCSM11BE	534	3.31	PEN,BALLPT,1.0MM,BE	DZ	UNV15531	$	1,767.54
PEN,CUSHION,BRL,RET,FN,BK	DZ	BICSCSF11BK	793	3.31	PEN,CUSHION,BRL,RET,FN,BK	DZ	BICSCSF11BK	$	2,624.83
PEN,ENERGEL RTX .7,BE	DZ	PENBLN77C	140	4.92	PEN,GEL,CLR BARL,0.7MM,BE	DZ	UNV39913	$	688.80
PEN,ENERGEL RTX .7,BE	DZ	PENBL77C	367	4.92	PEN,GEL,CLR BARL,0.7MM,BE	DZ	UNV39913	$	1,805.64
PEN,ENERGEL X, FINE,BE	DZ	PENBLN105C	140	9.96	PEN,ENERGEL X, FINE,BE	DZ	PENBLN105C	$	1,394.40
PEN,G2,1.0MM,BOLD,BE	DZ	PIL31257	161	11.88	PEN,G2,1.0MM,BOLD,BE	DZ	PIL31257	$	1,912.68
PEN,G2,1.0MM,BOLD,BK	DZ	PIL31256	190	11.88	PEN,G2,1.0MM,BOLD,BK	DZ	PIL31256	$	2,257.20
PEN,GEL,SIGNO,207,BE	DZ	UBC33951	122	4.92	PEN,GEL,CLR BARL,0.7MM,BE	DZ	UNV39913	$	600.24
PEN,GEL,SIGNO,207,BK	DZ	UBC33950	158	4.92	PEN,GEL,CLR BARL,0.7MM,BK	DZ	UNV39912	$	777.36
PEN,GKNOCK,GEL,BE	DZ	PIL31507	341	4.92	PEN,GEL,CLR BARL,0.7MM,BE	DZ	UNV39913	$	1,677.72
PEN,GKNOCK,GEL,BK	DZ	PIL31506	161	4.92	PEN,GEL,CLR BARL,0.7MM,BK	DZ	UNV39912	$	792.12
PEN,PRECISE V5,X-FINE,BE	DZ	PIL35335	760	5.52	PEN,UNIBALL,ONYX,MICRO,BE	DZ	UBC60041	$	4,195.20
PEN,PRECISE V5,X-FINE,BK	DZ	PIL35334	541	5.52	PEN,UNIBALL,ONYX,MICRO,BK	DZ	UBC60040	$	2,986.32
PEN,PRECISE V5,X-FINE,RD	DZ	PIL35336	185	5.52	PEN,UNIBALL,ONYX,MICRO,RD	DZ	UBC60042	$	1,021.20
PEN,PRECISE V7,FINE,BE	DZ	PIL35349	150	5.52	PEN,UNI-BALL,ONYX,BE	DZ	UBC60145	$	828.00
PEN,PRECISE,V5 RT,BE	DZ	PIL26063	117	14.02	PEN,PRECISE,V5 RT,BE	DZ	PIL26063	$	1,640.34
PEN,RBALL,GEL,VLCTY,RT,BE	DZ	BICRLC11BE	819	4.92	PEN,GEL,CLR BARL,0.7MM,BE	DZ	UNV39913	$	4,029.48
PEN,RBALL,GEL,VLCTY,RT,BK	DZ	BICRLC11BK	713	4.92	PEN,GEL,CLR BARL,0.7MM,BK	DZ	UNV39912	$	3,507.96
PEN,RBALL,GEL,VLCTY,RT,RD	DZ	BICRLC11RD	201	4.92	PEN,GEL,CLR BARL,0.7MM,RD	DZ	UNV39914	$	988.92
PEN,RBL,PRCS GRP 1MM,BE	DZ	PIL28902	113	12.84	PEN,RBL,PRCS GRP 1MM,BE	DZ	PIL28902	$	1,450.92
PEN,RLRBLL,GELINK,FPT,BE	DZ	PIL31021	645	4.92	PEN,GEL,CLR BARL,0.7MM,BE	DZ	UNV39913	$	3,173.40
PEN,RLRBLL,GELINK,FPT,BK	DZ	PIL31020	472	4.92	PEN,GEL,CLR BARL,0.7MM,BK	DZ	UNV39912	$	2,322.24
PEN,RLRBLL,GELINK,FPT,RD	DZ	PIL31022	137	4.92	PEN,GEL,CLR BARL,0.7MM,RD	DZ	UNV39914	$	674.04

PEN,ROUND STIC 60 PACK,BE	BX	BICGSM609BE	990	4.80	PEN,ROUND STIC 60 PACK,BE	BX	BICGSM609BE	$	4,752.00
PEN,ROUND STIC 60 PACK,BK	BX	BICGSM609BK	9275	4.80	PEN,ROUND STIC 60 PACK,BK	BX	BICGSM609BK	$	44,520.00
PEN,ROUND STIC,MED,BE	DZ	BICGSM11BE	4067	1.16	PEN,ROUND STIC,MED,BE	DZ	BICGSM11BE	$	4,717.72
PEN,ROUND STIC,MED,BK	DZ	BICGSM11BK	3538	1.16	PEN,ROUND STIC,MED,BK	DZ	BICGSM11BK	$	4,104.08
PEN,S-GEL,FINE,.5MM,BE	DZ	SAN2096146	95	13.31	PEN,S-GEL,FINE,.5MM,BE	DZ	SAN2096146	$	1,264.45
PEN,S-GEL,FINE,.5MM,BK	DZ	SAN2096145	92	13.31	PEN,S-GEL,FINE,.5MM,BK	DZ	SAN2096145	$	1,224.52
PEN,S-GEL,MEDIUM,.7MM,BK	DZ	SAN2096159	93	13.31	PEN,S-GEL,MEDIUM,.7MM,BK	DZ	SAN2096159	$	1,237.83
PEN,UNIBALL,VISION,FINE,BE	DZ	UBC60134	189	5.52	PEN,UNI-BALL,ONYX,BE	DZ	UBC60145	$	1,043.28
PEN,UNIBALL,VISION,FINE,BK	DZ	UBC60126	176	5.52	PEN,UNI-BALL,ONYX,BK	DZ	UBC60143	$	971.52
PENCIL,GOLF AND PEW[14998]	BX	UNV24264	205	3.34	PENCILS, GOLF, YELLOW, 144/PK, SHARPENED	BX	WBMPWG144	$	684.70
PENCIL,HB #2,YELLOW BARREL,DOZEN	DZ	UNV55400	2118	0.53	PENCIL,HB #2,YELLOW BARREL,DOZEN	DZ	UNV55400	$	1,122.54
PIZZA,SINGLE DEEP DISH,70.5OZ,RED,12/CT	CT	CDY90300007	70	35.88	PIZZA,SINGLE DEEP DISH,70.5OZ,RED,12/CT	CT	CDY90300007	$	2,511.60
PLANNER,DY,4-7/8X8,JAN-DEC,BK	EA	AAGG10000	200	13.10	PLANNER,DY,4-7/8X8,JAN-DEC,BK	EA	AAGG10000	$	2,620.00
PLANNER,MO,6-7/8X8-3/4,JAN-DEC,BK	EA	AAGG40000	385	10.39	PLANNER,MO,6-7/8X8-3/4,JAN-DEC,BK	EA	AAGG40000	$	4,000.15
PLANNER,MO,7-7/8X11-7/8,DEC-JAN,2PC,BK	EA	AAGSK200	1910	8.25	PLANNER,MO,7-7/8X11-7/8,DEC-JAN,2PC,BK	EA	AAGSK200	$	15,757.50
PLANNER,MO,8-1/2X11,DEC-JAN,BK	EA	HOD26202	345	8.17	PLANNER,MO,8-1/2X11,DEC-JAN,BK	EA	HOD26202	$	2,818.65
PLANNER,MO,8-1/4X10-7/8,JAN-DEC,QUICK,BK[SO]	EA	AAG760605	106	15.02	PLANNER,MO,8-1/4X10-7/8,JAN-DEC,QUICK,BK[SO]	EA	AAG760605	$	1,592.12
PLANNER,MO,9X11,JAN-JAN,BK	EA	AAG7026005	1475	11.75	PLANNER,MO,9X11,JAN-JAN,BK	EA	AAG7026005	$	17,331.25
PLANNER,MO,9X11,JAN-JAN,REC,BK	EA	AAG70260G05	192	13.00	PLANNER,MO,9X11,JAN-JAN,REC,BK	EA	AAG70260G05	$	2,496.00
PLANNER,MO,9X11,JAN-JAN,REC,GN	EA	AAG70260G60	1951	13.00	PLANNER,MO,9X11,JAN-JAN,REC,GN	EA	AAG70260G60	$	25,363.00
PLANNER,WK,3-1/4X5-3/4,JAN-DEC,BK [SO]	EA	AAG7040205	92	8.14	PLANNER,WK,3-1/4X5-3/4,JAN-DEC,BK [SO]	EA	AAG7040205	$	748.88
PLANNER,WK,3-3/4X6,JAN-DEC,BK [SO]	EA	AAGG25000	1300	10.17	PLANNER,WK,3-3/4X6,JAN-DEC,BK [SO]	EA	AAGG25000	$	13,221.00
PLANNER,WK,4-7/8X8,JAN-DEC,BK[SO]	EA	AAGG20000	2346	8.23	PLANNER,WK,4-7/8X8,JAN-DEC,BK[SO]	EA	AAGG20000	$	19,307.58
PLANNER,WK,5X8,JAN-DEC,BK	EA	HOD27802	280	6.56	PLANNER,WK,5X8,JAN-DEC,BK	EA	HOD27802	$	1,836.80
PLANNER,WK,8-1/4X10-7/8,JAN-JAN,BK	EA	AAG7095005	205	14.96	PLANNER,WK,8-1/4X10-7/8,JAN-JAN,BK	EA	AAG7095005	$	3,066.80
PLANNER,WK/MO,8-1/4X10-7/8,JAN-DEC,REC,GN	EA	AAG70950G60	315	16.46	PLANNER,WK/MO,8-1/4X10-7/8,JAN-DEC,REC,GN	EA	AAG70950G60	$	5,184.90
POCKET FILE,5.25 10/BX(15340)	PK	UNV15262	522	11.50	PCKT,LGL,RR,5.25"EXP,10/PK	PK	KLF1536110	$	6,003.00
POCKET,EASYGRIP REDROP,RD	BX	SMD73209	90	17.50	POCKET,EASYGRIP REDROP,RD	BX	SMD73209	$	1,575.00
POCKET,END TB,3.5,LTR,DBN	BX	SMD73681	113	35.44	POCKET,END TB,3.5,LTR,DBN	BX	SMD73681	$	4,004.72
POCKET,FILE,1.75"EXP,MLA	BX	SMD75114	65	57.95	POCKET,FILE,1.75"EXP,MLA	BX	SMD75114	$	3,766.75
POCKET,FILE,3.5"EXP,MLA	BX	SMD75124	34	59.95	POCKET,FILE,3.5"EXP,MLA	BX	SMD75124	$	2,038.30
POCKET,FILE,EXP,3.5",LTR	BX	PFX1524EOX	49	21.00	PCKT,FILE,LTR,STR,3.5",25/BX [T]	BX	KLF15242	$	1,029.00
POCKET,FILE,EXP,5.25",LTR	BX	PFX1534GOX	88	11.50	PCKT,LGL,RR,5.25"EXP,10/PK	PK	KLF1536110	$	1,012.00
POCKET,FILE,LGL,3.5EXP,BE	EA	SMD74225	1732	2.53	POCKET,FILE,LGL,3.5EXP,BE	EA	SMD74225	$	4,381.96
POCKET,FILE,LGL,STR,3.5"	BX	SMD74264	80	21.90	POCKET,FILE,LGL,STR,3.5"	BX	SMD74264	$	1,752.00
POCKET,FILE,LTR,3.5EXP,BE	EA	SMD73225	1743	1.74	POCKET,FILE,LTR,3.5EXP,BE	EA	SMD73225	$	3,032.82
POCKET,FILE,LTR,3.5EXP,YW	EA	SMD73233	1355	1.74	POCKET,FILE,LTR,3.5EXP,YW	EA	SMD73233	$	2,357.70
POCKET,FILE,LTR,STR 3.5 25/BX(KLF15242)	BX	UNV15343	181	21.00	PCKT,FILE,LTR,STR,3.5",25/BX [T]	BX	KLF15242	$	3,801.00
POCKET,FILE,LTR,STR,1.75 25/BX	BX	UNV15141	582	23.25	POCKET;FILE;1.75"EXPND;LTR	BX	BSN65790	$	13,531.50
POCKET,LTR EXP,5.25,50/BX	BX	SMD73810	107	51.50	POCKET,LTR EXP,5.25,50/BX	BX	SMD73810	$	5,510.50
POCKET,LTR,EXP,3.5",50/BX	BX	SMD73805	40	49.50	POCKET,LTR,EXP,3.5",50/BX	BX	SMD73805	$	1,980.00
POCKET,LTR5.25EXP,TUFF,RD	BX	SMD73390	57	35.37	POCKET,LTR5.25EXP,TUFF,RD	BX	SMD73390	$	2,016.09
POCKET,TEARPROOF 7"	BX	SMD73395	351	21.38	POCKET,TEARPROOF 7"	BX	SMD73395	$	7,504.38
POLY BAGS,PALLET COVERS 3 MIL,48X42X66,CLEAR,50/CS	CS	BPTPC136	10	174.04	POLY BAGS,PALLET COVERS 3 MIL,48X42X66,CLEAR,50/CS	CS	BPTPC136	$	1,740.40
PORTFOLIO,2PCKT,DBE(20125-23)	BX	OXF57538	196	6.49	PORTFOLIO,2PCKT,DBE(20125-23)	BX	OXF57538	$	1,272.04
PORTFOLIO,LTR,2PCKT,DBE(36150-04)	BX	WBM5012523	268	6.49	PORTFOLIO,2PCKT,ASST,25BX	BX	OXF57513	$	1,739.32
PORTFOLIO,LTR,2PCKT,LBE	BX	OXF57501	98	6.49	PORTFOLIO,LTR,2PCKT,LBE	BX	OXF57501	$	636.02
PORTFOLIO,LTR,2PCKT,LBE	BX	OXF51701	62	28.49	PORTFOLIO,LTR,2PCKT,LBE	BX	OXF51701	$	1,766.38
PORTFOLIO,TWIN POCKET,TL (36150-10)	BX	OXF57555	150	6.49	PORTFOLIO,TWIN POCKET,TL (36150-10)	BX	OXF57555	$	973.50
POSTCARD,4-1/4X5-1/2,WE	BX	AVE5689	967	12.95	POSTCARD,4-1/4X5-1/2,WE	BX	AVE5689	$	12,522.65
POUCH,LTR 3MIL LAM,100/PK	PK	SWI3745022	49	12.69	POUCH;LAMINATE;LETTER;3MIL	BX	BSN20870	$	621.81
POUCH,THERML,3MIL,200,CLR	PK	MMMTP3854200	100	25.38	POUCH;LAMINATE;LETTER;3MIL	200 EA	BSN20870	$	2,538.00
PROTECTOR,SHT,LTR,TPLD,CR,(62037)	PK	UNV21124	892	1.94	PROTECTOR;SHEET;STANDRD;CLR	PK	BSN32357	$	1,730.48
PROTECTOR,SHT,LTR,TPLD,CR,100/BX(62027)	BX	UNV21125	1799	3.59	PROTECTOR;SHEET;STNDRD;CLR	BX	BSN74551	$	6,458.41
PUNCH,2 HOLE,28SHT CAP,BK	EA	SWI74050	110	5.78	PUNCH;2-HOLE;30SH;BK	EA	BSN65626	$	635.80
PUNCH,2HOLE,ELECTRIC,PM	EA	SWI74532	9	108.43	PUNCH;ELEC;3-HOLE;30SH;GRAY	EA	BSN62901	$	975.87
PUNCH,3HOLE,ELECTRIC,PM	EA	SWI74535	25	108.43	PUNCH;ELEC;3-HOLE;30SH;GRAY	EA	BSN62901	$	2,710.75
REFILL,DY DESK,3-1/2X6,JAN-DEC,1/2 HR APT,RECY,BK/WE	EA	AAGE717R50	359	2.06	REFILL,DY DESK,3-1/2X6,JAN-DEC,1/2 HR APT,RECY,BK/WE	EA	AAGE717R50	$	739.54
REFILL,DY DESK,3X3-3/4,JAN-DEC,OPEN,BK/WE	EA	AAGE91950	102	8.23	REFILL,DY DESK,3X3-3/4,JAN-DEC,OPEN,BK/WE	EA	AAGE91950	$	839.46
REFILL,POSTIT3X3POP-UP,YW,PD,12 PD/PK	PK	MMMR330YW	208	3.88	NOTE,3X3, POP UP,YW	PK	MMM6549PUY	$	807.04
REST, WRIST, CRYSTALS, BE	EA	FEL91137	261	13.09	REST, WRIST, CRYSTALS, BE	EA	FEL91137	$	3,416.49
REST, WRIST, CRYSTALS, PE	EA	FEL91437	156	13.09	REST, WRIST, CRYSTALS, PE	EA	FEL91437	$	2,042.04
REST,WRIST,FOAM,COMP,BK	EA	MMMWR209MB	104	16.03	REST,WRIST,FOAM,COMP,BK	EA	MMMWR209MB	$	1,667.12
REST,WRIST,GEL W/CLOTH,BK	EA	IVR50458	117	7.49	REST,WRIST,GEL W/CLOTH,BK	EA	IVR50458	$	876.33
REST,WRST,CRYSTAL,MSPD,BE	EA	FEL91141	172	13.09	REST,WRST,CRYSTAL,MSPD,BE	EA	FEL91141	$	2,251.48
REST,WRST,CRYSTAL,MSPD,PE	EA	FEL91441	149	13.09	REST,WRST,CRYSTAL,MSPD,PE	EA	FEL91441	$	1,950.41
RIBBON,PURPLE,F/1000E,1500E,5000E,7000E,7500E,900E	EA	LTHVIS6008	903	9.44	RIBBON,PURPLE,F/1000E,1500E,5000E,7000E,7500E,900E	EA	LTHVIS6008	$	8,524.32
RISER,MONITOR PM,2"-4"	EA	FEL91712	216	14.87	RISER,MONITOR PM,2"-4"	EA	FEL91712	$	3,211.92
RISER,NOTEBOOK,BK	EA	MMMLX500	108	34.50	RISER,NOTEBOOK,BK	EA	MMMLX500	$	3,726.00
RISER,NOTEBOOK,VRT,BK	EA	MMMLX550	456	30.99	RISER,NOTEBOOK,VRT,BK	EA	MMMLX550	$	14,131.44
RUBBERBANDS,SIZE 117,1/4 LB.	PK	UNV04117	462	0.64	RUBBERBANDS,SIZE 117,1/4 LB.	PK	UNV04117	$	295.68
RUBBERBANDS,SIZE 117,1LB,BAGS	PK	UNV01117	822	2.28	RUBBERBANDS,SIZE 117,1LB,BAGS	PK	UNV01117	$	1,874.16
RUBBERBANDS,SIZE 64,1LB	PK	UNV00164	456	2.28	RUBBERBANDS,SIZE 64,1LB	PK	UNV00164	$	1,039.68
SCISSORS,8"BENTSTR,3PK,BK	PK	ACM13402	317	6.86	SCISSORS,8"BENTSTR,3PK,BK	PK	ACM13402	$	2,174.62
SECURITY,LAPTP COMBO LOCK	EA	KMW64697	77	25.95	SECURITY,LAPTP COMBO LOCK	EA	KMW64697	$	1,998.15
SELF-SEAL SIDE LOADING BOXES,12 1/2X3X17 1/2,WHITE,25/BD	BD	BPT12317SSFOL	28	89.50	SELF-SEAL SIDE LOADING BOXES,12 1/2X3X17 1/2,WHITE,25/BD	BD	BPT12317SSFOL	$	2,506.00
SERVICE DEPARTMENT LABOR	EA	WBMLABOR	17	0.00	SERVICE DEPARTMENT LABOR	EA	WBMLABOR	$	-
SHEET,LAMINATE,9X12,50SHT	BX	AVE73601	96	13.80	SHEET,LAMINATE,9X12,50SHT	BX	AVE73601	$	1,324.80
SHREDDER,C-225I,BKSR	EA	FEL3322001	3	868.12	SHREDDER,C-225I,BKSR	EA	FEL3322001	$	2,604.36
SHREDDER,CRSS,GLX2030CCBK [D]	EA	SWI1770045	1	968.12	SHREDDER,CRSS,GLX2030CCBK [D]	EA	SWI1770045	$	968.12
SHREDDER,PS79CI INTELLSHD	EA	FEL3227901	6	301.29	SHREDDER,PS79CI INTELLSHD	EA	FEL3227901	$	1,807.74
SHREDDER,SB99CI,INTELSHRD	EA	FEL3229901	26	386.98	SHREDDER,SB99CI,INTELSHRD	EA	FEL3229901	$	10,061.48
SHREDDER,STCKNSHRDT600,BK	EA	SWI1757577	2	1,289.00	SHREDDER,AUTOMAX 550C	EA	FEL4963001	$	2,578.00
SOAP,FOAM,HAND,DYE/FRAG FREE,1000ML,6/CT	CT	KUT68641	29	49.00	SOAP,FOAM,HAND,DYE/FRAG FREE,1000ML,6/CT	CT	KUT68641	$	1,421.00
SPACE AGE TOTES, 18" X 13" X 12", BLUE, 6/CS	CS	BPTBINS185	5	125.00	SPACE AGE TOTES, 18" X 13" X 12", BLUE, 6/CS	CS	BPTBINS185	$	625.00
SPONGE,STAYFRESH,4-PACK [7271T/7274FD]	PK	MMM7274T	641	1.99	SPONGE,STAYFRESH,4-PACK [7271T/7274FD]	PK	MMM7274T	$	1,275.59
STAND,LAPTOP RISER,BK	EA	FEL8038401	109	24.59	STAND,LAPTOP RISER,BK	EA	FEL8038401	$	2,680.31
STAND,MONITOR,BK/SR	EA	MMMMS80B	122	22.49	STAND,SINGLE PLATFORM,BK	EA	KTKMS400	$	2,743.78
STAPLE,STD SZ 5M/BX (66000)	BX	SWI35108	1246	0.99	STAPLE,STD SZ 5M/BX (66000)	BX	SWI35108	$	1,233.54
STAPLER,AUTOMTC,BREEZT,BK	EA	SWI42132	58	25.17	STAPLER,AUTOMTC,BREEZT,BK	EA	SWI42132	$	1,459.86
STAPLER,DELUXE,STND,BK(40501)	EA	BOSB515BK	290	5.24	STAPLER,DELUXE,STND,BK(40501)	EA	BOSB515BK	$	1,519.60
STAPLER,DSK,FULL STRIP,BK	EA	SWI74701	112	12.18	STAPLER,DSK,FULL STRIP,BK	EA	SWI74701	$	1,364.16
STAPLER,DSK,FULL STRIP,BK [43118]	EA	SWI54501	288	4.96	STAPLER,DSK,FULL STRIP,BK [43118]	EA	SWI54501	$	1,428.48
STAPLER,DSKTP 25/SH,RD	EA	ACI1117	95	21.06	STAPLER,DSKTP 25/SH,RD	EA	ACI1117	$	2,000.70
STAPLER,ECON,FULL(SWI54501)	EA	UNV43118	577	3.26	STAPLER,ECON,FULL(SWI54501)	EA	UNV43118	$	1,881.02
STAPLER,ELEC, PORTABLE,BK	EA	SWI48200	42	52.22	STAPLER,ELEC, PORTABLE,BK	EA	SWI48200	$	2,193.24
STAPLER,ELEC,H/DY,CARTRGE	EA	SWI69270	5	244.21	STAPLER,OPTIMA 70 ELEC,SR	EA	SWI48210	$	1,221.05
STAPLER,ELEC,ZEPHYR,BK	EA	SWI69008	11	44.99	STAPLER,ELECTRIC,BLACK	EA	BOS02210	$	494.89
STAPLER,ELECTRIC,BLACK	EA	BOS02210	121	44.99	STAPLER,ELECTRIC,BLACK	EA	BOS02210	$	5,443.79
STAPLER,HVY DTY,ELEC,BK(SWI48209)	EA	BOSB8EVALUE	19	47.95	STAPLER,HVY DTY,ELEC,BK(SWI48209)	EA	BOSB8EVALUE	$	911.05
STAPLER,OPTIMA 20 ELEC,SR	EA	SWI48208	75	65.29	STAPLER,OPTIMA 20 ELEC,SR	EA	SWI48208	$	4,896.75
STAPLER,OPTIMA 45 EL,SR	EA	SWI48209	53	48.95	STAPLER,OPTIMA 45 EL,SR	EA	SWI48209	$	2,594.35

STAPLES,FULL STRIP,5M/BX	BX	SWI35450	720	2.81	STAPLES,FULL STRIP,5M/BX	BX	SWI35450	$	2,023.20
STICKY NOTES,4"X6",BEACHSIDE CAFE,100SHT/PD,5PD/PK	PK	MMM6605PKAST	360	10.35	STICKY NOTES,4"X6",BEACHSIDE CAFE,100SHT/PD,5PD/PK	PK	MMM6605PKAST	$	3,726.00
STRETCH FILM,BUNDLING,3X600,120GA,CLEAR,18/CS	CS	BPTTNB703	13	81.76	STRETCH FILM,BUNDLING,3X600,120GA,CLEAR,18/CS	CS	BPTTNB703	$	1,062.88
SUPPRESSOR,7OUT,7'	EA	TRPSUPER7	653	23.24	SUPPRESSOR,7OUT,7'	EA	TRPSUPER7	$	15,175.72
SURGE,12OUTLT,4320JOUL,GY	EA	BLKBP11223008	44	34.99	SURGE,12OUTLT,4320JOUL,GY	EA	BLKBP11223008	$	1,539.56
SURGE,6-OUTLET 6FT CRD	EA	TRPTLP606	512	14.95	SURGE,6-OUTLET 6FT CRD	EA	TRPTLP606	$	7,654.40
SURGE,7-OUTLET,PHONE,WHT	EA	IVR71654	115	17.71	SURGE,7-OUTLET,PHONE,WHT	EA	IVR71654	$	2,036.65
TAB,BLNK,WRITE-ON 416,WE	PK	RTG31010	114	6.75	TAB,BLNK,WRITE-ON 416,WE	PK	RTG31010	$	769.50
TAB,SIDE,LTR,WE	ST	AVE01330	732	1.99	TAB,SIDE,LTR,WE	ST	AVE01330	$	1,456.68
TAPE, CORRECTION, WITE-OUT	EA	BICWOTAPP11	1042	1.55	TAPE, CORRECTION, WITE-OUT	EA	BICWOTAPP11	$	1,615.10
TAPE,1"X2592",3/PK,CR	PK	MMM600723PK	144	13.95	TAPE,1"X2592",3/PK,CR	PK	MMM600723PK	$	2,008.80
TAPE,2"X22.2YD,CR,6/PK	PK	MMM1456	121	11.26	TAPE,2"X22.2YD,CR,6/PK	PK	MMM1456	$	1,362.46
TAPE,3/4 X 1000 16 PK,CR	PK	MMM810K16	97	13.92	TAPE,WRITE ON,34X1000"	16 RLs	UNV83410	$	1,350.24
TAPE,3/4X1000",12RL	PK	MMM810K12	272	10.44	TAPE,WRITE ON,34X1000"	12 RLs	UNV83410	$	2,839.68
TAPE,48X50,3MIL,6/PK,CR(PP830)	PK	UNV93000	242	11.94	TAPE,CARTON SEALING,ACRYLIC,2X55,3.0MIL,CLR,36RL/CS	PK	WBMTA30255	$	2,889.48
TAPE,CORRECT RECYCLED,WE	PK	PAP1744480	314	3.99	TAPE,CORRECT RECYCLED,WE	PK	PAP1744480	$	1,252.86
TAPE,CORRECT1/6,WE,10/PK	BX	TOM68720	284	6.39	TAPE,CORRECTION,5MMX10,WH	PK	UNV75612	$	1,814.76
TAPE,CORRECTION,10PK,WE	BX	BICWOTAP10	1087	12.79	TAPE,CORRECTION,10PK,WE	BX	BICWOTAP10	$	13,902.73
TAPE,CORRECTION,WE,10/PK	PK	TOM68721	191	6.39	TAPE,CORRECTION,5MMX10,WH	PK	UNV75612	$	1,220.49
TAPE,D1 FABRIC,1/2",BK/WE	EA	DYM16953	128	3.89	TAPE,D1 FABRIC,1/2",BK/WE	EA	DYM16953	$	497.92
TAPE,DRYLNE CRCTN 2PK,WE	PK	PAP662415	6091	2.85	TAPE,CORRECTION,2PK,WE	PK	BICWOTAPP21	$	17,359.35
TAPE,HIGHLND 3/4"X1000,CLR 12 PK	PK	MMM6200K12	617	10.24	TAPE,HIGHLND 3/4"X1000,CLR 12 PK	PK	MMM6200K12	$	6,318.08
TAPE,LTWEIGHT,1.88"X54.6YDS,CR,6/PK	PK	MMM33506	148	7.44	TAPE,CARTON SEALING,ACRYLIC,2X55,2.0MIL,CLR,36RL/CS	PK	WBMTA20255	$	1,101.12
TAPE,MAGIC,.75X1M,10RL,CR	PK	MMM810P10K	343	8.70	TAPE,WRITE ON,34X1000"	10 RLs	UNV83410	$	2,984.10
TAPE,MAGIC,810 VP,3/4X1000,24PK	PK	MMM810K24	258	20.88	TAPE,WRITE ON,34X1000"	24 RLs	UNV83410	$	5,387.04
TAPE,MAGIC,CABINET, 18 PER PACK	PK	MMM810K18CP	105	15.66	TAPE,WRITE ON,34X1000"	18 RLs	UNV83410	$	1,644.30
TAPE,MAIL/STORAGE 6PK,CR	PK	MMM36506	114	11.94	TAPE,CARTON SEALING,ACRYLIC,2X55,3.0MIL,CLR,36RL/CS	PK	WBMTA30255	$	1,361.16
TAPE,MAILING,2X800,6/PK,CLR	PK	MMM1426	311	13.73	TAPE,MAILING,2X800,6/PK,CLR	PK	MMM1426	$	4,270.03
TAPE,MASKING,3/4X60,48RLS/CS	CS	LIND87217	31	50.88	TAPE,MASK,3/4"X60YDS 48RL/CT	CT	MMM26018A	$	1,577.28
TAPE,MENDG,PERM,3/4X1296,MATTE,12RL/PK	RL	MMM6200341296VP	6810	0.98	TAPE,MENDG,PERM,3/4X1296,MATTE,12RL/PK	RL	MMM6200341296VP	$	6,673.80
TAPE,PCKGE 1.88X54.6,CR	PK	MMM36504	94	11.49	TAPE,PCKGE 1.88X54.6,CR	PK	MMM36504	$	1,080.06
TAPE,PKF.REFIL,6/PK,CR	PK	MMMDP1000RF6	153	12.50	TAPE,PKF.REFIL,6/PK,CR	PK	MMMDP1000RF6	$	1,912.50
TAPE,SCOTCH,TRANS,VP,12PK	PK	MMM600K12	104	8.72	TAPE,3/4"X1000",12/PK,CLR	PK	MMM5910K12	$	906.88
TAPE,TRANS,3/4X1296,GLOSSY	RL	MMM5910341296	802	0.85	TAPE,TRANS,3/4X1296,GLOSSY	RL	MMM5910341296	$	681.70
TAPE,WRITE ON,34X1000",6/PK	PK	UNV83410	653	5.94	TAPE,WRITE ON,34X1000",6/PK	PK	UNV83410	$	3,878.82
TISSUE FACIAL,CUBE,36/CT	CT	ALM336	125	29.88	TISSUE FACIAL,CUBE,36/CT	CT	ALM336	$	3,735.00
TISSUE,FACIAL,36BX/95,WH (F700/F710)	CT	CSD4090	26	29.88	TISSUE FACIAL,CUBE,36/CT	CT	ALM336	$	776.88
TISSUE,FACIAL,BOUTIQ,6PK/CT	PK	KCCO21271	514	12.30	TISSUE,FACIAL,BOUTIQ,6PK/CT	PK	KCCO21271	$	6,322.20
TISSUE,FACIAL,KLNX,36BX/CT	BX	KCCO21400	115	1.67	TISSUE,FACIAL,KLNX,36BX/CT	BX	KCCO21400	$	192.05
TISSUE,KLEENEX FACIAL,WE,12BX/CT	CT	KCC03076	86	25.80	TISSUE,KLEENEX FACIAL,WE,12BX/CT	CT	KCC03076	$	2,218.80
TISSUE,KLEENEX,ANTI-V,WE	PK	KCC21286	141	9.95	TISSUE,KLEENEX,ANTI-V,WE	PK	KCC21286	$	1,402.95
TISSUE,NTRLS,48BX/CT,WHT	CT	KCCO21601	20	81.35	TISSUE,NTRLS,48BX/CT,WHT	CT	KCCO21601	$	1,627.00
TOWEL,2PLY,15RLS	CT	MRC6709	182	15.90	TOWEL,PAPER,15/PK MARCAL(MRL 6710)	CT	MRC610	$	2,893.80
TOWEL,HARD ROLL,HC,950',6/CT	CT	KCC02001	85	62.77	TOWEL,HARD ROLL,HC,950',6/CT	CT	KCC02001	$	5,335.45
TOWEL,MAXI , 6-140 SHT/PK	PK	MRC6181PK	283	13.44	TOWEL,MAXI , 6-140 SHT/PK	PK	MRC6181PK	$	3,803.52
TOWEL,SPARKLE,WHT,30/CT	CT	GPC2717201	60	26.70	TOWEL,KITCH,85/RL,30RL/CT,WH	CT	MRC06350	$	1,602.00
TRANSFLM,CR,50SH/BX	BX	APOCG7060	103	8.95	TRANSFLM,CR,50SH/BX	BX	APOCG7060	$	921.85
TRANSFLM,PLNPAPR,100SH/BX	BX	APOPP100C	121	13.95	TRANSFLM,LSR/CPR,COVR,100	PK	UNV21010	$	1,687.95
TRASHCAN, HALF ROUND, 21 GALLON, STAINLESS STEEL	EA	RCP2147582	23	199.99	TRASHCAN, HALF ROUND, 21 GALLON, STAINLESS STEEL	EA	RCP2147582	$	4,599.77
VERTICAL MOUSE 4 RIGHT HANDED WIRELESS	EA	PRESVM4RW	15	72.95	VERTICAL MOUSE 4 RIGHT HANDED WIRELESS	EA	PRESVM4RW	$	1,094.25
WASTEBASKET,PLAS,15H,GY	EA	RCP295600GY	327	6.09	WASTEBASKET,PLAS,15H,GY	EA	RCP295600GY	$	1,991.43
WASTEBASKET,REC,28QT,BLUE	EA	COCP28181	217	4.84	WASTEBASKET,REC,28QT,BLUE	EA	COCP28181	$	1,050.28
WATER, BLIZZARD, 1/2L, 35/CT	CT	BLZ16935	9419	6.65	WATER, BLIZZARD, 1/2L, 35/CT	CT	BLZ16935	$	62,636.35
WATER,5GAL JUG,BLIZZARD	EA	BLZH2O5G	477	5.88	WATER,5GAL JUG,BLIZZARD	EA	BLZH2O5G	$	2,804.76
WATER,5GAL,JUG,POLAND SPRING	EA	NESRH2O5G	398	6.84	WATER,5GAL,JUG,POLAND SPRING	EA	NESRH2O5G	$	2,722.32
WATER,BLIZZARD,8OZ,24/CT	CT	BLZ00824	149	5.40	WATER,BLIZZARD,8OZ,24/CT	CT	BLZ00824	$	804.60
WIPES,DAILY,CLEANSING,80	EA	RAC99118	41	5.99	WIPES,DAILY,CLEANSING,80	EA	RAC99118	$	245.59
WIPES,SCRN CLEAN 40/BX,WE	BX	REARR1391	315	10.75	WIPES,SCRN CLEAN 40/BX,WE	BX	REARR1391	$	3,386.25
WRISTREST,MEM FM,BLK	EA	FEL9178201	138	10.39	WRISTREST,MEM FM,BLK	EA	FEL9178201	$	1,433.82
ZONE VIBE 100 - GRAPHITE	EA	LOG981001256	15	66.99	ZONE VIBE 100 - GRAPHITE	EA	LOG981001256	$	1,004.85
Total Proposed Cost for Office Supplies								**$**	**3,595,289.92**

The items shown below are not considered part of the State of Maine's core list of items (above), and therefore, a fixed unit price is not sought. These items are included as a representation of what may be purchased through the discount-from-list-price structure for non-core list items.

Item Description	Unit of Measure	Stock/Item Number	Quantity Ordered During Previous Contract's Lifecycle	Bidder's Current Catalog List Price for this Item (or equivalent)	Decription of Bidder's Proposed Item	Unit of Measure of Bidder's Proposed Item	Stock/Item Number for Bidder's Proposed Item	Category in Bidder's Catalog under which this item (or equivalent) is found	Discount from List Price Percentage offered for this Item's Catalog Category (as shown on Other Items tab)
4 7/8X5 24WW DOSS RND WDW CD ENV 250/1000	BX	QUA62905	33	90.27	SLEEVE,CD/DVD PAPER,WH	BX	QUA62905	Office Technology	37.00%
60WX43D LEFT HAND SIT TO STAND L SHAPED DESK,CHERRY/GRAPHITE	EA	BSHSRC127HCSU	1	2,149.00	60WX43D LEFT HAND SIT TO STAND L SHAPED DESK,CHERRY/GRAPHITE	EA	BSHSRC127HCSU	Furniture	37.00%
9X12 BK REDI-STRIP CATALOG	BX	WBM40102	154	59.00	9 X 12 CATALOG ENVELOPES WITH PEEL AND SEAL CLOSURE, KRAFT	BX	WBM40102	Office Supplies	58.00%
ANTI-FATIGUE WELLNESS MAT - 1 PACK	EA	FEL8707002	20	90.99	ANTI-FATIGUE WELLNESS MAT - 1 PACK	EA	FEL8707002	Furniture	37.00%
BATTERY,ALKLN,AA ,12/PK	PK	DURMN15RT12Z	99	30.85	BATTERY,COPPERTP,AA,12/PK	PK	DURMN15RT12Z	Office Technology	37.00%
BIN,PLSTC WVE,LGE,2/PK,BK	PK	AVT40328	87	34.57	BIN,PLSTC WVE,LGE,2/PK,BK	PK	AVT40328	Office Supplies	58.00%
BNDR,DURBL VEW 1 12 IN,BE	EA	AVE17024	223	17.13	BNDR,DURBLE VIEW 1.5",BE	EA	AVE17024	Office Supplies	58.00%
BNDR,RNG,11X8.5,2IN,RBE+ (WLJ36844NBL)	EA	AVE03500	294	13.14	BNDR,RNG,11" X 8 1/2",2",BE	EA	AVE03500	Office Supplies	58.00%
BOARD,DRY-WIPE&CORK,24X36	EA	QRTS553	16	155.45	BOARD,DRY-WIPE&CORK,24X36	EA	QRTS553	Furniture	37.00%
BOARD,WHITE,48X36,WE/AM(QRTB34)	EA	mea85357	23	113.10	BOARD,WHITE,48X36,WE/AM(QRTB34)	EA	mea85357	Furniture	37.00%
BOOKEND,MAGNETIC,7"H,BK	PR	UNV54071	135	28.76	BOOKEND,MAGNETIC,7"H,BK	PR	UNV54071	Office Supplies	58.00%
CARDS,BUSINESS,LASER,2X3.5	PK	AVE5376	181	20.35	CARD,BUS,LSR,250/PK,IVY	PK	AVE5376	Office Supplies	58.00%
CASE,CATALOG,WHEELS,BK	EA	STB251622BLK	9	213.00	CASE,16"COMP/CAT,HNGFL,BK	EA	USLB1514	Office Technology	37.00%
CATALOG ENVELOPE, 6 X 9, BROWN KRAFT, 500/BOX	BX	QUA40765	26	202.50	ENVELOPE,CATLG,KRAFT,6X9,500/BX	BX	QUA40765	Office Supplies	58.00%
CHAIRMAT,POLYCARB,HRDFLR,36X48	EA	DEFCM21142PC	16	152.83	CHAIRMAT,36X48POLECOU,CLR	EA	DEFCM21142PC	Furniture	37.00%
CHIPBOARD,8.5X11,.030 PT, 746/BL	BL	LIND14200	33	94.08	CHIPBOARD,8.5X11,.030 746/BUNDLE	BL	LIND14200	Shipping & Packaging	31.60%
CLEANER,DUSTOFF,12OZ,EACH	EA	FALDPSXL12	124	19.99	CLEANER,DUSTOFF,12OZ,EACH	EA	FALDPSXL12	Office Technology	37.00%
CLIP,BINDER,LARGE,36/PK	PK	UNV10220VP	94	36.63	CLIP,BINDER,LGE,36/BPK	PK	UNV10220VP	Office Supplies	58.00%
CLIP,BINDER,MEDIUM,36/PK	PK	UNV10210VP	355	12.71	CLIP,BINDER,MED,36/PK	PK	UNV10210VP	Office Supplies	58.00%
CLIP,PANEL WALL,AST	BX	AVT75336	125	25.74	CLIP,PANEL WALL,AST,50/BX	BX	AVT75336	Office Supplies	58.00%
CLIPBOARD,SLIMMATE,RD	EA	SAU00560	112	15.67	CLIPBOARD,SLIMMATE,RD	EA	SAU00560	Office Supplies	58.00%
CLOCK,WALL,QTZ,12",BK	EA	UNV11381	58	65.71	CLOCK,WALL,QTZ,12",BK	EA	UNV11381	Office Supplies	58.00%
DISINFECTANT SPRAY,AEROSOL, LYSOL,19OZ, FRESH SCENT, 12EA/CT	CT	RAC04675	24	203.82	CLEANER,DSNFCTNTSPRY,19OZ	CT	CLO38504CT	Facilities Maintenance	31.60%
DRIVE, USB FLASH, 32GB, CRUZER, GLIDE	EA	SDISDCZ60032GA46	112	8.92	DRIVE, USB FLASH, 32GB	EA	IVR82032	Office Technology	37.00%
DRIVE,USB FLASH 4GB,BE	EA	VER97087	192	10.28	DRIVE,USB FLASH 4GB,BE	EA	VER97087	Office Technology	37.00%
DRIVE,USB,FLASH,2GB,BE	EA	VER97086	182	10.28	DRIVE,USB FLASH 4GB,BE	EA	VER97087	Office Technology	37.00%

ENVELOPE,9X12PLASTC,WE	BX	QUA46190	18	149.38	ENVELOPE,9X12PLASTC,WE	BX	QUA46190	Office Supplies	58.00%
ENVELOPE,CAT,10X13,28#KFT	BX	QUA43767	47	108.25	ENVELOPE,CAT,10X13,28#KFT	BX	QUA43767	Office Supplies	58.00%
ENVELOPE,CAT,9.5X12.5,28#	BX	QUA43662	27	208.56	ENVELOPE,CAT,9.5X12.5,28#	BX	QUA43662	Office Supplies	58.00%
ENVELOPE,TYVEK,10X13,1ST	CT	QUAR4210	12	378.87	ENVELOPE,TYVEK,10X13,1ST	CT	QUAR4210	Office Supplies	58.00%
F/FOLDER ET LTR STRT 11PT OR 2B1	BX	SMD25640	34	97.05	F/FOLDER ET LTR STRT 11PT OR 2B1	BX	SMD25640	Office Supplies	58.00%
FOLDER,CLASS,6SEC,LTR,BE	BX	WBM10301	31	89.00	FOLDER,CLASS,6SEC,LTR,CBT	BX	WBM10301	Office Supplies	58.00%
FOLDER,CLASS,LTR,2DIV,RD	BX	PFX1257R	26	110.73	FOLDER,CLASS,LTR,2DIV,RD	BX	PFX1257R	Office Supplies	58.00%
FOLDER,MLA,1/2CUT,LTR	BX	SMD10326	42	72.18	FOLDER,MLA,1/2CUT,LTR	BX	SMD10326	Office Supplies	58.00%
HOLDER,CERTIFICTE5/PK,DBE	PK	OXF29900235BGD	135	30.23	HOLDER,CERTIFICTE5/PK,DBE	PK	OXF29900235BGD	Specialty Paper	58.00%
HOOK,COAT,PARTITION,BK	EA	UNV20017	299	14.31	HOOK,CUBICLE,COAT,CC	EA	UNV08607	Office Supplies	37.00%
INDEX,BNDR,LTR,5/ST,WE	BX	AVE11506	52	69.02	INDEX,BNDR,5TAB,36ST,WHT	BX	AVE11506	Office Supplies	58.00%
INDEX,LTR,SIDE,1-10 & TOC	ST	AVE11381	320	5.69	INDEX,LTR,SIDE,1-10 & TOC	ST	AVE11381	Office Supplies	58.00%
INDEX,MAKER LASPRT,8TAB,25/BX	BX	AVE11447	17	117.19	INDEX,LSR/IJ,8TAB,25ST/BX	BX	BSN36687	Office Supplies	58.00%
INKCART,BLK,#67-120PG	EA	HEW3YM56AN	76	21.37	INKCART,BLK,#67-120PG	EA	HEW3YM56AN	Ink & Toner	37.00%
INKCART,F/ HP 63, BLK-190PG	EA	HEWF6U62AN	96	29.12	INKCART,HP 63,BK	EA	HEWF6U62AN	Ink & Toner	37.00%
INKCART,F/PRO 6960 ,BLK,906XL-1.5K(HEWT6M14AN SUGG REPL)	EA	HEWT6M18AN	34	74.98	INKCART,F/PRO 6960 ,BLK,906XL-1.5K(HEWT6M14AN SUGG REPL)	EA	HEWT6M18AN	Ink & Toner	37.00%
INKCART,HP 952,YEL-700PG	EA	HEWL0S55AN	84	32.07	HP 952 Yellow Original Ink Cartridge (~700 pages)	EA	HEWL0S55AN	Ink & Toner	37.00%
INKCART,PG240XL/CL241XL	EA	CNM5206B005	38	58.99	INKCART,PG240XL/CL241XL	EA	CNM5206B005	Ink & Toner	37.00%
LABEL,LAS FILE FLDR BE15C	BX	AVE5766	59	65.77	LABEL,LSR,F/FLDR,15C,BE	BX	AVE5766	Office Supplies	58.00%
LABEL,LASER,WHITE,2"X4"	BX	AVE5963	23	128.94	LABEL,LSR,2X4,PERM,WE	BX	AVE30609	Office Supplies	58.00%
MAILER,BUBL,SELFSEAL,#000,4X8(85501)25/CT	CT	SEL10181	106	51.35	MAILER,4X8 25EA/CTN	CT	SEL10181	Shipping & Packaging	31.60%
NOTE,POST-IT,18PD/PK,YW	PK	MMM65418CP	84	9.93	NOTE,3X3, 18 PK,YW	PK	MMM654918PK	Office Supplies	58.00%
NOTE,POST-IT,RULD,4X6,YW	PK	MMM660YW	54	22.68	NOTE,HLND,4X6,12/PK,YW	PK	MMM6609YW	Office Supplies	58.00%
NOTEBOOK,COMPSTN,12/PK,BK	PK	MEA72936	33	85.74	NOTEBOOK,COMPSTN,12/PK,BK	PK	MEA72936	Office Supplies	58.00%
NOTEBOOK,PKT,GREG4X8,70SH (T)	EA	TOP25280	507	8.51	NOTEBOOK,PKT,GREG4X8,70SH	EA	TOP25280	Office Supplies	58.00%
NOTEBOOK,REPRTR 4X8 70,WE	PK	TOP8030	23	141.80	NOTEBOOK,REPRTR 4X8 70,WE	PK	TOP8030	Office Supplies	58.00%
ORGANIZER,MESH PENCIL,BK	EA	ROL1746466	127	26.71	ORGANIZER,MESH PENCIL,BK	EA	ROL1746466	Office Supplies	58.00%
PAD,LGL RLD,LTR,6/PK,AST	PK	TOP63116	87	57.76	PAD,LGL RLD,LTR,6/PK,AST	PK	TOP63116	Office Supplies	58.00%
PAD,STENO,6X9,80SH,6PK,GN	PK	UNV86920PK	151	23.20	PAD,STENO,6X9,80SH,6PK,GN	PK	UNV86920PK	Office Supplies	58.00%
PEN,INKJOY,GEL,14,AST	PK	PAP1951636	66	44.67	InkJoy Gel Pen, Assorted Ink, 0.7mm, 14/Pack	PK	PAP1951636	Office Supplies	58.00%
PEN,UB 207 NEEDLE,BE	DZ	UBC1736098	109	29.04	PEN,UB 207 NEEDLE,BE	DZ	UBC1736098	Office Supplies	58.00%
PEN,UNIBALL,VISN,MICRO,BE	DZ	UBC60108	69	45.48	PEN,UNIBALL,VISN,MICRO,BE	DZ	UBC60108	Office Supplies	58.00%
PLANNER,MO,8-1/2X11,2YR,JAN-DEC,BK	EA	HOD262002	142	23.64	PLANNER,2YR,MONTHLY,BK	EA	HOD262002	Office Supplies	58.00%
PLANNER,WK,4-7/8X8,JAN-DEC,BK [SO]	EA	AAGG21000	125	30.12	BOOK,APT,WKLY,5X8,BK	EA	AAGG21000	Office Supplies	58.00%
POCKET,EASYGRIP REDROP,RD	BX	SMD73208	46	127.85	POCKET,EZGRIP,LTR,3.5,RD	BX	SMD73208	Office Supplies	58.00%
POCKET,FILE,5.25"EXP,MLA	BX	SMD75174	48	102.50	POCKET,FILE,5.25"EXP,LTR	BX	SMD75174	Office Supplies	58.00%
POCKET,FILE,LTR,EXP,3.5"	BX	PFX85343	54	91.11	POCKET,FILE,LTR,EXP,3.5"	BX	PFX85343	Office Supplies	58.00%
PORTFOLIO,2PCK,RECY,BE	BX	OXF78502	103	44.87	PORTFOLIO,2PCK,RECY,BE	BX	OXF78502	Office Supplies	58.00%
PPR,8.5X14,20LB,98BR,WHITE,5000/CT	RM	WBM97214	50	26.22	PPR,8.5X14,20LB,98BR,WHITE,5000/CT	RM	WBM97214	Multipurpose Paper	63.00%
REFILL,DY DESK,3-1/2X6,JAN-DEC,1/2 HR APT,BK/WE	EA	AAGE71750	1005	7.26	CALENDAR,DESK,REFILL	EA	HOD4717	Office Supplies	58.00%
RUBBERBANDS,SIZE 33,1/4LB	PK	UNV00433	400	10.50	RUBBERBANDS,SIZE 33,1/4LB	PK	UNV00433	Office Supplies	58.00%
RUBBERBANDS,SIZE#117B,NTN	BX	ALL25405	236	13.27	RUBBERBANDS,SIZE117B,NTTN	BX	ALL25405	Office Supplies	58.00%
SCISSORS,8" STRAIGHT,BK	EA	ACM13135	433	7.51	SCISSORS,8" STRAIGHT,BK	EA	ACM13135	Office Supplies	58.00%
SIT OR STAND MAT ANTIFTG SUPP COMB WFLOORPROTECT 36" X 53"	EA	FLFMAT184612	4	189.00	SIT OR STAND MAT ANTIFTG SUPP COMB WFLOORPROTECT 36" X 53"	EA	FLFMAT184612	Furniture	37.00%
SIT-DOWN, STAND-UP LIGHT GRAY COMPUTER DESK WITH 37.375"W T	EA	FLFNANIP61GG	5	400.00	SIT-DOWN, STAND-UP LIGHT GRAY COMPUTER DESK WITH 37.375"W T	EA	FLFNANIP61GG	Furniture	37.00%
TISSUE,FACIAL,100SH,30BX	CT	MRC2930	38	71.82	TISSUE,FACIAL,100SH,30BX	CT	MRC2930	Facilities Maintenance	31.60%
TISSUE,FACIAL,BOUTIQUE,36BX/CT	BX	KCC21270	21	5.92	TISSUE,FACL,BOUTQUE,36CTN	BX	KCC21270	Facilities Maintenance	31.60%
TISSUE,FACIAL125SHTS,2PLY,48BX/CT	BX	KCC21606	64	5.08	TISSUE,FACIAL125SHTS,48CN	BX	KCC21606	Facilities Maintenance	31.60%
WITE-OUT EZ CORRECTION TAPE,NON-REFILLABLE,1/6X472,18/PK	PK	BICWOTAP18	42	56.33	TAPE,CORR,1/6X400"WITEOUT	PK	BICWOTAP18	Office Supplies	58.00%

Item Description	Unit of Measure	Stock/Item Number	Quantity Ordered During Previous Contract's Lifecycle	Bidder's Proposed Unit Price for this Item (or equivalent)	Decription of Bidder's Proposed Item	Unit of Measure of Bidder's Proposed Item	Stock/Item Number for Bidder's Proposed Item	Proposed Cost
ABRACADABRA LTR 8.5X11, 20#, 97B PAPER	CT	MAG71200	73	36.80	ABRACADABRA LTR 8.5X11, 20#, 97B PAPER	CT	MAG71200	$ 2,686.40
PAPER, 92 BRIGHT, 20LB, 8-1/2 X 11 WHT	CT	CAS054922	20	53.80	PPR,8.5X11,100%RECY,5000/CT	CT	WBM20100	$ 1,076.00
PAPER,28LB,11X17,100BR,PHOTO,WHITE	CT	HAM102541	46	65.89	PAPER,MY FACE,11X17,28#,100 BRT,SMTH	CT	MYP88817	$ 3,030.94
PAPER,8.5X11,110LB,WHITE,250/PK	PK	WAU40411	117	8.99	INDEX,8.5X11,110#,WE,250/PK	PK	SPHL015300	$ 1,051.83
PAPER,8.5X11,20LB,REDBRITEBLUE,98BR,5000/CT	CT	RBB61200	27	36.80	PAPER,8.5X11,20LB,REDBRITEBLUE,98BR,5000/C	CT	RBB61200	$ 993.60
PAPER,8.5X11,24LB,GALAXYGOLD,500/RM	RM	WAU22571	282	12.09	PAPER,8.5X11,24LB,GALAXYGOLD,500/RM	RM	WAU22571	$ 3,409.38
PAPER,8.5X11,24LB,PARCHMENT,IVORY,500/RM	BX	SOU984C	123	30.94	PAPER,8.5X11,24LB,PARCHMENT,IVORY,500/RM	BX	SOU984C	$ 3,805.62
PAPER,8.5X11,24LB,SOLARYELLOW,500/RM	RM	WAU22531	106	12.09	PAPER,8.5X11,24LB,SOLARYELLOW,500/RM	RM	WAU22531	$ 1,281.54
PAPER,8.5X11,32#,LASERPRINT,4M/CT	CT	HAM104646	113	79.00	PAPER,8.5X11,32#,LASERPRINT,4M/CT	CT	HAM104646	$ 8,927.00
PAPER,8.5X11,32LB,PARCHMENT,IVORY,250/PK	BX	SOUJ988C	147	24.22	PAPER,8.5X11,32LB,PARCHMENT,IVORY,250/PK	BX	SOUJ988C	$ 3,560.34
PAPER,8.5X11,65LB,REENTRYRED,250/PK	PK	WAU22751	128	12.99	PAPER,8.5X11,65LB,REENTRYRED,250/PK	PK	WAU22751	$ 1,662.72
PAPER,8.5X11,65LB,WHITE,250/PK	PK	WAU91904	108	14.19	PAPER,8.5X11,65LB,WHITE,250/PK	PK	WAU91904	$ 1,532.52
PAPER,8.5X11,67LB,WHITE,250/PK	PK	WAU80211	459	7.59	PPR,LTR,67#V.B.,WHT,250/PK,2000/CT	PK	SPHL016000	$ 3,483.81
PAPER,8.5X11,98BRT,20 LB,WHITE,5000/CT	CT	WBM97200	1984	36.80	PAPER,8.5X11,98BRT,20 LB,WHITE,5000/CT	CT	WBM97200	$ 73,011.20
PAPER,8.5X11,98BRT,20 LB,WHITE,5000/CT	CT	BLZ41200	430	36.80	PAPER,8.5X11,98BRT,20 LB,WHITE,5000/CT	CT	BLZ41200	$ 15,824.00
PAPER,8.5X11,FIREWORX,GLDRD	RM	CASMP2201GRP	491	4.99	PPR,CIRCUS,8.5X11,20LB,GOLD,500/RM	RM	WBM22201GD	$ 2,450.09
PAPER,8.5X14,,20#,BLUE,FOREDP,500/RM	RM	HMM103317	155	9.85	PAPER,8.5X14,,20#,BLUE,FOREDP,500/RM	RM	HMM103317	$ 1,526.75
PAPER,8.5X14,20LB,CANARY,500/RM	RM	HMM103358	120	9.85	PAPER,8.5X14,20LB,CANARY,500/RM	RM	HMM103358	$ 1,182.00
PAPER,80# COVER,17X11S,WE,1000/CT	CT	XER3R11771	23	105.80	PAPER,80# COVER,17X11S,WE,1000/CT	CT	XER3R11771	$ 2,433.40
PAPER,92 BRITE #20,WE	CT	CASSPRC20	4352	23.75	PAPER,92 BRITE #20,WE	CT	CASSPRC20	$ 103,360.00
PAPER,92 BRITE #20,WE	CT	CASSP8420P	608	22.75	PAPER,92 BRITE #20,WE	CT	CASSP8420P	$ 13,832.00
PAPER,92 BRITE #20,WE,2500/CT	CT	CASSP8420	891	21.75	PAPER,92 BRITE #20,WE,2500/CT	CT	CASSP8420	$ 19,379.25
PAPER,92BRITE,20#,WHITE,2500/CT	CT	CASOX9001JR	10914	21.75	PAPER,92BRITE,20#,WHITE,2500/CT	CT	CASOX9001JR	$ 237,379.50
PAPER,ASPEN 30,LTR,20#WHT	CT	CAS054901	3198	39.80	PPR, 8.5X11,30RECY,20LB,5000/CT	CT	WBM20030	$ 127,280.40
PAPER,C.COPY,LTR,100BR, 28# WHITE	RM	HAM102467	392	8.00	PAPER,MY FACE,8.5X11,28#,100B(8RM=CT)	RM	MYP88811	$ 3,136.00
PAPER,COLORCPR,PHWE	CT	HAM102450	30	55.90	PAPER,COLORCPR,PHWE	CT	HAM102450	$ 1,677.00
PAPER,COVER,COL COPY,80# 250/PK	PK	HAM120023	152	12.24	PAPER,COVER,COL COPY,80# 250/PK	PK	HAM120023	$ 1,860.48
PAPER,CTD.36INX300FT	RL	HEWC6980A	80	114.45	PAPER,CTD.36INX300FT	RL	HEWC6980A	$ 9,156.00
PAPER,FLGSHP, 8.5X11,92BR,20#	CT	WBM21200	43958	36.80	PAPER,FLGSHP, 8.5X11,92BR,20#	CT	WBM21200	$ 1,617,654.40
PAPER,GREAT WE,LTR,20#RCY	CT	HAM86700	82	39.80	PPR, 8.5X11,30RECY,20LB,5000/CT	CT	WBM20030	$ 3,263.60
PAPER,LEGAL SIZE,20#BLUE	RM	CASMP2204BE	163	9.85	PAPER,8.5X14,,20#,BLUE,FOREDP,500/RM	RM	HMM103317	$ 1,605.55
PAPER,LSR,LTR,24# LASER PRINT	RM	HAM104604	35	6.99	PAPER,MY IMAGE,8.5X11,24#.,100BRITE	RM	MYP84411	$ 244.65
PAPER,LSRJET,8.5X11,24#,WE (HPJ1124)	RM	HEW112400	148	7.99	PAPER,LSRJET,8.5X11,24#,WE (HPJ1124)	RM	HEW112400	$ 1,182.52
PAPER,LTR,20#,WHT,3HP,SPLX,RCY,2500/CT	CT	CASSPRC20P	162	24.75	PAPER,LTR,20#,WHT,3HP,SPLX,RCY,2500/CT	CT	CASSPRC20P	$ 4,009.50
PAPER,LTR,22LB,98BRT,WE	CT	BLZ78200	517	44.80	PAPER,LTR,22LB,98BRT,WE	CT	BLZ78200	$ 23,161.60
PAPER,LTR,F/4200DP,WE,92B	CT	XER3R02047	65	36.80	PAPER,FLGSHP, 8.5X11,92BR,20#	CT	WBM21200	$ 2,392.00
PAPER,MY COPY,8.5X11,20#, 98BRITE	CT	MYP81200	88	36.80	PAPER,MY COPY,8.5X11,20#, 98BRITE	CT	MYP81200	$ 3,238.40
PAPER,PARCH,24#,500SH,BE	BX	SOU964C	85	30.94	PAPER,PARCH,24#,500SH,BE	BX	SOU964C	$ 2,629.90
PAPER,PERF,3 1/2,20#,WE,5/CT	RM	TST30030	510	8.49	PAPER,PERF,3 1/2,20#,WE,5/CT	RM	TST30030	$ 4,329.90
PAPER,PHOTO PAPER	PK	EPSS041667	122	24.95	PAPER,PHOTO PAPER	PK	EPSS041667	$ 3,043.90
PAPER,TMP EXPRESS PACK,20#,8.5X11,WE	CT	HAM163120	1932	21.80	PAPER,XERO20#LTR WE5RM/CN	CT	UNV11289	$ 42,117.60
PAPER,XERO,3HP,WHT,8.5X11	RM	CASC054901P	48	5.95	PPR,8.5X11,D3H,30%RECY,5000/CT	RM	WBM20330	$ 285.60
PAPER,XERO,LTR,24#,CA FORE DP	RM	HMM104307	80	9.85	PAPER,XERO,LTR,24#,CA FORE DP	RM	HMM104307	$ 788.00
PAPER,XERO,RCY,WE,8.5X14	RM	CAS054904	126	7.57	PPR,8.5X14,30%RECY,5000/CT	RM	WBM20314	$ 953.82
PAPER,XERO,WE,8.5X11,24LB,92BR	CT	CASCCC2241	40	55.80	PAPER,XERO,WE,8.5X11,24LB,92BR	CT	CASCCC2241	$ 2,232.00
PAPER,XERO,WHT,8.5X11,20#	CT	CASOX9001	1250	36.80	PPR,8.5X11,20LB,5000/CT	CT	TKO51200	$ 46,000.00
PAPER,XERO/DUP,20#,LTR,BE	RM	CASMP2201BE	1000	4.99	PPR,CIRCUS,8.5X11,20LB, BLUE,500/RM	RM	WBM22201BE	$ 4,990.00
PAPER,XERO/DUP,20#,LTR,GN	CT	CASMP2201GN	1176	49.40	PPR,CIRCUS,8.5X11,20LB,GREEN,500/RM	CT	WBM22201GN	$ 58,094.40
PAPER,XERO/DUP,20#,LTR,PK	RM	CASMP2201PK	538	4.99	PPR,CIRCUS,8.5X11,20LB,PINK,500/RM	RM	WBM22201PK	$ 2,684.62
PAPER,XERO/DUP,20#,LTR,SN	RM	CASMP2201SN	291	4.99	PPR,CIRCUS,8.5X11,20LB,SALMON,500/RM	RM	WBM22201SN	$ 1,452.09
PAPER,XERO/DUP,WE,LDG,20#	RM	WBM28110	293	8.86	PAPER,XERO/DUP,WE,LDG,20#	RM	WBM28110	$ 2,595.98
PAPER,XERO/DUP,WE,LGL,20#	RM	WBM24200	476	5.08	PAPER,XERO/DUP,WE,LGL,20#	RM	WBM24200	$ 2,418.08
PAPER,XERO/DUP,WE,LTR,3HD	RM	WBM28230	724	4.43	PAPER,XERO/DUP,WE,LTR,3HD	RM	WBM28230	$ 3,207.32
PAPER,XERO/DUP,WE.LTR,20#,92BRT	CT	UNV21200	60	36.80	PAPER,XERO/DUP,WE.LTR,20#,92BRT	CT	UNV21200	$ 2,208.00
PPR 11X17 COVER 80# WHITE 250/PK	PK	HMM121962	266	23.25	PPR 11X17 COVER 80# WHITE 250/PK	PK	HMM121962	$ 6,184.50
PPR, 8.5X11,30RECY,20LB,5000/CT	CT	WBM20030	1709	39.80	PPR, 8.5X11,30RECY,20LB,5000/CT	CT	WBM20030	$ 68,018.20
PPR,11X17,20LB,98BR,WHITE,2500/CT	CT	WBM97217	23	39.30	PPR,11X17,20LB,98BR,WHITE,2500/CT	CT	WBM97217	$ 903.90
PPR,8.5X11,100%RECY,5000/CT	CT	WBM20100	45	53.80	PPR,8.5X11,100%RECY,5000/CT	CT	WBM20100	$ 2,421.00
PPR,8.5X11,20LB,CANARY,500/RM(LMPIT160)	RM	CASMP2201CY	1005	4.99	PPR,CIRCUS,8.5X11,20LB,YELLOW,500/RM	RM	WBM22201CY	$ 5,014.95
PPR,8.5X11,20LB,DREAM,96BRT,5000/CT	CT	DRM48200	56	36.80	PPR,8.5X11,20LB,DREAM,96BRT,5000/CT	CT	DRM48200	$ 2,060.80
PPR,8.5X11,3HP,20LB,98BR,WHITE,5000/CT	CT	WBM97230	20	39.30	PPR,8.5X11,3HP,20LB,98BR,WHITE,5000/CT	CT	WBM97230	$ 786.00
PPR,8.5X11,50%RECY,5000/CT	CT	WBM20050	52	48.80	PPR,8.5X11,50%RECY,5000/CT	CT	WBM20050	$ 2,537.60
PPR,8.5X11,D3H,30%RECY,5000/CT	RM	WBM20330	68	4.99	PPR,8.5X11,D3H,30%RECY,5000/CT	RM	WBM20330	$ 339.32
PPR,8.5X14,30%RECY,5000/CT	RM	WBM20314	64	5.99	PPR,8.5X14,30%RECY,5000/CT	RM	WBM20314	$ 383.36
PPR,80#CVR,ACNTSM.,LTR,WH,250/PK	PK	HMM131482	353	11.49	PPR,80#CVR,ACNTSM.,LTR,WH,250/PK	PK	HMM131482	$ 4,055.97
PPR,CIRCUS,8.5X11,20LB, BLUE,500/RM	RM	WBM22201BE	367	4.99	PPR,CIRCUS,8.5X11,20LB, BLUE,500/RM	RM	WBM22201BE	$ 1,831.33
PPR,CIRCUS,8.5X11,20LB,GOLD,500/RM	RM	WBM22201GD	200	4.99	PPR,CIRCUS,8.5X11,20LB,GOLD,500/RM	RM	WBM22201GD	$ 998.00
PPR,CIRCUS,8.5X11,20LB,GREEN,500/RM	RM	WBM22201GN	251	4.99	PPR,CIRCUS,8.5X11,20LB,GREEN,500/RM	RM	WBM22201GN	$ 1,252.49
PPR,CIRCUS,8.5X11,20LB,IVORY,500/RM	CT	WBM22201IY	31	49.40	PPR,CIRCUS,8.5X11,20LB,IVORY,500/RM	CT	WBM22201IY	$ 1,531.40
PPR,CIRCUS,8.5X11,20LB,PINK,500/RM	RM	WBM22201PK	330	4.99	PPR,CIRCUS,8.5X11,20LB,PINK,500/RM	RM	WBM22201PK	$ 1,646.70
PPR,CIRCUS,8.5X11,20LB,YELLOW,500/RM	RM	WBM22201CY	529	4.99	PPR,CIRCUS,8.5X11,20LB,YELLOW,500/RM	RM	WBM22201CY	$ 2,639.71
PPR,OPAQUE,70# SMOOTH,8.5 X 11,4000/CT	CT	HMM05335	31	64.00	PPR,OPAQUE,70# SMOOTH,8.5 X 11,4000/CT	CT	HMM05335	$ 1,984.00
PPR,STRATH,24#WOVE ULTIMATE WHITE	RM	STT300068	114	21.99	PPR,STRATH,24#WOVE ULTIMATE WHITE	RM	STT300068	$ 2,506.86

Total Proposed Cost for Paper	**$**	**2,593,869.29**

The items shown below are not considered part of the State of Maine's core list of items (above), and therefore, a fixed unit price is not sought. These items are included as a representation of what may be purchased through the discount-from-list-price structure for non-core list items.

Item Description	Unit of Measure	Stock/Item Number	Quantity Ordered During Previous Contract's Lifecycle	Bidder's Current Catalog List Price for this Item (or equivalent)	Decription of Bidder's Proposed Item	Unit of Measure of Bidder's Proposed Item	Stock/Item Number for Bidder's Proposed Item	Category in Bidder's Catalog under which this item (or equivalent) is found	Discount from List Price Percentage offered for this item's Catalog Category (as shown on Other Items tab)
PAPER,8.5X11,24LB,COSMICORANGE,500/RM	RM	WAU22651	87	35.43	PAPER,500SH,24LB,FOE	RM	WAU22651	Specialty Paper	58.00%
PAPER,CARBONLESS,2PTRE,WH	CT	XER3R12850	7	202.75	PAPER,CARBONLESS,2PTRE,WH	CT	XER3R12850	Specialty Paper	58.00%
PAPER,PHOTO,4X6,100SH,GLS	PK	HEWQ6638A	111	16.99	PAPER,PHOTO,4X6,100SH,GLS	PK	HEWQ6638A	Specialty Paper	58.00%

Item Description	Unit of Measure	Stock/Item Number	Quantity Ordered During Previous Contract's Lifecycle	Bidder's Proposed Unit Price for this Item (or equivalent)	Decription of Bidder's Proposed Item	Unit of Measure of Bidder's Proposed Item	Stock/Item Number for Bidder's Proposed Item	Proposed Cost
TONER ,202A 3/PK CLR. CMY,F/M254, MFP M281-3.9K	PK	HEWCF500AM	19	199.99	TONER ,202A 3/PK CLR. CMY,F/M254, MFP M	PK	HEWCF500AM	$ 3,799.81
TONER,202X 2/PK,BLK.F/M254, MFP M281 -6.4K	PK	HEWCF500XD	16	169.09	TONER,202X 2/PK,BLK.F/M254, MFP M281 -6.	PK	HEWCF500XD	$ 2,705.44
TONER ,F/LJ5200-12K	EA	HEWQ7516A	28	206.05	TONER ,F/LJ5200-12K	EA	HEWQ7516A	$ 5,769.40
TONER F/LJ4250/4350 -20K-DISC. USE HEWQ5942A	EA	HEWQ5942X	34	45.00	TONER F/LJ4250/4350 -20K-DISC. USE HEWC	EA	HEWQ5942X	$ 1,530.00
TONER YEL.654A, M651-15K	EA	HEWCF332A	45	369.95	TONER YEL.654A, M651-15K	EA	HEWCF332A	$ 16,647.75
TONER(125A)F/CLJCP1215,MA-1.4K	EA	HEWCB543A	39	59.50	TONER(125A)F/CLJCP1215,MA-1.4K	EA	HEWCB543A	$ 2,320.50
TONER, 202X 3/PK CLR. CMY,F/M254, MFP M281-7.5K	PK	HEWCF500XM	18	269.99	TONER, 202X 3/PK CLR. CMY,F/M254, MFP M	PK	HEWCF500XM	$ 4,859.82
TONER, 508A 3/PK CLR. CMY,F/M553, MFP M577 -15K	PK	HEWCF360AM	16	544.99	TONER, 508A 3/PK CLR. CMY,F/M553, MFP M	PK	HEWCF360AM	$ 8,719.84
TONER, BLK. 215A,F/M182/183-1050 PGS	EA	HEWW2310A	45	46.89	TONER, BLK. 215A,F/M182/183-1050 PGS	EA	HEWW2310A	$ 2,110.05
TONER, DUAL PACK F/M401	BX	HEWCF280XD	6	315.14	TONER, DUAL PACK F/M401	BX	HEWCF280XD	$ 1,890.84
TONER,(125A(F/CLJCP1215,YW-1.4K	EA	HEWCB542A	46	59.50	TONER,(125A(F/CLJCP1215,YW-1.4K	EA	HEWCB542A	$ 2,737.00
TONER,(125A)F/CLJCP1215,BK -2.2K	EA	HEWCB540A	51	73.01	TONER,(125A)F/CLJCP1215,BK -2.2K	EA	HEWCB540A	$ 3,723.51
TONER,(125A)F/CLJCP1215,CYN-1.4K	EA	HEWCB541A	50	59.50	TONER,(125A)F/CLJCP1215,CYN-1.4K	EA	HEWCB541A	$ 2,975.00
TONER,131A,BLK.F/M251/276-1.6K	EA	HEWCF210A	50	70.39	TONER,131A,BLK.F/M251/276-1.6K	EA	HEWCF210A	$ 3,519.50
TONER,131A,CYN.F/M251/276-1.8K	EA	HEWCF211A	29	88.15	TONER,131A,CYN.F/M251/276-1.8K	EA	HEWCF211A	$ 2,556.35
TONER,131A,MAG.F/M251/276-1.8K	EA	HEWCF213A	28	88.15	TONER,131A,MAG.F/M251/276-1.8K	EA	HEWCF213A	$ 2,468.20
TONER,131A,YEL.F/M251/276-1.8K	EA	HEWCF212A	32	88.15	TONER,131A,YEL.F/M251/276-1.8K	EA	HEWCF212A	$ 2,820.80
TONER,147A,BK.F/M610/611/612-10.5K	EA	HEWW1470A	62	173.79	TONER,147A,BK.F/M610/611/612-10.5K	EA	HEWW1470A	$ 10,774.98
TONER,148A,F/LJ PRO 4001,MFP4101S136982081-2.9K	EA	HEWW1480A	20	95.43	TONER,148A,F/LJ PRO 4001,MFP4101S13698	EA	HEWW1480A	$ 1,908.60
TONER,2/PK,F/1012	BX	HEWQ2612D	26	141.92	TONER,2/PK,F/1012	BX	HEWQ2612D	$ 3,689.92
TONER,212A,BK,F/M554,555,MFP M578-5.5K	EA	HEWW2120A	96	154.65	TONER,212A,BK,F/M554,555,MFP M578-5.5K	EA	HEWW2120A	$ 14,846.40
TONER,212A,CN,F/M554, M555, MFP M578-4.5K	EA	HEWW2121A	73	193.77	TONER,212A,CN,F/M554, M555, MFP M578-4.5	EA	HEWW2121A	$ 14,145.21
TONER,212A,MG,F/M554, M555, MFP M578-4.5K	EA	HEWW2123A	64	193.77	TONER,212A,MG,F/M554, M555, MFP M578-4.	EA	HEWW2123A	$ 12,401.28
TONER,212A,YL,F/M554, M555, MFP M578-4.5K	EA	HEWW2122A	70	193.77	TONER,212A,YL,F/M554, M555, MFP M578-4.5	EA	HEWW2122A	$ 13,563.90
TONER,212X,BK,F/M554,555,MFP M578-13K	EA	HEWW2120X	12	226.43	TONER,212X,BK,F/M554,555,MFP M578-13K	EA	HEWW2120X	$ 2,717.16
TONER,212X,CN,F/M554,555,MFP M578-10K	EA	HEWW2121X	7	319.72	TONER,212X,CN,F/M554,555,MFP M578-10K	EA	HEWW2121X	$ 2,238.04
TONER,212X,MG,F/M554,555,MFP M578-10K	EA	HEWW2123X	6	319.72	TONER,212X,MG,F/M554,555,MFP M578-10K	EA	HEWW2123X	$ 1,918.32
TONER,212X,YL,F/M554,555,MFP M578-10K	EA	HEWW2122X	8	319.72	TONER,212X,YL,F/M554,555,MFP M578-10K	EA	HEWW2122X	$ 2,557.76
TONER,237Y,XHY,LJ,BK-41K	EA	HEWCF237Y	5	374.96	TONER,237Y,XHY,LJ,BK-41K	EA	HEWCF237Y	$ 1,874.80
TONER,26X,HY,LJ,2PK,BK	PK	HEWCF226XD	26	364.99	TONER,26X,HY,LJ,2PK,BK	PK	HEWCF226XD	$ 9,489.74
TONER,304A,F/ CP2025,BK-3.5K	EA	HEWCC530A	19	114.24	TONER,304A,F/ CP2025,BK-3.5K	EA	HEWCC530A	$ 2,170.56
TONER,304A,F/CP2025,CYN-2.8K	EA	HEWCC531A	17	99.00	TONER,304A,F/CP2025,CYN-2.8K	EA	HEWCC531A	$ 1,683.00
TONER,304A,VALUE PK,CYM, 1 TRI PK CLRS -/BX	BX	HEWCF340A	6	297.00	TONER,304A,VALUE PK,CYM, 1 TRI PK CLRS	BX	HEWCF340A	$ 1,782.00
TONER,305 ,F/M451,CMYK	PK	HEWCE305AQ1	5	420.33	TONER,305 ,F/M451,CMYK	PK	HEWCE305AQ1	$ 2,101.65
TONER,307A,F/CP5225,BK-7K	EA	HEWCE740A	43	155.85	TONER,307A,F/CP5225,BK-7K	EA	HEWCE740A	$ 6,701.55
TONER,307A,F/CP5225,CN-7.3K	EA	HEWCE741A	28	273.89	TONER,307A,F/CP5225,CN-7.3K	EA	HEWCE741A	$ 7,668.92
TONER,307A,F/CP5225,MG-7.3K	EA	HEWCE743A	23	273.89	TONER,307A,F/CP5225,MG-7.3K	EA	HEWCE743A	$ 6,299.47
TONER,307A,F/CP5225,YL-7.3K	EA	HEWCE742A	21	273.89	TONER,307A,F/CP5225,YL-7.3K	EA	HEWCE742A	$ 5,751.69
TONER,410 ,CYAN,MAG.YEL,3/PK	PK	HEWCF251AM	18	302.68	TONER,410 ,CYAN,MAG.YEL,3/PK	PK	HEWCF251AM	$ 5,448.24
TONER,410,4/PK,BK,CY,MG,YL.,F/M452.-2.3K	PK	HEWCF410AQ	12	397.89	TONER,410,4/PK,BK,CY,MG,YL.,F/M452.-2.3K	PK	HEWCF410AQ	$ 4,774.68
TONER,410X,DP,HY,2/PK,BK	PK	HEWCF410XD	8	263.99	TONER,410X,DP,HY,2/PK,BK	PK	HEWCF410XD	$ 2,111.92
TONER,521X,F/MS711/MS811/MS812- 45K	EA	LEX52D1X00	12	499.00	TONER,521X,F/MS711/MS811/MS812- 45K	EA	LEX52D1X00	$ 5,988.00
TONER,651A,M775,BK-13.5K	EA	HEWCE340A	24	174.39	TONER,651A,M775,BK-13.5K	EA	HEWCE340A	$ 4,185.36
TONER,651A,M775,CN-16K	EA	HEWCE341A	13	439.09	TONER,651A,M775,CN-16K	EA	HEWCE341A	$ 5,708.17
TONER,651A,M775,MG-16K	EA	HEWCE343A	11	439.09	TONER,651A,M775,MG-16K	EA	HEWCE343A	$ 4,829.99
TONER,651A,M775,YL-16K	EA	HEWCE342A	12	439.09	TONER,651A,M775,YL-16K	EA	HEWCE342A	$ 5,269.08
TONER,655A,LJ,BK-12.5K	EA	HEWCF450A	71	196.77	TONER,655A,LJ,BK-12.5K	EA	HEWCF450A	$ 13,970.67
TONER,655A,LJ,CN-10.5K	EA	HEWCF451A	39	244.44	TONER,655A,LJ,CN-10.5K	EA	HEWCF451A	$ 9,533.16
TONER,655A,LJ,MG-10.5K	EA	HEWCF453A	31	244.44	TONER,655A,LJ,MG-10.5K	EA	HEWCF453A	$ 7,577.64
TONER,655A,LJ,YL-10.5K	EA	HEWCF452A	37	244.44	TONER,655A,LJ,YL-10.5K	EA	HEWCF452A	$ 9,044.28
TONER,659A CYN.F/M776/856-13K	EA	HEWW2011A	8	348.07	TONER,659A CYN.F/M776/856-13K	EA	HEWW2011A	$ 2,784.56
TONER,659A MAG.F/M776/856-13K	EA	HEWW2013A	8	348.07	TONER,659A MAG.F/M776/856-13K	EA	HEWW2013A	$ 2,784.56
TONER,659A YEL.F/M776/856-13K	EA	HEWW2012A	7	348.07	TONER,659A YEL.F/M776/856-13K	EA	HEWW2012A	$ 2,436.49
TONER,659X,BLK F/M856DN/ X, MFP M776DN-34K	EA	HEWW2010X	8	241.85	TONER,659X,BLK F/M856DN/ X, MFP M776DN	EA	HEWW2010X	$ 1,934.80
TONER,659X,CYN F/ M856DN/ X, MFP M776DN -29K	EA	HEWW2011X	3	536.80	TONER,659X,CYN F/ M856DN/ X, MFP M776D	EA	HEWW2011X	$ 1,610.40
TONER,659X,MAG F/ M856DN/ X, MFP M776DN-29K	EA	HEWW2013X	3	536.80	TONER,659X,MAG F/ M856DN/ X, MFP M776D	EA	HEWW2013X	$ 1,610.40
TONER,659X,YEL F/ M856DN/ X, MFP M776DN-29K	EA	HEWW2012X	3	536.80	TONER,659X,YEL F/ M856DN/ X, MFP M776DN	EA	HEWW2012X	$ 1,610.40
TONER,87X,HY,LJ,2/PK,BK	PK	HEWCF287XD	7	539.99	TONER,87X,HY,LJ,2/PK,BK	PK	HEWCF287XD	$ 3,779.93
TONER,89A,F/M507-5K	EA	HEWCF289A	102	141.24	TONER,89A,F/M507-5K	EA	HEWCF289A	$ 14,406.48
TONER,BK,F/P4015,2PK	BX	HEWCC364XD	12	508.98	TONER,BK,F/P4015,2PK	BX	HEWCC364XD	$ 6,107.76
TONER,BK. 652A,F/M651N/M680-11.5K	EA	HEWCF320A	100	201.92	TONER,BK. 652A,F/M651N/M680-11.5K	EA	HEWCF320A	$ 20,192.00
TONER,BLK,F/3600/3800-6K	EA	HEWQ6470A	17	156.89	TONER,BLK,F/3600/3800-6K	EA	HEWQ6470A	$ 2,667.13
TONER,BLK,F/4600/4650 (9K)	EA	HEWC9720A	38	49.00	TONER,BLK,F/4600/4650 (9K)	EA	HEWC9720A	$ 1,862.00
TONER,BLK,F/CLJ4700-11K	EA	HEWQ5950A	89	205.00	TONER,BLK,F/CLJ4700-11K	EA	HEWQ5950A	$ 18,245.00
TONER,BLK,F/CP3525/3530-10.5K	EA	HEWCE250X	18	186.70	TONER,BLK,F/CP3525/3530-10.5K	EA	HEWCE250X	$ 3,360.60
TONER,BLK,F/CP4525-17K	EA	HEWCE260X	10	215.00	TONER,BLK,F/CP4525-17K	EA	HEWCE260X	$ 2,150.00
TONER,BLK. F/ M180NW -204A-1.1K	EA	HEWCF510A	96	48.75	TONER,BLK. F/ M180NW -204A-1.1K	EA	HEWCF510A	$ 4,680.00
TONER,BLK.# 826A,FM855 -29K	EA	HEWCF310A	6	319.99	TONER,BLK.# 826A,FM855 -29K	EA	HEWCF310A	$ 1,919.94
TONER,BLK.#201A,M277DW-1.5K	EA	HEWCF400A	89	68.97	TONER,BLK.#201A,M277DW-1.5K	EA	HEWCF400A	$ 6,138.33
TONER,BLK.#58A,F/M404/428-3K	EA	HEWCF258A	311	98.99	TONER,BLK.#58A,F/M404/428-3K	EA	HEWCF258A	$ 30,785.89
TONER,BLK.#58X,F/M404/M428-10K	EA	HEWCF258X	29	191.64	TONER,BLK.#58X,F/M404/M428-10K	EA	HEWCF258X	$ 5,557.56
TONER,BLK.(94A)F/M118, MFP M148 -1.2K	EA	HEWCF294A	62	44.79	TONER,BLK.(94A)F/M118, MFP M148 -1.2K	EA	HEWCF294A	$ 2,776.98
TONER,BLK.202A,F/M254DW-1.4K	EA	HEWCF500A	152	61.99	TONER,BLK.202A,F/M254DW-1.4K	EA	HEWCF500A	$ 9,422.48
TONER,BLK.202X,F/M254DW-3.2K	EA	HEWCF500X	128	92.49	TONER,BLK.202X,F/M254DW-3.2K	EA	HEWCF500X	$ 11,838.72
TONER,BLK.206A,F/M255/M283-1350PGS	EA	HEWW2110A	96	60.15	TONER,BLK.206A,F/M255/M283-1350PGS	EA	HEWW2110A	$ 5,774.40
TONER,BLK.312A-2.4K	EA	HEWCF380A	36	94.44	TONER,BLK.312A-2.4K	EA	HEWCF380A	$ 3,399.84
TONER,BLK.410A F/M452/477-2.3K	EA	HEWCF410A	326	87.99	TONER,BLK.410A F/M452/477-2.3K	EA	HEWCF410A	$ 28,684.74

TONER,BLK.414A,F/M454-2.4K	EA	HEWW2020A	399	80.12	TONER,BLK.414A,F/M454-2.4K	EA	HEWW2020A	$	31,967.88
TONER,BLK.414X,F/M454-7.5K	EA	HEWW2020X	111	162.14	TONER,BLK.414X,F/M454-7.5K	EA	HEWW2020X	$	17,997.54
TONER,BLK.87A.F/M506/M527-9K	EA	HEWCF287A	329	221.94	TONER,BLK.87A.F/M506/M527-9K	EA	HEWCF287A	$	73,018.26
TONER,BLK.87X.F/M506/M527-18K	EA	HEWCF287X	59	295.84	TONER,BLK.87X.F/M506/M527-18K	EA	HEWCF287X	$	17,454.56
TONER,BLK.F/305A-2.2K	EA	HEWCE410A	210	83.85	TONER,BLK.F/305A-2.2K	EA	HEWCE410A	$	17,608.50
TONER,BLK.F/5500-EP86- 13K	EA	HEWC9730A	27	205.00	TONER,BLK.F/5500-EP86- 13K	EA	HEWC9730A	$	5,535.00
TONER,BLK.F/CP3525/3530-5K	EA	HEWCE250A	86	131.25	TONER,BLK.F/CP3525/3530-5K	EA	HEWCE250A	$	11,287.50
TONER,BLK.F/CP4025/4525-8.5K	EA	HEWCE260A	171	125.00	TONER,BLK.F/CP4025/4525-8.5K	EA	HEWCE260A	$	21,375.00
TONER,BLK.F/H2240-2.6K	EA	BRTTN450	167	45.33	TONER,BLK.F/H2240-2.6K	EA	BRTTN450	$	7,570.11
TONER,BLK.F/HL2240-1.2K	EA	BRTTN420	113	30.20	TONER,BLK.F/HL2240-1.2K	EA	BRTTN420	$	3,412.60
TONER,BLK.F/HLL2300-1.2K	EA	BRTTN630	50	30.20	TONER,BLK.F/HLL2300-1.2K	EA	BRTTN630	$	1,510.00
TONER,BLK.F/M452/477-6.5K	EA	HEWCF410X	118	144.80	TONER,BLK.F/M452/477-6.5K	EA	HEWCF410X	$	17,086.40
TONER,BLK.F/M552,#508A-6K	EA	HEWCF360A	568	153.89	TONER,BLK.F/M552,#508A-6K	EA	HEWCF360A	$	87,409.52
TONER,BLK.F/M552,#508X-12.5K	EA	HEWCF360X	294	206.69	TONER,BLK.F/M552,#508X-12.5K	EA	HEWCF360X	$	60,766.86
TONER,BLK.F/M806,HP 25X,34.5K	EA	HEWCF325X	140	292.73	TONER,BLK.F/M806,HP 25X,34.5K	EA	HEWCF325X	$	40,982.20
TONER,BLK.HP 134A-1.1K	EA	HEWW1340A	86	44.09	TONER,BLK.HP 134A-1.1K	EA	HEWW1340A	$	3,791.74
TONER,BLK.HY.#201X,F/M277DW-2.8K	EA	HEWCF400X	114	92.64	TONER,BLK.HY.#201X,F/M277DW-2.8K	EA	HEWCF400X	$	10,560.96
TONER,CE255X,DUAL PACK,BK	BX	HEWCE255XD	5	401.73	TONER,CE255X,DUAL PACK,BK	BX	HEWCE255XD	$	2,008.65
TONER,CE278A,DUAL PACK-NEW#HEWCE278AD	BX	HEWCE278D	133	143.19	TONER,CE278A,DUAL PACK-NEW#HEWCE27	BX	HEWCE278D	$	19,044.27
TONER,CE285A,DUAL PACK,BK-NEW#HEWCE285AD	BX	HEWCE285D	15	124.96	TONER,CE285A,DUAL PACK,BK-NEW#HEWC	BX	HEWCE285D	$	1,874.40
TONER,CE505A, DUAL PACK,BK	BX	HEWCE505D	58	155.90	TONER,CE505A, DUAL PACK,BK	BX	HEWCE505D	$	9,042.20
TONER,CRG128,BK,F/MF4570-2.1K	EA	CNM3500B001	73	79.29	TONER,CRG128,BK,F/MF4570-2.1K	EA	CNM3500B001	$	5,788.17
TONER,CYN .F/CLJ4700-10K	EA	HEWQ5951A	72	289.00	TONER,CYN .F/CLJ4700-10K	EA	HEWQ5951A	$	20,808.00
TONER,CYN,F/3525/3535-7K(504A)	EA	HEWCE251A	47	223.50	TONER,CYN,F/3525/3535-7K(504A)	EA	HEWCE251A	$	10,504.50
TONER,CYN,F/4600/4650 (8K)	EA	HEWC9721A	11	52.50	TONER,CYN,F/4600/4650 (8K)	EA	HEWC9721A	$	577.50
TONER,CYN,F/CLJ3800-6K	EA	HEWQ7581A	8	39.00	TONER,CYN,F/CLJ3800-6K	EA	HEWQ7581A	$	312.00
TONER,CYN,F/CP4025/4525-11K	EA	HEWCE261A	99	280.45	TONER,CYN,F/CP4025/4525-11K	EA	HEWCE261A	$	27,764.55
TONER,CYN,F/CX82X/CX860 EXTR HY RET -22K	EA	LEX82K1XC0	16	298.39	TONER,CYN,F/CX82X/CX860 EXTR HY RET -2	EA	LEX82K1XC0	$	4,774.24
TONER,CYN,F/M552,#508X -9.5K	EA	HEWCF361X	164	302.84	TONER,CYN,F/M552,#508X -9.5K	EA	HEWCF361X	$	49,665.76
TONER,CYN. F/ M180NW -204A-900PG	EA	HEWCF511A	57	53.44	TONER,CYN. F/ M180NW -204A-900PG	EA	HEWCF511A	$	3,046.08
TONER,CYN.#201A,F/M277DW-1.4K	EA	HEWCF401A	58	81.36	TONER,CYN.#201A,F/M277DW-1.4K	EA	HEWCF401A	$	4,718.88
TONER,CYN.202A,F/M254DW-1.3K	EA	HEWCF501A	68	73.19	TONER,CYN.202A,F/M254DW-1.3K	EA	HEWCF501A	$	4,976.92
TONER,CYN.202X,F/M254DW-2.5K	EA	HEWCF501X	82	97.55	TONER,CYN.202X,F/M254DW-2.5K	EA	HEWCF501X	$	7,999.10
TONER,CYN.206A,F/M255/M283-1250PG	EA	HEWW2111A	62	70.37	TONER,CYN.206A,F/M255/M283-1250PG	EA	HEWW2111A	$	4,362.94
TONER,CYN.312A-2.7K	EA	HEWCF381A	15	126.59	TONER,CYN.312A-2.7K	EA	HEWCF381A	$	1,898.85
TONER,CYN.414A,F/M454-2.1K	EA	HEWW2021A	283	103.68	TONER,CYN.414A,F/M454-2.1K	EA	HEWW2021A	$	29,341.44
TONER,CYN.414X,F/M454-6K	EA	HEWW2021X	49	221.52	TONER,CYN.414X,F/M454-6K	EA	HEWW2021X	$	10,854.48
TONER,CYN.654A, M651-15K	EA	HEWCF331A	52	369.95	TONER,CYN.654A, M651-15K	EA	HEWCF331A	$	19,237.40
TONER,CYN.658X,F/M751-28K	EA	HEWW2001X	3	703.30	TONER,CYN.658X,F/M751-28K	EA	HEWW2001X	$	2,109.90
TONER,CYN.F/305A-2.6K	EA	HEWCE411A	147	117.10	TONER,CYN.F/305A-2.6K	EA	HEWCE411A	$	17,213.70
TONER,CYN.F/M452/477-2.3K	EA	HEWCF411A	153	113.80	TONER,CYN.F/M452/477-2.3K	EA	HEWCF411A	$	17,411.40
TONER,CYN.F/M452/477-5K	EA	HEWCF411X	68	193.85	TONER,CYN.F/M452/477-5K	EA	HEWCF411X	$	13,181.80
TONER,CYN.F/M552,#508A-5K	EA	HEWCF361A	379	197.84	TONER,CYN.F/M552,#508A-5K	EA	HEWCF361A	$	74,981.36
TONER,CYN.HY.#201X,F/M277DW-2.3K	EA	HEWCF401X	60	102.77	TONER,CYN.HY.#201X,F/M277DW-2.3K	EA	HEWCF401X	$	6,166.20
TONER,CYN/F5500-EP 86(12K)	EA	HEWC9731A	18	289.00	TONER,CYN/F5500-EP 86(12K)	EA	HEWC9731A	$	5,202.00
TONER,F*B400,B405,BK-14K	EA	XER106R03582	40	263.49	TONER,F*B400,B405,BK-14K	EA	XER106R03582	$	10,539.60
TONER,F*B400,B405,BK-6K	EA	XER106R03580	13	161.10	TONER,F*B400,B405,BK-6K	EA	XER106R03580	$	2,094.30
TONER,F*C400,C405,BK-2.5K	EA	XER106R03500	55	105.65	TONER,F*C400,C405,BK-2.5K	EA	XER106R03500	$	5,810.75
TONER,F*C400,C405,CN-2.5K	EA	XER106R03502	18	138.90	TONER,F*C400,C405,CN-2.5K	EA	XER106R03502	$	2,500.20
TONER,F*C400,C405,MG-2.5K	EA	XER106R03503	19	139.88	TONER,F*C400,C405,MG-2.5K	EA	XER106R03503	$	2,657.72
TONER,F*C400,C405,YL-2.5	EA	XER106R03501	16	138.99	TONER,F*C400,C405,YL-2.5	EA	XER106R03501	$	2,223.84
TONER,F*CP6015,CYN	EA	HEWCB381A	6	49.00	TONER,F*CP6015,CYN	EA	HEWCB381A	$	294.00
TONER,F*CRG119 II,BK-6.4K	EA	CNM3480B001	34	119.00	TONER,F*CRG119 II,BK-6.4K	EA	CNM3480B001	$	4,046.00
TONER,F*D1120/1150(120)-5K	EA	CNM2617B001	63	154.85	TONER,F*D1120/1150(120)-5K	EA	CNM2617B001	$	9,755.55
TONER,F*D1620,1650-(CRG121)-5K	EA	CNM3252C001	209	159.24	TONER,F*D1620,1650-(CRG121)-5K	EA	CNM3252C001	$	33,281.16
TONER,F*HP 90AJ,EY,BK-18K	EA	IVRE90AJ	15	59.49	TONER,F*HP 90AJ,EY,BK-18K	EA	IVRE90AJ	$	892.35
TONER,F*HP,87A,BK-9K(200896P)	EA	IVRF287A	15	59.00	TONER,F*HP,87A,BK-9K(200896P)	EA	IVRF287A	$	885.00
TONER,F*MF4750,CRG128-2.1K	EA	CNM3500B001AA	78	79.29	TONER,F*MF4750,CRG128-2.1K	EA	CNM3500B001AA	$	6,184.62
TONER,F,P1005/1006-1.5K	EA	HEWCB435A	55	62.82	TONER,F,P1005/1006-1.5K	EA	HEWCB435A	$	3,455.10
TONER,F/ CS/X92X HI YLD CYAN-34K	EA	LEX76C0HC0	4	525.75	TONER,F/ CS/X92X HI YLD CYAN-34K	EA	LEX76C0HC0	$	2,103.00
TONER,F/ CS92X HI YLD BLACK-34K	EA	LEX76C0HK0	13	318.99	TONER,F/ CS92X HI YLD BLACK-34K	EA	LEX76C0HK0	$	4,146.87
TONER,F/ LJ CP6015,BK	EA	HEWCB380A	13	49.00	TONER,F/ LJ CP6015,BK	EA	HEWCB380A	$	637.00
TONER,F/ LJ4200,BK-12K	EA	HEWQ1338A	24	49.00	TONER,F/ LJ4200,BK-12K	EA	HEWQ1338A	$	1,176.00
TONER,F/ MFC8600,(3K)	EA	BRTTN430	95	50.67	TONER,F/ MFC8600,(3K)	EA	BRTTN430	$	4,813.65
TONER,F/ MFC8600,(6K)	EA	BRTTN460	69	73.67	TONER,F/ MFC8600,(6K)	EA	BRTTN460	$	5,083.23
TONER,F/ UF6200-9K	EA	PANUG5580	10	131.09	TONER,F/ UF6200-9K	EA	PANUG5580	$	1,310.90
TONER,F/B600, B605, B610, B615,BK-46.7K	EA	XER106R03944	8	366.97	TONER,F/B600, B605, B610, B615,BK-46.7K	EA	XER106R03944	$	2,935.76
TONER,F/CP4005,BK-7.5K	EA	HEWCB400A	9	59.00	TONER,F/CP4005,BK-7.5K	EA	HEWCB400A	$	531.00
TONER,F/CP4005,CYN-7.5K	EA	HEWCB401A	7	59.00	TONER,F/CP4005,CYN-7.5K	EA	HEWCB401A	$	413.00
TONER,F/CP4005,MAG-7.5K	EA	HEWCB403A	6	59.00	TONER,F/CP4005,MAG-7.5K	EA	HEWCB403A	$	354.00
TONER,F/CP5525,BK-13.5K	EA	HEWCE270A	92	246.59	TONER,F/CP5525,BK-13.5K	EA	HEWCE270A	$	22,686.28
TONER,F/CP5525,CN-15K	EA	HEWCE271A	66	399.00	TONER,F/CP5525,CN-15K	EA	HEWCE271A	$	26,334.00
TONER,F/CP5525,MG-15K	EA	HEWCE273A	52	399.00	TONER,F/CP5525,MG-15K	EA	HEWCE273A	$	20,748.00
TONER,F/CP5525,YL-15K	EA	HEWCE272A	58	399.00	TONER,F/CP5525,YL-15K	EA	HEWCE272A	$	23,142.00
TONER,F/CP6015,MA	EA	HEWCB383A	5	49.00	TONER,F/CP6015,MA	EA	HEWCB383A	$	245.00
TONER,F/CS/X92X HI YLD, YELLOW-34K	EA	LEX76C0HY0	4	525.75	TONER,F/CS/X92X HI YLD, YELLOW-34K	EA	LEX76C0HY0	$	2,103.00
TONER,F/CS820, CX820,CX825, CX860, XC6152, XC6153RTN,BK-33K	EA	LEX72K1XK0	52	297.79	TONER,F/CS820, CX820,CX825, CX860, XC61	EA	LEX72K1XK0	$	15,485.08
TONER,F/CS92X HI YLD MAG-34K	EA	LEX76C0HM0	4	525.75	TONER,F/CS92X HI YLD MAG-34K	EA	LEX76C0HM0	$	2,103.00
TONER,F/HL2350-1.2K	EA	BRTTN730	52	32.09	TONER,F/HL2350-1.2K	EA	BRTTN730	$	1,668.68
TONER,F/HL5000/6200-8K	EA	BRTTN850	25	85.96	TONER,F/HL5000/6200-8K	EA	BRTTN850	$	2,149.00
TONER,F/HL5000/L6200,12K	EA	BRTTN880	33	99.19	TONER,F/HL5000/L6200,12K	EA	BRTTN880	$	3,273.27
TONER,F/HLL2300D,HY,BK-2K	EA	BRTTN660	67	45.33	TONER,F/HLL2300D,HY,BK-2K	EA	BRTTN660	$	3,037.11

TONER,F/HP P1102,BK-1.6K	EA	HEWCE285A	462	59.12	TONER,F/HP P1102,BK-1.6K	EA	HEWCE285A	$	27,313.44
TONER,F/LJ 1012/3030(2K)	EA	HEWQ2612A	211	67.00	TONER,F/LJ 1012/3030(2K)	EA	HEWQ2612A	$	14,137.00
TONER,F/LJ1160/1320-2.5K	EA	HEWQ5949A	20	89.00	TONER,F/LJ1160/1320-2.5K	EA	HEWQ5949A	$	1,780.00
TONER,F/LJ1320 HY-6K	EA	HEWQ5949X	10	165.00	TONER,F/LJ1320 HY-6K	EA	HEWQ5949X	$	1,650.00
TONER,F/LJ4240/4250/4350-10K	EA	HEWQ5942A	78	149.00	TONER,F/LJ4240/4250/4350-10K	EA	HEWQ5942A	$	11,622.00
TONER,F/M102/103/130-1.6K	EA	HEWCF217A	667	62.46	TONER,F/M102/103/130-1.6K	EA	HEWCF217A	$	41,660.82
TONER,F/M125/M127/M201/M225-1.5K	EA	HEWCF283A	1440	59.49	TONER,F/M125/M127/M201/M225-1.5K	EA	HEWCF283A	$	85,665.60
TONER,F/M201(83X)-2.2K	EA	HEWCF283X	43	79.49	TONER,F/M201(83X)-2.2K	EA	HEWCF283X	$	3,418.07
TONER,F/M203/227,30A-1.6K	EA	HEWCF230A	420	64.39	TONER,F/M203/227,30A-1.6K	EA	HEWCF230A	$	27,043.80
TONER,F/M203/227,30X-3.5K	EA	HEWCF230X	247	95.99	TONER,F/M203/227,30X-3.5K	EA	HEWCF230X	$	23,709.53
TONER,F/M209, MFP M234 -2.4K	EA	HEWW1340X	27	72.45	TONER,F/M209, MFP M234 -2.4K	EA	HEWW1340X	$	1,956.15
TONER,F/M401/425-2.7K	EA	HEWCF280A	519	95.79	TONER,F/M401/425-2.7K	EA	HEWCF280A	$	49,715.01
TONER,F/M401/425-6.9K	EA	HEWCF280X	216	158.19	TONER,F/M401/425-6.9K	EA	HEWCF280X	$	34,169.04
TONER,F/M402/426 (26A)-3.1K	EA	HEWCF226A	829	118.55	TONER,F/M402/426 (26A)-3.1K	EA	HEWCF226A	$	98,277.95
TONER,F/M402/426 (26X)-9K	EA	HEWCF226X	583	195.24	TONER,F/M402/426 (26X)-9K	EA	HEWCF226X	$	113,824.92
TONER,F/M601,602,603/M4555,BK-10K	EA	HEWCE390A	1213	157.50	TONER,F/M601,602,603/M4555,BK-10K	EA	HEWCE390A	$	191,047.50
TONER,F/M602,M603/M4555,24K,BLK	EA	HEWCE390X	58	232.35	TONER,F/M602,M603/M4555,24K,BLK	EA	HEWCE390X	$	13,476.30
TONER,F/M604/605/606/630-10.5K	EA	HEWCF281A	876	173.59	TONER,F/M604/605/606/630-10.5K	EA	HEWCF281A	$	152,064.84
TONER,F/M630/605 / 606-(81X)-25K	EA	HEWCF281X	125	273.59	TONER,F/M630/605 / 606-(81X)-25K	EA	HEWCF281X	$	34,198.75
TONER,F/MX710/711/810/811/812-45K	EA	LEX62D1X00	6	499.00	TONER,F/MX710/711/810/811/812-45K	EA	LEX62D1X00	$	2,994.00
TONER,F/P1505-PG YLD 2K	EA	HEWCB436A	55	71.29	TONER,F/P1505-PG YLD 2K	EA	HEWCB436A	$	3,920.95
TONER,F/P1606,BK-2.1K	EA	HEWCE278A	1118	67.71	TONER,F/P1606,BK-2.1K	EA	HEWCE278A	$	75,699.78
TONER,F/P2015 #53X-7K	EA	HEWQ7553X	13	184.96	TONER,F/P2015 #53X-7K	EA	HEWQ7553X	$	2,404.48
TONER,F/P2015-#53A(3K)	EA	HEWQ7553A	46	100.21	TONER,F/P2015-#53A(3K)	EA	HEWQ7553A	$	4,609.66
TONER,F/P2035/2055-2.3K	EA	HEWCE505A	452	76.95	TONER,F/P2035/2055-2.3K	EA	HEWCE505A	$	34,781.40
TONER,F/P2055-6.5K	EA	HEWCE505X	26	135.50	TONER,F/P2055-6.5K	EA	HEWCE505X	$	3,523.00
TONER,F/P3015 ,BK-12.5K	EA	HEWCE255X	77	207.93	TONER,F/P3015 ,BK-12.5K	EA	HEWCE255X	$	16,010.61
TONER,F/P3015,BK-6K	EA	HEWCE255A	143	146.25	TONER,F/P3015,BK-6K	EA	HEWCE255A	$	20,913.75
TONER,F/P4014/P4015-10K	EA	HEWCC364A	419	159.59	TONER,F/P4014/P4015-10K	EA	HEWCC364A	$	66,868.21
TONER,F/P4015/4515-24K	EA	HEWCC364X	78	254.49	TONER,F/P4015/4515-24K	EA	HEWCC364X	$	19,850.22
TONER,F/PHS3610/WC 3615(25.3K)	EA	XER106R02731	5	398.99	TONER,F/PHS3610/WC 3615(25.3K)	EA	XER106R02731	$	1,994.95
TONER,F/PRO M15,MFP28-1K	EA	HEWCF248A	362	47.24	TONER,F/PRO M15,MFP28-1K	EA	HEWCF248A	$	17,100.88
TONER,F/T652/654-7K	EA	LEXT650A11A	168	186.99	TONER,F/T652/654-7K	EA	LEXT650A11A	$	31,414.32
TONER,F/UF4500/5500-3K	EA	PANUG5591	43	29.95	TONER,F/UF4500/5500-3K	EA	PANUG5591	$	1,287.85
TONER,F/UF7200/8200-10K	EA	PANUG5570	13	159.00	TONER,F/UF7200/8200-10K	EA	PANUG5570	$	2,067.00
TONER,F/WC3330/3335/3345-8.5K	EA	XER106R03622	7	218.86	TONER,F/WC3330/3335/3345-8.5K	EA	XER106R03622	$	1,532.02
TONER,FM12W, MFP M26NW -1K	EA	HEWCF279A	36	55.77	TONER,FM12W, MFP M26NW -1K	EA	HEWCF279A	$	2,007.72
TONER,HP 128A CYM TRI,AST	BX	HEWCF371AM	13	187.99	TONER,HP 128A CYM TRI,AST	BX	HEWCF371AM	$	2,443.87
TONER,HP 4300 (18K)	EA	IVR83039	12	22.29	TONER,HP 4300 (18K)	EA	IVR83039	$	267.48
TONER,HP 507A,BK-5.5K	EA	HEWCE400A	513	148.53	TONER,HP 507A,BK-5.5K	EA	HEWCE400A	$	76,195.89
TONER,HP 507A,CYN-6K	EA	HEWCE401A	389	221.27	TONER,HP 507A,CYN-6K	EA	HEWCE401A	$	86,074.03
TONER,HP 507A,MAG-6K	EA	HEWCE403A	371	221.27	TONER,HP 507A,MAG-6K	EA	HEWCE403A	$	82,091.17
TONER,HP 507A,YEL-6K	EA	HEWCE402A	362	221.27	TONER,HP 507A,YEL-6K	EA	HEWCE402A	$	80,099.74
TONER,HP 507X,HY,BK-11K	EA	HEWCE400X	120	195.94	TONER,HP 507X,HY,BK-11K	EA	HEWCE400X	$	23,512.80
TONER,HP283AD,LJ,2PK,BK	BX	HEWCF283AD	106	117.12	TONER,HP283AD,LJ,2PK,BK	BX	HEWCF283AD	$	12,414.72
TONER,HP312A,3PK,LJ,AST	PK	HEWCF440AM	9	340.94	TONER,HP312A,3PK,LJ,AST	PK	HEWCF440AM	$	3,068.46
TONER,HPM402,2PK,BK-NEW #HEWCF226AD	PK	HEWCF226AD1	14	222.79	TONER,HPM402,2PK,BK-NEW #HEWCF226AD	PK	HEWCF226AD1	$	3,119.06
TONER,LJ 305A,CMY -3/PK	PK	HEWCF370AM	20	332.89	TONER,LJ 305A,CMY -3/PK	PK	HEWCF370AM	$	6,657.80
TONER,LJ305X BLK.-4K	EA	HEWCE410X	43	96.94	TONER,LJ305X BLK.-4K	EA	HEWCE410X	$	4,168.42
TONER,M607,M608,M631LJ,BK-11K	EA	HEWCF237A	474	177.69	TONER,M607,M608,M631LJ,BK-11K	EA	HEWCF237A	$	84,225.06
TONER,M608,609,630 SER,HY,LJ,BK-25K	EA	HEWCF237X	8	275.49	TONER,M608,609,630 SER,HY,LJ,BK-25K	EA	HEWCF237X	$	2,203.92
TONER,MAG,F/5500-E86(12K)	EA	HEWC9733A	18	289.00	TONER,MAG,F/5500-E86(12K)	EA	HEWC9733A	$	5,202.00
TONER,MAG,F/CLJ3800-6K	EA	HEWQ7583A	8	39.00	TONER,MAG,F/CLJ3800-6K	EA	HEWQ7583A	$	312.00
TONER,MAG,F/CLJ4700-10K	EA	HEWQ5953A	53	289.00	TONER,MAG,F/CLJ4700-10K	EA	HEWQ5953A	$	15,317.00
TONER,MAG,F/CP3525/35-7K	EA	HEWCE253A	43	223.50	TONER,MAG,F/CP3525/35-7K	EA	HEWCE253A	$	9,610.50
TONER,MAG,F/CP4025/4525-11K	EA	HEWCE263A	86	280.45	TONER,MAG,F/CP4025/4525-11K	EA	HEWCE263A	$	24,118.70
TONER,MAG. F/ M180NW -204A-900PG	EA	HEWCF513A	54	53.44	TONER,MAG. F/ M180NW -204A-900PG	EA	HEWCF513A	$	2,885.76
TONER,MAG.#201A,F/M277DW-1.4K	EA	HEWCF403A	50	81.36	TONER,MAG.#201A,F/M277DW-1.4K	EA	HEWCF403A	$	4,068.00
TONER,MAG.#826A,F/M855-31.5K	EA	HEWCF313A	4	524.99	TONER,MAG.#826A,F/M855-31.5K	EA	HEWCF313A	$	2,099.96
TONER,MAG.202A,F/M254DW-1.3K	EA	HEWCF503A	69	73.19	TONER,MAG.202A,F/M254DW-1.3K	EA	HEWCF503A	$	5,050.11
TONER,MAG.202X,F/M254DW-2.5K	EA	HEWCF503X	74	97.55	TONER,MAG.202X,F/M254DW-2.5K	EA	HEWCF503X	$	7,218.70
TONER,MAG.206A,F/M255/M283-1250PG	EA	HEWW2113A	60	70.37	TONER,MAG.206A,F/M255/M283-1250PG	EA	HEWW2113A	$	4,222.20
TONER,MAG.312A-2.7K	EA	HEWCF383A	15	126.59	TONER,MAG.312A-2.7K	EA	HEWCF383A	$	1,898.85
TONER,MAG.414A,F/M454-2.1K	EA	HEWW2023A	264	103.68	TONER,MAG.414A,F/M454-2.1K	EA	HEWW2023A	$	27,371.52
TONER,MAG.414X,F/M454-6K	EA	HEWW2023X	48	221.52	TONER,MAG.414X,F/M454-6K	EA	HEWW2023X	$	10,632.96
TONER,MAG.654A, M651-15K	EA	HEWCF333A	49	369.95	TONER,MAG.654A, M651-15K	EA	HEWCF333A	$	18,127.55
TONER,MAG.658X,M751-28K	EA	HEWW2003X	2	703.30	TONER,MAG.658X,M751-28K	EA	HEWW2003X	$	1,406.60
TONER,MAG.F/305A-2.6K	EA	HEWCE413A	140	117.10	TONER,MAG.F/305A-2.6K	EA	HEWCE413A	$	16,394.00
TONER,MAG.F/4600/4650(8K)	EA	HEWC9723A	19	52.50	TONER,MAG.F/4600/4650(8K)	EA	HEWC9723A	$	997.50
TONER,MAG.F/CX82X/CX860,EXTR HY RET-22K	EA	LEX82K1XM0	15	298.39	TONER,MAG.F/CX82X/CX860,EXTR HY RET-2	EA	LEX82K1XM0	$	4,475.85
TONER,MAG.F/M452/477-2.3K	EA	HEWCF413A	128	113.80	TONER,MAG.F/M452/477-2.3K	EA	HEWCF413A	$	14,566.40
TONER,MAG.F/M452/477-5K	EA	HEWCF413X	50	193.85	TONER,MAG.F/M452/477-5K	EA	HEWCF413X	$	9,692.50
TONER,MAG.F/M552,#508A-5K	EA	HEWCF363A	329	197.84	TONER,MAG.F/M552,#508A-5K	EA	HEWCF363A	$	65,089.36
TONER,MAG.F/M552,#508X-9.5K	EA	HEWCF363X	140	302.84	TONER,MAG.F/M552,#508X-9.5K	EA	HEWCF363X	$	42,397.60
TONER,MAG.HY.#201X,F/M277DW-2.3K	EA	HEWCF403X	51	102.77	TONER,MAG.HY.#201X,F/M277DW-2.3K	EA	HEWCF403X	$	5,241.27
TONER,MS/MX7/8 XHY,RTN,BK-35K	EA	LEX58D1X00	50	359.95	TONER,MS/MX7/8 XHY,RTN,BK-35K	EA	LEX58D1X00	$	17,997.50
TONER,PHASER 4600/4620,30K	EA	XER106R01535	7	384.99	TONER,PHASER 4600/4620,30K	EA	XER106R01535	$	2,694.93
TONER,X950,X952 X954,MG-22K	EA	LEXX950X2MG	7	488.17	TONER,X950,X952 X954,MG-22K	EA	LEXX950X2MG	$	3,417.19
TONER,X950,X952 X954,YL-22K	EA	LEXX950X2YG	8	488.17	TONER,X950,X952 X954,YL-22K	EA	LEXX950X2YG	$	3,905.36
TONER,X950,X952,X954,CN-22K	EA	LEXX950X2CG	6	488.17	TONER,X950,X952,X954,CN-22K	EA	LEXX950X2CG	$	2,929.02
TONER,YEL F/4600/4650 (8K)	EA	HEWC9722A	13	52.50	TONER,YEL F/4600/4650 (8K)	EA	HEWC9722A	$	682.50
TONER,YEL F/5500-EP86 (12K)	EA	HEWC9732A	19	289.00	TONER,YEL F/5500-EP86 (12K)	EA	HEWC9732A	$	5,491.00

TONER,YEL,F/CLJ4700-10K	EA	HEWQ5952A	55	289.00	TONER,YEL,F/CLJ4700-10K	EA	HEWQ5952A	$	15,895.00
TONER,YEL,F/CP3525/35-7K	EA	HEWCE252A	45	223.50	TONER,YEL,F/CP3525/35-7K	EA	HEWCE252A	$	10,057.50
TONER,YEL,F/CP4025/4525-11K	EA	HEWCE262A	83	280.45	TONER,YEL,F/CP4025/4525-11K	EA	HEWCE262A	$	23,277.35
TONER,YEL. F/ M180NW -204A-900PG	EA	HEWCF512A	60	53.44	TONER,YEL. F/ M180NW -204A-900PG	EA	HEWCF512A	$	3,206.40
TONER,YEL.#201A,F/M277DW-1.4K	EA	HEWCF402A	59	81.36	TONER,YEL.#201A,F/M277DW-1.4K	EA	HEWCF402A	$	4,800.24
TONER,YEL.#508X-9.5K	EA	HEWCF362X	151	302.84	TONER,YEL.#508X-9.5K	EA	HEWCF362X	$	45,728.84
TONER,YEL.#826A,F/M855-31.5K	EA	HEWCF312A	4	524.99	TONER,YEL.#826A,F/M855-31.5K	EA	HEWCF312A	$	2,099.96
TONER,YEL.202A,F/M254DW-1.3K	EA	HEWCF502A	70	73.19	TONER,YEL.202A,F/M254DW-1.3K	EA	HEWCF502A	$	5,123.30
TONER,YEL.202X,F/M254DW-2.5K	EA	HEWCF502X	79	97.55	TONER,YEL.202X,F/M254DW-2.5K	EA	HEWCF502X	$	7,706.45
TONER,YEL.206A,F/M255/M283-1250PG	EA	HEWW2112A	61	70.37	TONER,YEL.206A,F/M255/M283-1250PG	EA	HEWW2112A	$	4,292.57
TONER,YEL.414A,F/M454-2.1K	EA	HEWW2022A	286	103.68	TONER,YEL.414A,F/M454-2.1K	EA	HEWW2022A	$	29,652.48
TONER,YEL.414X,F/M454-6K	EA	HEWW2022X	49	221.52	TONER,YEL.414X,F/M454-6K	EA	HEWW2022X	$	10,854.48
TONER,YEL.658X,F/M751-28K	EA	HEWW2002X	3	703.30	TONER,YEL.658X,F/M751-28K	EA	HEWW2002X	$	2,109.90
TONER,YEL.F/305A-2.6K	EA	HEWCE412A	142	117.10	TONER,YEL.F/305A-2.6K	EA	HEWCE412A	$	16,628.20
TONER,YEL.F/CX82X/CX860,EXTR HY RET-22K	EA	LEX82K1XY0	16	298.39	TONER,YEL.F/CX82X/CX860,EXTR HY RET-22	EA	LEX82K1XY0	$	4,774.24
TONER,YEL.F/M452/477-2.3K	EA	HEWCF412A	143	113.80	TONER,YEL.F/M452/477-2.3K	EA	HEWCF412A	$	16,273.40
TONER,YEL.F/M452/477-5K	EA	HEWCF412X	61	193.85	TONER,YEL.F/M452/477-5K	EA	HEWCF412X	$	11,824.85
TONER,YEL.F/M552,#508A-5K	EA	HEWCF362A	346	187.84	TONER,YEL.F/M552,#508A-5K	EA	HEWCF362A	$	64,992.64
TONER,YEL.HY.#201X,F/M277DW-2.3K	EA	HEWCF402X	58	102.77	TONER,YEL.HY.#201X,F/M277DW-2.3K	EA	HEWCF402X	$	5,960.66
							Total Proposed Cost for Toner	**$**	**3,832,728.47**

The items shown below are not considered part of the State of Maine's core list of items (above), and therefore, a fixed unit price is not sought. These items are included as a representation of what may be purchased through the discount-from-list-price structure for non-core list items.

Item Description	Unit of Measure	Stock/Item Number	Quantity Ordered During Previous Contract's Lifecycle	Bidder's Current Catalog List Price for this Item (or equivalent)	Decription of Bidder's Proposed Item	Unit of Measure of Bidder's Proposed Item	Stock/Item Number for Bidder's Proposed Item	Category in Bidder's Catalog under which this item (or equivalent) is found	Discount from List Price Percentage offered for this item's Catalog Category (as shown on Other Items tab)
TONER,045,LBP612,MF634,MG-1.3K	EA	CNM1240C001	16	100.22	TONER,045LBP7110,MF628,MG	EA	CNM1240C001	Ink & Toner	37.00%
TONER,045,LBP612,MF634,YL-1.3K	EA	CNM1239C001	16	100.22	TONER,045,LBP612,MF634,YL	EA	CNM1239C001	Ink & Toner	37.00%
TONER,304,F/CP2025,YW-2.8K	EA	HEWCC532A	13	202.69	TONER,F/ HP CP2025,YW	EA	HEWCC532A	Ink & Toner	37.00%
TONER,304A,BLK,F/CM2320-2/PK-7K	BX	HEWCC530AD	8	205.64	TONER,304A,BLK,F/CM2320-2/PK-7K	BX	HEWCC530AD	Ink & Toner	37.00%
TONER,304A,F/CP2025,MA-2.8K	EA	HEWCC533A	13	202.69	TONER,F/ HP CP2025,MA	EA	HEWCC533A	Ink & Toner	37.00%
TONER,BLK.#130A-1.3K	EA	HEWCF350A	25	93.81	TONER,LSRJT,CF350A,BK	EA	HEWCF350A	Ink & Toner	37.00%
TONER,BLK.658X,F/M751-33K	EA	HEWW2000X	3	648.28	TONER,BLK.658X,F/M751-33K	EA	HEWW2000X	Ink & Toner	37.00%
TONER,BLK.CRG045,LBP612,MF634BK-1.4K	EA	CNM1242C001	20	88.28	TONER,CARTRIDGE,045,BK	EA	CNM1242C001	Ink & Toner	37.00%
TONER,BLK.F/C8045/C8055/C8070-26K	EA	XER006R01697	7	203.00	TONER,BLK.F/C8045/C8055/C8070-26K	EA	XER006R01697	Ink & Toner	37.00%
TONER,BLK.F/HLL3210CW/3710-3K	EA	BRTTN227BK	18	84.49	TONER,BLK.F/HLL3210CW/3710-3K	EA	BRTTN227BK	Ink & Toner	37.00%
TONER,CYN.#826A,F/M855-31.5K	EA	HEWCF311A	3	848.72	TONER,LSRJT,CF311A,CN	EA	HEWCF311A	Ink & Toner	37.00%
TONER,CYN.213X,5700 ENT. SFP,-6K	EA	HEWW2131X	5	358.12	TONER,CYN.213X,5700 ENT. SFP,-6K	EA	HEWW2131X	Ink & Toner	37.00%
TONER,CYN.F/HLL3210CW/3710-2.3K	EA	BRTTN227C	13	107.99	TONER,CYN.F/HLL3210CW/3710-2.3K	EA	BRTTN227C	Ink & Toner	37.00%
TONER,F/B2546DW, B2650DW-10K	EA	LEXB251X00	6	300.78	TONER,F/B2546DW, B2650DW-10K	EA	LEXB251X00	Ink & Toner	37.00%
TONER,F/CP6015,YW	EA	HEWCB382A	4	563.43	TONER,F/CP6015,YW	EA	HEWCB382A	Ink & Toner	37.00%
TONER,F/P1005-2PK	BX	HEWCB435D	11	203.54	TONER,F/ HP P1005,2BX,BK	BX	HEWCB435D	Ink & Toner	37.00%
TONER,MAG.213X,5700 ENT. SFP,-6K	EA	HEWW2133X	5	358.12	TONER,MAG.213X,5700 ENT. SFP,-6K	EA	HEWW2133X	Ink & Toner	37.00%
TONER,MAG.F/HLL3210CW/3710-2.3K	EA	BRTTN227M	13	107.99	TONER,MAG.F/HLL3210CW/3710-2.3K	EA	BRTTN227M	Ink & Toner	37.00%
TONER,X950,X952,X954,BK-32K	EA	LEXX950X2KG	11	169.52	TONER,X950,X952,X954,BK-32K	EA	LEXX950X2KG	Ink & Toner	37.00%
TONER,YEL.213X,5700 ENT. SFP,-6K	EA	HEWW2132X	5	358.12	TONER,YEL.213X,5700 ENT. SFP,-6K	EA	HEWW2132X	Ink & Toner	37.00%
TONER,YEL.215A,F/M182/183-850PGS	EA	HEWW2312A	22	81.67	TONER,YEL.215A,F/M182/183-850PGS	EA	HEWW2312A	Ink & Toner	37.00%
TONER,YEL.312A-2.7K	EA	HEWCF382A	12	204.20	TONER,HPCF382A,LJ,YL	EA	HEWCF382A	Ink & Toner	37.00%

Bidders must include a discount from list price percentage that shall be used for all items that are not on the State's core list and not otherwise shown in the Bidder's standard office supplies catalog. This discount shall apply for all miscellaneous orders that, for one reason or another, do not appear within the core list or catalog discount structure described above.

Item Description	Fixed Percentage Discount
Miscellaneous Items not within Core List of Items or Catalog Items	5.00%

** Discount applicable to prices listed by W.B. Mason to the general public on ***www.wbmason.com*** , resulting in discounting of up to 81% off of MSRP.

Bidders must include written information within the Cost Proposal that clearly lists and describes any suggested rebates, improvements, and/or alternatives that would provide additional cost savings or efficiencies to the State of Maine and its end-users. Examples of such improvements might be, but are not limited to: usage-based rebate programs; incentive discounts for online ordering targets; incentive discounts for maintaining a target average order size/value; incentive discounts for extending delivery days (although next-day- delivery is currently required); and/or incentive discounts for prompt (or early) payment. **Including a discount for payment made by State of Maine Procurement Card is required, in order to incentivize the use of efficient P-Card payments among State agencies.**

Discount/Program Title	Description	Percentage (if applicable)
Procurement Card Discount (required)		2.00%
add lines as needed		
Volume Rebate	Rebate Payable on all Core, Catalog, and Open Web Discount Purchases if Mason awarded **one** category	2.00%
Volume Rebate	Rebate Payable on all Core, Catalog, and Open Web Discount Purchases if Mason awarded **two** categories	2.25%
Volume Rebate	Rebate Payable on all Core, Catalog, and Open Web Discount Purchases if Mason awarded **all three** categories	2.50%

Notes regarding "Office Supplies" items bid:

Excel Row 3: Item is priced in OEM item Unit of Measure of 8 rolls; the item is sold by W.B. Mason in PKs/6, price of $11.94 per PK/6
Excel Row 24: Item is priced in OEM item Unit of Measure of 36 each; the item is sold by W.B. Mason in BXs/24; price of $8.88 per BX/24
Excel Row 141: Item is priced in OEM item Unit of Measure of 4 pads; the item is sold by W.B. Mason in CTs/2; price of $26.66 per CT/2
Excel Row 142: Item is priced in OEM item Unit of Measure of 6 pads; the item is sold by W.B. Mason in CTs/2; price of $26.66 per CT/2
Excel Row 220: Item is priced in OEM item Unit of Measure of 600 each; the item is sold by W.B. Mason in PKs/100; price of $2.56 per PK/100
Excel Row 221: Item is priced in OEM item Unit of Measure of 600 each; the item is sold by W.B. Mason in PKs/100; price of $2.56 per PK/100
Excel Row 222: Item is priced in OEM item Unit of Measure of 600 each; the item is sold by W.B. Mason in PKs/100; price of $2.56 per PK/100
Excel Row 223: Item is priced in OEM item Unit of Measure of 600 each; the item is sold by W.B. Mason in PKs/100; price of $2.56 per PK/100
Excel Row 410: Item is priced in OEM item Unit of Measure of 36 each; the item is sold by W.B. Mason in PKs/12; price of $3.96 per PK/12
Excel Row 558: Item is priced in OEM item Unit of Measure of 200 each; the item is sold by W.B. Mason in PKs/100; price of $12.69 per PK/100
Excel Row 621: Item is priced in OEM item Unit of Measure of 16 RLs; the item is sold by W.B. Mason in PKs/6; price of $5.22 per PK/6
Excel Row 622: Item is priced in OEM item Unit of Measure of 12 RLs; the item is sold by W.B. Mason in PKs/6; price of $5.22 per PK/6
Excel Row 632: Item is priced in OEM item Unit of Measure of 10 RLs; the item is sold by W.B. Mason in PKs/6; price of $5.22 per PK/6
Excel Row 633: Item is priced in OEM item Unit of Measure of 24 RLs; the item is sold by W.B. Mason in PKs/6; price of $5.22 per PK/6
Excel Row 634: Item is priced in OEM item Unit of Measure of 18 RLs; the item is sold by W.B. Mason in PKs/6; price of $5.22 per PK/6

RIDER G: IDENTIFICATION OF COUNTRY IN WHICH CONTRACTED WORK WILL BE PERFORMED

Please identify the country in which the services purchased through this contract will be performed:

☒ **United States. Please identify state: Enter State**

☐ **Other. Please identify country: Enter Country**

Notification of Changes to the Information:

The Provider agrees to notify the Division of Procurement Services of any changes to the information provided above.