



JUDITH T. WON PAT E.D. D.
Acting Superintendent of Education

**DEPARTMENT OF EDUCATION
OFFICE OF SUPPLY MANAGEMENT**

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CARMEN T. CHARFAUROS
Supply Management Administrator

April 13, 2023

AMENDMENT 2 ACKNOWLEDGEMENT FORM

IFB 002-2023

Indefinite Quantity Bid Purchase of Administrative and Instructional Supplies

Please review the attached document. (All Notice/Amendments can be reviewed on our website) Please sign **this acknowledgement page and only return this page**, attention to **DIANA D. HAYASHI** via fax (671) 472-5001 or e-mail to: ddhayashi@gdoe.net.

I, _____, an authorized representative of the company named below, acknowledge receipt of **AMENDMENT 2**, for **IFB 002-2023, Indefinite Quantity Bid Purchase of Administrative and Instructional Supplies**. Number of pages 23 (including this coversheet).

Company Name (Print)

Print Name

Signature

Time and Date



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AMENDMENT 2

Prospective Oferror:

Please refer to our Invitation for Bid for IFB No. 002-2023 Indefinite Quantity Bid Purchase of Administrative and Instructional Supplies.

In the Spirit of clarity and achieving the best possible solution to satisfy the requirements of IFB 002-2023, GDOE is providing an updated BID cost form for Administrative supplies as items 21, 22 and 23 were some items missing due to the format of the document.

Revised BID cost form for Administrative supplies.

Sincerely,


CARMEN T. CHARFAUROS
Supply Management Administrator

INDEFINITE QUANTITY BID PURCHASE OF ADMINISTRATIVE AND INSTRUCTIONAL SUPPLIES

Administrative Supplies

Item No.	Description	Minimum Quantity	Unit	Unit Price	Total Price
1	Batteries, Alkaline, Long-lasting, Lasts Up to 10 Years in Storage, Size: AA, 8 Per Pack, Duracell, Energizer, Lifeline Brand or Equal Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	124	PK		
2	Batteries, Alkaline, Long-lasting, Lasts Up to 10 Years in Storage, Size: AAA, 8 Per Pack, Duracell, Energizer, Lifeline Brand or Equal Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	106	PK		
3	Binder Clips, 1-1/4 in, 12 Per Box Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	27	BX		
4	Binder Clips, 2in, 12 Per Box Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	51	BX		
5	Binder Clips, 3/4in, 12 Per Box Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	20	BX		
6	Binders, Economy View, Letter Size, 1/2in, 3 Rings, Black and White Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	30	EA		

INDEFINITE QUANTITY BID PURCHASE OF ADMINISTRATIVE AND INSTRUCTIONAL SUPPLIES

Administrative Supplies

Item No.	Description	Minimum Quantity	Unit	Unit Price	Total Price
7	Binders, Economy View, Letter Size, 1in, 3 Rings, Black and White Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	36	EA		
8	Binders, Economy View, Letter Size, 1-1/2in, 3 Rings, Black and White Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	681	EA		
9	Binders, Economy View, Letter Size, 2in, 3 Rings, Black and White Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	118	EA		
10	Binders, Economy View, Letter Size, 3in, 3 Rings, Black and White Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	32	EA		
11	Binders, Economy View, Letter Size, 4in, 3 Rings, Various Colors Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	1	EA		
12	Book, Record, Numbered Page, 14-1/2in x 8-3/4in, 150 Pages Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	2	EA		
13	Book, Record, Numbered Page, 14-1/8in x 8-5/8in, 300 Pages Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	2	EA		

COMPANY: _____

INDEFINITE QUANTITY BID PURCHASE OF ADMINISTRATIVE AND INSTRUCTIONAL SUPPLIES

Administrative Supplies

Item No.	Description	Minimum Quantity	Unit	Unit Price	Total Price
14	Clipboard, Hardboard with Low Profile Clip, Letter Size Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	151	EA		
15	Correction Tape, 1/6in x 394in, 1 Line Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	596	EA		
16	Cumulative Health Record Insert, 11-3/4in x 9in, 100 Per Box Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	10	BX		
17	Cumulative School Record Folder for Students, 12in x 19in, Includes: Family Data, Elementary and Secondary School Record, Health, and Test information, 100 Per Box Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	10	BX		
18	Disc Envelope, Paper, with Window, 5in x 5in, White, 100 Per Pack Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	1	PK		
19	Discs, CD-R, Recordable, 52x Speed, 700MB/80min, 50 Per Pack Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	1	PK		
20	Discs, CD-RW, Re-Writable, 12x Speed, 700MB/80min, 25 Per Pack Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	1	PK		

COMPANY: _____

INDEFINITE QUANTITY BID PURCHASE OF ADMINISTRATIVE AND INSTRUCTIONAL SUPPLIES

Administrative Supplies

Item No.	Description	Minimum Quantity	Unit	Unit Price	Total Price
21	Discs, DVD-R, Recordable, 16x Speed, 4.7 GB/120 Minutes, 50 Per Pack Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	1	PK		
22	Discs, DVD-RW, Re-Writable, 4x Speed, 4.7 GB/120 Minutes, 30 Per Pack Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	1	PK		
23	Duster, Electronic Compressed Air, 12 oz. Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	24	EA		
24	Envelopes, #10, Self-Seal, 4-1/8in x 9-1/2in, with Window, 24Lb, 500 Per Box Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	5	BX		
25	Envelopes, #10, Self-Seal, 4-1/8in x 9-1/2in, Regular, 24Lb, 500 Per Box Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	5	BX		
26	Envelopes, Clasp, Kraft, 10in x 13in, 100 Per Box Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	10	BX		
27	Envelopes, Clasp, Kraft, 10in x 15in, 100 Per Box Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	5	BX		

INDEFINITE QUANTITY BID PURCHASE OF ADMINISTRATIVE AND INSTRUCTIONAL SUPPLIES

Administrative Supplies

Item No.	Description	Minimum Quantity	Unit	Unit Price	Total Price
28	Envelopes, Clasp, Kraft, 9in x 12in, 100 Per Box Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	5	BX		
29	Fasteners, standard two-piece, prong base and compressor, 2in capacity, 50 per box Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	10	BX		
30	Fasteners, standard two-piece, prong base and compressor, 3-1/2in capacity, 50 per box Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	66	BX		
31	Flags, Standard Marking with Pop up dispenser, 1in W x 1-7/10in L, Various Colors: Red, Blue, Green, Yellow, White, 50 Flags Per Pad, 2 Pads Per Pack, Post-It, Staples, Redi-Tag Brand or Equal Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	10	PK		
32	Folder, Twin Pocket, Paper, Various Colors: Black, Blue, Burgundy, Dark Blue, Gray, Green, Hunter Green, Light Blue, Orange, Pink, Red, Teal, White, Yellow, Purple, and Assorted Per Box, Letter Size, 25 Per Box Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	237	BX		
33	Folder, Twin Pocket, Plastic, Assorted Colors Per Pack, With Prongs, Letter Size, 10 Per Pack Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	1,709	PK		

INDEFINITE QUANTITY BID PURCHASE OF ADMINISTRATIVE AND INSTRUCTIONAL SUPPLIES

Administrative Supplies

34	Folders, Classification, Pressboard, 25pt Cover, 4 Sections, 2in Expansion, Prong Fasteners Inside, Letter Size, 10 Per Box Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	10	BX		
35	Folders, Classification, Pressboard, 25pt Cover, 6 Sections, 2in Expansion, Prong Fasteners Inside, Letter Size, 10 Per Box Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	4	BX		

INDEFINITE QUANTITY BID PURCHASE OF ADMINISTRATIVE AND INSTRUCTIONAL SUPPLIES

Administrative Supplies

Item No.	Description	Minimum Quantity	Unit	Unit Price	Total Price
36	Folders, Classification, Pressboard, 25pt Cover, 4 Sections, 2in Expansion, Prong Fasteners Inside, Legal Size, 10 Per Box Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	2	BX		
37	Folders, Classification, Pressboard, 25pt Cover, 6 Sections, 2in Expansion, Prong Fasteners Inside, Legal Size, 10 Per Box Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	2	BX		
38	Folders, Classification, Pressboard, 25pt Cover, 8 Sections, 3in Expansion, Prong Fasteners Inside, Legal Size, 10 Per Box Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	1	BX		
39	Folders, File Pockets, Straight Cut Tab, 5-1/4in Expansion, Legal Size, 10 Per Box Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	1	BX		
40	Folders, File Pockets, Straight Cut Tab, 5-1/4in Expansion, Letter Size, 10 Per Box Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	10	BX		
41	Folders, File Pockets, Straight Cut Tab, 5-1/4in Expansion, Letter Size, 10 Per Box Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	10	BX		

INDEFINITE QUANTITY BID PURCHASE OF ADMINISTRATIVE AND INSTRUCTIONAL SUPPLIES

Administrative Supplies

Item No.	Description	Minimum Quantity	Unit	Unit Price	Total Price
42	Folders, File Pockets, Straight Cut, 1-1/2in Expansion, Manila, Legal Size, 50 Per Box Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	1	BX		
43	Folders, File Pockets, Straight Cut, 1-1/2in Expansion, Manila, Letter Size, 50 Per Box Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	10	BX		
44	Folders, File, Expanding, Heavy Duty, Leather-Like, Alphabetic, 21 Pockets, 15in x 10in, Open Top Files Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	10	EA		
45	Folders, File, Expanding, Heavy Duty, Leather-Like, Monthly, 12 Pockets, 15in x 10in, Open Top Files Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	5	EA		
46	Folders, File, Single Ply, 1/3 Cut Tabs, Assorted Positions, Various Colors: Blue, Green, Orange, Red, Yellow, Pink, White, and Assorted Per Box,, Letter Size, 100 Per Box Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	23	BX		
47	Folders, File, Single Ply, 1/3 Cut Tabs, Assorted Positions, Various Colors: Blue, Green, Orange, Red, Yellow, Pink, White, and Assorted Per Box, Legal Size, 100 Per Box Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	1	BX		
48	Folders, File, Single Ply, 1/3 Cut Tabs, Assorted Positions, Manila, Letter Size, 100 Per Box Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	5	BX		

COMPANY: _____

INDEFINITE QUANTITY BID PURCHASE OF ADMINISTRATIVE AND INSTRUCTIONAL SUPPLIES

Administrative Supplies

49	<p>Folders, File, Single Ply, 1/3 cut tabs, Assorted Positions, Manila, Legal Size, 100 Per Box</p> <p>Manufacturer / Brand: _____</p> <p>Catalog Number: _____</p> <p><input type="checkbox"/> Brochure and Descriptive Literature Included</p>	1	BX		
50	<p>Folders, Pressboard, Expanding to 1in, 1/3 Cut Tabs Assorted Position, 2 Prong Fasteners Inside, Legal Size, Gray/Green, 25 Per Box</p> <p>Manufacturer / Brand: _____</p> <p>Catalog Number: _____</p> <p><input type="checkbox"/> Brochure and Descriptive Literature Included</p>	4	BX		
51	<p>Folders, Pressboard, Expanding to 1in, 1/3 Cut Tabs, Assorted Position, 2 Prong Fasteners Inside, Letter Size, Gray/Green, 25 Per Box</p> <p>Manufacturer / Brand: _____</p> <p>Catalog Number: _____</p> <p><input type="checkbox"/> Brochure and Descriptive Literature Included</p>	4	BX		
52	<p>Highlighters, Pen Style, Chisel Point, 6 Assorted Colors Per Set, Ticonderoga, Pilot, Sharpie Brand or Equal</p> <p>Manufacturer / Brand: _____</p> <p>Catalog Number: _____</p> <p><input type="checkbox"/> Brochure and Descriptive Literature Included</p>	1001	SET		
53	<p>Highlighters, Pen Style, Chisel Tip, Various Colors: Yellow, Green, Pink, Blue, 1 Color Per Box, 12 Per Box, Ticonderoga, Pilot, Sharpie Brand or Equal</p> <p>Manufacturer / Brand: _____</p> <p>Catalog Number: _____</p> <p><input type="checkbox"/> Brochure and Descriptive Literature Included</p>	31	BX		
54	<p>Labels, File Folder, For Typewriters, 3-1/2in x 9/16in, 248 Labels Per Pack</p> <p>Manufacturer / Brand: _____</p> <p>Catalog Number: _____</p> <p><input type="checkbox"/> Brochure and Descriptive Literature Included</p>	5	PK		

INDEFINITE QUANTITY BID PURCHASE OF ADMINISTRATIVE AND INSTRUCTIONAL SUPPLIES

Administrative Supplies

Item No.	Description	Minimum Quantity	Unit	Unit Price	Total Price
55	Marker, Permanent, Chisel Tip, Various Colors: Black, Blue, Red, and Green, 1 Color Per Box, 12 Per Box, Ticonderoga, Pilot, Sharpie Brand or Equal Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	202	BX		
56	Marker, Permanent, Fine Point, 8 Assorted Colors Per Set, Ticonderoga, Pilot, Sharpie Brand or Equal Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	115	ST		
57	Marker, Permanent, Fine Point, Various Colors: Black, Blue, Red, and Green, 1 Color Per Box, 12 Per Box, Ticonderoga, Pilot, Sharpie Brand or Equal Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	10	BX		
58	Moistener, Fingertip, 3/8 oz., Sortkwik, Sparco, Staple Brand or Equal Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	7	EA		
59	Note Pads, Self-Stick, Removable, 1-1/2in x 2in, Assorted Colors Per Pack, 100 Sheets Per Pad, 12 Pads Per Pack, Post-It, Staples, Redi-Tag Brand or Equal Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	123	PK		
60	Note Pads, Self-Stick, Removable, 3in x 3in, Assorted Colors Per Pack, 100 Sheets Per Pad, 12 Pads Per Pack, Post-It, Staples, Redi-Tag Brand or Equal Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	1	PK		

INDEFINITE QUANTITY BID PURCHASE OF ADMINISTRATIVE AND INSTRUCTIONAL SUPPLIES

Administrative Supplies

Item No.	Description	Minimum Quantity	Unit	Unit Price	Total Price
61	Note Pads, Self-Stick, Removable, 3in x 5in, Canary Yellow, 100 Sheets Per Pad, 12 Pads Per Pack, Post-It, Staples, Redi-Tag Brand or Equal Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	1	PK		
62	Note pads, Self-Stick, Removable, 4in x 6in, Lined, Assorted Colors Per Pack, 100 Per Pad, 5 Pads Per Pack, Post-It, Staples, Redi-Tag Brand or Equal Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	1	PK		
63	Note Pads, Self-Stick, Removable, Pop-Up, 3in x 3in, Assorted Colors Per Pack, 100 Sheets Per Pad, 6 Pads Per Pack, Post-It, Staples, Redi-Tag Brand or Equal Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	1	PK		
64	Page Marker, Pop Up, 1in x 1-1/2in, 50 Sheets Per Pad, 4 Per Pack, Assorted Colors Per Pack, Post-It, Staples, Redi-Tag Brand or Equal Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	1	PK		
65	Paper, Filler, Wide Ruled, 3-Hole Punch, 8in x 10 -1/2in, 200 Sheets Per Pack Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	3020	PK		
66	Paper Clips, Size Jumbo, Silver, 100 Clips Per Box, 10 Boxes Per Pack Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	20	PK		

INDEFINITE QUANTITY BID PURCHASE OF ADMINISTRATIVE AND INSTRUCTIONAL SUPPLIES

Administrative Supplies

Item No.	Description	Minimum Quantity	Unit	Unit Price	Total Price
67	Paper Clips, Size No. 1, Silver, 100 Clips Per Box, 10 Boxes Per Pack Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	10	PK		
68	Paper Clips, Size No. 3, Silver, 100 Clips Per Box, 10 Boxes Per Pack Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	5	PK		
69	Paper Clips, Vinyl, Size Jumbo, Assorted Colors Per Box, 200 Per Box Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	1	BX		
70	Paper Clips, Vinyl, Size No. 2, Assorted Colors Per Box, 200 Per Box Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	5	BX		
71	Paper Punch, 1-Hole Punch, 1/4in Hole, Punches Up to 15 Sheets, Collects Paper Dots Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	1	EA		
72	Paper Punch, 2-Hole Punch, 9/32in Hole, Punches Up to 20 Sheets of 20lb Paper, Adjustable Paper Guide, Low-Force, Swingline, Officemate, Bostitch Brand or Equal Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	1	EA		
73	Paper Punch, 3-Hole Punch, 9/32in Hole, Punches Up to 20 Sheets of 20lb Paper, Low-Force Punch, Swingline, Officemate, Bostitch Brand or Equal Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	1	EA		

COMPANY: _____

INDEFINITE QUANTITY BID PURCHASE OF ADMINISTRATIVE AND INSTRUCTIONAL SUPPLIES

Administrative Supplies

Item No.	Description	Minimum Quantity	Unit	Unit Price	Total Price
74	Pencils, #2, Beginner with Eraser, Nontoxic, 12 Per Box, Ticonderoga, Mead Brand or Equal Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	92	BX		
75	Paper, Card Stock, Various Bright Colors: Yellow, Dark Blue, Bright Blue, Red, Pink, Gold, Orange, Purple, Green, and Teal, 65 lb., 8-1/2in x 11in, 250 Sheets Per Ream, Astrobrights, Astrolite, American Crafts Brand or Equal Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	5	RM		
76	Paper, Card Stock, Various Pastel Colors: Blue, Green, Pink, Yellow, Lavender, 90 lb., 8-1/2in x 11in, 250 Sheet Per Ream Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	5	RM		
77	Paper, Card Stock, White, 90 lb., 8-1/2in x 11in, 250 Sheet Per Ream Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	5	RM		
78	Paper, Copy, Various Bright Colors: Yellow, Dark Blue, Bright Blue, Red, Pink, Gold, Orange, Purple, Green, and Teal, 24 lb., 8-1/2in x 11in, 500 Sheets Per Ream, Astrobrights, Astrolite, American Crafts Brand or Equal Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	5	RM		
79	Paper, Copy, Various Pastel Colors: Blue, Green, Pink, Yellow, Lavender, 20lb., Letter 8-1/2in x 11in, 500 Sheets Per Ream Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	5	RM		

INDEFINITE QUANTITY BID PURCHASE OF ADMINISTRATIVE AND INSTRUCTIONAL SUPPLIES

Administrative Supplies

Item No.	Description	Minimum Quantity	Unit	Unit Price	Total Price
80	Paper, Copy, White, 20 Lb., 11in x 17in, Tabloid, 500 Sheets Per Ream, 5 Reams Per Case Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	30	CS		
81	Paper, Copy, White, 20 Lb., 8-1/2in x 11in, Letter, 500 Sheets Per Ream, 10 Reams Per Case Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	400	CS		
82	Paper, Copy, White, 20 Lb., 8-1/2in x 14in, Legal, 500 Sheets Per Ream, 10 Reams Per Case Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	100	CS		
83	Pencil, Mechanical, 0.5 mm, 12 Per Box Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	1	BX		
84	Pencil, Mechanical, 0.7 mm, 12 Per Box Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	1	BX		
85	Pens, Ballpoint, Fine Point, 0.7 mm, Retractable, Color: Black, Blue, and Red, 12 Per Box, Pilot, Paper Mate, Pentel Brand or Equal Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	1	BX		
86	Pens, Ballpoint, Medium Point, 1.0 mm, Colors: Black, Blue, and Red, 12 Per Box, Paper Mate, Pentel Brand or Equal Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	1	BX		

COMPANY: _____

INDEFINITE QUANTITY BID PURCHASE OF ADMINISTRATIVE AND INSTRUCTIONAL SUPPLIES

Administrative Supplies

Item No.	Description	Minimum Quantity	Unit	Unit Price	Total Price
87	Pens, Felt Tip, Medium Point, 1.0 mm, Color: Black, Blue, and Red, 12 Per Box, Paper Mate, Pentel Brand or Equal Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	1	BX		
88	Pens, Gel Ink, Bold Point, 1.0 mm, Retractable, Colors: Black, Blue, and Red, 12 Per Box, Uni-Ball 207 Impact RT, Pentel, Pilot Brand or Equal Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	1	BX		
89	Pens, Gel Ink, Fine Point, 0.7 mm, Retractable, Translucent Barrel, Colors: Black, Blue, and Red, 12 Per Box, Pilot B2P, Pentel, Paper Mate Brand or Equal Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	1	BX		
90	Pens, Gel Ink, Medium Point, 0.7 mm, Roller Ball, Wide Barrel W/Ultra-Soft Rubber Grip, Colors: Black, Blue, and Red, 12 Per Box, Jimmie, Paper Mate, Pilot Brand or Equal Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	1	BX		
91	Pens, Roller Ball, Micro-Fine 0.5mm, Colors: Black, Blue, and Red, 12 Per Box, Uni-ball, Pilot, Paper Mate Brand or Equal Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	1	BX		
92	Push Pin, 3/8in Point, Assorted Colors Per Pack, 100 Per Pack Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	1	PK		
93	Rubber Bands, #105, 5in L x 0.625in W, 1 Pound Per Box Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	1	BX		

INDEFINITE QUANTITY BID PURCHASE OF ADMINISTRATIVE AND INSTRUCTIONAL SUPPLIES

Administrative Supplies

Item No.	Description	Minimum Quantity	Unit	Unit Price	Total Price
94	Wiggly Eyes, Assorted Colors Per Pack, Assorted Sizes Per pack, 100 Per Pack Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	12	PK		
95	Rubber Bands, #117B, 7in L x 1/8in W, 1 Pound Per Box Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	1	BX		
96	Rubber Bands, #16, 2.5in L x 0.063in W, 1 Pound Per Box Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	1	BX		
97	Rubber Bands, #33, 3.5in L x 0.063in W, 1 Pound Per Box Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	1	BX		
98	Scissors, 8in, Straight, Pointed, Stainless Steel Blades, Fiskars, Scotch, Faber-Castell Brand or Equal Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	10	EA		
99	Sheet Protector, Top-Loading, Economy Gauge, Three Hole Punched for 11in x 8-1/2in, Clear, 100 Per Box Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	1	BX		
100	Sheet Protector, Top-Loading, Polypropylene, Heavy duty, Three Hole Punched for 11in x 8-1/2in, Clear, 100 Per Box Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	1	BX		

COMPANY: _____

INDEFINITE QUANTITY BID PURCHASE OF ADMINISTRATIVE AND INSTRUCTIONAL SUPPLIES

Administrative Supplies

Item No.	Description	Minimum Quantity	Unit	Unit Price	Total Price
101	Stamp Pad, 2-3/4in x 4-1/4in, Micro Pore, Never Needs Re-Inking, Colors: Blue, Black, and Red Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	1	EA		
102	Stamp, Pre-Inked, Message, Impression Size 1-1/2in x 1/2in, One-Color Impression, Messages: ORIGINAL, COPY, POSTED, CANCELED, COMPLETED, FILED, RECEIVED, PAID, APPROVED, and URGENT Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	1	EA		
103	Staple Remover, Slide Switch, Stainless Steel Tip, Swingline, Clipco, KTRIO Brand or Equal Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	1	EA		
104	Staple Remover, Steel Jaws, Plastic Grip, Swingline, Clipco, KTRIO Brand or Equal Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	1	EA		
105	Stapler, Commercial Desk, All-Metal Construction, Staples up to 20 Sheets of 20lb Paper, Full Strip, Swingline, Clipco, KTRIO Brand or Equal Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	1	EA		
106	Staples, 1/4in, Standard, Chisel Point, 5000 Per Box Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	20	BX		
107	Staples, 3/8in, Heavy-Duty, 1000 Per Box Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	1	BX		

INDEFINITE QUANTITY BID PURCHASE OF ADMINISTRATIVE AND INSTRUCTIONAL SUPPLIES

Administrative Supplies

Item No.	Description	Minimum Quantity	Unit	Unit Price	Total Price
108	Storage Box, Extra Strength, Fastfold, Deep locking Lift-off Lid, Letter/Legal File Storage, 15in x 12in x 10in, 12 Per Pack, Bankers Box, Universal, Office Depot Brand or Equal Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	1	PK		
109	Storage Box, Extra Strength, Fastfold, Deep locking Lift-off Lid, Letter File Storage, 24in x 12in x 10in, 12 Per Pack, Bankers Box, Universal, Office Depot Brand or Equal Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	1	PK		
110	Storage Box, Extra Strength, Fastfold, Deep locking Lift-off Lid, Legal File Storage, 24in x 15in x 10in, 12 Per Pack, Bankers Box, Universal, Office Depot Brand or Equal Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	1	PK		
111	Tabs, Plastic, 2in, White Inserts, Assorted Colors Per Pack, 25 Per Pack, Avery, Post-It, Red-it Brand or Equal Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	1	PK		
112	Tape Dispenser with Attached 1 in Core, For Tape Widths up to 3/4in Wide, Weighted Base Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	1	EA		
113	Tape, Duct, Polyethylene Coated, Silver, 3in Core, 1.88in x 60yd, Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	1	EA		
114	Tape, Duct, Transparent, 3in Core, 1.88in x 20yd Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	1	EA		

INDEFINITE QUANTITY BID PURCHASE OF ADMINISTRATIVE AND INSTRUCTIONAL SUPPLIES

Administrative Supplies

Item No.	Description	Minimum Quantity	Unit	Unit Price	Total Price
115	Tape, Masking, General Purpose, 3in Core, 1.88in x 60yd Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	1	EA		
116	Tape, Masking, General Purpose, 3in Core, 1.88in x 60yd Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	1	EA		
117	Tape, Packaging, Heavy Duty, Clear, 3in Core, 1.88in x 55yd Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	5	EA		
118	Tape, Packaging with Dispenser, Heavy Duty, 1-1/2in Core, 1.88in x 22yd Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	1	EA		
119	Tape, Transparent, 1in Core, 1/2in x 1296in, 3 Per Pack, Scotch, Highland, Office Depot Brand or Equal Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	1	PK		
120	Tape, Transparent, 1in Core, 3/4in x 1000in, 12 Per Pack, Scotch, Highland, Office Depot Brand or Equal Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	10	PK		
121	Tape, Transparent, 3in Core, 1in x 2592in, 3 Per Pack, Scotch, Highland, Office Depot Brand or Equal Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	1	PK		

COMPANY: _____

INDEFINITE QUANTITY BID PURCHASE OF ADMINISTRATIVE AND INSTRUCTIONAL SUPPLIES

Administrative Supplies

Item No.	Description	Minimum Quantity	Unit	Unit Price	Total Price
122	Thumb Tacks, 1/2in Head, 100 Per Box Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	1	BX		
123	USB 3.0 Flash Drive, 16 GB Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	20	EA		
124	USB 3.0 Flash Drive, 32 GB Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	5	EA		
125	USB 3.0 Flash Drive, 64 GB Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	5	EA		
126	Writing pads, Ruled, 16 lb, Perforated Edge Pads with Top Stub, Red Margin at Left, 3/8in Wide Ruled, canary, 8-1/2in x 11in, 50 Sheets Per Pad, 12 Pads Per Pack Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	1	PK		
127	Writing pads, Ruled, Perforated Edge Pads with Top Stub, Red Margin at Left, Canary, 5in x 8in, 50 Sheets Per Pad, 12 Pads Per Pack Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	1	PK		
128	Writing pads, Steno, Wire-bound, Ruled into two 3in wide columns, Perforated, 6in x 9in, 80 sheets per pad, 4 pads per pack Manufacturer / Brand: _____ Catalog Number: _____ <input type="checkbox"/> Brochure and Descriptive Literature Included	1	PK		

COMPANY: _____

Administrative Supplies**INSTRUCTIONAL BID TOTAL**☐ CHECK BOX IF YOU ARE CLAIMING STATUS AS A SERVICE-DISABLED VETERAN OWNED BUSINESS UNDER 5 GCA § 5012**BIDDER REPRESENTATION**

By signing below, I represent that I am an authorized representative and I certify that the information provided on this Bid Form is true and correct. And by submission of this bid, the company is making an offer to provide the work described in **GDOE IFB 002-2023** for the prices stated above. I also confirm that the bid price shall remain firm and irrevocable for the term of the award.

Print Company Name

Print Name of Authorized Representative

Title of Authorized Representative

Signature of Authorized Representative

Date