

**INVITATION TO BID**

Bid Invitation Number: **125-2013**

Date of Issue: **12/31/2013**

Sealed bids will be received in the office of the Division of Central Purchasing, 200 East Main Street, Lexington, Kentucky, until **2:00 PM**, prevailing local time on **01/14/2014**. Bids must be received by the above-mentioned date and time. Mailed bids should be sent to:

**Division of Central Purchasing  
200 East Main Street, Room 338  
Lexington, KY 40507, (859) 258-3320**

**The Lexington-Fayette Urban County Government assumes no responsibility for bids that are not addressed and delivered as indicated above. Bids that are not delivered to the Division of Central Purchasing by the stated time and date will be rejected.**

All bids must have the company name and address, bid invitation number, and the commodity/service on the outside of the envelope.

Bids are to include all shipping costs to the point of delivery located at: West Hickman WWTP

Bid Security Required:     Yes **X** No                      Performance Bond Required:     Yes **X** No  
Cashier Check, Certified Check, Bid Bond (Personal checks and company checks will not be acceptable).

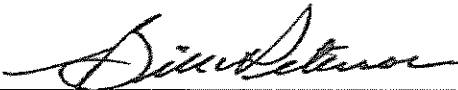
Quantity	Commodity/Service
<b>Price Contract</b>	<b>Office Supplies</b>

<p align="center"><b><u>Check One:</u></b></p> <p><input checked="" type="checkbox"/> Bid Specifications Met <input type="checkbox"/> Exceptions to Bid Specifications. <i>Exceptions shall be itemized and attached to bid proposal submitted.</i></p>	<p align="center"><b><u>Proposed Delivery:</u></b></p> <p><u>Immediate</u> days after acceptance of bid.</p>
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<b><u>Procurement Card Usage</u></b>	
<input checked="" type="checkbox"/> Yes	The Lexington-Fayette Urban County Government will be using Procurement Cards to purchase goods and services and also to make payments. Will you accept Procurement Cards?
<input type="checkbox"/> No	

Submitted by: Staples Contract and Commercial, Inc  
*Firm*  
1650 Lyndon Farm Court, suite 100  
*Address*  
Louisville, KY 40223  
*City, State & Zip*

**Bid must be signed:  
(original signature)**

  
\_\_\_\_\_

**Signature of Authorized Company Representative - Title**  
Bill Peterson, Regional Vice-President  
*Representative's Name (Typed or printed)*

734-452-4663                                      734-452-4786  
*Area Code - Phone - Extension*                                      *Fax #*

bill.peterson@staples.com  
*E-Mail Address*

*The Affidavit in this bid must be completed before your firm can be considered for award of this contract.*

**AFFIDAVIT**

Comes the Affiant, Bill Peterson, and after being first duly sworn under penalty of perjury as follows:

1. His/her name is Bill Peterson and he/she is the individual submitting the bid or is the authorized representative of Staples Contract Commercial, Inc., the entity submitting the bid (hereinafter referred to as "Bidder").

2. Bidder will pay all taxes and fees, which are owed to the Lexington-Fayette Urban County Government at the time the bid is submitted, prior to award of the contract and will maintain a "current" status in regard to those taxes and fees during the life of the contract.

3. Bidder will obtain a Lexington-Fayette Urban County Government business license, if applicable, prior to award of the contract.

4. Bidder has authorized the Division of Central Purchasing to verify the above-mentioned information with the Division of Revenue and to disclose to the Urban County Council that taxes and/or fees are delinquent or that a business license has not been obtained.

5. Bidder has not knowingly violated any provision of the campaign finance laws of the Commonwealth of Kentucky within the past five (5) years and the award of a contract to the Bidder will not violate any provision of the campaign finance laws of the Commonwealth.

6. Bidder has not knowingly violated any provision of Chapter 25 of the LexingtonFayette Urban County Government Code of Ordinances, known as "Ethics Act."

7. Bidder acknowledges that "knowingly" for purposes of this Affidavit means, with respect to conduct or to circumstances described by a statute or ordinance defining an offense, that a person is aware or should have been aware that his conduct is of that nature or that the circumstance exists.

Further, Affiant sayeth naught.

STATE OF Michigan  
COUNTY OF Wayne

The foregoing instrument was subscribed, sworn to and acknowledged before me

by Bill Peterson on this the 13 day of January, ~~2013~~ <sup>18</sup> 2014.

My Commission expires: 10/5/20

A. Ball  
Notary Public, State of Michigan  
County of Washtenaw  
My Commission Expires Oct 5, 2020  
Acting in the County of Wayne

A. Ball  
NOTARY PUBLIC, STATE AT LARGE

*Please refer to Section II. Bid Conditions, Item "U" prior to completing this form.*

# **I. GREEN PROCUREMENT**

## **A. ENERGY**

The Lexington-Fayette Urban County Government is committed to protecting our environment and being fiscally responsible to our citizens.

The Lexington-Fayette Urban County Government mandates the use of Energy Star compliant products if they are available in the marketplace (go to [www.Energystar.gov](http://www.Energystar.gov)). If these products are available, but not submitted in your pricing, your bid will be rejected as non-compliant.

ENERGY STAR is a government program that offers businesses and consumers energy-efficient solutions, making it easy to save money while protecting the environment for future generations.

### Key Benefits

These products use 25 to 50% less energy  
Reduced energy costs without compromising quality or performance  
Reduced air pollution because fewer fossil fuels are burned  
Significant return on investment  
Extended product life and decreased maintenance

## **B. GREEN SEAL CERTIFIED PRODUCTS**

The Lexington-Fayette Urban County Government is also committed to using other environmentally friendly products that do not negatively impact our environment. Green Seal is a non-profit organization devoted to environmental standard setting, product certification, and public education.

Go to [www.Greenseal.org](http://www.Greenseal.org) to find available certified products. These products will have a reduced impact on the environment and on human health. The products to be used must be pre-approved by the LFUCG prior to commencement of any work in any LFUCG facility. If a Green Seal product is not available, the LFUCG must provide a signed waiver to use an alternate product. Please provide information on the Green Seal products being used with your bid response.

## **C. GREEN COMMUNITY**

**The Lexington-Fayette Urban County Government (LFUCG) serves as a principal, along with the University of Kentucky and Fayette County Public Schools, in the Bluegrass Partnership for a Green Community. The Purchasing Team component of the Partnership collaborates on economy of scale purchasing that promotes and enhances environmental initiatives. Specifically, when applicable, each principal is interested in obtaining best value products and/or services which promote environment initiatives via solicitations and awards from the other principals.**

**If your company is the successful bidder on this Invitation For Bid, do you agree to extend the same product/service pricing to the other principals of the Bluegrass Partnership for a Green Community (i.e. University of Kentucky and Fayette County Schools) if requested?**

Yes  No

## II. Bid Conditions

- A. No bid may be withdrawn for a period of sixty (60) days after the date and time set for opening.
- B. No bid may be altered after the date and time set for opening. In the case of obvious errors, the Division of Central Purchasing may permit the withdrawal of a bid. The decision as to whether a bid may be withdrawn shall be that of the Division of Central Purchasing.
- C. Acceptance of this proposal shall be enactment of an Ordinance by the Urban County Council.
- D. The bidder agrees that the Urban County Government reserves the right to reject any and all bids for either fiscal or technical reasons, and to award each part of the bid separately or all parts to one vendor.
- E. Minor exceptions may not eliminate the bidder. The decision as to whether any exception is minor shall be entirely that of the head of the requisitioning Department or Division and the Director of the Division of Central Purchasing. The Urban County Government may waive technicalities and informalities where such waiver would best serve the interests of the Urban County Government.
- F. Manufacturer's catalogue numbers, trade names, etc., where shown herein are for descriptive purposes and are to guide the bidder in interpreting the standard of quality, design, and performance desired, and shall not be construed to exclude proposals based on furnishing other types of materials and/or services. However, any substitution or departure proposed by the bidder must be clearly noted and described; otherwise, it will be assumed that the bidder intends to supply items specifically mentioned in this Invitation for Bids.
- G. The Urban County Government may require demonstrations of the materials proposed herein prior to acceptance of this proposal.
- H. Bids must be submitted on this form and must be signed by the bidder or his authorized representative. Unsigned bids will not be considered.
- I. Bids must be submitted prior to the date and time indicated for opening. Bids submitted after this time will not be considered.
- J. All bids mailed must be marked on the face of the envelope:

**“Bid on #125-2013 Office Supplies”**

and addressed to:      Division of Central Purchasing  
   200 East Main Street, Room 338  
   Lexington, Kentucky 40507

**The Lexington-Fayette Urban County Government assumes no responsibility for bids that are not addressed and delivered as indicated above. Bids that are not delivered to the Division of Central Purchasing by the stated time and date will be rejected.**

- K. Bidder is requested to show both unit prices and lot prices. In the event of error, the unit price shall prevail.
- L. A certified /cashier's check or Bid Bond in the amount of N/A percent of the bid price must be attached hereto. This check must be made payable to the Lexington-Fayette Urban County Government, and will be returned when the material and/or services specified herein have been

delivered in accordance with specifications. In the event of failure to perform within the time period set forth in this bid, it is agreed the certified / cashier's check may be cashed and the funds retained by the Lexington-Fayette Urban County Government as liquidated damages. Checks of unsuccessful bidders will be returned when the bid has been awarded.

- M. The delivery dates specified by bidder may be a factor in the determination of the successful bidder.
- N. Tabulations of bids received may be mailed to bidders. Bidders requesting tabulations must enclose a stamped, self-addressed envelope with the bid.
- O. The Lexington-Fayette Urban County Government is exempt from Kentucky Sales Tax and Federal Excise Tax on materials purchased from this bid invitation. Materials purchased by the bidder for construction projects are not tax exempt and are the sole responsibility of the bidder.
- P. All material furnished hereunder must be in full compliance with OSHA regulations.
- Q. If more than one bid is offered by one party, or by any person or persons representing a party, all such bids shall be rejected.
- R. Signature on the face of this bid by the Bidder or his authorized representative shall be construed as acceptance of and compliance with all terms and conditions contained herein.
- S. The Entity (regardless of whether construction contractor, non-construction contractor or supplier) agrees to provide equal opportunity in employment for all qualified persons, to prohibit discrimination in employment because of race, color, creed, national origin, sex or age, and to promote equal employment through a positive, continuing program from itself and each of its sub-contracting agents. This program of equal employment opportunity shall apply to every aspect of its employment policies and practices.
- T. The Kentucky Equal Employment Opportunity Act of 1978 (KRS 45.560-45.640) requires that any county, city, town, school district, water district, hospital district, or other political subdivision of the state shall include in directly or indirectly publicly funded contracts for supplies, materials, services, or equipment hereinafter entered into the following provisions:

During the performance of this contract, the contractor agrees as follows:

- (1) *The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, age or national origin;*
- (2) *The contractor will state in all solicitations or advertisements for employees placed by or on behalf of the contractors that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age or national origin;*
- (3) *The contractor will post notices in conspicuous places, available to employees and applicants for employment, setting forth the provisions of the non-discrimination clauses required by this section; and*
- (4) *The contractor will send a notice to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding advising the labor union or workers' representative of the contractor's commitments under the nondiscrimination clauses.*

The Act further provides:

KRS 45.610. Hiring minorities - Information required

- (1) *For the length of the contract, each contractor shall hire minorities from other sources within the drawing area, should the union with which he has collective bargaining agreements be unwilling to supply sufficient minorities to satisfy the agreed upon goals and timetable.*
- (2) *Each contractor shall, for the length of the contract, furnish such information as required by KRS 45.560 to KRS 45.640 and by such rules, regulations and orders issued pursuant thereto and will permit access to all books and records pertaining to his employment practices and work sites by the contracting agency and the department for purposes of investigation to ascertain compliance with KRS 45.560 to 45.640 and such rules, regulations and orders issued pursuant thereto.*

**KRS 45.620. Action against contractor - Hiring of minority contractor or subcontractor**

- (1) *If any contractor is found by the department to have engaged in an unlawful practice under this chapter during the course of performing under a contract or subcontract covered under KRS 45.560 to 45.640, the department shall so certify to the contracting agency and such certification shall be binding upon the contracting agency unless it is reversed in the course of judicial review.*
- (2) *If the contractor is found to have committed an unlawful practice under KRS 45.560 to 45.640, the contracting agency may cancel or terminate the contract, conditioned upon a program for future compliance approved by the contracting agency and the department. The contracting agency may declare such a contractor ineligible to bid on further contracts with that agency until such time as the contractor complies in full with the requirements of KRS 45.560 to 45.640.*
- (3) *The equal employment provisions of KRS 45.560 to 45.640 may be met in part by a contractor by subcontracting to a minority contractor or subcontractor. For the provisions of KRS 45.560 to 45.640, a minority contractor or subcontractor shall mean a business that is owned and controlled by one or more persons disadvantaged by racial or ethnic circumstances.*

**KRS 45.630 Termination of existing employee not required, when**

*Any provision of KRS 45.560 to 45.640 notwithstanding, no contractor shall be required to terminate an existing employee upon proof that that employee was employed prior to the date of the contract.*

**KRS 45.640 Minimum skills**

*Nothing in KRS 45.560 to 45.640 shall require a contractor to hire anyone who fails to demonstrate the minimum skills required to perform a particular job.*

It is recommended that all of the provisions above quoted to be included as special conditions in each contract. In the case of a contract exceeding \$250,000, the contractor is required to furnish evidence that his work-force in Kentucky is representative of the available work-force in the area from which he draws employees, or to supply an Affirmative Action plan which will achieve such representation during the life of the contract.

- U. Any party, firm or individual submitting a proposal pursuant to this invitation must be in compliance with the requirements of the Lexington-Fayette Urban County Government regarding taxes and fees before they can be considered for award of this invitation and must

maintain a "current" status with regard to those taxes and fees throughout the term of the contract. The contractor must be in compliance with Chapter 13 from the Code of Ordinances of the Lexington-Fayette Urban County Government. The contractor must be in compliance with Ordinance 35-2000 pursuant to contractor registration with the Division of Building Inspection. If applicable, said business must have a Fayette County business license.

Pursuant to KRS 45A.343 and KRS 45A.345, the contractor shall

- (1) *Reveal any final determination of a violation by the contractor within the previous five year period pursuant to KRS Chapters 136 (corporation and utility taxes), 139 (sales and use taxes), 141 (income taxes), 337 (wages and hours), 338 (occupational safety and health of employees), 341 (unemployment and compensation) and 342 (labor and human rights) that apply to the contractor; and*
- (2) *Be in continuous compliance with the above-mentioned KRS provisions that apply to the contractor for the duration of the contract.*

A contractor's failure to reveal the above or to comply with such provisions for the duration of the contract shall be grounds for cancellation of the contract and disqualification of the contractor from eligibility for future contracts for a period of two (2) years.

- V. Vendors who respond to this invitation have the right to file a notice of contention associated with the bid process or to file a notice of appeal of the recommendation made by the Director of Central Purchasing resulting from this invitation.

Notice of contention with the bid process must be filed within 3 business days of the bid/proposal opening by (1) sending a written notice, including sufficient documentation to support contention, to the Director of the Division of Central Purchasing or (2) submitting a written request for a meeting with the Director of Central Purchasing to explain his/her contention with the bid process. After consulting with the Commissioner of Finance the Chief Administrative Officer and reviewing the documentation and/or hearing the vendor, the Director of Central Purchasing shall promptly respond in writing findings as to the compliance with bid processes. If, based on this review, a bid process irregularity is deemed to have occurred the Director of Central Purchasing will consult with the Commissioner of Finance, the Chief Administrative Officer and the Department of Law as to the appropriate remedy.

Notice of appeal of a bid recommendation must be filed within 3 business days of the bid recommendation by (1) sending a written notice, including sufficient documentation to support appeal, to the Director, Division of Central Purchasing or (2) submitting a written request for a meeting with the Director of Central Purchasing to explain his appeal. After reviewing the documentation and/or hearing the vendor and consulting with the Commissioner of Finance and the Chief Administrative Officer, the Director of Central Purchasing shall in writing, affirm or withdraw the recommendation.

### **III. Procurement Contract Bid Conditions**

- A. The terms of this agreement shall be for 1 year(s) from the date of acceptance of this contract by the Lexington-Fayette Urban County Government. This agreement may be extended for an additional 1 year renewals upon the written agreement of the bidder and the Lexington-Fayette Urban County Government. Said agreement must be in writing and must be executed prior to the expiration of the current agreement.
  
- B. Price Changes **(Space Checked Applies)**
  - (XXX) 1. Prices quoted in response to the Invitation shall be firm prices for the first (1) year of the Procurement Contract. After the first (1) year, prices may be subject to revision and such changes shall be based on general industry changes. Revision may be either increases or decreases and may be requested by either party. Requests for price changes shall be received in writing at least twenty (30) days prior to the effective date and are subject to written acceptance before becoming effective. Proof of the validity of a request for revision shall be responsibility of the requesting party. The Lexington-Fayette Urban County Government shall receive the benefit of any decline that the seller shall offer his other accounts.
    - () 2. No provision for price change is made herein. Prices are to be firm for the term of this contract.
  
    - () 3. Procurement Level Contract
  
  - C. If any contract item is not available from the vendor, the Lexington-Fayette Urban County Government, at its option, may permit the item to be back-ordered or may procure the item on the open market.
  
  - D. All invoices must bear reference to the Lexington-Fayette Urban County Government Purchasing document numbers which are being billed.
  
  - E. This contract may be canceled by either party thirty (30) days after delivery by canceling party of written notice of intent to cancel to the other contracting party.
  
  - F. This contract may be canceled by the Lexington-Fayette Urban County Government if it is determined that the Bidder has failed to perform under the terms of this agreement, such cancellation to be effective upon receipt of written notice of cancellation by the Bidder.
  
  - G. No substitutions for articles specified herein may be made without prior approval of the Division of Central Purchasing.



## GENERAL PROVISIONS OF BID CONTRACT

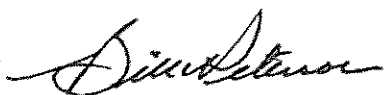
By signing the below, bidder acknowledges that it understands and agrees with the following provisions related to its bid response and the provision of any goods or services to LFUCG upon selection by LFUCG pursuant to the bid request:

1. Bidder shall comply with all Federal, State & Local regulations concerning this type of service or good.
2. Failure to submit ALL forms and information required by LFUCG may be grounds for disqualification.
3. Addenda: All addenda, if any, must be considered by the bidder in making its response, and such addenda shall be made a part of the requirements of the bid contract. Before submitting a bid response, it is incumbent upon bidder to be informed as to whether any addenda have been issued, and the failure of the bidder to cover any such addenda may result in disqualification of that response.
4. Bid Reservations: LFUCG reserves the right to reject any or all bid responses, to award in whole or part, and to waive minor immaterial defects in proposals. LFUCG may consider any alternative proposal that meets its basic needs.
5. Liability: LFUCG is not responsible for any cost incurred by bidder in the preparation of its response.
6. Changes/Alterations: Bidder may change or withdraw a proposal at any time prior to the opening; however, no oral modifications will be allowed. Only letters, or other formal written requests for modifications or corrections of a previously submitted proposal which is addressed in the same manner as the bid response, and received by LFUCG prior to the scheduled closing time for receipt of bids, will be accepted. The bid response when opened, will then be corrected in accordance with such written request(s), provided that the written request is contained in a sealed envelope which is plainly marked "modifications of bid response".
7. Clarification of Submittal: LFUCG reserves the right to obtain clarification of any point in a bid or to obtain additional information from any bidder.
8. Bribery Clause: By his/her signature on its response, bidder certifies that no employee of his/hers, any affiliate or subcontractor, has bribed or attempted to bribe an officer or employee of the LFUCG.
9. Additional Information: While not necessary, the bidder may include any product brochures, software documentation, sample reports, or other documentation that may assist LFUCG in better understanding and evaluating the bid response. Additional documentation shall not serve as a substitute for other documentation which is required by the LFUCG to be submitted with the bid response.
10. Ambiguity, Conflict or other Errors: If a bidder discovers any ambiguity, conflict, discrepancy, omission or other error in the bid request of LFUCG, it shall immediately notify LFUCG of such error in writing and request modification or clarification of the document if allowable by the

11. Agreement to Bid Terms: In submitting its bid response, the bidder agrees that it has carefully examined the specifications and all provisions relating to LFUCG's bid request, including but not limited to the bid contract. By submission of its bid response, bidder states that it understands the meaning, intent and requirements of LFUCG's bid request and agrees to the same. The successful bidder shall warrant that it is familiar with and understands all provisions herein and shall warrant that it can comply with them. No additional compensation to bidder shall be authorized for services, expenses, or goods reasonably covered under these provisions that the bidder omits from its bid response.
12. Cancellation: LFUCG may unilaterally terminate the bid contract with the selected bidder(s) at any time, with or without cause, by providing at least thirty (30) days advance written notice unless a different advance written notice period is negotiated prior to contract approval. Payment for services or goods received prior to termination shall be made by the LFUCG provided these goods or services were provided in a manner acceptable to the LFUCG. Payment for those goods and services shall not be unreasonably withheld.
13. Assignment of Contract: The selected bidder(s) shall not assign or subcontract any portion of the bid contract with LFUCG without the express written consent of LFUCG. Any purported assignment or subcontract in violation hereof shall be void. It is expressly acknowledged that LFUCG shall never be required or obligated to consent to any request for assignment or subcontract; and further that such refusal to consent can be for any or no reason, fully within the sole discretion of LFUCG.
14. No Waiver: No failure or delay by LFUCG in exercising any right, remedy, power or privilege hereunder, nor any single or partial exercise thereof, nor the exercise of any other right, remedy, power or privilege shall operate as a waiver hereof or thereof. No failure or delay by LFUCG in exercising any right, remedy, power or privilege under or in respect of this bid proposal or bid contract shall affect the rights, remedies, powers or privileges of LFUCG hereunder or shall operate as a waiver thereof.
15. Authority to do Business: Each bidder must be authorized to do business under the laws of the Commonwealth of Kentucky and must be in good standing and have full legal capacity to provide the goods or services specified in the bid proposal. Each bidder must have all necessary right and lawful authority to submit the bid response and enter into the bid contract for the full term hereof including any necessary corporate or other action authorizing the bidder to submit the bid response and enter into this bid contract. If requested, the bidder will provide LFUCG with a copy of a corporate resolution authorizing this action and/or a letter from an attorney confirming that the proposer is authorized to do business in the Commonwealth of Kentucky. All bid responses must be signed by a duly authorized officer, agent or employee of the bidder.
16. Governing Law: This bid request and bid contract shall be governed by and construed in accordance with the laws of the Commonwealth of Kentucky. In the event of any proceedings regarding this matter, the bidder agrees that the venue shall be the Fayette County Circuit Court or the U.S. District Court for the Eastern District of Kentucky, Lexington Division and that the bidder expressly consents to personal jurisdiction and venue in such Court for the limited and sole purpose of proceedings relating to these matters or any rights or obligations arising thereunder.
17. Ability to Meet Obligations: Bidder affirmatively states that there are no actions, suits or

proceedings of any kind pending against bidder or, to the knowledge of the bidder, threatened against the bidder before or by any court, governmental body or agency or other tribunal or authority which would, if adversely determined, have a materially adverse effect on the authority or ability of bidder to perform its obligations under this bid response or bid contract, or which question the legality, validity or enforceability hereof or thereof.

- 18. Bidder understands and agrees that its employees, agents, or subcontractors are not employees of LFUCG for any purpose whatsoever. Bidder is an independent contractor at all times related to the bid response or bid contract.
- 19. If any term or provision of this bid contract shall be found to be illegal or unenforceable, the remainder of the contract shall remain in full force and such term or provision shall be deemed stricken.



Signature

1/13/14

Date

**EQUAL OPPORTUNITY AGREEMENT**

The Law

Title VII of the Civil Rights Act of 1964 (amended 1972) states that it is unlawful for an employer to discriminate in employment because of race, color, religion, sex, age (40-70 years) or national origin.

Executive Order No. 11246 on Nondiscrimination under Federal contract prohibits employment discrimination by contractor and sub-contractor doing business with the Federal Government or recipients of Federal funds. This order was later amended by Executive Order No. 11375 to prohibit discrimination on the basis of sex.

Section 503 of the Rehabilitation Act of 1973 states:

*The Contractor will not discriminate against any employee or applicant for employment because of physical or mental handicap.*

Section 2012 of the Vietnam Era Veterans Readjustment Act of 1973 requires Affirmative Action on behalf of disabled veterans and veterans of the Vietnam Era by contractors having Federal contracts.

Section 206(A) of Executive Order 12086, Consolidation of Contract Compliance Functions for Equal Employment Opportunity, states:

*The Secretary of Labor may investigate the employment practices of any Government contractor or sub-contractor to determine whether or not the contractual provisions specified in Section 202 of this order have been violated.*

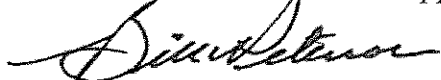
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The Lexington-Fayette Urban County Government practices Equal Opportunity in recruiting, hiring and promoting. It is the Government's intent to affirmatively provide employment opportunities for those individuals who have previously not been allowed to enter into the mainstream of society. Because of its importance to the local Government, this policy carries the full endorsement of the Mayor, Commissioners, Directors and all supervisory personnel. In following this commitment to Equal Employment Opportunity and because the Government is the benefactor of the Federal funds, it is both against the Urban County Government policy and illegal for the Government to let contracts to companies which knowingly or unknowingly practice discrimination in their employment practices. Violation of the above mentioned ordinances may cause a contract to be canceled and the contractors may be declared ineligible for future consideration.

Please sign this statement in the appropriate space acknowledging that you have read and understand the provisions contained herein. Return this document as part of your application packet.

Bidders

*I/We agree to comply with the Civil Rights Laws listed above that govern employment rights of minorities, women, Vietnam veterans, handicapped and aged persons.*



Signature

Staples Contract and Commercial, Inc

Name of Business



# Lexington-Fayette Urban County Government Office Supplies

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The Lexington-Fayette Urban County Government is accepting bids for the purpose of establishing a price contract for Office Supplies, for various locations across the LFUCG, as per the following specifications:

- A. The Office Supplies Price Contract will be awarded either by section or as a whole, in the best interests of LFUCG.
- B. This bid will be evaluated and awarded based on best value criteria, which shall be comprised of 80% cost, 10% best delivery date, and 10% prior performance history by vendor.
- C. The evaluation of cost will be based on the low overall total for the items in the LFUCG Core List, **Pricing Section I**. Green items will be selected over non-green items by determining whether their cost is a reasonably acceptable percentage over the original, non-green item's cost. LFUCG will make the decision as to the definition of reasonably acceptable percentage. Chosen green items will then be evaluated on the lowest green price for that particular green item.

**Section II** items may be accepted or rejected as part of this price contract.

- D. This contract shall not prevent the Lexington-Fayette Urban County Government from soliciting additional bids for specific commodities in quantities suitable for warehouse storage (e.g., 100 boxes of envelopes, copier paper, etc), in addition to the core list and the standard catalog discount.
- E. Apparent low Vendor may be asked to produce a sample catalog or test web page portal from the LFUCG Core List of either the entire Core List or a list of their apparent low items.
- F. Vendor agrees to produce a website/portal for the LFUCG Core List awarded for distribution to Urban County Purchasing Requesters.
- G. The prices bid on the items in the LFUCG Core List shall be the prices in the Lexington-Fayette Urban County Government website portal and catalog, and no discounts will be given on these items. **The bid prices are the purchased prices.**
- H. For Section I, Vendor may submit "**AN EQUAL**" product as long as the product is equivalent in quality to the brand listed, and noted as such.

For Section I, Vendors are to submit unit pricing on all items listed. This can be proposed product items or a combination of proposed and alternate product items. The percentage discounts submitted on each item shall remain firm for the initial one year contract period and any option periods exercised by the LFUCG.

However, in addition to providing pricing on the specified or equal item in Section I, Vendor should, if available, also provide a **green or recycled alternative** to the specified LFUCG Core List items, listing a part number of the green item, a short description, and the pricing of said item.

**NOTE:** Vendors completing Section I are to submit one (1) price **only** on each non-green item. Vendor submitting multiple pricing on the same non-green item (proposal and alternate product) will be considered non-responsive.

*Vendors submitting alternative product items should select such items with care. In the event LFUCG determines during the contract period that the alternate items are not equal to the proposal items, this non-compliance will be considered grounds for LFUCG to terminate the contract*

I. Vendor must receive actual purchasing document before delivery on all orders, unless order is paid with by ProCard at the time of the order placement. Vendor shall show Lexington-Fayette Urban County Government Purchase Order numbers on all invoices. Invoices received without reference to a LFUCG Purchase Order will be returned to vendor. Vendor shall submit one (1) invoice to the Lexington-Fayette Urban County Government's Division of Accounting upon delivery of **ALL** items on each purchasing document.

Staples' billing process is flexible and completely customizable to your requirements. During implementation, our experts will assess your internal accounting practices and information-systems capabilities to determine the best solution. Our goal is to help you reduce paperwork and enjoy an easier and more efficient invoicing process.

### ***Billing Options***

We offer multiple billing options and can provide different options for different locations within a single account.

*Options include:*

- ◆ XML and EDI Invoicing
- ◆ Billing by accounting unit (up to 32 digit)
- ◆ Receive ACH payments and notification via fax, e-mail or EDI
- ◆ Daily, weekly, biweekly, semi-monthly or monthly billing frequency

### ***Billing Information***

We can tailor invoices to include any information you need including:

- ◆ Ship-To
- ◆ Department Within the Location
- ◆ Invoice Number
- ◆ Department Number (up to 50 characters)
- ◆ Purchase Order Number
- ◆ Release Number
- ◆ Net Amount of Order
- ◆ Tax Per Order
- ◆ Total Amount of Order
- ◆ Summary Total

*Vendors submitting alternative product items should select such items with care. In the event LFUCG determines during the contract period that the alternate items are not equal to the proposal items, this non-compliance will be considered grounds for LFUCG to terminate the contract*

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- ◆ Purchase Order Number
- ◆ Release Number
- ◆ Net Amount of Order
- ◆ Tax Per Order
- ◆ Total Amount of Order
- ◆ Summary Total



- ◆ Net Amount for Payment
- ◆ Quantity Ordered
- ◆ Quantity Shipped
- ◆ Product Description
- ◆ Unit Price

This information is available in both summary and detail format.

Vendor must indicate whether they will accept payment by ProCard, either on individual orders or by payment on statement.

Staples accepts payment by ProCard on individual orders

J. Vendor shall show pricing on all delivery packing slips.

Every order its own packing list, which includes the item number, a description of each product, the unit of measure, and the quantity ordered and shipped. Pricing can be listed on the packing list as a means of reconciling a Procurement Purchase.

Packing lists also include the following pertinent customer information:

- ◆ Customer name and customer number
- ◆ Ship date
- ◆ Number of packages
- ◆ Order number
- ◆ Purchase order number
- ◆ Release number
- ◆ Cost center and requisitioner
- ◆ Ship-to and sold-to contact information

If the shipment is a single larger item, such as a chair or a case of paper, then the packing list will be on the outside of the shipment in a clear envelope. If the delivery includes multiple items then it will be shipped in a breakpack box and the packing list will be inside the box

K. Prices shall be **FIRM** for one (1) year. If renewed, price increases or decreases shall be considered by the Lexington-Fayette Urban County Government, at which time, if accepted, Vendor must provide (30) days notice prior to the new prices taking effect, and website portal must be updated by the effective date.

L. The ordering divisions shall have five (5) working days following receipt of order to notify the Vendor of order discrepancies (wrong item, shortage, overage, etc). The Vendor shall correct the discrepancy no later than the next scheduled delivery to the ordering department and at no additional cost to LFUCG.

At Staples, we strive to limit product returns by offering only the highest quality products. In the rare case that you are unsatisfied with your purchase, we offer an easy

online returns process that is available on the same site as you order your products. You can return all orders via simple online process, regardless of how those orders were placed, with no telephone calls required.

Once your return request has been processed, we'll arrange to have the returned item picked up by your Staples delivery driver or original delivery method (UPS, etc.), at no cost to you. You can also call Customer Service anytime with return questions or to process a return. Returned items can be exchanged or credited to your account upon verification of condition.

### ***Credits***

Credits for returned items are issued once the returned item is received back at the Staples fulfillment center. Typically returns are picked up within 1-5 business days and the credit is released within 24-48 hours after the fulfillment center receives and processes them.

### ***Staples' Return Policy***

Please find below an overview of Staples' return policy. Our complete return policy, with full applicable return periods, product category definitions, terms and conditions, can be provided by your Staples sales representative.

At anytime, you may return any Staples® brand office supply, Sustainable Earth by Staples™ or Diversity Product Solutions by Staples™ product if it doesn't meet your satisfaction.

### **Product Category & Applicable Return Period**

- ◆ Office Supplies - 30 Days
- ◆ Software (unopened) - 30 Days
  - Opened or defective software may be exchanged for the same title and version within 30 calendar days of receiving the software.
- ◆ Technology and Business Machines - 14 Days
- ◆ Furniture - See Below
- ◆ Custom-Imprinted - Not returnable unless damaged/defective

We will accept returns of a product in saleable condition, within the applicable return period, with its complete and original manufacturer's packaging intact and undamaged, including Universal Product Code (UPC), manuals and parts and a copy of the packing slip (two copies provided with original shipment).

### **Additional Furniture Terms**

**Returns Policy:** Return requests will be accepted within 14 days of delivery. Only products in new condition, unassembled and in original packaging are eligible for return. A 35% restocking fee may apply. Special-order or nonstocked furniture is not returnable, unless such products arrive damaged or defective.

***IMPORTANT NOTES ABOUT ALL RETURNS:***

Nondefective dated goods such as forms, batteries, film, toner and ink cartridges are subject to approval and require a Return Authorization for credit.

Calendars cannot be returned after January 31 of the year to which they correspond. For health and safety reasons, food, beverages and first aid and medical products cannot be returned. For similar reasons, janitorial and sanitation products (such as cleaning chemicals) can only be returned in unopened and unaltered original case quantities and packaging. Products purchased in bulk, including those intended to be used during a World Health Organization (WHO) Epidemic or Pandemic alert, are subject to review prior to return.

A. Vendor shall submit delivery schedule along with bid, if schedule is different than every business day. Delivery times shall be a criteria in evaluation of bid.

Staples offers LFUCG fast, accurate and efficient delivery by operating one of the most extensive and technologically-advanced distribution networks in the industry. Through our strategically-located fulfillment centers and delivery operations, we're able to maintain a nationwide fill rate for next-business-day deliveries around 98%. Every component of our delivery and distribution operations is tightly linked, enabling us to quickly and accurately fill, deliver and track orders for LFUCG.

B. Vendor shall submit with bid any requirements as to minimum order requirements. Minimum order requirements may be a criteria in evaluation of bid.

Order size and order frequency contribute significant costs to customers' office supply programs. Industry statistics show that with every order transaction you process, you can incur costs of \$20 to upwards of \$100 dollars, depending on your organization's labor costs and method of placing orders. These costs increase when you consider environmental factors, such as the additional packaging materials included in multiple deliveries and the increase in carbon emissions expelled by delivery trucks.

To minimize these costs, Staples has developed a best practice of implementing mutually agreed upon order size standards with our customers. These standards reduce the frequency of small, inefficient orders (e.g., orders for one box of pens). This decreases delivery trips and order processing costs and leads to mutual cost savings for both LFUCG

and Staples. It also helps the environment by significantly reducing carbon emissions from delivery trucks and paper waste from boxes and other packaging materials.

Example: By reducing their number of small orders by 10% a quarter, one of our customers was able to save \$78,000 in order transaction costs, 27,291 lbs of CO2 emissions and the equivalent of 31 trees worth of paper in one year.

Our dedicated account management team will work with LFUCG and suggest program strategies that lead to larger order sizes. We will support these initiatives with a full communications campaign that includes customized, colorful brochures and flyers explaining the environmental and cost savings benefits of consolidation to your end users. We can also implement order size controls on your e-commerce ordering platform that would require users to reach the minimum order threshold before submitting the order. Both of these methods have been extremely effective in helping our other customers minimize their costs without inconveniencing end users.

C. Vendor shall submit with bid options and/or procedures for buying on contract through Purchase Orders, Online with ProCard orders, and in-store purchases.

#### **Purchase Orders**

#### **Online ProCard Orders**

Our e-commerce site accepts credit cards (Procurement Cards) as a method of payment. In addition, if your company requires that all requisitioners use a procurement card for their office supply purchases, we can require credit card information before any order is submitted to Staples. Our e-commerce website can support any payment requirements such as PO #'s, budget centers, etc. and require any information before orders are submitted to Staples. Credits are made to the appropriate credit card from any returns or adjustments.

#### **Retail Purchases**

As a division of the largest office supply retailer in the world, we offer LFUCG the ability to make emergency, same-day purchases at any of our 1,500 U.S. stores. Our Retail Purchasing Program is a powerful tool for ensuring program compliance and allows your end-users to get what they need, when they need it without going outside your established office supply program.

Registration is easy. Your end-users can either request a Staples Convenience Card or register their corporate Procurement Cards (P-Cards) online to take advantage of the program.

*Benefits of registering your Corporate Procurement Cards:*

- ◆ Gives you your company's contract price, or the retail price, whichever is lower at the time of purchase
- ◆ Available when you link your Discover, American Express, MasterCard or Visa credit cards to your program
- ◆ Registration is quick and easy. Once submitted, the card will be available for use in retail stores the following day

*Benefits of using the Staples Convenience Card:*

- ◆ Receive the same benefits as the Staples Procurement Card when you sign up for a Staples Convenience Card
- ◆ Bills directly to your company's Staples account
- ◆ Spending is monitored via your monthly usage reports

In addition to office supplies, end-users can receive a minimum 10% discount on most services offered in our in-store Copy & Print Centers.

P. Successful Vendor shall supply a monthly usage report to the Lexington-Fayette Urban County Government as well as a year-end report. This report shall include detailed information on the Monthly totals and Year-to-date totals in quantities and total dollars spent for:

- 1) LFUCG's Core List purchases
- 2) Purchases from Vendor not in LFUCG Core List; percentage off catalog purchases
- 3) Items that at the time of purchase were backordered and/or replaced by alternate items
- 4) Number of order and the total dollar figure of orders paid by ProCard
- 5) Dollar figure of LFUCG spend from Tier II DBE suppliers

Staples offers customized reporting to meet all of LFUCG's requirements. Our reporting capabilities are differentiated by the scope of what we can offer as well as the ease of access and quality of the information we deliver. Because our ordering, invoicing and reporting systems operate on one national platform, you can be assured of reporting that's accurate and consistent for all LFUCG locations, giving you total transparency and visibility into your spend.

Staples' reporting capabilities offer LFUCG the following benefits:

- ◆ Easy access: From online to e-mail, Excel to PowerPoint, our reports are accessible through any method or format required by LFUCG
- ◆ Timely: Reports can be delivered on demand or at pre-determined intervals
- ◆ Comprehensive: Our broad reporting scope measures everything from product usage to program compliance to environmental and diversity spend. Our Level III reporting helps ensure LFUCG is getting credit for employee purchases at Staples stores
- ◆ Actionable and User-Friendly: Data is meaningless without the right context and expert analysis to translate what it means in terms of your program. Your Strategic Account Manager will break down, analyze and package your reporting data in a format that's easy for you and your other stakeholders to understand and take action on. Our analysis helps drive continuous improvements, uncovers potential roadblocks and facilitates the faster realization of benefits for LFUCG
- ◆ Detailed: Gain a complete view of your spending – from individual purchasers across all your departments, budget centers and national locations
- ◆ Global Capabilities: We have the ability to analyze and consolidate all of LFUCG 's reporting into one centralized global package for all 37 countries we serve

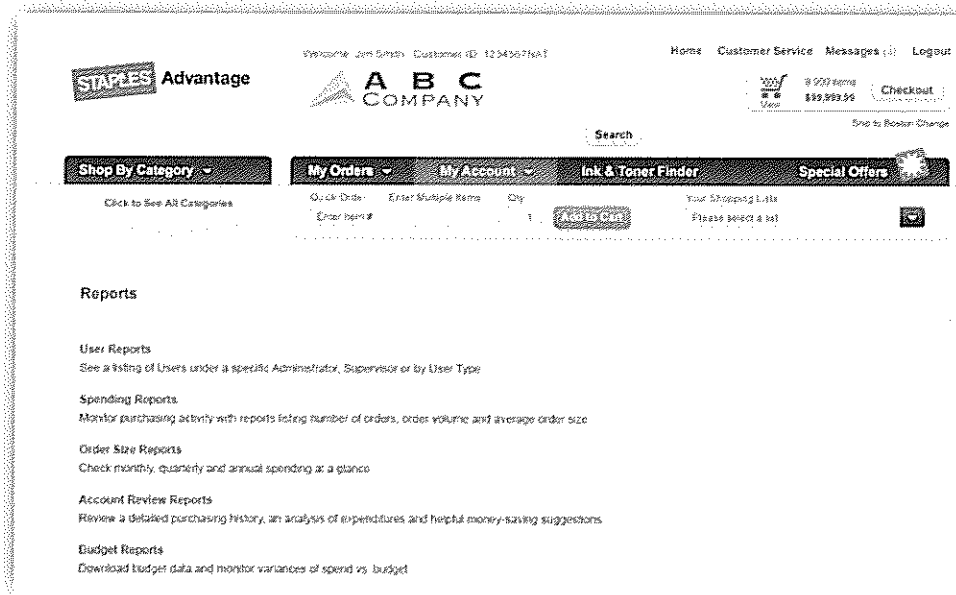
Our reporting categories consist of the following:

- ◆ Activity Reports (Usage, Service Level and Compliance reports delivered by your Staples Account Team)
- ◆ Online Reports (User and Spending reports available through our e-commerce site)
- ◆ Environmental Reports (delivered by your Staples Account Team)
- ◆ Custom Reports

### ***Activity Reports***

Activity reports allow LFUCG to track your product usage as well as Staples' service performance levels for your program. These reports enable LFUCG to maintain a perpetual state of program review by providing a meaningful level of detail about your purchasing patterns. For example, by analyzing purchases by location and items, LFUCG might learn that a specific facility or region has a high percentage of non-preferred item purchases. This could explain why expenditures there are unusually high. Armed with that knowledge, LFUCG could reduce costs by channeling purchases to preferred items by working with your Staples Account Team on a compliance education campaign.

Reports detailing purchases of recycled items or those from minority vendors give you clear metrics to support your corporate responsibility initiatives.



### **Usage Reports**

With usage reports, LFUCG can track your product usage organization-wide and drill down by facility, department, office or individual user. Product usage can be reported by:

- ◆ Vendor
- ◆ Order method (phone, fax, online)
- ◆ Product category
- ◆ Class code
- ◆ Contract versus non-contract item
- ◆ Recycled and environmentally-preferable products
- ◆ MWBE products

### **Compliance Reports**

These reports will enable LFUCG to identify where there is non-compliance with your program, allowing Staples to develop plans to increase compliance in these areas. Program compliance is critical for overall program success in terms of maximizing cost savings and process efficiencies as well as benefiting from program incentives. Your Staples Account Management Team will work with LFUCG to improve program compliance in areas where it has been developed as a critical need.

### **Service Level Reports**

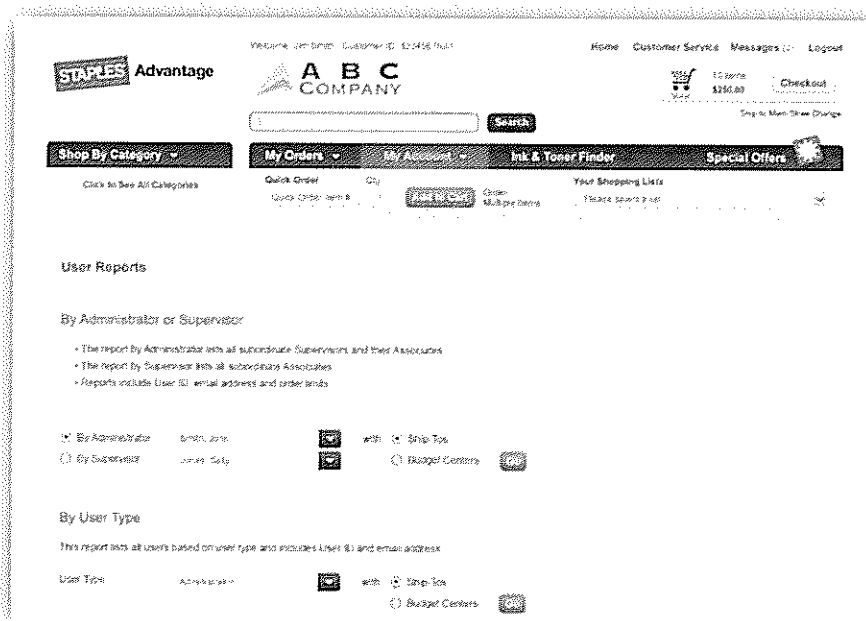
These reports provide LFUCG with statistical information to track Staples' performance and service levels along the various points of our process. Service Level Reports measure:

- ◆ Fill rate percent
- ◆ Year-to-date sales
- ◆ Sales breakdown of contract vs. non-contract items
- ◆ Back order report/orders shipped complete
- ◆ Returns/shipment and packaging errors
- ◆ Credits/debits
- ◆ Average order information and summary by size

### Online Reports

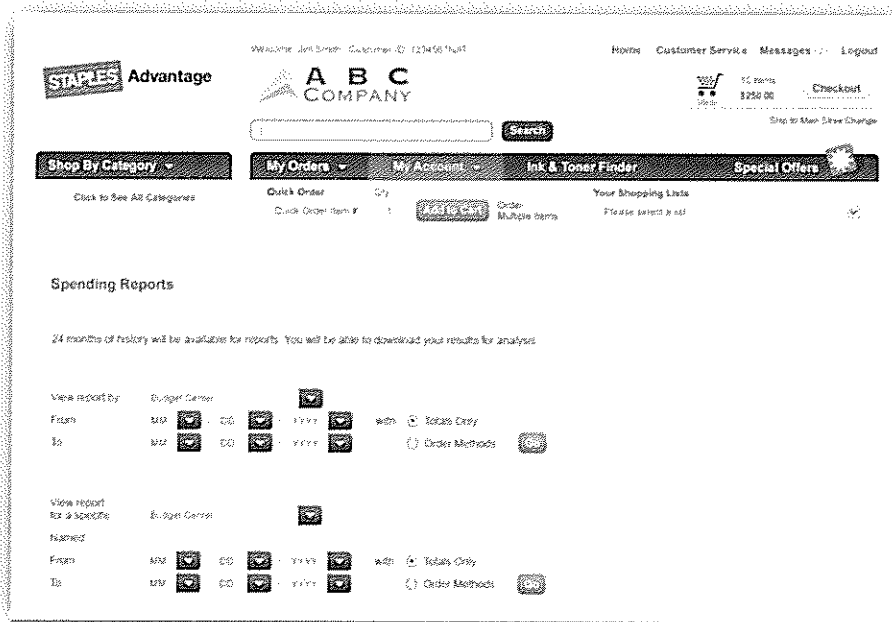
At any given time, end-users who have been designated as Staples program Administrators can easily access the following reports on Staples' e-commerce ordering site:

- ◆ **User Reports** – Provide pertinent end-user information including approval hierarchy ordering limits and assigned ship-to or budget center information



- ◆ **Spending Reports** – Provide a summary of purchases by budget center, bill-to, ship-to or end-user for up to 24 months, including details on ordering method, order totals, number of orders and average order size





### ***Environmental Reports***

We make it easy for LFUCG to measure the impact of your sustainable initiatives through environmental reporting that quantifies the benefits achieved through the following:

- ◆ Recycled paper spend
- ◆ Increased usage of online catalogs over paper versions
- ◆ Consolidation of orders and deliveries

We use Environmental Defense Fund data (<http://www.edf.org/papercalculator>) to demonstrate the benefits of your recycled product use in terms of energy, trees and water saved, carbon emissions avoided and other metrics related to your sustainability efforts.

The Monthly Report must be submitted by the Vendor to LFUCG by the 10<sup>th</sup> of each month, or within one week of a requested report from the Vendor by LFUCG. Failure to meet this deadline will be considered grounds for LFUCG to terminate the contract.

	TOTAL SPEND 2012	TOTAL SPEND 2013	TOTAL SPEND
TOTAL SPEND	\$115,242.30	\$89,035.60	\$204,278.20

	TOTAL SPEND 2012	TOTAL SPEND 2013	TOTAL SPEND
CONTRACT ITEMS	\$32,756.26	\$24,869.16	\$57,625.42
MISCELLANEOUS ITEMS	\$69,853.29	\$55,302.28	\$125,155.60
WHOLESALE ITEMS	\$4,970.86	\$3,779.95	\$8,750.81
SPECIAL ITEMS	\$7,397.79	\$2,061.46	\$9,459.25
DIGITAL COPY ITEMS	\$264.10	\$3,022.75	\$3,287.15

This information in no way guarantees that the Lexington-Fayette Urban County Government will purchase this amount from this price contract. Also, the quantities listed in Section I are provided as a guideline for bidding purposes only, LFUCG in no way guarantees these quantities.

The LFUCG reserves the right to award this bid by line item, section, or as a whole, and in the best interests of LFUCG.

- R. Section I is to be submitted in an MS Excel format (you may download the spreadsheet provided) and said spreadsheet shall be submitted on a digital format (CD or memory stick) that can be used by the LFUCG for evaluation purposes. **Vendors that do not submit the aforementioned information in digital format shall be deemed as non-responsive.**
- S. Questions may be directed to Conni Hayes, Buyer, Lexington-Fayette Urban County Government, Division of Central Purchasing, (606) 258-3320 or at [chayes@lexingtonky.gov](mailto:chayes@lexingtonky.gov).

**LFUGG Office Supplies Core List - Pricing Section I**

Item #	Product Code	Product Description	Wholesaler Product Code	UM	Est. Qty	Brand/ Item #	Unit Price	Green/ Recycled Item #	Green Unit Price
1	129643	3M Post-It® Labeling and Cover-Up Tape, 1-Line, 1/6" x 700" Roll	MMM651	EA	25	651	\$ 1.36		
2	129676	3M Post-It® Labeling and Cover-Up Tape, 2-Line, 1/3" x 700" Roll	652	EA	2	652	\$ 3.03		
3	195982	Adams® Money/Rent Receipt Book, Ruled, 2-Part, White/Canary, 11" x 5 1/4", 1/Ea	ADMDC1152	EA	37	DC1152	\$ 2.98		
4	194506	Adams® Phone Message Books, Ruled, 2-Part, White/Canary, 5 1/2" x 11", 2/Pk	ABFSC11542D	PK	26	SC1154-2D	\$ 1.28		
5	176511	Adding Machine Rolls, Paper, Staples Recycled Adding Machine Roll Tape, 2 1/4"W x 130"L, 12/Pk	STP18237	DZ	23	18237-CC	\$ 2.39		
6	703715	Battery, Duracell CopperTop™ AA Alkaline Batteries, 20/Pk	DURMN1500B20Z	PK	80	MN1500B20Z	\$ 10.50		
7	806225	Battery, Energizer MAX AA Alkaline Batteries, 36/Pk	EVEE91SBP36H	PK	18	EVEE91SBP36H	\$ 25.25		
8	374816	Binder, 1" Economy View Binder with Round Rings, Black, 220-Sheet Capacity, 1" (Ring Diameter)	STP21685CC	EA	1061	23733-CC/21685	\$ 1.20	19600	\$ 1.45
9	617480	Binder, 1-1/2" Avery Showcase View Binders with Round-Rings, Black	AVE19650	EA	234	19650	\$ 2.40		
10	354631	Binder, 2" Durable EZ-Turn™ Ring Binder, Black, 500-Sheet Capacity, 2" (Ring Diameter)	AVE27550	EA	53	27550	\$ 3.50	03501	\$ 3.00
11	374810	Binder, 2" Economy View Binder with Round Rings, Black, 500-Sheet Capacity, 2" (Ring Diameter)	STP21689CC	EA	195	23722-CC/21689	\$ 1.98		
12	113886	Binder, 3" Avery Durable Binder with EZ-Turn™ Rings, Black	3602	EA	207	03602	\$ 3.94		
13	520361	Binder, 3" Avery H Sty-Duty View with EZ-Turn™ Rings, Light Blue	AVE05601	EA	11	05601	\$ 6.49		
14	518967	Binder, Staples Poly Binder Pockets, Cl Str, 5/Pk	STP15159	PK	16	15159-CC	\$ 1.25		
15	321661	Binders, Avery Economy Round Ring Binder, Blue, 175-Sheet Capacity, 1" (Ring Diameter)	AVE03300	EA	56	03300	\$ 1.16		
16	435485	Binders, Wilson Jones Basic Vinyl Round Ring Binder, Black, 175-Sheet Capacity, 1" (Ring Diameter)	WLJ36814NB	EA	12	WLJ36814NB	\$ 0.99	27259/272	\$ 1.16
17	124867	Brighton Professional™ Soft Molded Wastebasket, 7 Gallons, Black, 15"H x 14 1/2"W x 10 1/2"D	22177/19210	EA	18	22177/19210	\$ 5.99		
18	459599	CD/DVD Envelopes, Staples, White, 50/Pack	STP459599	BX	104	12257	\$ 1.39		
19	444631	CD/DVD Jewel Cases, Staples Slim Line Jewel Cases, Assorted Transparent Colors, 25/Pk	STP10380CC	PK	25	10380-CC	\$ 3.40		
20	452555	CD-R, Staples 50/Pack 700MB Spindle	STP10365	PK	222	10365	\$ 6.50		
21	599037	Chairmat, Staples PlushMat, w/Lip Traditional 45" x 53"	20236CC	EA	9	20236-CC	\$ 34.37		
22	567302	Chairmat, Staples BerberMat Rectangular 46" x 60"	20234CC	EA	8	20234-CC	\$ 32.78		
23	447139	Chairmat, Staples Economical Mat for Commercial and Low-Pile Carpets, Traditional Chairmat, 36" x 48"	STP17436	EA	27	STP-17436	\$ 17.71		
24	567297	Chairmat, Staples Economical Mat, w/Lip Traditional Chairmat, 45" x 53"	20239CC	EA	21	20239-CC	\$ 18.92		

LFUCG Office Supplies Core List - Pricing Section I

Item #	Product Code	Product Description	Wholesaler Product Code	UM	Est. Qty	Brand/ Item #	Unit Price	Green/ Recycled Item #	Green Unit Price
25	046313	Clipboard Forms Holder, Adams Aluminum, Bottom Opening, 8 1/2" x 12"	ADMAFH31	EA	17	AFH31	\$ 11.77	83356	\$ 14.28
26	487541	Clipboard Forms Holder, Adams Aluminum Forms Holder, Bottom Opening, 8 1/2" x 12"	SAU21017	EA	22	21017	\$ 22.22	83356	\$ 14.28
27	522003	Clipboards, OIC Hardboard Clipboards, Letter, Brown, 9" x 12 1/2"	OIC83500	EA	61	83500	\$ 0.74	83506/832	\$ 0.77
28	525881	Clips, OIC Paper Clips, Smooth, #1, .034 Thickness, 100/Bx	525881/72377	BX	193	525881/72377	\$ 0.06		
29	103549	Clips, Staples Binder Clips, Medium, 1 1/4" Width, 5/8" Capacity, Black, 12/Pk	15351CC	DZ	269	15351	\$ 0.46		
30	779991	Clips, Staples Binder Clips, Mini, 9/16" Width, 1/4" Capacity, Black, 12/Pk	15348CC	DZ	270	15348	\$ 0.14		
31	103523	Clips, Staples Binder Clips, Small, 3/4" Width, 3/8" Capacity, Black, 12/Pk	15350	DZ	285	15350	\$ 0.19		
32	831610	Clips, Staples Large Binder Clips, 2" Width, 1" Capacity, Black, 12/Pk	10669	DZ	44	10669	\$ 1.56		
33	472498	Clips, Staples Paper Clips, #1, Nonskid, 1000/Pk	STP72378	PK	59	72378	\$ 1.57	A7072365	\$ 1.66
34	472506	Clips, Staples Paper Clips, Jumbo, Smooth, 1000/Pk	STP72578	PK	159	72578	\$ 3.48	A7072525	\$ 4.34
35	201384	Composition Book, Black Marble, Wide Ruled, 7 1/2" x 9 3/4", 100 Sheets, 2/Pk	14557FUS	PK	44	201384F-CC	\$ 0.71		
36	602994	Correction Tape Pen, Liquid Paper Precision™ Correction Tape Pen, DryLine Precision Pen, White, 1/5" x 236"	PAP59601	EA	186	59601	\$ 1.44		
37	391528	Correction Tape, Tombow Mono, White, 2 Pack	TOM68627	PK	437	68627	\$ 2.80		
38	521906	Correction, BIC Wite-Out Brand Cover-It Multipurpose Correction Fluid, White, 20 ml	BICWOC12WE	EA	227	50367	\$ 0.40		
39	617852	Correction, PaperMate Liquid Paper Fast Dry Correction Fluid, 22 ml	PAP56401	EA	130	5640115	\$ 0.86		
40	257444	Dividers, Avery 31-Tab R Study Index Multicolor Table of Contents, Single Set	AVE11129	EA	39	11129	\$ 3.36	11321	\$ 3.25
41	257386	Dividers, Avery A-Z R Study Index Multicolor Table of Contents Dividers, Single Set	AVE11125	EA	63	11125	\$ 2.57		
42	257410	Dividers, Avery R Study Index Table of Contents Dividers, 1-10 Tab, Multicolor, 8 1/2" x 11"	AVE11135	EA	11	11135	\$ 1.95		
43	462788	Dividers, Staples Insertable Reference Dividers, CI Str, 5-Tab, 8 1/2" x 11"	STP13491	EA	346	13491/11122	\$ 0.62		
44	120741	Dry Erase Cleaner; Sanford Expo Pump Spray Cleaner, 8 oz.	SAN81803	EA	42	81803	\$ 1.74		
45	410699	Duracell PRO-CELL C Battery, 12/Pk	DURPC1400	BX	New	PC1400	\$ 13.30		
46	503573	Duracell® CopperTop™ 9 Volt Batteries, 4/Pk	DURMN16RT4Z*	PK	New	MN16RT4Z	\$ 12.23		
47	867473	Duracell® CopperTop™ AAA Alkaline Battery, 24/Pk	MN2400B240002	PK	New	MN2400B240002	\$ 26.91		
48	503557	Duracell® CopperTop™ D Batteries, 8/Pk	DURMN13RT8Z	PK	New	MN13RT8Z	\$ 12.23		

**LFUCG Office Supplies Core List - Pricing Section I**

Item #	Product Code	Product Description	Wholesaler Product Code	UM	Est. Qty	Brand/ Item #	Unit Price	Green/ Recycled Item #	Green Unit Price
49	329987	Dust Destroyer Duster, 7 oz., Each	5007521	EA	503	50-07521	\$ 2.10		
50	622850	DVD+R, Staples DVD+R Spindle, 4.7GB, 120-Minute, 100/Pk	STP12734	EA	25	12734	\$ 19.38		
51	512271	DVD-R, Memorex™ 50/Pack 4.7GB DVD-R, Spindle	MEM32025639	EA	135	05639	\$ 8.93		
52	79511	DYMO Black on White D1 Label, 1/2" x 23'	DYM45013	EA	15	45013	\$ 15.03		
53	351470	Envelopes, Staples #9, Left Window Gummed Envelopes, 500/Box	351470/17203	BX	35	351470/17203	\$ 9.58		
54	472993	Envelopes, Staples 10" x 13" Brown Kraft Button-and-String Inter-Departmental Envelopes, 100/Box	472993/19298	BX	24	472993/19298	\$ 11.57		
55	187039	Envelopes, Staples 10" x 13" Brown Kraft Clasp Envelopes, 100/Box	187039/19272	BX	72	187039/19272	\$ 6.70		
56	381969	Envelopes, Staples 10" x 13" Brown Kraft QuickStrip™ Catalog Envelopes, 100/Box	381969/19023	BX	19	381969/19023	\$ 8.31		
57	534941	Envelopes, Staples 12" x 15-1/2" Tyvek QuickStrip™ Catalog Envelopes, 100/Box	17161	BX	7	17161	\$ 36.33		
58	186999	Envelopes, Staples 6" x 9" Brown Kraft Clasp Envelopes, 100/Box	186999/19267	BX	46	186999/19267	\$ 4.26		
59	534909	Envelopes, Staples 9 x 12 Tyvek QuickStrip™ Catalog Envelopes, 100/Box	17153	BX	21	17153	\$ 21.71		
60	187021	Envelopes, Staples 9" x 12" Brown Kraft Clasp 100/Box	187021/19270	BX	111	187021/19270	\$ 5.56		
61	187013	Envelopes, Staples Gummed Standard Wove Business Envelopes, #10, 24-lb., White, 4 1/8" x 9 1/2", 500/Bx	187013/19257	BX	40	187013/19257	\$ 6.37	260604/19	\$ 8.03
62	634797	Eraser, Staples Dry-Erase Board Eraser	13612	EA	49	13612	\$ 0.69		
63	163360	File Folders, Staples Manila File Folders, Legal, 3 Tab, Assorted Position, 100/Box	163360	BX	102	163360	\$ 7.00		
64	116657	File Folders, Staples Manila, Letter, 3 Tab, Assorted Position, 100/Box	116657	BX	511	116657	\$ 3.70		
65	575576	File Pockets, Sm Std End Tab Manila File Pockets, Reinforced Manila Gusset, Legal, 3 1/2" Expansion, 25/Bx	SMD76124	BX	49	76124	\$ 31.00		
66	418343	File Pockets, Staples Expanding File Pockets, Legal, 5 1/4" Expansion, 10/Pack	STP418343	BX	23	1536GS	\$ 8.57		
67	119099	File Pockets, Staples Letha-Tone Expanding File Without Flaps, Letter, A-Z, 21 Pockets	STP119099	EA	12	17AS	\$ 3.21		
68	418293	File Pockets, Staples Top-Tab File Pockets, Red-Rope Gusset with Mylar Strip Reinforcement, Letter, 3 1/2" Expansion, 25/Bx	STP418293	BX	60	1524ES	\$ 8.99		
69	418269	File, Staples Expanding Wallets, Legal, 10"H x 15"W, 3 1/2" Expansion, 10/Bx	STP418269	BX	12	1056ES	\$ 8.99		
70	667007	Flags, Staples Stickies Flags with Pop-Up Dispenser, Blank, Yellow, 1" x 1 7/10", 50/Pk	14111	PK	100	14111	\$ 1.96		
71	634768	Flags, Staples Stickies™ Arrow Page Flags, "Sign Here", Assorted Colors, 1 1/2" x 9/16", 100/Pk	STP35019	PK	71	35019	\$ 1.38		
72	861132	Flash Drive, Staples Relay 4GB USB	19703	EA	134	19703	\$ 5.99		

**LFUCG Office Supplies Core List - Pricing Section I**

Item #	Product Code	Product Description	Wholesaler Product Code	UM	Est Qty	Brand/ Item #	Unit Price	Green/ Recycled Item #	Green Unit Price
73	080414	Folder, Esselte Oxford Twin-Pocket Portfolios, Dark Blue, 8 1/2" x 11", 25/Bx	ESS57538	BX	56	57538	\$ 4.98	13377-CC	\$ 5.15
74	614616	Folders, Staples 100% Recycled Classification Folders, Letter, 2 Partitions, Blue, 20/Box	614616	BX	8	98763SB	\$ 14.98	98743SB	\$ 14.78
75	831987	Glue, Elmer's Cl Str Glue Stick Class Pack, 30/Pk	EPIE556	PK	11	E556	\$ 7.91		
76	238105	Hammermill® Copy Plus® Premium Copy Paper, LEDGER-Size, 92/104+ US/Euro Brightness, 20 Lb., 11"H x 17"W, 500 Sheets/Rm	HAM105023	RM	104	10502-3	\$ 7.00		
77	116764	Hanging File Folders, Letter, 5 Tab, 25/Box	STP116764	BX	62	116764	\$ 5.01		
78	116830	Hanging File Folders, Staples Hanging File Folders, Legal, 5 Tab, 25/Box	116830	BX	45	116830	\$ 6.17		
79	608393	Highlighters, Staples Hype! Liquid Highlighters, Chisel Tip, Assorted Ink Colors, 5/Pk	STP34657	PK	89	34657-CC	\$ 2.03		
80	932600	Highlighters, Staples Hype!™ Fluorescent Highlighters, Chisel Tip, Assorted Colors, 12/Pk	STP10400	DZ	120	10400	\$ 2.07		
81	412775	Highlighters, Staples Hype!™ Pen- Style Highlighters, Yellow, 6/Pack	STP10399CC	PK	285	10399-CC	\$ 0.80		
82	334781	Label Protectors, Sm Std Self Stick Label And Tab Protectors, 3-1/2"x1-11/16", Cl Str	SMD67600	PK	114	67600	\$ 2.39		
83	479880	Labels, Address Labels, Staples White Inkjet/Laser, 1" X 2-5/8", 3,000/Box	18057/SIWO100	BX	46	18057/SIWO100	\$ 6.52		
84	859605	Labels, Avery 5168 White Laser Shipping Labels with TrueBlock™, 3-1/2" x 5", 400/Box	AVE5168	BX	6	05168	\$ 21.68		
85	472910	Labels, Avery Removable Multipurpose Inkjet/Laser ID Labels, 30 Labels Per Sheet, White, 1"H x 2 5/8"W, 750 Labels/Pk	AVE6460	PK	10	06460	\$ 11.35		
86	387717	Labels, Avery Self-Adhesive Polyvinyl Standard Diameter Hole Reinforcements, Cl Str, 1,000/Pk	AVE05722	PK	11	5722	\$ 2.84		
87	391614	Labels, DYMO LabelWriter White File Folder Labels, 9/16" x 3 7/16", 130/Roll, 2 Rolls	DYM30327	BX	19	30327	\$ 5.18		
88	385581	Labels, DYMO LabelWriter White Address Labels, 1 1/8" x 3 1/2" (130 Labels/Roll)	DYM30251	BX	62	30251	\$ 6.27		
89	677045	Laminating Pouches, Staples Letter Size Thermal, 3 mil, 50 pack	STP17467	PK	60	17467	\$ 4.54		
90	458232	Letter Opener, Staples Chrome-Plated Letter Opener, 9 1/8"	STP10618CC	EA	7	10618	\$ 0.37		
91	037927	Marker, Sanford Sharpie Industrial Fine Point Permanent Markers, Fine Point, Black Ink, 12/Pk	SAN13601	DZ	32	13601	\$ 6.74		
92	272716	Marker, Sanford Sharpie Magnum Permanent Marker, Jumbo Chisel Tip, Black Ink	SAN44001	EA	43	44001	\$ 1.85		
93	418808	Marker, Sanford Sharpie Permanent Markers, Extra Fine Point, Blue, 12/Pk	SAN35003	DZ	30	35003	\$ 6.76	37003	\$ 6.60
94	517897	Marker, Sanford Sharpie Professional Permanent Markers, Chisel Tip, Black Ink, 1/Pk	SAN34801	EA	99	34801	\$ 1.26	38201	\$ 0.80
95	700564	Markers, BIC Gr Erase Bold Dry-Erase Markers, Fine Tip, Assorted Colors, 4/ Set	BICDECFP41ASST	EA	32	33065	\$ 2.20	31940/GD	\$ 2.10
96	637820	Markers, Sanford Expo2 Dry Erase Low Odor Marker, Chisel Point, Black	SAN80001	DZ	17	80001	\$ 8.40		

**LFUCG Office Supplies Core List - Pricing Section I**

Item #	Product Code	Product Description	Wholesaler Product Code	UM	Est. Qty	Brand/ Item #	Unit Price	Green/ Recycled Item #	Green Unit Price
97	418807	Markers, Sanford Sharpie Permanent Markers, Extra-Fine Tip, Red Ink, 12/Pk	SAN35002	DZ	13	35002	\$ 6.45	37002	\$ 6.60
98	125443	Markers, Sharpie Extra Fine Point Permanent Markers, Black, Dozen	SAN35001	DZ	39	35001	\$ 7.04	37001	\$ 6.60
99	125328	Markers, Sharpie Fine Point Permanent Markers, Black, Dozen	SAN30001	DZ	89	30001	\$ 6.73		
100	563089	Markers, Sharpie Retractable Permanent Markers, Fine Point, Blue, 12/Pk	32703	DZ	4	32703	\$ 14.09		
101	563086	Markers, Sharpie Retractable Permanent Markers, Fine Point, Red, 12/Pk	32702	DZ	43	32702	\$ 9.99	30002	\$ 6.60
102	167056	Markers, Staples DuraMark™ Permanent Markers, Chisel Tip, Black Ink, 12/Pk	10403CC	DZ	15	10403-CC	\$ 2.29		
103	607069	Markers, Staples Remarx™ Dry-Erase Markers, Chisel Tip, Assorted, 4/Pack	10429US	PK	51	10429	\$ 1.35		
104	160788	Moistener, Envelope, Staples Bottle Moi Stener, 3 5/8"H x 1 1/2"D	STP160788	EA	12	160788-CC	\$ 0.21		
105	113571	Moistener, Lee Sortkwik Hygienic Fingertip Moistener, 1.75 oz.	LEE10134	EA	42	10134	\$ 1.59		
106	506816	Pad, Easel Pad, Post-It Super Sticky 30" x 25" Easel Pads, Yellow with Faint Blue Lines	MMM561	CT	2	561	\$ 39.58		
107	486955	Pad, Sticky Notes, Simply™ 3" x 3" Yellow Notes, 18/Pack	STPS33YW18	PK	194	S-33-YW-18	\$ 2.96	19672	\$ 2.72
108	565444	Pad, Sticky Notes, Staples Stickies™ 3 x 3 Assorted Bold Pop-Up Notes, 6/Pack	STPS33BOP6	PK	162	S-33BOP6	\$ 4.00		
109	625913	Pad, Ampad Evidence® Reporter's Notebook, Gregg Ruled, 4" x 8", 70 Sheets, 12/Pk	25280	DZ	26	25280	\$ 1.51		
110	800896	Pad, Notebook, Ampad Evidence Top-Opening 1-Subject Notebook, White, College Ruled, 8 1/2" x 11 3/4", 80 Sheets	25415	EA	50	25415	\$ 2.76		
111	394766	Pad, Notebook, M Std Spiral 3-Subject Notebook, 6" x 9 1/2", College Ruled	MEA06900	EA	75	06900	\$ 1.89	83360/833	\$ 1.83
112	129957	Pad, Post-It 1-1/2" x 2" Canary Yellow Notes, 12/Pack	MMM653YW	DZ	142	653-YW	\$ 4.41	653RPYW	\$ 4.61
113	130229	Pad, Post-It 3" x 5" Canary Yellow Notes, 12/Pack	MMM655YW	DZ	58	655-YW	\$ 12.48	655RPYW	\$ 13.07
114	490943	Pad, Post-It 4" x 6" Line-Ruled Pastel Notes, 5/Pack	MMM6605PKAST	PK	107	6605PKAST	\$ 8.77	6605PKRP	\$ 9.37
115	199984	Pad, Staples Wirebound Spiral Memo Books, Top-Opening, College Ruled, 3" x 5", 75 Sheets/Pad, 5 Pads/Pk	STP11491	PK	523	11491	\$ 1.23		
116	491461	Pad, Writing, Staples 100% Recycled, 5" x 8", White, Perforated, Narrow Ruled, 12/Pack	18592	DZ	73	18592STP	\$ 3.73		
117	163873	Pads, Writing, Staples Perforated Writing Pads, Narrow Ruled, White, 5" x 8", 50 Sheets/Pad, 12/Pk	23642	DZ	99	23642	\$ 3.06		
118	163865	Pads, Writing, Wide Ruled, 12/Pack, Staples, 8-1/2" x 11-3/4", White, Perforated	23643	DZ	225	23643	\$ 4.50	16767	\$ 5.73
119	640194	Paper, HammerMill Fore MP Color Paper, 8 1/2" x 14", Blue, Ream	HAM103317	RM	42	103317	\$ 5.72		
120	640196	Paper, HammerMill Fore MP Color Paper, 8 1/2" x 14", Goldenrod, Ream	103150	RM	23	103150	\$ 5.72		

**LFUCG Office Supplies Core List - Pricing Section I**

Item #	Product Code	Product Description	Wholesaler Product Code	UM	Est. Qty	Brand/ Item #	Unit Price	Green/ Recycled Item #	Green Unit Price
121	623900	Paper, Hammermill Fore MP Color Paper, Tan, 8 1/2" x 11", 500/Rm	HAM102863	RM	83	102863	\$ 3.91		
122	648471	Paper, Recycled Fore MP Color Paper, Green, 8-1/2 x 14, 20-lb., 500 Sheets/Ream	HAM103374	RM	22	103374	\$ 5.72		
123	490947	Paper, Staples Pastel Colored Copy Paper, 8 1/2" x 11", Blue, Ream	STP14786	RM	152	14786	\$ 3.91		
124	490948	Paper, Staples Pastel Colored Copy Paper, 8 1/2" x 11", Canary, Ream	STP14837	RM	113	14787	\$ 3.91		
125	490950	Paper, Staples Pastel Colored Copy Paper, 8 1/2" x 11", Cream, Ream	14789	RM	120	14789	\$ 3.91		
126	490944	Paper, Staples Pastel Colored Copy Paper, 8 1/2" x 11", Goldenrod, Ream	STP14788	RM	85	14788	\$ 3.91		
127	678831	Paper, Staples Pastel Colored Copy Paper, 8 1/2" x 11", Gray, Ream	14785	RM	40	14785	\$ 3.64		
128	490936	Paper, Staples Pastel Colored Copy Paper, 8 1/2" x 11", Green, Ream	14781	RM	149	14781	\$ 3.91		
129	678826	Paper, Staples Pastel Colored Copy Paper, 8 1/2" x 11", Lilac, Ream	14782	RM	109	14782	\$ 3.91		
130	490935	Paper, Staples Pastel Colored Copy Paper, 8 1/2" x 11", Pink, Ream	14779	RM	121	14779	\$ 3.91		
131	678824	Paper, Staples Pastel Colored Copy Paper, 8 1/2" x 11", Salmon, Ream	14783	RM	125	14783	\$ 3.91		
132	634645	Paper, Wausau Paper Astrobrights , 8 1/2" x 11", LETTER-size, 24 lb., Fireball Fuchsia, 500 Sheets/Rm	22681/21688	RM	10	22681/21688	\$ 6.37		
133	507437	Paper, Wausau Paper Astrobrights , 8 1/2" x 11", LETTER-size, 24 lb., Lift-Off Lemon, 500 Sheets/Rm	WAU21011	RM	11	21011/21638	\$ 6.37		
134	491618	Paper, Wausau Paper Astrobrights , 8 1/2" x 11", LETTER-size, 24 lb., Lunar Blue, 500 Sheets/Rm	WAU22521	RM	13	22521/21528	\$ 6.16		
135	507445	Paper, Wausau Papers Astrobrights, 8 1/2" x 11", 24 lb., Assorted Neon, 500/Rm	WAU21289	RM	26	21289/22289	\$ 7.67		
136	514742	Pencils, Staples Grip Mechanical Pencils, Black Barrel with Assorted Grips, 12/Pk	11454CC	DZ	118	11454-CC	\$ 0.83		
137	476919	Pencils, Staples Yellow Pencils, No. 2, Soft, 12/Pk	10504	DZ	212	10504/22746-CC	\$ 0.47		
138	382241	Pens, BIC Ultra Round Stic Grip™ Ballpoint Pens, Medium Point, 1.2 mm, Black Ink/Translucent Barrel, 12/Pk	BICGSMG11BK	DZ	200	13726/GSMG11BK	\$ 1.32		
139	551705	Pens, Pentel R.S.V.P Ballpoint Pens, Fine Point, 0.7 mm, Red Ink/Cl Str Barrel, 12/Pk	PENBK90B	DZ	33	BK90-B	\$ 4.49		
140	370850	Pens, Pentel R.S.V.P Ballpoint Pens, Medium Point, 1.0 mm, Black Ink/Cl Str Barrel, 12/Pk	PENBK91A	DZ	41	BK91-A	\$ 4.10		
141	508432	Pens, Pentel R.S.V.P. Ballpoint Pens, Fine Point, Blue, Dozen	PENBK90C	DZ	77	BK90-C	\$ 4.13		
142	429174	Pens, Pilot G-2 Retractable Gel-Ink, Fine Point, Black, Dozen	PIL31020	DZ	188	31020	\$ 7.80	31506	\$ 9.00
143	396411	Pens, Refill, Pilot G-2 Rollerball Refill, Fine Point, Black	PIL77240	PK	478	77240	\$ 1.02		
144	651254	Pens, Staples Sonix Gel Retractable Pens, Medium Point, 0.7 mm, Black Ink/Black Barrel, 12/Pk	13561CC	DZ	165	13561-CC	\$ 3.80		



**LFUCG Office Supplies Core List - Pricing Section I**

Item #	Product Code	Product Description	Wholesaler Product Code	UM	Est Qty	Brand/ Item #	Unit Price	Green/ Recycled Item #	Green Unit Price
145	649789	Pens, Zebra Refills for Jimmie Gel RT Roller Ball Pens, Medium Point, Black Ink, 2/Pk	ZEB87012	PK	55	87012	\$ 1.03		
146	364279	Pentel WOW!™ Retractable Ballpoint Pen, Medium Point, 1.0 mm, Black Ink / Black Barrel, 36/Pk	BK440ASWUSS	PK	11	BK440ASW-USS	\$ 10.16		
147	512658	Phone Message Book; Rediform Voice Mail Follow-Up Log Book	RED51114	EA	31	51114	\$ 2.36		
148	424575	Pilot G2® Premium Retractable Gel Ink Rolling Ball Pens, Fine Point, 0.7 mm, Blue Ink / Clear Barrel, 12/Pk	PIL31021	DZ	7	31021	\$ 13.99	31507	\$ 9.00
149	424576	Pilot G2® Premium Retractable Gel Ink Rolling Ball Pens, Fine Point, 0.7 mm, Red Ink / Clear Barrel, 12/Pk	PIL31022	DZ	27	31022	\$ 9.93	31508	\$ 9.00
150	205112	Pilot Precise® V5 Premium Rolling Ball Pens, Extra-Fine Point, 0.5 mm, Black Ink / Black Barrel, 12/pk	PIL35334	DZ	13	35334	\$ 13.49	60151	\$ 13.00
151	205120	Pilot Precise® V5 Premium Rolling Ball Pens, Extra-Fine Point, 0.5 mm, Blue Ink / Blue Barrel, 12/pk	PIL35335	DZ	8	35335	\$ 15.59	60153	\$ 13.00
152	205138	Pilot Precise® V7 Premium Rolling Ball Pens, Fine Point, 0.7 mm, Black Ink / Black Barrel, 12/pk	PIL35346	DZ	5	35346	\$ 15.59	60101	\$ 13.00
153	205146	Pilot Precise® V7 Premium Rolling Ball Pens, Fine Point, 0.7 mm, Blue Ink / Blue Barrel, 12/pk	35349	DZ	3	35349	\$ 15.59	60103	\$ 13.00
154	899668	Pressboard Report Cover, Esselte Oxford Side-Binding Report Covers, Black, 8 1/2" x 11"	ESS12906	EA	215	12906	\$ 1.17		
155	808576	Rubberbands, Staples, #16, 1 pound	STP17781	PK	19	17781	\$ 2.97		
156	808618	Rubberbands, Staples, #32, 1 pound	17783US	PK	16	17783	\$ 2.97		
157	808659	Rubberbands, Staples, #64, 1 pound	STP17785	PK	33	17785	\$ 2.97		
158	816198	Scissor, Acme We Stcott Titanium Ultra Smooth ExtremEdge Scissor, 9"	ACM14669	EA	41	14669	\$ 7.64		
159	711770	Scissors, Acme We Stcott Kleen Strth Straight Scissors, Black, 8"	ACM41418	EA	55	41418/13039	\$ 2.00		
160	377464	Smead Easy View End Tab Shelf File Jackets, Letter, Manila, Flat Expansion, 100/Bx	SMD75700	BX	348	75700	\$ 17.50		
161	377764	Smead Top Tab File Pockets, Blue, Letter, 11 3/4"W x 9 1/2"H, 1 3/4" Expansion	73215	EA	78	73215	\$ 1.05		
162	211862	Staple Remover, OIC Staple Remover, Black	211862CC	EA	79	211862	\$ 0.23		
163	489562	Stapler, Staples Standard Stapler Value Pack, 20 Sheets/20 lb, Black	STP31937	EA	110	24548	\$ 1.70	40897	\$ 1.90
164	112276	Staples, Staples Standard Staples, 1/4", 5-Pack, 25,000/Pk	10807	PK	42	10807	\$ 2.15		
165	860831	Staples® 16GB Relay USB Flash Drive	19705	EA	16	19705	\$ 7.99		
166	580336	Staples® 30% Recycled Copy Paper, LEDGER-size, 92/104+ US/Euro Brightness, 20 lb., 11"H x 17"W, 500 Sheets/Rm	STP580336	RM	6	112390	\$ 8.91		
167	331297	Staples® 32GB Relay USB Flash Drive	21602	EA	New	21602	\$ 18.00		
168	930237	Staples® 64GB Relay USB Flash Drive	23051	EA	New	23051	\$ 33.00		

**LFUCG Office Supplies Core List - Pricing Section I**

Item #	Product Code	Product Description	Wholesaler Product Code	UM	Est. Qty.	Brand/ Item #	Unit Price	Green/ Recycled Item #	Green Unit Price
169	861615	Staples® 8GB Relay USB Flash Drive	19704	EA	16	19704	\$ 14.39		
170	490891	Staples® Card Stock Paper, 110 Lbs., Blue, 8 1/2"H x 11"W, 250 Sheets/Pk	STP14816	PK	3	49702	\$ 14.55		
171	490889	Staples® Card Stock Paper, 110 Lbs., Canary, 8 1/2"H x 11"W, 250 Sheets/Pk	STP14845	PK	2	49704	\$ 14.55		
172	490890	Staples® Card Stock Paper, 110 Lbs., Ivory, 8 1/2"H x 11"W, 250 Sheets/Pk	STP14818	PK	3	49703	\$ 14.15		
173	490887	Staples® Card Stock Paper, 110 Lbs., White, 8 1/2"H x 11"W, 250 Sheets/Pk	STP14815	PK	8	49701	\$ 8.93		
174	329850	Staples® EasyClose Tear-Resistant Catalog Envelopes, 10"H x 13"W, White, 100/Bx	21571	BX	2	21571	\$ 28.75		
175	329846	Staples® EasyClose Tear-Resistant Privacy-Tint Catalog Envelopes, 6"W x 9"H, White, 100/Bx	21572	BX	5	21572	\$ 14.00		
176	329845	Staples® EasyClose Tear-Resistant Privacy-Tint Catalog Envelopes, 9"W x 12"H, White, 100/Bx	21574	BX	2	21574	\$ 23.54		
177	356023	Staples® End-Tab File Folders, Manila, LETTER-size Holds 8 1/2" x 11", 100/Bx	21531	BX	13	21531	\$ 26.45		
178	153866	Staples® Insertable Tab Dividers, 8-Tab, Multicolor, 8 1/2 X 11, 6 PK	STP13487	EA	87	13487/11111	\$ 0.62		
179	815014	Staples® Letter Opener, 2 7/8", 2/Pk	STP18006CC	PK	New	18006	\$ 2.63		
180	041157	Staples® Nonstick Top-Loading Sheet Protectors, Light-Weight, Semi-Clear, 2.0 mil, 8 1/2" x 11", 200/Bx	STP10522	BX	81	10522-CC	\$ 5.01		
181	525949	Staples® Paper Clips, Non-Skid, Giant, .045 Thickness, 100/Bx	72577	BX	New	72577	\$ 1.19		
182	224147	Staples® Plastic Pushpins, Assorted Colors, 100/Pk	STP224147CC	PK	7	10563-CC	\$ 1.43		
183	224139	Staples® Plastic Pushpins, Clear, 100/Pk	STP10540CC	PK	3	10540-CC	\$ 1.43		
184	651256	Staples® Sonix Gel Retractable Pens, Medium Point, 0.7 mm, Blue Ink / Blue Barrel, 12/Pk	13563CC	DZ		13563-CC	\$7.99		
185	651255	Staples® Sonix Gel Retractable Pens, Medium Point, 0.7 mm, Red Ink / Red Barrel, 12/Pk	13562CC	DZ		13562-CC	\$ 7.44		
186	105791	Staples® Stickies™ Self-Stick Removable Notes, Blank, Yellow, 1 3/8" x 1 7/8, 12 Pads/Pk	S152YR12	DZ	25	S152YR12	\$ 3.14		
187	105825	Staples® Stickies™ Self-Stick Removable Notes, Blank, Yellow, 3" x 5", 12 Pads/Pk	17766	DZ	8	17766/S35YR12	\$ 9.18		
188	497017	Steno Pad, Staples Steno Notebooks, White, Gregg Ruling, 6" x 9", 80 Sheets	18584	DZ	79	18584	\$ 6.70	18585	\$ 7.59
189	690747	Storage Boxes, 12 Pack, Staples Heavy-Duty 100% Recycled, 10"H x 12"W x 15"D, Stacking Strength 550 lbs., 12/Ct	STP4000EF12	CT	43	4000EF12-CC	\$ 18.00		
190	108985	Swingline S.F. 4 Premium Speedpoint Staples, 1/4"	SWI35450	BX	176	35450	\$ 1.67		
191	039210	Swingline® S.F.® 3 Premium Staples, 1/4" Leg Length, 5,000/Bx	SWI35440	BX	78	35440	\$ 1.51		
192	480119	Tacks, 200 Thumb Tacks Nickle Plated	STP32017	PK	17	32017	\$ 0.30		

**LFUCG Office Supplies Core List - Pricing Section I**

Item #	Product Code	Product Description	Wholesaler Product Code	UM	Est. Qty	Brand/ Item #	Unit Price	Green/ Recycled Item #	Green Unit Price
193	130674	Tape Dispenser, Staples Tape Dispenser, 1" Core, Black	STP10566	EA	100	10566	\$ 0.97		
194	392941	Tape, Scotch Commercial Performance Hand Packaging Tape Dispenser, 4 Dispensers/4 Rolls	MMM37504RD	PK	17	3750-4RD	\$ 15.33		
195	512320	Tape, Scotch 810 Magic™ Tape Refill, 3/4" x 27.7 yds. - 16/Pack	MMM810K16	PK	67	810K16	\$ 15.00		
196	487908	Tape, Staples Invisible Tape Refill Rolls, 3/4" x 36yds - 12/Pack	STP52477P12	DZ	128	52380P12	\$ 5.65		
197	380107	Tape, Staples, Standard-Grade Packaging Tape, 3" Core, Clear, 1.89" x 110 Yards, 6/Pk	380107CC	PK	49	380107-CC	\$ 8.24		
198	496791	Wausau Paper Specialty Card Stock, Bright White, LETTER-Size, 96 Bright, 65 lb., 8 1/2" x 11", 250 Sheets/Pk	91904/92904	PK	3	91904/92904	\$ 9.33		
199	164566	Westcott® Office Ruler with Metal Edge, 12", Natural Finish	05011/55280	EA	48	05011/55280	\$ 0.44		
200	811738	Wrist Rest, Keyboard, Staples Gel Keyboard Wrist Rest, Black	18255CC	EA	10	18255-CC	\$ 4.43		

## PRICING SECTION II - DISCOUNTS and CARTRIDGE RETURNS

- A. Vendor agrees to an off contract discount of staples.com national pricing less 5% discount on items from Staples Full Line Catalog. The Lexington-Fayette Urban County Government reserves the right to accept or reject this section as part of this price contract.
- B. Vendor agrees to an off contract discount of staples.com national pricing less a 5% discount on Items from Staples Full Line Catalog on inkjet cartridges other than Lexmark brand.
- C. Vendor agrees to a \$0.00 dollar figure per cartridge or a 0 % discount for return on all empty inkjet cartridges for recycling. No exceptions, all LFUCG empty cartridges to be included in this figure. Vendor may not pick and choose which empty cartridges they will accept.
- Vendor shall provide in-person or third party collection of all used and empty printer cartridges.
  - Vendor shall recycle end-of-life printer cartridges and provide LFUCG with details of its recycling program upon request.
  - Vendor shall ensure that remaining ink in used cartridges, and all cartridges, casings, and parts not remanufactured or used to create a remanufactured cartridge, are recycled or disposed of in a manner that complies with all environmental and human health and safety laws and regulations.
  - At LFUCG's request, Vendor shall provide manifests and any other documentation needed to confirm the proper disposal of material.

We make it easy to recycle all your used ink & toners cartridges **by picking them up for free or providing prepaid return labels and containers for bulk returns**. Staples is committed to ensuring that our ink & toner recycling program is a zero waste process. We:

- Reuse components rather than grinding the cartridges down to base materials
  - Recycle the core and the end caps, reuse the clamshell packaging and always ship in bulk to the recycling center
  - Disassemble the cartridge is into its component parts when a cartridge is no longer suitable for remanufacturing
  - Regrind components, such as the plastic, and use in the plastic of other products such as plastic casings and clips for ink and toner
- D. Does Vendor provide a yearly percentage rebate program based on total spend? If so, please provide the details of the program and percentages.

E. Does Vendor provide a yearly calendar, planner and appointment book program? Example: percentage off calendars, planners, appointment books if ordered by a certain date? If so, please explain program and include brand of calendars, planners and appointment books and date of order to receive the discount pricing.

Date of Order N/A

Percentage Off TBD

Explanation of Program

Each year Staples will work with LFUCG to create a discounted custom priced dated goods program based on the specific product needs.

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