



COMMISSIONERS COURT
COMMUNICATION

COURT ORDER NUMBER _____

PAGE 1 OF 70

DATE: 11/19/2024

SUBJECT: BID NO. 2023-022 - ANNUAL CONTRACT FOR OFFICE SUPPLIES AND OTHER MISCELLANEOUS PRODUCTS - COUNTYWIDE - VARIOUS VENDORS - EXERCISE SECOND OPTION FOR RENEWAL - SAME FIRM FIXED PRICES AND DISCOUNT FROM LIST PRICE

***** CONSENT AGENDA *****

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court approve renewal of Bid No. 2023-022, Annual Contract for Office Supplies and Other Miscellaneous Products, for the second optional twelve (12) month period at the same firm fixed prices and discount from list price.

BACKGROUND

On December 6, 2022, the Commissioners Court, through Court Order #139845, awarded Bid No. 2023-022, Annual Contract for Office Supplies and Other Miscellaneous Products, Countywide, to the following vendors:

Primary	Staples Contract & Commercial LLC
Secondary	Preferred Office Products

The awards were based upon low bid meeting specifications and contained options to renew for four (4) additional twelve (12) month periods.

On September 19, 2023, the Commissioners Court through Court Order #141801, approved the first renewal option.

The contract term allows for price adjustments. Staples Contract & Commercial LLC requested an increase on three hundred eighty-six (386) products effective January 1, 2025. Annual expenditures for Tarrant County are estimated at \$647,233.29. The estimated cost of the proposed increases to Tarrant County are \$13.42 annually or 0.0021% of annual expenditures. The vendors notified Purchasing in writing that all other pricing will remain firm through December 31, 2025.

The purpose of this agreement is to purchase office supplies for Tarrant County personnel.

Therefore, it is the recommendation of Purchasing that the Commissioners Court approve renewal of Bid No. 2023-022, Annual Contract for Supplies and Other Miscellaneous Products, to the above listed vendors for another twelve (12) month period.

SUBMITTED BY	Purchasing	PREPARED BY:	James Bocks, CPPB
		APPROVED BY:	Christopher Lax, CPSM, CPSD, CPCP



COMMISSIONERS COURT COMMUNICATION

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FISCAL IMPACT

Expenses for last year were approximately \$647,233.29. Orders are placed on an as-needed basis. Expenses for other entities utilizing this contract for last year were approximately \$2,682,324.78. Staples Contract & Commercial LLC will rebate three percent (3%) of cooperative purchases to Tarrant County, due forty-five (45) days after close of calendar year. This constitutes revenue to Tarrant County.



TARRANT COUNTY PURCHASING DEPARTMENT
100 E. Weatherford St. #303 • Fort Worth, TX 76196 • (817) 884-1414 • (817) 884-2629 (Fax)

Melissa Lee, C.P.M., A.P.P.
Purchasing Agent

Chris Lax, CPSM, CPSD, CPCP
Assistant Purchasing Agent

August 15, 2024

Staples Contract & Commercial LLC
500 Staples Drive
Framingham, MA 01702

Re: RFB 2023-022, Annual Contract for Office Supplies and Other Miscellaneous Products

Dear Sir/Madam:

Referenced bid was for twelve (12) months with four (4) options to renew for additional twelve (12) months each. The original contract was for the period of 1/1/23 through 12/31/23. The effective dates for the second renewal option will run from 1/1/25 through 12/31/25.

Yes, Staples Contract & Commercial LLC will accept the offer to extend the same firm fixed prices and discounts through the renewal period. **Please include a current 1295 Form with your response.**

No, Staples Contract & Commercial LLC will NOT accept the offer to extend the same firm fixed prices and discounts through the renewal period.

Are any other governmental entities currently utilizing this contract? Yes No
If yes, please return a listing of the participating entities with this letter.

Please fax or email your signed response.

Sincerely,

Handwritten signature of James L. Bocks in black ink, consisting of a stylized 'JL' followed by a horizontal line and a flourish.

James L. Bocks, MBA, CPPB
Senior Contract Administrator
(P) 817.884.1738
(F) 817.850.2935
(E) jlbocks@tarrantcounty.com

Handwritten signature of Erica Higgins in black ink, written in a cursive style.

Erica Higgins

Name: Erica Higgins
Staples Contract & Commercial LLC
(P) 210-823-2056
(F) _____
(E) erica.higgins@staples.com



TARRANT COUNTY PURCHASING DEPARTMENT

100 E. Weatherford St. #303 • Fort Worth, TX 76196 • (817) 884-1414 • (817) 884-2629 (Fax)

Melissa Lee, C.P.M., A.P.P.
Purchasing Agent

Chris Lax, CPSM, CPSD, CPCP
Assistant Purchasing Agent

August 15, 2024

Preferred Office Products
1701 W Walnut Hill Ln
Irving, TX 75038

Re: RFB 2023-022, Annual Contract for Office Supplies and Other Miscellaneous Products

Dear Sir/Madam:

Referenced bid was for twelve (12) months with four (4) options to renew for additional twelve (12) months each. The original contract was for the period of 1/1/23 through 12/31/23. The effective dates for the second renewal option will run from 1/1/25 through 12/31/25.

Yes, Preferred Office Products will accept the offer to extend the same firm fixed prices and discounts through the renewal period. **Please include a current 1295 Form with your response.**

No, Preferred Office Products will NOT accept the offer to extend the same contract pricing and discounts through the renewal period.

Are any other governmental entities currently utilizing this contract? Yes No
If yes, please return a listing of the participating entities with this letter.

Please fax or email your signed response.

Sincerely,

Handwritten signature of James L. Bocks in black ink, written over a horizontal dashed line.

James L. Bocks, MBA, CPPB
Senior Contract Administrator
(P) 817.884.1738
(F) 817.850.2935
(E) jlbocks@tarrantcounty.com

Handwritten signature of Julia Martinez in black ink, written over a horizontal dashed line.

Name: Julia Martinez
Preferred Office Products
(P) 214-358-1200
(F) 214-358-1295
(E) juliam@pborder.com

2023-022 Annual Contract for Office Supplies and Other Miscellaneous Products

Primary Award									
Staples Contract & Commercial LLC Farmingham, MA HUB - No CO-OP - Yes									
Item	Description	Brand	Model	Units/UOM	UOM	Qty	Unit Price	Ext Price	
1	Desktop Document Holder, Black, Adjustable Clip, Line Guide	3M	DH340MB	1	EA	86	\$ 9.24	\$ 794.64	
2	1" 3-Ring Non-View Binder, Red	Avery	03310	1	EA	54	\$ 1.73	\$ 93.42	
3	Easy Peel Laser Address Labels, 1" x 2 5/8", White, 3000 Labels Per Pack	Avery	05160	3000	BX	151	\$ 26.62	\$ 4,019.62	
4	Laser Shipping Labels, 3 1/3" x 4" White, 600 Labels Per Pack	Avery	05164	600	PK	16	\$ 27.42	\$ 438.72	
5	Easy Peel Laser Address Labels, 1" x 4", White, 500 Labels Per Pack	Avery	05261	500	PK	1	\$ 5.06	\$ 5.06	
6	Laser Address Labels, 1/2" x 1 3/4", White, 2000 Labels Per Pack	Avery	05267	2000	PK	19	\$ 5.07	\$ 96.33	

2023-022 Annual Contract for Office Supplies and Other Miscellaneous Products

Secondary Award

Preferred Office Products Irving, TX HUB - No Co-OP - Yes									
Item	Description	Brand	Model	Units/UOM	UOM	Qty	Unit Price	Ext Price	
1	Desktop Document Holder, Black, Adjustable Clip, Line Guide	3M	DH340MB	1	EA	86	\$ 12.56	\$ 1,080.16	
2	1" 3-Ring Non-View Binder, Red	Avery	03310	1	EA	54	\$ 2.73	\$ 147.42	
3	Easy Peel Laser Address Labels, 1" x 2 5/8", White, 3000 Labels Per Pack	Avery	05160	3000	BX	151	\$ 25.93	\$ 3,915.43	
4	Laser Shipping Labels, 3 1/3" x 4" White, 600 Labels Per Pack	Avery	05164	600	PK	16	\$ 26.71	\$ 427.36	
5	Easy Peel Laser Address Labels, 1" x 4", White, 500 Labels Per Pack	Avery	05261	500	PK	1	\$ 7.78	\$ 7.78	
6	Laser Address Labels, 1/2" x 1 3/4", White, 2000 Labels Per Pack	Avery	05267	2000	PK	19	\$ 7.78	\$ 147.82	

2023-022 Annual Contract for Office Supplies and Other Miscellaneous Products

Primary Award									
Staples Contract & Commercial LLC Farmingham, MA HUB - No CO-OP - Yes									
Item	Description	Brand	Model	Units/UOM	UOM	Qty	Unit Price	Ext Price	
7	Address Labels, 1" x 2-13/16", White, 16500 Labels Per Pack	Avery	05334	16500	BX	5	\$ 135.99	\$ 679.95	
8	1 1/2" 3-Ring View Binder, Light Blue	Avery	5401	1	EA	4	\$ 3.03	\$ 12.12	
9	Shipping Labels, 5-1/2" x 8-1/2", 100 Labels Per Pack	Avery	05526	100	BX	14	\$ 23.24	\$ 325.36	
10	1" 3-Ring View Binder, White	Avery	5711	1	EA	42	\$ 2.10	\$ 88.20	
11	Laser Address Labels, 1 1/3" x 4", White, 3500 Labels Per Pack	Avery	05962	3500	BX	3	\$ 38.05	\$ 114.15	
12	Removable Inkjet/Laser Labels, 1" x 2 5/8", White, 750 Labels Per Pack	Avery	06460	750	PK	43	\$ 9.22	\$ 396.46	

2023-022 Annual Contract for Office Supplies and Other Miscellaneous Products

Secondary Award

Item	Description	Brand	Model	Units/UOM	UOM	Qty	Unit Price	Ext Price
Preferred Office Products Irving, TX HUB - No Co-OP - Yes								
7	Address Labels, 1" x 2-13/16", White, 16500 Labels Per Pack	Avery	05334	16500	BX	5	\$ 99.74	\$ 498.70
8	1 1/2" 3-Ring View Binder, Light Blue	Avery	5401	1	EA	4	\$ 7.46	\$ 29.84
9	Shipping Labels, 5-1/2" x 8-1/2", 100 Labels Per Pack	Avery	05526	100	BX	14	\$ 32.74	\$ 458.36
10	1" 3-Ring View Binder, White	Avery	5711	1	EA	42	\$ 4.37	\$ 183.54
11	Laser Address Labels, 1 1/3" x 4", White, 3500 Labels Per Pack	Avery	05962	3500	BX	3	\$ 58.28	\$ 174.84
12	Removable Inkjet/Laser Labels, 1" x 2 5/8", White, 750 Labels Per Pack	Avery	06460	750	PK	43	\$ 15.44	\$ 663.92

2023-022 Annual Contract for Office Supplies and Other Miscellaneous Products

Primary Award									
Staples Contract & Commercial LLC Farmingham, MA HUB - No CO-OP - Yes									
Item	Description	Brand	Model	Units/UOM	UOM	Qty	Unit Price	Ext Price	
13	Desk-Style Permanent Markers, Chisel Tip, Black, 12/Pack	Avery	7888	12	DZ	39	\$ 4.34	\$ 169.26	
14	Shipping Labels, White, 50 Labels Per Pack	Avery	08126	50	PK	4	\$ 5.33	\$ 21.32	
15	Inkjet Address Labels, 1" x 2 5/8", White, 750 Labels Per Pack	Avery	08160	750	PK	116	\$ 8.02	\$ 930.32	
16	Easy Peel Inkjet Address Labels, 1" x 4", White, 500 Labels Per Pack	Avery	08161	500	PK	30	\$ 5.42	\$ 162.60	
17	Inkjet Shipping Labels, Sure Feed Technology, 2" x 4", White, 250 Labels Per Pack	Avery	08163	250	PK	13	\$ 8.22	\$ 106.86	
18	Insertable Paper Dividers, 5-Tab, Clear, Set	Avery	11110	1	ST	100	\$ 0.38	\$ 38.00	

2023-022 Annual Contract for Office Supplies and Other Miscellaneous Products

Secondary Award

		Preferred Office Products Irving, TX HUB - No Co-OP - Yes						
Item	Description	Brand	Model	Units/UOM	UOM	Qty	Unit Price	Ext Price
13	Desk-Style Permanent Markers, Chisel Tip, Black, 12/Pack	Avery	7888	12	DZ	39	\$ 7.28	\$ 283.92
14	Shipping Labels, White, 50 Labels Per Pack	Avery	08126	50	PK	4	\$ 7.79	\$ 31.16
15	Inkjet Address Labels, 1" x 2 5/8", White, 750 Labels Per Pack	Avery	08160	750	PK	116	\$ 7.79	\$ 903.64
16	Easy Peel Inkjet Address Labels, 1" x 4", White, 500 Labels Per Pack	Avery	08161	500	PK	30	\$ 7.79	\$ 233.70
17	Inkjet Shipping Labels, Sure Feed Technology, 2" x 4", White, 250 Labels Per Pack	Avery	08163	250	PK	13	\$ 7.79	\$ 101.27
18	Insertable Paper Dividers, 5-Tab, Clear, Set	Avery	11110	1	ST	100	\$ 0.65	\$ 65.00

2023-022 Annual Contract for Office Supplies and Other Miscellaneous Products

		Primary Award						
		Staples Contract & Commercial LLC Farmingham, MA HUB - No CO-OP - Yes						
Item	Description	Brand	Model	Units/UOM	UOM	Qty	Unit Price	Ext Price
19	Insertable Paper Dividers, 8-Tab, Buff with Clear Tabs, Set	Avery	11112	1	ST	17	\$ 0.83	\$ 14.11
20	Insertable Dividers, 8-Tab, Assorted Colors	Avery	11123	1	ST	1	\$ 0.79	\$ 0.79
21	Insertable Paper Dividers, 8-Tab, Clear	Avery	11124	1	ST	16	\$ 0.94	\$ 15.04
22	Customizable Table of Contents Numeric Paper Dividers, 8-Tab, Multicolor	Avery	11133	8	PK	20	\$ 1.10	\$ 22.00
23	Legal Exhibit Numeric Dividers, 26-Tab, Clear	Avery	11370	1	ST	92	\$ 1.67	\$ 153.64
24	Legal Exhibit Numeric Dividers, 26-Tab, White	Avery	11372	1	ST	31	\$ 1.67	\$ 51.77

2023-022 Annual Contract for Office Supplies and Other Miscellaneous Products

Secondary Award

										Preferred Office Products Irving, TX HUB - No Co-OP - Yes		
Item	Description	Brand	Model	Units/UOM	UOM	Qty	Unit Price	Ext Price				
19	Insertable Paper Dividers, 8-Tab, Buff with Clear Tabs, Set	Avery	11112	1	ST	17	\$ 0.94	\$ 15.98				
20	Insertable Dividers, 8-Tab, Assorted Colors	Avery	11123	1	ST	1	\$ 1.33	\$ 1.33				
21	Insertable Paper Dividers, 8-Tab, Clear	Avery	11124	1	ST	16	\$ 1.33	\$ 21.28				
22	Customizable Table of Contents Numeric Paper Dividers, 8-Tab, Multicolor	Avery	11133	8	PK	20	\$ 2.06	\$ 41.20				
23	Legal Exhibit Numeric Dividers, 26-Tab, Clear	Avery	11370	1	ST	92	\$ 5.10	\$ 469.20				
24	Legal Exhibit Numeric Dividers, 26-Tab, White	Avery	11372	1	ST	31	\$ 5.10	\$ 158.10				

2023-022 Annual Contract for Office Supplies and Other Miscellaneous Products

Primary Award										
Staples Contract & Commercial LLC Farmingham, MA HUB - No CO-OP - Yes										
Item	Description	Brand	Model	Units/UOM	UOM	Qty	Unit Price	Ext Price		
25	Legal Exhibit A-Z Dividers, 26-Tab, White	Avery	11374	1	ST	22	\$ 1.72	\$ 37.84		
26	Unpunched Print & Apply Label Paper Dividers, 5-Tab, White, 25 Sets/Box	Avery	11443	25	BX	80	\$ 75.52	\$ 6,041.60		
27	2" 3-Ring View Binder, Black	Avery	17031	1	EA	15	\$ 4.04	\$ 60.60		
28	3" 3-Ring View Binder, Blue	Avery	17044	1	EA	1	\$ 4.32	\$ 4.32		
29	1" 3-Ring View Binder, Blue	Avery	17675	1	EA	6	\$ 1.90	\$ 11.40		
30	Big Tab Write & Erase Dividers, 5 -Tab, White	Avery	23075	5	ST	354	\$ 0.73	\$ 258.42		

2023-022 Annual Contract for Office Supplies and Other Miscellaneous Products

Secondary Award

							Preferred Office Products Irving, TX HUB - No Co-OP - Yes		
Item	Description	Brand	Model	Units/UOM	UOM	Qty	Unit Price	Ext Price	
25	Legal Exhibit A-Z Dividers, 26-Tab, White	Avery	11374	1	ST	22	\$ 5.29	\$ 116.38	
26	Unpunched Print & Apply Label Paper Dividers, 5-Tab, White, 25 Sets/Box	Avery	11443	25	BX	80	\$ 69.81	\$ 5,584.80	
27	2" 3-Ring View Binder, Black	Avery	17031	1	EA	15	\$ 8.66	\$ 129.90	
28	3" 3-Ring View Binder, Blue	Avery	17044	1	EA	1	\$ 10.10	\$ 10.10	
29	1" 3-Ring View Binder, Blue	Avery	17675	1	EA	6	\$ 3.60	\$ 21.60	
30	Big Tab Write & Erase Dividers, 5 -Tab, White	Avery	23075	5	ST	354	\$ 0.89	\$ 315.06	

2023-022 Annual Contract for Office Supplies and Other Miscellaneous Products

Primary Award									
Staples Contract & Commercial LLC Farmingham, MA HUB - No CO-OP - Yes									
Item	Description	Brand	Model	Units/UOM	UOM	Qty	Unit Price	Ext Price	
31	Non-Glare Sheet Protectors, 8.5" x 11", Clear, 100 Per Set	Avery	74102	100	BX	11	\$ 7.23	\$ 79.53	
32	Clip Style Name Badge Kit, Clear with White Inserts, 100/Box	Avery	74541	100	BX	18	\$ 18.47	\$ 332.46	
33	5" 3-Ring View Binder, Red	Avery	79327	1	EA	8	\$ 5.95	\$ 47.60	
34	4" 3-Ring View Binder, DuraHinge, Black	Avery	79604	1	EA	3	\$ 4.81	\$ 14.43	
35	3" 3-Ring View Binder, Black	Avery	79693	1	EA	129	\$ 4.27	\$ 550.83	
36	1" 3-Ring View Binder, Black	Avery	79699	1	EA	24	\$ 4.81	\$ 115.44	

2023-022 Annual Contract for Office Supplies and Other Miscellaneous Products

Secondary Award

		Preferred Office Products Irving, TX HUB - No Co-OP - Yes						
Item	Description	Brand	Model	Units/UOM	UOM	Qty	Unit Price	Ext Price
31	Non-Glare Sheet Protectors, 8.5" x 11", Clear, 100 Per Set	Avery	74102	100	BX	11	\$ 11.67	\$ 128.37
32	Clip Style Name Badge Kit, Clear with White Inserts, 100/Box	Avery	74541	100	BX	18	\$ 53.88	\$ 969.84
33	5" 3-Ring View Binder, Red	Avery	79327	1	EA	8	\$ 32.80	\$ 262.40
34	4" 3-Ring View Binder, DuraHinge, Black	Avery	79604	1	EA	3	\$ 19.84	\$ 59.52
35	3" 3-Ring View Binder, Black	Avery	79693	1	EA	129	\$ 14.29	\$ 1,843.41
36	1" 3-Ring View Binder, Black	Avery	79699	1	EA	24	\$ 6.55	\$ 157.20

2023-022 Annual Contract for Office Supplies and Other Miscellaneous Products

Primary Award									
Staples Contract & Commercial LLC Farmingham, MA HUB - No CO-OP - Yes									
Item	Description	Brand	Model	Units/UOM	UOM	Qty	Unit Price	Ext Price	
37	2" 3-Ring View Binder, Navy Blue	Avery	79802	1	EA	17	\$ 3.48	\$ 59.16	
38	1 1/2" 3-Ring View Binder, Navy Blue	Avery	79805	1	EA	1	\$ 3.07	\$ 3.07	
39	1" 3-Ring View Binder, Navy Blue	Avery	79809	1	EA	41	\$ 2.74	\$ 112.34	
40	Binder, 1" EZD Rings, 275 Sheet Capacity, Label Holder, Black	Avery	08725/08302	1	EA	41	\$ 5.87	\$ 240.67	
41	Desk Style Permanent Markers, Chisel Tip, Black, Dozen	Avery	08888/98028	12	DZ	68	\$ 6.25	\$ 425.00	
42	Laser/linkjet Mailing Seals, 1" Diameter, White, 600 Labels Per Pack	Avery	13928/5247	600	PK	47	\$ 1.88	\$ 88.36	

2023-022 Annual Contract for Office Supplies and Other Miscellaneous Products

Secondary Award

Preferred Office Products Irving, TX HUB - No Co-OP - Yes									
Item	Description	Brand	Model	Units/UOM	UOM	Qty	Unit Price	Ext Price	
37	2" 3-Ring View Binder, Navy Blue	Avery	79802	1	EA	17	\$ 9.28	\$ 157.76	
38	1 1/2" 3-Ring View Binder, Navy Blue	Avery	79805	1	EA	1	\$ 7.96	\$ 7.96	
39	1" 3-Ring View Binder, Navy Blue	Avery	79809	1	EA	41	\$ 6.55	\$ 268.55	
40	Binder, 1" EZD Rings, 275 Sheet Capacity, Label Holder, Black	Avery	08725/08302	1	EA	41	\$ 4.72	\$ 193.52	
41	Desk Style Permanent Markers, Chisel Tip, Black, Dozen	Avery	08888/98028	12	DZ	68	\$ 8.90	\$ 605.20	
42	Laser/Inkjet Mailing Seals, 1" Diameter, White, 600 Labels Per Pack	Avery	13928/5247	600	PK	47	\$ 4.79	\$ 225.13	

2023-022 Annual Contract for Office Supplies and Other Miscellaneous Products

Primary Award									
Staples Contract & Commercial LLC Farmingham, MA HUB - No CO-OP - Yes									
Item	Description	Brand	Model	Units/UOM	UOM	Qty	Unit Price	Ext Price	
43	Mailing Seals, 1" Diameter, Clear, 480/Pack	Avery	13929/5248	480	PK	156	\$ 5.49	\$ 856.44	
44	Inkjet Specialty Labels, 2" Dia., Metallic Gold, 44 Labels Per Pack (5868)	Avery	13976/5868	44	PK	217	\$ 2.38	\$ 516.46	
45	Address Labels, 1-1/8" x 3-1/2", White, 260 Labels/Pack	Avery	13978/4150	260	BX	273	\$ 8.81	\$ 2,405.13	
47	Correction Tape, White, 4/Pack	BIC	50589	4	PK	47	\$ 4.81	\$ 226.07	
48	Liner Correction Tape, White, 2/Pack	BIC	50744	2	PK	30	\$ 3.26	\$ 97.80	
49	Correction Tape, White, 10/Pack	BIC	50790	10	PK	139	\$ 11.85	\$ 1,647.15	

2023-022 Annual Contract for Office Supplies and Other Miscellaneous Products

Secondary Award

										Preferred Office Products Irving, TX HUB - No Co-OP - Yes		
Item	Description	Brand	Model	Units/UOM	UOM	Qty	Unit Price	Ext Price				
43	Mailing Seals, 1" Diameter, Clear, 480/Pack	Avery	13929/5248	480	PK	156	\$ 6.69	\$ 1,043.64				
44	Inkjet Specialty Labels, 2" Dia., Metallic Gold, 44 Labels Per Pack (5868)	Avery	13976/5868	44	PK	217	\$ 2.44	\$ 529.48				
45	Address Labels, 1-1/8" x 3-1/2", White, 260 Labels/Pack	Avery	13978/4150	260	BX	273	\$ 8.32	\$ 2,271.36				
47	Correction Tape, White, 4/Pack	BIC	50589	4	PK	47	\$ 6.07	\$ 285.29				
48	Liner Correction Tape, White, 2/Pack	BIC	50744	2	PK	30	\$ 3.70	\$ 111.00				
49	Correction Tape, White, 10/Pack	BIC	50790	10	PK	139	\$ 14.57	\$ 2,025.23				

2023-022 Annual Contract for Office Supplies and Other Miscellaneous Products

Primary Award									
Staples Contract & Commercial LLC Farmingham, MA HUB - No CO-OP - Yes									
Item	Description	Brand	Model	Units/UOM	UOM	Qty	Unit Price	Ext Price	
50	Cristal Ballpoint Pens, Medium Point, Blue Ink, Dozen	BIC	10126/MS11BL	12	DZ	21	\$ 1.47	\$ 30.87	
51	Round Stick Ballpoint Pens, Medium Point, Blue Ink, Dozen	BIC	13725/GSMG11BE	12	DZ	37	\$ 1.50	\$ 55.50	
52	Round Stick Ballpoint Pens, Medium Point, Black Ink, Dozen	BIC	13726/GSMG11BK	12	DZ	65	\$ 1.50	\$ 97.50	
53	Retractable Ballpoint Pen, Bold Point, Blue Ink, Dozen	BIC	18509/MLGB11BE	12	DZ	34	\$ 4.57	\$ 155.38	
54	Retractable Ballpoint Pen, Bold Point, Black Ink, Dozen	BIC	18510/MLGB11BK	12	DZ	21	\$ 4.57	\$ 95.97	
55	Correction Fluid, White	BIC	50367/WOC12WH	1	EA	106	\$ 0.47	\$ 49.82	

2023-022 Annual Contract for Office Supplies and Other Miscellaneous Products

Secondary Award

										Preferred Office Products Irving, TX HUB - No Co-OP - Yes	
Item	Description	Brand	Model	Units/UOM	UOM	Qty	Unit Price	Ext Price			
50	Cristal Ballpoint Pens, Medium Point, Blue Ink, Dozen	BIC	10126/MS11BL	12	DZ	21	\$ 2.41	\$ 50.61			
51	Round Stick Ballpoint Pens, Medium Point, Blue Ink, Dozen	BIC	13725/GSMG11BE	12	DZ	37	\$ 2.14	\$ 79.18			
52	Round Stick Ballpoint Pens, Medium Point, Black Ink, Dozen	BIC	13726/GSMG11BK	12	DZ	65	\$ 2.14	\$ 139.10			
53	Retractable Ballpoint Pen, Bold Point, Blue Ink, Dozen	BIC	18509/VLGB11BE	12	DZ	34	\$ 7.55	\$ 256.70			
54	Retractable Ballpoint Pen, Bold Point, Black Ink, Dozen	BIC	18510/VLGB11BK	12	DZ	21	\$ 7.55	\$ 158.55			
55	Correction Fluid, White	BIC	50367/WDC12WH	1	EA	106	\$ 1.29	\$ 136.74			

2023-022 Annual Contract for Office Supplies and Other Miscellaneous Products

Primary Award									
Staples Contract & Commercial LLC Farmingham, MA HUB - No CO-OP - Yes									
Item	Description	Brand	Model	Units/UOM	UOM	Qty	Unit Price	Ext Price	
56	Correct Correction Tape, White	BIC	50523AWOTAPP1	1	EA	1	\$ 1.21	\$ 1.21	
57	Liner Stick Highlighter, Chisel Tip, Assorted, 24/Pack	BIC	BL241AST	24	PK	26	\$ 4.49	\$ 116.74	
58	Liner Stick Highlighter, Chisel Tip, Yellow, 24/Pack	BIC	BL241YEL	24	PK	53	\$ 4.49	\$ 237.97	
59	Retractable Ballpoint Pens, Medium Point (1.0mm), Black, Dozen	BIC	BU311BLK	12	DZ	57	\$ 2.91	\$ 165.87	
60	Round Stick Ballpoint Pen, Medium Point, 1.0mm, Black Ink, 60/Pack	BIC	GSM609BLK	60	PK	399	\$ 3.31	\$ 1,320.69	
61	Magnetic Push Staple Remover, Black	Bostitch	40000MBLK	1	EA	39	\$ 1.42	\$ 55.38	

2023-022 Annual Contract for Office Supplies and Other Miscellaneous Products

Secondary Award

										Preferred Office Products Irving, TX HUB - No Co-OP - Yes		
Item	Description	Brand	Model	Units/UOM	UOM	Qty	Unit Price	Ext Price				
56	Correct Correction Tape, White	BIC	50523WOTAPP1	1	EA	1	\$ 1.70	\$ 1.70				
57	Liner Stick Highlighter, Chisel Tip, Assorted, 24/Pack	BIC	BL241AST	24	PK	26	\$ 8.22	\$ 213.72				
58	Liner Stick Highlighter, Chisel Tip, Yellow, 24/Pack	BIC	BL241YEL	24	PK	53	\$ 8.22	\$ 435.66				
59	Retractable Ballpoint Pens, Medium Point (1.0mm), Black, Dozen	BIC	BU311BLK	12	DZ	57	\$ 3.75	\$ 213.75				
60	Round Stick Ballpoint Pen, Medium Point, 1.0mm, Black Ink, 60/Pack	BIC	GSM609BLK	60	PK	399	\$ 6.18	\$ 2,465.82				
61	Magnetic Push Staple Remover, Black	Bostitch	40000MBLK	1	EA	39	\$ 3.56	\$ 138.84				

2023-022 Annual Contract for Office Supplies and Other Miscellaneous Products

Primary Award									
Staples Contract & Commercial LLC Farmingham, MA HUB - No CO-OP - Yes									
Item	Description	Brand	Model	Units/UOM	UOM	Qty	Unit Price	Ext Price	
62	Optical Lens Cleaning Towellettes, 100/Box	Bouton	252LCT100	100	BX	62	\$ 3.33	\$ 206.46	
64	Professional Manual Pot and Pan Detergent Dish Soap, Liquid Concentrate, 38 fl oz	Dawn	45112	1	EA	27	\$ 4.75	\$ 128.25	
65	Poly Paper Hot Cups, 8 oz., White, 1000/Carton	Dixie	2338PATH	1000	CT	1	\$ 41.90	\$ 41.90	
66	Poly Paper Hot Cups, 10 oz., White, 1000/Carton	Dixie	2340PATH	1000	CT	17	\$ 52.85	\$ 898.45	
67	Poly Paper Hot Cups, 12 oz., White, 1000/Carton	Dixie	2342PATH	1000	CT	1	\$ 57.51	\$ 57.51	
68	Insulated Paper Hot Cups, 12 oz., Coffee Haze, 500/Carton	Dixie	5342DX	500	CT	3	\$ 48.56	\$ 145.68	

2023-022 Annual Contract for Office Supplies and Other Miscellaneous Products

Secondary Award

							Preferred Office Products Irving, TX HUB - No Co-OP - Yes		
Item	Description	Brand	Model	Units/UOM	UOM	Qty	Unit Price	Ext Price	
62	Optical Lens Cleaning Towellettes, 100/Box	Bouton	252LCT100	100	BX	62	\$ 4.62	\$ 286.44	
64	Professional Manual Pot and Pan Detergent Dish Soap, Liquid Concentrate, 38 fl oz	Dawn	45112	1	EA	27	\$ 5.64	\$ 152.28	
65	Poly Paper Hot Cups, 8 oz., White, 1000/Carton	Dixie	2338PATH	1000	CT	1	\$ 72.26	\$ 72.26	
66	Poly Paper Hot Cups, 10 oz., White, 1000/Carton	Dixie	2340PATH	1000	CT	17	\$ 85.62	\$ 1,455.54	
67	Poly Paper Hot Cups, 12 oz., White, 1000/Carton	Dixie	2342PATH	1000	CT	1	\$ 99.72	\$ 99.72	
68	Insulated Paper Hot Cups, 12 oz., Coffee Haze, 500/Carton	Dixie	5342DX	500	CT	3	\$ 87.92	\$ 263.76	

2023-022 Annual Contract for Office Supplies and Other Miscellaneous Products

Primary Award									
Staples Contract & Commercial LLC Farmingham, MA HUB - No CO-OP - Yes									
Item	Description	Brand	Model	Units/UOM	UOM	Qty	Unit Price	Ext Price	
69	Insulated Paper Hot Cups, 8 oz., Coffee Haze, 500/Carton	Dixie	DXS5338DX	500	CT	5	\$ 42.48	\$ 212.40	
71	Label Printer Labels, 1.13"W, Black On White, 130 Labels/Roll, 2 Rolls/Box	Dymo	30251	260	BX	1	\$ 6.62	\$ 6.62	
72	Label Printer Labels, 1-1/8"W, Black On White, 700/Box	DYMO	30252	700	BX	148	\$ 17.55	\$ 2,597.40	
73	Label Printer Labels, 1.13"W, Black On Clear, 130/Roll	DYMO	30254	130	BX	2	\$ 4.67	\$ 9.34	
74	Label Printer Labels, 2-5/16"W, Black On White, 300/Box	DYMO	30256	300	BX	25	\$ 17.55	\$ 438.75	
75	Label Printer Labels, 0.56"W, Black On White, 260/Box	Dymo	30327	260	BX	57	\$ 7.00	\$ 399.00	

2023-022 Annual Contract for Office Supplies and Other Miscellaneous Products

Secondary Award

Preferred Office Products Irving, TX HUB - No Co-OP - Yes									
Item	Description	Brand	Model	Units/UOM	UOM	Qty	Unit Price	Ext Price	
69	Insulated Paper Hot Cups, 8 oz., Coffee Haze, 500/ Carton	Dixie	DXS5338DX	500	CT	5	\$ 68.36	\$ 341.80	
71	Label Printer Labels, 1.13"W, Black On White, 130 Labels/Roll, 2 Rolls/Box	Dymo	30251	260	BX	1	\$ 7.48	\$ 7.48	
72	Label Printer Labels, 1-1/8"W, Black On White, 700/Box	DYMO	30252	700	BX	148	\$ 16.50	\$ 2,442.00	
73	Label Printer Labels, 1.13"W, Black On Clear, 130/Roll	DYMO	30254	130	BX	2	\$ 6.61	\$ 13.22	
74	Label Printer Labels, 2-5/16"W, Black On White, 300/Box	DYMO	30256	300	BX	25	\$ 16.50	\$ 412.50	
75	Label Printer Labels, 0.56"W, Black On White, 260/Box	Dymo	30327	260	BX	57	\$ 6.61	\$ 376.77	

2023-022 Annual Contract for Office Supplies and Other Miscellaneous Products

Primary Award									
Staples Contract & Commercial LLC Farmingham, MA HUB - No CO-OP - Yes									
Item	Description	Brand	Model	Units/UOM	UOM	Qty	Unit Price	Ext Price	
76	Label Printer Labels, 0.75"W, Black On White, 500/Box	Dymo	30330	500	BX	165	\$ 11.21	\$ 1,849.65	
77	Dry Erase Marker, Organizer Kit, Assorted Colors, Six Markers and Eraser	Expo	80556	6	PK	43	\$ 4.98	\$ 214.14	
78	Whiteboard Care Dry Erase Cleaner, Blue	Expo	81803	8 oz Container x 1	EA	23	\$ 1.56	\$ 35.88	
79	Bags 38 Gal., 50/Box	Fellowes	3605801	50	BX	25	\$ 33.41	\$ 835.25	
80	Ground Coffee, Medium Roast, Fraction Packs, 42/Carton	Folgers	PRO18999	42	CT	3	\$ 31.08	\$ 93.24	
81	Ground Coffee, Medium Roast, Filter Packs, 40/Carton	Folgers	PRO22142	40	CT	28	\$ 23.10	\$ 646.80	

2023-022 Annual Contract for Office Supplies and Other Miscellaneous Products

Secondary Award

Item	Description	Brand	Model	Units/UOM	UOM	Qty	Preferred Office Products Irving, TX HUB - No Co-OP - Yes	
							Unit Price	Ext Price
76	Label Printer Labels, 0.75"W, Black On White, 500/Box	Dymo	30330	500	BX	165	\$ 10.52	\$ 1,735.80
77	Dry Erase Marker, Organizer Kit, Assorted Colors, Six Markers and Eraser	Expo	80556	6	PK	43	\$ 8.49	\$ 365.07
78	Whiteboard Care Dry Erase Cleaner, Blue	Expo	81803	8 oz Container x 1	EA	23	\$ 2.82	\$ 64.86
79	Bags 38 Gal., 50/Box	Fellowes	3605801	50	BX	25	\$ 28.99	\$ 724.75
80	Ground Coffee, Medium Roast, Fraction Packs, 42/Carton	Folgers	PRO18999	42	CT	3	\$ 29.85	\$ 89.55
81	Ground Coffee, Medium Roast, Filter Packs, 40/Carton	Folgers	PRO22142	40	CT	28	\$ 24.70	\$ 691.60

2023-022 Annual Contract for Office Supplies and Other Miscellaneous Products

Primary Award									
Staples Contract & Commercial LLC Farmingham, MA HUB - No CO-OP - Yes									
Item	Description	Brand	Model	Units/UOM	UOM	Qty	Unit Price	Ext Price	
83	Memory Foam Back Rest Support, Adjustable Straps, Black	Kensington	82025	1	EA	4	\$ 33.26	\$ 133.04	
84	Laser Pointer, 100' Range, Green	Logitech	910001350	1	EA	1	\$ 54.38	\$ 54.38	
85	Filter Packs Coffee, Medium Roast, 42/Carton	Maxwell House	GEN862400	42	CT	15	\$ 27.10	\$ 406.50	
86	Original Roast Ground Coffee, Medium Roast, 1.5 oz., 42/Carton	Maxwell House	GEN866150	42	CT	40	\$ 29.68	\$ 1,187.20	
87	Composition Notebook, 7.87" x 10", 80 College Sheets, Marble Black	National Brand	43461	1	EA	96	\$ 2.32	\$ 222.72	
88	Powdered Creamer, 12 oz., 3/Pack	N'Joy	94255	12oz Container x 3	PK	37	\$ 3.98	\$ 147.26	

2023-022 Annual Contract for Office Supplies and Other Miscellaneous Products

Secondary Award

Item	Description	Brand	Model	Units/UOM	UOM	Qty	Unit Price	Ext Price
83	Memory Foam Back Rest Support, Adjustable Straps, Black	Kensington	82025	1	EA	4	\$ 36.85	\$ 147.40
84	Laser Pointer, 100' Range, Green	Logitech	910001350	1	EA	1	\$ 25.61	\$ 25.61
85	Filter Packs Coffee, Medium Roast, 42/Carton	Maxwell House	GEN862400	42	CT	15	\$ 23.22	\$ 348.30
86	Original Roast Ground Coffee, Medium Roast, 1.5 oz., 42/Carton	Maxwell House	GEN866150	42	CT	40	\$ 27.51	\$ 1,100.40
87	Composition Notebook, 7.87" x 10", 80 College Sheets, Marble Black	National Brand	43461	1	EA	96	\$ 2.79	\$ 267.84
88	Powdered Creamer, 12 oz., 3/Pack	N'Joy	94255	12oz Container x 3	PK	37	\$ 5.21	\$ 192.77

Preferred Office Products
Irving, TX
HUB - No
Co-OP - Yes

2023-022 Annual Contract for Office Supplies and Other Miscellaneous Products

		Primary Award						
		Staples Contract & Commercial LLC Farmingham, MA HUB - No CO-OP - Yes						
Item	Description	Brand	Model	Units/UOM	UOM	Qty	Unit Price	Ext Price
89	win Fastener Folders, Assorted Colors, 25/Box	Oxford	57713	25	BX	36	\$ 7.36	\$ 264.96
90	Clear Front Report Covers, Dark Blue, 8 1/2" x 11", 25/Bx	Oxford	56838EE	25	BX	2	\$ 20.97	\$ 41.94
91	2-Pocket Presentation Folders, Light Blue, 25/Box	Oxford	57501EE	25	BX	7	\$ 4.41	\$ 30.87
92	11.25"W x 8.75"L Certificate Holders, Black, 5/Pack	Oxford	OXF2990005BGD	5	PK	30	\$ 7.67	\$ 230.10
93	Erasable Ballpoint Pen, Medium Point, Black Ink, Dozen	Paper Mate	3930158	12	DZ	6	\$ 3.83	\$ 22.98
94	Retractable Ballpoint Pen, Medium Point, Blue Ink, Dozen	Paper Mate	6310187	12	DZ	1	\$ 4.10	\$ 4.10

2023-022 Annual Contract for Office Supplies and Other Miscellaneous Products

Secondary Award

Item	Description	Brand	Model	Units/UOM	UOM	Qty	Preferred Office Products Irving, TX HUB - No Co-OP - Yes	
							Unit Price	Ext Price
89	win Fastener Folders, Assorted Colors, 25/Box	Oxford	57713	25	BX	36	\$ 28.06	\$ 1,010.16
90	Clear Front Report Covers, Dark Blue, 8 1/2" x 11", 25/Bx	Oxford	55838EE	25	BX	2	\$ 37.94	\$ 75.88
91	2-Pocket Presentation Folders, Light Blue, 25/Box	Oxford	57501EE	25	BX	7	\$ 16.62	\$ 116.34
92	11.25"W x 8.75"L Certificate Holders, Black, 5/Pack	Oxford	OXF29900056BGD	5	PK	30	\$ 13.00	\$ 390.00
93	Erasable Ballpoint Pen, Medium Point, Black Ink, Dozen	Paper Mate	3930158	12	DZ	6	\$ 6.18	\$ 37.08
94	Retractable Ballpoint Pen, Medium Point, Blue Ink, Dozen	Paper Mate	6310187	12	DZ	1	\$ 6.87	\$ 6.87

2023-022 Annual Contract for Office Supplies and Other Miscellaneous Products

		Primary Award						
		Staples Contract & Commercial LLC Farmingham, MA HUB - No CO-OP - Yes						
Item	Description	Brand	Model	Units/UOM	UOM	Qty	Unit Price	Ext Price
95	Retractable Ballpoint Pen, Medium Point, Black Ink, Dozen	Paper Mate	6330187	12	DZ	3	\$ 5.89	\$ 17.67
96	Ballpoint Pen, Medium Point, Black Ink, Dozen	Paper Mate	3331131/C	12	DZ	3573	\$ 1.10	\$ 3,930.30
97	Reinforced Hanging File Folders, 1/5-Cut Tab, Letter Size, Standard Green, 25/Box	Pendaflex	4152 1/5	25	BX	9	\$ 10.54	\$ 94.86
98	Reinforced Hanging File Folders, 1/5-Cut Tab, Legal Size, Standard Green, 25/Box	Pendaflex	4153 1/5	25	BX	5	\$ 11.37	\$ 56.85
99	Retractable Gel Pen, Medium Point, Blue Ink, Dozen	Pentel	BL77C	12	DZ	101	\$ 10.69	\$ 1,079.69
100	Retractable Gel Pens, Needle Tip Medium Point, Black Ink, Dozen	Pentel	BLN77A	12	DZ	50	\$ 14.97	\$ 748.50

2023-022 Annual Contract for Office Supplies and Other Miscellaneous Products

Secondary Award

										Preferred Office Products Irving, TX HUB - No Co-OP - Yes		
Item	Description	Brand	Model	Units/UOM	UOM	Qty	Unit Price	Ext Price				
95	Retractable Ballpoint Pen, Medium Point, Black Ink, Dozen	Paper Mate	6330187	12	DZ	3	\$ 6.87	\$ 20.61				
96	Ballpoint Pen, Medium Point, Black Ink, Dozen	Paper Mate	3331131/C	12	DZ	3573	\$ 2.24	\$ 8,003.52				
97	Reinforced Hanging File Folders, 1/5-Cut Tab, Letter Size, Standard Green, 25/Box	Pendaflex	4152 1/5	25	BX	9	\$ 24.14	\$ 217.26				
98	Reinforced Hanging File Folders, 1/5-Cut Tab, Legal Size, Standard Green, 25/Box	Pendaflex	4153 1/5	25	BX	5	\$ 29.17	\$ 145.85				
99	Retractable Gel Pen, Medium Point, Blue Ink, Dozen	Pentel	BL77C	12	DZ	101	\$ 18.96	\$ 1,914.96				
100	Retractable Gel Pens, Needle Tip Medium Point, Black Ink, Dozen	Pentel	BLN77A	12	DZ	50	\$ 18.86	\$ 943.00				

2023-022 Annual Contract for Office Supplies and Other Miscellaneous Products

Primary Award									
Staples Contract & Commercial LLC Farmingham, MA HUB - No CO-OP - Yes									
Item	Description	Brand	Model	Units/UOM	UOM	Qty	Unit Price	Ext Price	
101	Retractable Gel Pens, Needle Tip Medium Point, Blue Ink, Dozen	Pentel	BLN77C	12	DZ	29	\$ 10.68	\$ 309.72	
102	Refill For Pentel Energel Pens, Each, Black	Pentel	LR10A	1	EA	106	\$ 0.62	\$ 65.72	
103	Gel Refill, Medium Point, Black Ink	Pentel	LRN7A	1	EA	100	\$ 0.62	\$ 62.00	
104	Refill For Pentel® Energel Pens, Each, Red	Pentel	LRN7B	1	EA	12	\$ 0.62	\$ 7.44	
105	Pen Refill, Medium Needle Tip, Blue Ink, Each	Pentel	LRN7C	1	EA	62	\$ 0.62	\$ 38.44	
106	Pen Refill, Medium Tip, Black Ink, Each	Pentel	PENLR7A	1	EA	120	\$ 0.62	\$ 74.40	

2023-022 Annual Contract for Office Supplies and Other Miscellaneous Products

Secondary Award

		Preferred Office Products Irving, TX HUB - No Co-OP - Yes						
Item	Description	Brand	Model	Units/UOM	UOM	Qty	Unit Price	Ext Price
101	Retractable Gel Pens, Needle Tip Medium Point, Blue Ink, Dozen	Pentel	BLN77C	12	DZ	29	\$ 18.96	\$ 549.84
102	Refill For Pentel EnerGel Pens, Each, Black	Pentel	LR10A	1	EA	106	\$ 0.59	\$ 62.54
103	Gel Refill, Medium Point, Black Ink	Pentel	LRN7A	1	EA	100	\$ 0.59	\$ 59.00
104	Refill For Pentel® EnerGel Pens, Each, Red	Pentel	LRN7B	1	EA	12	\$ 0.59	\$ 7.08
105	Pen Refill, Medium Needle Tip, Blue Ink, Each	Pentel	LRN7C	1	EA	62	\$ 0.59	\$ 36.58
106	Pen Refill, Medium Tip, Black Ink, Each	Pentel	PENLR7A	1	EA	120	\$ 0.59	\$ 70.80

2023-022 Annual Contract for Office Supplies and Other Miscellaneous Products

Primary Award									
Staples Contract & Commercial LLC Farmingham, MA HUB - No CO-OP - Yes									
Item	Description	Brand	Model	Units/UOM	UOM	Qty	Unit Price	Ext Price	
107	Mechanical Pencil, 0.9mm, #2 Soft Lead	Pentel	QE519A	1	EA	14	\$ 1.55	\$ 21.70	
108	Flags, .47" Wide, Assorted Colors, 140 Flags/Pack, Red/Blue/Yellow/Green	Post-it	6834	140	PK	51	\$ 3.42	\$ 174.42	
109	Notes, 1 7/8" x 1 7/8", Canary Yellow, 90 Sheets/Pad, 10 Pads/Pack	Post-it	62210SSCY	10	PK	15	\$ 5.26	\$ 78.90	
110	Notes, 3" x 3", Lined, 100 Sheets/Pad, 6 Pads/Pack	Post-it	6306AN	6	PK	14	\$ 5.59	\$ 78.26	
111	Notes, 3" x 3", Canary Yellow, Lined, 100 Sheets/Pad, 6 Pads/Pack	Post-it	6306PK	6	PK	92	\$ 5.82	\$ 535.44	
112	Notes, 1 3/8"x 1 7/8", Assorted Colors, 100 Sheets/Pad, 12 Pads/Pack	Post-it	653AN	12	PK	137	\$ 5.76	\$ 789.12	

2023-022 Annual Contract for Office Supplies and Other Miscellaneous Products

Secondary Award

Item	Description	Brand	Model	Units/UOM	UOM	Qty	Preferred Office Products Irving, TX HUB - No Co-OP - Yes	
							Unit Price	Ext Price
107	Mechanical Pencil, 0.9mm, #2 Soft Lead	Pentel	QE519A	1	EA	14	\$ 2.53	\$ 35.42
108	Flags, .47" Wide, Assorted Colors, 140 Flags/Pack, Red/Blue/Yellow/Green	Post-it	6894	140	PK	51	\$ 3.51	\$ 179.01
109	Notes, 1 7/8" x 1 7/8", Canary Yellow, 90 Sheets/Pad, 10 Pads/Pack	Post-it	62210SSCY	10	PK	15	\$ 5.39	\$ 80.85
110	Notes, 3" x 3", Lined, 100 Sheets/Pad, 6 Pads/Pack	Post-it	6306AN	6	PK	14	\$ 7.27	\$ 101.78
111	Notes, 3" x 3", Canary Yellow, Lined, 100 Sheets/Pad, 6 Pads/Pack	Post-it	6306PK	6	PK	92	\$ 5.95	\$ 547.40
112	Notes, 1 3/8" x 1 7/8", Assorted Colors, 100 Sheets/Pad, 12 Pads/Pack	Post-it	653AN	12	PK	137	\$ 5.90	\$ 808.30

2023-022 Annual Contract for Office Supplies and Other Miscellaneous Products

		Primary Award						
		Staples Contract & Commercial LLC Farmingham, MA HUB - No CO-OP - Yes						
Item	Description	Brand	Model	Units/UOM	UOM	Qty	Unit Price	Ext Price
113	Notes, 1 3/8" x 1 7/8", Canary Yellow, 100 Sheets/Pad, 12 Pads/Pack	Post-It	653RPYW	12	PK	54	\$ 5.15	\$ 278.10
114	Notes, 1 3/8" x 1 7/8", Canary Yellow, 100 Sheets/Pad, 12 Pads/Pack	Post-It	653YW	12	DZ	119	\$ 4.86	\$ 578.34
115	Notes, 3" x 3", Canary Yellow, 90 Sheets/Pad, 12 Pads/Pack	Post-It	65412SSCY	12	PK	98	\$ 8.78	\$ 860.44
116	Notes, 3" x 3", Canary Yellow, 100 Sheets/Pad, 12 Pads/Pack	Post-It	65412YW	12	DZ	85	\$ 10.83	\$ 920.55
117	Notes, 3" x 3", Canary Yellow and Assorted Colors, 100 Sheets/Pad	Post-It	65414YWM	14	PK	85	\$ 8.81	\$ 748.85
118	Notes, 3" x 3", 75 Sheets/Pad, 24 Pads/Cabinet Pack	Post-It	654R24CPAP	24	PK	65	\$ 19.16	\$ 1,245.40

2023-022 Annual Contract for Office Supplies and Other Miscellaneous Products

Secondary Award

										Preferred Office Products Irving, TX HUB - No Co-OP - Yes		
Item	Description	Brand	Model	Units/UOM	UOM	Qty	Unit Price	Ext Price				
113	Notes, 1 3/8" x 1 7/8", Canary Yellow, 100 Sheets/Pad, 12 Pads/Pack	Post-It	653RPYW	12	PK	54	\$ 5.29	\$ 285.66				
114	Notes, 1 3/8" x 1 7/8", Canary Yellow, 100 Sheets/Pad, 12 Pads/Pack	Post-It	653YW	12	DZ	119	\$ 4.99	\$ 593.81				
115	Notes, 3" x 3", Canary Yellow, 90 Sheets/Pad, 12 Pads/Pack	Post-It	65412SSCY	12	PK	98	\$ 11.50	\$ 1,127.00				
116	Notes, 3" x 3", Canary Yellow, 100 Sheets/Pad, 12 Pads/Pack	Post-It	65412YW	12	DZ	85	\$ 11.30	\$ 960.50				
117	Notes, 3" x 3", Canary Yellow and Assorted Colors, 100 Sheets/Pad	Post-It	65414YWM	14	PK	85	\$ 11.79	\$ 1,002.15				
118	Notes, 3" x 3", 75 Sheets/Pad, 24 Pads/Cabinet Pack	Post-It	654R24CPAP	24	PK	65	\$ 19.62	\$ 1,275.30				

2023-022 Annual Contract for Office Supplies and Other Miscellaneous Products

Primary Award									
Staples Contract & Commercial LLC Farmingham, MA HUB - No CO-OP - Yes									
Item	Description	Brand	Model	Units/UOM	UOM	Qty	Unit Price	Ext Price	
119	Notes, 3" x 3", Canary Yellow, 100 Sheets/Pad, 12 Pads/Pack, Recycled Paper	Post-It	654RPYW	12	PK	65	\$ 9.68	\$ 629.20	
120	Notes, 3" x 5", Canary Yellow, 90 Sheets/Pad, 12 Pads/Pack	Post-It	65512SSCY	12	PK	74	\$ 15.80	\$ 1,169.20	
121	Notes, 4" x 6", Canary Yellow, Lined, 90 Sheets/Pad, 5 Pads/Pack	Post-It	6605SSCY	5	PK	81	\$ 10.23	\$ 828.63	
122	Page Markers 1/2" x 2", Assorted Colors, 500 Page Markers/Pack	Post-It	67010AB	500	PK	59	\$ 3.18	\$ 187.62	
123	Flags, 1" x 1.7", Blue, 100 Flags, 100 Flags/Pack	Post-It	680BE2	100	PK	61	\$ 3.55	\$ 216.55	
124	Flags, 1" Wide, Pink, 100 Flags/Pack	Post-It	680BP2	100	PK	17	\$ 3.55	\$ 60.35	

2023-022 Annual Contract for Office Supplies and Other Miscellaneous Products

Secondary Award

		Preferred Office Products Irving, TX HUB - No Co-OP - Yes						
Item	Description	Brand	Model	Units/UOM	UOM	Qty	Unit Price	Ext Price
119	Notes, 3" x 3", Canary Yellow, 100 Sheets/Pad, 12 Pads/Pack, Recycled Paper	Post-It	654RPYW	12	PK	65	\$ 12.56	\$ 816.40
120	Notes, 3" x 5", Canary Yellow, 90 Sheets/Pad, 12 Pads/Pack	Post-It	65512SSCY	12	PK	74	\$ 16.19	\$ 1,198.06
121	Notes, 4" x 6", Canary Yellow, Lined, 90 Sheets/Pad, 5 Pads/Pack	Post-It	6605SSCY	5	PK	81	\$ 10.46	\$ 847.26
122	Page Markers 1/2" x 2", Assorted Colors, 500 Page Markers/Pack	Post-It	67010AB	500	PK	59	\$ 3.25	\$ 191.75
123	Flags, 1" x 1.7", Blue, 100 Flags, 100 Flags/Pack	Post-It	680BE2	100	PK	61	\$ 3.64	\$ 222.04
124	Flags, 1" Wide, Pink, 100 Flags/Pack	Post-It	680BP2	100	PK	17	\$ 3.64	\$ 61.88

2023-022 Annual Contract for Office Supplies and Other Miscellaneous Products

Primary Award:									
Staples Contract & Commercial LLC Farmingham, MA HUB - No CO-OP - Yes									
Item	Description	Brand	Model	Units/UOM	UOM	Qty	Unit Price	Ext Price	
125	Flags, 1" Wide, Green, 100 Flags/Pack	Post-It	680GN2	100	PK	22	\$ 3.55	\$ 78.10	
126	Flags Value Pack, 1" Wide, Assorted Colors, 200 Flags/Pack plus Flag+ Highlighter	Post-It	680PPBGVA	200	PK	71	\$ 7.11	\$ 504.81	
127	Flags, 1" Wide, Red, 100 Flags/Pack	Post-It	680RD2	100	PK	24	\$ 3.55	\$ 85.20	
128	Sign and Date' Message Flags, 1" Wide, Green, 100 Flags/Pack	Post-It	680SD2	100	PK	1	\$ 4.80	\$ 4.80	
129	Sign Here' Message Flags, 1" Wide, Yellow, 100 Flags/Pack	Post-It	680SH2	100	PK	112	\$ 4.08	\$ 456.96	
130	Flags, .94" Wide, Yellow, 100 Flags/Pack	Post-It	680YW2	100	PK	18	\$ 2.78	\$ 50.04	

2023-022 Annual Contract for Office Supplies and Other Miscellaneous Products

Secondary Award

							Preferred Office Products Irving, TX HUB - No Co-OP - Yes		
Item	Description	Brand	Model	Units/UOM	UOM	Qty	Unit Price	Ext Price	
125	Flags, 1" Wide, Green, 100 Flags/Pack	Post-It	680GN2	100	PK	22	\$ 3.64	\$ 80.08	
126	Flags Value Pack, 1" Wide, Assorted Colors, 200 Flags/Pack plus Flag+ Highlighter	Post-It	680PPBGVA	200	PK	71	\$ 7.28	\$ 516.88	
127	Flags, 1" Wide, Red, 100 Flags/Pack	Post-It	680RD2	100	PK	24	\$ 3.64	\$ 87.36	
128	Sign and Date Message Flags, 1" Wide, Green, 100 Flags/Pack	Post-It	680SD2	100	PK	1	\$ 4.19	\$ 4.19	
129	Sign Here Message Flags, 1" Wide, Yellow, 100 Flags/Pack	Post-It	680SH2	100	PK	112	\$ 4.19	\$ 469.28	
130	Flags, .94" Wide, Yellow, 100 Flags/Pack	Post-It	680YW2	100	PK	18	\$ 3.64	\$ 65.52	

2023-022 Annual Contract for Office Supplies and Other Miscellaneous Products

		Primary Award						
		Staples Contract & Commercial LLC Farmingham, MA HUB - No CO-OP - Yes						
Item	Description	Brand	Model	Units/UOM	UOM	Qty	Unit Price	Ext Price
131	Flags, .47" Wide, Assorted Colors, 140 Flags/Pack, Yellow/Purple/Pink/Blue	Post-It	6834AB	140	PK	96	\$ 2.67	\$ 256.32
132	Flags, 0.5" Wide, Assorted Bright Colors, 100 Flags/Pack	Post-It	6835CB2	100	PK	115	\$ 2.45	\$ 281.75
133	Flags Value Pack, .47" Wide, Assorted Colors, 328 Flags/Pack	Post-It	683VAD1	280	PK	24	\$ 6.88	\$ 165.12
134	Notes, 3" x 3", 90 Sheets/Pad, 12 Pads/Pack	Post-It	R33012AN	12	PK	81	\$ 13.15	\$ 1,065.15
135	Notes, 4" x 4", Canary Yellow, Lined, 90 Sheets/Pad, 5 Pads/Pack	Post-It	R440YWSS	5	PK	38	\$ 5.53	\$ 210.14
136	Gummed Kraft Business #10 Envelopes, 4 1/8" x 9 1/2", Brown, 500/Bx	Quality Park	QUA11162	500	BX	8	\$ 43.84	\$ 350.72

2023-022 Annual Contract for Office Supplies and Other Miscellaneous Products

Secondary Award

										Preferred Office Products Irving, TX HUB - No Co-OP - Yes		
Item	Description	Brand	Model	Units/UOM	UOM	Qty	Unit Price	Ext Price				
131	Flags, .47" Wide, Assorted Colors, 140 Flags/Pack, Yellow/Purple/Pink/Blue	Post-It	6834AB	140	PK	96	\$ 3.51	\$ 336.96				
132	Flags, 0.5" Wide, Assorted Bright Colors, 100 Flags/Pack	Post-It	6835CB2	100	PK	115	\$ 2.50	\$ 287.50				
133	Flags Value Pack, .47" Wide, Assorted Colors, 328 Flags/Pack	Post-It	683VAD1	280	PK	24	\$ 7.04	\$ 168.96				
134	Notes, 3" x 3", 90 Sheets/Pad, 12 Pads/Pack	Post-It	R33012AN	12	PK	81	\$ 13.46	\$ 1,090.26				
135	Notes, 4" x 4", Canary Yellow, Lined, 90 Sheets/Pad, 5 Pads/Pack	Post-It	R440YWSS	5	PK	38	\$ 7.40	\$ 281.20				
136	Gummed Kraft Business #10 Envelopes, 4 1/8" x 9 1/2", Brown, 500/Bx	Quality Park	QUA11162	500	BX	8	\$ 73.73	\$ 589.84				

2023-022 Annual Contract for Office Supplies and Other Miscellaneous Products

Primary Award										
Staples Contract & Commercial LLC Farmingham, MA HUB - No CO-OP - Yes										
Item	Description	Brand	Model	Units/UOM	UOM	Qty	Unit Price	Ext Price		
137	Clasp & Moistenable Glue Catalog Envelopes, 9" x 12", Kraft, 100/Box	Quality Park	QUA37790	100	BX	7	\$ 9.98	\$ 69.86		
138	Clasp & Moistenable Glue Catalog Envelopes, 6" x 9", Brown Kraft, 100/Box	Quality Park	QUA37855	100	BX	54	\$ 5.44	\$ 293.76		
139	Clasp & Moistenable Glue Catalog Envelopes, 9" x 12", Brown Kraft, 100/Box	Quality Park	QUA37890	100	BX	28	\$ 10.30	\$ 288.40		
140	Catalog Envelopes, 6"L x 9"H, Brown, 100/Box	Quality Park	QUA43167	100	BX	14	\$ 11.42	\$ 159.88		
141	Self Seal Catalog Envelope, 9" x 12", Brown, 100/Box	Quality Park	QUA43563	100	BX	1	\$ 24.82	\$ 24.82		
142	Cotton Twine, 475 ft., White	Quality Park	QUA46171	1	EA	130	\$ 2.77	\$ 360.10		

2023-022 Annual Contract for Office Supplies and Other Miscellaneous Products

Secondary Award

										Preferred Office Products Irving, TX HUB - No Co-OP - Yes		
Item	Description	Brand	Model	Units/UOM	UOM	Qty	Unit Price	Ext Price				
137	Clasp & Moistenable Glue Catalog Envelopes, 9" x 12", Kraft, 100/Box	Quality Park	QUA37790	100	BX	7	\$ 34.59	\$ 242.13				
138	Clasp & Moistenable Glue Catalog Envelopes, 6" x 9", Brown Kraft, 100/Box	Quality Park	QUA37855	100	BX	54	\$ 23.90	\$ 1,290.60				
139	Clasp & Moistenable Glue Catalog Envelopes, 9" x 12", Brown Kraft, 100/Box	Quality Park	QUA37890	100	BX	28	\$ 30.30	\$ 848.40				
140	Catalog Envelopes, 6"L x 9"H, Brown, 100/Box	Quality Park	QUA43167	100	BX	14	\$ 20.48	\$ 286.72				
141	Self Seal Catalog Envelope, 9" x 12", Brown, 100/Box	Quality Park	QUA43563	100	BX	1	\$ 24.91	\$ 24.91				
142	Cotton Twine, 475 ft., White	Quality Park	QUA46171	1	EA	130	\$ 4.84	\$ 629.20				

2023-022 Annual Contract for Office Supplies and Other Miscellaneous Products

Primary Award									
Staples Contract &									
Commercial LLC									
Farmingham, MA									
HUB - No									
CO-OP - Yes									
Item	Description	Brand	Model	Units/UOM	UOM	Qty	Unit Price	Ext Price	
143	Gummed Currency Envelopes, 2 1/4" x 3 1/2", Brown, 500/Box	Quality Park	QUA50162	500	BX	16	\$ 10.84	\$ 173.44	
144	Gummed Currency Envelopes, 5 1/2" x 3 1/8", Brown, 500/Box	Quality Park	QUA50562	500	BX	3	\$ 14.98	\$ 44.94	
145	Button & String Inter- Departmental Envelopes, 10" x 13", White Wove, 100/Carton	Quality Park	QUA63663	100	BX	16	\$ 34.81	\$ 556.96	
146	Self Seal Catalog Envelopes, 9"L x 12"H, White, 100/Box	Quality Park	QUAR1460	100	BX	1	\$ 29.25	\$ 29.25	
147	Tabs, Assorted Colors, 1.5" Wide, 30/Pack	Redi-Tag	31080	30	PK	40	\$ 1.41	\$ 56.40	
148	Mesh 6-Compartment Drawer Organizer, Black	Rolodex	22131	1	EA	9	\$ 10.12	\$ 91.08	

2023-022 Annual Contract for Office Supplies and Other Miscellaneous Products

Secondary Award

								Preferred Office Products Irving, TX HUB - No Co-OP - Yes		
Item	Description	Brand	Model	Units/UOM	UOM	Qty	Unit Price	Ext Price		
143	Gummed Currency Envelopes, 2 1/4" x 3 1/2", Brown, 500/Box	Quality Park	QUA50162	500	BX	16	\$ 38.18	\$ 610.88		
144	Gummed Currency Envelopes, 5 1/2" x 3 1/8", Brown, 500/Box	Quality Park	QUA50562	500	BX	3	\$ 53.99	\$ 161.97		
145	Button & String Inter- Departmental Envelopes, 10" x 13", White Wove, 100/Carton	Quality Park	QUA63663	100	BX	16	\$ 54.03	\$ 864.48		
146	Self Seal Catalog Envelopes, 9"L x 12"H, White, 100/Box	Quality Park	QUAR1460	100	BX	1	\$ 59.83	\$ 59.83		
147	Tabs, Assorted Colors, 1.5" Wide, 30/Pack	Redi-Tag	31080	30	PK	40	\$ 2.71	\$ 108.40		
148	Mesh 6-Compartment Drawer Organizer, Black	Rolodex	22131	1	EA	9	\$ 19.07	\$ 171.63		

2023-022 Annual Contract for Office Supplies and Other Miscellaneous Products

Primary Award									
Staples Contract & Commercial LLC Farmingham, MA HUB - No CO-OP - Yes									
Item	Description	Brand	Model	Units/UOM	UOM	Qty	Unit Price	Ext Price	
149	Pencil and Accessory Holder, Black Steel	Rolodex	1746466	1	EA	35	\$ 9.38	\$ 328.30	
150	Storage Drawer, Black Mesh	Safco	2160BL	1	EA	5	\$ 22.67	\$ 113.35	
151	Shipping Packing Tape with Dispenser, 1.88" x 22.2 yds., Clear	Scotch	142	1	EA	176	\$ 2.19	\$ 385.44	
152	Permanent Double Sided Tape w/Refillable Dispenser, 1/2" x 7 yds., 1" Core, 3 Rolls	Scotch	3136	3	PK	43	\$ 3.06	\$ 131.58	
153	General Purpose Masking Tape, 0.94" x 60 yds., Tan	Scotch	09071	1	RL	1	\$ 7.66	\$ 7.66	
154	Packing Tape, Clear, 1.88" x 54.6 yds., 4 Rolls	Scotch	36504	4	PK	46	\$ 8.62	\$ 396.52	

2023-022 Annual Contract for Office Supplies and Other Miscellaneous Products

Secondary Award

Item	Description	Brand	Model	Units/UOM	UOM	Qty	Preferred Office Products Irving, TX HUB - No Co-OP - Yes	
							Unit Price	Ext Price
149	Pencil and Accessory Holder, Black Steel	Rolodex	1746466	1	EA	35	\$ 11.75	\$ 411.25
150	Storage Drawer, Black Mesh	Safco	2160BL	1	EA	5	\$ 26.29	\$ 131.45
151	Shipping Packing Tape with Dispenser, 1.88" x 22.2 yds., Clear	Scotch	142	1	EA	176	\$ 2.33	\$ 410.08
152	Permanent Double Sided Tape w/Refillable Dispenser, 1/2" x 7 yds., 1" Core, 3 Rolls	Scotch	3136	3	PK	43	\$ 4.12	\$ 177.16
153	General Purpose Masking Tape, 0.94" x 60 yds., Tan	Scotch	09071	1	RL	1	\$ 9.34	\$ 9.34
154	Packing Tape, Clear, 1.88" x 54.6 yds., 4 Rolls	Scotch	36504	4	PK	46	\$ 11.72	\$ 539.12

2023-022 Annual Contract for Office Supplies and Other Miscellaneous Products

Primary Award									
Staples Contract & Commercial LLC Farmingham, MA HUB - No CO-OP - Yes									
Item	Description	Brand	Model	Units/UOM	UOM	Qty	Unit Price	Ext Price	
155	Tape Refill, 3/4" x 27.77 yds., 10 Rolls	Scotch	810P10K	10	PK	31	\$ 14.83	\$ 459.73	
156	Tape Dispenser, Black Two-Tone	Scotch	C60BK	1	EA	39	\$ 2.27	\$ 88.53	
157	Retractable Highlighter, Chisel Tip, Fluorescent Yellow, Dozen	Sharpie	28025	12	DZ	19	\$ 10.36	\$ 196.84	
159	Liquid Highlighters, Chisel, Assorted Colors, 10/Pack	Sharpie	24415PP	10	PK	34	\$ 9.60	\$ 326.40	
160	Tank Highlighter, Chisel Tip, Assorted Colors, 6/Pack	Sharpie	25786PP/25076	6	PK	54	\$ 2.17	\$ 117.18	
161	File Folders, Reinforced 1/3-Cut Tab, Letter Size, Manila, 100/Box	Smead	10334	100	BX	15	\$ 17.95	\$ 269.25	

2023-022 Annual Contract for Office Supplies and Other Miscellaneous Products

Secondary Award

							Preferred Office Products Irving, TX HUB - No Co-OP - Yes		
Item	Description	Brand	Model	Units/UOM	UOM	Qty	Unit Price	Ext Price	
155	Tape Refill, 3/4" x 27.77 yds., 10 Rolls	Scotch	810P10K	10	PK	31	\$ 19.90	\$ 616.90	
156	Tape Dispenser, Black Two-Tone	Scotch	C60BK	1	EA	39	\$ 2.35	\$ 91.65	
157	Retractable Highlighter, Chisel Tip, Fluorescent Yellow, Dozen	Sharpie	28025	12	DZ	19	\$ 11.87	\$ 225.53	
159	Liquid Highlighters, Chisel, Assorted Colors, 10/Pack	Sharpie	24415PP	10	PK	34	\$ 9.82	\$ 333.88	
160	Tank Highlighter, Chisel Tip, Assorted Colors, 6/Pack	Sharpie	25786PP/25076	6	PK	54	\$ 4.03	\$ 217.62	
161	File Folders, Reinforced 1/3-Cut Tab, Letter Size, Manila, 100/Box	Smead	10334	100	BX	15	\$ 31.27	\$ 469.05	

2023-022 Annual Contract for Office Supplies and Other Miscellaneous Products

		Primary Award						
		Staples Contract & Commercial LLC Farmingham, MA HUB - No CO-OP - Yes						
Item	Description	Brand	Model	Units/UOM	UOM	Qty	Unit Price	Ext Price
162	File Folders, 1/3-Cut Tab, Letter Size, Manila, 100/Box	Smead	10343	100	BX	52	\$ 10.19	\$ 529.88
163	1/3-Cut Tab, Letter Size, Assorted Colors, 100/Box	Smead	11943	100	BX	26	\$ 12.24	\$ 318.24
164	Fastener File Folders, 2 Fasteners, Reinforced 1/3-Cut Tab, Letter Size, Yellow, 50/Box	Smead	12940	50	BX	100	\$ 32.77	\$ 3,277.00
165	Classification Folders with Fasteners, 3" Expansion, Letter Size, 3 Dividers, Gray/Green, 10/Box	Smead	14091	10	BX	420	\$ 40.12	\$ 16,850.40
166	Fastener File Folders, 2 Fasteners, Reinforced 1/3-Cut Tab, Letter Size, Manila, 50/Box	Smead	14537	50	BX	47	\$ 15.34	\$ 720.98
167	File Folders, 1/3-Cut Tab, Legal Size, Manila, 100/Box	Smead	15330	100	BX	24	\$ 14.74	\$ 353.76

2023-022 Annual Contract for Office Supplies and Other Miscellaneous Products

Secondary Award

Item	Description	Brand	Model	Units/UOM	UOM	Qty	Unit Price	Ext Price
162	File Folders, 1/3-Cut Tab, Letter Size, Manila, 100/Box	Smead	10343	100	BX	52	\$ 24.93	\$ 1,296.36
163	1/3-Cut Tab, Letter Size, Assorted Colors, 100/Box	Smead	11943	100	BX	26	\$ 31.19	\$ 810.94
164	Fastener File Folders, 2 Fasteners, Reinforced 1/3-Cut Tab, Letter Size, Yellow, 50/Box	Smead	12940	50	BX	100	\$ 39.92	\$ 3,992.00
165	Classification Folders with Fasteners, 3" Expansion, Letter Size, 3 Dividers, Gray/Green, 10/Box	Smead	14091	10	BX	420	\$ 66.10	\$ 27,762.00
166	Fastener File Folders, 2 Fasteners, Reinforced 1/3-Cut Tab, Letter Size, Manila, 50/Box	Smead	14537	50	BX	47	\$ 35.14	\$ 1,651.58
167	File Folders, 1/3-Cut Tab, Legal Size, Manila, 100/Box	Smead	15330	100	BX	24	\$ 29.60	\$ 710.40

Preferred Office Products
 Irving, TX
 HUB - No
 Co-OP - Yes

2023-022 Annual Contract for Office Supplies and Other Miscellaneous Products

Primary Award									
Staples Contract & Commercial LLC Farmingham, MA HUB - No CO-OP - Yes									
Item	Description	Brand	Model	Units/UOM	UOM	Qty	Unit Price	Ext Price	
168	File Folders, Reinforced 1/3-Cut Tab, Legal Size, Manila, 100/Box	Smead	15334	100	BX	4	\$ 15.02	\$ 60.08	
169	Pressboard Classification Folders with Fasteners, 3" Expansion, Legal Size, 3 Dividers, Red, 10/Box	Smead	19092	10	BX	8	\$ 32.24	\$ 257.92	
170	Pressboard Classification Folders with Fasteners, 1/3-Cut Tab, Legal Size, Gray/Green, 25/Box	Smead	19934	25	BX	4	\$ 30.55	\$ 122.20	
171	End Tab Classification Folders, Shelf-Master Reinforced Straight-Cut Tab, Letter Size, Manila, 50/Box	Smead	34160	50	BX	6	\$ 31.24	\$ 187.44	
172	End Tab Classification Folders, Shelf-Master Reinforced Straight-Cut Tab, Letter Size, Manila, 50/Box	Smead	34276	50	BX	4	\$ 31.86	\$ 127.44	
173	End Tab Folders with Fasteners, Letter Size, Gray/Green, 25/Box	Smead	34715	25	BX	5	\$ 28.91	\$ 144.55	

2023-022 Annual Contract for Office Supplies and Other Miscellaneous Products

Secondary Award

										Preferred Office Products Irving, TX HUB - No Co-OP - Yes		
Item	Description	Brand	Model	Units/UOM	UOM	Qty	Unit Price	Ext Price				
168	File Folders, Reinforced 1/3-Cut Tab, Legal Size, Manila, 100/Box	Smead	15334	100	BX	4	\$ 39.61	\$ 158.44				
169	Pressboard Classification Folders with Fasteners, 3" Expansion, Legal Size, 3 Dividers, Red, 10/Box	Smead	19092	10	BX	8	\$ 75.37	\$ 602.96				
170	Pressboard Classification Folders with Fasteners, 1/3-Cut Tab, Legal Size, Gray/Green, 25/Box	Smead	19934	25	BX	4	\$ 69.80	\$ 279.20				
171	End Tab Classification Folders, Shelf-Master Reinforced Straight-Cut Tab, Letter Size, Manila, 50/Box	Smead	34160	50	BX	6	\$ 49.87	\$ 299.22				
172	End Tab Classification Folders, Shelf-Master Reinforced Straight-Cut Tab, Letter Size, Manila, 50/Box	Smead	34276	50	BX	4	\$ 69.08	\$ 276.32				
173	End Tab Folders with Fasteners, Letter Size, Gray/Green, 25/Box	Smead	34715	25	BX	5	\$ 66.97	\$ 334.85				

2023-022 Annual Contract for Office Supplies and Other Miscellaneous Products

Primary Award										
Staples Contract & Commercial LLC Farmingham, MA HUB - No CO-OP - Yes										
Item	Description	Brand	Model	Units/UOM	UOM	Qty	Unit Price	Ext Price		
174	Reinforced Expanding File, A-Z Index, Legal Size, 21-Pocket, Brown	Smead	70430	1	EA	1	\$ 8.58	\$ 8.58		
175	File Pockets, 3.5" Expansion, Letter Size, Brown, 10/Box	Smead	73264	10	BX	117	\$ 17.99	\$ 2,104.83		
176	File Pocket, 3-1/2" Expansion, Letter Size, Brown, 50/Box	Smead	73805	50	BX	2	\$ 28.03	\$ 56.06		
177	File Pockets, 3.5" Expansion, Legal Size, Brown, 10/Box	Smead	74264	10	BX	52	\$ 12.83	\$ 667.16		
178	End Tab File Pocket, Reinforced Straight-Cut Tab, 1-3/4" Expansion, Letter Size, Manila, 25/Box	Smead	75114	25	BX	260	\$ 44.77	\$ 11,640.20		
179	Tab File Pocket, Reinforced Straight-Cut Tab, 3.5" Expansion, Manila Gusset, Letter Size, Manila, 25/Box	Smead	75124	25	BX	38	\$ 50.10	\$ 1,903.80		

2023-022 Annual Contract for Office Supplies and Other Miscellaneous Products

Secondary Award									
Preferred Office Products Irving, TX HUB - No Co-OP - Yes									
Item	Description	Brand	Model	Units/UOM	UOM	Qty	Unit Price	Ext Price	
174	Reinforced Expanding File, A-Z Index, Legal Size, 21-Pocket, Brown	Smead	70430	1	EA	1	\$ 21.18	\$ 21.18	
175	File Pockets, 3.5" Expansion, Letter Size, Brown, 10/Box	Smead	73264	10	BX	117	\$ 25.97	\$ 3,038.49	
176	File Pocket, 3-1/2" Expansion, Letter Size, Brown, 50/Box	Smead	73805	50	BX	2	\$ 100.17	\$ 200.34	
177	File Pockets, 3.5" Expansion, Legal Size, Brown, 10/Box	Smead	74264	10	BX	52	\$ 29.18	\$ 1,517.36	
178	End Tab File Pocket, Reinforced Straight-Cut Tab, 1-3/4" Expansion, Letter Size, Manila, 25/Box	Smead	75114	25	BX	260	\$ 61.83	\$ 16,075.80	
179	Tab File Pocket, Reinforced Straight-Cut Tab, 3.5" Expansion, Manila Gusset, Letter Size, Manila, 25/Box	Smead	75124	25	BX	38	\$ 68.17	\$ 2,590.46	

2023-022 Annual Contract for Office Supplies and Other Miscellaneous Products

Primary Award									
Staples Contract & Commercial LLC Farmingham, MA HUB - No CO-OP - Yes									
Item	Description	Brand	Model	Units/UOM	UOM	Qty	Unit Price	Ext Price	
180	File Jacket, Reinforced Tab, 2" Expansion, Legal Size, Manila, 50/Box	Smead	76560	50	BX	29	\$ 19.39	\$ 562.31	
181	Desk File/Sorter, Alphabetic (A-Z), 20 Dividers, Letter Size, Blue	Smead	89282	1	EA	19	\$ 7.00	\$ 133.00	
182	Phone Cord, Black	Softalk	48102	1	EA	126	\$ 1.84	\$ 231.84	
183	9.5 x 12 Certificate Holders, Navy Blue, 10/Pack	Southworth	PF8	10	PK	30	\$ 4.17	\$ 125.10	
184	Legal Pad Notepads, 8.5" x 11.75", Wide Ruled, Canary, 50 Sheets/Pad, 12 Pads/Pack	TOPS	7532	12	DZ	52	\$ 8.66	\$ 450.32	
185	Writing Tablet, 8-1/2" x 11-3/4", Law Ruled, Canary, 100 Sheets/Pad	TOPS	63394	1	EA	6	\$ 8.11	\$ 48.66	

2023-022 Annual Contract for Office Supplies and Other Miscellaneous Products

Secondary Award

		Preferred Office Products Irving, TX HUB - No Co-OP - Yes						
Item	Description	Brand	Model	Units/UOM	UOM	Qty	Unit Price	Ext Price
180	File Jacket, Reinforced Tab, 2" Expansion, Legal Size, Manila, 50/Box	Smead	76560	50	BX	29	\$ 47.49	\$ 1,377.21
181	Desk File/Sorter, Alphabetic (A-Z), 20 Dividers, Letter Size, Blue	Smead	89282	1	EA	19	\$ 17.45	\$ 331.55
182	Phone Cord, Black	Softalk	48102	1	EA	126	\$ 6.28	\$ 791.28
183	9.5 x 12 Certificate Holders, Navy Blue, 10/Pack	Southworth	PF8	10	PK	30	\$ 7.02	\$ 210.60
184	Legal Pad Note pads, 8.5" x 11.75", Wide Ruled, Canary, 50 Sheets/Pad, 12 Pads/Pack	TOPS	7532	12	DZ	52	\$ 51.66	\$ 2,686.32
185	Writing Tablet, 8-1/2" x 11-3/4", Law Ruled, Canary, 100 Sheets/Pad	TOPS	63394	1	EA	6	\$ 8.03	\$ 48.18

2023-022 Annual Contract for Office Supplies and Other Miscellaneous Products

Primary Award									
Staples Contract & Commercial LLC Farmingham, MA HUB - No CO-OP - Yes									
Item	Description	Brand	Model	Units/UOM	UOM	Qty	Unit Price	Ext Price	
186	Steno Pad, 6" x 9", Gregg Ruled, White, 70 Sheets/Pad	TOPS	74690	1	EA	237	\$ 1.69	\$ 400.53	
187	8" Titanium Multi-Purpose/Heavy Duty Scissor, Sharp Tip, Gray/Yellow, 2/Pack	Westcott	13901	2	PK	35	\$ 10.70	\$ 374.50	
188	8" Stainless Steel Scissors, Pointed Tip, Blue	Westcott	41218	1	EA	63	\$ 2.71	\$ 170.73	
189	Retractable Knife, Each	X-ACTO	X3204	1	EA	103	\$ 9.60	\$ 988.80	
Bid Total							\$	104,109.28	
Offered Rebate								3%	
Bid Total After Rebate							\$	100,986.00	

2023-022 Annual Contract for Office Supplies and Other Miscellaneous Products

Secondary Award

		Preferred Office Products Irving, TX HUB - No Co-OP - Yes						
Item	Description	Brand	Model	Units/UOM	UOM	Qty	Unit Price	Ext Price
186	Steno Pad, 6" x 9", Gregg Ruled, White, 70 Sheets/Pad	TOPS	74690	1	EA	237	\$ 4.48	\$ 1,061.76
187	8" Titanium Multi-Purpose/Heavy Duty Scissor, Sharp Tip, Gray/Yellow, 2/Pack	Westcott	13901	2	PK	35	\$ 15.91	\$ 556.85
188	8" Stainless Steel Scissors, Pointed Tip, Blue	Westcott	41218	1	EA	63	\$ 6.37	\$ 401.31
189	Retractable Knife, Each	X-ACTO	X3204	1	EA	103	\$ 6.33	\$ 651.99
Bid Total							\$	149,998.84
Offered Rebate							3%	
Bid Total After Rebate							\$	145,498.87

2023-022 Annual Contract for Office Supplies and Other Miscellaneous Products

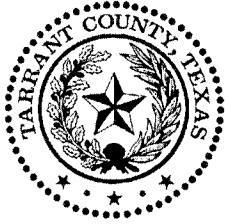
Primary Award										
Staples Contract & Commercial LLC Farmingham, MA HUB - No CO-OP - Yes										
Item	Description	Brand	Model	Units/UOM	UOM	Qty	Unit Price	Ext Price		
Offered Discount from List Price for Core Items										
Up to 92%										
Offered Discount from List Price for Non-Core Items										
None										

Notes: No bids were received from Interboro Packaging Corporation and Wedge Supply LLC

2023-022 Annual Contract for Office Supplies and Other Miscellaneous Products

Secondary Award										
Item	Description	Brand	Model	Units/UOM	UOM	Qty	Unit Price	Ext Price		
	Preferred Office Products Irving, TX HUB - No Co-OP - Yes									
Offered Discount from List Price for Core Items							Up to 60%			
Offered Discount from List Price for Non-Core Items							Up to 60%			

Notes: No bids were received from Interboro Packaging Corporation and Wedge Supply LLC



TAKINGS IMPACT ASSESSMENT CHECKLIST

Complete this form for any county action that involves the adoption of a regulation, policy, guideline, court resolution, or order.

Project/Regulation Name: BID No. 2023-022 - Annual Contract for Office Supplies and Other Miscellaneous Products - Countywide - Various Vendors - Exercise Second Option for Renewal - Same Firm Fixed Prices and Discount from List Price.

County Department: PURCHASING

Contact Person: Melissa Lee, C.P.M., A.P.P.

Phone Number for Contact Person: (817) 884-3245

Type of TIA Performed: SHORT TIA or FULL TIA. Circle one after answering the questions in Sections II and III below.

I. Stated Purpose

Attach to this checklist an explanation of the purpose of the regulation, policy, guideline, court resolution, or order.

Note: The remainder of this Takings Impact Assessment Checklist should be completed in consultation with the Criminal District Attorney's Office.

II. Potential Effect on Private Real Property

1. Does the county action require a physical invasion, occupation, or dedication of real property?

Yes _____ No √

2. Does the county action limit or restrict a real property right, even partially, or temporarily?

Yes _____ No √

If you answered yes to either question, go to Section III. If you answered no to both, STOP HERE and circle SHORT TIA at the top of the form.
