

STATE OF VERMONT
CONTRACT AMENDMENT

It is hereby agreed by and between the State of Vermont, Department of Buildings and General Services, Office of Purchasing and Contracting (the "State") and WB Mason, with a principal place of business in Brockton, MA (the "Contractor") that the contract between them originally dated as of July 1, 2017, Contract # 34176, as amended to date, (the "Contract") is hereby amended as follows:

- I. **Maximum Amount.** The maximum amount payable under the Contract, wherever such reference appears in the Contract, shall be changed from \$3,600,000.00 to \$5,301,316.00, representing an increase of \$1,701,316.00.
- II. **Contract Term.** The Contract end date, wherever such reference appears in the Contract, shall be changed from June 30, 2019 to June 30, 2021. The Contract Term may be renewed for one additional two-year period at the discretion of the State.
- III. **Attachment C, Standard State Provisions for Contracts and Grants.** Attachment C is hereby deleted in its entirety and replaced by the Attachment C December 15, 2017 attached to this Amendment.

Taxes Due to the State. Contractor certifies under the pains and penalties of perjury that, as of the date this contract amendment is signed, the Contractor is in good standing with respect to, or in full compliance with a plan to pay, any and all taxes due the State of Vermont.

Child Support (Applicable to natural persons only; not applicable to corporations, partnerships or LLCs). Contractor is under no obligation to pay child support or is in good standing with respect to or in full compliance with a plan to pay any and all child support payable under a support order as of the date of this amendment.

Certification Regarding Suspension or Debarment. Contractor certifies under the pains and penalties of perjury that, as of the date this contract amendment is signed, neither Contractor nor Contractor's principals (officers, directors, owners, or partners) are presently debarred, suspended, proposed for debarment, declared ineligible or excluded from participation in federal programs, or programs supported in whole or in part by federal funds.

Contractor further certifies under pains and penalties of perjury that, as of the date this contract amendment is signed, Contractor is not presently debarred, suspended, nor named on the State's debarment list at: <http://bgs.vermont.gov/purchasing-contracting/debarment>

This document consists of 7 pages. Except as modified by this Amendment No. 1, all provisions of the Contract remain in full force and effect.

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The signatures of the undersigned indicate that each has read and agrees to be bound by this Amendment to the Contract.

STATE OF VERMONT

WB MASON INC

By: _____

By: _____

Name: Christopher Cole
Commissioner

Name: _____

Title: Buildings and General Services

Title: _____

Date: _____

Date: _____

**ATTACHMENT C: STANDARD STATE PROVISIONS
FOR CONTRACTS AND GRANTS
REVISED DECEMBER 15, 2017**

- 1. Definitions:** For purposes of this Attachment, “Party” shall mean the Contractor, Grantee or Subrecipient, with whom the State of Vermont is executing this Agreement and consistent with the form of the Agreement. “Agreement” shall mean the specific contract or grant to which this form is attached.
- 2. Entire Agreement:** This Agreement, whether in the form of a contract, State-funded grant, or Federally-funded grant, represents the entire agreement between the parties on the subject matter. All prior agreements, representations, statements, negotiations, and understandings shall have no effect.
- 3. Governing Law, Jurisdiction and Venue; No Waiver of Jury Trial:** This Agreement will be governed by the laws of the State of Vermont. Any action or proceeding brought by either the State or the Party in connection with this Agreement shall be brought and enforced in the Superior Court of the State of Vermont, Civil Division, Washington Unit. The Party irrevocably submits to the jurisdiction of this court for any action or proceeding regarding this Agreement. The Party agrees that it must first exhaust any applicable administrative remedies with respect to any cause of action that it may have against the State with regard to its performance under this Agreement. Party agrees that the State shall not be required to submit to binding arbitration or waive its right to a jury trial.
- 4. Sovereign Immunity:** The State reserves all immunities, defenses, rights or actions arising out of the State’s sovereign status or under the Eleventh Amendment to the United States Constitution. No waiver of the State’s immunities, defenses, rights or actions shall be implied or otherwise deemed to exist by reason of the State’s entry into this Agreement.
- 5. No Employee Benefits For Party:** The Party understands that the State will not provide any individual retirement benefits, group life insurance, group health and dental insurance, vacation or sick leave, workers compensation or other benefits or services available to State employees, nor will the State withhold any state or Federal taxes except as required under applicable tax laws, which shall be determined in advance of execution of the Agreement. The Party understands that all tax returns required by the Internal Revenue Code and the State of Vermont, including but not limited to income, withholding, sales and use, and rooms and meals, must be filed by the Party, and information as to Agreement income will be provided by the State of Vermont to the Internal Revenue Service and the Vermont Department of Taxes.
- 6. Independence:** The Party will act in an independent capacity and not as officers or employees of the State.
- 7. Defense and Indemnity:** The Party shall defend the State and its officers and employees against all third party claims or suits arising in whole or in part from any act or omission of the Party or of any agent of the Party in connection with the performance of this Agreement. The State shall notify the Party in the event of any such claim or suit, and the Party shall immediately retain counsel and otherwise provide a complete defense against the entire claim or suit. The State retains the right to participate at its own expense in the defense of any claim. The State shall have the right to approve all proposed settlements of such claims or suits.

After a final judgment or settlement, the Party may request recoupment of specific defense costs and may file suit in Washington Superior Court requesting recoupment. The Party shall be entitled to recoup costs only upon a showing that such costs were entirely unrelated to the defense of any claim arising from an act or omission of the Party in connection with the performance of this Agreement.

The Party shall indemnify the State and its officers and employees if the State, its officers or employees become legally obligated to pay any damages or losses arising from any act or omission of the Party or an agent of the Party in connection with the performance of this Agreement.

Notwithstanding any contrary language anywhere, in no event shall the terms of this Agreement or any document furnished by the Party in connection with its performance under this Agreement obligate the State to (1) defend or indemnify the Party or any third party, or (2) otherwise be liable for the expenses or reimbursement, including attorneys’ fees, collection costs or other costs of the Party or any third party.
- 8. Insurance:** Before commencing work on this Agreement the Party must provide certificates of insurance to show that the following minimum coverages are in effect. It is the responsibility of the Party to maintain current certificates of insurance on file with the State through the term of this Agreement. No warranty is made that the coverages and limits listed

herein are adequate to cover and protect the interests of the Party for the Party's operations. These are solely minimums that have been established to protect the interests of the State.

Workers Compensation: With respect to all operations performed, the Party shall carry workers' compensation insurance in accordance with the laws of the State of Vermont. Vermont will accept an out-of-state employer's workers' compensation coverage while operating in Vermont provided that the insurance carrier is licensed to write insurance in Vermont and an amendatory endorsement is added to the policy adding Vermont for coverage purposes. Otherwise, the party shall secure a Vermont workers' compensation policy, if necessary to comply with Vermont law.

General Liability and Property Damage: With respect to all operations performed under this Agreement, the Party shall carry general liability insurance having all major divisions of coverage including, but not limited to:

Premises - Operations

Products and Completed Operations

Personal Injury Liability

Contractual Liability

The policy shall be on an occurrence form and limits shall not be less than:

\$1,000,000 Each Occurrence

\$2,000,000 General Aggregate

\$1,000,000 Products/Completed Operations Aggregate

\$1,000,000 Personal & Advertising Injury

Automotive Liability: The Party shall carry automotive liability insurance covering all motor vehicles, including hired and non-owned coverage, used in connection with the Agreement. Limits of coverage shall not be less than \$500,000 combined single limit. If performance of this Agreement involves construction, or the transport of persons or hazardous materials, limits of coverage shall not be less than \$1,000,000 combined single limit.

Additional Insured. The General Liability and Property Damage coverages required for performance of this Agreement shall include the State of Vermont and its agencies, departments, officers and employees as Additional Insureds. If performance of this Agreement involves construction, or the transport of persons or hazardous materials, then the required Automotive Liability coverage shall include the State of Vermont and its agencies, departments, officers and employees as Additional Insureds. Coverage shall be primary and non-contributory with any other insurance and self-insurance.

Notice of Cancellation or Change. There shall be no cancellation, change, potential exhaustion of aggregate limits or non-renewal of insurance coverage(s) without thirty (30) days written prior written notice to the State.

9. Reliance by the State on Representations: All payments by the State under this Agreement will be made in reliance upon the accuracy of all representations made by the Party in accordance with this Agreement, including but not limited to bills, invoices, progress reports and other proofs of work.

10. False Claims Act: The Party acknowledges that it is subject to the Vermont False Claims Act as set forth in 32 V.S.A. § 630 *et seq.* If the Party violates the Vermont False Claims Act it shall be liable to the State for civil penalties, treble damages and the costs of the investigation and prosecution of such violation, including attorney's fees, except as the same may be reduced by a court of competent jurisdiction. The Party's liability to the State under the False Claims Act shall not be limited notwithstanding any agreement of the State to otherwise limit Party's liability.

11. Whistleblower Protections: The Party shall not discriminate or retaliate against one of its employees or agents for disclosing information concerning a violation of law, fraud, waste, abuse of authority or acts threatening health or safety, including but not limited to allegations concerning the False Claims Act. Further, the Party shall not require such employees or agents to forego monetary awards as a result of such disclosures, nor should they be required to report misconduct to the Party or its agents prior to reporting to any governmental entity and/or the public.

12. Location of State Data: No State data received, obtained, or generated by the Party in connection with performance under this Agreement shall be processed, transmitted, stored, or transferred by any means outside the continental United States, except with the express written permission of the State.

13. Records Available for Audit: The Party shall maintain all records pertaining to performance under this agreement. "Records" means any written or recorded information, regardless of physical form or characteristics, which is produced or

acquired by the Party in the performance of this agreement. Records produced or acquired in a machine readable electronic format shall be maintained in that format. The records described shall be made available at reasonable times during the period of the Agreement and for three years thereafter or for any period required by law for inspection by any authorized representatives of the State or Federal Government. If any litigation, claim, or audit is started before the expiration of the three-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved.

14. Fair Employment Practices and Americans with Disabilities Act: Party agrees to comply with the requirement of 21 V.S.A. Chapter 5, Subchapter 6, relating to fair employment practices, to the full extent applicable. Party shall also ensure, to the full extent required by the Americans with Disabilities Act of 1990, as amended, that qualified individuals with disabilities receive equitable access to the services, programs, and activities provided by the Party under this Agreement.

15. Set Off: The State may set off any sums which the Party owes the State against any sums due the Party under this Agreement; provided, however, that any set off of amounts due the State of Vermont as taxes shall be in accordance with the procedures more specifically provided hereinafter.

16. Taxes Due to the State:

- A. Party understands and acknowledges responsibility, if applicable, for compliance with State tax laws, including income tax withholding for employees performing services within the State, payment of use tax on property used within the State, corporate and/or personal income tax on income earned within the State.
- B. Party certifies under the pains and penalties of perjury that, as of the date this Agreement is signed, the Party is in good standing with respect to, or in full compliance with, a plan to pay any and all taxes due the State of Vermont.
- C. Party understands that final payment under this Agreement may be withheld if the Commissioner of Taxes determines that the Party is not in good standing with respect to or in full compliance with a plan to pay any and all taxes due to the State of Vermont.
- D. Party also understands the State may set off taxes (and related penalties, interest and fees) due to the State of Vermont, but only if the Party has failed to make an appeal within the time allowed by law, or an appeal has been taken and finally determined and the Party has no further legal recourse to contest the amounts due.

17. Taxation of Purchases: All State purchases must be invoiced tax free. An exemption certificate will be furnished upon request with respect to otherwise taxable items.

18. Child Support: (Only applicable if the Party is a natural person, not a corporation or partnership.) Party states that, as of the date this Agreement is signed, he/she:

- A. is not under any obligation to pay child support; or
- B. is under such an obligation and is in good standing with respect to that obligation; or
- C. has agreed to a payment plan with the Vermont Office of Child Support Services and is in full compliance with that plan.

Party makes this statement with regard to support owed to any and all children residing in Vermont. In addition, if the Party is a resident of Vermont, Party makes this statement with regard to support owed to any and all children residing in any other state or territory of the United States.

19. Sub-Agreements: Party shall not assign, subcontract or subgrant the performance of this Agreement or any portion thereof to any other Party without the prior written approval of the State. Party shall be responsible and liable to the State for all acts or omissions of subcontractors and any other person performing work under this Agreement pursuant to an agreement with Party or any subcontractor.

In the case this Agreement is a contract with a total cost in excess of \$250,000, the Party shall provide to the State a list of all proposed subcontractors and subcontractors' subcontractors, together with the identity of those subcontractors' workers compensation insurance providers, and additional required or requested information, as applicable, in accordance with Section 32 of The Vermont Recovery and Reinvestment Act of 2009 (Act No. 54).

Party shall include the following provisions of this Attachment C in all subcontracts for work performed solely for the State of Vermont and subcontracts for work performed in the State of Vermont: Section 10 ("False Claims Act"); Section 11 ("Whistleblower Protections"); Section 12 ("Location of State Data"); Section 14 ("Fair Employment Practices and

Americans with Disabilities Act”); Section 16 (“Taxes Due the State”); Section 18 (“Child Support”); Section 20 (“No Gifts or Gratuities”); Section 22 (“Certification Regarding Debarment”); Section 30 (“State Facilities”); and Section 32.A (“Certification Regarding Use of State Funds”).

20. No Gifts or Gratuities: Party shall not give title or possession of anything of substantial value (including property, currency, travel and/or education programs) to any officer or employee of the State during the term of this Agreement.

21. Copies: Party shall use reasonable best efforts to ensure that all written reports prepared under this Agreement are printed using both sides of the paper.

22. Certification Regarding Debarment: Party certifies under pains and penalties of perjury that, as of the date that this Agreement is signed, neither Party nor Party’s principals (officers, directors, owners, or partners) are presently debarred, suspended, proposed for debarment, declared ineligible or excluded from participation in Federal programs, or programs supported in whole or in part by Federal funds.

Party further certifies under pains and penalties of perjury that, as of the date that this Agreement is signed, Party is not presently debarred, suspended, nor named on the State’s debarment list at: <http://bgs.vermont.gov/purchasing/debarment>

23. Conflict of Interest: Party shall fully disclose, in writing, any conflicts of interest or potential conflicts of interest.

24. Confidentiality: Party acknowledges and agrees that this Agreement and any and all information obtained by the State from the Party in connection with this Agreement are subject to the State of Vermont Access to Public Records Act, 1 V.S.A. § 315 et seq.

25. Force Majeure: Neither the State nor the Party shall be liable to the other for any failure or delay of performance of any obligations under this Agreement to the extent such failure or delay shall have been wholly or principally caused by acts or events beyond its reasonable control rendering performance illegal or impossible (excluding strikes or lock-outs) (“Force Majeure”). Where Force Majeure is asserted, the nonperforming party must prove that it made all reasonable efforts to remove, eliminate or minimize such cause of delay or damages, diligently pursued performance of its obligations under this Agreement, substantially fulfilled all non-excused obligations, and timely notified the other party of the likelihood or actual occurrence of an event described in this paragraph.

26. Marketing: Party shall not refer to the State in any publicity materials, information pamphlets, press releases, research reports, advertising, sales promotions, trade shows, or marketing materials or similar communications to third parties except with the prior written consent of the State.

27. Termination:

- A. Non-Appropriation:** If this Agreement extends into more than one fiscal year of the State (July 1 to June 30), and if appropriations are insufficient to support this Agreement, the State may cancel at the end of the fiscal year, or otherwise upon the expiration of existing appropriation authority. In the case that this Agreement is a Grant that is funded in whole or in part by Federal funds, and in the event Federal funds become unavailable or reduced, the State may suspend or cancel this Grant immediately, and the State shall have no obligation to pay Subrecipient from State revenues.
- B. Termination for Cause:** Either party may terminate this Agreement if a party materially breaches its obligations under this Agreement, and such breach is not cured within thirty (30) days after delivery of the non-breaching party’s notice or such longer time as the non-breaching party may specify in the notice.
- C. Termination Assistance:** Upon nearing the end of the final term or termination of this Agreement, without respect to cause, the Party shall take all reasonable and prudent measures to facilitate any transition required by the State. All State property, tangible and intangible, shall be returned to the State upon demand at no additional cost to the State in a format acceptable to the State.

28. Continuity of Performance: In the event of a dispute between the Party and the State, each party will continue to perform its obligations under this Agreement during the resolution of the dispute until this Agreement is terminated in accordance with its terms.

29. No Implied Waiver of Remedies: Either party's delay or failure to exercise any right, power or remedy under this Agreement shall not impair any such right, power or remedy, or be construed as a waiver of any such right, power or remedy. All waivers must be in writing.

30. State Facilities: If the State makes space available to the Party in any State facility during the term of this Agreement for purposes of the Party's performance under this Agreement, the Party shall only use the space in accordance with all policies and procedures governing access to and use of State facilities which shall be made available upon request. State facilities will be made available to Party on an "AS IS, WHERE IS" basis, with no warranties whatsoever.

31. Requirements Pertaining Only to Federal Grants and Subrecipient Agreements: If this Agreement is a grant that is funded in whole or in part by Federal funds:

- A. Requirement to Have a Single Audit:** The Subrecipient will complete the Subrecipient Annual Report annually within 45 days after its fiscal year end, informing the State of Vermont whether or not a Single Audit is required for the prior fiscal year. If a Single Audit is required, the Subrecipient will submit a copy of the audit report to the granting Party within 9 months. If a single audit is not required, only the Subrecipient Annual Report is required. For fiscal years ending before December 25, 2015, a Single Audit is required if the subrecipient expends \$500,000 or more in Federal assistance during its fiscal year and must be conducted in accordance with OMB Circular A-133. For fiscal years ending on or after December 25, 2015, a Single Audit is required if the subrecipient expends \$750,000 or more in Federal assistance during its fiscal year and must be conducted in accordance with 2 CFR Chapter I, Chapter II, Part 200, Subpart F. The Subrecipient Annual Report is required to be submitted within 45 days, whether or not a Single Audit is required.
- B. Internal Controls:** In accordance with 2 CFR Part II, §200.303, the Party must establish and maintain effective internal control over the Federal award to provide reasonable assurance that the Party is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the award. These internal controls should be in compliance with guidance in "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States and the "Internal Control Integrated Framework", issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).
- C. Mandatory Disclosures:** In accordance with 2 CFR Part II, §200.113, Party must disclose, in a timely manner, in writing to the State, all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Failure to make required disclosures may result in the imposition of sanctions which may include disallowance of costs incurred, withholding of payments, termination of the Agreement, suspension/debarment, etc.

32. Requirements Pertaining Only to State-Funded Grants:

- A. Certification Regarding Use of State Funds:** If Party is an employer and this Agreement is a State-funded grant in excess of \$1,001, Party certifies that none of these State funds will be used to interfere with or restrain the exercise of Party's employee's rights with respect to unionization.
- B. Good Standing Certification (Act 154 of 2016):** If this Agreement is a State-funded grant, Party hereby represents: (i) that it has signed and provided to the State the form prescribed by the Secretary of Administration for purposes of certifying that it is in good standing (as provided in Section 13(a)(2) of Act 154) with the Agency of Natural Resources and the Agency of Agriculture, Food and Markets, or otherwise explaining the circumstances surrounding the inability to so certify, and (ii) that it will comply with the requirements stated therein.

(End of Standard Provisions)

1. **Parties.** This is a contract for services between the State of Vermont, Buildings and General Services (hereinafter called "State"), and WB Mason with a principal place of business in Brockton, MA, (hereinafter called "Contractor"). Contractor's form of business organization is Corporation. It is Contractor's responsibility to contact the Vermont Department of Taxes to determine if, by law, Contractor is required to have a Vermont Department of Taxes Business Account Number.

2. **Subject Matter.** The subject matter of this contract is services generally on the subject of Office Supplies. Detailed services to be provided by Contractor are described in Attachment A.

3. **Maximum Amount.** In consideration of the services to be performed by Contractor, the State agrees to pay Contractor, in accordance with the payment provisions specified in Attachment B, a sum not to exceed \$3,600,000.00.

4. **Contract Term.** The period of contractor's performance shall begin on July 1, 2017 and end on June 30, 2019 with the option to renew for two (2) additional two (2) year periods upon mutual agreement of both parties.

5. **Prior Approvals.** This Contract shall not be binding unless and until all requisite prior approvals have been obtained in accordance with current State law, bulletins, and interpretations.

6. **Amendment.** No changes, modifications, or amendments in the terms and conditions of this contract shall be effective unless reduced to writing, numbered and signed by the duly authorized representative of the State and Contractor.

7. **Termination for Convenience.** This contract may be terminated by the State at any time by giving written notice at least thirty (30) days in advance. In such event, Contractor shall be paid under the terms of this contract for all services provided to and accepted by the State prior to the effective date of termination.

8. **Attachments.** This contract consists of 26 pages including the following attachments which are incorporated herein:

Attachment A - Statement of Work

Attachment B - Payment Provisions

Attachment C - "Standard State Provisions for Contracts and Grants" a preprinted form (revision date 07/01/2016)

Attachment D - Contracting Commodity Terms and Conditions.

Attachment E - Core Price List

Attachment F - Toner Price List

Attachment G - Non-Core Item List

9. **Order of Precedence.** Any ambiguity, conflict or inconsistency between the documents comprising this contract shall be resolved according to the following order of precedence:

(1) Standard Contract

- (2) Attachment C (Standard Contract Provisions for Contracts and Grants)
- (3) Attachment D
- (4) Attachment A
- (5) Attachment B
- (6) Attachment E
- (7) Attachment F
- (8) Attachment G

WE THE UNDERSIGNED PARTIES AGREE TO BE BOUND BY THIS CONTRACT

By the State of Vermont:

Date: _____

Signature: _____

Name: Christopher Cole

Title: BGS Commissioner

By the Contractor:

Date: _____

Signature: _____

Name: _____

Title: _____

ATTACHMENT A – STATEMENT OF WORK

Contractor shall provide high quality Office Supplies for the State of Vermont. Pricing for this contract will be based on the attached Core List (Attachment E), Toner List (Attachment F), and Non-Core Item List (Attachment G).

1. **CUSTOMIZED ON-LINE CATALOG GENERATION:** Contractor shall create a customized 24-hour access online catalog for State contract users only at no additional cost. The contract shall allow only authorized users purchasing capabilities from this on-line catalog. This “fixed price” catalog will consist of the 500 most ordered items (core list) from the list attached (Attachment E). This tool shall be used to drive users to choose the items on the contract receiving the greatest discount. Contractor shall supply alternate items for purchase when a non-core list item is selected.
 - a. The online “Swap-N-Save” ordering tool provided by Contractor shall be a vehicle by which end users are driven to choose the items on the contract, such as core list items, receiving the greatest level of discounting. This program suggests, at the initial point of purchase, alternate items of equal or greater quality at a price-point equal to or lower than that of the item initially selected by the user, thereby driving program compliance and ensuring best value on an ongoing basis.
2. **CUSTOMIZED CATALOGS:** Contractor shall supply, at the request of an Agency, sales catalogs that show all products available. These catalogs will be “customized” with a special cover and binder, and bound with an informational letter, plus other possible bound-in additions developed in conjunction with the Office of Purchasing and Contracting. The Contractor shall supply at no additional charge to the State a special Environmentally Preferable Office Products catalog supplement to be distributed by the Contractor to all users. Contractor shall provide a using agency upon request an electronic version of the catalog instead of a paper bound copy. This electronic version shall be in the form of a PDF, CD-ROM, or USB flash drive copy and will reflect the same information as in the customized catalog.
3. **ON-LINE ORDERING SYSTEM:** Contractor shall maintain www.wbmason.com that allows State Agencies/Departments to order items directly via the Internet. Contractor shall provide group and individual training sessions to new users of this system as required. Contractor shall provide on-site training at no charge to all State and affiliated end users and administrators. Contractor shall maintain locally based in-house administrative support staff for existing users at its Local Service Facility in South Burlington.
 - a. **ADDRESS BOOK:** Contractor’s online ordering platform shall maintain the full address book of all State Agencies/Department plus those of any additional participating entities (cities, towns, institutions of higher learning, etc.) and will maintain “ship-to” consistency between order and packing slip.
4. **NEXT DAY DELIVERY:** Upon request, Contractor shall make next day, office (desktop) delivery to any location in the State of Vermont. This requires that if Contractor receives the order by 5:00 pm, the item(s) will be delivered by close of business on the next business day. There shall be no charge for delivery. With each order, there will be a packing slip which will show the item(s) ordered, item description, unit of measure, quantity ordered, quantity shipped and quantity back-ordered. All deliveries are to be signed for by the receiving department. The State of Vermont will not accept responsibility for any shipment made without proof of delivery. Contractor shall have full responsibility for tracking orders and reissuing orders not received by the customer. Contractor shall attain proof of delivery for all orders delivered and maintain proof

of delivery electronically in its operating system data base. All supplies and equipment pricing is to include F.O.B. delivery to the ordering facility. No request for extra delivery cost will be honored. All equipment shall be delivered assembled, serviced, oiled and ready for immediate use, unless otherwise requested by the purchasing agency. Liability for product delivery remains with the Contractor until properly delivered and signed for in accordance with the Standard State Contract Provisions.

5. **ORDER SIZE:** The minimum order requirement is \$79.00.
6. **NO RESTOCKING CHARGE:** Contractor shall not impose a restocking charge for returned items.
7. **PRODUCT AVAILABILITY:** Contractor shall have a means of immediately notifying the Office of Purchasing & Contracting (OPC) when a product has been discontinued and provide details and samples of the proposed substitute. When an order is received for a discontinued item, the substitute item must be of equal or greater quality and dollar value and/or approved by OPC. The State reserves the right to reject any proposed substitutions that it feels does not meet its quality standards. A sample of the proposed item may be required prior to OPC accepting the substitution.
8. **LOCK OUT ITEMS:** The State of Vermont maintains a number of separate contracts for products that will not be covered under this agreement. These contracts represent areas that the State of Vermont feels are best dealt with by a specific bid process and the products made available to all State Agencies. Office Supplies designated as "blocked" items cannot be purchased from this contract. Contractor shall instruct contract users that they are not able to authorize the purchase of any "blocked" item from the contract award. The blocked item list associated with this contract includes the following items as well as any additional items that are on contract:
 - OFFICE EQUIPMENT: Fax machines, computers, printers, telephones, copiers, etc.
 - OFFICE FURNITURE: File cabinets, desks, chairs, bookcases, credenzas, etc.
 - APPLIANCES: Refrigerators, microwaves, etc.
 - AUDIO/VIDEO and PHOTGRAPHIC EQUIPMENT: Televisions, camcorders, cameras etc.
 - INFORMATION TECHNOLOGY (IT) ITEMS: Computer hardware, software, training etc.
 - NON-COMPLIANT PRODUCTS: Copy paper that does not meet the State's requirement for Processed Chlorine Free and Recycled content. See Special Paper Requirements below.
 - CLEANING PRODUCTS: Sanitizing wipes, chemical cleaners (glass, carpet) etc.
 - PERSONALIZED GIFT/CLOTHING ITEMS: T-shirts, hats, mugs, pencils etc.
 - PRINTING: To include but not limited to printing of brochures, magazines, flyers etc.
9. **SPECIAL PAPER REQUIREMENTS:** The Agencies and Departments of the Vermont State Government use only Processed Chlorine Free 100% recycled content copy/printer paper. Consequently, Contractor shall disallow or block all on-line orders for cut paper that is not Chlorine Free and 100% recycled content

10. SPECIAL RECORD BOX REQUIREMENT: Vermont State Archives and Records

Administration require all state of Vermont agencies to use a specific brand of record box made by the Paige Company call the Miracle Box. Contractor shall stock this brand in addition to other brands of record storage boxes.

11. REBATES OR INCENTIVE PLANS:

- a. Contractor shall pay one million dollars (\$1,000,000.00) to the State of Vermont within thirty days of commencement of contract.
- b. In the event of a two (2) year extension at the conclusion of the initial two (2) year term contract, Contractor shall pay another six hundred five thousand dollars (\$605,000.00) to the State, provided the total spend during the first two years of the contract is equal to or greater than three million six hundred thousand dollars (\$3,600,000.00). In the event the contract is extended after the initial two (2) year term and the spend of the State totals less than three million six hundred thousand dollars (\$3,600,000.00) under the contract for that initial two (2) year period, a prorated portion of the six hundred five thousand dollar (\$605,000.00) payment referenced herein relative to the three million six hundred thousand dollars will be made to the State within thirty (30) days of July 1, 2019, which would be the start date for year three of the Contract.
- c. If contract is extended for a fifth and/or sixth year, the State's payment will be prorated if spend levels fall short of \$3,600,000.00 for the two preceding years combined. State's payment due for those years, with a maximum of \$302,500.00 per year available if spend of the previous two years equals or exceeds \$3,600,000.00. Installments will be prorated accordingly in the event that State spend levels fall short of \$3,600,000.00 for the two preceding years combined.
- d. **Volume Rebate:** Contractor shall pay a volume rebate on all spend under the contract each year in the amount of 3.63%. There is no cap on the amount that the State can earn under this volume rebate program, and the rebate is payable each year.
- e. **Minimum Order Assistance Program:** Contractor shall pay the State within thirty days of contract execution a one-time payment of thirty-six thousand three hundred dollars (\$36,300.00). As part of the contract, the minimum order requirement under the contract will be seventy-nine dollars (\$79.00).
- f. By way of example and for the avoidance of doubt, should the State expend \$1,837,000.00 per year under this Contract (as was the case in the current year preceding this Contract), Contractor would be obligated to provide the State nearly two million eight hundred thousand dollars (\$2,800,000.00) in rebates and incentives over the Contract's six-year term, as detailed below.

Current Annual State of VT Spend:	\$1,837,000.00
Six Year Spend at Current Levels:	\$11,022,000.00
Transition Rebate:	\$2,210,000.00
Annual Volume Rebate (@ 3.63%):	\$400,098.60
Prompt Payment Terms (@1.25%):	\$137,775.00
Minimum Order Assistance Program:	\$36,300.00

\$2,784,173.60

12. **PURCHASING CARD:** Contractor shall accept the State of Vermont's Purchasing Card (Visa Card) as a form of payment. Contractor shall be responsible for the credit card user-handling fee associated with credit card purchases.
13. **TRANSITION:** Cost for transition and/or training will not be charged to the State. Contractor shall provide a transition/implementation plan to smoothly and effectively train users to order supplies via their on-line system and allow a continuous uninterrupted ordering supply. Contractor shall establish scheduled trainings to end users on their online ordering platform, phone and fax ordering (if necessary), distribution of catalog materials, review of return policies, etc. Training for users of www.wbmason.com shall be facilitated entirely through site visits and Webinars conducted by Contractor Administration professionals. Ongoing Web training will be provided by Contractor as requested by the State to new end users and refresher training will be provided as requested by the State in conjunction with system upgrades and new feature rollouts.

Contractor shall reasonably cooperate with any successor contractor to whom State information and materials are to be transferred in connection with contract termination/expiration and transition, to ensure deliveries continue without disruption. Contractor shall assist the State in exporting and extracting any and all State information and materials, in a format usable as agreed to by State, at no additional cost. Upon expiration or earlier termination of this Contract for any reason whatsoever, Contractor shall immediately deliver to State all State information and materials (including without limitation any deliverables for which State has made payment in whole or in part) that are in the possession or under the control of Contractor at that time. At any time during the term of this Contract within thirty days of (i) the State's written request or (ii) termination or expiration of this Contract for any reason, Contractor shall securely dispose of all copies, whether in written, electronic or other form or media, of State information and materials according to National Institute of Standards and Technology (NIST) approved methods, and certify in writing to the State that such information and materials have been disposed of securely. Further, upon the relocation of State information and materials to a successor contractor, Contractor shall securely dispose of such copies from the former data location according to National Institute of Standards and Technology (NIST) approved methods and certify in writing to the State that such data has been disposed of securely. Contractor shall comply with all reasonable directions provided by the State with respect to the disposal of State information and materials. The last invoice due Contractor under the Contract shall be subject to a one hundred percent (100%) retainage until Contractor meets the above obligations in full.

14. **QUARTERLY MEETINGS:** Contractor shall be required to attend quarterly meetings either in person or by telephone with the Office of Purchasing and Contracting where problems can be discussed, and marketing plans formulated. Contractor may make recommendation on lower price or more cost effective items. Reports may be delivered electronically.
15. **SEMI-ANNUAL MEETINGS:** Contractor shall be present at a semi-annual meeting with the latest reports of current spend; Target goals, incentives, rebates, outreach statistics, and other information may be requested by the State as well.
16. **PROBLEM RESOLUTION:** Contractor shall provide a detailed "chain of command" that shall provide for prompt answering of questions, resolution of problems, and a means of escalating a complaint until the problem has been resolved. At a minimum, an individual in Accounting, Sales, and Warehousing & Distribution shall be appointed/dedicated to the State and act as a

single point of contact within their respective areas. Problems shall be resolved to the satisfaction of the State within 5 business days.

17. **REPORTING REQUIREMENTS:** Contractor shall be required to submit quarterly product sales report to the Purchasing Agent pursuant to the schedule below. Each report must contain the following information: Contract Number; Using Department's Address, Contact Name, and Telephone Number; Product Ordered; Quantity Ordered; Quantity Shipped; and Price Charged, with totals for each product for each reporting period. We reserve the right to request additional information or to modify the reporting periods. Reporting Periods: Quarterly Reports must be submitted in accordance with the following schedule:

Reporting Period: January 1 to March 31 - Report Due April 15

Reporting Period: April 1, to June 30 - Report Due July 15

Reporting Period: July 1 to September 30 - Report Due October 15

Reporting Period: October 1 to December 31 - Report Due January 15

18. **RECYCLED PRODUCTS REPORT:** At a minimum the Contractor shall be required to provide the Office of Purchasing and Contracting a report detailing the products purchased that contain recycled content. This report must be sorted into the various categories of paper, filing supplies, shipping supplies, etc. The report shall contain the product description, the quantity and dollar value of the product and the recycled content.
19. **PERFORMANCE/SERVICE REPORTS:** Each month Contractor shall supply a report that will show their performance in four areas: in-stock item delivery times, order fill rate, accuracy of order filling and accuracy of invoicing. Contractor shall achieve a 98% average in these areas. If, during any quarter the average falls below 98% the Contractor shall credit the State an amount that will be calculated by taking the difference between 98% and the actual performance percentage achieved. The quarterly sales figures will be multiplied by this percentage to determine the dollar amount of the credit.
20. **WARRANTY:** Warranties shall be based on commercial use, and shall extend for a minimum term of one (1) year from the date a Product is available for use by the purchaser; however, longer term warranties are desirable and will be given favorable consideration, all else being equal.
21. **UVM and VERMONT STATE COLLEGES:** This contract is also available for use by the University of Vermont and the Vermont State Colleges Inc., a separate corporation, having under its jurisdiction Castleton University, Johnson State College, Lyndon State College, Community College of Vermont, and the Vermont Technical College.
22. **TOWNS AND SCHOOLS OF THE STATE OF VERMONT:** Political Subdivisions and Independent Colleges of the State may participate in State contracts at the same prices, terms and conditions. Items furnished to Political Subdivisions and Independent Colleges will be billed directly to and paid for by the Political Subdivisions or Independent Colleges and neither the State nor its Commissioner of Buildings and General Services personally or officially assumes any responsibility for these payments.
23. **CONTRACT TERMS:** Contractor shall be subject to review throughout its term. The State will consider cancellation upon discovery that a Contractor is in violation of any portion of the agreement, including an inability by the Contractor to provide the products, support, and/or service offered.
24. **QUALITY:** All products shall be new and unused. All products provided by the contractor shall meet all federal, state, and local standards for quality and safety requirements. Products not

meeting the requirements of this section shall be deemed unacceptable and returned to Contractor for credit at no charge to the State.

25. **DEFAULT:** In case of default Contractor, the State may procure the materials or supplies from other sources and hold Contractor responsible for any excess cost occasioned thereby, provided, that if public necessity requires the use of materials or supplies not conforming to the specifications they may be accepted and payment therefore shall be made at a proper reduction in price.

26. **SALES POINT OF CONTACT INFORMATION:**

State of VT Sales Manager:

Tyler Flinn

Tyler.Flinn@wbmason.com

Cell: 802-779-6062

State of VT Dedicated Customer Service Manager

Sherry White

Sherry.White@wbmason.com

508-436-8869

27. **OFFICE OF PURCHASING & CONTRACTING**

Linda Wortman

linda.wortman@vermont.gov

802-828-4658

ATTACHMENT B – PAYMENT PROVISIONS

The maximum dollar amount payable under this contract is not intended as any form of a guaranteed amount. The Contractor will be paid for products or services actually delivered or performed, as specified in Attachment A, up to the maximum allowable amount specified on page 1 of this contract.

- a. Prior to commencement of work and release of any payments, Contractor shall submit to the State: a certificate of insurance consistent with the requirements set forth in Attachment C, Section 8 (Insurance), and with any additional requirements for insurance as may be set forth elsewhere in this contract; and
1. Payment terms are **Net 30** days from the date the State receives an error-free invoice with all necessary and complete supporting documentation. Prompt payment terms of 1.25% 31, Net 32 Days to participating users.
2. All invoices are to be rendered by Contractor on the standard billhead and forwarded directly to the institution or agency ordering materials and shall specify the address to which payments will be sent. All invoices must include the Contract #.
3. Contractor shall submit invoices to the State in accordance with the Price Schedules set forth in Attachments E, F, and G. Unless a more particular schedule is provided herein, invoices shall be submitted not more frequently than monthly.
4. Invoices shall be submitted to the various Agency/ Departments placing the orders.

**ATTACHMENT C: STANDARD STATE PROVISIONS
FOR CONTRACTS AND GRANTS
REVISED JULY 1, 2016**

1. Definitions: For purposes of this Attachment, "Party" shall mean the Contractor, Grantee or Subrecipient, with whom the State of Vermont is executing this Agreement and consistent with the form of the Agreement. "Agreement" shall mean the specific contract or grant to which this form is attached.

2. Entire Agreement: This Agreement, whether in the form of a Contract, State Funded Grant, or Federally Funded Grant, represents the entire agreement between the parties on the subject matter. All prior agreements, representations, statements, negotiations, and understandings shall have no effect.

3. Governing Law, Jurisdiction and Venue; No Waiver of Jury Trial: This Agreement will be governed by the laws of the State of Vermont. Any action or proceeding brought by either the State or the Party in connection with this Agreement shall be brought and enforced in the Superior Court of the State of Vermont, Civil Division, Washington Unit. The Party irrevocably submits to the jurisdiction of this court for any action or proceeding regarding this Agreement. The Party agrees that it must first exhaust any applicable administrative remedies with respect to any cause of action that it may have against the State with regard to its performance under the Agreement.

Party agrees that the State shall not be required to submit to binding arbitration or waive its right to a jury trial.

4. Sovereign Immunity: The State reserves all immunities, defenses, rights or actions arising out of the State's sovereign status or under the Eleventh Amendment to the United States Constitution. No waiver of the State's immunities, defenses, rights or actions shall be implied or otherwise deemed to exist by reason of the State's entry into this Agreement.

5. No Employee Benefits For Party: The Party understands that the State will not provide any individual retirement benefits, group life insurance, group health and dental insurance, vacation or sick leave, workers compensation or other benefits or services available to State employees, nor will the state withhold any state or federal taxes except as required under applicable tax laws, which shall be determined in advance of execution of the Agreement. The Party understands that all tax returns required by the Internal Revenue Code and the State of Vermont, including but not limited to income, withholding, sales and use, and rooms and meals, must be filed by the Party, and information as to Agreement income will be provided by the State of Vermont to the Internal Revenue Service and the Vermont Department of Taxes.

6. Independence: The Party will act in an independent capacity and not as officers or employees of the State.

7. Defense and Indemnity: The Party shall defend the State and its officers and employees against all third party claims or suits arising in whole or in part from any act or omission of the Party or of any agent of the Party in connection with the performance of this Agreement. The State shall notify the Party in the event of any such claim or suit, and the Party shall immediately retain counsel and otherwise provide a complete defense against the entire claim or suit. The State retains the right to participate at its own expense in the defense of any claim. The State shall have the right to approve all proposed settlements of such claims or suits. In the event the State withholds approval to settle any such claim, then the Party shall proceed with the defense of the claim but under those circumstances, the Party's indemnification obligations shall be limited to the amount of the proposed settlement initially rejected by the State.

After a final judgment or settlement the Party may request recoupment of specific defense costs and may file suit in Washington Superior Court requesting recoupment. The Party shall be entitled to recoup costs only upon a showing that such costs were entirely unrelated to the defense of any claim arising from an act or omission of the Party in connection with the performance of this Agreement.

The Party shall indemnify the State and its officers and employees in the event that the State, its officers or employees become legally obligated to pay any damages or losses arising from any act or omission of the Party or an agent of the Party in connection with the performance of this Agreement.

The Party agrees that in no event shall the terms of this Agreement nor any document required by the Party in connection with its performance under this Agreement obligate the State to defend or indemnify the Party or otherwise be liable for the expenses or reimbursement, including attorneys' fees, collection costs or other costs of the Party except to the extent awarded by a court of competent jurisdiction.

8. Insurance: Before commencing work on this Agreement the Party must provide certificates of insurance to show that the following minimum coverages are in effect. It is the responsibility of the Party to maintain current certificates of insurance on file with the State through the term of the Agreement. No warranty is made that the coverages and limits listed herein are adequate to cover and protect the interests of the Party for the Party's operations. These are solely minimums that have been established to protect the interests of the State.

Workers Compensation: With respect to all operations performed, the Party shall carry workers' compensation insurance in accordance with the laws of the State of Vermont. Vermont will accept an out-of-state employer's workers' compensation coverage while operating in Vermont provided that the insurance carrier is licensed to write insurance in Vermont and an amendatory endorsement is added to the policy adding Vermont for coverage purposes. Otherwise, the party shall secure a Vermont workers' compensation policy, if necessary to comply with Vermont law.

General Liability and Property Damage: With respect to all operations performed under this Agreement, the Party shall carry general liability insurance having all major divisions of coverage including, but not limited to:

Premises - Operations

Products and Completed Operations

Personal Injury Liability

Contractual Liability

The policy shall be on an occurrence form and limits shall not be less than:

\$1,000,000 Each Occurrence

\$2,000,000 General Aggregate

\$1,000,000 Products/Completed Operations Aggregate

\$1,000,000 Personal & Advertising Injury

Automotive Liability: The Party shall carry automotive liability insurance covering all motor vehicles, including hired and non-owned coverage, used in connection with the Agreement. Limits of coverage shall not be less than \$500,000 combined single limit. If performance of this Agreement involves construction, or the transport of persons or hazardous materials, limits of coverage shall not be less than \$1,000,000 combined single limit.

Additional Insured. The General Liability and Property Damage coverages required for performance of this Agreement shall include the State of Vermont and its agencies, departments, officers and employees as Additional Insureds. If performance of this Agreement involves construction, or the transport of persons or hazardous materials, then the required Automotive Liability coverage shall include the State of Vermont and its agencies, departments, officers and employees as Additional Insureds. Coverage shall be primary and non-contributory with any other insurance and self-insurance.

Notice of Cancellation or Change. There shall be no cancellation, change, potential exhaustion of aggregate limits or non-renewal of insurance coverage(s) without thirty (30) days written prior written notice to the State.

9. Reliance by the State on Representations: All payments by the State under this Agreement will be made in reliance upon the accuracy of all representations made by the Party in accordance with the Contract, including but not limited to bills, invoices, progress reports and other proofs of work.

10. False Claims Act: The Party acknowledges that it is subject to the Vermont False Claims Act as set forth in 32 V.S.A. § 630 *et seq.* If the Party violates the Vermont False Claims Act it shall be liable to the State for civil penalties, treble damages and the costs of the investigation and prosecution of such violation, including attorney's fees, except as the same may be reduced by a court of competent jurisdiction. The Party's liability to the State under the False Claims Act shall not be limited notwithstanding any agreement of the State to otherwise limit Party's liability.

11. Whistleblower Protections: The Party shall not discriminate or retaliate against one of its employees or agents for disclosing information concerning a violation of law, fraud, waste, abuse of authority or acts threatening health or safety, including but not limited to allegations concerning the False Claims Act. Further, the Party shall not require such employees or agents to forego monetary awards as a result of such disclosures, nor should they be required to report misconduct to the Party or its agents prior to reporting to any governmental entity and/or the public.

12. Federal Requirements Pertaining to Grants and Subrecipient Agreements:

A. Requirement to Have a Single Audit: In the case that this Agreement is a Grant that is funded in whole or in part by federal funds, the Subrecipient will complete the Subrecipient Annual Report annually within 45 days after its fiscal year end, informing the State of Vermont whether or not a Single Audit is required for the prior fiscal year. If a Single Audit is required, the Subrecipient will submit a copy of the audit report to the granting Party within 9 months. If a single audit is not required, only the Subrecipient Annual Report is required.

For fiscal years ending before December 25, 2015, a Single Audit is required if the subrecipient expends \$500,000 or more in federal assistance during its fiscal year and must be conducted in accordance with OMB Circular A-133. For fiscal years ending on or after December 25, 2015, a Single Audit is required if the subrecipient expends \$750,000 or more in federal assistance during its fiscal year and must be conducted in accordance with 2 CFR Chapter I, Chapter II, Part 200, Subpart F. The Subrecipient Annual Report is required to be submitted within 45 days, whether or not a Single Audit is required.

B. Internal Controls: In the case that this Agreement is a Grant that is funded in whole or in part by Federal funds, in accordance with 2 CFR Part II, §200.303, the Party must establish and maintain effective internal control over the Federal award to provide reasonable assurance that the Party is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the award. These internal controls should be in compliance with guidance in "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States and the "Internal Control Integrated Framework", issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

C. Mandatory Disclosures: In the case that this Agreement is a Grant funded in whole or in part by Federal funds, in accordance with 2CFR Part II, §200.113, Party must disclose, in a timely manner, in writing to the State, all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Failure to make required disclosures may result in the imposition of sanctions which may include disallowance of costs incurred, withholding of payments, termination of the Agreement, suspension/debarment, etc.

13. Records Available for Audit: The Party shall maintain all records pertaining to performance under this agreement. "Records" means any written or recorded information, regardless of physical form or characteristics, which is produced or acquired by the Party in the performance of this agreement. Records produced or acquired

in a machine readable electronic format shall be maintained in that format. The records described shall be made available at reasonable times during the period of the Agreement and for three years thereafter or for any period required by law for inspection by any authorized representatives of the State or Federal Government. If any litigation, claim, or audit is started before the expiration of the three-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved.

14. Fair Employment Practices and Americans with Disabilities Act: Party agrees to comply with the requirement of 21 V.S.A. Chapter 5, Subchapter 6, relating to fair employment practices, to the full extent applicable. Party shall also ensure, to the full extent required by the Americans with Disabilities Act of 1990, as amended, that qualified individuals with disabilities receive equitable access to the services, programs, and activities provided by the Party under this Agreement.

15. Set Off: The State may set off any sums which the Party owes the State against any sums due the Party under this Agreement; provided, however, that any set off of amounts due the State of Vermont as taxes shall be in accordance with the procedures more specifically provided hereinafter.

16. Taxes Due to the State:

- A. Party understands and acknowledges responsibility, if applicable, for compliance with State tax laws, including income tax withholding for employees performing services within the State, payment of use tax on property used within the State, corporate and/or personal income tax on income earned within the State.
- B. Party certifies under the pains and penalties of perjury that, as of the date the Agreement is signed, the Party is in good standing with respect to, or in full compliance with, a plan to pay any and all taxes due the State of Vermont.
- C. Party understands that final payment under this Agreement may be withheld if the Commissioner of Taxes determines that the Party is not in good standing with respect to or in full compliance with a plan to pay any and all taxes due to the State of Vermont.
- D. Party also understands the State may set off taxes (and related penalties, interest and fees) due to the State of Vermont, but only if the Party has failed to make an appeal within the time allowed by law, or an appeal has been taken and finally determined and the Party has no further legal recourse to contest the amounts due.

17. Taxation of Purchases: All State purchases must be invoiced tax free. An exemption certificate will be furnished upon request with respect to otherwise taxable items.

18. Child Support: (Only applicable if the Party is a natural person, not a corporation or partnership.) Party states that, as of the date the Agreement is signed, he/she:

- A. is not under any obligation to pay child support; or
- B. is under such an obligation and is in good standing with respect to that obligation; or
- C. has agreed to a payment plan with the Vermont Office of Child Support Services and is in full compliance with that plan.

Party makes this statement with regard to support owed to any and all children residing in Vermont. In addition, if the Party is a resident of Vermont, Party makes this statement with regard to support owed to any and all children residing in any other state or territory of the United States.

19. Sub-Agreements: Party shall not assign, subcontract or subgrant the performance of this Agreement or any portion thereof to any other Party without the prior written approval of the State. Party shall be responsible and

liable to the State for all acts or omissions of subcontractors and any other person performing work under this Agreement pursuant to an agreement with Party or any subcontractor.

In the case this Agreement is a contract with a total cost in excess of \$250,000, the Party shall provide to the State a list of all proposed subcontractors and subcontractors' subcontractors, together with the identity of those subcontractors' workers compensation insurance providers, and additional required or requested information, as applicable, in accordance with Section 32 of The Vermont Recovery and Reinvestment Act of 2009 (Act No. 54).

Party shall include the following provisions of this Attachment C in all subcontracts for work performed solely for the State of Vermont and subcontracts for work performed in the State of Vermont: Section 10 ("False Claims Act"); Section 11 ("Whistleblower Protections"); Section 14 ("Fair Employment Practices and Americans with Disabilities Act"); Section 16 ("Taxes Due the State"); Section 18 ("Child Support"); Section 20 ("No Gifts or Gratuities"); Section 22 ("Certification Regarding Debarment"); Section 23 ("Certification Regarding Use of State Funds"); Section 31 ("State Facilities"); and Section 32 ("Location of State Data").

20. No Gifts or Gratuities: Party shall not give title or possession of anything of substantial value (including property, currency, travel and/or education programs) to any officer or employee of the State during the term of this Agreement.

21. Copies: Party shall use reasonable best efforts to ensure that all written reports prepared under this Agreement are printed using both sides of the paper.

22. Certification Regarding Debarment: Party certifies under pains and penalties of perjury that, as of the date that this Agreement is signed, neither Party nor Party's principals (officers, directors, owners, or partners) are presently debarred, suspended, proposed for debarment, declared ineligible or excluded from participation in federal programs, or programs supported in whole or in part by federal funds.

Party further certifies under pains and penalties of perjury that, as of the date that this Agreement is signed, Party is not presently debarred, suspended, nor named on the State's debarment list at: <http://bgs.vermont.gov/purchasing/debarment>

23. Certification Regarding Use of State Funds: In the case that Party is an employer and this Agreement is a State Funded Grant in excess of \$1,001, Party certifies that none of these State funds will be used to interfere with or restrain the exercise of Party's employee's rights with respect to unionization.

24. Conflict of Interest: Party shall fully disclose, in writing, any conflicts of interest or potential conflicts of interest.

25. Confidentiality: Party acknowledges and agrees that this Agreement and any and all information obtained by the State from the Party in connection with this Agreement are subject to the State of Vermont Access to Public Records Act, 1 V.S.A. § 315 et seq.

26. Force Majeure: Neither the State nor the Party shall be liable to the other for any failure or delay of performance of any obligations under this Agreement to the extent such failure or delay shall have been wholly or principally caused by acts or events beyond its reasonable control rendering performance illegal or impossible (excluding strikes or lock-outs) ("Force Majeure"). Where Force Majeure is asserted, the nonperforming party must prove that it made all reasonable efforts to remove, eliminate or minimize such cause of delay or damages, diligently pursued performance of its obligations under this Agreement, substantially fulfilled all non-excused obligations, and timely notified the other party of the likelihood or actual occurrence of an event described in this paragraph.

27. Marketing: Party shall not refer to the State in any publicity materials, information pamphlets, press releases, research reports, advertising, sales promotions, trade shows, or marketing materials or similar communications to third parties except with the prior written consent of the State.

28. Termination: In addition to any right of the State to terminate for convenience, the State may terminate this Agreement as follows:

- A. Non-Appropriation:** If this Agreement extends into more than one fiscal year of the State (July 1 to June 30), and if appropriations are insufficient to support this Agreement, the State may cancel at the end of the fiscal year, or otherwise upon the expiration of existing appropriation authority. In the case that this Agreement is a Grant that is funded in whole or in part by federal funds, and in the event federal funds become unavailable or reduced, the State may suspend or cancel this Grant immediately, and the State shall have no obligation to pay Subrecipient from State revenues.
- B. Termination for Cause:** Either party may terminate this Agreement if a party materially breaches its obligations under this Agreement, and such breach is not cured within thirty (30) days after delivery of the non-breaching party's notice or such longer time as the non-breaching party may specify in the notice.
- C. No Implied Waiver of Remedies:** A party's delay or failure to exercise any right, power or remedy under this Agreement shall not impair any such right, power or remedy, or be construed as a waiver of any such right, power or remedy. All waivers must be in writing.

29. Continuity of Performance: In the event of a dispute between the Party and the State, each party will continue to perform its obligations under this Agreement during the resolution of the dispute until this Agreement is terminated in accordance with its terms.

30. Termination Assistance: Upon nearing the end of the final term or termination of this Agreement, without respect to cause, the Party shall take all reasonable and prudent measures to facilitate any transition required by the State. All State property, tangible and intangible, shall be returned to the State upon demand at no additional cost to the State in a format acceptable to the State.

31. State Facilities: If the State makes space available to the Party in any State facility during the term of this Agreement for purposes of the Party's performance under this Agreement, the Party shall only use the space in accordance with all policies and procedures governing access to and use of State facilities which shall be made available upon request. State facilities will be made available to Party on an "AS IS, WHERE IS" basis, with no warranties whatsoever.

32. Location of State Data: No State data received, obtained, or generated by the Party in connection with performance under this Agreement shall be processed, transmitted, stored, or transferred by any means outside continental United States, except with the express written permission of the State.

(End of Standard Provisions)

State of Vermont
ATTACHMENT D: Commodity Purchases Terms and Conditions

1. **Statement of Rights:** The State of Vermont reserves the right to obtain clarification or additional information necessary to properly evaluate a proposal. Vendors may be asked to give a verbal presentation of their proposal after submission. Failure of vendor to respond to a request for additional information or clarification could result in rejection of that vendor's proposal. To secure a project that is deemed to be in the best interest of the State, the State reserves the right to accept or reject any and all bids, in whole or in part, with or without cause, and to waive technicalities in submissions. The State also reserves the right to make purchases outside of the awarded contracts where it is deemed in the best interest of the State.
2. **Responses:** Responses must be submitted on, or in accordance with, forms or format requirements provided by the Office of Purchasing & Contracting. Prices and all other information entered on the quote, except signature of vendor, should be typed or printed for legibility. ALL SUBMISSIONS MUST BE SIGNED.
3. **Prices:** Unless otherwise stated, prices are net and no charge for packing, shipping, or for any other purpose will be allowed over and above the price quoted. Prices quoted for printing are to include printing, binding, wrapping, and packaging. All prices are delivered F.O.B. destination, unless otherwise stated.
4. **Taxes:** Most state purchases are not subject to federal or state sales or excise taxes and must be invoiced tax free. An exemption certificate will be furnished upon request covering taxable items. The contractor agrees to pay all Vermont taxes which may be due as a result of this order. If taxes are to be applied to the purchase it will be so noted in the response.
5. **Order of Precedence:** The order of precedence for documentation will be the State of Vermont Standard Contract Form and attachments, the bid document and any amendments, and the vendor's response and any amendments.
6. **Substitution:** Unless otherwise stated, vendors may offer substitutes to items identified by a manufacturer's number or brand. When offering a substitution, vendor must describe any differences and provide technical information that will assist in the evaluation. After an award is made, substitutions are not acceptable unless authorized in writing by the Office of Purchasing & Contracting.
7. **Specification Change:** Any changes or variations in the specifications must be received in writing from the Office of Purchasing & Contracting. Verbal instructions or written instructions from any other source are not to be considered.
8. **Method of Award:** Awards will be made under the provisions of 29 V.S.A. § 903. The State may award one or more contracts and reserves the right to make additional awards to other compliant bidders at any time during the first year of the contract if such award is deemed to be in the best interest of the State. All other considerations being equal, preference will be given to resident bidders of the State and/or to products raised or manufactured in the State.
9. **Default:** In case of default of the contractor, the State may procure the materials or supplies from other sources and hold the contractor responsible for any excess cost occasioned thereby, provided, that if public necessity requires the use of materials or supplies not conforming to the specifications they may be accepted and payment therefore shall be made at a proper reduction in price.
10. **Cancellation:** The State specifically reserves the right to cancel the contract or any portion thereof providing, in the opinion of its Commissioner of Buildings and General Services, the services or materials supplied by the contractor are not satisfactory or are not consistent with the terms of the contract.
11. **Delivery:** Responsibility for product delivery remains with the contractor until the product is properly delivered and signed for in accordance with the Office of Purchasing & Contracting terms and conditions. Shipments shall be securely and properly packed, according to accepted commercial practices, without extra charge for packing cases or other containers. Such containers will remain the property of the State unless otherwise stated. Delivered goods that do not conform to the specifications or are not in good condition upon receipt shall be replaced promptly by the contractor.
12. **Invoicing:** All invoices are to be rendered by the Contractor on the vendor's standard bill-head and forwarded directly to the institution or agency ordering materials or services.

13. **Non Collusion:** The State of Vermont is conscious of and concerned about collusion. It should therefore be understood by all that in signing bid and contract documents they agree that the prices quoted have been arrived at without collusion and that no prior information concerning these prices has been received from or given to a competitive company. If there is sufficient evidence to warrant investigation of the bid/contract process by the Office of the Attorney General, all bidders should understand that this paragraph might be used as a basis for litigation.
14. **Amendments:** No changes, modifications, or amendments in the terms and conditions of this contract shall be effective unless reduced to writing, numbered, and signed by the duly authorized representative of the State and Contractor.
15. **Confidentiality:** The successful response will become part of the contract file and will become a matter of public record as will all other responses received. If the response includes material that is considered by the bidder to be proprietary and confidential under 1 VSA, Chapter 5, the bidder shall clearly designate the material as such, explaining why such material should be considered confidential. The bidder must identify each page or section of the response that it believes is proprietary and confidential with sufficient grounds to justify each exemption from release, including the prospective harm to the competitive position of the bidder if the identified material were to be released. Under no circumstances can the entire response or price information be marked confidential. Responses so marked may not be considered.
16. **Certification for apparel, footwear, and textiles (sweatshop prohibition):** Before commencing work on this contract, the contractor must provide certification from each supplier that meets the requirements of 29 V.S.A. §922(a) as well as a list of the names and addresses of each supplier, as required by 29 V.S.A. §922(b). Contractor certifies that if, at any time during the contract period, there are changes to the information in the certification or to the list of suppliers the contractor will promptly inform the Commissioner of Buildings and General Services of such changes.

ITEM DESCRIPTION	QUANTITY	UOM	PART NUMBER	MANUFACTURER	DESCRIPTION & PART NUMBER	Percent of RECYCLED AND POST-CONSUMER CONTENT	Mercury Content Certification	PRICE
10IN CLOCK	52	EA	32435	Kenrad	Description: CLOCK,WALL,11.5" BLK WOOD,QUARTZ Part No.: KNC0508W	0.00%	0.00%	\$ 5.95
50PK DVD-R SPINDLE	156	EA	13163	Maxell	Description: DISC,DVD-R, 50PK SPNL Part No.: MAX059013	PCC: 10% Recyc Content: 10%	0.00%	\$ 6.67
50PK DVD-R SPINDLE VALPK	126	EA	12548	Bostich-Universal	Description: STAPLER,REMOVES STAPLES COMBO Part No.: BOS0810BK/79000/00700	PCC: 70% (Stapler) Recyc Content: 70% (Stapler)	0.00%	\$ 1.19
1GB BINDEFICLIPS 12CT	282	PK	10669	Universal	Description: CLIP BINDER,LARGE Part No.: UNV101220	0.00%	0.00%	\$ 0.99
5IN PAD JR GL 12PK WH	386	DZ	23642/26784	Universal	Description: PAD,NHW RULO,PEER,5.8X,WH, 12PK Part No.: UN091581	PCC: 32% Recyc Content: 40%	0.00%	\$ 0.79
5IN BLACK BASIC BINDER	14	EA	23740/21683	Avery	Description: BINDER,VU11X8.5,12PK BK Part No.: AVE03705	PCC: 32% Recyc Content: 40%	0.00%	\$ 0.84
5 IN WHITE BASIC BINDER	238	EA	23740/21682	Avery	Description: BINDER,VIEW, 1/2" WHITE Part No.: AVE03706	PCC: 32% Recyc Content: 40%	0.00%	\$ 0.84
5 IN WHITE BASIC BINDER	65	EA	23740/21682	Avery	Description: BINDER,VIEW, 1/2" WHITE Part No.: AVE03706	PCC: 32% Recyc Content: 40%	0.00%	\$ 0.84
1 IN BLACK SIMPLY VIEW BINDER	1,488	EA	23739/21684	Avery	Description: BINDER,VIEW, 1" WHITE Part No.: AVE03711	PCC: 32% Recyc Content: 40%	0.00%	\$ 1.24
1.5IN WHITE SIMPLY VIEW BINDER	613	EA	23739/21686	Avery	Description: BINDER,VIEW, 1.5" WHITE Part No.: AVE03726	PCC: 32% Recyc Content: 40%	0.00%	\$ 1.09
100PK CD-R SPINDLE	162	PK	10366	Maxell	Description: DISC,CD-R,700MB,SPNL,100PK Part No.: MAX048200	PCC: 10% Recyc Content: 10%	0.00%	\$ 13.34
100PK DVD-R SPINDLE	92	PK	12734	Maxell	Description: DISC,DVD-R,100PK,SPNL Part No.: MAX069016	0.00%	0.00%	\$ 6.95
101-500 SUPREME GLOSS PAPER	101	PK	12358	Heimert-Packard	Description: PAPER,PHOTO,8.5X11,GLOSS Part No.: HEM08723A	0.00%	0.00%	\$ 3.98
10PK CORRECTION ROLLER	354	PK	13358	Universal	Description: TAPE,CORRECTION,5INX6IN,WH Part No.: UNV75611	PCC: 59% Recyc Content: 65%	0.00%	\$ 5.90
10PK ECONOMY STOR BOX	85	PK	3325001	Universal	Description: BOX,STORAGE,LTR,6L,NH Part No.: UNV35223	0.00%	0.00%	\$ 0.59
12CT YEL PENCIL 10437	799	DZ	10504/22746-CC	Universal	Description: PENCIL,HB #2, YELLOW BARREL,DOZEN Part No.: UNV55400	PCC: 30% (Paper) Recyc Content: 30% (Paper)	0.00%	\$ 3.48
17 AAG WITH DESK WALL 11X81/4	57	EA	PM10-28-18	At-A-Glance	Description: CALENDAR,WALL,VR,24X36,JAN-DEC,QUICKNOTES Part No.: AAGPM1228	PCC: 30% (Paper) Recyc Content: 30% (Paper)	0.00%	\$ 5.60
17 AAG VR PLANO WALL 24X36	119	EA	PM12-28-17	At-A-Glance	Description: CALENDAR,WALL,VR,24X36,JAN-DEC,VERT,BE,RD Part No.: AAGPM1128	PCC: 30% (Paper) Recyc Content: 30% (Paper)	0.00%	\$ 4.54
17 AAG VR PLANO WALL 24X36	5	EA	PM12-28-17	At-A-Glance	Description: CALENDAR,WALL,VR,24X36,JAN-DEC,VERT,BE,RD Part No.: AAGPM1128	PCC: 30% (Paper) Recyc Content: 30% (Paper)	0.00%	\$ 1.53
17 PLANAMTH WITH WALL 12X17	267	EA	PM11-28-17	At-A-Glance	Description: CALENDAR,WALL,MO,12X17,DEC-JAN,VERT,BE,RD Part No.: AAGPM1128	PCC: 30% (Paper) Recyc Content: 30% (Paper)	0.00%	\$ 0.84
1ES/BOOK DET VOICE M LOG 600	111	EA	51113	Redifonn	Description: BOOK,DETAIL VOICEM LOG,WE Part No.: RED051113	PCC: 50% Recyc Content: 40%	0.00%	\$ 0.84
1IN VIEW BINDER WHITE	490	EA	33735/21684	Avery	Description: BINDER,VIEW, 1" WHITE Part No.: AVE05711	PCC: 32% Recyc Content: 40%	0.00%	\$ 1.68
2 POCKET PORT ASSORTED 10 PK	853	PK	13366-CC	Universal	Description: PORTFOLIO,LTR,2PKCT,AST Part No.: UNV56613	PCC: 60% (Fiber) Recyc Content: 100% (Fiber)	0.00%	\$ 1.68
2 POCKET PORT DK BLUE 10 PK	231	PK	13377-CC	Universal	Description: PORTFOLIO,LTR,2PKCT,DBG Part No.: UNV56638	PCC: 10% (Fiber) Recyc Content: 10% (Fiber)	0.00%	\$ 1.68
2 POCKET PORT GREEN 10PK	384	PK	18123-105	Oxford	Description: PORTFOLIO,LTR,2PKCT,16G Part No.: OXF57503	PCC: 60% (Fiber) Recyc Content: 100% (Fiber)	0.00%	\$ 1.68
2 POCKET PORT RED 10PK	283	PK	13382-CC	Universal	Description: PORTFOLIO,LTR,2PKCT,DBG Part No.: UNV56611	PCC: 10% (Fiber) Recyc Content: 10% (Fiber)	0.00%	\$ 0.16
2 POCKET PORT YELLOW 10 PK	93	PK	13385-CC	Oxford	Description: PORTFOLIO,LTR,2PKCT,L Part No.: OXF57509	PCC: 30% (Paper) Recyc Content: 20%	0.00%	\$ 4.20
2.25 ADD ROLL 1 PK 100 CT	276	RL	18304-CC	PM Corporation	Description: ROLL,ADD,2.5X150,REC,YL,2PK Part No.: PMC02835	PCC: 30% (Paper) Recyc Content: 30% (Paper)	0.00%	\$ 3.08
2016 AAG WITH PLANO WALL 11X17	34	EA	PM02-28-16	At-A-Glance	Description: CALENDAR,WALL,MO,12X17,JAN-DEC,BE,RD Part No.: AAGPM1228	PCC: 30% (Paper) Recyc Content: 30% (Paper)	0.00%	\$ 6.95
2016 AAG WITH PLANO WALL 8X11	50	EA	PM1-28-16	At-A-Glance	Description: CALENDAR,WALL,MO,8X11,JAN-DEC,BE,RD Part No.: AAGPM1228	PCC: 30% (Paper) Recyc Content: 30% (Paper)	0.00%	\$ 5.49
2016 AAG SCENE 3-MONTH 15X23	16	EA	PM10-28-16	At-A-Glance	Description: CALENDAR,WALL,MO,12-1/4X27,DEC-JAN,VERT,SCENIC Part No.: AAGDMW50328	PCC: 30% (Paper) Recyc Content: 30% (Paper)	0.00%	\$ 1.99
2017 AAG 4-MONTH REC WALL 23X12	124	EA	PM14-28-17	At-A-Glance	Description: CALENDAR,WALL,MO,12-1/4X27,DEC-JAN,VERT,SCENIC Part No.: AAGPM1428	PCC: 30% (Paper) Recyc Content: 30% (Paper)	0.00%	\$ 4.20
2017 AAG MONTH DESKPAD 22X17	231	EA	PM02-28-17	At-A-Glance	Description: CALENDAR,DESK,PD,MO,12X17,JAN-DEC,BE,RD Part No.: AAGPM1228	PCC: 30% (Paper) Recyc Content: 30% (Paper)	0.00%	\$ 3.08
2017 AAG WITH PLANO WALL 11X17	30	EA	PM02-28-17	At-A-Glance	Description: CALENDAR,WALL,MO,12X17,JAN-DEC,BE,RD Part No.: AAGPM1228	PCC: 30% (Paper) Recyc Content: 30% (Paper)	0.00%	\$ 6.95
2017 AAG WITH PLANO WALL 8X11	274	EA	PM1-28-17	At-A-Glance	Description: CALENDAR,WALL,MO,8X11,JAN-DEC,BE,RD Part No.: AAGPM1228	PCC: 30% (Paper) Recyc Content: 30% (Paper)	0.00%	\$ 7.24
2017 AAG SCENE 3-MONTH 15X23	67	EA	PM10-28-17	At-A-Glance	Description: CALENDAR,WALL,MO,12-1/4X27,DEC-JAN,VERT,SCENIC Part No.: AAGDMW50328	PCC: 30% (Paper) Recyc Content: 30% (Paper)	0.00%	\$ 1.99
2017 DAYMORN WRITV BLACK 8X11	143	EA	6520-00-17	At-A-Glance	Description: PLANNER,VW,8X11,JAN-DEC,BK Part No.: AAG652000	PCC: 30% (Paper) Recyc Content: 30% (Paper)	0.00%	\$ 2.75
2017 DESKPAD 22X17	511	EA	PM02-28-17	At-A-Glance	Description: CALENDAR,DESK,PD,MO,12X17,JAN-DEC,BE,RD Part No.: AAG652400	0.00%	0.00%	\$ 2.75
24PK DIE RUBBERBRANDS	178	PK	28628-CC	Balance	Description: RUBBERBRANDS,816/46,9X, RD Part No.: AL100659	PCC: 30% Recyc Content: 30%	0.00%	\$ 1.55
280CT GRAY PLASTIC WASTEBASKET	80	EA	12179/19112	Rubbermaid	Description: WASTEBASKET,PLAS,151,BK Part No.: RCP295600BK	PCC: 32% Recyc Content: 40%	0.00%	\$ 2.24
2IN VIEW VIEW BINDER	515	EA	32755/21688	Avery	Description: ECO,VIEW BNDR,ROLL,RING,8.5X11,2" WH Part No.: AVE05731	PCC: 32% Recyc Content: 40%	0.00%	\$ 5.454
3 IN WHITE BASIC BINDER	195	EA	12374/21691	Avery	Description: BINDER,VIEW, 3" WHITE Part No.: AVE05741	PCC: 30% (Paper) Recyc Content: 30% (Paper)	0.00%	\$ 6.99
3 MONTH WALL CAL 12 X 28 54M	132	EA	PM11-28-18	At-A-Glance	Description: CALENDAR,WALL,MO,12X27,DEC-JAN,VERT,BE,RD Part No.: AAGPM1128	PCC: 10% Recyc Content: 10%	0.00%	\$ 0.46
3 TAB FAST LTR MAN 50	100	BX	16719	Universal	Description: FOLDER,REIN,LTR,15STR,MIA Part No.: UNV13410	PCC: 10% Recyc Content: 10%	0.00%	\$ 8.85
3 TAB FILE FOLDER LBL	41	PK	13973/25702	Avery	Description: LABEL,FILE,FOLD,252/PK,WE Part No.: AVE05202	PCC: 10% Recyc Content: 10%	0.00%	\$ 0.46
3 TAB FILE FOLDER DARK BLUE LBL	49	PK	13971/25700	Avery	Description: LABEL,FILE,FOLD,252/PK,WE Part No.: AVE05202	PCC: 10% Recyc Content: 10%	0.00%	\$ 0.46
3BX48 ECONMY STD LP CHRMAT	151	EA	5TP-17436	Deflecto	Description: CHAIRMAT,36X48LP,BVL Part No.: DEF0C13113	PCC: 10% Recyc Content: 10%	0.00%	\$ 6.27
3TAB FLOR CENTER LTR MAN 100	41	BX	116780	Universal	Description: FOLDER,FILE,1/2CT,LTR,POST Part No.: UNV12122	PCC: 10% Recyc Content: 10%	0.00%	\$ 8.85
3TAB FLOR LTR ASST 100	59	BX	875429	Universal	Description: FOLDER,FILE,1/2CT,LTR,AST Part No.: UNV10506	PCC: 10% Recyc Content: 10%	0.00%	\$ 8.85
3-TAB FLOR LTR MANILA 100	649	BX	116657	Pendaflex	Description: FOLDER,MULTI,LTR,1/3CT,PKC Part No.: PRX74520	PCC: 30% Recyc Content: 100%	0.00%	\$ 3.99
3TAB FLOR REINFORCED LTR MAN 100	273	BX	166066	Smead	Description: FOLDER,PORT,TAB,WAL, Part No.: SMD10347	PCC: 95% Recyc Content: 100%	0.00%	\$ 2.48
3TAB HANG FOLD LTR STGEN 25	28	EA	116806	Deflecto	Description: FOLDER,HANG,1/5CT,LTR,25 Part No.: UNV14115	PCC: 30% Recyc Content: 30%	0.00%	\$ 19.94
3X3 NOTE PAD YELLOW	547	DZ	1333R12	3M Corporation	Description: NOTE,HLND,3X3,YEL,12/PK Part No.: MAM06458RP	0.00%	0.00%	\$ 0.15
45X53 ECONMY STD LP CHRMAT	36	EA	20239-CC	Deflecto	Description: CHAIRMAT,45X53LP,BVL Part No.: DEF0C13233	0.00%	0.00%	\$ 6.39
45X53 M PILE STD LP CHRMAT	14	EA	20232-CC	Deflecto	Description: CHAIRMAT,45X53LP,BVL Part No.: DEF0C13233	0.00%	0.00%	\$ 0.15
5 TAB COLOR INDEX	152	ST	13485/11109	Avery	Description: INDEX,INSERT,5-TAB,M1 Part No.: AVE11109	PCC: 20% Recyc Content: 20%	0.00%	\$ 0.87
5.25IN FILE PCKT LTR BRN 10	162	BX	1534G105	Kierflex	Description: PCKT,LTR,BRN,5.25"EX,10/BX Part No.: AVE15341	PCC: 30% Recyc Content: 30%	0.00%	\$ 4.71
5-TAB INSERT POLY DIVIDER	128	ST	111900	Avery	Description: DIVIDER,PLSTNSRT,5TB,AST Part No.: AVE151900	PCC: 30% Recyc Content: 30%	0.00%	\$ 0.92
56X60 MED PLE WORKSTN CHRMAT	35	EA	20237-CC	Deflecto	Description: CHAIRMAT,60X66,SUPRMATCR Part No.: DEF0C14003K	0.00%	0.00%	\$ 1.44
8.5X11 CLASP BRN 100CT BRONVN	122	EA	10960	Quality Park	Description: ENVELOPE,CLASP,8.5X10,SK28 Part No.: QUA037675	0.00%	0.00%	\$ 0.30
8.5X11 DOCUMENT FRAME/GLASS	246	ST	111901	Nidell	Description: FRAME,EZ MOUNT,GLASS,8.5X11" Part No.: NUD10960	0.00%	0.00%	\$ 0.16
ADD TOLL RLT 2.25 X 150	57	RL	18303-CC	PM Corporation	Description: ROLL,ADD,2.5X150,REC,YL,2PK Part No.: PMC02835	0.00%	0.00%	\$ 0.16
ALCALINE BATTERIES AA	106	EA	PC1500/PC1500BK	Duracell	Description: BATTERY,PROCELL,AA,24/6X Part No.: DURPCT1500BMD	PCC: 30% Recyc Content: 20%	0.00%	\$ 0.23
ALCALINE BATTERIES 9V	11	EA	PC1604/PC1604BK	Duracell	Description: BATTERY,PROCELL,9V,1125X/BX 68X/CT Part No.: DURPCT1604BMD	0.00%	0.00%	\$ 1.16
ARROW CAP ERASER PINK 12	339	DZ	10432	Permatene	Description: ERASER,PENCIL CAP,PEEK Part No.: PAP73015	PCC: 20% Recyc Content: 20%	0.00%	\$ 0.21
AVERY BIG TAB DIVIDERS WHT	967	ST	12075	Avery	Description: INDEX,BNDR,LTR,8TAB,WE Part No.: AVE23075	PCC: 20% Recyc Content: 20%	0.00%	\$ 0.67
AVERY BIG TAB WRITDIVIDERS 8	239	ST	12078	Avery	Description: INDEX,BNDR,LTR,8TAB,WE Part No.: AVE23078	PCC: 20% Recyc Content: 20%	0.00%	\$ 0.67
AVERY BIGTAB WRITON DIVIDERS 8	138	ST	12079	Avery	Description: INDEX,BNDR,LTR,8TAB,LRD Part No.: AVE23079	PCC: 20% Recyc Content: 20%	0.00%	\$ 0.67

ITEM DESCRIPTION	QUANTITY	UOM	PART NUMBER	MANUFACTURER	DESCRIPTION & PART NUMBER	Percent of RECYCLED AND POST-CONSUMER CONTENT	Mercury Content Certification	PRICE
AVERY EGBL GEL BLUE 12/PK	43	DZ	45986	Avery	Description: PEN,BALL,EGEL,RT,MED,BE Part No.: AVE45986	0.00%	0.00%	\$ 6.48
AVERY EGG ROLLERBALL BLK 12PK	40	DZ	45988	Avery	Description: PEN,BALL,EGEL,RT,MED,BK Part No.: AVE45988	0.00%	0.00%	\$ 6.48
AVERY LSR BL NAME BADGE 400	9	BX	05395	Avery	Description: LABEL,LSR,NAME,WHITE Part No.: AVE5395	0.00%	0.00%	\$ 21.88
AVY LSR BL 10UP 100-2 X 4	58	BX	05163	Avery	Description: LABEL,SHIPPING,TRU,BL,158P,204,NE,1000BK Part No.: AVE5163	0.00%	0.00%	\$ 16.48
AVY LSR BL 3000PK 1X2 5/8	129	BX	05160	Avery	Description: LABEL,ADDRESS,2.5X3X1.3M Part No.: AVE5160	0.00%	0.00%	\$ 16.48
AVY LSR BL 6UP 100-3 1/2 X 4	18	BX	05164	Avery	Description: SHIPPING LABELS, 3-1/2 X 4 WHITE, 600/BOX Part No.: AVE5164	0.00%	0.00%	\$ 16.48
AWARD-A-MAGNETS WALNUT	31	EA	18811M	Nidell	Description: PRAME, 8.5X11 PLAQUE W/RT Part No.: NUD18811M	0.00%	0.00%	\$ 5.99
AVAT ATAGINE 16MONTH WALL 11X8	39	EA	567-00-17	AA-A-Glance	Description: CALENDAR,DESIGN,WALL,11X8,25,AY,SEP,DEC,REMY/NO Part No.: AAG56700	PCC: 30% (Paper) Recyc. Content: 30% (Paper)	0.00%	\$ 4.24
AVAT ATAGINE 16MONTH WALL 11X8	40	CT	17659	Universal	Description: PAD,EXCEL,RUN 27X34 Part No.: UNV35600	PCC: 30% Recyc. Content: 100%	0.00%	\$ 15.62
BALFOUNT MEDIUM 1.0MM BLUE	508	DZ	21007/18837	Duracell	Description: PEN,BALL,RT,1.0MM,BE Part No.: UNV15531	0.00%	0.00%	\$ 1.10
BATTERY AA ALKALINE 24PK	336	EA	PC1500/PC1500BK	Duracell	Description: BATTERY,COPEPRT,AA,24/BX Part No.: DURPC1500BKD	0.00%	0.00%	\$ 8.95
BATTERY AA ALKALINE 24PK	1	PK	PC1500/PC1500BK	Duracell	Description: BATTERY,PROCELL,AA,24/BX Part No.: DURPC1500BKD	0.00%	0.00%	\$ 8.95
BATTERY AA ALKALINE 24PK	54	EA	PC2400/PC2400BK	Duracell	Description: BATTERY,PROCELL,AAA,24/BX Part No.: DURPC2400BKD	0.00%	0.00%	\$ 3.90
BATTERY ALKALINE AAA	144	EA	PC2400/PC2400BK	Duracell	Description: BATTERY,PROCELL,AAA,24/BX Part No.: DURPC2400BKD	0.00%	0.00%	\$ 3.99
BETTER PERF PAD 8.5X11 LGL WTE	50	DZ	181345TP	Universal	Description: PAD,LGL,RULED,PERF,LTR,W/12PK Part No.: UNV61811	0.00%	0.00%	\$ 2.79
BIC CLIC STIC RT BLU 12	125	DZ	90431/CSM11BL	Bic	Description: PEN,CLIC,STIC,RET,MED,BE Part No.: BICCSM11BE	0.00%	0.00%	\$ 3.29
BIC CLIC STIC RT BLU 12	59	DZ	31531/GRM11BK	Bic	Description: MARKER,GRIP,PEN,M,IN,BK Part No.: BICGRM11BK	0.00%	0.00%	\$ 3.29
BIC MARK-IT PERM FN BK DZ	184	DZ	13903/65G611BK	Bic	Description: MARKER,GRIP,PEN,M,IN,BK Part No.: BICG5611BE	0.00%	0.00%	\$ 0.90
BIC RND STIC GRP BP PINE BK DZ	117	DZ	13902/65G611BK	Bic	Description: PEN,BPT,RNDSTIC,GRP,FP,BK Part No.: BICG5611BK	0.00%	0.00%	\$ 6.76
BIC RND STIC GRP BP PINE BK DZ	104	PK	50590	Bic	Description: TAPE,CORRECTION,10PK,W/WE Part No.: BICWOTAP21	0.00%	0.00%	\$ 1.69
BIC WTE-OUT CORRECTION TAPE 2	70	PK	50590	Bic	Description: TAPE,CORRECTION,10PK,W/WE Part No.: BICWOTAP21	0.00%	0.00%	\$ 0.24
BIG BED RUBBERBANDS #1178	63	PK	007000	Alliance	Description: R/BANDS,BIG,7X1,1/8" Part No.: AL100700	0.00%	0.00%	\$ 2.25
BLACK #345 STAPLER PCK	34	EA	15054567CC	Swingline	Description: 545 ANTIMICROB PK W/SPR,BLACK Part No.: UNV15001	PCC: 50% Recyc. Content: 50%	0.00%	\$ 0.26
BLACK TAPE DISPENSER	285	EA	10566	Universal	Description: DISPENSER,TAPE,LET,COKE,BK Part No.: UNV15001	0.00%	0.00%	\$ 0.19
BLUE BOOK 8.5X VWM 12 SHFT	303	EA	17513	Roamer Spring	Description: BOOK,EXAM,12SH,1/2WIDE,BE Part No.: MOAT7513	0.00%	0.00%	\$ 1.24
BROTHER 3010 LPT-OFF-TAPE 2PK	94	PK	3010	Brother	Description: TAPE,CORRECTION,2/PK Part No.: BRT3010	0.00%	0.00%	\$ 16.99
BROTHER TZE-2312PK 12MM BWHNT	91	PK	TZE-2312PK	Brother	Description: LABEL,1/2" BK,W/MT,2PK Part No.: BRTTZE2312PK	0.00%	0.00%	\$ 5.56
BROWN KRAFT 55 ENV 7.5X10.5 100	24	BX	134792/17105	Quality Park	Description: ENVELOPE,CAT,7.5X10.5,288 Part No.: QUA34762	0.00%	0.00%	\$ 0.79
CD ENVELOPE WINDOW WHIT 50	638	BX	12227	Innovera	Description: HOLDER,INDUL,CD/DVD,50PK Part No.: INV34766	0.00%	0.00%	\$ 0.73
CD/DISK MAILER 6 PK	57	PK	30169-CC	Quality Park	Description: MAILER,DISK,5,128X,25,25 Part No.: QUA67266	0.00%	0.00%	\$ 39.95
CHAIRMAT NO-LIP HARDFILR 46X60	12	EA	CMT1442F	Deflecto	Description: CHAIRMAT,46X60,NO-LIP,NBVL Part No.: DEFCON21442F	0.00%	0.00%	\$ 7.75
CLASP ENV BBN KRAFT 10X15-100	21	BX	4759021/19814	Universal	Description: ENVELOPE,CLSP,10X15,288BN Part No.: UNV35268	0.00%	0.00%	\$ 6.75
CLASP ENV BBN KRAFT 12X15-100	162	BX	4759021/19273	Universal	Description: ENVELOPE,CLSP,12X15,5,BN Part No.: UNV35270	0.00%	0.00%	\$ 3.66
CLASP ENV BBN KRAFT 6X9-100	94	BX	186999/19267	Universal	Description: ENVELOPE,CLSP,6X9,288,BN Part No.: UNV35260	0.00%	0.00%	\$ 0.20
CLEAR GUESTICK 4PK	99	PK	10445	Universal	Description: GUESTICK,CLEAR,380ZEA Part No.: UNV5748EA	0.00%	0.00%	\$ 0.55
CLIPBOARD LTR MANSITE 9X12.5 BN	218	EA	83500	Universal	Description: CLIPBOARD,STD,CLP,LETTER Part No.: UNV40904	0.00%	0.00%	\$ 7.95
COMFORT STIC MED BLU60PK	115	PK	29246	Papermate	Description: PEN,BP,CMT,MT,MED,PT,BE Part No.: PAP6110187	0.00%	0.00%	\$ 3.52
COMFORTABLE FINE BLU 12	54	DZ	6560187	Papermate	Description: PEN,BP,CMT,MT,MED,PT,BE Part No.: PAP6110187	0.00%	0.00%	\$ 3.52
COMFORTSTIC MED RED 12	65	DZ	129242	Papermate	Description: PEN,BP,CMT,MT,MED,PT,RO Part No.: PAP6120187	0.00%	0.00%	\$ 0.64
COMP BK BLK/WHI WR 100	501	EA	14557M	Paton	Description: BOOK,COMP,9,7.5,100 WR Part No.: PACMANK37101	0.00%	0.00%	\$ 21.60
COPY PPR 14 7/8X11 GN BAR 2700	60	CT	177113	TST/Impero	Description: PAPER,15B,14-7/8X11,GN,BAR,3000/CT Part No.: T51615850	0.00%	0.00%	\$ 3.99
COPY PAPER 3.5X 20H 8.5X11	40	RM	103375	Hammermill	Description: PAPER,CORDEP,LTR,3.5H,WHI Part No.: HAM103375	0.00%	0.00%	\$ 1.19
CORRECTION TAPE 2	789	PK	15897	Tombow	Description: TAPE,CORRECTION,MONO,2PK Part No.: TOM66627	PCC: 70% Recyc. Content: 70%	0.00%	\$ 0.99
COVER REPORT PRESSBOARD GV	134	EA	12905	Oxford	Description: COVER,RPRT,BSHD,LTR,IN,BE Part No.: OXF12905	PCC: 30% Recyc. Content: 65% Total Recycled Fiber	0.00%	\$ 0.54
D02002 3 VOLT LITHIUM BATTERY	76	EA	D120328PK	Duracell	Description: BATTERY,3IN,CELL,LITHM,2PK Part No.: DURD120328PK	0.00%	0.00%	\$ 1.29
DRY ERASE ERASER	192	EA	16312	Suzuki	Description: ERASER,DRY,ERASE,SURFACES Part No.: SAN61505	0.00%	0.00%	\$ 0.22
DRY ERASE MARKER ASST 4PK	264	PK	10439	Universal	Description: MARKER,DRY,ERASE,CHEL,AST Part No.: UNV43650	PCC: 42% Recyc. Content: 42%	0.00%	\$ 0.86
DURABLE BINDER 1IN GREEN	88	EA	27253/27266	Avery	Description: BINDER,RING,DURABLE,1",GN Part No.: AVE27253	0.00%	0.00%	\$ 7.60
DURACELL COPEPRT AAA 20PK	11	PK	DM2400B2002	Duracell	Description: BATTERY,AAA,20PK Part No.: DURM2400B2002	0.00%	0.00%	\$ 4.74
DUST-OFF 7 OZ 2 PCK	200	PK	DM5402	Falcon	Description: SPRAY,DUSTR,DUSTOFF,7OZ,2PK Part No.: FALDPSM2	0.00%	0.00%	\$ 84.75
EASEL PAD POST-IT 25X30 6/PK	12	PK	359-VAD-6PK	3M Corporation	Description: EASEL,POST-IT,6PK,WHITE Part No.: MMMS59VAD6PK	PCC: 30% Recyc. Content: 30%	0.00%	\$ 29.90
EASEL POST-IT SELF ADHESIVE 2PK	44	PK	559	3M Corporation	Description: PAD,EASEL,25X30,RECYC,W/VE Part No.: MMMS59APK	0.00%	0.00%	\$ 4.89
EASTAUGH REBRACKABLE FINE PT	33	DZ	132211	Pilot	Description: PEN,BP,ESTYCH,RETR,FINE,BE Part No.: PIL32211	PCC: 35% Recyc. Content: 35%	0.00%	\$ 0.79
ECONOMY BINDER 5IN BLUE	166	EA	103203	Avery	Description: BINDER,RING,11X8.5,5IN,BBE Part No.: AVE103203	PCC: 35% Recyc. Content: 35%	0.00%	\$ 0.79
ECONOMY BINDER 5IN BLUE	44	EA	103301	Avery	Description: BINDER,RING,11X8.5,5IN,BK Part No.: AVE103301	PCC: 35% Recyc. Content: 35%	0.00%	\$ 0.79
ECONOMY BINDER 7IN RED	211	EA	103310	Avery	Description: BINDER,RING,11X8.5,7IN,BK Part No.: AVE103310	PCC: 35% Recyc. Content: 35%	0.00%	\$ 5.35
ENV 6X9 55 BROWN 28H 100CT	79	BX	150262	Quality Park	Description: ENVELOPE,COM,3.5,28H,M/LA Part No.: QUA50262	0.00%	0.00%	\$ 9.88
ENV SELF SEAL FC 9X12 WHITE	25	BX	487495/14235	Quality Park	Description: ENVELOPE,9X12,FCB,CAT,WHI Part No.: QUA44534	PCC: 20% Recyc. Content: 20%	0.00%	\$ 14.30
ENVUOEE CLASP 10X13 KRAFT	50	BX	487496/17243	Quality Park	Description: ENVELOPE,CLP,10X13BPT28RCY Part No.: QUA38197	PCC: 20% Recyc. Content: 20%	0.00%	\$ 9.88
ENVELOPE CLASP 9X12 KRAFT	48	BX	487493/17242	Quality Park	Description: ENVELOPE,CLSP,9X12BPT28RCY Part No.: QUA38190	0.00%	0.00%	\$ 9.88
ENVELOPE FC ECLIC 9X12 WHI	53	BX	5P1486979	Quality Park	Description: ENVELOPE,9X12,FCB,CAT,WHI Part No.: QUA44534	0.00%	0.00%	\$ 5.52
ENVELOPE SELF SEAL 9X12 KRAFT	228	BX	50301	Quality Park	Description: ENV,410 WHI,500BK Part No.: QUA90020	0.00%	0.00%	\$ 14.95
ENVELOPE GUM #10-500	164	BX	146631/14245	Quality Park	Description: ENVELOPE,CAT,9X12,KFT,28H Part No.: QUA44562	PCC: 100% Recyc. Content: 100%	0.00%	\$ 27.40
ENVUO100 COPY 8.5X11	3,227	CT	15101	Rolland Envirocopy	Description: PPR,ENVUO100.0,8.5X11,201B,5000/CT Part No.: CSE5101	PCC: 100% Recyc. Content: 100%	0.00%	\$ 27.40
ENVUO100 COPY 8.5X11	2,140	CT	15101	Rolland Envirocopy	Description: PPR,ENVUO100.0,8.5X11,201B,5000/CT Part No.: CSE5101	PCC: 100% Recyc. Content: 100%	0.00%	\$ 27.40
ENVUO100 COPY 8.5X11	1,671	CT	15101	Rolland Envirocopy	Description: PPR,ENVUO100.0,8.5X11,201B,5000/CT Part No.: CSE5101	PCC: 100% Recyc. Content: 100%	0.00%	\$ 27.40
ENVUO100 COPY 8.5X11	1,683	CT	15101	Rolland Envirocopy	Description: PPR,ENVUO100.0,8.5X11,201B,5000/CT Part No.: CSE5101	PCC: 100% Recyc. Content: 100%	0.00%	\$ 27.40
ENVUO100 COPY 8.5X11	8	PL	5101PL	Rolland Envirocopy	Description: PPR,ENVUO100.0,8.5X11,201B,5000/CT Part No.: CSE5101	PCC: 100% Recyc. Content: 100%	0.00%	\$ 1,096.00
ENVUO100 COPY 8.5X11 PALLET	3	PL	5101PL	Rolland Envirocopy	Description: PPR,ENVUO100.0,8.5X11,201B,5000/CT Part No.: CSE5101	PCC: 100% Recyc. Content: 100%	0.00%	\$ 1,096.00
ENVUO100 COPY 8.5X11 PALLET	147	EA	181803	Sanitred	Description: CLEANER,WHITE,BOARD,8OZ Part No.: SAN81803	0.00%	0.00%	\$ 0.55

ITEM DESCRIPTION	QUANTITY	UOM	PART NUMBER	MANUFACTURER	DESCRIPTION & PART NUMBER	Percent of RECYCLED AND POST-CONSUMER CONTENT	Mercury Content Certification	PRICE
FASTENER P80NG 3PC 2.75X2	58	BX	0IC9852	Officemate Int'l	Description: FASTENER,2PC,2.75"X4" Part No.: 0IC9852	0.00%	0.00%	\$ 0.56
FILE FOLDER HANG LAM 1/8"X17	62	BX	16422-US-CC	Universal	Description: FOLDER,HANG,FOLD,LTR,GN Part No.: UNV724113	0.00%	0.00%	\$ 5.65
FILE PCT 3 IN LTR 8.5X11 25	83	BX	152425	Keebler	Description: PCT,FILE,LTR,STR,3.5" 25/BX Part No.: KFL3242	0.00%	0.00%	\$ 7.09
FILER PPT CR 8.5X11 400CT	87	PK	27521M	Pacon	Description: PAPER,ICCOLGIFILER,W/E Part No.: PAC202	0.00%	0.00%	\$ 3.60
FOLDER CLASS 100% RECCL LTR RED	9	BX	9876458	Universal	Description: FOLDER,CLASS,655C,CLTR,MD Part No.: UNV10908	0.00%	0.00%	\$ 17.20
FOLDER LTR ET P80D ST IN	80	BX	26200	Smead	Description: FOLDER,EXP,P80D,35PT,LTR Part No.: 5MD26200	0.00%	0.00%	\$ 12.83
FOLDER CLASS 2 DIV LTR LT BLUE	117	BX	9874358	Universal	Description: FOLDER,CLASS,655C,LTR,CBT Part No.: UNV10301	0.00%	0.00%	\$ 17.20
FOLDER CLASS 3 DIV LTR RED	50	BX	9165RCD58	Universal	Description: FOLDER,CLASS,655C,25CLTR Part No.: UNV10270	0.00%	0.00%	\$ 30.80
FOLDER SINGL TOP STRIGHT LTR TAB	70	BX	9875558	Universal	Description: FOLDER,P80B,8 SECLTR,CN Part No.: 5MD10291	0.00%	0.00%	\$ 7.29
FOLDER MANILA LGT ST CUT TAB	259	BX	13000	Smead	Description: FOLDER,MANILA,STR,CUT,LTR Part No.: 5MD10300	0.00%	0.00%	\$ 7.79
FOLDER MANILA LGT ST CUT TAB	22	BX	13000	Smead	Description: FOLDER,MANILA,STR,CUT,LTR Part No.: 5MD10300	0.00%	0.00%	\$ 22.20
FOLDER 1/3CUT LTR MANILA 250	205	BX	321689	Pendaflex	Description: PEN,1/3CUT,LTR,MANILA Part No.: PFL3003	0.00%	0.00%	\$ 7.24
62 GIL ROLLING PR YR BL OZ	17	DZ	31003	Pilot	Description: PLANNER,MO,X10 JAW,DEC,24.7" BK Part No.: HOD289632	0.00%	0.00%	\$ 9.95
HOD 12MO DAY/MO PLUN 7X1	15	EA	28953-17	House of Doolittle	Description: CALENDAR,WALL,3MO,8X17,DEC-JAN,BEA,BE Part No.: HOD289646	0.00%	0.00%	\$ 4.04
HOD 36MO WALL 14 MO 8 X 17	39	EA	3646-17	House of Doolittle	Description: CALENDAR,DESK,3MO,MO,22X17,JAN-DEC,BRW Part No.: HOD174	0.00%	0.00%	\$ 1.99
HOD COMPACT 12 MO DESK PAD	96	EA	124-17	House of Doolittle	Description: INKCAST,7.600C,PRTR,BK-300G Part No.: HEW156454	0.00%	0.00%	\$ 24.58
HP 45A BLACK INK	9	EA	516454BLACK	Hewlett-Packard	Description: INKCAST,7.600C,PRTR,BK-300G Part No.: HEW156454	0.00%	0.00%	\$ 16.52
HP 55 BLACK INK CARTRIDGE	33	EA	C65656AN140	Hewlett-Packard	Description: INKCAST,8K,456 F7750/750150 Part No.: HEWC65656AN	0.00%	0.00%	\$ 16.52
HP 57 TRI-COLOR INK	12	EA	C65656AN140	Hewlett-Packard	Description: INKCAST,8K,457P 100/5000G Part No.: HEWC65657AN	0.00%	0.00%	\$ 19.18
HP 57 TRI-COLOR INK	74	EA	C65656AN140	Hewlett-Packard	Description: INKCAST,8K,457P 100/5000G Part No.: HEWC65657AN	0.00%	0.00%	\$ 24.75
HP 550XL HYBLK/951 CMY CLR 4BK	39	PK	C8767VM140	Hewlett-Packard	Description: HP950XL,PLUS,951 COLOR COMBO Part No.: HEWC8767VM	0.00%	0.00%	\$ 31.35
HP 96 BLACK INK	11	EA	C8767VM140	Hewlett-Packard	Description: INKCAST,8K,457P 100/5000G Part No.: HEWC8767VM	0.00%	0.00%	\$ 26.66
HP 97 TRI-COLOR INK	15	EA	C8767VM140	Hewlett-Packard	Description: INKCAST,8K,457P 100/5000G Part No.: HEWC8767VM	0.00%	0.00%	\$ 22.05
HP 98 BLACK INK	145	EA	C8767VM140	Hewlett-Packard	Description: INKCAST,8K,457P 100/5000G Part No.: HEWC8767VM	0.00%	0.00%	\$ 41.76
HP 98 BLACK INK CART 2 PK	22	PK	C8767VM140	Hewlett-Packard	Description: INKCAST,8K,457P 100/5000G Part No.: HEWC8767VM	0.00%	0.00%	\$ 47.43
HP 98 BLK/95 TRI-COLOR INK 2PK	59	PK	C8767VM140	Hewlett-Packard	Description: INKCAST,8K,457P 100/5000G Part No.: HEWC8767VM	0.00%	0.00%	\$ 1.24
INDUSTRIAL MARKER 1/8"X13.81	171	PK	10309-CC	Universal	Description: INKCAST,8K,457P 100/5000G Part No.: HEWC8767VM	0.00%	0.00%	\$ 1.61
INTEGRALE DIVIDERS 8748 CLEAR	51	DZ	13801	Sanford	Description: HIGHLIGHTER,PENCIL,FLY Part No.: UNV08851	0.00%	0.00%	\$ 0.17
INTEGRALE DIVIDERS 8748 CLEAR	483	ST	118934/11112	Avery	Description: MARKER,PERMA-X,FINE,SHR,BK Part No.: SAN13801	0.00%	0.00%	\$ 0.17
INTEGRALE DIVIDERS 8748 CLEAR	271	ST	13487/11111	Avery	Description: INDEX,BNDR,11X8.5,80C/ST Part No.: AVE11111	0.00%	0.00%	\$ 0.17
INTEGRALE DIVIDERS 8748 CLEAR	105	ST	13487/11111	Avery	Description: INDEX,BNDR,11X8.5,80C/ST Part No.: AVE11111	0.00%	0.00%	\$ 0.17
JOURNAL BOOK 150 PGS BLACK	60	EA	26511	Rediform	Description: INDEX,BNDR,11X8.5,80C/ST Part No.: AVE11111	0.00%	0.00%	\$ 5.91
LABELS ADDRESS LABELWRITER-W/E	106	BX	30752	Dymo	Description: LABEL,ADDRESS,1.8" X 3.12 Part No.: DYM30752	0.00%	0.00%	\$ 10.49
LABELS ADDRESS LABELWRITER-W/E	113	BX	30752	Dymo	Description: LABEL,ADDRESS,260/RL,WE Part No.: DYM30752	0.00%	0.00%	\$ 8.19
LABELS ADDRESS LABELWRITER-W/E	16	BX	30752	Dymo	Description: LABEL,ADDRESS,260/RL,WE Part No.: DYM30752	0.00%	0.00%	\$ 10.49
LEAD REFIL BL 7MM	61	EA	50-H8	Penel	Description: LABEL,ADDRESS,260/RL,WE Part No.: DYM30752	0.00%	0.00%	\$ 0.12
LEGAL WHITE LABELS	54	PK	50092	Tebbles	Description: LEAD,PENCIL,7MM,1/8,12/TU Part No.: PEN50092	0.00%	0.00%	\$ 1.96
LETTER OPENER	99	EA	51001-642 AC	Universal	Description: LABEL,EXHIBIT,WE,252/PK Part No.: TAB58092	0.00%	0.00%	\$ 0.24
LETTER SIZE CLIPBOARD	154	EA	44280	Universal	Description: OPENER,LETTER,9.5"OFF Part No.: UNV31750	0.00%	0.00%	\$ 0.55
LG 3.5 EXP ROCKETS 25PK	29	BX	152465	Keebler	Description: CLIPBOARD,570 CLP,LETTER Part No.: UNV40304	0.00%	0.00%	\$ 9.48
MALIER BUBBLE 8.5X11 10 R2	100	EA	27224-CC	Sealed Air Corp.	Description: PCT,FILE,IG,STR,3.5" 25/BX Part No.: KFL3242	0.00%	0.00%	\$ 0.19
MARKER FLAIR BLACK	385	EA	8410152	Papermate	Description: MALIER,BUBB,8.5X12 Part No.: SEL10187	0.00%	0.00%	\$ 0.19
MARKER FLAIR BLUE	159	EA	8410152	Papermate	Description: MARKER,FLAIR,PT,6ND,BE Part No.: PAP8410152	0.00%	0.00%	\$ 0.19
MARKER FLAIR GREEN	236	EA	8410152	Papermate	Description: MARKER,FLAIR,PT,6ND,GN,DZ Part No.: PAP8410152	0.00%	0.00%	\$ 0.19
MARKER FLAIR RED	297	EA	8410152	Papermate	Description: MARKER,FLAIR,PT,6ND,RD Part No.: PAP8410152	0.00%	0.00%	\$ 0.19
MARKERS BLACK DX	144	DZ	20468-CC	Universal	Description: MARKER,PERM,CHSL,RG,BK Part No.: UNV07051	0.00%	0.00%	\$ 0.96
MED BINDCLIPS 24CT	470	PK	10666-CC	Universal	Description: MARKER,PERM,CHSL,RG,BK Part No.: UNV07051	0.00%	0.00%	\$ 1.20
MINI BIND 60CT CLIPS	246	PK	10666-CC	Universal	Description: CLIP,BINDER,15MM,DZ Part No.: UNV10195	0.00%	0.00%	\$ 0.99
MONO-CORRECTION TAPE	2 058	EA	68620	Tombow	Description: CLIP,BINDER,15MM,DZ Part No.: UNV10195	0.00%	0.00%	\$ 0.99
MONTHLY DESK PAD VIRGIN PAPER	348	CT	CL1731-17	Rediform	Description: TAPE,CORRECTION,MONO,2PK Part No.: TOM68627	0.00%	0.00%	\$ 1.82
MOUSE PAD BL	331	EA	38254-CC	W.E. Mason	Description: PAD,COMPUTATION,VOICE,M/W,WE Part No.: SEL10189	0.00%	0.00%	\$ 3.94
MULTI 1 1/8X3 1/2 BL	42	BX	13978/4150	Avery	Description: PAD,COMPUTATION,VOICE,M/W,WE Part No.: SEL10189	0.00%	0.00%	\$ 0.49
NOTE SEAL GOLD LBL	63	PK	13978/5868	Avery	Description: PAD,COMPUTATION,VOICE,M/W,WE Part No.: SEL10189	0.00%	0.00%	\$ 3.94
NOTE SEAL GOLD LBL	322	EA	14557M	Mead	Description: PAD,COMPUTATION,VOICE,M/W,WE Part No.: SEL10189	0.00%	0.00%	\$ 0.49
OOPS SIDEWINDER CORRECT TAPE 2	220	DZ	11558	Sanford	Description: PAD,COMPUTATION,VOICE,M/W,WE Part No.: SEL10189	0.00%	0.00%	\$ 3.94
OPTICLOW ROLLER PEN FINE PT BL	48	EA	35500	Tops	Description: PAD,COMPUTATION,VOICE,M/W,WE Part No.: SEL10189	0.00%	0.00%	\$ 3.94
PAD COMPUTATION LETTER GREEN 1	255	EA	51114	Rediform	Description: PAD,COMPUTATION,VOICE,M/W,WE Part No.: SEL10189	0.00%	0.00%	\$ 3.94
PAD FOLLOW UP VM LOG BOOK	132	EA	27225-CC	Sealed Air Corp.	Description: PAD,COMPUTATION,VOICE,M/W,WE Part No.: SEL10189	0.00%	0.00%	\$ 3.94
PADDED MAILE 9.3/8X13.1/4 R4	1 100	DZ	23643/26785	Universal	Description: PAD,COMPUTATION,VOICE,M/W,WE Part No.: SEL10189	0.00%	0.00%	\$ 3.94
PADS WDE RLE 8.5X11 75 12PK	458	CT	PS15CT	Palge	Description: PAD,COMPUTATION,VOICE,M/W,WE Part No.: SEL10189	0.00%	0.00%	\$ 3.94
PAGE MIRACLE BOX	829	BX	A2026607A	Universal	Description: PAD,COMPUTATION,VOICE,M/W,WE Part No.: SEL10189	0.00%	0.00%	\$ 3.94
PAPER CLIP STL H/1 094	704	BX	A2026600A	Universal	Description: PAD,COMPUTATION,VOICE,M/W,WE Part No.: SEL10189	0.00%	0.00%	\$ 3.94
PAPER CLIP STL JUNBO 045	237	RM	14786	Firework by Boise Papers	Description: PAD,COMPUTATION,VOICE,M/W,WE Part No.: SEL10189	0.00%	0.00%	\$ 3.94
PASTELS 8.5X11 BLUE PAPER RM	240	RM	14786	Firework by Boise Papers	Description: PAD,COMPUTATION,VOICE,M/W,WE Part No.: SEL10189	0.00%	0.00%	\$ 3.94
PASTELS 8.5X11 CANARY PAPER RM	55	RM	14789	Firework by Boise Papers	Description: PAD,COMPUTATION,VOICE,M/W,WE Part No.: SEL10189	0.00%	0.00%	\$ 3.94
PASTELS 8.5X11 CREAM PAPER RM	199	RM	14781	Firework by Boise Papers	Description: PAD,COMPUTATION,VOICE,M/W,WE Part No.: SEL10189	0.00%	0.00%	\$ 3.94
PASTELS 8.5X11 GREEN PAPER RM	64	RM	14781	Firework by Boise Papers	Description: PAD,COMPUTATION,VOICE,M/W,WE Part No.: SEL10189	0.00%	0.00%	\$ 3.94
PASTELS 8.5X11 LILAC PAPER RM	61	RM	14782	Firework by Boise Papers	Description: PAD,COMPUTATION,VOICE,M/W,WE Part No.: SEL10189	0.00%	0.00%	\$ 3.94
PASTELS 8.5X11 PINK PAPER RM	148	RM	14779	Firework by Boise Papers	Description: PAD,COMPUTATION,VOICE,M/W,WE Part No.: SEL10189	0.00%	0.00%	\$ 3.94
PASTELS 8.5X11 SALMON PAPER RM	40	RM	14783	Firework by Boise Papers	Description: PAD,COMPUTATION,VOICE,M/W,WE Part No.: SEL10189	0.00%	0.00%	\$ 3.94

ITEM DESCRIPTION		QUANTITY	UOM	PART NUMBER	MANUFACTURER	DESCRIPTION	PART NUMBER	Percent Of Recycled And Post-Consumer Content	Mercury Content Certification	PRICE
PEN BP RET MED BLACK		461	DZ	SUDJ00011999	Universal	Description: PEN,BALLPT,1.0MM,BK Part No.: UNV3530		0.00%	0.00%	\$ 1.10
PEN RET2.2-GRP 1.0MM BLACK		51	DZ	12310	Zebra	Description: PEN,BPT,RET,2-GRP,1.0MM,BK Part No.: ZEB22210		0.00%	0.00%	\$ 2.07
PEN ROLLER UNIBALL VSN FN BLUE		226	EA	60134	Sanford	Description: PEN,UNIBALL,VSN,FINE,BK Part No.: SAN60134		PGC: 80% Recyc Content: 80%	0.00%	\$ 5
PEN ROLLER UNIBALL VSN PURP		94	EA	60382	Sanford	Description: PEN,UNIBALL,VSN,PURPLE Part No.: SAN60382		PGC: 80% Recyc Content: 80%	0.00%	\$ 0.45
PERFORATED WRITING PAD, LTR, CAN, 1		224	DZ	26639	Universal	Description: PAD,LEG RULED,PERF,LTR,CA, 12PK Part No.: UNF91812		0.00%	0.00%	\$ 3.99
PHOTO FRAME 8.5X11 ROSEWD/BLK		42	EA	N1576MT	Drex	Description: FRAME,ROSEWD,W/8.5X11 Part No.: DAXN1576MT		0.00%	0.00%	\$ 7.67
PILOT G2 RET FINE BLACK 12		93	DZ	31020	Pilot	Description: PEN,RBLR,GLINK,FTT,BK Part No.: P1A31020		0.00%	0.00%	\$ 7.24
PILOT G2 RT FINE BLU 12		117	DZ	31021	Pilot	Description: PEN,RBLR,GLINK,FTT,BK Part No.: P1A31021		0.00%	0.00%	\$ 1.59
POCKET DISPLAY 8.5X11 EA		350	EA	MMWMB54C	3M Corporation	Description: FRAME,DISPLAY,POCKET,CR Part No.: MMWMB54C		0.00%	0.00%	\$ 3.21
POST-IT 1.5X2 CNRY 12PK		155	DZ	653-3W	3M Corporation	Description: NOTE,POST-IT,1.5X2,100/PD Part No.: MMW6533W		0.00%	0.00%	\$ 2.39
POST-IT 1.72 FLAG BRGHTS 4PK		95	PK	683-4AB	3M Corporation	Description: FLAG,SMALL,STK,140/PK,AST Part No.: MMW6834AB		0.00%	0.00%	\$ 2.18
POST-IT 1.72 FLAG BRGHTS 4PK		37	PK	688-R02	3M Corporation	Description: FLAG,STIK,IN OSR,RED,RETAIL,2PK Part No.: MMW688R02		0.00%	0.00%	\$ 1.49
POST-IT 2IN DUR TAB PRIME 24PK		125	PK	688-ALYR	3M Corporation	Description: PAD,POST-IT,2X1.5,24PK,AST Part No.: MMW688ALYR		0.00%	0.00%	\$ 5.69
POST-IT 4X6 S.5 CNRY UNED 5PK		149	PK	66055CY	3M Corporation	Description: PAD,POST-IT,4X6,5.5W Part No.: MMW66055CY		0.00%	0.00%	\$ 7.02
POST-IT SUPER STICKY NOTES		360	PK	654125CY	3M Corporation	Description: PAD,POST-IT,3X3,12 W Part No.: MMW654125CY		0.00%	0.00%	\$ 11.98
POST-IT TABLE TOP EASEL PD WHT		16	EA	563	3M Corporation	Description: PAD,EASEL,5-STICK,18LT,W,WE Part No.: MMW563R		0.00%	0.00%	\$ 0.69
PPR COMPOSITION BOOK		300	EA	NO27332	Reising Spring	Description: BOOK,COMP,365HT,WIDE,BK Part No.: ROA27332		0.00%	0.00%	\$ 3.19
PRINTABLE TABS 1-1/4		102	PK	16380	Avery	Description: TAB,PRTTL,1,1/4,W,66/PK Part No.: AVE16380		0.00%	0.00%	\$ 9.99
P-TOUCH TAPE 1/2IN BLK/WHT		78	EA	TPE-231	Brother	Description: LABEL,1/2" BW/WHT Part No.: BRTTPE231		0.00%	0.00%	\$ 9.99
P-TOUCH TAPE 1/2IN BLK/WHT		24	EA	TPE-231	Brother	Description: LABEL,1/2" BW/WHT Part No.: BRTTPE231		0.00%	0.00%	\$ 9.15
READY INDEX 12 TAB COLOR 6 PK		28	PK	11196	Avery	Description: DIVIDER,INDEX,12 TAB,AST Part No.: AVE11196		PGC: 20% Recyc Content: 20%	0.00%	\$ 2.13
READY INDEX 12 TAB COLOR 6 PK		41	ST	11125	Avery	Description: INDEX,BDNL,LTR,A2,CLRD Part No.: AVE11125		PGC: 20% Recyc Content: 20%	0.00%	\$ 4.12
READY INDEX 4-2 COLOR 1PK		44	PK	11187	Avery	Description: INDEX,BDNL,LTR,A2,CLRD Part No.: AVE11187		PGC: 20% Recyc Content: 20%	0.00%	\$ 6.17
READY INDEX TOC 5TAB COLOR 6PK		22	PK	11188	Avery	Description: INDEX,BDNL,10TAB,657/PK Part No.: AVE11188		PGC: 50% Recyc Content: 50%	0.00%	\$ 5
RECORD BK 12 2X7 2 300 PG BLK		62	EA	11842/26512	Reform	Description: BOOK,REC,300PG,5.75X7.175 Part No.: RE056231		PGC: 95% Recyc Content: 100%	0.00%	\$ 7.98
RECORD 1/5 STD GRN HANG-50PK		163	BK	266262	Reform	Description: BOOK,REC,300PG,5.75X7.175 Part No.: UNV41415		PGC: 95% Recyc Content: 100%	0.00%	\$ 0.31
RECIPTAG PAGE FLAGS ASSORTED		249	PK	76820	Redtag	Description: FLAG,RECIPTAG,PAGE,20/PK Part No.: RTG76820		PGC: 95% Recyc Content: 100%	0.00%	\$ 5.60
REMOVED HANGFOLD STD GRN LTR		211	BK	16403	Universal	Description: FOLDER,HANG,LTR,12,5 GN Part No.: UNV24115		PGC: 95% Recyc Content: 100%	0.00%	\$ 0.79
REMOVER CURVE HANDLE BK		110	EA	2467-CC	Universal	Description: REMOVER,7.5TAB,WAND Part No.: UNV10700		PGC: 95% Recyc Content: 100%	0.00%	\$ 1.24
RIBBON TYPWR BROTHER 1090 CORREC		326	EA	1030	Brother	Description: RIBB,COIR,FAX&300 SERIES Part No.: BRT1030		0.00%	0.00%	\$ 0.14
RIBN UNVS CALCULATOR-ERC ECR		68	EA	9037	Brother	Description: RIBN,CALC,MY,B/D Part No.: DP68037		0.00%	0.00%	\$ 37.20
ROLLAND ENVIR100 COOP 11X17		22	CT	5104	Rolland Environments	Description: PPR,ENVIR100,11X17,20LB,2500/CT Part No.: CSE5104		PGC: 100% Recyc Content: 100%	0.00%	\$ 0.90
ROUND STC GRP BP MED BLUE 12		352	DZ	13123/65M611BK	Bic	Description: PEN,BLPT,ROUNDSTCK,MED,BK Part No.: BIC65M611BK		0.00%	0.00%	\$ 0.99

ITEM DESCRIPTION	QUANTITY	UOM	PART NUMBER	MANUFACTURER	DESCRIPTION & PART NUMBER	Percent of RECYCLED AND POST-CONSUMER CONTENT	Mercury Content Certification	PRICE
STICKIES 4X6 REG LIND YLW 5PK	388	PK	S-46VR5	3M Corporation	Description: NOTE LIND 4X6 YLW LINED 12/PK Part No.: MM46699P	PCC: 30% Recyc Content: 30%	0.00%	\$ 1.65
STIND STAPLES 2300DCT	138	PK	10807	Universal	Description: STAPLES CHSEL PT 23TH/PK Part No.: UNV79000VP	0.00%	0.00%	\$ 0.95
STIPS 14ACT MED BINDER CLPS	44	PK	13003	Universal	Description: CLIP BINDER MEDIUM 36/PK Part No.: UNV10210VP	0.00%	0.00%	\$ 5.28
SUPR STNGTH 48MMX50M 6PK	198	PK	17530-CC	Universal	Description: TAPE 48X50 3MIL 6/PK CR Part No.: UNV93000	0.00%	0.00%	\$ 9.88
TAB DIVID CPR REINF 8TAB CL	103	ST	32385	Avery	Description: INDEX BNDR 11X8.5 8COT/ST Part No.: AVE123285	PCC: 20% Recyc Content: 20%	0.00%	\$ 0.72
TAB DVID PREPRINT EXC A-2 BK	44	ST	18946/11483	Avery	Description: INDEX ECON A-2 LTR RG/BK Part No.: AVE11483	PCC: 10% Recyc Content: 20%	0.00%	\$ 1.07
TANK HIGHTS YELLOW DZ	253	DZ	129203	Universal	Description: HILITER DESK YW Part No.: UNV08861	0.00%	0.00%	\$ 2.48
TAPE 3/4X1296	1,100	RL	15247/52380	Universal	Description: TAPE WRITE ON 3/4X2610 Part No.: UNV83436	0.00%	0.00%	\$ 0.99
TAPE BUCK SCOTCH 2X540	295	RL	945-2	3M Corporation	Description: TAPE BUCK TRANS 2X15YD5 Part No.: UNV15001	0.00%	0.00%	\$ 2.77
TAPE DISPENSER 3/4 IN	51	EA	10566	Universal	Description: DISPENSER TAPE 1 CORE BK Part No.: UNV15001	0.00%	0.00%	\$ 0.26
TAPE PACKING COMM 48MMX50M CL	429	PK	1181	Universal	Description: TAPE SEAL 2 7/8X5YD/CL Part No.: UNV61000	0.00%	0.00%	\$ 0.28
TAPE STAPLES 3/4X1296 12PK	305	PK	152380P12	Universal	Description: TAPE WRITE ON 3/4X2610 12 Part No.: UNV83436VP	0.00%	0.00%	\$ 4.67
TICONDEROGA GOLF PENCIL YEL 144	147	BX	14998	Dixon	Description: PENCILS GOLF 144/BX Part No.: DIX14998	0.00%	0.00%	\$ 2.64
TICONDEROGA PENCIL #2	224	DZ	13882	Dixon	Description: WOODCASE PENCIL HB #2 YELLOW Part No.: DIX13882	0.00%	0.00%	\$ 1.09
TWIN POCKET PORT TEAL 10 PK	202	PK	13383-CC	Oxford	Description: PORTFOLIO TWIN POCKET TL Part No.: OXF13555	PCC: 10% Recyc Content: 10%	0.00%	\$ 0.56
VIEW SLANT RING BINDER 2 WHIT	144	EA	2644-CC	Avery	Description: BNDR 5 LTR RING 11X8.5 2 WHE Part No.: AVE09501	PCC: 34% Recyc Content: 34%	0.00%	\$ 3.11
VIEW SLANT RING BINDER 3 WHIT	39	EA	26450-CC	Avery	Description: BNDR 5 LTR RING 11X8.5 3 WHE Part No.: AVE09701	PCC: 34% Recyc Content: 34%	0.00%	\$ 4.61
WALL CLOCK 14 IN PLASTIC ROUND	11	EA	18380	Chicago Lighthouse	Description: CLOCK SELF SET 16.5 DIA/BK Part No.: LHC57400603	PCC: 30% Recyc Content: 18%	0.00%	\$ 23.95
WASTE 28CT BLACK PLASTIC	172	EA	12117/19210	Rubbermaid	Description: WASTE BASKET PLAS 15H/BK Part No.: RCP2956008K	PCC: 20% Recyc Content: 20%	0.00%	\$ 2.75
WORKSAVER 8 TAB CLEAR	96	ST	18935/11124	Avery	Description: INDEX INSERT 8TAB CL Part No.: AVE11124	0.00%	0.00%	\$ 0.49
WRITE BROS BP MED BLACK 12	456	DZ	18807987	Papermate	Description: PEN,STK,WRITBROGSR,MED,BK Part No.: PAP8807987	0.00%	0.00%	\$ 1.27
WRITE BROS BP MED BLUE 12	1,437	DZ	18808087	Papermate	Description: PEN,STK,WRITBROGSR,MED,BE Part No.: PAP8808087	0.00%	0.00%	\$ 1.27
WRITE BROS G8P BALPT MED RD 12	110	DZ	18808187	Papermate	Description: PEN,STK,WRITBROGSR,MED,RD Part No.: PAP8808187	0.00%	0.00%	\$ 1.27
XENO RT MED BLK 12	80	DZ	17839	Universal	Description: PEN,BALLPT,1.0MM,BK Part No.: UNV15530	0.00%	0.00%	\$ 1.10
XENO RT MED BLU 12	251	DZ	17839	Universal	Description: PEN,BALLPT,1.0MM,BE Part No.: UNV15531	0.00%	0.00%	\$ 1.10
Z-GRIP MAX RI BP 1.0MM BLUE	98	DZ	122420	Zebra	Description: PEN,BP,RET,1.0MM,BE Part No.: ZEB22420	0.00%	0.00%	\$ 3.71

ATTACHMENT F
TONER PRICE LIST

ITEM DESCRIPTION	QUANTITY	UOM	PART NUMBER	MANUFACTURER	DESCRIPTION & PART NUMBER	Percent OF RECYCLED AND POST-CONSUMER CONTENT	Mercury Content Certification	PRICE
HP 90A BLACK TONER CART	271	EA	CE390A	Hewlett-Packard	TONER.F/M601.602.603/M4555.BK-10K Part #: HEWC390A	PCC: 0% Recycled: 16%	< 0.1%	\$ 122.70
HP 80A BLACK TONER	191	EA	CF280A	Hewlett-Packard	TONER.F/M401.425-2.7K Part #: HEWCF280A	PCC: 0% Recycled: 18%	< 0.1%	\$ 72.74
HP 64A BLACK TONER CART	136	EA	CC364A	Hewlett-Packard	TONER.F/P401/P4015-10K Part #: HEWCC364A	PCC: 3% Recycled: 16%	0%	\$ 117.36
HP 05A BLACK TONER CART	134	EA	CE505A	Hewlett-Packard	TONER.F/P2033/2055-2.3K Part #: HEWC505A	PCC: 22% Recycled: 39%	0%	\$ 63.04
HP 131A (CF210A) BLACK TONER	106	EA	CF210A	Hewlett-Packard	TONER.BLK.F/M251/276-1.6K Part #: HEWCF210A	PCC: 0% Recycled: 19%	< 0.1%	\$ 50.43
HP 507A CYAN TONER CART	104	EA	CE401A	Hewlett-Packard	TONER.BLK.F/M251/276-1.6K Part #: HEWCF401A	PCC: 0% Recycled: 14%	< 0.1%	\$ 158.74
HP 507A YELLOW TONER CART	97	EA	CE402A	Hewlett-Packard	TONER.BLK.F/M251/276-1.6K Part #: HEWCF402A	PCC: 0% Recycled: 14%	< 0.1%	\$ 158.74
HP 507A BLACK TONER (CE400A)	95	EA	CE400A	Hewlett-Packard	TONER.BLK.F/M251/276-1.6K Part #: HEWCF400A	PCC: 0% Recycled: 14%	< 0.1%	\$ 106.38
HP 507A MAGENTA TONER CART	94	EA	CE403A	Hewlett-Packard	TONER.BLK.F/M251/276-1.6K Part #: HEWCF403A	PCC: 0% Recycled: 14%	< 0.1%	\$ 158.74
HP 26A LASERJET TONER BLACK	86	EA	CF226A	Hewlett-Packard	TONER.BLK.F/M402/426 (26A)-3.1K Part #: HEWCF226A	PCC: 0% Recycled: 15%	< 0.1%	\$ 80.39
HP 201A LASERJET TONER CART BLK	69	EA	CF400A	Hewlett-Packard	TONER.BLK.F/M251/276-1.6K Part #: HEWCF400A	PCC: 0% Recycled: 18%	< 0.1%	\$ 49.36
HP 83A BLACK TONER	69	EA	CF283A	Hewlett-Packard	TONER.F/M127-1.5K Part #: HEWCF283A	PCC: 8% Recycled: 28%	< 0.1%	\$ 46.51
HP 131A (CF212A) YELLOW TONER	69	EA	CF212A	Hewlett-Packard	TONER.YEL.F/M251/276-1.8K Part #: HEWCF212A	PCC: 0% Recycled: 19%	< 0.1%	\$ 63.53
HP 131A (CF211A) CYAN TONER	69	EA	CF211A	Hewlett-Packard	TONER.CYN.F/M251/276-1.8K Part #: HEWCF211A	PCC: 0% Recycled: 19%	< 0.1%	\$ 63.53
HP 410A LASERJET TONER BLACK	65	EA	CF410A	Hewlett-Packard	TONER.CYN.F/M452/477-2.3K(410A) Part #: HEWCF410A	PCC: 0% Recycled: 16%	< 0.1%	\$ 124.04
HP 81A BLACK LASERJET TONER	63	EA	CF281A	Hewlett-Packard	TONER.MAG.F/M251/276-1.8K Part #: HEWCF281A	PCC: 0% Recycled: 19%	< 0.1%	\$ 63.53
HP 131A (CF213A) MAGENTA TONER	63	EA	CF213A	Hewlett-Packard	TONER.CYN.F/M452/477-2.3K(410A) Part #: HEWCF213A	PCC: 0% Recycled: 19%	< 0.1%	\$ 63.53
HP 78A BLACK TONER	60	EA	CE278A	Hewlett-Packard	TONER.F/P1606.BK-2.1K Part #: HEWCE278A	PCC: 0% Recycled: 19%	< 0.1%	\$ 60.13
HP 305A BLACK TONER	44	EA	CE410A	Hewlett-Packard	TONER.BLK.F/305A-2.2K Part #: HEWCE410A	PCC: 8% Recycled: 27%	< 0.1%	\$ 55.28
HP 507X HY BLACK TONER	40	EA	CE400X	Hewlett-Packard	TONER.HP 507X/HY.BK-1.1K Part #: HEWCE400X	PCC: 0% Recycled: 17%	0%	\$ 87.18
HP 304A BLACK TONER CART	40	EA	CC530A	Hewlett-Packard	TONER.CYN.F/CP2025/3K-3K Part #: HEWCC530A	PCC: 0% Recycled: 18%	< 0.1%	\$ 80.19
HP 410A LASERJET TONER CYAN	38	EA	CF411A	Hewlett-Packard	TONER.YEL.F/M452/477-2.3K(410A) Part #: HEWCF411A	PCC: 0% Recycled: 18%	< 0.1%	\$ 121.20
HP 42A BLACK TONER CART	31	EA	O5942A	Hewlett-Packard	TONER.F/LJ4240/4250/4350-10K Part #: HEWQ5942A	PCC: 13% Recycled: 13%	< 0.1%	\$ 49.46
HP 85A BLACK TONER	26	EA	CE285A	Hewlett-Packard	TONER.F/HP P1102.BK-1.6K Part #: HEWCE285A	PCC: 16% Recycled: 36%	0%	\$ 126.05
HP 38A BLACK TONER CART	25	EA	O1338A	Hewlett-Packard	TONER.F/LJ4200.BK Part #: HEWQ1338A	PCC: 8% Recycled: 27%	< 0.1%	\$ 103.78
HP 78A BLACK TONER 2PK	25	PK	CE278D	Hewlett-Packard	TONER.YEL.F/305A-2.6K Part #: HEWCE412A	PCC: 0% Recycled: 17%	< 0.1%	\$ 90.20
HP 305A YELLOW TONER CART	25	EA	CE412A	Hewlett-Packard	TONER.F/LJ1160/1320-2.5K Part #: HEWQ5949A	PCC: 0% Recycled: 19%	< 0.1%	\$ 58.68
HP 304A MAGENTA TONER CART	24	EA	CC533A	Hewlett-Packard	TONER.304A.F/CP2025/MA-2.8K Part #: HEWC533A	PCC: 0% Recycled: 17%	0%	\$ 84.38
HP 305A CYAN TONER CART	23	EA	CE411A	Hewlett-Packard	TONER.CYN.F/305A-2.6K Part #: HEWCE411A	PCC: 0% Recycled: 17%	< 0.1%	\$ 90.20
HP 304A YELLOW TONER CART	22	EA	CC532A	Hewlett-Packard	TONER.304.F/CP2025/YW-2.8K Part #: HEWC532A	PCC: 0% Recycled: 17%	0%	\$ 84.38
HP 305A MAGENTA TONER CART	21	EA	CE413A	Hewlett-Packard	TONER.MAG.F/305A-2.6K Part #: HEWCE413A	PCC: 0% Recycled: 17%	< 0.1%	\$ 90.20
HP 647A BLACK TONER CART	20	EA	CE260A	Hewlett-Packard	TONER.BLK.F/CP4025/4525-8-5K Part #: HEWCE60A	PCC: 0% Recycled: 13%	< 0.1%	\$ 113.48
HP 61X HY BLACK TONER	19	EA	C8061X	Hewlett-Packard	TONER.CART.LJ4100/4150(10K) Part #: HEWC8061X	PCC: 7% Recycled: 25%	0%	\$ 101.65
HP 74 BLACK INK	19	EA	CB335WN#140	Hewlett-Packard	INKCART.#74.F/OJ15700.BK-200G Part #: HEWC335WN	PCC: 52% Recycled: 55%	< 0.1%	\$ 11.63
HP 05A BLACK TONER 2PK	18	PK	CE505D	Hewlett-Packard	TONER.CE505. DUAL PACK.BK Part #: HEWCE505D	PCC: 22% Recycled: 36%	0%	\$ 115.42
HP 131X HY BLACK TONER	18	EA	CF210X	Hewlett-Packard	TONER.131X.M251/276-1.6K-2.4K Part #: HEWCF210X	PCC: 0% Recycled: 19%	< 0.1%	\$ 64.50
HP 304A CYAN TONER CART	21	EA	CC531A	Hewlett-Packard	TONER.CYN.F/CP2025/CYN-2.8K Part #: HEWCC531A	PCC: 0% Recycled: 17%	0%	\$ 84.29
HP 504A BLACK TONER CART	17	EA	CE251A	Hewlett-Packard	TONER.CYN.F/CP2525/3535-7K(504A) Part #: HEWCE251A	PCC: 0% Recycled: 14%	0%	\$ 184.29
HP 312A BLACK TONER CARTRIDGE	14	EA	CE380A	Hewlett-Packard	TONER.BLK.F/312A-4K Part #: HEWCF380A	PCC: 0% Recycled: 18%	< 0.1%	\$ 66.44
HP 128A BLACK TONER CART	14	EA	CE320A	Hewlett-Packard	TONER.#128A.F/CM1415.BK Part #: HEWCF320A	PCC: 0% Recycled: 19%	0%	\$ 53.34
HP 35A BLACK TONER CART	14	EA	CB435A	Hewlett-Packard	TONER.F/P1005/1006-1.5K Part #: HEWCB435A	PCC: 16% Recycled: 36%	< 0.1%	\$ 48.49
HP 504A MAGENTA TONER CART	13	EA	CE253A	Hewlett-Packard	TONER.MAG.F/CP3525/3535-7K Part #: HEWCE253A	PCC: 0% Recycled: 14%	0%	\$ 184.29
HP 80X HY BLACK TONER 2PK	12	PK	CF280XD	Hewlett-Packard	TONER. DUAL PACK.F/M401 Part #: HEWCF280XD	PCC: 0% Recycled: 18%	< 0.1%	\$ 230.85
HP 55A BLACK TONER CART	12	EA	CE255A	Hewlett-Packard	TONER.F/3015.BK-6K Part #: HEWCE255A	PCC: 11% Recycled: 29%	< 0.1%	\$ 103.78
HP 312A YELLOW TONER	11	EA	CF382A	Hewlett-Packard	TONER.YEL.312A-2.7K Part #: HEWCF382A	PCC: 0% Recycled: 18%	< 0.1%	\$ 89.04
HP 501A BLACK TONER CART	11	EA	O6470A	Hewlett-Packard	TONER.BLK.F/3600/3800-6K Part #: HEWQ6470A	PCC: 0% Recycled: 14%	< 0.1%	\$ 101.84

ATTACHMENT F
TONER PRICE LIST

HP 12A BLACK TONER CART	11	EA	Q2612A	Hewlett-Packard	TONER,F/UJ 101Z/3030(2K) Part #: HEWQ2612A	PCC: 4% Recycled: 23%	< 0.1%	\$	51.40
HP 645A BLACK TONER CART	10	EA	C9730A	Hewlett-Packard	TONER,BLK F/5500-EP86- 13K Part #: HEWQ9330A	PCC: 0% Recycled: 18%	< 0.1%	\$	202.72
HP 312A CYAN TONER	10	EA	CF381A	Hewlett-Packard	TONER,CN/312A-2.7K Part #: HEWCF381A	PCC: 0% Recycled: 18%	< 0.1%	\$	89.04
HP 312A MAGENTA TONER	10	EA	CF383A	Hewlett-Packard	TONER,MG/312A-2.7K Part #: HEWCF383A	PCC: 0% Recycled: 18%	< 0.1%	\$	89.04
HP 504A YELLOW TONER CART	9	EA	CE252A	Hewlett-Packard	TONER,YEL F/CP3525/35-7K Part #: HEWCE252A	PCC: 0% Recycled: 14%	0%	\$	184.29
HP 643A BLACK TONER CART	9	EA	Q5950A	Hewlett-Packard	TONER,BLK F/CL4700-11K Part #: HEWQ5950A	PCC: 0% Recycled: 15%	< 0.1%	\$	126.58
HP 645A MAGENTA TONER CART	8	EA	C9733A	Hewlett-Packard	TONER,MG/F/5500-EB6(12K) Part #: HEWQ9733A	PCC: 0% Recycled: 17%	< 0.1%	\$	281.29
HP 645A CYAN TONER CART	8	EA	C9731A	Hewlett-Packard	TONER,CN/F/5500-EB6(12K) Part #: HEWQ9731A	PCC: 0% Recycled: 17%	< 0.1%	\$	281.29
HP 645A YELLOW TONER CART	7	EA	C9732A	Hewlett-Packard	TONER,YEL F/5500-EP86 (12K) Part #: HEWQ9732A	PCC: 0% Recycled: 17%	< 0.1%	\$	281.29
HP 55X HY TONER BLACK	7	EA	CE255X	Hewlett-Packard	TONER,F/ HP P3015- BK-12.5K Part #: HEWCE255X	PCC: 11% Recycled: 29%	< 0.1%	\$	171.68
HP 80X HY BLACK TONER	7	EA	CF280X	Hewlett-Packard	TONER,F/ HP P3015- BK-12.5K Part #: HEWCF280X	PCC: 0% Recycled: 18%	< 0.1%	\$	131.91
HP 504X HY BLACK TONER	7	EA	CE250X	Hewlett-Packard	TONER,BLK F/CP3525/3550-10.5K Part #: HEWCE250X	PCC: 0% Recycled: 13%	0%	\$	140.64
HP 15X HY BLACK TONER	7	EA	C7115X	Hewlett-Packard	TONER,F/1200/3300SER3.5K) Part #: HEWCF7115X	PCC: 0% Recycled: 19%	< 0.1%	\$	69.95
HP 643A CYAN TONER CART	6	EA	Q5951A	Hewlett-Packard	TONER,CN/F/CL4700-10K Part #: HEWQ5951A	PCC: 0% Recycled: 15%	< 0.1%	\$	213.39
HP 85A BLACK TONER 2PK	6	PK	CE285D	Hewlett-Packard	TONER,CN/CE285A,DUAL PACK,BK Part #: HEWCE285D	PCC: 16% Recycled: 36%	0%	\$	93.11
HP 305X HY BLACK TONER	6	EA	CE410X	Hewlett-Packard	TONER,BLK F/305A-4K Part #: HEWCE410X	PCC: 0% Recycled: 17%	< 0.1%	\$	78.81
HP 13X HY BLACK TONER	6	EA	Q2613X	Hewlett-Packard	TONER,UJ1300 HY (4K) Part #: HEWQ2613X	PCC: 0% Recycled: 19%	0%	\$	73.23
HP 128A YELLOW TONER CART	6	EA	CE322A	Hewlett-Packard	TONER,#128A/F/CM1415.YL Part #: HEWCE322A	PCC: 0% Recycled: 19%	0%	\$	51.57
HP 128A CYAN TONER CART	6	EA	CE321A	Hewlett-Packard	TONER,#128A/F/CM1415.CN Part #: HEWCE321A	PCC: 0% Recycled: 19%	0%	\$	51.57
HP 90X HY BLACK TONER 2PK	5	PK	CE390XD	Hewlett-Packard	TONER,4555/600,BK, 2/PK, 1PK/BX Part #: HEWCE390XD	PCC: 0% Recycled: 15%	< 0.1%	\$	386.91
HP 643A YELLOW TONER CART	5	EA	Q5952A	Hewlett-Packard	TONER,YEL F/CL4700-10K Part #: HEWQ5952A	PCC: 0% Recycled: 15%	< 0.1%	\$	213.39
HP 05X HY BLACK TONER	5	EA	CE505X	Hewlett-Packard	TONER,F/FP2055-6.5K Part #: HEWCE505X	PCC: 22% Recycled: 38%	0%	\$	117.20
HP 641A BLACK TONER CART	5	EA	C9720A	Hewlett-Packard	TONER,BLK F/4600/4650 (9K) Part #: HEWQ9720A	PCC: 0% Recycled: 16%	< 0.1%	\$	145.49
HP 53X BLACK TONER	5	EA	Q7553X	Hewlett-Packard	TONER,F/FP2015 #53X-7K Part #: HEWQ7553X	PCC: 0% Recycled: 19%	< 0.1%	\$	119.19
HP 125A BLACK TONER CART	5	EA	CB540A	Hewlett-Packard	TONER,(125A)/CLUP1215,BK -2.2K Part #: HEWCB540A	PCC: 0% Recycled: 19%	< 0.1%	\$	58.19
HP 643A MAGENTA TONER CART	4	EA	Q5953A	Hewlett-Packard	TONER,MG/F/CL1600/2600-2K Part #: HEWQ593A	PCC: 0% Recycled: 15%	< 0.1%	\$	213.39
HP 64X HY BLACK TONER	4	EA	CC364X	Hewlett-Packard	TONER,F/PA015/4515-24K Part #: HEWCC364X	PCC: 3% Recycled: 16%	0%	\$	234.72
HP 503A MAGENTA TONER CART	4	EA	Q7583A	Hewlett-Packard	TONER,MG/F/CL13800-6K Part #: HEWQ7583A	PCC: 0% Recycled: 14%	0%	\$	107.95
HP 11A BLACK TONER	4	EA	Q6511A	Hewlett-Packard	TONER,F/UJ4000/2430-6K Part #: HEWQ6511A	PCC: 91% Recycled: 25%	< 0.1%	\$	38.75
HP 27X HY BLACK TONER	4	EA	SEB27XR	Hewlett-Packard	TONER,F/CL1600/2600-2K Part #: HEWQ5922A	PCC: 0% Recycled: 19%	0%	\$	69.83
HP 124A CYAN TONER	4	EA	Q6001A	Hewlett-Packard	TONER,CN/F/CL1600/2600-2K Part #: HEWQ6001A	PCC: 0% Recycled: 20%	< 0.1%	\$	69.83
HP 124A YELLOW TONER	4	EA	Q6002A	Hewlett-Packard	TONER,YEL F/CL1600/2600-2K Part #: HEWQ6002A	PCC: 0% Recycled: 20%	< 0.1%	\$	69.83
HP 124A MAGENTA TONER	4	EA	Q6003A	Hewlett-Packard	TONER,MG/F/CL1600/2600-2K Part #: HEWQ6003A	PCC: 0% Recycled: 20%	< 0.1%	\$	69.83
HP 124A BLACK TONER	4	EA	Q6000A	Hewlett-Packard	TONER,BLK F/CL2600-2.5K Part #: HEWQ6000A	PCC: 0% Recycled: 20%	< 0.1%	\$	62.07
HP 128A MAGENTA TONER CART	4	EA	CE323A	Hewlett-Packard	TONER,#128A/F/CM1415.MG Part #: HEWCE323A	PCC: 0% Recycled: 19%	0%	\$	51.57
HP 42X HY BLACK TONER	3	EA	Q5942X	Hewlett-Packard	TONER,F/UJ4250/4350 -20K Part #: HEWQ5942X	PCC: 13% Recycled: 13%	< 0.1%	\$	218.20
HP 641A CYAN TONER CART	3	EA	C9721A	Hewlett-Packard	TONER,CN/F/4600/4650 (8K) Part #: HEWQ9721A	PCC: 0% Recycled: 16%	< 0.1%	\$	197.87
HP 503A CYAN TONER CART	3	EA	Q7581A	Hewlett-Packard	TONER,CN/F/CL13800-6K Part #: HEWQ7581A	PCC: 0% Recycled: 14%	0%	\$	142.58
HP 49X HY BLACK TONER	3	EA	Q5949X	Hewlett-Packard	TONER,F/UJ1320 HY-6K Part #: HEWQ5949X	PCC: 0% Recycled: 17%	< 0.1%	\$	116.35
HP 125A BLACK TONER 2PK	3	PK	CB540AD	Hewlett-Packard	TONER,BK F/CP1215-2PK Part #: HEWCB540AD	PCC: 0% Recycled: 19%	< 0.1%	\$	101.84
HP 125A MAGENTA TONER	3	EA	CB543A	Hewlett-Packard	TONER,(125A)/F/CLP1215.MA-1.4K Part #: HEWCB543A	PCC: 0% Recycled: 17%	< 0.1%	\$	51.89
HP 11X HY BLACK TONER	2	EA	Q6511X	Hewlett-Packard	TONER,F/UJ2400/2430-12K Part #: HEWQ6511X	PCC: 9% Recycled: 23%	< 0.1%	\$	189.90
HP 649X HY BLACK TONER	2	EA	CE260X	Hewlett-Packard	TONER,BLK F/CP4525-17K Part #: HEWCE260X	PCC: 0% Recycled: 13%	< 0.1%	\$	186.23
HP 503A YELLOW TONER CART	2	EA	Q7582A	Hewlett-Packard	TONER,YEL F/CL13800-6K Part #: HEWQ7582A	PCC: 0% Recycled: 13%	< 0.1%	\$	189.90
SEB REMAN TONER HP 64A BLACK	2	EA	SEB64AR	Hewlett-Packard	TONER,HP 401A-10K Part #: WRC64A	PCC: 93% Recycled: 93%	0%	\$	58.15
HP 53A BLACK TONER CART	2	EA	Q7553A	Hewlett-Packard	TONER,F/FP2015-453A(3K) Part #: HEWQ7553A	PCC: 0% Recycled: 19%	< 0.1%	\$	65.52
XEROX 106R01374 HY BLK TNR	46	EA	106R01374	Hewlett-Packard	TONER,PH 3250-BK-5K Part #: XER106R01374	PCC: 0% Recycled: 0%	0%	\$	81.76
XEROX 106R01629 YELLOW TONER	29	EA	106R01629	Hewlett-Packard	TONER,F/PH 6010-YL-1K Part #: XER106R01629	PCC: 0% Recycled: 0%	0%	\$	40.15
XEROX 106R01628 MAGENTA TONER	28	EA	106R01628	Hewlett-Packard	TONER,F/PH 6010-MG-1K Part #: XER106R01628	PCC: 0% Recycled: 0%	0%	\$	40.15
XEROX 106R01630 BLACK TONER	22	EA	106R01630	Hewlett-Packard	TONER,F/PH 6010-BK Part #: XER106R01630	PCC: 0% Recycled: 0%	0%	\$	46.84
SEB REMAN TONER HP 80A BLK	42	EA	SEB80AR	Hewlett-Packard	TONER,F/HP 80A-2.7K Part #: WRF80A	PCC: 90% Recycled: 90%	0%	\$	24.20
SEB REMAN TONER HP 49A BLK	42	EA	SEB49AR	Hewlett-Packard	TONER,HP 1320 HY/BK-2.5K Part #: WRF80A49A	PCC: 9% Recycled: 9%	0%	\$	29.05

ATTACHMENT G
NON-CORE LIST

Category #	Category Description	Vendor Catalog Discounts
1	Adhesives, Glues, Gluesticks, Adhesive Removers	61.75%
2	Appointment Books, Phone Message Books, Statement Books, Fax Message Books, While You Were Out Books, Forms, Dictionaries, Thesaurus, Diaries, Tickets, Reference Sets, Etc	61.75%
3	Cardboard Boxes, Storage Containers	61.75%
4	Award Frames, Displays, Plaques, Certificates	61.75%
5	Badges, Badge Holders, Lanyards	61.75%
6	Batteries, Chargers, UPS Power Supplysurge Protectors, Extension Cords	61.75%
7	Binder Clips, Paper Clips, Panel Clips, Pushpins, Thumbtacks, Safety Pins, Rubberbands, Scissors, Shears, Cutters, Trimmers, Hole Punches	61.75%
8	Binders, Combs, Rings, Splines	61.75%
9	Book Ends	61.75%
10	Bulletin Boards, Cork Boards, Easels, Easel Pads, Poster Boards	61.75%
11	Calendars, Deskpads, Refills, Planners	61.75%
12	Calculators, Calculator Ink, Calculator Spools, Adding Machine Tape, Cash Register Tape	36.25%
13	Carts, Handtrucks	36.25%
14	CD's, DVD's, Tape Cartridges, CD and DVD Cases, CD and DVD Storage, Computer Disks and Diskettes, CD Mailers, Computer Bags and Cases, Cameras, Camera Film, Photo Paper, Camera Bags, Camera Cases	43.05%
15	Chairmats	53.25%
16	Clocks, Hooks, Lamps	61.75%
17	Correction Fluid, Correction Tape, Correction Pens	61.75%
19	Erasers, Dry Erase Erasers, Chalk, Crayons	61.75%
20	Fans, Heaters	36.25%
23	Ink Pads, Refills, Stamps	61.75%
25	Labels, Label Makers, Label Holders	61.75%
26	Mailing Tubes, Mailing Tubs, Packaging, Envelopes, Fingertips, Letter Openers, Moistener	61.75%
27	Markers, Highlighters	61.75%
28	Mouse, Wristrests, Keyboard Pads, Mousepads	61.75%
29	Notebooks, Notepads, Pads of Paper, Post it Notes, Art Paper, Construction Paper, Crepe Paper	61.75%
30	Office Organizers, Inboxes, Copyholders, Pen and Pencil Holders, Wastebaskets, Drawers, Desktop Shelves, Shredders, Shredder bags, Surge Protectors, Extension Cords	61.75%
32	Pencils, Pencil Erasers, Lead Refills, Pencil Sharpeners, Pens, Pen Refills	61.75%
33	Protractors, Rulers, Yardsticks, Compasses, Engineer Triangles	61.75%

ATTACHMENT G
NON-CORE LIST

34	Report Covers, Files, File Folders, Pocket Files, Portfolios, Jackets, Inserts, Folder Frames, Dividers, Wallet Files, File Guides, Index Cards, Business Cards, Card Holders, File Indexes, Tabs, Ledgers, Tab Reinforcement, Tags, Sheet Protectors, Letters, Numbers, Fasteners, Fastener Bases, Clipboards, Flag Tape	61.75%
35	Signs, Sign Holder, Flyer Holders, Racks, Literature Displays, Name Plates	61.75%
36	Staplers, Staples, Staple Removers	61.75%
37	Tape, Tape Dispensers, Embossing Tape, Velcro Products	61.75%
38	Toners, Laserjet HP Brand only	38.80%
39	All other HP Toners, Cartridges, Fusers, Kits, Drums and accessories	38.80%
40	Toners, Cartridges, Fusers, Kits, Drums, All other Brands	38.80%
41	Remanufactured Toners	43.05%
42	Transparency Film, Transparency Paper, Laminators, Laminating Supplies, Laminating Pouches	61.75%
43	CD-ROM, or USB flash Drives	43.05%
44	Un-Categorized Spend	44.75%