

BID APPROVAL NOTE

Bid #	RFP118028008A		
Bid Name	Standing Offer Agreement for Office Supplies		
Department	Finance & Administration	Division	Supply Chain
Budget Code	Various		
Source of Funding	<input checked="" type="radio"/> Operating <input type="radio"/> Capital <input type="radio"/> Multiyear Capital		
Purpose	Group Purchasing with the Province to establish pricing for office supplies for all departments within the City of St. John's on an as and required basis.		
Results	<input checked="" type="radio"/> As attached <input type="radio"/> As noted below		
	Vendor Name		Bid Amount
	Dicks and Company Limited		\$200,000
Expected Value	<input type="radio"/> As above <input checked="" type="radio"/> Value shown is an estimate only for a 1 year period. The City does not guarantee to buy any specific quantities or dollar value.		
Contract Duration	Two (2) years, with an option to renew for 1 additional year		
Bid Exception	<input checked="" type="radio"/> None <input type="radio"/> Contract Award Without Open Call <input type="radio"/> Professional Services		
Recommendation	It is recommended to award this open call RFP118028008A to Dicks and Company Limited as issued by the Province as per the Public Procurement Act.		
Supply Chain Buyer	Sherry Kieley		
Supply Chain Manager	<i>Rick Aguis</i>	Date	19-10-25
Deputy City Manager*		Date	

*Only required for a bid exception (contract award without open call or professional services).





Government of Newfoundland and Labrador

Public Procurement Agency
30 Strawberry Marsh Rd.
St. John's NL
A1B 4R4

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SHIP TO: As indicated in blanket release
or
contract agreement PO
Canada

BILL TO: As indicated in blanket release
or
contract agreement PO
Canada

TO: DICKS AND COMPANY LIMITED
PO Box 490
385 Empire Avenue
St John's, NL
A1C 5K6
Canada

Customer No.	Supplier No. 0031005606	Ordered / Buyer 11-OCT-19 Hynes, J	Revised / Buyer
F.O.B: DESTINATION	Requestor:		Contact:
Effective Start Date 17-OCT-2019	Effective End Date 30-SEP-2021	Amount Agreed (CAD)	

IMPORTANT: Document valid ONLY if NAME and DATE are present in "Authorized By" section.						
AUTHORIZED BY: Hynes, J		DATE: 17-OCT-19	TOTAL:			
Line NO:	Item No./Description	Promised Date	Quantity / UOM	Unit Price	Extended	Tax

MASTER STANDING OFFER AGREEMENT FOR OFFICE SUPPLIES

The resulting Standing Offer Agreement shall permit any Government Department, and any Public Body having delegated purchasing authority to the Public Procurement Agency to order, on an "as and when required basis", the items listed herein at the prices set against each.

RFP118028008A shall form part of the contract.

PUBLIC PROCUREMENT AGENCY CONTACT:

Janet Hynes
Tel: 709-729-6965
Email: janethynes@gov.nl.ca

VENDOR CONTACT:

Dave Edney
Phone: (709) 579-5111
Fax: (709) 579-2305
orders@dacnl.com
www.dacnl.com

PRICING

Please refer to the attached document, 219020314_Pricing Schedule.pdf, for a listing of each line item, price and product code. For a visual of a product, refer to the vendors website at <http://www.dacnl.com/> and enter the product code in the search bar.

PERIOD OF CONTRACT

The term of the Agreement is the period from the date of issue to



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September 30, 2021, with an option in favour of Public Procurement Agency to extend the Agreement on the same terms and conditions up to an additional 12 months.

VOLUME OF WORK AND EXCLUSIVITY OF CONTRACT

Public Procurement Agency makes no guarantee as to the value or volume of the Deliverables to the successful Proponent(s). The Agreement with the preferred supplier(s), as defined in the Public Procurement Act, will be an exclusive contract for the provision of the Deliverables.

PUBLIC PROCUREMENT ACT, REGULATIONS, POLICIES AND TRADE AGREEMENTS

This Request for Proposal is subject to Public Procurement Agency's Legislative Framework: The Public Procurement Act, Public Procurement Regulations and Public Procurement Policy.

Proponents should note that this procurement falls within the scope of The Canadian Free Trade Agreement (CFTA) and the Atlantic Procurement Agreement and are subject to those trade agreements but that the rights and obligations of the parties shall be governed by the specific terms of this RFP.

The Atlantic Standard Terms and Conditions also apply to this RFP and may be obtained from Public Procurement Agency, or by way of the internet at: www.ppa.gov.nl.ca

THE DELIVERABLES

The deliverables are the products as listed in APPENDIX C - RATE BID FORM. Prices quoted shall be FOB participating government funded body. Labrador City, Churchill Falls and Wabush. Coastal Labrador shipments shall be made during regular coastal shipping season; however shipments to Happy Valley-Goose Bay shall not be limited to the coastal shipping season due to the accessibility of this area via the Trans Labrador Highway.

Separate orders going to a single location which is shipped as one package shall be individually wrapped and properly identified (i.e. purchase order number, ordering personnel, etc.). Shipments are to be adequately packaged so that member organizations receive their supplies in good condition. Items ordered by schools in May and June shall be delivered by August 31, if so required, for the beginning of the school year.

Orders shall be delivered in full. Notwithstanding, should a backorder occur for any item(s), the supplier shall be responsible for delivering that item(s) at no additional cost to the end user. The end user shall not be required to reorder the backordered item and incur a delivery charge.

Deliveries shall be made in accordance with dates and delivery location stated on participating organization's Purchase Order.



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Deliveries will only be accepted during the regular business hours of the organization. Summer business hours for all Transportation Depots are 7:00 am to 5:30 pm from Monday to Thursday.

All shipments shall be properly packed to avoid breakage or spoilage.

If applicable, shipments/deliveries shall state Purchase Order number.

The successful supplier shall have deliveries completed to participants on the island portion of the Province within seven (7) days upon receipt of each purchase order. Deliveries shall be completed to Labrador within twenty one (21) days upon receipt of each purchase order. Delivery performance shall be monitored for the life of the contract. Central Purchasing Authority reserves the right to cancel this award if delinquent deliveries are experienced.

When shipping, suppliers are required to supply up-to-date Material Safety Data Sheets - applicable to anything regulated under transportation of dangerous goods, or the shipment cannot be accepted.

PERFORMANCE TERMS AND CONDITIONS

Cancellation of Contract

Any contract issued as a result of this RFP shall be subject to cancellation by Public Procurement Agency within 30 days of written notification and by the Supplier within 90 days written notice. Payment of goods on order or in the process of being delivered will be honoured.

Public Procurement Agency shall be entitled to suspend and/or terminate the Agreement for cause, upon the occurrence of any of the following events:

- i. Supplier breaches or fails to comply with the Agreement and such security breach or failure is not remedied by Supplier to the reasonable satisfaction of the Agency within ten (10) days after written notice from PPA to remedy the breach or failure;
- ii. Supplier becomes insolvent, commits an act of bankruptcy, makes an assignment for the benefit of creditors, or otherwise acknowledges its insolvency, or a receiver or receiver manager is appointed for any property of Supplier;
- iii. Supplier repudiates its obligations under the Agreement; or
- iv. The Agency determines that any statement, representation or warranty made by Supplier in its Supplier Proposal or in the Agreement was untrue or incorrect.

Upon the supplier not complying with the terms and conditions set forth in the contract, they will receive a maximum of two (2) written notices from Public Procurement Agency. After a third incident the Agency will reserve its right to cancel the contract.

Upon termination or suspension of the Agreement, Supplier shall be responsible for and shall reimburse Public Procurement Agency for all



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loss, costs and damages incurred by the Agency as a result of or arising from event of default.

Public Procurement Agency may, at its sole discretion, and at any time, terminate the Agreement without cause upon giving thirty (30) days prior written notice of termination to Supplier. In such event, Supplier shall be entitled to receive payment for the goods it has delivered to the Agency and for which acceptance has been provided, and for services it has satisfactorily performed up to the date of termination. Payments to Supplier of the foregoing amounts shall constitute full and final satisfaction of the Agency's obligations to Supplier under the Agreement.

In the event the Agreement is terminated by Public Procurement Agency pursuant to this Section, Supplier shall not be reimbursed for any profits that may have been anticipated but not earned up to the termination date, and Supplier shall not have any claim or entitlement to any additional compensation or damages arising from such termination.

In the event the Supplier fails to enter into agreement or terminates the contract, for any reason, Public Procurement Agency reserves the right to contract with the next preferred Proponent that meets the terms and conditions set out in the original RFP.

Customer Support

The Successful supplier shall provide effective customer support to participants including, but not limited to:

- A responsive account executive (or a team of personnel lead by an account executive) assigned to the Client to support their needs by providing day-to-day and ongoing administrative support;
- The Successful supplier's team must be responsive to the needs of the participants (i.e. next Business Day response), provide requested information and documentation in a timely manner and issue resolution;
- Ensuring minimal disruption to participants;
- Easy access to the Supplier (i.e. by toll free telephone number, email, voicemail, and fax);
- Day-to-day support (e.g. process issues, technical, and administrative);
- Establishing an ongoing communications program with participants (e.g. new Products and initiatives, substitution Products, discontinued Products);
- Providing reports to participating public bodies, as required.

Product Warranty

The successful supplier shall warrant all its Products from the date of receipt against, but not limited to the following conditions:



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- Faulty material; and
- Manufacturing defects.

Where a manufacturer's warranty applies to the Products, the successful supplier shall be responsible for arranging Product exchanges and repairs. All shipping costs related to approved warranty exchanges and repairs shall be at no cost to the participants.

Returns

In the event of a defective product, any participating organization reserves the right to return it to the supplier. All delivery and return costs will be the responsibility of the supplier. Claims for either shortages or damaged merchandise will be submitted to the vendor within thirty days of invoice. Incorrect items supplied will be returned to supplier at NO cost of the department and NO restocking charges shall be considered. All cost for restocking and transportation shall be the responsibility of the supplier.

Back Order

Back orders should be confirmed at the time of the order confirmation with an estimated delivery date, Participants will have an option to cancel or keep the back orders.

The successful supplier should consider the peak ordering periods, and ensure sufficient inventory to minimize back orders.

Substitutions

During the term of a contract, no product shall be substituted for another without agreement from the Public Procurement Agency. Upon agreement by all parties, items may be substituted by similar products of equal size and cost and quality. All requests to substitute shall be accompanied by full specification, literature or catalogues.

Discontinued Products

The Supplier shall not arbitrarily discontinue Products. When discontinuing Products, the Supplier shall provide the manufacturer's supporting letter to the Public Procurement Agency prior to discontinuation.

Product Samples

During the Term of the Agreement, participants may request Product samples for testing and evaluation to ensure Products meet their requirements and are suitable for their purpose. Product samples may also be required when evaluating new Products, substitutions or alternatives. These Product samples shall be provided to participants at no cost. At the end of the evaluation, participants are under no obligation to purchase these samples, and may return them to the proponent at no cost.

Reporting

The successful supplier SHALL provide quarterly usage reports regarding the individual product usage for all the items listed on this RFP, in a format and time frame determined by the Public Procurement Agency (i.e. items procured by entities, product usage, delivery, order-fill rates, and backorders). The successful Proponent



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may be requested to provide usage reports on related items not listed on this document for future reference.

Quantity

The quantities listed herein are projected usages for the contract period and are estimates made in good faith and are not a guarantee of the quantities that may be ordered. The contract shall be limited to the actual quantities ordered and delivered during the contract period. The successful supplier shall maintain adequate stock to cover requirements when requested. The suppliers shall provide only the quantity of an item ordered by the end user, regardless of the manufacturer/supplier's standard packaging. The estimated quantities on Appendix C, reflect undetermined estimates required during the period of the contract.

Notice of Non-Compliance

If for any reason supplier does not comply, or anticipates that it will be unable to comply, with a provision in this Schedule in any respect, supplier must promptly notify the Agency of the particulars of the non-compliance or anticipated non-compliance and what steps it proposes to take to address, or prevent recurrence of, the non-compliance or anticipated non-compliance.

PRICING ADJUSTMENT MECHANISM:

Prices quoted shall remain unchanged for the first two (2) years of the contract.

If the renewal option is exercised, Public Procurement Agency will accept, for consideration, a written submission of a price increase beyond the vendor's control due to an increase affecting the proposed rates.

Supporting documentation shall be provided by the vendor justifying the request for a price increase.

The increase shall not exceed that of the Consumer Price Index (CPI) All-Items.

Price adjustment requests shall be submitted 30 days prior to date of renewal.

The following table shall be used for the completion of the annual pricing adjustment:

Consumer Price Index, by province (monthly) (Newfoundland and Labrador)

<https://www150.statcan.gc.ca/t1/tb11/en/tv.action?pid=1810000413&pickMembers%5B0%5D=1.3>

Index Base Period:

Year 1 Renewal: CPI Period June 2020 - June 2021 for contract year 3 from September 1, 2021 - August 30, 2022.

For Example:

(Year 1) The CPI All-Items from June 2020 - June 2021 in Newfoundland has risen by 2.5%.

Line Item # 1

Contract Price: \$10.00

Percent Change: 2.5%

Increase Amount: \$0.25 rounded to 2 decimal points

New Price: \$10.25



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Purchasing Card (P-Card)

Any Public Body reserves the right to utilize a procurement card (P-Card) in lieu of a purchase order for all or select acquisitions. Vendors shall not refuse nor charge additional premiums or fees when procurements cards are tendered for payment.

Invoicing

Each participating Public Body will be responsible for issuing its own contract/purchase orders(s) and is to be invoiced accordingly. Contact names and numbers will be provided to the successful Proponent. Any agreement issued pursuant to this invitation to tender shall be issued in the name of the vendor exactly as that Proponent's personal or corporate name is stated in the tender document. Under no circumstances will an agreement be issued to an individual or corporation other than that named in the tender document. Payment shall only be issued in the name of the vendor as stated in the tender document.

Invoices shall be submitted directly to each participating organization who obtain the goods. It is to be understood that payment of invoices will be the responsibility of the ordering Public Body and further understood that the successful supplier(s) will hold the Public Procurement Agency harmless respecting any loss, damage and non-payment resulting from or relating to any order placed with the supplier against any contract resulting from this Invitation to Tender.

The successful supplier shall ensure that the company name, address and contact details (phone number, fax number) provided on the tender response shall also be used on all invoicing presented for payment. (ie: The company name and address on monthly invoices submitted for payment shall be the same as the company name and address submitted on tender bid). Payment terms will be net 30 days following completion of any services and receipt of invoice.

GOVERNMENT DEPARTMENTS ONLY

The Government of Newfoundland and Labrador (GNL) has expanded its financial management system and streamlining the accounts payable process. Invoices and credit memos that were traditionally sent to individual departments will be emailed or mailed to one central government location, the Department of Finance, Corporate Financial Services Division (CFS).

For orders placed by PCard, all invoices/receipts are to be forwarded to the cardholder.

To receive payment on a timely basis for orders placed by Purchase Order, please mail or email invoices to:
Department of Finance
Corporate Financial Services Division
657 Topsail Road, St. John's, NL A1E 2E3 Email:
gnlinvoices@gov.nl.ca

PARTICIPANTS:



Government of Newfoundland and Labrador

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ALL GOVERNMENT DEPARTMENTS

The following Public Bodies:

College of the North Atlantic
Conseil Scolaire Francophone Provincial de Terre-Neuve
Newfoundland and Labrador English School District

Burin Peninsula Regional Service Board
Legal Aid NL
Newfoundland and Labrador Centre for Health Information
Newfoundland and Labrador Liquor Corporation
NL Housing Corp
NL Sports Center Inc.
Pippy Park Commission
Vera Perlin Society
Workplace NL

MUNICIPALITIES

Birchy Bay
Bonavista
Botwood
Brighton
Clareville
Conception Bay South
Deer Lake
Gambo
Glovertown
Grand Falls-Windsor
Harbour Grace
Mout Pearl
Old Perlican
Paradise
Placentia
Point Leamington
Portugal Cove - St. Phillips
Roddickton-Bide Arm
Spaniard's Bay
St. George's
St. John's
St. Lawrence
Torbay
Victoria

End of Document

**MSOA - 219020314
OFFICE SUPPLIES
Pricing Schedule**

**DICKS AND COMPANY LIMITED
709-579-5111
orders@dacnl.com
www.dacnl.com**

Line #	Category	Description	UOM	Price	Product Code
1	Arts & Crafts Supplies	Crayola * Watercolour Paint Set, 8 Colours SKU: 53-0526 No Substitute	SET	\$2.55	91280-00
2	Arts & Crafts Supplies	Crayola * Crayons, 8 Pack SKU: 52-0008 No Substitute	PACKAGE	\$0.33	53021-00
3	Arts & Crafts Supplies	Crayola * Modelling Clay, 4 - 4 oz Sticks, total weight 453 g White, Orange, Brown & Black Colours SKU: 57-0323, No Substitute	PACKAGE	\$2.00	91281-00
4	Arts & Crafts Supplies	Crayola * Dual-sided Dry Erase Board Must contain 1 dry erase dual-sided board, 8 washable dry erase bright crayons, E-Z erase mitt and bullet in crayon sharpener SKU: 98-8647 , No Substitute	EACH	\$5.45	80518-00
5	Arts & Crafts Supplies	Crayola * Construction Paper, 120 Count, 10 different Colours SKU: 61-2005 No Substitute	PAD	\$2.50	95917-00
6	Binders, Covers, Folders, Indexes	Binders, 3-ring, Letter Size, 1", Black Should be PVC Free	EACH	\$0.99	35115-01
7	Binders, Covers, Folders, Indexes	Binders, 3-ring, Letter Size, 1", Blue Should be PVC Free	EACH	\$0.99	35115-02
8	Binders, Covers, Folders, Indexes	Binders, 3-ring, Letter Size, 1", Green Should be PVC Free	EACH	\$0.99	35115-04
9	Binders, Covers, Folders, Indexes	Binders, 3-ring, Letter Size, 1", Red Should be PVC Free	EACH	\$0.99	35115-03
10	Binders, Covers, Folders, Indexes	Binders, 3-ring, Letter Size, 1.5", Black Should be PVC Free	EACH	\$1.09	83520-01
11	Binders, Covers, Folders, Indexes	Binders, 3-ring, Letter Size, 1.5", Blue Should be PVC Free	EACH	\$1.09	83520-02
12	Binders, Covers, Folders, Indexes	Binders, 3-ring, Letter Size, 1.5", Green Should be PVC Free	EACH	\$1.09	83520-04
13	Binders, Covers, Folders, Indexes	Binders, 3-ring, Letter Size, 1.5", Red Should be PVC Free	EACH	\$1.09	83520-03
14	Binders, Covers, Folders, Indexes	Binders, 3-ring, Letter Size, 2", Black Should be PVC Free	EACH	\$2.90	83521-01
15	Binders, Covers, Folders, Indexes	Binders, 3-ring, Letter Size, 2", Blue Should be PVC Free	EACH	\$2.90	83521-02
16	Binders, Covers, Folders, Indexes	Binders, 3-ring, Letter Size, 2", Green Should be PVC Free	EACH	\$2.90	83521-04
17	Binders, Covers, Folders, Indexes	Binders, 3-ring, Letter Size, 2", Red Should be PVC Free	EACH	\$2.90	83521-03
18	Binders, Covers, Folders, Indexes	Binders, 3-ring, Letter Size, 3", Black Should be PVC Free	EACH	\$3.25	83522-01
19	Binders, Covers, Folders, Indexes	Binders, 3-ring, Letter Size, 3", Blue Should be PVC Free	EACH	\$3.25	83522-02

Line #	Category	Description	UOM	Price	Product Code
20	Binders, Covers, Folders, Indexes	Binders, 3-ring, Letter Size, 3", Green PVC Free	EACH	\$3.25	83522-04
21	Binders, Covers, Folders, Indexes	Binders, 3-ring, Letter Size, 3",Red Should be PVC Free	EACH	\$3.25	83522-03
22	Binders, Covers, Folders, Indexes	Binders, White Presentation, customized so that the spine and front cover fits with one insert sheet, 5/8"	EACH	\$2.99	35540-18
23	Binders, Covers, Folders, Indexes	Binders, White Presentation, customized so that the spine and front cover fits with one insert sheet, 1"	EACH	\$3.10	35541-18
24	Binders, Covers, Folders, Indexes	Binders, White Presentation, customized so that the spine and front cover fits with one insert sheet, 1.5"	EACH	\$3.89	35542-18
25	Binders, Covers, Folders, Indexes	Binders, White Presentation, customized so that the spine and front cover fits with one insert sheet, 2"	EACH	\$4.75	35543-18
26	Binders, Covers, Folders, Indexes	Binders, White Presentation, customized so that the spine and front cover fits with one insert sheet, 3"	EACH	\$6.10	35544-18
27	Binders, Covers, Folders, Indexes	Binders, White Presentation, customized so that the spine and front cover fits with one insert sheet, 4"	EACH	\$9.50	35525-18
28	Binders, Covers, Folders, Indexes	Pendaflex® 2-Divider Recycled Classification Folders with Fasteners, Legal Size, Box/10 29076R	BOX	\$32.00	24093-00
29	Binders, Covers, Folders, Indexes	File Folders, Legal Size, Reversible, Black, Box/100 Should contain at least 10% post-consumer material	BOX	\$16.85	24007-01
30	Binders, Covers, Folders, Indexes	File Folders, Legal Size, Reversible, Blue, Box/100 Should contain at least 10% post-consumer material	BOX	\$16.85	24007-02
31	Binders, Covers, Folders, Indexes	File Folders, Legal Size, Reversible, Burgundy, Box/100 Should contain at least 10% post-consumer material	BOX	\$16.85	24007-31
32	Binders, Covers, Folders, Indexes	File Folders, Legal Size, Reversible, Green, Box/100 Should contain at least 10% post-consumer material	BOX	\$16.85	24007-04
33	Binders, Covers, Folders, Indexes	File Folders, Legal Size, Reversible, Navy, Box/100 Should contain at least 10% post-consumer material	BOX	\$16.85	24007-22
34	Binders, Covers, Folders, Indexes	File Folders, Legal Size, Reversible, Orange, Box/100 Should contain at least 10% post-consumer material	BOX	\$16.85	24007-27
35	Binders, Covers, Folders, Indexes	File Folders, Legal Size, Reversible, Pink, Box/100 Should contain at least 10% post-consumer material	BOX	\$16.85	24007-06
36	Binders, Covers, Folders, Indexes	File Folders, Legal Size, Reversible, Red, Box/100 Should contain at least 10% post-consumer material	BOX	\$16.85	24007-03
37	Binders, Covers, Folders, Indexes	File Folders, Legal Size, Reversible, Semi-bleached Kraft, Box/100 Should contain at least 10% post-consumer material	BOX	\$9.25	24084-08
38	Binders, Covers, Folders, Indexes	File Folders, Legal Size, Reversible, Teal, Box/100 Should contain at least 10% post-consumer material	BOX	\$16.85	24007-12
39	Binders, Covers, Folders, Indexes	File Folders, Legal Size, Reversible, Violet, Box/100 Should contain at least 10% post-consumer material	BOX	\$16.85	24007-25
40	Binders, Covers, Folders, Indexes	File Folders, Legal Size, Reversible, Yellow, Box/100 Should contain at least 10% post-consumer material	BOX	\$16.85	24007-07

Line #	Category	Description	UOM	Price	Product Code
41	Binders, Covers, Folders, Indexes	File Folders, Letter Size, Reversible, Blue, Box/100 Should contain at least 10% post-consumer material	BOX	\$14.54	24009-02
42	Binders, Covers, Folders, Indexes	File Folders, Letter Size, Reversible, Red, Box/100 Should contain at least 10% post-consumer material	BOX	\$14.54	24009-03
43	Binders, Covers, Folders, Indexes	File Folders, Letter Size, Reversible, semi-bleached kraft, Box/100 Should contain at least 10% post-consumer material	BOX	\$7.00	24079-08
44	Binders, Covers, Folders, Indexes	File Folders, Letter Size, Reversible, Teal, Box/100 Should contain at least 10% post-consumer material	BOX	\$14.54	24009-12
45	Binders, Covers, Folders, Indexes	File Folders, Letter Size, Reversible, Yellow, Box/100 Should contain at least 10% post-consumer material	BOX	\$14.54	24009-07
46	Binders, Covers, Folders, Indexes	File Pocket, Legal Size, Expanding with Open Top, A-Z Should contain at least 30% post-consumer material	EACH	\$9.60	22004-00
47	Binders, Covers, Folders, Indexes	File Pocket, Letter Size, Expanding with Open Top, A-Z Should contain at least 30% post-consumer material	EACH	\$6.96	22003-00
48	Binders, Covers, Folders, Indexes	File Pocket, Legal Size, Expanding with Cover and Elastic Cord, 4 Gussets, 3 1/2" Expansion, Without Partitions Should contain at least 30% post-consumer material, Package/5	PACKAGE	\$5.94	22197-00
49	Binders, Covers, Folders, Indexes	File Pocket, Legal Size, Expanding with Cover and Elastic Cord, 4 Gussets, 5 1/4" Expansion, Without Partitions Should contain at least 30% post-consumer material, Package/5	PACKAGE	\$8.50	22198-00
50	Binders, Covers, Folders, Indexes	File Pocket, Letter Size, Expanding with Cover and Elastic Cord, 4 Gussets, 3 1/2" Expansion, Without Partitions Should contain at least 30% post-consumer material, Package/5	PACKAGE	\$5.49	22195-00
51	Binders, Covers, Folders, Indexes	File Pockets, Legal Size, 3 1/2" Expansion Should contain at least 30% post-consumer material	EACH	\$0.75	22033-00
52	Binders, Covers, Folders, Indexes	File Pockets, Legal Size, 5 1/4" Expansion Should contain at least 30% post-consumer material	EACH	\$0.85	22036-00
53	Binders, Covers, Folders, Indexes	File Pockets, Letter 3 1/2" Expansion Should contain at least 30% post-consumer material	EACH	\$0.67	22024-00
54	Binders, Covers, Folders, Indexes	File Pockets, Letter 5 1/4" Expansion Should contain at least 30% post-consumer material	EACH	\$0.85	22027-00
55	Binders, Covers, Folders, Indexes	Hanging File Folder Tabs, 2" Clear, Package/25	PACKAGE	\$3.25	24064-30
56	Binders, Covers, Folders, Indexes	Hanging File Folder Tabs, 3 1/2" Clear, Package/25	PACKAGE	\$3.75	24065-30
57	Binders, Covers, Folders, Indexes	Hanging Folder, Legal Size, Blue, Box/25 Should contain at least 10% post-consumer material	BOX	\$12.75	24108-02
58	Binders, Covers, Folders, Indexes	Hanging Folder, Legal Size, Green, Box/25 Should contain at least 10% post-consumer material	BOX	\$5.67	24108-04
59	Binders, Covers, Folders, Indexes	Hanging Folder, Legal Size, Red, Box/25 Should contain at least 10% post-consumer material	BOX	\$12.75	24108-03
60	Binders, Covers, Folders, Indexes	Hanging Folder, Legal Size, Teal, Box/25 Should contain at least 10% post-consumer material	BOX	\$12.75	91762-00
61	Binders, Covers, Folders, Indexes	Hanging Folder, Legal Size, Yellow, Box/25 Should contain at least 10% post-consumer material	BOX	\$12.75	24108-07

Line #	Category	Description	UOM	Price	Product Code
62	Binders, Covers, Folders, Indexes	Hanging Folder, Letter Size, Green, Box/25 Should contain at least 10% post-consumer material	BOX	\$4.64	24105-04
63	Organizers and Accessories	Pendaflex® Fastener Folder with 1 Fastener Position, 2 Prong, Legal Size, Ivory, Box/10 No Substitute	BOX	\$9.00	91759-00
64	Organizers and Accessories	Pendaflex® Hanging Pockets, Legal, 3-1/2" Cap, Std Green, Package/4 No Substitute	PACKAGE	\$14.50	24109-04
65	Binders, Covers, Folders, Indexes	Insertable Tab Index, Inserts are included, Letter Size, 3 Hole Punched, 5 Tabs, Assorted Colors	SET	\$0.25	39012-00
66	Binders, Covers, Folders, Indexes	Insertable Tab Index, Inserts are included, Letter Size, 3 Hole Punched, 5 Tabs, Clear	SET	\$0.45	39013-00
67	Binders, Covers, Folders, Indexes	Insertable Tab Index, Inserts are included, Letter Size, 3 Hole Punched, 8 Tabs, Assorted Colors	SET	\$0.45	39014-00
68	Binders, Covers, Folders, Indexes	Insertable Tab Index, Inserts are included, Letter Size 3 Hole Punched, 8 Tabs, Clear	SET	\$0.50	39015-00
69	Binders, Covers, Folders, Indexes	Insertable Tab Index, Letter Size, Lettered A-Z, Buff, Mylar Tab, 3 Hole Punched	SET	\$2.28	39036-00
70	Binders, Covers, Folders, Indexes	Insertable Tab Index, Letter Size, Lettered A-Z White, Mylar Tab, 3 Hole Punched	SET	\$2.84	91758-00
71	Binders, Covers, Folders, Indexes	Insertable Tab Index, Letter Size, Numbered 1-10, Buff, Mylar Tab, 3 Hole Punched	SET	\$0.99	39110-00
72	Binders, Covers, Folders, Indexes	Insertable Tab Index, Letter Size, Numbered 1-10, White, Mylar Tab, 3 Hole Punched	SET	\$1.07	39111-00
73	Binders, Covers, Folders, Indexes	Insertable Tab Index, Letter Size, Numbered 1-100, White, Mylar Tab, 3 Hole Punched	SET	\$10.86	39108-00
74	Binders, Covers, Folders, Indexes	Insertable Tab Index, Letter Size, Numbered 1-31, Buff, Mylar Tab, 3 Hole Punched	SET	\$2.87	39038-00
75	Binders, Covers, Folders, Indexes	Insertable Tab Index, Letter Size, Numbered 1-31, White, Mylar Tab, 3 Hole Punched	SET	\$4.06	91757-00
76	Binders, Covers, Folders, Indexes	Insertable Tab Index, Letter Size, Numbered 1-50, White, Mylar Tab, 3 Hole Punched	SET	\$5.45	39107-00
77	Binders, Covers, Folders, Indexes	Printable (Inkjet or Laser Printer) Index Maker Dividers, White tabs, 5 tabs, Clear Labels, Letter Size, 3 Hole Punched, Package/5 Sets Avery 11436 or equivalent	PACKAGE	\$13.20	39128-00
78	Binders, Covers, Folders, Indexes	Printable (Inkjet or Laser Printer) Index Maker Dividers, White tabs, 8 tabs, Clear Labels, Letter Size, 3 Hole Punched, Package/5 Sets Avery 11437 or equivalent	PACKAGE	\$15.18	39127-00
79	Binders, Covers, Folders, Indexes	Avery® Write-on Big Tab Dividers, White, Set/5 tabs SKU: AVE23075 No Substitute	SET	\$1.25	83914-00
80	Binders, Covers, Folders, Indexes	Avery® Ready Index Numbered (1-10) Divider Tabs, Multi Colour, Letter Size, 10 tabs/Set SKU: AVE11135 No Substitute	SET	\$4.25	39136-00
81	Binders, Covers, Folders, Indexes	Report Covers, Letter Size, Duo-Tang, Black, Package/25 Item has 3 prongs/fasteners to hold contents securely Should contains at least 10% post-consumer material	PACKAGE	\$6.39	37980-01
82	Binders, Covers, Folders, Indexes	Report Covers, Letter Size, Duo-Tang, Dark Blue, Package/25 Item has 3 prongs/fasteners to hold contents securely Should contains at least 10% post-consumer material	PACKAGE	\$6.39	37980-22

Line #	Category	Description	UOM	Price	Product Code
83	Binders, Covers, Folders, Indexes	Report Covers, Letter Size, Duo-Tang, Green, Package/25 Item has 3 prongs/fasteners to hold contents securely Should contains at least 10% post-consumer material	PACKAGE	\$6.39	37980-04
84	Binders, Covers, Folders, Indexes	Report Covers, Letter Size, Duo-Tang, Grey, Package/25 Item has 3 prongs/fasteners to hold contents securely Should contains at least 10% post-consumer material	PACKAGE	\$6.39	37980-05
85	Binders, Covers, Folders, Indexes	Report Covers, Letter Size, Duo-Tang, Light Blue, Package/25 Item has 3 prongs/fasteners to hold contents securely Should contains at least 10% post-consumer material	PACKAGE	\$6.39	37980-12
86	Binders, Covers, Folders, Indexes	Report Covers, Letter Size, Duo-Tang, Orange, Package/25 Item has 3 prongs/fasteners to hold contents securely Should contains at least 10% post-consumer material	PACKAGE	\$6.39	91756-00
87	Binders, Covers, Folders, Indexes	Report Covers, Letter Size, Duo-Tang, Red, Package/25 Item has 3 prongs/fasteners to hold contents securely Should contains at least 10% post-consumer material	PACKAGE	\$6.39	37980-03
88	Binders, Covers, Folders, Indexes	Report Covers, Letter Size, Duo-Tang, Yellow, Package/25 Item has 3 prongs/fasteners to hold contents securely Should contains at least 10% post-consumer material	EACH	\$6.39	37980-07
89	Binders, Covers, Folders, Indexes	Report Covers, Panel and Boarder Front, Package/25 Fasteners Hold up to 1/2" of 3-hole punched sheets	PACKAGE	\$11.50	37018-00
90	Binders, Covers, Folders, Indexes	Report Covers, Pressboard, 11" x 8.5", Black, ACC25971 or equivalent	EACH	\$2.50	37004-01
91	Binders, Covers, Folders, Indexes	Report Covers, Pressboard, 11" x 8.5", Light Blue, ACC25972 or equivalent	EACH	\$2.50	37004-02
92	Binders, Covers, Folders, Indexes	Report Covers, Slide, Letter, Black, EXP93020 or equivalent	EACH	\$2.50	37076-01
93	Binders, Covers, Folders, Indexes	Report Covers, Slide, Letter, Royal Blue, EXP93021 or equivalent	EACH	\$2.50	37076-22
94	Binders, Covers, Folders, Indexes	Sheet Protectors, 8 1/2 x 11", Top loading, 3 hole punch, Package/50	PACKAGE	\$8.50	40997-00
95	Cutting Tools	Knife, Utility, Heavy Duty, with ratchet wheel blade-locking mechanism	EACH	\$4.39	13551-00
96	Cutting Tools	Knife, Small Snap, fully retractable blade	EACH	\$1.59	13545-00
97	Cutting Tools	Scissors, Approximately 8" Straight, one sharp pointed blade and one bevelled edge blade	EACH	\$1.60	13965-00
98	Cutting Tools	Scissors, Kindergarten: Approximately 5 1/4" blunt, Right or Left Handed	EACH	\$1.00	L0912-00
99	Desk Supplies	Desk Pad, 19" x 24", Padded corners, non flexible	EACH	\$3.00	13023-01
100	Desk Supplies	Desk Protector, Clear, 19" x 24"	EACH	\$1.90	13013-00
101	Desk Supplies	Staedtler ® Eraser, Paper, Tracing cloth or Drafting Film, white flexible vinyl, SKU: 52650. No Substitute	EACH	\$0.69	19042-00
102	Desk Supplies	Eraser, Pencil & Ink	EACH	\$0.19	19110-00
103	Desk Supplies	Letter Opener, Metal, Approximatley 9" long	EACH	\$1.58	13068-00

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104	Desk Supplies	Paper Mate® Liquid Paper Correction Fluid, 22ml, SKU: PAP56432 No Substitute	EACH	\$0.45	19019-00
105	Desk Supplies	Paper Mate® Dryline, Disposal, SKU: PAP06604 No Substitute	EACH	\$1.00	19010-00
106	Desk Supplies	Correction Tape, White, Package/6	PACKAGE	\$5.00	91755-00
107	Desk Supplies	Staedtler® Pencil Sharpener, Single Hole Tub • Sharpener for standard-sized black lead pencils up to 8.2 mm Ø with a sharpening angle of 23° for clear and accurate lines • Hinged cover prevents the shavings from spilling, Lid with safety lock to avoid accidental opening SKU: 511 001 A6, No Substitute	EACH	\$2.00	63009-00
108	Desk Supplies	Pencil Sharpener, X-Acto by Boston Model KS Manual Crank Pencil Sharpener, Wall or Desk Mount Compatible, Mounting Screws Included. SKU: #01031, No Substitute	EACH	\$15.00	63002-00
109	Desk Supplies	Plastic Bottle Moistener with sponge tip	EACH	\$2.20	47005-00
110	Desk Supplies	Rubber Finger Pads, Large, Package/12	PACKAGE	\$2.70	45077-00
111	Desk Supplies	Rubber Finger Pads, Medium, Package/12	PACKAGE	\$2.70	45076-00
112	Desk Supplies	Rubber Finger Pads, Small, Package/12	PACKAGE	\$2.70	45075-00
113	Desk Supplies	Ruler - 12" Plastic, Clear Acrylic, Inch and Centimeter markings	EACH	\$0.40	13263-00
114	Desk Supplies	Ruler - 12" Steel with Inch and Centimeter markings	EACH	\$2.95	13101-00
115	Desk Supplies	Ruler - 12" Wooden, Inch scale on bevelled side, metric on reverse, single bevel, metal edge	EACH	\$2.29	13094-00
116	Desk Supplies	Ruler - 18" Steel with Inch and Centimeter markings	EACH	\$5.50	13103-00
117	Desk Supplies	Staple Remover, Curved Stick Style Handle	EACH	\$1.50	69111-00
118	Desk Supplies	Staple Remover, Pinch Style	EACH	\$0.89	69044-00
119	Desk Supplies	Swingline® 390 Stapler, Heavy Duty, (staples up 160 sheets) No Substitute	EACH	\$34.06	69124-00
120	Desk Supplies	Swingline® Staples, Heavy Duty, 3/8", (25-60 sheets), SKU: 35318, Box/1000 No Substitute	BOX	\$5.50	69069-00
121	Desk Supplies	Staples, Heavy Duty, 1/2", (40-90 sheets), Swingline SKU: 35312, Box/1000 No Substitute	BOX	\$6.50	69068-00
122	Desk Supplies	Swingline® Staples, Heavy Duty, 3/4", (90-160 sheets), SKU: 35319, Box/1000 No Substitute	BOX	\$8.90	69165-00
123	Desk Supplies	Swingline® Stapler, 747, Black No Substitute	EACH	\$17.50	69147-01

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124	Desk Supplies	Swingline ® SF1 Standard Staples, 1/4", Box/5000 No Substitute	BOX	\$0.86	69086-00
125	Desk Supplies	Swingline ® SF4 Premium Staples, 1/4", Box/3750 No Substitute	BOX	\$4.25	69010-00
126	Desk Supplies	Trodat 7011 Premium Ink, Black, 28 ml size No Substitute	EACH	\$3.25	67810-01
127	Desk Supplies	Trodat 7011 Premium Ink, Blue, 28 ml size No Substitute	EACH	\$3.25	67810-02
128	Desk Supplies	Trodat 7011 Premium Ink, Red, 28 ml size No Substitute	EACH	\$3.25	67810-03
129	Desk Supplies	Trodat ® Felt Stamp Pads, Black, Approx. Size #1, 2 3/4" x 4 5/16" No Substitute	EACH	\$1.75	67078-01
130	Desk Supplies	Trodat ® Felt Stamp Pads, Blue, Approx. Size #1, 2 3/4" x 4 5/16" No Substitute	EACH	\$1.75	67078-02
131	Desk Supplies	Trodat ® Felt Stamp Pads, Red, Approx. Size #1, 2 3/4" x 4 5/16" No Substitute	EACH	\$1.75	67078-03
132	Desk Trays	Korr ® Desk Tray, Legal, Self Stacking, Side Loading, SKU: 27502 No Substitute	EACH	\$7.00	91761-00
133	Desk Trays	Korr ® Desk Tray, Letter, Self Stacking, Side Loading, SKU: 18002 No Substitute	EACH	\$5.00	91760-00
134	Desk Trays	Desktopper ® File, Legal, Black, SKU: FEL00544 No Substitute	EACH	\$17.00	13481-01
135	Fastening Supplies	Elastic Bands, No. 14, 1/4 lb. 2"L x 1/16"W	BOX	\$1.50	58500-14
136	Fastening Supplies	Elastic Bands, No. 18, 1/4 lb. 3"L x 1/16"W	BOX	\$1.50	58500-18
137	Fastening Supplies	Elastic Bands, No. 19, 1/4 lb. 3 1/2"L x 1/16"W	BOX	\$1.50	58500-19
138	Fastening Supplies	Elastic Bands, No. 24, 1/4 lb. 6 "L x 1/16"W	BOX	\$1.25	58500-24
139	Fastening Supplies	Elastic Bands, No. 33, 1/4 lb. 3 1/2"L x 1/8"W	BOX	\$0.75	58500-33
140	Fastening Supplies	Elastic Bands, No. 333, 1/4 lb., Assorted	BOX	\$0.75	58500-53
141	Fastening Supplies	Elastic Bands, No. 64, 1/4 lb. 3 1/2"L x 1/4"W	BOX	\$0.75	58500-64
142	Fastening Supplies	Fasteners, 2 3/4" Centre, 2" Capacity , Complete Unit, Box/50	BOX	\$1.00	12991-00
143	Fastening Supplies	Fasteners, 2 3/4", 2" Capacity , Base Only, Box/100	BOX	\$3.00	12989-00
144	Fastening Supplies	Foldback Clips, 9/16" W Package/12	PACKAGE	\$0.24	12004-00

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145	Fastening Supplies	Foldback Clips, 3/4" W Package/12	PACKAGE	\$0.36	12000-00
146	Fastening Supplies	Foldback Clips, 1 1/4" W Package/12	PACKAGE	\$1.44	12001-00
147	Fastening Supplies	Foldback Clips, 1 5/8" W, Package/12	PACKAGE	\$1.56	12002-00
148	Fastening Supplies	Foldback Clips, 1" W , Package/12	PACKAGE	\$0.48	12036-00
149	Fastening Supplies	Foldback Clips, 2" W, Package/12	PACKAGE	\$2.28	12003-00
150	Fastening Supplies	Ideal Clamps, #1 Approximately 2 1/4", Box/12	BOX	\$0.89	12020-00
151	Fastening Supplies	Ideal Clamps, #2 Approximately 1 1/2", Box/50	BOX	\$0.89	12019-00
152	Fastening Supplies	Magnetic Paperclip Dispenser , clear plastic base, Approximatley 2 3/4" H, 1 3/4"W, removable top	EACH	\$1.75	13009-00
153	Fastening Supplies	Paper Clips, #1, Corrugated, ACCO or equivalent, 100 per box, 10 boxes/Package	PACKAGE	\$1.50	12016-00
154	Fastening Supplies	Paper Clips, #3, Corrugated, ACCO or equivalent, Box/100	BOX	\$0.39	94202-00
155	Fastening Supplies	Paper Clips, #4, Corrugated, ACCO or equivalent, Box/100	BOX	\$0.42	12018-00
156	Fastening Supplies	Push Pins, Large heads for firm griping, Assorted Colors, Box/100	BOX	\$1.00	05010-16
157	Fastening Supplies	Push Pins, Large heads for firm griping, Clear, Box/100	BOX	\$1.00	05010-30
158	Fastening Supplies	Thumb Tacks, Approximately 3/8" Box/100	BOX	\$0.65	L4561-00
159	Fastening Supplies	Treasury Tags, 3", Metal Tip/Ended Package/100	PACKAGE	\$25.00	83110-00
160	Glue	Elmer's® Washable School Glue, Non toxix, 120 ml. No Substitute	EACH	\$0.63	04019-00
161	Glue	Glue Stick, Non-toxic, 20-22 gm	EACH	\$0.39	70071-00
162	Glue	Glue Stick, Non-toxic, 8 - 10 gm size acceptable	EACH	\$0.22	70070-00
163	Label Printer and Accessories	Thermal Label Printer: Printer shall be able to handle labels up to 2 1/8", Complete with software and cables required for connections, Software shall be windows compatible, No inks, ribbons or toner required.	EACH	\$50.00	44302-00
164	Label Printer and Accessories	Environmental Handling Fee (EHF) for item # 163 This fee will be adjusted throughout the term of the contract as Environmental Handling Fees are modified (up or down) by the Electronic Products Recycling Association (EPRA) Newfoundland and Labrador.	EACH	\$3.00	NA

Line #	Category	Description	UOM	Price	Product Code
165	Label Printer and Accessories	Labels, White Address, 1 1/8" x 3 1/2", Labels shall also be compatible with Seiko SLP 440, Seiko SLP 620 and DYMO 450, as well as item 163, 260 labels per roll Box/2	BOX	\$15.60	31984-00
166	Label Printer and Accessories	Brother Ptouch Label Tape, 12mm, Black on White TZE231 No Substitute	EACH	\$8.00	41063-01
167	Label Printer and Accessories	Brother Ptouch Label Tape, 9mm, Black on White TZE221 No Substitute	EACH	\$7.90	41061-01
168	Labels	Avery® Copier Mailing Labels, 2 13/16" x 1", White, Package/3300, SKU: AVE45004 No Substitute	PACKAGE	\$9.00	91410-00
169	Labels	Avery® Removable Print or Write Multi-Purpose Labels, 3" x 1", White, Package/230, SKU: AVE02217 No Substitute	PACKAGE	\$1.02	31391-00
170	Labels	Avery® Neon Yellow Laser High Visibility Labels, 2-5/8 x 1", Package/750 SKU: AVE05972 No Substitute	PACKAGE	\$6.00	31413-07
171	Labels	Avery® Removable Print or Write Multi-Purpose Labels, 4" x 2", White, AVE02225, Package/114 No Substitute	PACKAGE	\$0.80	31388-00
172	Labels	Avery® White Easy Peel Mailing Labels - Laser/Inkjet, 2 5/8" x 1", Box/3000, SKU: AVE05160 No Substitute	BOX	\$11.42	31997-00
173	Labels	Avery® Mini Sheets File Folder Labels, 3-7/16" x 2/3, White, Pack of 300 SKU: 2181 No Substitute	PACKAGE	\$4.00	31359-00
174	Labels	Avery® Filing Labels, with TrueBlock™ Technology, 3-1/16" x 2/3", White, Pack of 600 SKU: 5366, No Substitute	PACKAGE	\$6.00	31412-18
175	Mailing Supplies	Kraft Mailing Tubes, 2" x 18" Made with 100% post-consumer waste/recycled content	EACH	\$1.50	91753-00
176	Mailing Supplies	Kraft Mailing Tubes, 2" x 24" Made with 100% post-consumer waste/recycled content	EACH	\$1.75	91754-00
177	Mailing Supplies	Kraft Paper Rolls, 40 lb, 30" x 900'	ROLL	\$23.50	64149-00
178	Mailing Supplies	Manilla Shipping Tags, 4 1/4" x 2 1/8", Package/100 Avery 13034 or equivalent	PACKAGE	\$0.61	31114-00
179	Mailing Supplies	Crownhill® Cast Stretch Pallet Wrap, Clear, 12-3/4" x 1,476' No Substitute	ROLL	\$19.00	91752-00
180	Mailing Supplies	Packing Slip Envelopes, Half Panel, 4-1/2 x 5-1/2" size	PACKAGE	\$5.05	64046-00
181	Miscellaneous	Alkaline Batteries, "AA", Package/4	PACKAGE	\$6.60	45974-00
182	Miscellaneous	Alkaline Batteries, "AA", Box/24	Box	\$14.80	45480-00
183	Miscellaneous	Alkaline Batteries, "AAA", Package/4	PACKAGE	\$8.25	45527-00
184	Miscellaneous	Alkaline Batteries, "AAA", Box/24	Box	\$16.25	45482-00
185	Miscellaneous	Extension Cord, 3 Prong, Outlets: Maximum 3, Minimum 14' to Maximum 15' in length	EACH	\$10.00	74462-00

Line #	Category	Description	UOM	Price	Product Code
186	Miscellaneous	Mouse Pad with Gel Wrist Rest	EACH	\$7.26	73275-00
187	Miscellaneous	Plastic Wastebasket, 26 L - 27 L, Black, Rubbermaid ® 2956 or equivalent	EACH	\$3.10	38089-01
188	Miscellaneous	Recycling Box, Blue, White Recycling Label, 12 1/4" W x 15 1/4" D x 8" H, Fellowes ® 04750 or equivalent	EACH	\$3.25	13496-00
189	Miscellaneous	*Recycling Container, Blue, White Recycling Label, 14 1/2" W x 10 1/2" D x 15" H, Rubbermaid ® 2956-73 or equivalent	EACH	\$3.25	13012-00
190	Miscellaneous	Avery ® Retractable Reel Clip, 30" extension, Package/12, SKU: 74711 No Substitute	PACKAGE	\$11.61	31023-00
191	Miscellaneous	Surge Protector Power Bar, Minimum 6 Outlet - Maximum 7 Outlet, Minimum 12' to Maximum 15' length	EACH	\$6.05	74005-00
192	Miscellaneous	Surge Protector Power Bar, Minimum 6 Outlet - Maximum 7 Outlet, Minimum 6' to Maximum 7' length	EACH	\$5.90	74908-00
193	Miscellaneous	White Swan® Facial Tissue, 2-ply, 100 sheets per box 9 boxes/Package or Equivalent	PACKAGE	\$9.50	38126-00
194	Miscellaneous	Chlorox® Disinfecting Wipes, 75/Tub	EACH	\$8.25	38391-00
195	Miscellaneous	Purell® Sanitizing Hand Wipes, 100/Box	BOX	\$7.50	38256-00
196	Miscellaneous	Nexcare™ Comfort Bandages, CS203, Assorted Sizes, 80/Package or equivalent	PACKAGE	\$6.95	46950-00
197	Office Machine Accessorries	Binding Combs, 3/8", Black, 55-60 Sheet Capacity, Box/100	BOX	\$5.00	37211-01
198	Office Machine Accessorries	Binding Combs, 1/2", Black, 85-90 Sheet Capacity, Box/100	BOX	\$5.50	37213-01
199	Office Machine Accessorries	Binding Combs, 5/8", Black, 130 Sheet Capacity, Box/100	BOX	\$7.50	37214-01
200	Office Machine Accessorries	Binding Combs, 3/4", Black, 160 Sheet Capacity, Box/100	BOX	\$9.00	37215-01
201	Office Machine Accessorries	Binding Combs, 1", Black, 200-225, Sheet Capacity, Box/100	BOX	\$11.00	37216-01
202	Office Machine Accessorries	Binding Combs, 1 1/2", Black, 320 -330 Sheet Capacity, Box/100	BOX	\$17.00	37101-01
203	Office Machine Accessorries	Transparency Film, Letter Size, 8 1/2" x 11", Box/100	BOX	\$8.19	41078-00
204	Organizers and Accessories	Fellowes ® Bankers Box Magazine File, #7223 No Substitute	EACH	\$1.86	23131-00
205	Organizers and Accessories	Binding Cases, 2 Ring Mechanism, Letter Size, Package/6	PACKAGE	\$39.00	23066-00
206	Organizers and Accessories	Book Ends, SteelMaster, SKU: 241005004 No Substitute	SET	\$2.50	13006-00

Line #	Category	Description	UOM	Price	Product Code
207	Organizers and Accessories	*Book Ends, SteelMaster, SKU: 241009004 No Substitute	SET	\$5.10	81305-00
208	Organizers and Accessories	Book Ends, SteelMaster, SKU: 241009104 No Substitute	SET	\$6.10	13007-00
209	Organizers and Accessories	Clip Boards, Legal Size, Masonite	EACH	\$1.59	23044-00
210	Organizers and Accessories	Clip Boards, Letter Size, Masonite	EACH	\$1.10	23043-00
211	Organizers and Accessories	3M ® In-line Document Holder, SKU: MMMDH640 No Substitute	EACH	\$34.50	73532-00
212	Organizers and Accessories	Pendaflex® Pressboard Guides, Legal, A-Z. Or Equivalent.	SET	\$8.00	29027-00
213	Organizers and Accessories	Pendaflex® UniFrame Drawer File Frame, Fits both Letter or Legal size hanging file folders.	EACH	\$8.00	24045-00
214	Organizers and Accessories	Storage Box, 12" x 15" x 10" , Carton/12 Fast-fold set-up. Contains a minimum of 60% post-consumer recycled material. Locking lid, 500 lb stacking strength.Letter or Legal	CARTON	\$26.00	23962-18
215	Organizers and Accessories	Heavy Duty Storage Box, 12" x 15" x 10" , Carton/12 Quick set-up. Contains a minimum of 50% post-consumer recycled material. Lift-off lid, 800 lb stacking strength, Letter or Legal	CARTON	\$30.00	23744-00
216	Organizers and Accessories	Wall File Pockets, Legal, Plastic, Mounting Hardware Included, Package/3	PACKAGE	\$6.00	13932-01
217	Organizers and Accessories	Wall File Pockets, Letter, Plastic, Mounting Hardware Included, Package/3	PACKAGE	\$6.00	13696-01
218	Paper Products	Blueline® A790 Series Account Book, Perfect Binding, Record, 12 1/2" x 7 7/8", 200 Pages (100 sheets), hard black cover SKU: DMNA79020001, No Substitute	BOOK	\$4.00	06610-01
219	Paper Products	Blueline® A790 Series Account Book, Twin-wire Binding, Record, 12 1/2" x 7 7/8", 300 Numbered Pages (150 sheets), hard black cover SKU: DMNA7903001, No Substitute	BOOK	\$9.00	06615-01
220	Paper Products	Blueline® Bound Notebook, 10 1/2" x 8", 112 Pages (56 Sheets), Red Margin, hard cover (Color Black or Blue) No Substitute	BOOK	\$3.25	88888-00
221	Paper Products	Blueline® Bound Notebook, 9 1/4" x 7 1/4", 192 Pages (96 Sheets), blue margin, hard black cover, self-adhesive tabs included SKU: DMNA9, No Substitute	BOOK	\$3.00	59116-01
222	Paper Products	Blueline® MiracleBind Note Organizer, Black, 9 1/4" x 7 1/4", 150 pages, SKU: DMNAF915081 No Substitute	BOOK	\$4.50	06060-01
223	Paper Products	Blueline® MiracleBind Refills - 9 1/4" x 7 1/4", 100 Ruled pages (50 sheets) SKU: DMNAFR9050R No Substitute	PACKAGE	\$2.50	06065-00
224	Paper Products	Blueline® NotePro Notebook, 10 3/4" x 8 1/2", 300 Pages (150 Sheets), Ruled micro-perforated pages with margin SKU: DMNA10300BLK, No Substitute	BOOK	\$7.50	59039-00
225	Paper Products	Blueline® NotePro Notebook, 9 1/4" x 7 1/4", 192 Pages (96 Sheets), Ruled micro-perforated pages with margin, hard black cover SKU: DMNA9C81, No Substitute	BOOK	\$4.00	59115-01
226	Paper Products	Book, Memo, 3" x 5", Soft Cover, Coil Bound at Top, 60 Ruled Sheets/120 Pages	BOOK	\$0.90	06352-00
227	Paper Products	Book, Steno, 9" x 6", coil bound across the top with stiff cover, centre line, green tinted paper OR white paper, 120 pages	BOOK	\$0.40	06009-00

Line #	Category	Description	UOM	Price	Product Code
228	Paper Products	Books, Hilroy Exercise Books, Approximatley 9" x 7" (9 1/8" x 7 1/8"), 40 Pages, 8mm ruled w/margin, Package/25	PACKAGE	\$8.50	59228-00
229	Paper Products	Poster Board, 22" x 28", Black, 4 PLY	SHEET	\$0.50	02011-01
230	Paper Products	Poster Board, 22" x 28", Blue - Dark, 4 PLY	SHEET	\$0.50	02011-02
231	Paper Products	Poster Board, 22" x 28", Blue - Light, 4 PLY	SHEET	\$0.50	02011-12
232	Paper Products	Poster Board, 22" x 28", Green - Dark, 4 PLY	SHEET	\$0.50	02011-04
233	Paper Products	Poster Board, 22" x 28", Magenta, 4 PLY	SHEET	\$0.50	02011-15
234	Paper Products	Poster Board, 22" x 28", Orange, 4 PLY	SHEET	\$0.50	02011-27
235	Paper Products	Poster Board, 22" x 28", Pink, 4 PLY	SHEET	\$0.50	02011-06
236	Paper Products	Poster Board, 22" x 28", Red, 4 PLY	SHEET	\$0.50	02011-03
237	Paper Products	Poster Board, 22" x 28", White, 4 PLY	SHEET	\$0.39	02011-18
238	Paper Products	Poster Board, 22" x 28", Yellow, 4 PLY	SHEET	\$0.50	02011-07
239	Paper Products	Construction Paper, 9" x 12", Black Package/50 sheets	PACKAGE	\$2.00	02255-01
240	Paper Products	Construction Paper, 9" x 12", Assorted Colors Package/50 sheets	PACKAGE	\$2.00	02255-16
241	Paper Products	Construction Paper, 9" x 12", Blue Package/50 sheets	PACKAGE	\$2.00	02255-02
242	Paper Products	Construction Paper, 9" x 12", Dark Red Package/50 sheets	PACKAGE	\$2.00	02255-23
243	Paper Products	Construction Paper, 9" x 12", Light Grey Package 50/sheets	PACKAGE	\$2.00	02255-05
244	Paper Products	Construction Paper, 9" x 12", Orange, Package/50 sheets	PACKAGE	\$2.00	02255-27
245	Paper Products	Construction Paper, 9" x 12", Pink Package/50 sheets	PACKAGE	\$2.00	02255-06
246	Paper Products	Construction Paper, 9" x 12", White Package/50 sheets	PACKAGE	\$2.00	02255-18
247	Paper Products	Construction Paper, 9" x 12", Yellow Package/50 sheets	PACKAGE	\$2.00	02255-07
248	Paper Products	Easel Pad, 24" x 36", Newsprint, Pad/50 sheets, Package/2	PACKAGE	\$5.00	05957-00

Line #	Category	Description	UOM	Price	Product Code
249	Paper Products	Easel Pad, 24" x 36", White, Lined, Pad/50 sheets, Package/2	PACKAGE	\$5.30	05927-00
250	Paper Products	Easel Pad, 24" x 36", White, Plain, Pad/50 sheets, Package/2	PACKAGE	\$5.10	05929-00
251	Paper Products	Index Cards, Ruled 1 side, 3" x 5", White, Package/100	PACKAGE	\$0.53	29010-00
252	Paper Products	Index Cards, Ruled 1 side, 4" x 6", White, Package/100	PACKAGE	\$0.96	29008-00
253	Paper Products	Index Cards, Ruled 1 side, 5" x 8", White, Package/100	PACKAGE	\$1.62	29006-00
254	Paper Products	Index Cards, Unruled 3" x 5", White, Package/100	PACKAGE	\$0.53	29000-00
255	Paper Products	Loose Leaf Refill Paper, Wide ruled, Approximately 8 1/2" x 11", 3 hole punched, Package/200 sheets	PACKAGE	\$2.00	40010-00
256	Paper Products	Memo/Scratch Pads, 3" x 5", Plain White, Glued Top, 96 sheets per pad, Package/10	PACKAGE	\$6.00	49071-00
257	Paper Products	Memo/Scratch Pads, 4" x 6", Plain White, Glued Top, 96 sheets per pad, Package/10	PACKAGE	\$7.00	49072-00
258	Paper Products	Memo/Scratch Pads, 5" x 8", Plain White, Glued Top, 96 sheets per pad, Package/10	PACKAGE	\$13.00	49073-00
259	Paper Products	Paper, Adding Machine Paper 2 1/4" Wide Package/5	PACKAGE	\$7.50	01002-00
260	Paper Products	Receipt Book, Duplicate Receipts, 4 per page, Book/200	BOOK	\$4.75	06006-00
261	Paper Products	Telephone Message Book, Dual Copy - no carbon required. Snap sets for easy removal of original. 4 messages per page, Book/400 messages	BOOK	\$2.63	71069-36
262	Paper Products	Telephone Message Pads, "While You Were Out", 50 sheets per pad Package/10	PACKAGE	\$5.00	71023-36
263	Paper Products	Writing/Paper Pads, Glued Top, Letter Size, Narrow Ruled, White, 96 sheets per pad, Package/5	PACKAGE	\$1.75	49150-40
264	Paper Products	Writing/Paper Pads, Glued Top, Letter Size, Quad 4 sq/inch, White, 96 sheets per pad, Package/5	PACKAGE	\$4.50	49610-44
265	Paper Products	Writing/Paper Pads, Glued Top, Letter Size, Wide Ruled, Canary, 80 sheets per pad, Package/5	PACKAGE	\$6.70	49197-00
266	Paper Products	Writing/Paper Pads, Glued Top, Letter Size, Wide Ruled, White, 96 sheets per pad, Package/5	PACKAGE	\$3.15	49610-01
267	Paper Products	Writing/Paper Pads, Micro-Perforated Top, Legal Size, Wide Ruled, Canary, 50 sheets per pad, Package/10	PACKAGE	\$15.00	49962-07
268	Paper Products	Writing/Paper Pads, Micro-Perforated Top, Legal Size, Wide Ruled, White, 50 sheets per pad, Package/10	PACKAGE	\$15.00	49962-18
269	Paper Products	Writing/Paper Pads, Micro-Perforated Top, Letter Size, Wide Ruled, Canary, 50 sheets per pad, Package/10	PACKAGE	\$10.00	49961-07

Line #	Category	Description	UOM	Price	Product Code
270	Paper Products	Writing/Paper Pads, Micro-Perforated Top, Letter Size, Wide Ruled, White, 50 sheets per pad, Package/10	PACKAGE	\$10.00	49961-18
271	Paper Punches	Paper Punch - One Hole Punch, 1/4" hole. Minimum 5 Sheet Capacity	EACH	\$1.50	57004-00
272	Paper Punches	Paper Punch - Three Hole, Heavy Duty, 1/4", 3 adjustable punch heads, centre head may be neutralized. Minimum 30 Sheet Capacity.	EACH	\$26.50	57005-00
273	Paper Punches	Paper Punch - Three Hole, steel/metal construction with protective plastic base, 3 adjustable punch heads, centre head may be neutralized, built in centering guide. Minimum 10 Sheet Capacity.	EACH	\$4.43	57007-00
274	Paper Punches	Paper Punch - Three Hole, ergonomic design, all metal construction with locking lever, 20 sheet capacity Swingline® 30L Light Touch , or Equivalent	EACH	\$9.00	57074-00
275	Paper Punches	Paper Punch - Two Hole Punch, 1/4" hole, 2 3/4" centre to centre, with paper guide. Minimum 20 Sheet Capacity	EACH	\$1.70	57001-00
276	Planning Systems	At-A-Glance® Calendar Refill Pad, 6" x 3 1/2" (holes on side), SKU: AAGE717F50 Or Equivalent	EACH	\$1.20	61002-36
277	Planning Systems	At-A-Glance® Desk Calendar Plastic Base for AAGE717F50, 7 1/2" x 8 3/4", SKU: AAGE1700 Or Equivalent	EACH	\$5.10	61003-00
278	Planning Systems	Brownline® Desk Pad Refill, 21 1/4" x 16 1/2", One Month on Each sheet, 1 lined block per day, yearly calendar at the bottom of each sheet, SKU: C191722R, No Substitute	EACH	\$6.00	61013-36
279	Planning Systems	Brownline® Vinyl Holder for C191722R, SKU: C191722S No Substitute	EACH	\$7.50	94204-00
280	Planning Systems	Blueline® Desk Pad or Wall Calendar, 21 1/4" x 16", one month on each sheet, 1 block per day, tear-off sheets bound at top, SKU: C181731 No Substitute	EACH	\$1.75	61205-36
281	Planning Systems	Blueline® Daily Appointment Planner, 8" x 5", 1 day per page, half hour appointments, note box on each page, hard cover with perfect binding, black, SKU: C1504.81, No Substitute	EACH	\$5.25	61312-01
282	Planning Systems	Blueline® Daily Appointment Planner, 8" x 5", 1 day per page, half hour appointments, note box on each page, soft cover with spiral binding, black, SKU: C1504.81BT No Substitute	EACH	\$4.80	61311-01
283	Planning Systems	Blueline® Monthly Appointment Planner, 9 1/4" x 7 1/4", 16 month planner, twin wire binding and soft cover, one month on each spread, SKU: C1200.81BT, No Substitute	EACH	\$7.50	61169-01
284	Planning Systems	Blueline® Weekly Appointment Planner, 11" x 9 1/16", twin-wire binding and soft cover, weekday appointment schedule from 7AM to 8:45 PM in 15 minute intervals, lined space for Sunday. SKU: C5950.81BT, No Substitute	EACH	\$4.20	61100-00
285	Planning Systems	Blueline® Weekly Appointment Planner, 6" x 3 1/2", pocket size, soft cover with stitched binding, two weeks on each spread, lined spaces for each day, black, SKU: CB7.AST, No Substitute	EACH	\$3.75	94205-00
286	Post-it Products	Post-it®, Canary Yellow Notes, 1 1/2" x 2", 100 sheets per pad, Package/12 SKU: #653YW Or Equivalent	PACKAGE	\$1.45	49032-07
287	Post-it Products	Post-it®, Canary Yellow Notes, 3" x 3", 100 sheets per pad, SKU: #654YW Or Equivalent	EACH	\$0.42	84901-00
288	Post-it Products	Post-it®, Canary Yellow Notes, 3" x 5", 100 sheets per pad, Package/12 SKU: #655 Or Equivalent	PACKAGE	\$5.10	49030-00
289	Post-it Products	Post-it®, Canary Yellow Pop-up Notes, 3" x 3", 100 sheets per pad, Package/12 SKU: #3306YW Or Equivalent	PACKAGE	\$4.20	49080-07
290	Post-it Products	Post-it®, Coloured Pop-up Notes, 3" x 3", 100 sheets per pad, Package/12 SKU: #3306AN Or Equivalent	PACKAGE	\$4.20	49080-16

Line #	Category	Description	UOM	Price	Product Code
291	Post-it Products	Post-it® , Notes in Ultra Colours, 1 1/2" x 2", 100 sheets per pad, Package/12 SKU: #653AU No Substitute	PACKAGE	\$4.70	49040-00
292	Post-it Products	Post-it®, Notes in Ultra Colours, Jaipur Collection, 3" x 5", 100 sheets per pad, Package/5 SKU: #6555UC No Substitute	PACKAGE	\$6.19	49056-00
293	Post-it Products	Post-it®, Notes in Ultra Colours, Jaipur Collection, 3" x 5", Ruled, 200 sheets per pad, Package/5 SKU: #6355AU, No Substitute	PACKAGE	\$6.80	49042-00
294	Post-it Products	Post-it®, Notes in Ultra Colours, Jaipur Collection, 4" x 4", Ruled, 100 sheets per pad, Package/3 SKU: #6753AUL, No Substitute	PACKAGE	\$8.68	49946-00
295	Post-it Products	Post-it® Notes in Ultra Colours, Jaipur Collection, 4" x 6", Ruled, 100 sheets per pad, Package/3 SKU: #6603AU, No Substitute	PACKAGE	\$5.75	49012-00
296	Post-it Products	Post-it®, Super Sticky Notes, Marrakesh Collection, 3" x 3", 90 sheets per pad, Package/5 SKU: #6545SSAN, No Substitute	PACKAGE	\$4.05	49035-00
297	Post-it Products	Post-it® Super Sticky Recycled Notes in Bora Bora Colours, 4" x 4", Ruled, 90 sheets per pad, Package/3 SKU: #6753SSTC, No Substitute	PACKAGE	\$4.75	49951-00
298	Post-it Products	Post-it® Pop-up Note Dispenser for 3" x 3" Notes, SKU: WD-330 only. Black or White No Substitute	EACH	\$7.50	13951-01
299	Post-it Products	Post-it® Standard 1/2" Flags, 4 pads of 35 flags, Assorted Flags, SKU: #6834 No Substitute	PACKAGE	\$2.77	49135-00
300	Post-it Products	Post-it® Standard 1/2" Flags, 4 pads of 35 flags, Bright Assorted Flags, SKU: #6834AB No Substitute	PACKAGE	\$2.77	49083-00
301	Post-it Products	Post-it® Standard 1" Flags, Red, 50 flags per dispenser SKU: #6801 No Substitute	EACH	\$1.97	49017-03
302	Post-it Products	*Post-it® Standard 1" Flags, Yellow, 50 flags per dispenser SKU: #6805 No Substitute	EACH	\$1.97	49017-07
303	Post-it Products	Post It® "Sign Here" Flages, 680-9, 1" x 1.7", 50-Pack SKU: 15562 No Substitute	EACH	\$5.09	49129-00
304	Post-it Products	Post It® Page Markers, 1" x 3" Assorted Colors, 50 Sheets per Pad, Package/4 SKU: 671-4AU No Substitute	PACKAGE	\$4.70	49108-00
305	Post-it Products	Post It® Super Sticky Self-Stick Wall Pad, 566, White, 20" x 23", 20 sheets per pad, Package/2 SKU: MMM556 No Substitute	PACKAGE	\$45.00	05618-00
306	Removable Storage Media	CD-R, 700MB or 80 minutes, 52X write speed, with jewel slim case, Package/10	PACKAGE	\$3.50	11078-00
307	Removable Storage Media	DVD-R, 4.7 GB or 120 minutes, 16x write speed, with jewel slim case, Package /10	PACKAGE	\$2.29	95099-00
308	Removable Storage Media	DVD-R, 4.7 GB or 120 minutes, 16x write speed, white inkjet printable, Package/50	PACKAGE	\$5.75	95137-00
309	Removable Storage Media	Disc Cases, Clear, Package/50 Will allow package sizes of 40 clear + 10 assorted colored cases	PACKAGE	\$11.25	74800-00
310	Shredder Supplies	Bags: Fellowes® PowerShred Shredder Waste Bags, 23" W x 21" D x 39"H, Roll/50 SKU: 3605801 No Substitute	ROLL	\$49.00	41339-00
311	Shredder Supplies	Fellowes® PowerShred Paper Shredder Oil, 12 oz. bottle, SKU: 35250 No Substitute	EACH	\$7.90	73680-00

Line #	Category	Description	UOM	Price	Product Code
312	Tapes	Deluxe Tape Dispenser, Black, Desk Model	EACH	\$1.83	70995-00
313	Tapes	Masking Tape, 12 mm x 55 meters	ROLL	\$1.10	70209-00
314	Tapes	Masking Tape, 18 mm x 55 meters	ROLL	\$1.19	70148-00
315	Tapes	Masking Tape, 24 mm x 55 meters	ROLL	\$1.59	70149-00
316	Tapes	Masking Tape, 36 mm x 55 meters	ROLL	\$2.39	70150-00
317	Tapes	Masking Tape, 48 mm x 55 meters	ROLL	\$3.19	70151-00
318	Tapes	Nylon Filament Tape, 24 mm x 55 meters	ROLL	\$4.57	70154-00
319	Tapes	Packaging Tape, Clear, 48 mm x 50 meters, Package/6	PACKAGE	\$3.75	70119-00
320	Tapes	Packing Tape Dispenser for Packaging Tape, 48 mm x 50 meters Easy hold pistol grip tape gun	EACH	\$7.50	64028-00
321	Tapes	Scotch Magic™ Tape, 19 mm x 32.9 m, without dispenser, SKU: #810 3M No Substitute	ROLL	\$1.90	70034-00
322	Tapes	Scotch® Removeable Poster Tape with dispenser, 19 mm x 3.8 m. SKU: 3M 109 No Substitute	ROLL	\$3.05	94210-00
323	Tapes	Scotch® Tear-By-Hand Packaging Tape, SKU: 3M 3841 No Substitute	EACH	\$1.86	70172-00
324	Tapes	Tape, Invisible/Matte Finish, 12.0 mm - 12.7 mm x 32.9 m - 33 m, with dispenser Can be written on with inks, pencils or markers	EACH	\$0.89	70114-00
325	Tapes	Tape, Invisible/Matte Finish, 19 mm x 32.9 m - 33 m, with dispenser Can be written on with inks, pencils or markers	EACH	\$0.90	70115-00
326	Tapes	Tape, Invisible/Matte Finish, 19 mm x 32.9 m - 33 m, without dispenser Can be written on with inks, pencils or markers	EACH	\$0.79	70113-00
327	Tapes	Tape, Transparent/Clear, 12.0 mm - 12.7 mm x 32.9 m - 33 m, with dispenser	EACH	\$0.89	70110-00
328	Tapes	Tape, Transparent/Clear, 12.0 mm - 12.7 mm x 32.9 m - 33 m, without dispenser	EACH	\$0.59	70108-00
329	Tapes	Tape, Transparent/Clear, 18 mm - 19 mm x 32.9 m - 33 m, with dispenser	EACH	\$0.45	70111-00
330	Tapes	Tape, Transparent/Clear, 18 mm - 19 mm x 32.9 m - 33 m, without dispenser	EACH	\$0.59	70109-00
331	Technology	Plantronics® CS540 Convertible Wireless Office Headset System PLN84693-01 No Substitute	EACH	\$259.00	44096-00
332	Technology	Environmental Handling Fee (EHF) for item # 331 This fee will be adjusted throughout the term of the contract as Environmental Handling Fees are modified (up or down) by the Electronic Products Recycling Association (EPRA) Newfoundland and Labrador	EACH	\$0.50	NA

Line #	Category	Description	UOM	Price	Product Code
333	Technology	Replacement Battery for Plantronics® CS540 Convertible Wireless Office Headset System	EACH	\$31.00	44995-00
334	Technology	Kingston® Data Traveler USB, 8 GB DT1G4 No Substitute	EACH	\$8.79	11015-00
335	White Board Accessories	Expo® White Board Cleaner, Wipes, 50 per package, SKU: 81850 No Substitute	PACKAGE	\$5.00	05224-00
336	White Board Accessories	Quartet® White Board Dry Erase Markers, Chisel Point, Black. No Substitute	EACH	\$0.58	43517-01
337	White Board Accessories	Quartet® White Board Dry Eraser Marker, Chisel Point, Blue. No Substitute	EACH	\$0.58	43517-02
338	White Board Accessories	Quartet® White Board Dry Erase Markers, Chisel Point, Green. No Substitute	EACH	\$0.58	43517-04
339	White Board Accessories	Quartet® White Board Dry Erase Markers, Chisel Point, Red. No Substitute	EACH	\$0.58	43517-03
340	White Board Accessories	Expo® White Board Dry Erase Markers, Chisel Point, Black. No Substitute	EACH	\$0.63	43087-01
341	White Board Accessories	Expo® White Board Dry Eraser Marker, Chisel Point, Blue. No Substitute	EACH	\$0.63	43087-02
342	White Board Accessories	Expo® White Board Dry Erase Markers, Chisel Point, Green. No Substitute	EACH	\$0.63	43087-04
343	White Board Accessories	Expo® White Board Dry Erase Markers, Chisel Point, Red. No Substitute	EACH	\$0.63	43087-03
344	White Board Accessories	White Board Dry Erase Markers, Quartet Endura Glide 4 Assorted Colors , SKU: # 03479 No Substitute	PACKAGE	\$4.00	43054-16
345	White Board Accessories	Expo® White Board Dry Erase Markers, Package/4 One each Black, Blue, Green and Red, Chisel Tip SKU: 80174T, No Substitute	PACKAGE	\$2.10	43084-00
346	White Board Accessories	Whiteboard Eraser, for dry-erase marker boards, Expo® 81505 or equivalent	EACH	\$1.00	05417-00
347	White Board Accessories	Quartet® Ghostduster Whiteboard Eraser, for dry-erase marker boards, SKU: 920332 No Substitute	EACH	\$5.00	90018-00
348	White Board Accessories	Quartet® Rare Earth Magnets 1-1/2" Grey, Package/6 No Substitute	PACKAGE	\$11.50	05181-00
349	Writing Instruments	Highlighter, Chisel Tip (not micro), Blue, Box/12	BOX	\$2.40	43052-02
350	Writing Instruments	Highlighter, Chisel Tip (not micro), Green, Box/12	BOX	\$2.40	43052-04
351	Writing Instruments	Highlighter, Chisel Tip (not micro), Orange, Box/12	BOX	\$3.60	43932-27
352	Writing Instruments	Highlighter, Chisel Tip (not micro), Pink, Box/12	BOX	\$2.40	43052-06
353	Writing Instruments	Highlighter, Chisel Tip (not micro), Yellow, Box/10	BOX	\$1.00	43134-07

Line #	Category	Description	UOM	Price	Product Code
354	Writing Instruments	Highlighter, Chisel Tip, Yellow, Box/12	BOX	\$2.40	45990-07
355	Writing Instruments	Marker, Audio Visual, Permanent, Fine, Black SKU: Staedtler 318-9 or equivalent	EACH	\$0.25	43147-01
356	Writing Instruments	Marker, Audio Visual, Permanent, Fine, Blue SKU: Staedtler 318-3 or equivalent	EACH	\$0.25	43147-02
357	Writing Instruments	Marker, Audio Visual, Permanent, Fine, Green SKU: Staedtler 318-5 or equivalent	EACH	\$0.25	43147-04
358	Writing Instruments	Marker, Audio Visual, Permanent, Fine, Red SKU: Staedtler 318-2 or equivalent	EACH	\$0.25	43147-03
359	Writing Instruments	Marker, Audio Visual, Transparency, Fine, Washable, 8 color set, SKU: Staedtler Lumcolor #316WP8 No Substitute	SET	\$3.25	43124-00
360	Writing Instruments	Marker, Permanent, Chisel Point, Black, Box/12	BOX	\$2.40	43135-01
361	Writing Instruments	Marker, Permanent, Chisel Point, Blue, Box/10	BOX	\$3.40	43027-02
362	Writing Instruments	Marker, Permanent, Chisel Point, Red, Box/12	BOX	\$4.08	43950-03
363	Writing Instruments	Pen, Ballpoint, Black, Fine, Box/12	BOX	\$0.96	55300-01
364	Writing Instruments	Pen, Ballpoint, Black, Medium, Box/12	BOX	\$0.84	55050-01
365	Writing Instruments	Pen, Ballpoint, Blue, Fine, Box/12	BOX	\$0.96	55300-02
366	Writing Instruments	Pen, Ballpoint, Blue, Medium , Box/12	BOX	\$0.84	55050-02
367	Writing Instruments	Pen, Ballpoint, Red, Fine, Box/12	BOX	\$1.20	55035-03
368	Writing Instruments	Pen, Felt Tip, Fine, Black, Box/12	BOX	\$5.40	91763-00
369	Writing Instruments	Pen, Paper Mate Flexgrip Ultra Retractable Ballpoint, Blue, Fine, Box/12 SKU: 95601, No Substitute Made with 55% recycled material	BOX	\$5.50	55902-02
370	Writing Instruments	Pen, Paper Mate Flexgrip Ultra Retractable Ballpoint, Blue, Medium, Box/12 SKU: 95101, No Substitute Made with 55% recycled material	BOX	\$5.50	55901-02
371	Writing Instruments	Pen, Papermate Flexgrip Ultra, Ballpoint, Black, Fine, Box/12 SKU: 96801, No Substitute Made with 55% recycled material	BOX	\$4.25	55897-01
372	Writing Instruments	Pen, Papermate Flexgrip Ultra, Ballpoint, Black, Medium, Box/12 SKU: 96301, No Substitute Made with 55% recycled material	BOX	\$4.25	55896-01
373	Writing Instruments	Pen, Papermate Flexgrip Ultra, Ballpoint, Blue, Fine, Box/12 SKU: 96601, No Substitute Made with 55% recycled material	BOX	\$4.25	55897-02
374	Writing Instruments	Pen, Papermate Flexgrip Ultra, Ballpoint, Blue, Medium, Box/12 SKU: 96101, No Substitute Made with 55% recycled material	BOX	\$4.25	55896-02

Line #	Category	Description	UOM	Price	Product Code
375	Writing Instruments	Pen, Pentel R.S.V.P, Fine, Black, Box/12 SKU: BK90A No Substitute	BOX	\$10.05	55906-01
376	Writing Instruments	Pen, Pentel R.S.V.P, Fine, Blue, Box/12 SKU: BK90C No Substitute	BOX	\$10.05	55906-02
377	Writing Instruments	Pen, Pentel R.S.V.P., Fine, Red, Box/12 SKU: BK90B No Substitute	BOX	\$10.05	55906-03
378	Writing Instruments	Pen, Pentel Vicuna Retractable BallpointPen, Fine Point, 0.7mm, Blue, Box/12 SKU: BX157-C No Substitute	BOX	\$24.00	91751-00
379	Writing Instruments	Pen, Pilot BPS, Fine, Blue, Box/12 SKU: BPS-F-BE No Substitute	BOX	\$6.50	55063-02
380	Writing Instruments	Pen, Pilot G-2 Gel Retractable, Blue, 0.5 mm, Box/12 SKU: BLG25BE No Substitute	BOX	\$9.00	55227-02
381	Writing Instruments	Pen, Uni-ball Standard Roller Ball, Fine Point, Metal Tip, Black, Box/12 SKU: 60101, No Substitute Contains 80% post-consumer recycled material	BOX	\$7.00	55885-01
382	Writing Instruments	Pen, Uni-ball Standard Roller Ball, Fine Point, Metal Tip, Blue, Box/12 SKU: 60103, No Substitute Contains 80% post-consumer recycled material	BOX	\$7.00	55885-02
383	Writing Instruments	Pen, Uni-ball Standard Roller Ball, Fine Point, Metal Tip, Red, Box/12 SKU: 60102, No Substitute Contains 80% post-consumer recycled material	BOX	\$7.00	55885-03
384	Writing Instruments	Pen, Uni-ball Standard Roller Ball, Micro Point, Metal Tip, Black, Box/12 SKU: 60151, No Substitute Contains 80% post-consumer recycled material	BOX	\$7.00	55886-01
385	Writing Instruments	Pen, Uni-ball Standard Roller Ball, Micro Point, Metal Tip, Blue, Box/12 SKU: 60153, No Substitute Contains 80% post-consumer recycled material	BOX	\$7.00	55886-02
386	Writing Instruments	Pen, Uni-ball Standard Roller Ball, Micro Point, Metal Tip, Green, Box/12 SKU: 60154, No Substitute Contains 80% post-consumer recycled material	BOX	\$7.00	55886-04
387	Writing Instruments	Pen, Uni-ball Standard Roller Ball, Micro Point, Metal Tip, Red, Box/12 SKU: 60152, No Substitute Contains 80% post-consumer recycled material	BOX	\$7.00	55886-03
388	Writing Instruments	Pen, Uni-ball Vision, Fine Point, Blue, Box/12 SKU: 60134 No Substitute	BOX	\$11.00	55884-02
389	Writing Instruments	Pen, Uni-ball Vision, Fine Point, Green, Box/12 SKU: 60386, No Substitute	BOX	\$11.00	55884-04
390	Writing Instruments	Pen, Uni-ball Vision, Fine Point, Purple, Box/12 SKU: 60382 No Substitute	BOX	\$11.00	55884-15
391	Writing Instruments	Pen, Uni-ball Vision, Fine Point, Red, Box/12 SKU: 60139 No Substitute	BOX	\$11.00	55884-03
392	Writing Instruments	Pen, Zebra Sarasa Retractable Gel, Blue, 1.0 mm, Box/12 SKU: 46620 No Substitute	BOX	\$8.00	55142-02
393	Writing Instruments	Pen, Zebra Sarasa Retractable Gel, Blue, 0.7 mm, Box/12 SKU: 46820 No Substitute	BOX	\$7.50	55140-02
394	Writing Instruments	Pencils, 2H Extra Hard, Dixon Ticonderoga, Box/12 SKU: 13884 No Substitute	BOX	\$1.25	53079-12
395	Writing Instruments	Pencils, B Soft, Dixon Ticonderoga, Box/12 SKU: 13881 No Substitute	BOX	\$1.25	53079-13

Line #	Category	Description	UOM	Price	Product Code
396	Writing Instruments	Pencils, HB Medium Soft, Dixon Oriole, Box/12 SKU: 12872 No Substitute	BOX	\$1.00	94212-00
397	Writing Instruments	Pencils, Assorted Colours, Laurentian or Equivalent, Package/12	PACKAGE	\$1.50	L6939-00
398	Writing Instruments	Pencils, Assorted Colours, Laurentian or Equivalent, Package/24	PACKAGE	\$2.20	02005-00
399	Writing Instruments	Pencils, Mechanical, .5 mm , Box/6	BOX	\$0.72	53007-00
400	Writing Instruments	Pencils, Mechanical, .7 mm, Box/12	BOX	\$1.20	53069-00
401	Writing Instruments	Pencils, Mechanical Refill, HB, .5 mm, 40 leads per tube	EACH	\$3.60	53015-10
402	Writing Instruments	Pencils, Mechanical Refill, HB, .7 mm, 40 leads per tube	EACH	\$3.60	53016-10
403	Writing Instruments	Sharpie® Permanent Marker, Black, Fine, Box/12 SKU: 30001 No Substitute	BOX	\$6.00	43913-01
404	Writing Instruments	Sharpie® Chisel Permanent Marker, Black, Box/12 SKU: 38201 No Substitute	BOX	\$7.20	43927-01
405	Writing Instruments	Sharpie® Permanent Marker, Blue, Fine, Box/12 SKU: 30003 No Substitute	BOX	\$6.00	43913-02
406	Writing Instruments	Sharpie® Permanent Marker, Red, Fine, Box/12 SKU: 30002 No Substitute	BOX	\$6.00	43913-03
407	Writing Instruments	Sharpie® Permanent Marker, Blue, Ultra - Fine, Box/12 SKU: 37003 No Substitute	BOX	\$6.00	43094-02
408	Writing Instruments	Sharpie® , Liquid Accent Pen Style Highlighters, Set 5, Micro Chisel Tip, SKU: 24555 No Substitute	SET	\$3.71	94213-00
409	Writing Instruments	Sharpie® , Pen, Black, Fine, Box/12 SKU: 1742663 No Substitute	BOX	\$5.43	55427-01
410	Writing Instruments	Sharpie® , Pen, Blue, Fine, Box/12 SKU: 1742664 No Substitute	BOX	\$5.43	55427-02
411	Writing Instruments	Sharpie® Pen , Fine, Assorted Colors (Black, Blue, Red, Green), Package/4 SKU: 1742662 No Substitute	PACKAGE	\$3.42	55428-16
412	Writing Instruments	Sharpie® Flip Chart Markers, Assorted Colors, Set 4, SKU: 22474 No Substitute	SET	\$2.50	43122-00