



MONTCLAIR STATE UNIVERSITY

Cooperative Request for Proposal #1303

For: On-Line Office Supply Program

Event	Date	Time
RFP Question Cut Off Date (Refer to RFP Section 1.3.1 for more information.)	July 20, 2017	10:00 AM
Pre-bid Conference	Not Applicable	Not Applicable
Site Visit	Not Applicable	Not Applicable
Bid Proposal Submission Due Date (Refer to RFP Section 1.3.3 for more information.)	August 10, 2017	10:00 AM

Dates are subject to change. All changes will be reflected in Addendum to the RFP posted on the Procurement Services webpage.

Small Business	Status	Category
Set-Aside (Refer to RFP Section 4.4.2.2 for more information.)	<input checked="" type="checkbox"/> Not Applicable <input type="checkbox"/> Entire Contract <input type="checkbox"/> Partial Contract <input type="checkbox"/> Subcontracting Only	<input type="checkbox"/> I <input type="checkbox"/> II <input type="checkbox"/> III

RFP Issued By
Office of Procurement Services
Montclair State University
Overlook Corporate Center
150 Clove Road, Third Floor
Little Falls, New Jersey 07424

Assigned Procurement Services Buyer: Patricia A. Stolarz
Telephone #: 973-655-4365
Fax #: 973-655-5468
E-mail: stolarzp@mail.montclair.edu

Date: July 13, 2017

Table of Contents

1.0	INFORMATION FOR BIDDERS	5
1.1	PURPOSE AND INTENT	5
1.2	BACKGROUND OF INSTITUTIONS	5
1.3	KEY EVENTS	6
1.3.1	PREBID MEETINGS AND WALK THROUGH NOT APPLICABLE UNDER RFP #1303	6
1.3.2	QUESTION AND ANSWER PERIOD.....	6
1.3.3	SUBMISSION OF BID PROPOSAL	7
1.4	ADDITIONAL INFORMATION	7
1.4.1	ADDENDUM: REVISIONS TO THIS RFP	7
1.4.2	BIDDER RESPONSIBILITY	8
1.4.3	COST LIABILITY	8
1.4.4	CONTENTS OF BID PROPOSAL	8
1.4.5	PRICE ALTERATION	8
1.4.6	BID ERRORS	9
1.4.7	JOINT VENTURE.....	9
2.0	DEFINITIONS	10
2.1	GENERAL DEFINITIONS	10
2.2	CONTRACT SPECIFIC DEFINITIONS	10
3.0	COMMODITY DESCRIPTION/SCOPE OF WORK.....	12
3.1	PREFERRED AND NON-PREFERRED ITEMS.....	12
3.2	ORDERING	12
3.3	PROCUREMENT CARD (P-CARD)	13
3.4	DISCOUNTS AND PRICING	14
3.5	DELIVERIES AND RETURNS	14
3.6	GREEN DELIVERY INITIATIVE.....	15
3.7	BACKORDERED ITEMS	15
3.8	INVOICING AND BILLING.....	16
3.9	PERSONNEL / LABOR REQUIREMENTS.....	16
3.10	ACCOUNT REPRESENTATIVE / CUSTOMER SERVICE	17
3.11	PROGRAM REPORTS.....	17
3.12	CONTRACT FUNDING	18
3.13	REBATE PROGRAMS	19
3.14	HP SUPPLIES BIG DEAL AND HP PURCHASE EDGE PROGRAM	19
3.15	CONTRACT QUANTITIES.....	19
3.16	COMMODITY ITEMS.....	19
3.17	E-PROCUREMENT REQUIREMENTS FOR MSU.....	23
3.18	STATEMENT OF QUALIFICATIONS	24
4.0	BID PROPOSAL PREPARATION AND SUBMISSION	24
4.1	GENERAL.....	24
4.2	BID PROPOSAL DELIVERY AND IDENTIFICATION	24
4.3	NUMBER OF BID PROPOSAL COPIES	25
4.4	BID PROPOSAL CONTENT.....	25
4.4.1	FORMS THAT MUST BE SUBMITTED WITH BID PROPOSAL	25
4.4.2	PROOF OF REGISTRATION THAT MUST BE SUBMITTED WITH THE BID PROPOSAL	26
4.4.3	SUBMITTALS	27

4.4.4 BID SECURITY NOT APPLICABLE UNDER RFP #1303	28
4.4.5 FINANCIAL CAPABILITY OF THE BIDDER	28
4.4.6 PRICING	29
5.0 SPECIAL CONTRACTUAL TERMS AND CONDITIONS	29
5.1 PRECEDENCE OF SPECIAL CONTRACTUAL TERMS AND CONDITIONS	29
5.2 CONTRACT TERM AND EXTENSION OPTION	29
5.3 CONTRACT TRANSITION	30
5.4 CONTRACT AMENDMENT	30
5.5 CONTRACTOR'S WARRANTY	30
5.6 ITEMS ORDERED AND DELIVERED	30
5.7 REMEDIES FOR FAILURE TO COMPLY WITH MATERIAL CONTRACT REQUIREMENTS	31
5.8 MANUFACTURING/PACKAGING REQUIREMENTS	31
6.0 PROPOSAL EVALUATION	31
6.1 EVALUATION CRITERIA	31
6.2 ORAL PRESENTATION AND/OR CLARIFICATION OF BID PROPOSAL	33
6.3 BID DISCREPANCIES	33
7.0 CONTRACT AWARD	33
7.1 DOCUMENTS/APPROVALS REQUIRED BEFORE CONTRACT AWARD FINALIZATION	34
7.1.1 PERFORMANCE AND PAYMENT BONDS NOT APPLICABLE UNDER RFP #1303	34
7.1.2 AFFIRMATIVE ACTION – PLEASE REFERENCE ATTACHMENT# 8	34
7.1.3 POLITICAL CONTRIBUTION DISCLOSURE REQUIREMENTS	35
7.1.4 INSURANCE CERTIFICATES	36
7.1.5 VENDORS RIGHT TO PROTEST AWARD OF CONTRACT	36
APPENDIX #1	37
STANDARD CONTRACT TERMS AND CONDITIONS	37
ATTACHMENT # 1	46
RFP SIGNATURE PAGE	46
ATTACHMENT #2	47
OWNERSHIP/STOCKHOLDER DISCLOSURE FORM	47
ATTACHMENT 3	48
SOURCE DISCLOSURE CERTIFICATION	49
ATTACHMENT #4	50
COMPANY QUALIFICATION CERTIFICATION	50
ATTACHMENT #5	54
PRICE SHEET(S)	54
ATTACHMENT #6 NOT APPLICABLE UNDER RFP #1303	59
BID BOND	59
ATTACHMENT #7 NOT APPLICABLE UNDER RFP #1303	60
AGREEMENT OF SURETY	60

ATTACHMENT # 8	61
MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE	61
ATTACHMENT # 9	63
MACBRIDE PRINCIPLES FORM	63
ATTACHMENT # 10	64
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN	64
ATTACHMENT 11	65
CONFLICT OF INTEREST	65
ATTACHMENT 12	66
NON-COLLUSION AFFIDAVIT	66
ATTACHMENT 13	67
MONTCLAIR STATE UNIVERSITY TOP 500 OFFICE SUPPLY ITEMS FOR FISCAL YEAR 2016 (July 1, 2015 to June 30, 2016)	67

1.0 INFORMATION FOR BIDDERS

1.1 PURPOSE AND INTENT

This Request for Proposal (RFP) is issued by the Office of Procurement Services (Procurement Services), Montclair State University (University). The purpose of this RFP is to is to is to solicit bid proposal for office supplies requirements primarily through an on-line ordering system with next day desk-top delivery services to be performed at Montclair State University (MSU), William Paterson University (WPU), Ramapo College (RC), Kean University (KU), New Jersey Institute of Technology (NJIT) for paper only, the College of New Jersey (TCNJ) and Stockton University (SU) with the possibility of other New Jersey States Colleges and Universities, and members of New Jersey Higher Education Purchasing Association (NJHEPA). The awarded vendor will provide the best possible price for office supplies, timely and professional next day, desk-top delivery; and a high level of customer service. For Montclair State University only, the awarded vendor must be capable of providing these services in an Oracle PeopleSoft Version 9.2 eProcurement environment.

The intent of this RFP is to award a contract to that responsible bidder whose bid proposal, conforming to this RFP is most advantageous to the University, price and other factors considered. However, the University reserves the right to separately procure individual requirements that are the subject of the awarded contract during the contract term, when deemed by the University's Vice President for Finance and Treasurer to be in the University's best interest.

The University's Standard Contract Terms and Conditions, Appendix 1 hereto, will be part of the awarded contract. The University's Standard Contract Terms and Conditions are in addition to the terms and conditions set forth in this RFP and should be read in conjunction with them.

1.2 BACKGROUND OF INSTITUTIONS

Montclair State University

Montclair State University is a research doctoral institution ranked in the top tier of national universities. Building on a distinguished history dating back to 1908, the University today has 10 colleges and schools that serve 21,000 undergraduate and graduate students with more than 300 doctoral, master's and baccalaureate programs. Situated on a beautiful, 252-acre suburban campus just 14 miles from New York City, Montclair State delivers the instructional and research resources of a large public university in a supportive, sophisticated and diverse academic environment.

MSU's current program is a punch out order system with next day, desk top delivery service. All active requesters in the FMS program can place orders.

William Paterson University

William Paterson University is a public institution of higher education established pursuant to Chapter 64 of the laws of the State of New Jersey (N.J.S.A. 18A: 64-1, et seq.) Founded in 1855 and granted university status in 1997, The William Paterson University of New Jersey is one of the nine state colleges and universities of the State of New Jersey (“the State”), with a mission that incorporates teaching, research and creative activity and service. The State legislature annually appropriates funds to support the University’s operations. Under the law, the University is an instrumentality of the State with a high degree of autonomy. The University is located in Wayne New Jersey, approximately 20 miles west of New York City, on approximately 370 acres including the main campus and four remote sites within a 2 mile radius of the main campus. The University has 1.9 million square feet in 40 main campus buildings.

Ramapo College of New Jersey

Ranked by U.S. News & World Report as fifth in the Best Regional Public Universities North category, Ramapo College of New Jersey is a four year liberal arts public college. Located in a pastoral setting on 300 acres in the foothills of the Ramapo Mountains on the New Jersey/New York border, the College has an enrollment of approximately 6,000 students and 1,000 faculty and staff. Established in 1969, Ramapo College offers bachelor’s degrees in the arts, business, humanities, social sciences and the sciences, as well as in professional studies, which include nursing and social work, and teacher certification at the elementary and secondary levels.

Ramapo College has approximately 88 requestors who place office supply orders on a customized website containing contract items and prices available from and maintained by the College’s current office supply provider. All purchases are charged to the requestor’s Visa procurement card, with next day inside delivery to the requestor’s desk top.

1.3 KEY EVENTS

1.3.1 PREBID MEETINGS AND WALK-THROUGH NOT APPLICABLE UNDER RFP #1303

~~The bidder is strongly encouraged to attend the pre-bid conference(s) and site visit(s). No special arrangements will be made for those not attending. The bidder is responsible for the full Scope of Work.~~

1.3.2 QUESTION AND ANSWER PERIOD

Procurement Services will accept questions and inquiries from all potential bidders via e-mail or fax, see cover sheet for assigned buyer’s e-mail address and fax number.

Questions should be directly tied to the RFP and asked in consecutive order, from beginning to end, following the organization of the RFP. Each question should begin by referencing the RFP page number and section number to which it relates.

Bidders are not to contact the University using department directly, in person, by telephone or by email, concerning this RFP.

The cut-off date for faxed questions and inquiries relating to this RFP is indicated on the cover sheet. Addendum to this RFP, if any, will be posted on Procurement Services webpage after the cut-off date (see Section 1.4.1. of this RFP for further information.)

1.3.3 SUBMISSION OF BID PROPOSAL

In order to be considered for award, the bid proposal must be received by Procurement Services at the appropriate location by the required time in a sealed envelope marked with the bid proposal title and number. The date and time is indicated on the cover sheet.

If your proposal is being submitted by **US MAIL**, it must be addressed to:

Montclair State University
Office of Procurement Services
1 Normal Avenue
Montclair, New Jersey 07042

If your proposal is being submitted **BY HAND OR OVERNIGHT DELIVERY (FedEx, UPS, etc.), please address it to:**

Montclair State University
Office of Procurement Services,
150 Clove Road, 3rd Floor,
Little Falls, New Jersey 07424

ANY BID PROPOSAL NOT RECEIVED ON TIME AT THE LOCATION NOTED WILL BE REJECTED

Note: Bidders using USPS Regular or Express mail services should allow adequate time to ensure that bid proposals are received at Procurement Services on the date and time indicated on the cover sheet.

1.4 ADDITIONAL INFORMATION

1.4.1 ADDENDUM: REVISIONS TO THIS RFP

In the event that it becomes necessary to clarify or revise this RFP, such clarification or revision will be by addendum. Any addendum to this RFP will become part of this RFP and part of any contract awarded as a result of this RFP.

ADDENDUM ISSUED WILL BE POSTED ON PROCUREMENT SERVICES WEBPAGE.

There are no designated dates for release of addendum. Interested vendors should check the Procurement Services' webpage on a daily basis from time of RFP issuance through bid proposal submission.

It is the sole responsibility of the bidder to be knowledgeable of addendum issued relating to this RFP.

Notice of addendum issued will be faxed by the assigned Procurement Services buyer to any vendor who has picked up a copy of the RFP at Procurement Services and who provided Procurement Services with its fax number.

It is the responsibility of the vendor accessing the RFP from Procurement Services' webpage to e-mail or fax the assigned Procurement Services buyer to request that it be faxed notice of addendum issued.

1.4.2 BIDDER RESPONSIBILITY

The bidder assumes sole responsibility for the complete effort required in submitting a bid proposal in response to this RFP. No special consideration will be given after bid proposals are opened because of a bidder's failure to be knowledgeable as to all of the requirements of this RFP.

1.4.3 COST LIABILITY

The University assumes no responsibility and bears no liability for costs incurred by a bidder in the preparation and submittal of a bid proposal in response to this RFP.

1.4.4 CONTENTS OF BID PROPOSAL

Subsequent to bid opening, all information submitted by a bidder in the bid proposal is considered public information, except as may be exempted from public disclosure by the Open Public Records Act, N.J.S.A. 47:1A-1 et seq., and the common law.

A bidder may designate specific information in its bid proposal as not subject to disclosure when the bidder has a good faith legal/factual basis for such assertion. The University reserves the right to make the determination and will advise the bidder accordingly. The location in the bid proposal of any such designation should be clearly stated in a cover letter. The University will not honor any attempt by a bidder either to designate its entire bid proposal as proprietary and/or to claim copyright protection for its entire proposal.

By signing the Signature Page of this RFP (Attachment 1), the bidder waives any claims of copyright protection set forth within the manufacturer's price list and/or catalogs. The price lists and/or catalogs must be accessible to University using departments.

1.4.5 PRICE ALTERATION

Bid prices must be typed or written in ink. Any price change (including "white-outs") must be initialed. Failure to initial price changes shall preclude a contract award from being made to the bidder.

1.4.6 BID ERRORS

A bidder may request that its bid proposal be withdrawn prior to bid opening. Such request must be made, in writing, to the Director of Procurement Services. If the request is granted, the bidder may submit a revised bid proposal as long as the revised bid proposal is received prior to the announced date and time for the opening of bid proposals and at the place specified.

If, after the opening of bid proposals but before contract award, a bidder discovers an error in its bid proposal, the bidder may make written request to the Director of Procurement Services for authorization to withdraw its bid proposal from consideration for award. Evidence of the bidder's good faith in making this request shall be used in making the determination. The factors that will be considered are that the mistake is so significant that to enforce the contract resulting from the bid proposal would be unconscionable; that the mistake relates to a material feature of the contract; that the mistake occurred notwithstanding the bidder's exercise of reasonable care; and that the University will not be significantly prejudiced by granting the withdrawal of the bid proposal.

If, during the evaluation of bid proposals received, an obvious pricing error made by a potential contract awardee is found, the Director of Procurement Services shall issue written notice to the bidder. The bidder will have five days after receipt of the notice to confirm its pricing. If the bidder fails to respond, its bid proposal shall be considered withdrawn, and no further consideration shall be given it.

If it is discovered that there is an arithmetic disparity between the unit price and the total extended price, the unit price shall prevail. If there is any other ambiguity in the pricing other than a disparity between the unit price and extended price and the bidder's intention is not readily discernible from other parts of the bid proposal, the assigned Procurement Services buyer may seek clarification from the bidder to ascertain the true intent of the bid proposal.

1.4.7 JOINT VENTURE

If a joint venture is submitting a bid proposal, the agreement between the parties relating to such joint venture should be submitted with the joint venture's bid proposal. Authorized signatories from each party comprising the joint venture must sign the Signature Page (Attachment #1) and the Source Disclosure Certification (Attachment #3). A separate Ownership Disclosure Form (Attachment #2) and Company Qualification Certification (Attachment #4) must be completed by each party to the joint venture.

2.0 DEFINITIONS

2.1 GENERAL DEFINITIONS

The following definitions will be part of the contract awarded as result of this RFP:

Addendum - Written clarification or revision to this RFP issued by Procurement Services.

Amendment - A change in the scope of work to be performed by the contractor after contract award. An amendment is not effective until signed by the University's Vice President for Finance and Treasurer.

Bidder – A vendor submitting a bid proposal in response to this RFP.

Contract - Any addendum to this RFP, this RFP, Montclair State University's Contract Terms and Conditions, Appendix 1, the awarded bidder's bid proposal and the University's form Agreement incorporating these documents.

Contractor - The contractor is the bidder awarded a contract.

Director – Director of Procurement Services.

Joint Venture – A business undertaking by two or more entities to share risk and responsibility for a specific project.

May - Denotes that which is permissible, but not mandatory.

Request for Proposal (RFP) - This document, which establishes the bidding and contract requirements and solicits bid proposals to meet the purchase needs of the University.

Shall or Must - Denotes that which is a mandatory requirement.

Should - Denotes that which is recommended, but not mandatory.

2.2 CONTRACT SPECIFIC DEFINITIONS

Institution(s) – Montclair State University, William Paterson University, Ramapo College, Kean University, New Jersey Institute of Technology for paper only, The College of New Jersey, and Stockton University with the possibility of other New Jersey States Colleges and Universities, and members of New Jersey Higher Education Purchasing Association (NJHEPA).

FY2016 – Fiscal Year 2016 is from July 1, 2015 through June 30, 2016.

Preferred items – These are approximately 350 product items from the wholesale office supply catalog that are deeply discounted due to the high volume of ordering by each Institution.

Non-preferred items – All other product items from the wholesale office supply catalog which are discounted.

MSU – Montclair State University

WPU – William Paterson University of New Jersey

RC – Ramapo College of New Jersey

KU – Kean University

NJIT – New Jersey Institute of Technology

TCNJ - The College of New Jersey

SU - Stockton University

3.0 COMMODITY DESCRIPTION/SCOPE OF WORK

To enable the University the ability to determine the bidder's capability to provide the supplies and services specified in this RFP, the bidder shall respond to the following regarding its ability to meet the requirements here.

All subsections of Section 3 require a response. Restate the subsection number and the text immediately prior to your written response. Each item must be thoroughly addressed. Bidders taking exception to any requirements listed in this section may be found nonresponsive.

3.1 PREFERRED AND NON-PREFERRED ITEMS

The awarded vendor must be able to accept office supplies orders through an on-line web-based system with next day, desk-top delivery service. These orders are purchased under an authorized employee's Institutional Procurement Card (P-Card) or via a standing or blanket purchase order issued by the individual department. All acceptable office supply products shall be categorized into preferred and non-preferred items.

Preferred items are approximately 350 product items from the wholesale office supply catalog that are deeply discounted due to the high volume of ordering by each Institution.

All other product items from the wholesale office supply catalog are discounted and become part of the Non-preferred Items category.

The products that are categorized as preferred and non-preferred items will be subject to review and modification by each Institution throughout the contract period based on their actual usage.

3.2 ORDERING

3.2.1. Web-based ordering shall include:

- Preferred items shopping list, historical shopping list for each individual user, favorites list for each individual user, shopping cart, line item, unit price, tabulation of merchandise ordered.
- A picture representation with a detailed description for each standard catalog item. A minimum of 350 items images is necessary to depict the Institution's preferred item list.
- Preferred items should appear on screen as an alternative option, if appropriate, for items being viewed with the costs savings potential highlighted.
- The name, account number, delivery location(s) of the department placing the order after initial departmental order is submitted on-line.

- When a department utilizes a standing or blanket Purchase Order for ordering office supplies, the secured ordering screen will reflect the available running balance for the department. Ordering will be blocked by the vendor's web site when the funding of the standing or blanket Purchase Order funding is exhausted.
- No order shall be accepted by the awarded vendor without an established on-line account. No phone or facsimile orders are to be accepted.
- A mechanism for blocking individual commodities and categories of commodities as listed under Section 3.13 with the capacity to revise and/or update on an as needed basis as determined by the individual Institution.
- Access to security and administrative views shall be granted to the Director / Associate Director of Procurement Services and their designated representatives for internal administrative protocol.
- The awarded vendor will provide continuous staff training for direct connect ordering system through scheduled group teleconferences, customer support services, and printable on-line instructions.
- On-line orders placed may be changed or cancelled on the same business day by each Institution's end users provided all changes are received by the awarded vendor by no later than 5:00 p.m.
- Stockton University and Kean University may require an on-line ordering system which will flow to Purchasing for approval and processing.

3.2.2. In-store purchases, if available, shall include:

- Awarded bidder will extend discount contract pricing by category for preferred and non-preferred items that are readily available in the vendor's retail establishment to allow for emergency and same-day purchases made with each Institutions' procurement card.

3.3 PROCUREMENT CARD (P-CARD)

Montclair State University has a Visa procurement card program in place that will only be available for in-store purchases and not for on-line punch out order purchases.

William Paterson University, Ramapo College and Stockton University utilize a VISA procurement card program in an effort to streamline the purchasing and payment process. Both William Paterson University, Ramapo College and Stockton University require the successful vendor to accept the procurement card as payment for goods and services.

The College of New Jersey and Kean University will reserve the right to convert processing all charges by credit card program. The charges will be made using either individual department credit cards or one Accounts Payable credit card.

The College of New Jersey and Kean University do not utilize a credit card or Procurement card program at this time.

3.4 DISCOUNTS AND PRICING

Bidders shall supply a single quote (percentage discount) off the unit and volume pricing found in the most current office supply catalog from SP Richards, United Stationers or an equivalent business products wholesaler catalog.

If an equivalent office supply catalog is used as the basis for a bidder's proposal, identify the catalog type and submit a copy of the catalog with the proposal.

3.5 DELIVERIES AND RETURNS

Orders punched out prior to 5:00 p.m. Monday through Friday shall be delivered the next business day. Normal business hours are generally Monday through Friday from 8:30 a.m. to 4:30 p.m. A schedule of each Institution's business hours and holidays shall be provided to the awarded bidder prior to the contract commencement.

Next-day direct desktop delivery will be made to individual departments. It shall be the responsibility of awarded vendor to become familiar with the delivery requirements from each department in order to ascertain any delivery difficulties.

All packages shall be labeled with: the Institution's name, building name, department name, room number, name and phone number of the staff member who placed the order. For example:

Montclair State University
One Normal Avenue
College Hall
University Advancement, Room 309
Montclair, New Jersey 07043
Attention: Mary J. Smith
973-655-XXX

Ninety-six percent (96%) of all placed orders must be delivered within twenty-four (24) hours. Back ordered items should be delivered within seventy-two (72) hours or sooner.

An indexed receipt listing or packing list shall be provided with each desktop delivery. Each Institutional department shall designate a staff member and alternate(s) to sign for deliveries by set-up of their P-card account and/or Purchase Order.

All delivery costs must be included with item pricing discounts and all items will be shipped FOB destination to each location. All freight costs and materials in transit will be the responsibility of the vendor. Any freight claims will be the responsibility of the vendor.

All damaged shipments will be rejected by the Receiving Institution and immediate notification will be given to the vendor. Any rejection of delivery by an Institution must be replaced by the vendor within twenty-hour (24) hours.

All delivery vehicles shall be clearly marked with the vendor's name and / or company logo. Vehicle operators must adhere to all traffic and parking regulations while on campus. For MSU, these documents are available on-line at the following link:

<http://www.montclair.edu/facilities/facilities-services/parking-services/parking-regulations/>

All other institutions will provide their delivery and parking information to the awarded bidder upon contract award.

Vehicle operators/delivery personnel shall be neatly dressed (casual or company uniform) and wear a picture identification tag. The tag shall identify the company and the name of the drivers.

Internal delivery carts, hand-trucks, etc. shall be fitted with tires that leave no markings or damage to vinyl tile flooring. The vendor agrees to pay for the repair or replacement of all Institution property damaged as a result of their operating and/or delivery procedures.

Damage or incorrect products will be accepted for return. Returns will be made in compliance with the awarded vendor's internal procedure. Credits for returned merchandise will be made within twenty-four (24) hours after the items are received into the vendor's inventory and physical pickups will be made within forty-eight (48) hours of initiation of the return process by the Institution. The awarded vendor must issue a Return Merchandise Authorization Number that will be associated with the purchase order and subsequent credit memo.

3.6 GREEN DELIVERY INITIATIVE

MSU is interested in the possible implementation of a green delivery program that reduces the use of boxes and packing materials for office supply orders. The goal of this program will be to ship orders when appropriate in a recycled paper bag with handles to replace the corrugated boxes and packing material. The orders delivered in the recycled paper bag will be transported in a reusable plastic tote made of post-consumer recycle plastics. These totes will protect the bags during shipping and delivery.

3.7 BACKORDERED ITEMS

Back ordered items should be delivered within seventy-two (72) hours or sooner. If back ordered items cannot be shipped in this time frame, the awarded bidder must notify the requesting

department by Email. This Email must reference the purchase order number, line item number and description of the back ordered item. The back ordered item is to be deleted by the awarded bidder from the original order. No line item substitutions are to be permitted. The requester will need to issue a new order, if the item(s) cannot be delivered within seventy-two (72) hours or sooner.

3.8 INVOICING AND BILLING

When required, the awarded vendor will submit hard copy invoices for individual orders to the appropriate end-using Department for their review, approval and processing. Refer to Section 3.14 for EProcurement invoice submittal requirements.

The invoices will reflect complete shipping address information and the name of the department, the name of the individual who placed the order and their phone number. Awarded bidder will only invoice for items that have been physically shipped.

Montclair State University and The College of New Jersey will receive one consolidated master invoice at the end of the monthly billing period. Item detail on the invoice is to be grouped by purchase order number.

Each line item will list number, quantity ordered, quantity shipped, item description with a catalog number, unit price, total price.

A total dollar figure for each invoice for all line items.

All credit invoices will provide the same data as requested for standard invoice billing.

Payment terms will be net thirty (30) days.

Invoice discrepancies will be resolved between the awarded vendor's accounts receivable / billing department and the Institution's ordering departmental staff. If these parties are unable to reach a resolution, they must contact the Director / Associate Director of Procurement Services or the designated Procurement Administrator with all appropriate and necessary support documentation.

Pricing errors shall be credited on a credit invoice indicating the difference between the erroneous and correct pricing. No restocking charges are permitted unless the returned item is customized at the written request of the department.

3.9 PERSONNEL / LABOR REQUIREMENTS

The vendor shall provide at all times adequately trained personnel to maintain the standards of this program. A trained relief member shall be available to substitute for the vendor's regular personnel during any absence.

The vendor shall notify the Institution's Director / Associate Director of Procurement and the designated Procurement Administrator of any and all impending labor, employee and/or vendor problems, or any other circumstances that could affect this program.

The vendor shall continue to provide services in the event of a strike or other labor dispute.

The vendor and his/her staff shall at no time during the contract terms be considered employees of the Institution and will adhere to each Institution's Employees Code of Conduct.

3.10 ACCOUNT REPRESENTATIVE / CUSTOMER SERVICE

All vendor representatives should be available to each Institution through Email, on-line, toll-free telephone center; and, face to face meetings as specified herein and when requested by the Institution's Procurement Services Department.

A designated sales account representative and inside sales representatives must be assigned for each Institution and will serve as liaisons between the vendor and the Institution's community. Problems encountered with ordering, pricing, backorders, returns, billings and deliveries will be funneled through the designated representatives.

The awarded vendor's Customer Service representatives will directly assist individual end-users in sourcing awarded office supply items; will provide written price quotes; will update the catalogs for all individual end-users on an annual basis; and, will assist in resolving return, incorrect and/or damaged items requiring replacement or credit.

3.11 PROGRAM REPORTS

Quarterly and year to date program reports reflecting overall expenditures, cost-savings, effectiveness, and service will be provided by the awarded vendor on a quarterly basis. These reports are to be submitted to the Director / Associate Director of Procurement Services and the designated Procurement Administrator in both hard copy, MS Excel electronic format with no merged cells to allow for ease in sorting and analyzing. These reports should be in an on-line dashboard format with real time information available for daily access.

Samples of your standard reports that meet the below requirements are to be submitted with your proposal. It is important that the reports are labeled for each quarterly reports listed below:

- Overall program quarterly and year to date usage for preferred and non-preferred items
- By Ordering Department a breakdown of orders listing preferred and non-preferred items
- Back ordered items by purchase order number and department not fulfilled within seventy-two hours
- Return items by purchase order number and department with return reason

- Overall Order fulfillment by preferred and non-preferred items
- Customer Service Initial Phone Call Response/Resolution Rate (95% or higher)
- Total Recycled or Sustainable Products Ordered Report
- Quarterly and year to date number of Returned items, time frame for returns to be picked up and subsequent delivery of replacement (Type of returns and rate of returns)

The awarded vendor's sales account representative will meet with the Director / Associate Director of Procurement Services or the designated Procurement Administrator on a quarterly basis to review the reports and to determine if any changes in the program will result in greater cost-savings and/or efficiencies for each Institution.

3.12 CONTRACT FUNDING

Each Institution's obligation for this project is contingent upon the availability of appropriated funds from which payment for contract purposes can be made.

The actual annual dollar amount expended for office supplies by each Institution is:

Name of Institution	Number of On-line Accounts	Actual Total Annual Expenditures for FY2016
Montclair State University	Not available	\$621,763.00
William Paterson University	166	\$224,029.00
Ramapo College	80	\$246,824.00
Kean University	70	\$400,000.00
New Jersey Institute of Technology	Not available at this time	Not available at this time
The College of New Jersey	Not available at this time	Not available at this time
Stockton University	To be determined	To be determined

The dollar figures provided herein in no way represents a guarantee or commitment by each Institution to purchase a set volume of merchandise. These amounts are provided for bidding purposes only.

3.13 REBATE PROGRAMS

Bidders may offer a rebate program based on each institution's volume of total annual expenditures, electronic ordering %, ordering sizes, early payment, electronic payment or other rebate programs.

Bidders are to list available rebate programs that each institution would be able to participate in and directly benefit from. Details on the rebate programs inclusions and exclusions are to be provided. **Any rebate program details must be submitted with your bid.**

3.14 HP SUPPLIES BIG DEAL AND HP PURCHASE EDGE PROGRAM

Montclair State University, William Paterson University, Ramapo College and Stockton University participate in the HP Supplies Big Deal program. This program is based on the use of genuine HP Supplies and the awarded bidder will need to incorporate this program in their offer to ensure the continued cost savings on genuine HP products. Also, Montclair State University, William Paterson University, Ramapo College and Stockton University are participants in the HP PurchasEdge Program which is a rewards program that allows the institutions to earn points for HP products such as printers, scanners and more.

3.15 CONTRACT QUANTITIES

There are not implied or guaranteed quantities to be purchased by each Institution.

Each Institution reserves the right to secure bids on the open market for any office supplies deemed appropriate.

3.16 COMMODITY ITEMS

The awarded contract will include the commodities listed herein, and this list will be subject to change at the discretion of each Institution and the Director / Associate Director of Procurement Services:

- Arts & Craft Materials
- Artwork
- Appointment Books
- Audio Visual Screens
- Badges
- Batteries
- Binders
- Binding Systems and Supplies
- Boards, Bulletin Boards
- Cables, adapters, switches
- Calculators and supplies
- Calendars
- Card Filing and Cards

Cartridges / Toner / Ink
 CD / DVD Discs
 Chalk/Crayons
 Clips, Clamps, Clipboards
 Columnar Pads/Books
 Computer Cleaning Products and Accessories
 Copyholders
 Correction Fluid/Tape/Supplies
 Desk Accessories and Pads
 Desk Top Printers (No network printers)
 Dictation Tapes and Diskettes
 Dictionaries/Reference Books
 Diskettes / CD Holders / Memory Cards; Memory Sticks/ Secure Digital Memory Cards
 Drafting accessories, supplies and tools
 Dry-erase Boards, Easels and Markers
 Early Learning Materials and Tools, Flash Cards
 Easels, Easel Pads
 Electronic / Computer / Office Technology Equipment:
 Electronic Boards, Audio Visual Equipment, Back-up Systems, Consumer
 Electronics, CD/DVD Burners, D-Link Networking Equipment, Desktop and
 Electronic Labelers, Non-network Desktop Printers, Digital Frames, DVD
 Players-Recorders, External – Internal Hard Drives, Facsimile Machines,
 Keyboards, Mice, Portable Hard Drives, Overhead Projectors, Digital Voice
 Recorders, Projectors, Scanners, Speaker Systems, Televisions, Monitors, Palm®
 Devices, Portable DVD Players, Wireless Networking, Zune Media Players,
 Software Applications, Paper Folding Equipment
 Engraved Desk Nameplates
 Envelopes: All Purpose, Business, Inter-Department, X-Ray, Specialty, Mailers
 Erasers
 Fax Supplies
 File Carts
 File Fasteners, Folders, and Files
 Film and Camera Accessories
 First Aid Supplies
 Floor Mats
 Frames
 Games and Puzzles
 Hand Sanitizers
 Hand Trucks, Utility Carts and Dollies
 Heaters, Air Purifiers and Fans

Glues and Adhesives
Headsets
Highlighters
Index and Tab Products
Keyboard Holders
Label Holders
Labels (excluding custom printed): Address, File, Name
Labelmakers
Laminating Machines
Lamps
Laser Pointers
Lecterns
Letter Openers
Magnifiers
Markers
Notebooks and Organizers
Paper: Multi-purpose, Copier, Color, Card and Cover Stock, Photo, Design, Fine
Business, Computer, Wide Format
Paper Punchers and Trimmers
Pencils
Pencil Sharpeners
Pens
Phones: Answering Machines, Business, Conference, Corded, Cordless, Multi-Line
Cordless Expandable, Small Office Solution Systems
Plastic Storage Bags
Planners
Post-it® Products
Report Covers
Ribbons: Typewriter, Printer
Rolodexes®
Rubber Bands
Rulers
Safes: Fire Resistant and Impact
Scissors
Sheet Protectors
Shelving
Shredders
Signs (standard, not customized)
Stamps/ Stamp Pads/Ink
Staplers, Staples, Removers

Storage Boxes
Surge Protectors
Tagging Equipment and Supplies
Tags and Tickets
Tape/Dispensers
Telephone List Finders, Message Pads,
Time Clocks, Time Cards and Accessories
Transparency Films
Typewriters
Wrist Rests/ Mouse Pads
Writing Pads, Filler Paper

The following commodities will be **excluded** under the awarded contract, and this listing will be subject to change during the awarded contract period, at the discretion of each Institution and the Director of Procurement Services:

Beverage and Food Items: Cocoa, Coffee Tea, Creamers, Water, Coffee Supplies,
Drinks, Cookies, Snacks, Nuts and Candy
Break Room Supplies
Cameras
Carts
Cash Registers, Price Markers and Shopping Bags
Cleaners and Cleaning Supplies: Air Fresheners, General Purpose, Bathroom, Furniture,
Glass, Disinfectants, Cleaning Accessories: Mops, Dusters, Brushes,
Brooms, Buckets, Wringers
Coffee Brewing Systems
Custom Printed Items: Checks, Envelopes, Forms, Letterhead, Presentation Folders,
Signage, Pens, Books, Labels
Disposable Paper, Plastic and Foam: Plates, Cups, Cutlery, Towels, Dispensers
Facial Tissue, Bathroom Tissue
Engraved Signage excluding desk name plates
Janitorial Supplies
Magazine and Literature Organizers
Mailroom Systems, Equipment and Postal Scales
Network Printers
*Office Furniture: A/V Carts and Stands, Bookcases, Chairs, Computer, Computer
Printer/Fax Stands, Conference Tables, Drafting, File Cabinets, Folding
Tables, Machine Stands, Modular Systems, Panels, Reception Room,

Stacking and Folding Chairs, Storage Cabinets, Suites, Training Tables,
Workstations

(*NOTE: Small furniture purchases will be permitted, but not furnishing for a complete office or suite.)

Restroom Supplies

Room Divider Systems

Safety Equipment, Supplies and Locks

Safety Glasses & Supplies

Soaps and Hand Cleansers

Smoking, Waste and Recycling, Specialty Waste Receptacles

Steel Lockers and Book Trucks

Stools and Ladders

Trash Can Liners

3.17 E-PROCUREMENT REQUIREMENTS FOR MSU

The bidder awarded the MSU contract must accept office supply orders through a catalog punch out list in a PeopleSoft Version 9.2 eProcurement environment, encompassing Oracle PeopleSoft Version 9.2 eProcurement, eSettlements and eSupplier modules and the awarded bidder must have the ability to process cXML Invoices for Purchase Orders.

The web site will allow the user to make their purchases through a catalog punch out list within a fully integrated Oracle PeopleSoft Version 9.2 eProcurement environment. Once entered punch out orders are approved by the requesting department's manager, the orders are electronically transmitted to the awarded office supply vendor directly. Procurement's review and approval of requisitions is not required.

The awarded bidder must have the capability to send electronic invoices in cXML format. In order to set up cXML invoices with MSU, the awarded bidder must work with the designated representatives from Procurement Services, Information Services and Finance to set up and configure the integration.

The awarded bidder, at its own expense, will be responsible for providing and maintaining its own equipment, software, services and necessary testing to effectively and reliably meet MSU's system requirements.

The awarded bidder and MSU must review mailboxes and other electronic receptacles of data and information, maintain logs and files and send confirmations and other notifications at times, with a frequency and under circumstances as determined by MSU to be necessary to document communications, detect errors or respond to reasonably anticipated inquiries or information

needs regarding the system. The award bidder must in a timely manner bring to MSU's attention any discrepancy or problem with the electronic communications.

The awarded bidder must be fully implemented and available for migration based on a mutually agreeable time frame which will be established upon contract award.

The awarded bidder must have dedicated resources who will work jointly with the MSU's Procurement and IT team in the implementation of the eInvoicing project.

3.18 STATEMENT OF QUALIFICATIONS

Statements of qualification should be presented in the order listed below. Please restate each qualification item and respond to each completely and clearly. Attachments that amplify responses or provide relevant illustrations are welcome.

- Executive summary of company including a minimum of five (5) years in business, organizational chart, geographic location of headquarters and distribution centers, client list, and services provided relevant to this project. This should not exceed ten (10) pages
- A written plan of action outlining your roll out and implementation plan and timeline for providing on-line office supply services to the institutions as stated under this RFP
- Specify reporting capabilities both in hard copy and electronic format
- List any value added services your company proposes

4.0 BID PROPOSAL PREPARATION AND SUBMISSION

4.1 GENERAL

The bidder is advised to thoroughly read and follow all instructions contained in this RFP, including the instructions on the RFP's Signature Page (Attachment #1), in preparing and submitting its bid proposal.

Note: Bid proposals shall not contain URLs (Uniform Resource Locators, i.e., the global address of documents and other resources on the World Wide Web) or web addresses. Inasmuch as the web contains dynamically changing content, inclusion of a URL or web address in a bid response is indicative of potentially changing information. Inclusion of a URL or web address in a bid response implies that the bid proposal's content changes as the referenced web pages change.

4.2 BID PROPOSAL DELIVERY AND IDENTIFICATION

In order to be considered, a bid proposal must arrive at Procurement Services in accordance with the instructions on the RFP's Signature Page (Attachment #1).

Bidders are cautioned to allow adequate delivery time to ensure timely delivery of bid proposals. Late bid proposals are ineligible for consideration.

THE EXTERIOR OF ALL BID PROPOSAL PACKAGES ARE TO BE LABELED WITH THE RFP NUMBER AND TITLE AND THE BIDDER'S NAME AND ADDRESS.

4.3 NUMBER OF BID PROPOSAL COPIES

The bidder must submit one (1) complete ORIGINAL bid proposal, clearly marked as the "ORIGINAL" bid proposal. The bidder should submit nine (9) full, complete and exact copies of the original plus nine (9) complete electronic submittals. The copies requested are necessary in the evaluation of the bid proposal. *Proposals must include tabbed dividers separating each section. In making reference to materials located in another section of the proposal, specific page numbers and sections must be noted.* A bidder failing to provide the requested number of copies will be charged the cost incurred by the University in producing the requested number of copies. It is suggested that the bidder make and retain a copy of its bid proposal.

4.4 BID PROPOSAL CONTENT

4.4.1 FORMS THAT MUST BE SUBMITTED WITH BID PROPOSAL

4.4.1.1 RFP SIGNATURE PAGE

The bidder shall complete and submit the RFP Signature Page (Attachment #1). The RFP Signature Page shall be signed by an authorized representative of the bidder. If the bidder is a limited partnership, the RFP Signature Page must be signed by a general partner. If the bidder is a joint venture, the RFP Signature Page must be signed by a principal of each party to the joint venture. Failure to comply will result in rejection of the bid proposal.

4.4.1.2 OWNERSHIP DISCLOSURE CERTIFICATION

In the event the bidder is a corporation, partnership or sole proprietorship, the bidder must complete the attached Ownership Disclosure Certification (Attachment #2). A current completed Ownership Disclosure Certification must be received prior to or accompany the bid proposal. If the bidder is a joint venture, an Ownership Disclosure Certification must be completed and submitted by each party to the joint venture. Failure to comply will result in rejection of the bid proposal.

4.4.1.3 SOURCE DISCLOSURE CERTIFICATION

The bidder must complete the Source Disclosure Certification (Attachment #3) and include the completed Certification with the bid proposal. Failure to comply will result in rejection of the bid proposal.

4.4.1.4 COMPANY QUALIFICATION CERTIFICATION

The bidder must complete the Company Qualification Certification (Attachment 4) and include the completed Certification with the bid proposal. If the bidder is a joint venture, the Company Qualification Certification must be completed and submitted by each party to the joint venture. Failure to comply will result in rejection of the bid proposal.

4.4.2 PROOF OF REGISTRATION THAT MUST BE SUBMITTED WITH THE BID PROPOSAL

4.4.2.1 BUSINESS REGISTRATION CERTIFICATE

See Section 1.1 of the University's Standard Contract Terms and Conditions, Appendix 1.

The bidder may go to <http://www.state.nj.us/treasury/revenue/busregcert.shtml> to register with the New Jersey Division of Revenue or to obtain a copy of an existing Business Registration Certificate.

Failure to submit a copy of the bidder's Business Registration Certificate (or interim Registration) from the Division of Revenue with the bid proposal may be cause for rejection of the bid proposal. If the bidder is a joint venture, a Business Registration Certificate (or interim Certificate) must be provided by each party to the joint venture.

~~4.4.2.2 SMALL BUSINESS REGISTRATION NOT APPLICABLE UNDER RFP #1303~~

~~This is a Set Aside Contract for [indicate category: Category I, II, or III] for Small Businesses. The bidder must be registered as a qualifying small business with the New Jersey Commerce, Economic Growth and Tourism Commission (Commerce) by the date the bid is received and opened. Evidence that the bidder has registered with Commerce as a small business should be submitted with the bid proposal. If the bidder is a joint venture, evidence that each party to the joint venture has registered with Commerce as a small business should be submitted with the bid proposal.~~

~~"Small Business" means a business that has its principal place of business in the State of New Jersey, is independently owned and operated, and has no more than 100 full time employees.~~

~~All necessary forms and any additional information concerning registration may be obtained by contacting Commerce's office of Small Business services:~~

~~NEW JERSEY COMMERCE, ECONOMIC GROWTH AND TOURISM COMMISSION
OFFICE OF SMALL BUSINESS SERVICES
20 WEST STATE STREET 4TH FLOOR
PO BOX 820, TRENTON, NJ 08625-0820
TELEPHONE: 609-292-2146~~

~~4.4.2.3 NEW JERSEY PUBLIC WORKS REGISTRATION CERTIFICATES NOT APPLICABLE UNDER RFP #1303~~

~~The bidder and all proposed subcontractors must hold valid N.J. Public Works Registration Certificates at the time of bid opening.~~

~~The Bidder shall include copies of current N.J. Public Works Registration Certificates for the Bidder and all sub-contractors required to be listed on the Single Bid Sub-contractor Listing. The Public Works Contractor Registration Act, N.J.S.A. 34:11—56:48 et seq., requires that all bidders and all sub-contractors listed in a bid on a public work must be registered with the Department of Labor to protect workers and facilitate enforcement of state prevailing wage laws. The Act was amended in 2003 as follows:~~

~~No contractor shall bid on any contract for public work as defined in section 2 of P.L. 1963, c. 150 (C.34:11-56:26) unless the contractor is registered pursuant to this act. No contractor shall list a sub-contractor in a bid proposal for the contract unless the sub-contractor is registered pursuant to P.L. 1999, c. 238 (C.34:11-56:48 et seq.) at the time the bid is made. No contractor or sub-contractor, including a sub-contractor not listed in the bid proposal, shall engage in the performance of any public work subject to the contract, unless the contractor or sub-contractor is registered pursuant to that act. [N.J.S.A. 34:11-56:51, as amended by L.2003, c. 91, approved June 17, 2003].~~

4.4.3 SUBMITTALS

Proposal should be as thorough and detailed as possible for proper evaluation of each bidder's capability to provide the required goods and services. Bidders should submit with their proposal the following documentation (in sufficient quantity to support each of the submitted bid proposals as required under Section 4.3) to expand their response with:

- A copy of the equivalent office supply wholesale catalog as specified under Section 3.4
- Resumes of appropriate personnel specified under Section 3.8
- Sample of each program report listed under Section 3.9
- Rebate program details specified under Section 3.11
- Written Plan of Action and Project Timeline for the Roll Out, Implementation, Continuous Training, and Day to Day Operations for this program
- Written policy for customer service response time to customers' inquiry
- Written policy for customer service problem resolution time frame from initial customer notification of issue to customer accepted resolution

4.4.3.1 ~~SAMPLE TESTING~~ NOT APPLICABLE UNDER RFP #1303

~~The samples submitted must meet the specification requirements set forth in the RFP and must be representative of the product bid. Bid samples [for pricing lines _____] for evaluation and testing purposes are to be made available at no charge and delivered to University, at the bidder's expense. The bidder must, within [Buyer to indicate number of days] working days following a request from the Procurement Services buyer, submit bid samples to Procurement Services. Bid samples will not be returned. The University reserves the right to perform any~~

~~tests necessary to assure that the bid samples conform to this RFP [for pricing lines_____]. The testing results of the University are final.~~

4.4.4 BID SECURITY NOT APPLICABLE UNDER RFP #1303

~~Each bid proposal must be accompanied by a Bid Bond [See Attachment #6], Certified or Cashier's Check made payable to Montclair State University equal to ten percent (10%) of the amount of the bid proposal, not to exceed \$20,000.00, as evidence of good faith, which guarantees that if the bid proposal submitted by the bidder is accepted, the bidder will enter into the Contract and will furnish the required Contract Documents and Surety Bonds. If a Bid Bond is submitted, it shall also provide that the Surety issuing the Bid Bond is bound to issue the required Payment and Performance Bonds [See Attachment #7], if the bidder is awarded the Contract. If the bidder whose bid proposal is accepted is unable to provide the Performance and Payment Bonds or fails to execute a Contract, then such Bidder and the Bid Bond Surety shall be obligated to pay Montclair State University the difference between the amount of the bid proposal and the amount which the University contracts to pay another party to perform the work. The University reserves the right to retain any Certified or Cashier's Check deposited hereunder as reimbursement for the difference as aforesaid, and shall return any unrequited balance to the bidder. Should there be a deficiency in the amount of the Bid deposit, the bidder and the Surety shall pay the entire amount of the difference in cost upon demand. The bidder awarded the Contract shall construe nothing contained herein as a waiver of any other legal remedies the University may have by reason of a default or breach.~~

~~Certified or Cashier's Checks or Bonds submitted by unsuccessful bidders will be returned after the Contract has been executed. Bidders electing to furnish a Bid Bond must also include a Consent of Surety, in form acceptable to the University.~~

~~Attorneys in fact who sign Bid Bonds or Contract Bonds must file a certified Power of Attorney with the University indicating the effective date of that power.~~

4.4.5 FINANCIAL CAPABILITY OF THE BIDDER

In order to provide the University with the ability to judge the bidder's financial capacity and capabilities to undertake and successfully complete the contract, the bidder should submit its most recent annual audited or certified financial statement that includes a balance sheet, income statement and statement of cash flow, and all applicable notes for the most recent calendar year or the bidder's most recent fiscal year. If a certified financial statement is not available, the bidder should provide either a reviewed or compiled statement from an independent accountant setting forth the same information required for the certified financial statement, together with a certification from the Chief Executive Officer and the Chief Financial Officer, that the financial statement and other information included in the statement fairly present in all material respects the financial condition, results of operations and cash flows of the bidder as of, and for, the period presented in the statement. In addition, the bidder should submit a bank reference.

If the financial information is not included with the bidder's response, the University may request the bidder to submit it, or deem the bid non-responsive. If the University requests it be submitted and the bidder fails to submit within seven (7) business days, the University may deem the bidder's proposal non-responsive.

The bidder may designate specific financial information as not subject to disclosure when the bidder has a good faith legal/factual basis for such assertion. The bidder may submit specific financial documents in a separate, sealed package clearly marked "Confidential-Financial Information" along with its bid proposal.

The University reserves the right to make the determination whether to accept the bidder's assertion of confidentiality and will advise the bidder accordingly.

4.4.6 PRICING

The bidder must submit its pricing using the format set forth in the price sheet(s) attached to this RFP (Attachment #5). Failure to submit all information required will result in the bid proposal being considered non-responsive. Notwithstanding the Contract Effective Date on the RFP Signature Page, Attachment #1, each bidder is required to hold its prices firm through issuance of the contract.

5.0 SPECIAL CONTRACTUAL TERMS AND CONDITIONS

5.1 PRECEDENCE OF SPECIAL CONTRACTUAL TERMS AND CONDITIONS

The contract awarded as a result of this RFP shall consist of addendum to this RFP, this RFP (including the University's Standard Contract Terms and Conditions (Appendix 1)), the contractor's bid proposal and the University's Agreement incorporating these documents and signed by the contractor and the University's Vice President for Finance and Treasurer.

In the event of a conflict between provisions within the contract documents, the contract documents shall have the following order of priority: Agreement, RFP Addendum by later issuance date, the RFP, the University's Standard Contract Terms and Conditions and the contractor's bid proposal.

5.2 CONTRACT TERM AND EXTENSION OPTION

The term of the contract shall be for a period of one year August 2017 to August 2018. The anticipated "Contract Effective Date" is provided on the Signature Page (Attachment #1) of this RFP. If delays in the procurement process result in a change to the anticipated Contract Effective Date, the bidder agrees to accept a contract for the full term of the contract. The contract may be extended for all or part of two one-year periods, by the mutual written consent of the contractor and the University's Vice President of Finance and Treasurer.

For William Paterson University, Ramapo College, Kean University, New Jersey Institute of Technology, The College of New Jersey and Stockton University, the contract effective date will be the date the contract is signed and fully executed by each individual institution and the awarded bidder.

5.3 CONTRACT TRANSITION

In the event that a new contract has not been awarded prior to the contract expiration date, as may be extended herein, it shall be incumbent upon the contractor to continue the contract under the same terms and conditions until a new contract can be completely operational. At no time shall this transition period extend more than ninety (90) days beyond the expiration date of the contract.

5.4 CONTRACT AMENDMENT

Any changes or modifications to the terms of the contract shall be valid only when they have been reduced to writing and signed by the contractor and the University's Vice President for Finance and Treasurer.

5.5 CONTRACTOR'S WARRANTY

The contractor is responsible for the quality, technical accuracy, timely completion and delivery of all deliverables and other services to be furnished by the contractor under the contract. The contractor agrees to perform in a good, skillful and timely manner all services set forth in the contract.

The contractor shall, without additional compensation, correct or revise any errors, omissions, or other deficiencies in its services and deliverables furnished under the contract. The approval of interim deliverables furnished under the contract shall not in any way relieve the contractor of fulfilling all of its obligations under the contract. The acceptance or payment for any of the services rendered under the contract shall not be construed as a waiver by the University, of any rights under the agreement or of any cause of action arising out of the contractor's performance of the contract.

The acceptance of, approval of or payment for any of the services performed by the contractor under the contract shall not constitute a release or waiver of any claim the University has or may have for latent defects or errors or other breaches of warranty or negligence.

5.6 ITEMS ORDERED AND DELIVERED

The contractor is authorized to ship only those items covered by the contract resulting from this RFP. If a review of orders placed by University user departments reveals that material other than that covered by the contract has been ordered and delivered, such delivery shall be a violation of the terms of the contract and may be considered by the University's Vice President for Finance and Treasurer as a basis to terminate the contract and/or as a basis not to award the contractor a subsequent contract. The University's Vice President for Finance and Treasurer

may take such steps as are necessary to have the items returned to the contractor, regardless of the time between the date of delivery and discovery of the violation. In such event, the contractor shall reimburse the University the full purchase price.

The contract involves items which are necessary for the continuation of ongoing critical University services. Any delay in delivery of these items would disrupt University services and would force the University to immediately seek alternative sources of supply on an emergency basis. Timely delivery is critical to meeting the University's ongoing needs.

5.7 REMEDIES FOR FAILURE TO COMPLY WITH MATERIAL CONTRACT REQUIREMENTS

In the event that the contractor fails to comply with any material contract requirements, the University's Vice President for Finance and Treasurer may take steps to terminate the contract in accordance with the provisions herein and/or authorize the delivery of contract items by any available means, with the difference between the price paid and the defaulting contractor's price either being deducted from any monies due the defaulting contractor or being an obligation owed the University by the defaulting contractor.

5.8 MANUFACTURING/PACKAGING REQUIREMENTS

- All products must conform in every respect to the standards and regulations established by Federal and New Jersey State laws.
- All products shall be manufactured and packaged under modern sanitary conditions in accordance with federal and state law and standard industry practice.
- All products are to be packaged in sizes as specified in this RFP and shall be packaged in such a manner as to ensure delivery in first class condition and properly marked for identification. All shipments must be comprised of original cartons associated with the commercial industry represented by the actual product contained within each carton. Deliveries containing re-used, re-labeled, re-worked or alternate cartons are subject to rejection by the University at the contractor's expense.

6.0 PROPOSAL EVALUATION

6.1 EVALUATION CRITERIA

The following criteria will be used to evaluate all bid proposals that meet the requirements of this RFP. The criteria are not necessarily listed in order of importance:

- Financial strength of bidder
- User-friendliness / ease of use of web-based, on-line ordering system
- Experience of the bidder in providing an on-line web-based ordering, next-day desk-top delivery office supply program utilizing either standing orders and P-cards

- Experience of the bidder in an Oracle eProcurement environment
- Bidder's past performance under contracts of similar size and scope
- Written Plan of Action and Project Timeline for the Roll Out, Implementation, Continuous Training, and Day to Day Operations for this program
- Capability to revise Preferred / Non-preferred Item listing based on actual individual institution's actual usage
- Resumes of the designated sales support team
- Site visit to bidder's offices and order fulfillment center
- Samples of Quarterly Office Supply Program Reports reflecting program effectiveness in the following areas:
 - Tracking actual orders for Preferred and Non-preferred items overall and by department
 - Next Day Desk Top Delivery (95% or higher)
 - Order Fulfillment (95% or higher rate)
 - Customer Service Initial Phone Call Response/Resolution Rate (95% or higher)
 - Customer Service Resolution Rates
 - Total Recycled or Sustainable Products Ordered Report
 - Quarterly and year to date number of Returned items, time frame for returns to be picked up and subsequent delivery of replacement (Type of returns and rate of returns)

Ramapo College, The College of New Jersey and Kean University reserve the right to request that a bidder provide item detail level pricing based on commodity items identified by each institution. This information will be used by these institutions in the evaluation process to benchmark the bid rates against their current purchase prices.

Based on this RFP, each institution intends to award its own contract to the responsible bidder whose bid proposal, conforming to this RFP, is most advantageous to the institution, price and other factors considered. Each institution reserves the right to separately procure individual requirements that are the subject of the contract during the contract term, when deemed by the institution to be in its best interest.

6.2 ORAL PRESENTATION AND/OR CLARIFICATION OF BID PROPOSAL

After the submission of bid proposals, unless requested by the University as noted below, bidder contact with the University is still not permitted.

The University may request the highest ranking bidder(s) be required to give an oral presentation to the University concerning its bid proposal. The University may also require the bidder to submit written responses to questions regarding its bid proposal.

The purpose of such communication with the bidder, either through an oral presentation or a letter of clarification, is to provide an opportunity for the bidder to clarify its bid proposal. Original bid proposals submitted, however, cannot be supplemented, changed, or corrected in any way. No comments regarding other bid proposals are permitted. Bidders may not attend presentations made by their competitors.

It is within the University's discretion whether to require the highest ranking bidder(s) be required to give an oral presentation or require the highest ranking bidder(s) to submit written responses to questions regarding its bid proposal. Action by the University in this regard should not be construed to imply acceptance or rejection of a bid proposal. The assigned Procurement Services buyer is the sole point of contact regarding any request for an oral presentation or clarification.

6.3 BID DISCREPANCIES

In evaluating bid proposals:

Discrepancies between words and figures will be resolved in favor of words.

Discrepancies between unit prices and totals of unit prices will be resolved in favor of unit prices.

Discrepancies in the multiplication of units of work and unit prices will be resolved in favor of the unit prices.

Discrepancies between the indicated total of multiplied unit prices and units of work and the actual total will be resolved in favor of the actual total.

Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the corrected sum of the column of figures.

7.0 CONTRACT AWARD

The contract award shall be made with reasonable promptness by written notice to that responsible bidder, whose bid proposal, conforming to this RFP, is most advantageous to the

University, price, and other factors considered. The University reserves the right to reject any or all bids, or to award in whole or in part, if deemed to be in the best interest of the University to do so. Furthermore, the University reserves the right to waive any other bid requirement in their sole discretion when such waiver is in the best interest of the University and where such waiver is permitted by law.

7.1 DOCUMENTS/APPROVALS REQUIRED BEFORE CONTRACT AWARD FINALIZATION

7.1.1 ~~PERFORMANCE AND PAYMENT BONDS~~ Not Applicable Under RFP #1303

~~The successful Bidder shall furnish within ten (10) calendar days after Contract Execution a Performance Bond in statutory form in an amount equal to one hundred percent (100%) of the total contract price as security for the faithful performance of the Contract and a Payment Bond in statutory form in an amount equal to one hundred percent (100%) of the contract price as security for the payment of all persons and firms performing labor and furnishing materials in connection with the Contract. The Performance Bond and the Payment Bond may be in one or in separate instruments in accordance with the law. No Contract shall be executed unless and until each Bond is submitted to and approved by the University and the Surety must be presently authorized to do business in the State of New Jersey. The Surety's obligation shall continue beyond final acceptance to the extent that the Contractor may have such an obligation.~~

~~The cost of Bonds shall be the sole responsibility the Contractor. If at any time the University, for justifiable cause is, dissatisfied with any Surety or Sureties that have issued or proposed to issue the Performance or Payment Bonds, the Contractor shall within ten (10) days after notice from the University to do so, substitute an acceptable Bond (or Bonds) in such form and sum and executed by such other Surety or Sureties as may be satisfactory to the University. The premiums of such Bond shall be paid by the Contractor. No Contract shall be executed and/or payment made under a Contract until the new Surety or Sureties have furnished such an acceptable Bond to the University. Bonds must be legally effective as of the date the contract is signed. Bonds must indicate Contractors' names exactly as they appear on the Contract. Current Attorney in Fact Instruments and financial statements of the Surety must be included with the Bond. Bonds must be executed by an authorized Officer of the Surety. Bonds furnished under this article shall conform in all respects to the requirements and language of N.J.S.A.2A:44-143 to 147.~~

7.1.2 AFFIRMATIVE ACTION – Please reference Attachment# 8

The bidder recommended for contract award is required to submit a copy of its Certificate of Employee Information or a copy of Federal Letter of Approval, verifying that the bidder is operating under a federally approved or sanctioned Affirmative Action program. If the bidder has neither document of Affirmative Action evidence, then the bidder must complete an Affirmative Action Employee Information Report (AA-302). This requirement is a precondition to entering

into a University contract. The Affirmative Action Employee Information Report (AA-302) is located at http://www.state.nj.us/treasury/purchase/forms/AA_%20Supplement.pdf.

7.1.3 POLITICAL CONTRIBUTION DISCLOSURE REQUIREMENTS

- a) The University may not contract to procure from any vendor services or any material, supplies or equipment, or to acquire, sell or lease any land or building, where the value of the transaction exceeds \$17,500, if the vendor has solicited or made any contribution of money, or pledge of contribution, including in-kind contributions to a candidate committee and/or election fund of any candidate for or holder of the public office of Governor, or to any State or county political party committee during certain specified time periods
- b) Prior to awarding the contract to a bidder, the bidder proposed as the intended awardee of the contract shall submit the Certification and Disclosure form, certifying that no contributions prohibited by the Legislation have been made by the bidder and reporting all contributions the bidder made during the preceding four years to any political organization organized under 26 U.S.C.527 of the Internal Revenue Code that also meets the definition of a “continuing political committee” within the mean of N.J.S.A. 19:44A-3(n) and N.J.A.C. 19:25-1.7. The required form and instructions, available for review at <http://www.state.nj.us/treasury/purchase/forms.htm#eo134>, shall be provided to the intended awardee for completion and submission to Procurement Services. The intended awardee shall submit the completed Certification and Disclosure(s) within five (5) business days to the assigned Procurement Services buyer. Failure to submit the required forms will preclude award of a contract under this RFP.
- c) Further, the intended awardee is required, on a continuing basis, to report any contributions it makes during the term of the contract, and any extension(s) thereof, at the time any such contribution is made. The required form and instructions, available for review at <http://www.state.nj.us/treasury/purchase/forms.htm#eo134>.

7.1.3.1 STATE TREASURER APPROVAL

The State Treasurer or his designee shall review the Disclosures submitted pursuant to this section, as well as any other pertinent information concerning the contributions or reports thereof by the intended awardee, prior to award, or during the term of the contract, by the contractor. If the State Treasurer determines that any contribution or action by the contractor constitutes a breach of contract that poses a conflict of interest in the awarding of the contract under this solicitation, the State Treasurer shall disqualify the Business Entity from award of such contract.

7.1.3.2 ADDITIONAL POLITICAL CONTRIBUTION DISCLOSURE REQUIREMENTS

The contractor is advised of its responsibility to file an annual disclosure statement on political contributions with the New Jersey Election Law Enforcement Commission (ELEC), pursuant to P.L. 2005, c. 271, section 3 if the contractor receives contracts in excess of \$50,000 from a public entity in a calendar year. It is the contractor's responsibility to determine if filing is necessary. Failure to so file can result in the imposition of financial penalties by ELEC. Additional information about this requirement is available from ELEC at 888-313-3532 or at www.elec.state.nj.us.

7.1.4 INSURANCE CERTIFICATES

The bidder recommended for contract award shall provide the assigned Procurement Services buyer with current certificates of insurance for all coverages required by Section 2.3 of the University's Standard Contract Terms and Conditions, Appendix 1.

7.1.5 VENDORS RIGHT TO PROTEST AWARD OF CONTRACT

A vendor who submits a proposal in response to an advertised RFP may submit a written protest to the Director of Procurement of the University setting forth in detail the specific grounds for challenging the award. The protest shall be filed within ten (10) business days following the vendor's receipt of written notification, sent either by certified mail or facsimile transmission, that its bid was not accepted or of notice of the decision to award the contract. Any protest filed after the 10 day period may be disregarded. If the contract award is protested, the University may proceed to award the contract if the failure to award will result in substantial cost to the University or if public exigency so requires. All contract awards will be posted on the Procurement Services website <http://www.montclair.edu/procurement/awardedcontracts/index.html>.

APPENDIX #1
MONTCLAIR STATE UNIVERSITY
STANDARD CONTRACT TERMS AND CONDITIONS

I. The contractor certifies that it understands and agrees that the following terms and conditions (collectively the "University's Standard Terms and Conditions") are incorporated into any contract awarded by the University.

II. In the event the terms and conditions within the contractor's proposal conflict with the University's Standard Terms and Conditions, the University's Standard Terms and Conditions will govern.

III. The contractor's status pursuant to the contract shall be that of an independent contractor and not an employee of the University.

1. LAWS REQUIRING MANDATORY COMPLIANCE BY ALL UNIVERSITY CONTRACTORS

1.1 BUSINESS REGISTRATION (Contracts in excess of \$4,950)

- a. All New Jersey and out of State Corporations must obtain a Business Registration Certificate (BRC) from the Department of the Treasury, Division of Revenue conducting business in the State of New Jersey and prior to the University's execution of a contract with the contractor pursuant to N.J.S.A. 52:32-44(c). The contractor must provide proof of a valid and current business registration with the Division of Revenue to the University's Procurement Services Department before starting work under the contract. Any questions in this regard can be directed to the Division of Revenue at (609) 292-1730. Form NJ-REG. can be filed online at www.state.nj.us/njbgs/services/html. Contractor's failure to comply may result in the imposition of penalties by the University in accordance with all applicable laws.
- b. All sub-contractors of the contractor must provide the contractor with a copy of a current and valid Business Registration Certificate. The contractor must forward the Business Registration Certificates of all subcontractors to the University's Procurement Services Department prior to any subcontractor starting work under the contract.

1.2 ANTI-DISCRIMINATION – The contractor agrees not to discriminate in employment and agrees to abide by all anti-discrimination laws including those contained within N.J.S.A. 10:2-1 through N.J.S.A. 10:2-4, N.J.S.A.10:5-1 et seq. and N.J.S.A.10:5-31 through 10:5-38, and all rules and regulations issued there under. Company agrees to the mandatory EEO/AA language for goods and services professional services contracts, or construction contracts awarded by a public agency, as applicable, as more fully set forth in N.J.A.C. 17:27-3.5 and 3.7 or N.J.A.C. 17:27-3.6 and 3.8 respectively, as if fully restated herein and as more fully stated on the University's website at: <https://www.montclair.edu/media/montclair.edu/financetreasurer/forms/vendor/Form-AA302-&->

1.3 PREVAILING WAGE ACT - The New Jersey Prevailing Wage Act, N.J.S.A. 34:11-56.26 et seq. is hereby made part of every contract entered into by the University, except those contracts which are not within the scope of the Act. The contractor's acceptance of the University's Standard Terms and Conditions is his guarantee that neither he nor any subcontractor he might employ to perform the work has been suspended or debarred by the Commissioner, Department of Labor for violation of the provisions of the Prevailing Wage Act.

1.4 AMERICANS WITH DISABILITIES ACT - The contractor must comply with all provisions of the Americans with Disabilities Act (ADA), P.L. 101-336, in accordance with 42 U.S.C. 12101 et seq. 1.4. Accessibility of online content and functionality will be measured according to the W3C's Web Content Accessibility Guidelines 2.0 Level AA ("Benchmarks for Accessibility"). Contractor shall ensure that content and functionality meet the Benchmarks for Accessibility or that equally effective alternate access can be provided that would ensure, to the maximum extent possible, individuals with disabilities receive the same benefits and services as their nondisabled peers.

1.5 THE WORKER AND COMMUNITY RIGHT TO KNOW ACT - The provisions of N.J.S.A. 34:5A-1 et seq. which requires the labeling of all containers of hazardous substances are applicable to the contract. Therefore, all goods offered for purchase to the University must be labeled by the contractor in compliance with the provisions of the Act.

1.6 OWNERSHIP DISCLOSURE – No contract can be issued by the University unless the contractor has completed an Ownership Disclosure Form, disclosing the names and addresses of all its owners holding 10% or more of the corporation or partnership's stock or interest. Refer to N.J.S.A. 52:25-24.2.

1.7 COMPLIANCE - LAWS - The contractor must comply with all local, state and federal laws, rules and regulations applicable to the contract and to the goods delivered and/or services performed under the contract.

1.8 COMPLIANCE WITH N.J.S.A. 19:44A-20.13 et seq. ("Pay to Play" Act). The University's Procurement Services Department will provide the selected contractor with a "Contractor's Certification and Disclosure of Political Contribution Form" to complete. The Procurement Services Department will forward the completed Form to the State Treasurer or his designee for review pursuant to the Act. In the event the State Treasurer determines that the Act precludes a contract award to the selected contractor, a contract award will not be made.

In the event a contract award is made, the contractor is under a continuing duty to disclose all contributions that may be made during the term of the contract. In such event, the contractor must immediately complete the Continuing Disclosure of Political Contributions Form and submit the completed Form to the University's Procurement Services Department. All forms and instructions are available from the University's Procurement Services Department.

1.9 POLITICAL CONTRIBUTION DISCLOSURE BY CONTRACTOR- If the contract is in excess of \$17,500, the contractor must comply with P.L. 2005, c.271, by completing and submitting to the University's Procurement Services Department the required Chapter 271 Political Contribution Disclosure Forms, before the effective date of the contract. Failure to comply with this political contribution disclosure requirement may result in the cancellation of the contract award and/or imposition of financial penalties by the New Jersey Election Law Enforcement Commission ("ELEC"). Additional information about this requirement is available from ELEC at 888-313-3532 or at <http://www.elec.state.nj.us/>.

1.10 CONTRACTOR ANNUAL ELEC DISCLOSURE OBLIGATION- The contractor is advised of its responsibility to file an annual disclosure statement on political contributions with the New Jersey Election Law Enforcement Commission (ELEC), pursuant to P.L. 2005, c. 271, section 3 if the contractor receives contracts in excess of \$50,000 from a public entity in a calendar year. It is the contractor's responsibility to determine if filing is necessary. Failure to so file can result in the imposition of financial penalties by ELEC. Additional information about this requirement is available from ELEC at 888-313-3532 or at <http://www.elec.state.nj.us/>.

1.11. SET-OFF FOR STATE TAXES AND CHILD SUPPORT- Pursuant to N.J.S.A. 54:49-19, if the contractor is entitled to payment under the contract at the same time as it is indebted for any State tax (or is otherwise indebted to the State) or child support, the State Treasurer may set off that payment by the amount of the indebtedness.

1.12. FEDERALLY FUNDED PROJECT CONTRACTS – When applicable, contractor and subcontractor shall abide by the requirements of 41 CFR 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status.

2. LIABILITIES

2.1 LIABILITY - COPYRIGHT - The contractor shall hold and save the University and the State of New Jersey, their respective officers, agents, servants and employees, harmless from liability of any nature or kind for or on account of the use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, article or appliance furnished or used in the performance of his contract.

2.2 INDEMNIFICATION - The contracting party shall assume all risk of and responsibility for, and agrees to defend, indemnify and hold harmless the University, the New Jersey Educational Facilities Authority and the State of New Jersey, including their trustees, officers, employees, volunteers and agent from and against any and all claims, demands, suits, actions, recoveries, judgments, costs and expenses (including reasonable attorney's fees) in connection therewith on account of the loss of life, property, or injury or damage to the person, body or property, of any person or persons whatsoever, which shall arise from or result directly or

indirectly from the services provided under this contract. This indemnification obligation is not limited by, but is in addition to the insurance obligations contained in this agreement.

2.3 INSURANCE - The selected bidder shall secure and maintain in force for the term of the contract liability insurance as provided herein. All insurance coverage is subject to the approval of the University and shall be issued by an insurance company authorized to do business in the State of New Jersey and which maintains an A.M. Best rating of A- (VII) or better.

The selected bidder shall provide the University's Procurement Services Department current certificates of insurance for all coverage and renewals thereof which must contain the provision that the insurance provided in the certificate shall not be canceled for any reason except after thirty (30) days written notice to the University's Procurement Services Department. All insurance required herein shall contain a waiver of subrogation in favor of the University. All insurance required herein, except Workers' Compensation, shall name Montclair State University, the State of New Jersey, and the New Jersey Educational Facilities Authority as additional insureds.

The insurance to be provided by the contractor for the term of the contract and any agreed upon extension thereof shall be as follows.

Commercial General Liability insurance written on an occurrence form including independent contractor liability, products/completed operations liability, contractual liability, covering but not limited to the liability assumed under the indemnification provisions of this contract. The policy shall not include any endorsement that restricts or reduces coverage as provided by the ISO CG0001 form without the approval of the University. The minimum limits of liability shall not be less than a combined single limit of one million dollars (\$1,000,000) per occurrence, two million dollars (\$2,000,000) general aggregate, two million dollars (\$2,000,000) product/completed operations aggregate. A "per location or project endorsement" shall be included, so that the general aggregate limit applies separately to the location or project that is the subject of this contract.

Comprehensive Automobile Liability covering owned, non-owned, and hired vehicles. The limits of liability shall not be less than a combined single limit of one million dollars (\$1,000,000) per occurrence.

Worker's Compensation Insurance applicable to the laws of the State of New Jersey and other State or Federal jurisdiction required to protect the employees of the contracting party and any subcontractor who will be engaged in the performance of this contract. The certificate must so indicate that no proprietor, partner, executive officer or member is excluded. This insurance shall include Employers' Liability Protection with a limit of liability not less than one million dollars (\$1,000,000) bodily injury, each occurrence, one million dollars (\$1,000,000) disease, each employee, and one million dollars (\$1,000,000) disease, aggregate limit. Lower primary limits will be accepted if employer's liability insurance is included under the umbrella insurance and the umbrella limit exceeds the employer's liability limit requirements.

Excess Liability, umbrella insurance form, applying excess of primary to the commercial general liability, commercial automobile liability and employer's liability insurance shall be provided with minimum limits of five million dollars (\$5,000,000) per occurrence, five million dollars

(\$5,000,000) general aggregate, and five million dollars (\$5,000,000) products/completed operations.

The contractor shall require all subcontractors to comply with all of the insurance requirements described above. It is a contractor option to determine the amount of excess liability it will require its subcontractors to carry. The contractor shall be responsible for obtaining certificates of insurance for all coverage and renewals thereof for each subcontractor prior to the subcontractor's beginning work on the project. The contractor shall provide copies of all subcontractor certificates of insurance to the University upon request.

3. CONTRACT EXTENSION

In the event the contract has an extension option and the University determines that it is in the best interest of the University to extend the contract, the contractor will be so notified at least 30 days prior to the expiration date of the existing contract. The contractor shall have 15 calendar days to respond to the extension request. If the contractor agrees to the extension, all terms and conditions of the original contract, including price, will be applicable.

4. CONTRACT TERMINATION

a. Change of Circumstance:

Notwithstanding any provision or language in this contract to the contrary, where the needs of the University significantly change, or the contract is otherwise deemed no longer to be in the University's interest, the University may terminate the contract upon 30 days written notice to the contractor.

b. For cause:

1. Where the contractor fails to perform or comply with a contract, the University may terminate the contract upon 10 days notice to the contractor with an opportunity to respond.
2. Where a contractor continues to perform a contract poorly as demonstrated by documented late delivery, poor performance of service, short-shipping etc., the University may terminate the contract upon 10 days notice to the contractor.

In the event of contract termination under a. above i.e. Change of Circumstance, the contractor will be compensated by the University for goods and/or services satisfactorily performed and accepted in accordance with the contract, up to the date of termination.

In the event of termination of the contract under b. above, i.e. For Cause, the University may acquire the goods and/or services which are the subject of the terminated contract from another source. If the price paid is greater than the contract price, the University may deduct the difference in price from any monies due the terminated contractor or, if no monies are due the terminated contractor, the difference in price shall be an obligation owed the University by the terminated contractor.

5. SUBCONTRACTING OR ASSIGNMENT

The contract may not be subcontracted or assigned by the contractor, in whole or in part, without the prior written consent of the University. Such consent, if granted, shall not relieve the contractor of any of his responsibilities under the contract.

Nothing contained in the specifications shall be construed as creating a contractual relationship between any subcontractor and the University.

6. PERFORMANCE GUARANTEE

The contractor certifies that:

- a. The equipment offered is standard new equipment, and is the manufacturer's latest model in production, with parts regularly used for the type of equipment offered; that such parts are all in production and not likely to be discontinued; and that no attachment or part has been substituted or applied contrary to manufacturer's recommendations and standard practice.
- b. All equipment supplied to the University that is operated by electrical current is UL listed where applicable.
- c. All new machines are to be guaranteed as fully operational for the period stated in the contractor's proposal from time of written acceptance by the University. The contractor will render prompt service without charge, regardless of geographic location.
- d. During the warranty period, the contractor shall replace immediately any material which is rejected for failure to meet the requirements of the contract.
- e. All services rendered to the University shall be performed in strict and full accordance with the specifications stated in the contract.

7. DELIVERY GUARANTEE

All items contracted for are F.O.B. Destination. Regardless of the method of quoting shipments, the contractor shall assume all costs, liability and responsibility for the delivery of merchandise in good condition to the University. The University reserves the right to deduct from the Contractor's invoice all charges incurred by the University in the event any items are shipped and delivered on a "Collect" basis via common carrier in lieu of the specified F.O.B. Destination.

The contractor is responsible for the delivery of material in first class condition to the University in accordance with good commercial practice. The contractor shall only ship those items and quantities that are covered by contract. If a review of material received indicates that material other than that covered by the contract has been ordered and delivered, the University will take such steps as are necessary to have the material returned, regardless of the time elapsed between delivery and discovery of the violation. Compliance with this requirement is the full responsibility of the contractor.

The University shall accept deliveries during normal business hours, 7:00 a.m. to 5:00 p.m. on normal business days (Monday through Friday).

All items must be delivered into and placed at a point within the buildings as directed by the University. Notification must be given 24 hours in advance on any single item weighing over 500 pounds by calling the University's Central Receiving at 973-655-4359.

Unloading and the placing of any supplies or equipment at specified site is the sole responsibility of the contractor. The contractor shall notify the assigned trucker for implementation of this requirement at no additional cost to the University.

In the event delivery of goods or services is not made within the number of days contracted, the University's Procurement Services Department may authorize the purchase of the goods and services from any available source. If the price paid is greater than the contract price, the University may deduct the difference in price from any monies due the defaulting contractor or, if no monies are due the defaulting contractor, the difference in price shall be an obligation owed the University by the defaulting contractor.

8. MAINTENANCE OF RECORDS

The contractor shall maintain records for products and/or services delivered against the contract for a period of three (3) years from the date of final payment. Such records shall be made available to the University upon request for purposes of conducting an audit or for ascertaining information regarding dollar volume or number of transactions. For contracts that total \$2 million or greater, the Contractor shall maintain all documentation related to products, transactions or services under this contract for a period of five (5) years from the date of final payment, and such records shall be made available to the New Jersey Office of the State Comptroller upon request.

9. PRICE FLUCTUATION DURING CONTRACT

In the event of a contractor's price decrease during the contract period, the University shall receive the full benefit of such price reduction on any undelivered purchase order and on any subsequent order placed during the contract period.

10. TAX CHARGES

The University is exempt from State sales or use taxes and Federal excise taxes. Prices charged must not include such taxes.

11. PAYMENT TO CONTRACTOR

Payment for goods and/or services purchased by the University will be made to the contractor within 30 days of the later of an acceptable invoice from the contractor or the University's acceptance of the contracted products and/or services.

12. STANDARDS PROHIBITING CONFLICTS OF INTEREST

The following prohibitions on contractor activities shall apply to all contracts or purchase agreements made with the University, pursuant to Executive Order No. 189 (1988):

- a. The contractor shall not pay, offer to pay, or agree to pay, either directly or indirectly, any fee, commission, compensation, gift, gratuity, or other thing of value of any kind to any University officer or employee or to any member of the immediate family, as defined by N.J.S.A. 52:13D-13i., of any such University officer or employee, or partnership, firm or corporation with which they are employed or associated, or in which such University officer or employee has an interest within the meaning of N.J.S.A. 52:13D-13g.
- b. The solicitation of any fee, commission, compensation, gift, gratuity or other thing of value by any University officer or employee from the contractor shall be reported in writing forthwith by the contractor to the Attorney General and the Executive Commission on Ethical Standards.
- c. The contractor may not, directly or indirectly, undertake any private business, commercial or entrepreneurial relationship with, whether or not pursuant to employment, contract or other agreement, express or implied, or sell any interest in such contractor to, any University officer or employee having any duties or responsibilities in connection with the purchase, acquisition or sale of any property or services by or to the University, or with any person, firm or entity with which he or she is employed or associated or in which he or she has an interest within the meaning of N.J.S.A. 52:13D-13g. Any relationships subject to this provision shall be reported in writing forthwith to the Executive Commission on Ethical Standards, which may grant a waiver of this restriction upon application of the University officer or employee upon a finding that the present or proposed relationship does not present the potential, actuality or appearance of a conflict of interest.
- d. No vendor shall influence, or attempt to influence or cause to be influenced, any University officer or employee in his or her official capacity in any manner which might tend to impair the objectivity or independence of judgment of said officer or employee.
- e. No vendor shall cause or influence, or attempt to cause or influence, any University officer or employee to use, or attempt to use, his or her official position to secure unwarranted privileges or advantages for the vendor or any other person.
- f. The provisions cited above in paragraph 12a. through 12e. shall not be construed to prohibit a University officer or employee from receiving gifts from or contracting with contractors under the same terms and conditions as are offered or made available to members of the general public.

13. NOTICES: All notices required under this contract shall be in writing and shall be validly and sufficiently served by the University upon the contractor if addressed and mailed by certified mail to the address set forth in the contractor's proposal. Notices from the contractor to the University shall be addressed and mailed by certified mail to the attention of the Director, Procurement Services Department, Montclair State University, Overlook Corporate Center, 150 Clove Road, 3rd Floor, Little Falls, and N.J. 07424.

14. CLAIMS

Claims asserted shall be subject to the New Jersey Tort Claims Act, N.J.S.A 59:1-1, et seq., and/or the

New Jersey Contractual Liability Act, N.J.S.A. 59:13-1, et seq.

15. APPLICABLE LAW: The contract and all litigation arising from or related to the contract shall be governed by the applicable laws, regulations and rules of evidence of the State of New Jersey without reference to conflict of laws principles.

16. Pursuant to N.J.S.A. 18A:64-6.1, Contractor warrants that no person or selling agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by the contractor for the purpose of securing business. In the event of any breach or violation of this warranty, the University shall have the right to terminate the contract without liability for payment to the contractor, or in its discretion, the University may deduct from the contract price \the full amount of such commission, percentage, brokerage or contingent fee.

17. Contractor acknowledges that the Agreement may provide it access to paper and electronic student education records. Contractor agrees to abide by the limitations on re-disclosure of personally identifiable information from student education records as set forth in the Family Educational Rights and Privacy Act, 34 CFR 99.33(a)(2), which states that officers, employees and agents of a contractor that receive education record information from the University may use such information only for the purposes for which the disclosure was made by the University and as required by the Agreement.

AUTHORIZED SIGNATURE

NAME

TITLE

COMPANY NAME

DATE

ATTACHMENT # 1

RFP SIGNATURE PAGE

COOPERATIVE REQUEST FOR PROPOSAL #1303	
FOR: Cooperative Office Supply Program	RETURN BID PROPOSAL TO: OFFICE OF PROCUREMENT SERVICES MONTCLAIR STATE UNIVERSITY 150 Clove Road, Third Floor Little Falls, NJ 07424
ESTIMATED AMOUNT: \$ _____ CONTRACT EFFECTIVE DATE: _____ CONTRACT EXPIRATION DATE: _____	PROCUREMENT SERVICES BUYER: Patricia Stolarz TEL #: (973) 655-4365 FAX#: (973) 655-5468
<p>1. BID PROPOSALS MUST BE RECEIVED AT OR BEFORE THE PUBLIC OPENING TIME OF <u>10:00 AM</u> ON <u>August 8, 2017</u> AT THE FOLLOWING ADDRESS (NOTE: TELEPHONE, TELEFACSIMILE OR TELEGRAPH PROPOSALS WILL NOT BE ACCEPTED):</p> <p style="text-align: center;">OFFICE OF PROCUREMENT SERVICES MONTCLAIR STATE UNIVERSITY 150 CLOVE ROAD, THIRD FLOOR LITTLE FALLS, NJ 07424</p> <p>2. THE BIDDER MUST SIGN THIS RFP SIGNATURE PAGE.</p> <p>3. THE BID PROPOSAL MUST INCLUDE ALL PRICE INFORMATION. PROPOSAL PRICES SHALL INCLUDE DELIVERY OF ALL ITEMS. F.O.B. DESTINATION OR AS OTHERWISE PROVIDED. PRICE QUOTES MUST BE FIRM THROUGH ISSUANCE OF CONTRACT.</p> <p>4. ALL PROPOSAL PRICES MUST BE TYPED OR WRITTEN IN INK.</p> <p>5. ALL CORRECTIONS, WHITE-OUTS, ERASURES, RESTRIKING OF TYPE, OR OTHER FORMS OF ALTERATION, OR THE APPREARANCE OF ALTERATION, TO UNIT AND/OR TOTAL PRICES MUST BE INITIALED IN INK BY THE BIDDER.</p> <p>6. THE BIDDER MUST COMPLETE AND SUBMIT WITH BID, THE OWNERSHIP DISCLOSURE FORM (ATTACHMENT# 2), SOURCE DISCLOSURE CERTIFICATION (ATTACHMENT# 3), COMPANY QUALIFICATION CERTIFICATION (ATTACHMENT# 4) AND PRICE SHEET (ATTACHMENT# 5).</p> <p>7. THE BIDDER IS STRONGLY ENCOURAGED TO ATTEND THE PRE-BID CONFERENCE(S) AND SITE VISIT(S). NO SPECIAL ARRANGEMENTS WILL BE MADE FOR THOSE NOT ATTENDING.</p> <p>8. FOR SET ASIDE CONTRACTS ONLY, A BIDDER MUST BE REGISTERED WITH THE N.J. DEPARTMENT OF COMMERCE AS A SMALL BUSINESS BY THE DATE OF BID OPENING (RFP SECTION 4.4.2.2).</p> <p>9. BY SIGNING THIS RFP SIGNATURE PAGE, THE BIDDER CERTIFIES AND CONFIRMS THAT NEITHER THE BIDDER, ITS REPRESENTATIVES, AGENTS OR LOBBYISTS HAVE INITIATED ANY INAPPROPRIATE CONTACT WITH ANY UNIVERSITY EMPLOYEE DURING THE PROCUREMENT TO ATTEMPT TO AFFECT THE BIDDING PROCESS AND SHALL NOT DO SO AFTER SUBMISSION OF THE BID PROPOSAL.</p> <p>10. THE BIDDER MUST BE REGISTERED WITH THE DIVISION OF REVENUE AND MUST SUBMIT A BUSINESS REGISTRATION CERTIFICATE (OR INTERIM REGISTRATION) WITH THE BID PROPOSAL (SEE RFP SECTION 4.4.2.1.).</p> <p>10. PROPOSALS SHALL REMAIN OPEN FOR ACCEPTANCE AND MAY NOT BE CHANGED OR WITHDRAWN FOR A PERIOD OF SIXTY (60) DAYS AFTER THE BID OPENING DATE.</p>	
TO BE COMPLETED BY BIDDER	
<p>11. FIRM NAME: _____</p> <p>ADDRESS: _____</p>	
<p>12. BIDDER TEL#: _____ EXT: _____</p> <p>14. BIDDER FAX#: _____</p>	<p>13. FEDERAL EMPLOYER IDENTIFICATION # _____</p> <p>15. BIDDER E-MAIL ADDRESS: _____</p>
<p>SIGNATURE OF THE BIDDER ATTESTS THAT THE BIDDER HAS READ, UNDERSTANDS, AND AGREES TO ALL TERMS, CONDITIONS, AND SPECIFICATIONS SET FORTH IN THE REQUEST FOR PROPOSAL INCLUDING ALL ADDENDA, FURTHERMORE, SIGNATURE BY THE BIDDER SIGNIFIES THAT ADDENDA ISSUED, THE REQUEST FOR PROPOSAL, THE UNIVERSITY'S STANDARD TERMS AND CONDITIONS (APPENDIX 1) AND THE RESPONSIVE BID PROPOSAL CONSTITUTE A CONTRACT IMMEDIATELY UPON NOTICE OF ACCEPTANCE BY THE UNIVERSITY FOR ANY OR ALL OF THE ITEMS BID, AND FOR THE LENGTH OF TIME INDICATED IN THE REQUEST FOR PROPOSAL. FAILURE TO ACCEPT THE CONTRACT WITHIN THE TIME PERIOD INDICATED IN THE REQUEST FOR PROPOSAL, OR FAILURE TO HOLD PRICES OR TO MEET ANY OTHER TERMS AND CONDITIONS AS DEFINED IN EITHER ADDENDA OR THE REQUEST FOR PROPOSAL DURING THE TERM OF THE CONTRACT SHALL CONSTITUTE A BREACH AND MAY RESULT IN CONTRACT TERMINATION. A DEFAULTING CONTRACTOR MAY ALSO BE LIABLE, AT THE OPTION OF THE UNIVERSITY, FOR THE DIFFERENCE BETWEEN THE CONTRACT PRICE AND THE PRICE BID BY AN ALTERNATE VENDOR OF THE GOODS OR SERVICES IN ADDITION TO OTHER REMEDIES AVAILABLE.</p>	
ORIGINAL SIGNATURE OF BIDDER	DATE
PRINT/TYPE NAME	TITLE

ATTACHMENT #2



MONTCLAIR STATE
UNIVERSITY

OWNERSHIP/STOCKHOLDER DISCLOSURE FORM

Name of Bidder _____

Address _____

City/State _____

In the spaces provided, list the names and addresses of all owners, partners, directors, officers and indirect owners owning 10% or more interest in the Bidder's firm. If corporate owner, list in the spaces provided, stockholders or corporations whose ownership through the corporations is 10% or more of the Bidder.

Name	Street Address	City	County	State	Zip Code
------	----------------	------	--------	-------	----------

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

President for the Firm _____ Phone _____

(Type or print name)

I certify that, to the best of my knowledge and belief that the following statements by me are true:

() Listing of stockholders' names and addresses have been submitted to the University and is current and correct to the best of my knowledge, with the exceptions listed above.

() The list of stockholders above is current and correct to the best of my knowledge.

() There are no stockholders holding 10% or more interest in this corporation or firm to the best of my knowledge.

I am aware that if any of the statements are willfully false, I am subject to punishment.

By: _____ Title: _____

Print Name: _____ Date: _____

ATTACHMENT 3
SOURCE DISCLOSURE CERTIFICATION

N.J.S.A. 52:34-13.2 and N.J.S.A. 52:32-1 requires that all contracts for goods and services with an instrumentality of the State be performed or manufactured within the United States, except when the University Contracting Officer certifies in writing that a required service cannot be provided by the contractor or subcontractor within the United States.

SOURCE DISCLOSURE REQUIREMENTS

Pursuant to the statutory requirements, all bidders responding to an advertised procurement must submit a completed Source Disclosure Certification Form with the bid proposal, disclosing the location by country where services under the contract, including subcontracted services, will be performed.

If any of the services cannot be performed within the United States, the bidder shall state with specificity the reasons why the services cannot be so performed. The University Contracting Officer shall determine whether sufficient justification has been provided by the bidder to form the basis of his certification that the services cannot be performed in the United States.

FAILURE TO SUBMIT SOURCING INFORMATION WHEN REQUESTED BY THE UNIVERSITY SHALL PRECLUDE AWARD OF THE CONTRACT TO THE BIDDER.

If during the term of the contract, the contractor or subcontractor, who had on contract award declared that services would be performed in the United States, proceeds to shift the performance of the services outside the United States, the contractor shall be deemed to be in material breach of its contract, which contract shall be subject to termination for cause, unless approved beforehand by the University Contracting Officer.

ATTACHMENT #3
SOURCE DISCLOSURE CERTIFICATION

Bidder: _____

RFP #: 1303

I hereby certify and say:

I have personal knowledge of the facts set forth herein and am authorized to make this Certification on behalf of the bidder.

The bidder submits this Certification in response to the referenced RFP issued by the Montclair State University, in accordance with the requirements of N.J.S.A. 52:34-13.2.

Instructions:

List every location where services will be performed by the bidder and all subcontractors of the bidder. If any of the services cannot be performed within the United States, the bidder shall state with specificity the reasons why the services cannot be so performed. Attach additional pages if necessary.

Bidder and/or Subcontractor	Description of Services	Locations[s] by Country	Reasons why services cannot be performed in US
--------------------------------	-------------------------	----------------------------	---

Any changes to the information set forth in this Certification during the term of any contract awarded under the referenced solicitation or extension thereof will be immediately reported by the contractor to the Director of Procurement Services, Montclair State University.

The University Contracting Officer shall determine whether sufficient justification has been provided by the contractor to form the basis of his certification that the services cannot be performed in the United States.

I understand that if , after award of the contract, it is determined that the contractor has shifted services declared above to be provided within the United State to sources outside the United States, prior to a written determination by the University Contracting Officer that extraordinary circumstances require such shift or that the failure to shift the services would result in economic hardship to Montclair State University, the contractor shall be deemed in breach of contract, which contract will be subject to termination pursuant to the University's Standard Contract Terms and Conditions.

I further understand that this Certification is submitted on behalf of the bidder in order to induce the University to accept a bid proposal, with knowledge that the University is relying upon the truth of the statements contained herein.

I certify that, to the best of my knowledge and belief, the foregoing statements by me are true. I am aware that if any of the statements are willfully false, I am subject to punishment.

Bidder: _____
[Name of Bidding Entity]

By: _____

Title: _____

Print Name: _____

Date: _____

ATTACHMENT #4



MONTCLAIR STATE
UNIVERSITY

COMPANY QUALIFICATION CERTIFICATION

I. ORGANIZATION

Company Name: _____

Parent Company: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Person: _____

Name

Title

Telephone Number: _____

Fax Number: _____

E-Mail Address: _____

Check : () Corporation () Partnership
applicable () Sole Proprietor () Small Business- **Category 1**
 () Small Business – **Category 2** () Small Business- **Category 3**

The State of New Jersey defines Small Business for *goods and services* per NJCA12A:10A (NJCA 17:13) as follows:

- Business has no more than 100 full time employees
- Gross Annual Revenues do not exceed \$500,000 – **Category 1**
- Gross Annual Revenues do not exceed \$5,000,000 – **Category 2**
- Gross Annual Revenues do not exceed \$12,000,000 – **Category 3**
- Management owning at least 51% interest in the business
- Must be incorporated or registered to do business in New Jersey

Is your business certified as: () **Minority - MBE** () **Women Owned – WBE**

If yes, attach certification.

If MBE, specify ethnicity: _____

State of Incorporation:_____

Date of Incorporation:_____

Are you currently doing business in the State of New Jersey? () Yes () No

Number of Years in the Industry:_____

Number of Years in the College/University Industry:_____

II. TYPE OF BUSINESS

☐ Contractor ☐ Factory Representative ☐ Wholesale

☐ Distributor ☐ Consultant ☐ Retailer

☐ Manufacturer ☐ Carrier

III. PRODUCT/SERVICE CODE(S)

Commodity Codes:_____

SIC Codes:_____

Number of Employees in Company_____

Gross Annual Sales_____

State Licenses or Permits_____

IV. E-COMMERCE

Do you accept Credit Cards: ☐ YES ☐ NO

Which Types: ☐ American Express
☐ MasterCard
☐ Visa
☐ Other

EFT Capability: ☐ YES ☐ NO

Web Site Location _____

On-Line Catalog ☐ YES ☐ NO

E-Mail Capability ☐ YES ☐ NO

E-Mail Address _____

V. REFERENCES

List all contracts of similar size and scope to the contract that is being solicited in this RFP that the bidder has held in the last year. For each contract listed provide the contractor's name, address, telephone number and a contact name (use additional sheets if necessary).

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

VI. COMMENTS:

Include details, which clearly explain the services your company provides; also describe the characteristics of your company including relevant accomplishments.

I certify that, to the best of my knowledge and belief, the foregoing statements by me are true. I am aware that if any of the statements are willfully false, I am subject to punishment.

Bidder: _____

[Name of Bidding Entity]

By: _____

Title: _____

Print Name: _____

Date: _____

ATTACHMENT #5

PRICE SHEET(S)

1. PRICING / DISCOUNT BY ITEMS

- 1.1. Bidders shall supply discount values as a percentage between 0 and 100 for sections
1.3.1. Preferred items (the 350 designated, high-volume ordered items which receives the highest discount from the wholesale catalog price) and 1.3.2. Non-preferred Items by Category (items that do not fall into the designated grouping of 350 high-volume ordered items that still receives a discount off the standard catalog price). No margin floors will be permitted.
- 1.2. The University's expectation is that approximately 18% of the ordered items will be the Preferred Items and the remaining 82% will fall into the Non-preferred category. Bidders shall complete the multiplication in sections 1.3.3. and 1.3.4. to indicate the expected usage under the awarded contract. Then enter the values as real values into the provided spaces.
- 1.3. The results from 1.3.3. and 1.3.4. are then added together and entered into the space provided as a final percentage value for section 1.3.5.
- 1.3.1. Preferred Items (University Catalog Discount – UCD) _____%
- 1.3.2. Non-preferred Items (Standard Catalog Discount - SCD) _____%*
This discount will reflect the overall discount as stated in your Category Discount listing by Commodity Items listed under Section 3.13
- 1.3.3. Preferred Items (UCD) x (0.18) _____%
- 1.3.4. Non-preferred Items (SCD) x (0.82) _____%
- 1.3.5. The weighted discounted percentage (1.3.3. + 1.3.4.) _____%

***PRICING/DISCOUNT BY CATEGORY FOR NON-PREFERRED ITEMS BREAKDOWN**

Bidders shall supply discount values as a percentage between 0 and 100 for the non-preferred commodity items listed under Section 3.13. in a separate MS Excel sheet.

2. PROCUREMENT CARD (P-CARD) AVAILABILITY

- 2.1. **Ramapo College and Stockton University** utilizes a VISA procurement card program in an effort to streamline the purchasing and payment process. These institutions require the successful vendor to accept the procurement card as payment for goods and services. Therefore, we are asking all bidders to answer the following questions.

Do you currently accept VISA? ► YES ► NO

2.2. **The College of New Jersey and Kean University** will reserve the right to convert processing all charges by credit card program. The charges will be made using either individual department credit cards or one Accounts Payable credit card.

Will you support this conversion in either method? ► YES ► NO

3. **PRICE EXTENSION**

Will you extend contract prices to other State Colleges and Universities? Yes _____ No _____

Montclair State University is a member of the New Jersey Higher Purchasing Association (NJHEPA), whose members include the 4 year Public Colleges and Universities, as well as private institutions: the private Universities include: Princeton University, Seton Hall University, Rider University, and Monmouth University.

Will you extend pricing to members of NJHEPA: Yes _____ No _____

4. **OPTIONAL ADD ON: MULTI-PURPOSE PAPER**

The University is including the below six tables to provide specific pricing for Montclair State University, William Paterson University, Ramapo College of New Jersey, The College of New Jersey, Kean University and Stockton University. A bidder is not mandated to respond to Section 4. Each institution will separately award a contract for these price lines to the lowest price responsive bidder.

4.1. Montclair State University: Specify unit pricing for multi-purpose paper via desk top delivery in individual ream or by cases quantities. This paper will be used for high-speed copying, plain paper faxing, and laser and inkjet printers.

Paper Size	Annual Usage for 20 lb., 98 bright, recycled content, multipurpose paper	Ream (500 sheets)	Case
8-1/2" x 11"	2,820 reams	\$ _____	\$ _____ (10 reams/case)
Paper Size	Annual Usage for 20 lb., 98 bright, multipurpose paper	Ream (500 sheets)	Case
8-1/2" x 11"	1,461 reams	\$ _____	\$ _____ (10 reams/case)

4.2. William Paterson: Specify unit pricing for standard weight 20 lb. extra bright, multi-purpose paper. This paper will be used for high-speed copying, plain paper faxing, and laser and inkjet printers.

Paper Size	Annual Usage for Xerox 20 lb. extra bright, multi-purpose paper	Ream (500 sheets)	Case
8-1/2" x 11"	12,000 reams	\$_____	\$_____ (10 reams/case)
8-1/2" x 14"	1,200 reams	\$_____	\$_____ (10 reams/case)
11" x 17"	100 reams	\$_____	\$_____ (5 reams/case)

4.3. Ramapo College: Specify unit pricing to supply via desk top delivery in individual ream or by cases quantities.

Paper Size	Annual Usage for Office Supply Provider Brand, 20 lb., 92 US brightness, standard white paper	Ream (500 sheets)	Case
8-1/2" x 11"	12,000 reams	\$_____	\$_____ (10 reams/case)
8-1/2" x 14"	70 reams	\$_____	\$_____ (10 reams/case)
11" x 17"	35 reams	\$_____	\$_____ (5 reams/case)

4.4. The College of New Jersey: Specify unit pricing to supply via desk top delivery in individual ream or by cases quantities.

Paper Size	Annual Usage for Office Supply Provider Brand, 20 lb., 92 US brightness, standard white paper	Ream (500 sheets)	Case
8-1/2" x 11"	20,000 reams	\$ _____	\$ _____ (10 reams/case)
8-1/2" x 14"	500 reams	\$ _____	\$ _____ (10 reams/case)

4.5. Kean University: Specify unit pricing to supply via desk top delivery in individual ream or by cases quantities.

Paper Size	Annual Usage for Office Supply Provider Brand, 20 lb., 92 US brightness, standard white paper	Ream (500 sheets)	Case
8-1/2" x 11"	28,000 reams	\$ _____	\$ _____ (10 reams/case)
8-1/2" x 14"	3,000 reams	\$ _____	\$ _____ (10 reams/case)
11" x 17"	500 reams	\$ _____	\$ _____ (5 reams/case)

4.6. Stockton University: Specify unit pricing to supply via desk top delivery in individual ream or by cases quantities.

Paper Size	Annual Usage for Office Supplier Brand, 20 lb., 92 US brightness, recycled standard white paper (30% Post-Consumer Waste)	Ream (500 sheets)	Case
8-1/2" x 11"	12,000 reams	\$ _____	\$ _____ (10 reams/case)
8-1/2" x 14"	70 reams	\$ _____	\$ _____ (10 reams/case)
11" x 17"	35 reams	\$ _____	\$ _____ (5 reams/case)

Optional Add-On Multi-Purpose Paper Price Extension

Will you extend contract prices to other State Colleges and Universities? Yes _____ No _____

Montclair State University is a member of the New Jersey Higher Purchasing Association (NJHEPA), whose members include the 4 year Public Colleges and Universities, as well as private institutions: the private Universities include: Princeton University, Seton Hall University, Rider University, and Monmouth University.

Will you extend pricing to members of NJHEPA: Yes _____ No _____

ATTACHMENT #6 NOT APPLICABLE UNDER RFP #1303

BID BOND

MONTCLAIR STATE
UNIVERSITY

Bid Bond Form

Know all Men by these Presents, that we, the undersigned,

as Principal, and

as Surety, are hereby held and firmly bound unto Montclair State University, as Owner in the penal sum of _____ Dollars
(\$ _____) for the payment of which, well and truly to be made, we hereby jointly and severally bind ourselves, our heirs, executors, administrators, successors, and assigns.

_____ Signed this _____ day of _____ 20__.

The condition of the above obligation is such that whereas the Principal has submitted a bid for Montclair State University, Upper Montclair, New Jersey,

Now, therefore, if said bid shall be rejected, or in the alternate, if said bid shall be accepted and the Principal shall execute and deliver a contract properly completed in accordance with said bid and shall furnish a bond for the faithful performance of said contract, and for the payment of all persons performing labor or furnishing materials in connection therewith and shall in all other respects perform the agreement created by the acceptance of said bid, then his obligation shall be void, otherwise the same shall remain in force and effect, it being expressly understood and agreed that the liability of the surety for any and all claims hereunder shall in no event, exceed the penal amount of this obligation as herein stated.

IN WITNESS THEREOF, the *Principal* and *Surety* have duly executed this bond under seal the date and year above written.

SEAL _____ **Principal** _____ (L.S.)

Surety _____

BY _____

**ATTACHMENT #7 NOT APPLICABLE UNDER RFP #1303
MONTCLAIR STATE
UNIVERSITY**

AGREEMENT OF SURETY

~~Agreement of Surety Form~~

~~—————In consideration of the sum of *ONE DOLLAR*, lawful money of the United States, the receipt whereof is hereby acknowledged, and for other valuable consideration~~

~~herein called the Company, consents and agrees that if the project at Montclair State University, Montclair, New Jersey,~~

~~for which the preceding proposal is made, be awarded to~~

~~of~~

~~herein called the Bidder, the company will become bound as surety for its faithful performance and will execute the final bonds required and, if the Bidder shall omit or refuse to execute such contract when notified or awarded, then the company will pay to Montclair State University, hereinafter called the Obligee, the difference between the amount of the Bidder's Bid or Proposal and the lowest amount in excess of said bid or proposal for which the Obligee may be able to award said contract within a reasonable time.~~

Signed, Sealed and Dated _____ **Surety:**

_____ **By** _____

ATTACHMENT # 8

(REVISED 4/10)

EXHIBIT A

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE

N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)

N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

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

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

EXHIBIT A (Cont)

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at www.state.nj.us/treasury/contract_compliance)

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Public Contracts Equal Employment Opportunity Compliance for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.

ATTACHMENT # 9
MACBRIDE PRINCIPLES FORM

**BIDDER'S REQUIREMENT: TO PROVIDE A CERTIFICATION
IN COMPLIANCE WITH MACBRIDE PRINCIPLES
AND NORTHERN IRELAND ACT OF 1989**

Pursuant to Public Law 1995, c. 134, a responsible bidder selected, after public bidding, by the Director of the Division of Purchase and Property, pursuant to N.J.S.A. 52:34-12, or the Director of the Division of Building and Construction, pursuant to N.J.S.A. 52:32-2, must complete the certification below by checking one of the two representations listed and signing where indicated. If a bidder who would otherwise be awarded a purchase, contract or agreement does not complete the certification, then the Directors may determine, in accordance with applicable law and rules, that it is in the best interest of the State to award the purchase, contract or agreement to another bidder who has completed the certification and has submitted a bid within five (5) percent of the most advantageous bid. If the Directors find contractors to be in violation of the principles which are the subject of this law, they shall take such action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

I certify, pursuant to N.J.S.A. 52:34-12.2 that the entity for which I am authorized to bid:

_____ has no ongoing business activities in Northern Ireland and does not maintain a physical presence therein through the operation of offices, plants, factories, or similar facilities, either directly or indirectly, through intermediaries, subsidiaries or affiliated companies over which it maintains effective control; or

_____ will take lawful steps in good faith to conduct any business operations it has in Northern Ireland in accordance with the MacBride principles of nondiscrimination in employment as set forth in N.J.S.A. 52:18A-89.8 and in conformance with the United Kingdom's Fair Employment (Northern Ireland) Act of 1989, and permit independent monitoring of their compliance with those principles.

I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

Signature: _____

Print Name: _____

Title: _____

Firm Name: _____

Date: _____

ATTACHMENT # 10
State of New Jersey
Division of Purchase and Property
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

Solicitation number: _____ **Bidder/ Offeror:** _____

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that the person or entity, or one of the person or entity's parents, subsidiaries, or affiliates, is not identified on a list created and maintained by the Department of the Treasury as a person or entity engaging in investment activities in Iran. If the Director finds a person or entity to be in violation of the principles which are the subject of this law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the person or entity.

I certify, pursuant to Public Law 2012, c. 25, that the person or entity listed above for which I am authorized to bid/renew:

- ☐ is not providing goods or services of \$20,000,000 or more in the energy sector of Iran, including a person or entity that provides oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran, **AND**
- ☐ is not a financial institution that extends \$20,000,000 or more in credit to another person or entity, for 45 days or more, if that person or entity will use the credit to provide goods or services in the energy sector in Iran.

In the event that a person or entity is unable to make the above certification because it or one of its parents, subsidiaries, or affiliates has engaged in the above-referenced activities, a detailed, accurate and precise description of the activities must be provided in part 2 below to the Division of Purchase and Property under penalty of perjury. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN

You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.

EACH BOX WILL PROMPT YOU TO PROVIDE INFORMATION RELATIVE TO THE ABOVE QUESTIONS. PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION. IF YOU NEED TO MAKE ADDITIONAL ENTRIES, CLICK THE "ADD AN ADDITIONAL ACTIVITIES ENTRY" BUTTON.

Name _____ **Relationship to Bidder/Offeror** _____

Description of Activities _____

Duration of Engagement _____ **Anticipated Cessation Date** _____

Bidder/Offeror Contact Name _____ **Contact Phone Number** _____

ADD AN ADDITIONAL ACTIVITIES ENTRY

Certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. I acknowledge that the State of New Jersey is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the State to notify the State in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the State of New Jersey and that the State at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): _____ **Signature:** _____

Title: _____ **Date:** _____

ATTACHMENT 11

CONFLICT OF INTEREST

The following regulations are provided to all vendors as official note of **New Jersey's Conflict of Interest Law, Executive Order No. 34** (1976) and **Executive Order No. 189** (1988) which establish the standards of responsibility for state employees and vendors to follow in contractual matters. The violation of the following prohibitions on vendor activities will render the vendor liable to debarment, suspension and disqualification.

- a. No vendor shall pay, offer to pay, or agree to pay, either directly or indirectly, any fee, commission, compensation, gift, gratuity, or other thing of value of any kind to any State Officer or employee or Special State Officer or employee, as defined by N.J.S.A. 52:13D-13b and E in the Department of Treasury or any other agency with which such vendor transacts or offers or proposes to transact business, or to any other member of the immediate family, as defined by N.J.S.A. 52:13D-12i., of any such Officer or employee, or any partnership, firm or corporation with which they are employed or associated, or in which such Officer or employee has an interest with the meaning of N.J.S.A. 52:13D-13g.
- b. The solicitation of any fee, commission, compensation, gift, gratuity or other thing of value by a State Officer or employee or Special State Officer or employee from any state vendor shall be reported in writing forthwith by the vendor to the Attorney General and the Executive Commission on Ethical Standards.
- c. No vendor may, directly or indirectly, undertake any private business, commercial or entrepreneurial relationship with, whether or not pursuant to employment, contract or other agreement, express or implied, or sell any interest in such vendor to any State Officer or employee or Special State Officer or employee having any duties or responsibilities in connection with the purchase acquisition or sale of any property or services by or to any State Agency or any instrumentality thereof, or with any person, firm or entity with which he employed or associated or in which he has an interest within the meaning of N.J.S.A. 52:13D-13g.
- d. No vendor shall influence or attempt to influence or cause to be influenced, any State Officer or employee or Special State Officer or employee in his official capacity in any manner which might tend to impair the objectivity or independency of judgment of said Officer or employee.
- e. No vendor shall cause or influence, or attempt to cause or influence, any State Officer or employee or Special State Officer or employee to use, or attempt to use, his official position to secure unwarranted privileges or advantages for the vendor or any other person.
- f. The provisions cited above in paragraphs a through e shall not be construed to prohibit a State Officer or employee or Special State Officer or employee from receiving gifts from or contracting with vendors under the same terms and conditions as are offered or made available to members of the general public subject to any guidelines the Executive Commission on Ethical Standards may promulgate under paragraph 3c.

I (we) certify that I (we) have read and understood the above regulations on Conflict of Interest:

Name of Firm: _____

Please Print

By: _____

Signature

Title: _____

Date: _____

ATTACHMENT 12

NON-COLLUSION AFFIDAVIT

STATE OF NEW JERSEY)
)ss:
COUNTY OF)

I, _____ of the City of _____

in the County of _____ and the State of _____

being of full age, and duly sworn according to law on my oath depose and say that:

I am _____

of the firm of _____

the Bidder making the Proposal for the above named project, and that I execute the said Proposal with full authority to do so; and said Bidder has not directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named project, and that all statements contained in said proposal and in this affidavit are true and correct, and made with full knowledge that the University relies upon the truth of the statements contained in said proposal and in the statements contained in this affidavit in awarding the contract for the said project.

Signature

Subscribed and sworn to _____

Before me this _____ day of _____, 20__.

Notary Public: _____

My Commission Expires: _____

ATTACHMENT 13

MONTCLAIR STATE UNIVERSITY TOP 500 OFFICE SUPPLY ITEMS FOR FISCAL YEAR 2016 (July 1, 2015 to June 30, 2016)

Line Item	Stock Number	DESCRIPTION	Recycled	UOM	Code	YTD Times Ordered	YTD QTY	YTD Sales
1	WBM21200	PAPER,FLGSHP BRIGHT8.5X11,98BR,20#	No	CT	Preferred	249	1550	
2	MYP81200	PAPER,MY COPY,8.5X11,20#,98BR1ITE	No	CT	Preferred	110	449	
3	WBM97200	PAPER,FLGSHP BRIGHT8.5X11,98BR,20#	No	CT	NON Preferred	82	561	
4	BLZ41200	PAPER,LTR,98BRT,WHITE,5000/CT	No	CT	NON Preferred	55	154	
5	SAN81505	ERASER,DRY ERASE SURFACES	No	EA	Preferred	53	354	
6	CASMP2201GN	PAPER,XERO/DUP,20#,LTR,GN	Yes	RM	Preferred	51	108	
7	HEWCE505A	TONER,F/P2035/2055-2.3K	Yes	EA	Preferred	49	92	
8	SWI35108	STAPLE,STD SZ 5M/BX (66000)	No	BX	Preferred	48	214	
9	HEWCE410A	TONER,BLK.F/305A-2.2K	No	EA	NON Preferred	48	70	
10	SAN30001	MARKER,SHARPIE,BK (EA=1 MARKER)	No	DZ	NON Preferred	42	75	
11	HEWCF280A	TONER,F/M401/425-2.7K	No	EA	NON Preferred	42	74	
12	UNV12113	FOLDER,MLA,1/3 CT,LTR,100BX(1103)	Yes	BX	Preferred	40	87	
13	SAN80001	MARKER,EXPO 2,CHISEL,BK	No	DZ	Preferred	38	120	
14	UNV10200	CLIP,BINDER,SMALL<BC05,99020,78200>	No	DZ	Preferred	36	296	
15	HEWC8543X	TONER,F/L9000 (30K)	Yes	EA	Preferred	36	121	
16	CASMP2201CY	PPR,8.5X11,20LB,CANARY,500/RM	Yes	RM	Preferred	36	68	
17	UNV10210	CLIP,BINDER,1.25	No	DZ	Preferred	35	166	
18	MMMC38BK	DISPENSER,TAPE,DESK,BK	Yes	EA	Preferred	35	71	
19	HEWCE278D	TONER,CE278A,DUAL PACK	Yes	PK	NON Preferred	32	60	
20	ACC72020	CLIP,BND #20	No	DZ	Preferred	30	164	
21	HEWCN045AN	INKCART,950XL,BK-2.3K	No	EA	NON Preferred	28	54	
22	CASMP2201BE	PAPER,XERO/DUP,20#,LTR,BE	Yes	RM	Preferred	28	51	
23	SAN83001	MARKER,EXPO,ERASE,BRD,BK	No	DZ	Preferred	27	73	
24	SMD10301	FOLDER,SUPER TAB,LTR,MLA	Yes	BX	Preferred	27	45	
25	DURMN1500B24	BATTERY,COPPERTP,AA,24/BX	No	BX	NON Preferred	27	28	
26	WBM24200	PAPER,XERO/DUP,WE,LGL,20#	No	CT	Preferred	27	16	
27	HEWCE413A	TONER,MAG.F/305A-2.6K	No	EA	NON Preferred	26	30	
28	AAGE71750	REFILL,CAL/17 IMAGES [2016]	No	EA	Preferred	24	40	
29	MMM142	TAPE,MAILNG,2"X800"W/DISP	No	RL	Preferred	23	555	
30	PAP3030131	PENCIL,#2LEAD,DISP**DOZEN**	No	DZ	Preferred	23	55	
31	FALDPSJMB2	CLEANER,DUSTOFF,17OZ,2PK	No	PK	NON Preferred	23	52	
32	CASMP2201LV	PAPER,FRWX,8.5X11,20LB,LV	Yes	RM	Preferred	23	44	

Line Item	Stock Number	DESCRIPTION	Recycled	UOM	Code	YTD Times Ordered	YTD QTY	
33	DURMN2400B24000	BATTERY,COPPRTP,AAA,24/BX	No	BX	NON Preferred	23	29	
34	ACM13402	SCISSORS,8"BENTSTR,3PK,BK	No	PK	Preferred	23	27	
35	WBM28110	PAPER,XERO/DUP,11X17,WE	No	CT	Preferred	23	22	
36	ACC72050	CLIP,BINDER,1.25	No	DZ	NON Preferred	22	106	
37	CAS054901	PAPER,ASPEN 30,LTR,20#WHT	Yes	CT	Preferred	22	104	
38	MMM559	PAD,EASEL,25X30.5,WE 2/CT	No	CT	Preferred	22	34	
39	PIL31021	PEN,RLRBLL,GELINK,FPT,BE	No	DZ	Preferred	22	32	
40	UNV20630	PAD,LGL RULD,PERF,LTR,WE (20-360)	No	DZ	Preferred	21	139	
41	AAGSK2400	CALENDAR,DESK PAD,MO,22X17,JAN-DEC,BK/WE	Yes	EA	Preferred	21	115	
42	HEWCE411A	TONER,CYN.F/305A-2.6K	No	EA	NON Preferred	21	29	
43	HEWCE412A	TONER,YEL.F/305A-2.6K	No	EA	NON Preferred	21	27	
44	AVE5392	REFILL,F/5384,NAME TAG	No	BX	Preferred	21	25	
45	CYO501402	CHALK,ANTI-DUST,12/BX,WHT	No	BX	Preferred	20	118	
46	UNV16113	FOLDER,REIN,1/3CT,MLA,LTR	Yes	BX	Preferred	20	43	
47	BICGSM609BK	PEN,ROUND STIC 60 PACK,BK	No	BX	NON Preferred	20	40	
48	BRTTZE2312PK	LABEL,1/2" BK/WHT,2PK	No	PK	NON Preferred	20	40	
49	HEWCF325X	TONER,BLK.F/M806,HP 25X,34K	No	EA	NON Preferred	19	74	
50	SAN81803	CLEANER,WHITE BOARD,8OZ	No	EA	Preferred	19	71	
51	HEWCE278A	TONER,F/P1606,BK-2.1K	Yes	EA	NON Preferred	19	39	
52	HEWCF210A	TONER,BLK.F/M251/276-1.6K	No	EA	NON Preferred	19	28	
53	HEWCF211A	TONER,CYN.F/M251/276-1.8K	No	EA	NON Preferred	18	22	
54	HEWCF212A	TONER,YEL.F/M251/276-1.8K	No	EA	NON Preferred	18	22	
55	MMM810P10K	TAPE,MAGIC,.75X1M,10RL,CR	No	PK	Preferred	18	20	
56	UNV47210	CARD,INDEX,RULED,3X5,WE [74804]	Yes	PK	Preferred	17	109	
57	BRTTZE231	LABEL,1/2" BK/WHT	No	EA	Preferred	17	57	
58	HEWCE390A	TONER,F/M4555,STD YLD,BK-10K	No	EA	NON Preferred	17	33	
59	PAP89465	PEN,PROFILE RT BP,BK	No	DZ	NON Preferred	17	27	
60	MMM810K24	TAPE,MAGIC,810 VP,3/4X1000,24PK	No	PK	Preferred	17	20	
61	HEWCF370AM	TONER,LJ 305A,CMY	No	ST	NON Preferred	17	19	
62	HEWCE403A	TONER,HP 507A,MAG-6K	No	EA	NON Preferred	17	17	
63	UNV00700	STAPLE REMOVER(93050)	No	EA	Preferred	16	80	
64	UNV31304	PUSHPIN,PLAS,100/PK,CR(200-CL)	No	PK	Preferred	16	60	
65	PAP3311131	PEN,BALLPOINT,MED PT,BE	No	DZ	Preferred	16	54	
66	HEWCN047AN	INKCART,951XL,MG-1.5K	No	EA	NON Preferred	16	45	
67	HEWCN048AN	INKCART,951XL,YL-1.5K	No	EA	NON Preferred	16	42	
68	CASMP2201GRP	PAPER,8.5X11,FIREWORX,GLDRD	Yes	RM	Preferred	16	35	

Line Item	Stock Number	DESCRIPTION	Recycled	UOM	Code	YTD Times Ordered	YTD QTY	
69	AVE5160	LABEL,ADDRS,2-5/8X1,3M	No	BX	Preferred	16	32	
70	CASMP2201PK	PAPER,XERO/DUP,20#,LTR,PK	Yes	RM	Preferred	16	28	
71	UNV63568	ENVELOPE,DEPT,10X13,TIE	No	CT	NON Preferred	16	26	
72	MMM654YW	NOTE,POST-IT,3X3,12/PK	No	PK	Preferred	16	21	
73	HEWCF213A	TONER,MAG.F/M251/276-1.8K	No	EA	NON Preferred	16	20	
74	HEWQ5950A	TONER,BLK,F/CLJ4700-11K	Yes	EA	Preferred	16	18	
75	ACC72010	CLIP,BINDER,MINI,12/BX	No	DZ	Preferred	15	85	
76	UNV10220	CLIP,BINDER,LARGE<78220>	No	DZ	Preferred	15	44	
77	HEWCN046AN	INKCART,951XL,CN-1.5K	No	EA	NON Preferred	15	41	
78	FEL99703	WIPES,SCREEN CLNR,100/TUB	No	EA	Preferred	15	35	
79	BICGSM609BE	PEN,ROUND STIC 60 PACK,BE	No	BX	Preferred	15	34	
80	AVE5305	CARDS, TENT, LASER, 2.5 X 8.5, 100/BX	No	BX	Preferred	15	25	
81	HEWCF380A	TONER,BLK.312A-2.4K	No	EA	NON Preferred	15	21	
82	TOP20172	PAD,RCYL,12PD/PK,8.5X11WE (59180)	Yes	DZ	Preferred	15	19	
83	BICGSM11BE	PEN,ROUND STIC,MED,BE	No	DZ	Preferred	14	113	
84	UNV35662	NOTE,STICK-IT,1.5X2YW1CPD<23152>	No	PK	Preferred	14	41	
85	HEWC8767WN	INKCART,#96 21MIL BLK-800	No	EA	Preferred	14	29	
86	SWI54501	STAPLER,DSK,FULL STRIP,BK	Yes	EA	Preferred	14	29	
87	TOP71533	PAD,LGL RL,LTR,12/PK,WHT	No	DZ	NON Preferred	14	21	
88	HEWCC364A	TONER,F/P4014/P4015-10K	Yes	EA	Preferred	14	17	
89	WBM28230	PAPER,XERO/DUP,WE,LTR,3HD	No	CT	Preferred	14	13	
90	LOG910002225	MOUSE,WIRELS, M185,BK	No	EA	NON Preferred	14	8	
91	TOP63016	PAD,50SH/PD LGL 5X8,AST	No	PK	Preferred	13	82	
92	UNV10199	CLIP,BINDER,MINI,12/BX	No	DZ	Preferred	13	64	
93	WBM5012558	PORTFOLIO,LTR,2PCKT,LRD	No	BX	NON Preferred	13	53	
94	HAM162008	PAPER,LTR,TIDAL,WE	Yes	CT	NON Preferred	13	52	
95	ACC72100	CLIP,BND #100	No	DZ	Preferred	13	45	
96	SAN83002	MARKER,EXPO,ERASE,BRD,RD	No	DZ	Preferred	13	35	
97	BOSB515BK	STAPLER,DELUXE,STND,BK(40501)	No	EA	Preferred	13	30	
98	MMM653AST	COLOR NOTES, 1-1/2 X 2,PASTEL,12 PADS/PK	No	PK	Preferred	13	21	
99	UNV35668	NOTE,HLND,3X3,YW 100/PD 12PD/PK	No	PK	Preferred	13	21	
100	MMMR330NALT	NOTE,POP-UP,3X3,12/PK,NE	No	PK	NON Preferred	13	20	
101	UNV46300	PAD,LGL RULD,PERF,5X8,WE	No	DZ	NON Preferred	13	18	
102	HEWCE400A	TONER,HP 507A,BK-5.5K	No	EA	NON Preferred	13	13	
103	HEWCE402A	TONER,HP 507A,YEL-6K	No	EA	NON Preferred	13	12	
104	HEWCE401A	TONER,HP 507A,CYN-6K	No	EA	NON Preferred	13	11	

Line Item	Stock Number	DESCRIPTION	Recycled	UOM	Code	YTD Times Ordered	YTD QTY	
105	GEO39451	CERTIFICATE,BLANK,GLD.BRDR	Yes	PK	NON Preferred	12	44	
106	BRTLC103BK	INK,BLK. F/4410-600PG	No	EA	NON Preferred	12	34	
107	AVE24409	MARKER,DRY ERASE,4/SET	No	ST	NON Preferred	12	32	
108	WBM24200	PAPER,XERO/DUP,WE,LGL,20#	No	RM	Preferred	12	27	
109	AAGSK1400	CALENDAR,DESK PAD,MO,17-3/4X10-7/8,JAN-DEC,BK/WE	Yes	EA	Preferred	12	22	
110	TOP63410	PAD,PERF,LTR,RULD50SH,WHT	No	DZ	NON Preferred	12	16	
111	PIL31020	PEN,RLRBLL,GELINK,FPT,BK	No	DZ	NON Preferred	12	15	
112	HEWCF383A	TONER,MAG.312A-2.7K	No	EA	NON Preferred	12	13	
113	GEO44407	PAPER,CERTIF 60# 12SH,GD	Yes	PK	NON Preferred	11	68	
114	ACC72510	CLIP,PPR.050JMB,NSKD1M/PK	No	PK	Preferred	11	37	
115	HEWQ7553A	TONER,F/P2015-#53A(3K)	Yes	EA	Preferred	11	23	
116	AVE24000	HILIGHTER,FLUORESCENT,Y**W	No	DZ	Preferred	11	20	
117	MMM65412SSCY	PAD,POST-IT 3X3 12,YW	No	PK	NON Preferred	11	19	
118	MMM65414AU	PAD,PST-IT NOTE3X3,14,AST	No	PK	Preferred	11	18	
119	DURAACTBULK36	BATTERY,ALKALINE AA, 36/PK	No	PK	NON Preferred	11	17	
120	HEWQ5949A	TONER,F/LJ1160/1320-2.5K	Yes	EA	Preferred	11	15	
121	HEWCE255A	TONER,F/P3015,BK-6K	Yes	EA	NON Preferred	11	15	
122	EVEEN92	BATTERY,SIZE AAA (UOM INFO: 24 EA PER BX, 6 BX PER CT)	No	BX	Preferred	11	14	
123	CASMP2201PKN	PAPER,BOND,PKN8.5X11,20#	Yes	RM	Preferred	11	13	
124	HEWCF400A	TONER,BLK.#201A,F/M277DW-1.5K	No	EA	NON Preferred	11	13	
125	BICWOFQD12WE	FLUID,CORRECT,.7OZ,WHT	No	DZ	Preferred	11	12	
126	SAN25025	HILIGHTER,MJR ACCENT,FYW	No	DZ	Preferred	11	12	
127	HEWC4906AN	INK,BLK,#940XL-2.2K	No	EA	NON Preferred	11	12	
128	HEWCR314FN	INKCART,951 TRI COMBO	No	EA	NON Preferred	11	10	
129	WBM97214	PPR,8.5X14,20LB,98BR,WHITE,5000/CT	No	CT	NON Preferred	11	10	
130	HEWQ5952A	TONER,YEL,F/CLJ4700-10K	Yes	EA	Preferred	11	9	
131	MMM6200341296	TAPE,MENDG,PERM,3/4X1296	No	RL	Preferred	10	103	
132	AVE17011	BNDR,DURABLE VIEW 1 IN,BK	Yes	EA	Preferred	10	94	
133	BICGSM11BK	PEN,ROUND STIC,MED,BK	No	DZ	Preferred	10	57	
134	UNV31310	PUSHPIN,PLAS,100/PK,RNBOW	No	PK	NON Preferred	10	26	
135	MMM6549YW	NOTE,HLND,3X3,YW 100/PD 12PD/PK	No	PK	Preferred	10	24	
136	GOJ965212EA	CLEANER,PUREL,INS,HND,8OZ	No	EA	Preferred	10	23	
137	HEWCE285A	TONER,F/HP P1102,BK-1.6K	Yes	EA	NON Preferred	10	22	
138	BRTTN450	TONER,BLK.F/H220-2.6K	No	EA	NON Preferred	10	21	
139	HEWCZ073FN	INKCART,HP 61, TWIN,BK	No	EA	NON Preferred	10	19	
140	HEWC9353FN	INKCART,COMBO 96/97	No	PK	NON Preferred	10	18	

Line Item	Stock Number	DESCRIPTION	Recycled	UOM	Code	YTD Times Ordered	YTD QTY	
141	HEWCB436A	TONER,F/P1505-PG YLD 2K	Yes	EA	Preferred	10	16	
142	SWI40501	STAPLER,ECONOMY,405,BK(B515BK)	No	EA	NON Preferred	10	16	
143	EVEEN91	BATTERY,AA (UOM INFO: BX=PK,24 EA PER BX/PK, 6 BX/PK PER CT)	No	BX	Preferred	10	14	
144	PAP89466	PEN,PROFILE RT BP,BE	No	DZ	NON Preferred	10	14	
145	HEWCF381A	TONER,CYN.312A-2.7K	No	EA	NON Preferred	10	11	
146	HEWCF382A	TONER,YEL.312A-2.7K	No	EA	NON Preferred	10	11	
147	TOM68720	TAPE,CORRECT1/6,WE,10/PK	Yes	PK	NON Preferred	10	11	
148	HEWCC530A	TONER,304A,F/ CP2025,BK-3.5K	Yes	EA	Preferred	10	10	
149	HEWQ5951A	TONER,CYN .F/CLJ4700-10K	Yes	EA	Preferred	10	10	
150	HEWCF280X	TONER,F/M401/425-6.9K	No	EA	NON Preferred	10	10	
151	HEWQ5953A	TONER,MAG,F/CLJ4700-10K	Yes	EA	NON Preferred	10	9	
152	HEWCB322WN	INKCART,564XL PHOTO,BK-290PG	No	EA	NON Preferred	10	8	
153	DIX13806	PENCIL,#2,TICONDEROGA,PRESHARP	No	DZ	NON Preferred	9	69	
154	QRT804526	ERASER,FELT,F/CHALK	No	EA	Preferred	9	65	
155	AVE03301	BNDR,RNG,11X8.5,1IN,BK (WLJ36814NB)	Yes	EA	Preferred	9	42	
156	SWI64601	STAPLER,DSK,FULL STRIP,BK	No	EA	Preferred	9	33	
157	HEWCE285D	TONER,CE285A,DUAL PACK,BK	Yes	PK	NON Preferred	9	31	
158	SAN80003	MARKER,EXPO,2,CHISEL,BE	No	DZ	NON Preferred	9	29	
159	AVE98089	GLUE,STICK,.29OZ,18/PK,WE	No	PK	Preferred	9	22	
160	MEA06900	BOOK,THEME,9.5X6, 150CT	No	EA	NON Preferred	9	22	
161	BRTM231	CARTRIDGE,TPE,BK ON WE	No	EA	Preferred	9	21	
162	MAS00920	DOOR,STOP,N-SKID,1/CD,BN	No	EA	Preferred	9	20	
163	DURPC1500BKD	BATTERY,PROCELL,AA,24/BX	No	BX	Preferred	9	18	
164	PFX48420	FOLDER,CTLS,FILE,1/3C,MLA	Yes	BX	Preferred	9	18	
165	AVE74459	BADGE,NAME HANG 100BX,CR	No	BX	NON Preferred	9	17	
166	DURMN1500B4Z	BATTERY,ALKLN,AA,4PK,1.5V	No	PK	NON Preferred	9	17	
167	EPST127120D2	INKCART,XTRA,HC,DUAL,BK	No	PK	NON Preferred	9	15	
168	HEWCF410A	TONER,BLK. F/M452/477-2.3K	No	EA	NON Preferred	9	14	
169	HEWCN684WN	INKCART,564XL,BK-550 PG	No	EA	NON Preferred	9	13	
170	MMM6228SSAN	PAD,2X2,SPR STCKY,8PK,AST	No	PK	NON Preferred	9	13	
171	HEWCF401A	TONER,CYN.#201A,F/M277DW-1.4K	No	EA	NON Preferred	9	12	
172	HEWCF403A	TONER,MAG.#201A,F/M277DW-1.4K	No	EA	NON Preferred	9	12	
173	MMM1426	TAPE,MAILING,2X800,6/PK,CLR	No	PK	NON Preferred	9	12	
174	SMD64036	TUFF HANG FLDR,20/BX	Yes	BX	NON Preferred	9	12	
175	SAN83004	MARKER,EXPO,ERASE,BRD,GN	No	DZ	Preferred	9	11	
176	HEWCC531A	TONER,304A,F/CP2025,CYN-2.8K	Yes	EA	Preferred	9	11	

Line Item	Stock Number	DESCRIPTION	Recycled	UOM	Code	YTD Times Ordered	YTD QTY	
177	BICWOTAPP21	TAPE,CORRECTION,2PK,WE	No	PK	NON Preferred	9	11	
178	HEWCE390X	TONER,F/M4555,24K,BLK	No	EA	NON Preferred	9	10	
179	DIX12886	PENCIL,ORIOLE,#2,PRESHRP	No	DZ	Preferred	8	93	
180	AVE11111	INDEX,BNDR,11X8.5,8CLRD	Yes	ST	NON Preferred	8	86	
181	DIX13882	PENCIL,#2,TICONDEROGA,DZ	No	DZ	Preferred	8	71	
182	PAP3381131	PEN,BALLPOINT,FINE PT,BK	No	DZ	Preferred	8	37	
183	AVE05705	BINDER,VU11X8.5,1/2CAP,BK (WLJ36213B)	Yes	EA	NON Preferred	8	31	
184	AVE03501	BNDR,RNG,11X8.5,2IN,BK (WLJ36844NB)	Yes	EA	Preferred	8	30	
185	HOD1556	CALENDAR,DESK PAD,MO,18-1/2X13,JAN-DEC,BE&WE	Yes	EA	NON Preferred	8	28	
186	CYO510816	CHALK,CRAYOLA,12/BX,AST	No	BX	Preferred	8	27	
187	GEO39452	CERTIFICATE,BLANK,AWARD	Yes	PK	NON Preferred	8	23	
188	UNV10630	PAD,LTR RULED,PERF,LTR,CA(67163)	No	DZ	Preferred	8	22	
189	QRT50012M	MARKER,ENDURAGLIDE 12PK,BK	No	DZ	NON Preferred	8	19	
190	MMM6603AN	NOTE,PST-IT,4X6,3/PK,NE	No	PK	NON Preferred	8	18	
191	ACM10572	SCISSORS,8" STRAIGHT,BK	No	EA	NON Preferred	8	17	
192	AVE74541	HOLDER,BADGE CLIP 4X3 CR	No	BX	NON Preferred	8	17	
193	BICGSM11RD	PEN,ROUND STIC,MED,RD	No	DZ	Preferred	8	16	
194	CASMP2201IY	PAPER,XERO/DUP,20#LTR,IY	Yes	RM	Preferred	8	16	
195	SWI74741	STAPLER,ACC,FULL STRIP.BK	No	EA	NON Preferred	8	14	
196	MMM62210SSCY	PAD,POST-IT 2X2 10,YW	No	PK	NON Preferred	8	13	
197	PAP8430152	MARKER,FLAIR,PT GRD,BK	No	DZ	NON Preferred	8	12	
198	UNV51002	THUMB TACK,ST1,3/8IN,100BX	No	PK	NON Preferred	8	12	
199	HEWC9363WN	INKCART,#97 TRICLR 14ML-560PGS	Yes	EA	NON Preferred	8	12	
200	HEWCC532A	TONER,304,F/CP2025,YW-2.8K	Yes	EA	Preferred	8	11	
201	SAN38250PP	MARKER,SHARPIE,CHISEL,8ST	No	ST	NON Preferred	8	11	
202	TOP63360	PAD,JR LGL,5X8,WE	No	PK	NON Preferred	8	11	
203	UNV72220	CLIP,PPR,JMBO,SMTH,10BX/PK	No	PK	Preferred	8	10	
204	HEWCB540A	TONER,(125A)F/CLJCP1215,BK -2.2K	Yes	EA	Preferred	8	10	
205	DYM10697	LABELS,PAPER,LETRATAG,1/2"X13',2/PK	No	PK	NON Preferred	8	10	
206	HEWCF402A	TONER,YEL.#201A,F/M277DW-1.4K	No	EA	NON Preferred	8	10	
207	HEWCE260A	TONER,BLK.F/CP4025/4525-8.5K	Yes	EA	NON Preferred	8	10	
208	HEWQ6000A	TONER,BLK F/CL2600-2.5K	Yes	EA	Preferred	8	9	
209	HEWC4904AN	INK,MAG,#940,F/OJ 8500-900	No	EA	NON Preferred	8	9	
210	PIL31022	PEN,RLRBLL,GELINK,FPT,RD	No	DZ	NON Preferred	8	9	
211	TOP63116	PAD,LGL RLD,LTR,6/PK,AST	No	PK	NON Preferred	8	6	
212	WBM97230	PPR,8.5X11,3HP,20LB,98BR,WHITE,5000/CT	No	CT	NON Preferred	8	4	

Line Item	Stock Number	DESCRIPTION	Recycled	UOM	Code	YTD Times Ordered	YTD QTY	
213	MMMR330YW	REFILL,POSTIT3X3POP-UP,YW,PD,12 PD/PK	No	PD	NON Preferred	7	63	
214	UNV96920	BOOK,STENO,GREGG,WE,80 SH (25-774)	No	EA	NON Preferred	7	62	
215	SWI35450	STAPLES,FULL STRIP,5M/BX	No	BX	Preferred	7	53	
216	AVE05710	BNDR,ECONO VIEW 1 IN,BK,(18530)(WLJ36214B)	Yes	EA	NON Preferred	7	50	
217	AVE03401	BINDER,BLACK,1.5",ECON RND RING, REF(WLJ36834NB)	Yes	EA	NON Preferred	7	47	
218	AVE17012	BINDER,VIEW 1"WHT	Yes	EA	NON Preferred	7	43	
219	SEL21486	MAILERCUSHND8.5X12,KFT	Yes	CT	NON Preferred	7	31	
220	BRTL71BK	INKCART,LC71,-300PG	No	EA	NON Preferred	7	27	
221	SDISDCZ60008GA46	DRIVE, USB FLASH, 8GB, CRUZER, GLIDE	No	EA	NON Preferred	7	25	
222	DEF590801	HOLDER,STNDUP,SIGN,8.5X11	No	EA	NON Preferred	7	24	
223	MMM65418CP	NOTE,POST-IT,18PD/PK,YW	No	PK	Preferred	7	23	
224	BRTL713PKS	INKCART,PRINT,3PK,YW,CYAN,MA	No	PK	NON Preferred	7	21	
225	HEWCB380A	TONER,F/ LJ CP6015,BK	Yes	EA	NON Preferred	7	21	
226	PAP3321131	PEN,BALLPOINT,MED PT,RD	No	DZ	Preferred	7	20	
227	HEWCH561WN	INKCART,HP 61,BK-190PG	No	EA	NON Preferred	7	19	
228	SAN22478	MARKER,FLIP CHART,8/ST	No	ST	NON Preferred	7	19	
229	MMM6306PK	PAD,POST-IT LND 3X3,YW	No	PK	NON Preferred	7	18	
230	HAM122549	PAPER,COVER,CLR COPY 60#WHT,250/PK	No	PK	Preferred	7	15	
231	PAP8420152	MARKER,FLAIR,PT GRD,RD	No	DZ	Preferred	7	14	
232	BRTTZEFX231	LABEL,1/2",FLX,BK ON WHT	No	EA	NON Preferred	7	14	
233	SAN83003	MARKER,EXPO,ERASE,BRD,BE	No	DZ	NON Preferred	7	14	
234	MYP84200	PAPER,MY COPY,8.5X14,20#,96BRITE	No	RM	Preferred	7	13	
235	SMD10343	FOLDER,TPTB,CUTLS,LTR,MLA	Yes	BX	NON Preferred	7	13	
236	BOSEPS8HDBLK	SHARPENER,PENCIL,ELECTRIC(03773)	No	EA	NON Preferred	7	12	
237	KMW33374	PRESENTER,RF WLS,W/LSR POINTER	No	EA	NON Preferred	7	12	
238	FEL00703	FILE,STOR,ECON,12X15X10,LTR/LGL,12EA/CT	Yes	CT	NON Preferred	7	12	
239	PFX42338	FOLDER,FILE,RDYTEB,LTR,AST	Yes	BX	NON Preferred	7	12	
240	AVE5366	LABEL,FOLDER,F/LASER	No	BX	Preferred	7	11	
241	MMMR330AP	NOTE,POP UP 3X3 6 PK,AST	No	PK	Preferred	7	11	
242	UNV31750	OPENER,LETTER,9.5"OFF (ABLLTROPN)	No	EA	Preferred	7	11	
243	HEWCC533A	TONER,304A,F/CP2025,MA-2.8K	Yes	EA	Preferred	7	11	
244	UNV31312	PUSHPIN,PLAS,100,ASTD GEM	No	PK	NON Preferred	7	11	
245	CASMP2201OR	PAPER,XERO/DUP,20#,LTR,OR	Yes	RM	Preferred	7	10	
246	SAN83008	MARKER,EXPO,ERASE,BRD,PE	No	DZ	NON Preferred	7	10	
247	SAN33950	PEN,GEL,SIGNO,207,BK	No	DZ	Preferred	7	9	
248	HEWCE270A	TONER,F/CP5525,BK	No	EA	NON Preferred	7	9	

Line Item	Stock Number	DESCRIPTION	Recycled	UOM	Code	YTD Times Ordered	YTD QTY	
249	HEWCF411A	TONER,CYN.F/M452/477-2.3K	No	EA	NON Preferred	7	9	
250	HEWCF412A	TONER,YEL.F/M452/477-2.3K	No	EA	NON Preferred	7	9	
251	HEWCF413A	TONER,MAG.F/M452/477-2.3K	No	EA	NON Preferred	7	9	
252	MMM20513PK	NOTE,CUBE 2X2 400SH3PK,NE	No	PK	NON Preferred	7	9	
253	MMM65324APVAD	PAD,PST IT,11/2X2,24,PST	No	PK	NON Preferred	7	8	
254	SAN28101	HIGHLIGHTER,ACCENT RT,8,AST	No	ST	NON Preferred	7	8	
255	UNV15001	DISPENSER,TAPE,1"CORE,BK	No	EA	NON Preferred	7	8	
256	MMM559RP	PAD,EASEL,25X30,RECYC,30SH/PD,2PD/CT,WE	Yes	CT	NON Preferred	7	8	
257	ROL1746466	ORGANIZER,MESH PENCIL,BK	No	EA	Preferred	7	7	
258	DURPC2400BKD	BATTERY,PROCELL,AAA,24/BX	No	BX	NON Preferred	7	7	
259	HEWCB324WN	INKCART,564XL,MA-750PG	No	EA	NON Preferred	7	7	
260	HEWCC530AD	TONER,304A,BLK,F/CM2320-2/PK-7K	Yes	BX	NON Preferred	7	7	
261	EVEE91SBP36H	BATTERY,ENERGIZER,AA,36PK,(6 PK/CT)	No	PK	Preferred	7	6	
262	HEWCE461A	PRINTER, P2035, LASER	No	EA	NON Preferred	7	5	
263	UNV47230	CARD,INDEX,RULED,4X6,WE [74844]	Yes	PK	Preferred	6	57	
264	GEO45331	COVER,DOCUMENT COVER,BK	Yes	PK	Preferred	6	42	
265	OXF29900585BGD	HOLDER,CERTIFICTE,5/PK,BY	Yes	PK	Preferred	6	32	
266	AAGG20000	PLANNER,WK,4-7/8X8,JAN-DEC,BK	Yes	EA	Preferred	6	24	
267	MEA06542	BOOK,7X5,COLL RULD,AST,80CT	No	EA	NON Preferred	6	24	
268	SMD64082	FOLDER,HANGNG,FSTB,LTR,MS	Yes	BX	NON Preferred	6	24	
269	UNV10501	FOLDER, FILE,1/3C,LTR,BE (3003BE)	Yes	BX	NON Preferred	6	22	
270	HOD4717	REFILL,DY DESK,3-1/2X6,JAN-DEC,BK	Yes	EA	Preferred	6	21	
271	AVE74540	HOLDER,BADGE PIN 4X3 1CBX	No	BX	NON Preferred	6	20	
272	DPSR3027	RIBN,CALC,NYL,BK/RD	No	EA	NON Preferred	6	20	
273	PACBB7816	BOOK,EXAM,7X8.5,8SHT,WIDE,BLUE,50/PK	Yes	PK	NON Preferred	6	20	
274	SEL21489	MAILERCUSHND10.5X1,KFT	Yes	CT	NON Preferred	6	20	
275	SDISDCZ60032GA46	DRIVE, USB FLASH, 32GB, CRUZER, GLIDE	No	EA	NON Preferred	6	18	
276	PAP6310187	PEN,CMFRTMT,RETR,MDPT,BE	No	DZ	NON Preferred	6	16	
277	MEA59882	PAD,PERF,LGLRL,LTR,WE	No	EA	NON Preferred	6	14	
278	UNV21124	PROTECTOR,SHT,LTR,TPLD,CR,(62037)	No	BX	NON Preferred	6	14	
279	UNV24264	PENCIL,GOLF AND PEW[14998]	No	BX	Preferred	6	13	
280	KMW72356	MOUSE,IN A BOX,BK	No	EA	NON Preferred	6	13	
281	MEA06066	NOTEBOOK,QUICKNTS 20#,BK	Yes	EA	NON Preferred	6	13	
282	MMM6545SSAN	PAD,POST-IT 3X3 5,NE	No	PK	NON Preferred	6	12	
283	UNV51301	TAPE,MASKNG,1"X60YD,.94,3/PK	No	PK	Preferred	6	11	
284	AVE47993	COVER,RPT 2 PKCT 25,AST (AMP3615000)	No	BX	NON Preferred	6	11	

Line Item	Stock Number	DESCRIPTION	Recycled	UOM	Code	YTD Times Ordered	YTD QTY	
285	BRTTN360	TONER,HL2140/2170W,-2.6K	No	EA	NON Preferred	6	11	
286	DYM45013	CARTRIDGE,TAPE,BK ON WE	No	EA	NON Preferred	6	11	
287	HEWC9364WN	INKCART,HP 98,BK (420PG)	Yes	EA	NON Preferred	6	11	
288	HEWCB382A	TONER,F/CP6015,YW	Yes	EA	NON Preferred	6	11	
289	PAP5640115	FLUID,CORR,WE,.7 OZ	No	DZ	Preferred	6	10	
290	CASMP2201CHE	PAPER,XERO/DUP,20#LTR,CHE	Yes	RM	Preferred	6	10	
291	HEWCB435A	TONER,F,P1005/1006-1.5K	Yes	EA	Preferred	6	10	
292	BICWOFEC324	FLUID,CORR,X,COVERAGE,WE,3PK	No	PK	NON Preferred	6	10	
293	DURMN2400B4Z	BATTERY,ALKLN,AAA,4/PK	No	PK	NON Preferred	6	10	
294	HEWCN049AN	INKCART,950 OFC,JET,BK-1K	No	EA	NON Preferred	6	10	
295	MMM6603SSAN	PAD,POST-IT 4X6 3,NE	No	PK	NON Preferred	6	10	
296	MMM684SH	FLAG,LGL,50DP,SGN,HER,AST	No	PK	NON Preferred	6	10	
297	SAN83083	MARKER,EXPO ORIGNL,16,AST	No	ST	NON Preferred	6	10	
298	MEA06064	NOTEBOOK,PLANNER,20#,BK	Yes	EA	NON Preferred	6	10	
299	SMD64053	FOLDER,HANGING,FSTB,AST	Yes	BX	NON Preferred	6	10	
300	AVE5163	LABEL,SHPING,TRU BL LSER,2X4,WE,1000BX	No	BX	Preferred	6	9	
301	HEWQ2612A	TONER,F/LJ 1012/3030(2K)	Yes	EA	Preferred	6	9	
302	HEWCD971AN	INKCART,F/OJ920,BK(420PG)	No	EA	NON Preferred	6	9	
303	MMM655YW	NOTE,POST-IT,3X5,YW	No	PK	NON Preferred	6	9	
304	RED50076	BOOK,PHONE,4UP,400ST/BK	No	EA	Preferred	6	8	
305	HEWCE250A	TONER,BLK.F/CP3525/3530-5K	Yes	EA	Preferred	6	8	
306	HEWQ5942A	TONER,F/LJ4240/4250/4350-10K	Yes	EA	Preferred	6	8	
307	AVE5660	LABEL,LASR,1X2-5/8,CR	No	BX	NON Preferred	6	8	
308	GMT7522	COFFEE,KCUP,B BLND DEC,24/BX	No	BX	NON Preferred	6	8	
309	HEWCB323WN	INKCART,564XL,CYN-750PG	No	EA	NON Preferred	6	8	
310	HEWCF350A	TONER,BLK.#130A-1.3K	No	EA	NON Preferred	6	8	
311	MEA45484	NOTEBOOK,7X5,100,AST	No	EA	NON Preferred	6	8	
312	BICWOFQD324	FLUID,CORRCT,QD,3/PK,WE	No	PK	Preferred	6	7	
313	CASMP2201SN	PAPER,XERO/DUP,20#,LTR,SN	Yes	RM	Preferred	6	7	
314	HEWQ6002A	TONER,YEL F/CL2600-2K	Yes	EA	Preferred	6	7	
315	ACM13529	SCISSORS,TITANIUM 8",STGY	No	EA	NON Preferred	6	7	
316	BRTTN420	TONER,BLK.F/HL2240-1.2K	No	EA	NON Preferred	6	7	
317	HEWCB387A	DRUM,F/CP6015,MAG	No	EA	NON Preferred	6	7	
318	HEWCN052AN	INKCART,951 OFC,JET,YL-700PG	No	EA	NON Preferred	6	7	
319	MMM6603AU	NOTE,PST-IT,4X6,3/PK,ULT	No	PK	NON Preferred	6	7	
320	PIL31257	PEN,G2,1.0MM,BOLD,BE	No	DZ	NON Preferred	6	7	

Line Item	Stock Number	DESCRIPTION	Recycled	UOM	Code	YTD Times Ordered	YTD QTY	
321	SAN33952	PEN,GEL,SIGNO,207,RD	No	DZ	NON Preferred	6	7	
322	VER97397	PORTABLE DRIVE,USB,3.0,500GB	No	EA	NON Preferred	6	7	
323	HEWCB400A	TONER,F/CP4005,BK-7.5K	Yes	EA	NON Preferred	6	7	
324	HEWQ6003A	TONER,MAG F/CL2600-2K	Yes	EA	NON Preferred	6	7	
325	ACC72380	CLIP,PPR,#1,SMTH,1M/PK	No	PK	Preferred	6	6	
326	PAP5643115	FLUID,CORR,FSTDY,3PK,WE	No	PK	Preferred	6	6	
327	HEWCB541A	TONER,(125A)F/CLJCP1215,CYN-1.4K	Yes	EA	Preferred	6	6	
328	SMD10229	FOLDER,LTR INT 1/3,AST	Yes	BX	Preferred	6	6	
329	HEWCE271A	TONER,F/CP5525,CN	No	EA	NON Preferred	6	6	
330	HEWCF402X	TONER,YEL.HY.#201X,F/M277DW-2.3K	No	EA	NON Preferred	6	6	
331	KMW72370	MOUSE,FULL SZE,WRLS,BK	No	EA	NON Preferred	6	6	
332	MMM65424SSAUCP	PAD,NOTE,3X3,JEWL POP,AST	No	ST	NON Preferred	6	6	
333	MMM810K6	REFILL,TAPE,3/4"X1000,6/PK,CR	No	PK	NON Preferred	6	6	
334	PIL31029	PEN,RBALL,RT,G2,GEL,FN,PE	No	DZ	NON Preferred	6	6	
335	SAN1742663	PEN,SHARPIE,PLSTC PT,BK	No	DZ	NON Preferred	6	6	
336	UNV11000	PAD,WDRLD,GUM,LTR,WE	No	DZ	NON Preferred	6	6	
337	HEWQ6471A	TONER,CYN,F/CLJ3600-4K	Yes	EA	NON Preferred	6	6	
338	HEWCB325WN	INKCART,564XL,YW-750 PG	No	EA	NON Preferred	6	5	
339	AAGG52014	PLANNER,WK,8X11,JAN-DEC,BY	Yes	EA	NON Preferred	6	5	
340	HEWC9362WN	CART/# 92(BLK)-220PGS	No	EA	Preferred	6	4	
341	AVE5390	REFILL,NAME TAG,F/5383,2 1/4 X 3 1/2,LSR/INK,WE	No	BX	NON Preferred	6	4	
342	HEWCE505D	TONER,CE505, DUAL PACK,BK	Yes	EA	NON Preferred	6	4	
343	HOD28802	PLANNER,DY,5X8,JAN-DEC,BK	Yes	EA	NON Preferred	6	3	
344	AVE75254	BINDER POCKETS,5/PK	No	PK	NON Preferred	5	73	
345	UNV83436	TAPE,MENDG,PERM,3/4X1296	No	RL	NON Preferred	5	41	
346	UNV47250	CARD,INDEX,RULE2D,5X8,WE [74864]	Yes	PK	Preferred	5	38	
347	PIL31574	PEN,FRIXION POINT 0.5M,BE	No	EA	NON Preferred	5	38	
348	GOJ911306EA	WIPES,PURELL,HAND,270CT	No	EA	NON Preferred	5	32	
349	UNV21125	PROTECTOR,SHT,LTR,TPLD,CR,(62027)	No	BX	NON Preferred	5	30	
350	UNV14119	FOLDER,HANG,LTR,25/BX,YW (4005YW)	Yes	BX	NON Preferred	5	28	
351	HOD124	CALENDAR,DESK PAD,MO,22X17,JAN-DEC,B&W	Yes	EA	Preferred	5	27	
352	SWI44401S	STAPLER,DSK,FL STP,BK	No	EA	NON Preferred	5	27	
353	AVE23078	INDEX,BNDR,LTR,8TAB,WE	Yes	ST	NON Preferred	5	26	
354	SDISDCZ60016GA46	DRIVE, USB FLASH, 16GB, CRUZER, GLIDE	No	EA	NON Preferred	5	25	
355	AVE11306	INDEX,BNDR,A-Z,11 X 8.5	Yes	ST	NON Preferred	5	24	

Line Item	Stock Number	DESCRIPTION	Recycled	UOM	Code	YTD Times Ordered	YTD QTY	
356	EPIKG58548R	GLUE,KRAZYGLU,ALLPRPS,.07OZ	No	EA	NON Preferred	5	22	
357	SMD24100	FOLDER,SHF,STR CUT,LTR	Yes	BX	NON Preferred	5	21	
358	ACM13135	SCISSORS,8" STRAIGHT,BK	No	EA	NON Preferred	5	20	
359	UNV10270	FOLDER,PSBD,6SEC,2/5C,LTR(S60900)	Yes	BX	NON Preferred	5	19	
360	SAN81850	TOWELETTE,50-6X9SH,EXPO	No	EA	NON Preferred	5	18	
361	ACC72320	CLIP,PPR,.032#3SMTH,1M/PK	No	PK	Preferred	5	17	
362	PAP3331131	PEN,BALLPOINT,MED PT,BK	No	DZ	NON Preferred	5	17	
363	PFX15213TEA	FOLDER,LTR,1/3TL	Yes	BX	NON Preferred	5	17	
364	MMMC60ST	DISPENSER,TAPE 1"CORE,SR	No	EA	Preferred	5	15	
365	SAN25076	HIGHLIGHTER,SET,MJR-ACCT 6	No	ST	Preferred	5	14	
366	SAU99681	ADHESIVE,HOLD-IT(15630SB)	No	EA	NON Preferred	5	14	
367	MEA06062	NOTEBOOK,WIRE BND 20#,BK	Yes	EA	NON Preferred	5	14	
368	GEO39086	FORM,CERTIF,25SH/PK,RD/GD	Yes	PK	Preferred	5	13	
369	HEWCN059AN	INKCART,HP 933,MG	No	EA	NON Preferred	5	13	
370	UNV00700VP	REMOVER,STAPLE,JAWST,3,BK	No	PK	NON Preferred	5	13	
371	AVE03310	BNDR,RNG,11X8.5,1IN,RD,(WLJ36814NR)	Yes	EA	NON Preferred	5	13	
372	GEO39087	FORM,CERTIF,25SH/PK,BE/GD	Yes	PK	NON Preferred	5	13	
373	PFX415215	FOLDER,HANG,LTR,25/BX,GN	Yes	BX	Preferred	5	12	
374	HEWCN058AN	INKCART,HP 933,CN	No	EA	NON Preferred	5	12	
375	HEWCN060AN	INKCART,HP 933,YL	No	EA	NON Preferred	5	12	
376	UNV21200	PAPER,XERO/DUP,WE,LTR,20#	No	CT	NON Preferred	5	12	
377	CASMP2201BF	PAPER,XERO/DUP,20#,LTR,BF	Yes	RM	Preferred	5	11	
378	HAM120023	PAPER,COVER,COL COPY,80# 250/PK	No	PK	NON Preferred	5	11	
379	SMD10339	FOLDER,LTR 11PT1/3REC,MLA	Yes	BX	NON Preferred	5	11	
380	AVE5164	SHIPPING LABELS, 3-1/3 X 4, WHITE, 600/BOX	No	BX	Preferred	5	10	
381	HEWQ5449A	PPR,8.5X11,MATTE,PRES,100/PK	No	PK	NON Preferred	5	10	
382	MMT082727	RIBBON,F/6215-40MIL(4/BX)	No	BX	NON Preferred	5	10	
383	HEWCB383A	TONER,F/CP6015,MA	Yes	EA	NON Preferred	5	10	
384	UNV24113	FOLDER,HANG,RENFCB,LTR,GN	Yes	BX	NON Preferred	5	10	
385	UNV46200	PAD,LGL RULD,PERF,5X8,CA	No	DZ	Preferred	5	9	
386	CASMP2201TN	PAPER,XERO/DUP,20#,LTR,TN	Yes	RM	Preferred	5	9	
387	BICGDEM11BK	MARKER,DRYERS,XL,BK	No	DZ	NON Preferred	5	9	
388	HEWCB384A	DRUM,F/CP6015,BK	No	EA	NON Preferred	5	9	
389	LOG920002553	KEYBOARD,WRLS DT,MK520,BK	No	EA	NON Preferred	5	9	
390	MOW101261	PAPER,XERO,LTR,20#ULTRA LIME 5M/CT	No	RM	NON Preferred	5	9	

Line Item	Stock Number	DESCRIPTION	Recycled	UOM	Code	YTD Times Ordered	YTD QTY	
391	SAN80004	MARKER,EXPO,2,CHISEL,GN	No	DZ	NON Preferred	5	9	
392	UNV14121	FOLDER,HANG,LTR,25/BX AST	Yes	BX	Preferred	5	8	
393	BRTTN650	TONER,F/HL5340D,5350DN-8K	No	EA	NON Preferred	5	8	
394	HEWCF360A	TONER,BLK.#508A-6K	No	EA	NON Preferred	5	8	
395	IVR15925	CALCULATOR,8DIG LRG NMBR	No	EA	NON Preferred	5	8	
396	SAN80078	MARKER,EXPO,CHSL,8/ST,AST(80678)	No	ST	NON Preferred	5	8	
397	SAN80556	MARKER,EXPO 2,ORGANIZER	No	ST	NON Preferred	5	8	
398	UNV35612	NOTE,3X3,FLAT,12-PACK,AST	No	PK	NON Preferred	5	8	
399	MMM6603SSNRP	NOTE,PD,SPRSTK4X6,3PK,AST	Yes	PK	NON Preferred	5	8	
400	UNV20835	INDEX,BINDER,LTR,5TAB,WE	Yes	BX	NON Preferred	5	8	
401	FEL72614	RACK,8TIER,9.5W,WIRE,BK	No	EA	Preferred	5	7	
402	MMM563R	EASEL,S-STCK TBLE PADS,WE	No	PD	Preferred	5	7	
403	ACM05011	RULER,WOOD,12IN,SGL EDGE	No	EA	NON Preferred	5	7	
404	EPST127520	INKCART,DRBTE,XHICAP,AST	No	PK	NON Preferred	5	7	
405	HEWC4909AN	INK,YEL.#940XL-1.4K	No	EA	NON Preferred	5	7	
406	HEWCB385A	DRUM,F/CP6015,CYN	No	EA	NON Preferred	5	7	
407	HEWCN053AN	INKCART,HP 932 XL,BK-1K	No	EA	NON Preferred	5	7	
408	HEWCZ133A	INK,BLK.#711 80ML	No	EA	NON Preferred	5	7	
409	MMM6605PK	PAD,4X6,5PD/PK,CAN	No	PK	NON Preferred	5	7	
410	MMM6756SSCY	PAD,POST-IT 4X4 6,YW	No	PK	NON Preferred	5	7	
411	PIL31025	PEN,RBALL,RT,G2,GEL,FN,GN	No	DZ	NON Preferred	5	7	
412	HEWCC656AN	INKCART,HP 901,TRICOL	Yes	EA	NON Preferred	5	7	
413	MMM810K3	TAPE,3/4X1000 3PK,CR	Yes	PK	NON Preferred	5	7	
414	AVE8366	LABEL,WHITE,INKJET,FFLDR	No	PK	Preferred	5	6	
415	PIL35334	PEN,PRECISE V5,X-FINE,BK	No	DZ	Preferred	5	6	
416	HEWQ6001A	TONER,CYN,2600-(2K)	Yes	EA	Preferred	5	6	
417	EPST126220	INKCART,DURABRITE,HC,CN	No	EA	NON Preferred	5	6	
418	FALDPSXL12	DUSTER,COMPRESSD GAS,BK	No	EA	NON Preferred	5	6	
419	HEWC4907AN	INK,CYN #940XL-1.4K	No	EA	NON Preferred	5	6	
420	HEWCN050AN	INKCART,951 OFCJET,CN-700PG	No	EA	NON Preferred	5	6	
421	HEWCN051AN	INKCART,951 OFCJET,MG-700PG	No	EA	NON Preferred	5	6	
422	HEWCN056AN	INKCART,HP 933XL,YL	No	EA	NON Preferred	5	6	
423	HEWCZ136A	INK,YEL.#711 3PK 29ML	No	PK	NON Preferred	5	6	
424	KMW72392	MOUSE,WIRELESS,BK	No	EA	NON Preferred	5	6	
425	MMMR330YW	REFILL,POSTIT3X3POP-UP,YW,PD,12 PD/PK	No	PK	NON Preferred	5	6	
426	PAP89467	PEN,PROFILE RT BP,RD	No	DZ	NON Preferred	5	6	

Line Item	Stock Number	DESCRIPTION	Recycled	UOM	Code	YTD Times Ordered	YTD QTY	
427	QUA90020	ENV,#10 WHT 500BX	No	BX	NON Preferred	5	6	
428	SAN37001	MARKER,SHARPIE,ULTRAFN,BK	No	DZ	NON Preferred	5	6	
429	WAU22401	PAPER,250SH 65#,WE	No	PK	NON Preferred	5	6	
430	HEWQ6472A	TONER,YEL F/CLJ3600-4K	Yes	EA	Preferred	5	5	
431	FEL3229901	SHREDDER,SB99CI,INTELSHRD	No	EA	Preferred	5	5	
432	AVE11025	TAG,KEY,MTL RIM,RND,50/PK	No	PK	NON Preferred	5	5	
433	AVE12305	TAG,SHPG,MLA,13PT,#5	No	BX	NON Preferred	5	5	
434	FEL99000	SURGE,GUARDIAN,6OUTLT,4FT	No	EA	NON Preferred	5	5	
435	HEWA7F64A	PRTR,AIO,OJ PRO 8610,USB/ETH/WLS	No	EA	NON Preferred	5	5	
436	HEWC4905AN	INK,YEL,#940.F/OJ 8500-900	No	EA	NON Preferred	5	5	
437	MMMR33012AP	NOTE,3X3 100SHPD 12PD,PST	No	PK	NON Preferred	5	5	
438	PENBK90A	PEN,BALL POINT,BK,FINE	No	DZ	NON Preferred	5	5	
439	PIL35346	PEN,PRECISE V7,FINE,BK	No	DZ	NON Preferred	5	5	
440	ACC72365	CLIP,PPR,STD,RECYC,1000PK	Yes	PK	NON Preferred	5	5	
441	HEWQ6473A	TONER,MAG,F/CLJ3600-4K	Yes	EA	NON Preferred	5	5	
442	HEWCF340A	TONER,304A,VALUE PK,3,CN	Yes	PK	NON Preferred	5	4	
443	SMD75560	JACKET,FILE,LTR,STR,2"EXP	Yes	BX	NON Preferred	5	4	
444	HEWCF400X	TONER,BLK.HY.#201X,F/M277DW-2.8K	No	EA	NON Preferred	5	3	
445	HEWCF401X	TONER,CYN.HY.#201X,F/M277DW-2.3K	No	EA	NON Preferred	5	3	
446	VCT11003A	CALCULATOR,10D DESKTOP,SR	Yes	EA	NON Preferred	5	3	
447	IVRBLF190	FILTER,NOTEBK,PRVCY,19,BK	No	EA	NON Preferred	5	2	
448	IVRBLF170	FILTER,NTBK,PRVCY,17",BK	No	EA	NON Preferred	5	1	
449	UNV40304	CLIPBOARD,STD CLP,LETTER	No	EA	Preferred	4	103	
450	AVE11110	INDEX,RG BK,5TABAVECI213-5C	Yes	ST	Preferred	4	68	
451	ALL37646	RUBBERBND,LTX FREE#64,ORANGE	No	BX	NON Preferred	4	65	
452	PIL31551	PEN,FRIXION BALL,GEL,BE	No	EA	NON Preferred	4	55	
453	AVE05731	BNDR,RNDR,8.5X11,2"WHT	Yes	EA	NON Preferred	4	47	
454	AVE05711	BINDER,VIEW, 1" WHITE (WLJ36214W)	Yes	EA	NON Preferred	4	42	
455	AVE19601	BNDR,DURBLE VIEW 1IN,WE	Yes	EA	NON Preferred	4	42	
456	BLZ41200	PAPER,LTR,98BRT,WHITE,5000/CT	No	RM	NON Preferred	4	38	
457	VER97088	DRIVE,USB FLASH 8GB,BE	No	EA	NON Preferred	4	37	
458	AAGPM17028	CALENDAR,WALL,MO,11X8-1/2,JAN-DEC,DESK/WALL,BE/RD	Yes	EA	NON Preferred	4	32	
459	SWI35550	STAPLE,MEDIUM DUTY,3/8CAP	No	BX	NON Preferred	4	30	
460	BICGSF11BK	PEN,ROUND STIC,FINE,BK	No	DZ	NON Preferred	4	29	
461	SOUPF18	AWARDS,CERTIF,HOLDER,BK	No	PK	NON Preferred	4	29	
462	QUA46065	MOISTENER,ENLPE GLUE,GN	No	EA	Preferred	4	28	

Line Item	Stock Number	DESCRIPTION	Recycled	UOM	Code	YTD Times Ordered	YTD QTY	
463	BICCSEM11BE	PEN,CLIC,STIC,RETR,MED,RECY,BE	Yes	DZ	NON Preferred	4	27	
464	SAN35549	MARKER,SHARPIE PNT,MED,BK	No	EA	NON Preferred	4	23	
465	AVE17002	VIEW BINDER, 11 X 8 1/2, 1/2", WHITE	Yes	EA	NON Preferred	4	22	
466	UNV20814	INDEX,BNDR,LTR,JAN-DEC	Yes	ST	NON Preferred	4	22	
467	VER97087	DRIVE,USB FLASH 4GB,BE	No	EA	NON Preferred	4	19	
468	SAN83074	MARKER,EXPO,ERASE,4 CLRS	No	ST	Preferred	4	18	
469	PIL31573	PEN,FRIXION POINT 0.5M,BK	No	EA	NON Preferred	4	18	
470	AVE11437	INDEX,LASER,KIT,8 TAB	Yes	PK	NON Preferred	4	18	
471	PFX75213	FOLDER,MLA,LTR,1/3 CUT	Yes	BX	Preferred	4	17	
472	AVE47989	COVER,RPT 2 PCKT 25,RD (AMP-3615007)	No	BX	NON Preferred	4	17	
473	TOM68650	TAPE,CORR,MINI,SNGL,WE	Yes	EA	NON Preferred	4	17	
474	UNV47200	CARD,INDEX,PLAIN,3X5,100EA/PK,WE[74814]	Yes	PK	NON Preferred	4	17	
475	AVE12449	DIVIDER,LSR/INJ 5TB,CR	No	PK	NON Preferred	4	16	
476	HAM104604	PAPER,LSR,LTR,24# LASER PRINT	No	RM	NON Preferred	4	16	
477	MMM6834	FLAG,SMALL SZE 140/PK,AST	No	PK	NON Preferred	4	16	
478	SAN35560	MARKER,SHARPIE PNT,MED,SLV	No	EA	NON Preferred	4	16	
479	TEXTI1795SV	CALCULATOR,DSKTP,SLR,PLUS	No	EA	NON Preferred	4	16	
480	AVE23079	INDEX,BNDR,LTR,8TAB,CLRD	Yes	ST	Preferred	4	15	
481	UNV81236	TAPE,MENDG,PERM,1/2X1296<6200121296>	No	RL	NON Preferred	4	15	
482	AVE03602	BNDR,RNG,11X8.5,3IN,BK (WLJ36849NB)	Yes	EA	Preferred	4	14	
483	SOUCTP2W	AWARDS,CERTIFICATE,15,WH	No	PK	NON Preferred	4	14	
484	BOSSBS1914CP	STAPLE,STD SZ 5M/BX (66000)	No	BX	NON Preferred	4	13	
485	CRD84009	POCKET,BNDR,INSRT TAB,AST	No	PK	NON Preferred	4	13	
486	HEWCN057AN	INKCART,HP 932,BK-400PG	No	EA	NON Preferred	4	13	
487	TRPTLP606B	SURGE,6 OUTLET,6 FT CD,BK	No	EA	NON Preferred	4	13	
488	UNV10303	FOLDER,CLASS,6SEC,CTR,RD	Yes	BX	NON Preferred	4	13	
489	ZEB22210	PEN,BPT,RET,Z-GRIP,1MM,BK	No	DZ	NON Preferred	4	12	
490	HEWCB381A	TONER,F/CP6015,CYN	Yes	EA	NON Preferred	4	12	
491	CASMP2241LE	PAPER,FRWX,8.5X11,24,LE	Yes	RM	Preferred	4	11	
492	AVE74461	BADGE,SOFT CLP NAME,WE,100/BX	No	BX	NON Preferred	4	11	
493	BRTTZE211	LABEL,1/4" BK/WHT	No	EA	NON Preferred	4	11	
494	DEF66701	HOLDER,SLANTED,SIGN11X8.5	No	EA	NON Preferred	4	11	
495	MMM663YW	PAD,POSTIT5X8MEMO,RCY2/PK	No	PK	NON Preferred	4	11	
496	SAN1752229	CLEANER,EXPO 22OZ NONTX	No	EA	NON Preferred	4	11	
497	SAN27075	HIGHLIGHTER,PKT ACCENT,5/ST	No	ST	NON Preferred	4	11	
498	UNV55400	PENCIL,HB #2, YELLOW BARREL,DOZEN	No	DZ	NON Preferred	4	11	

Line Item	Stock Number	DESCRIPTION	Recycled	UOM	Code	YTD Times Ordered	YTD QTY	
499	CASMP2204BE	PAPER,LEGAL SIZE,20#BLUE	Yes	RM	NON Preferred	4	11	
500	SAN30665PP	MARKER,SHARPIE,FN,BK,5/PK	No	PK	Preferred	4	10	
		Grand Total for Top 500 Items Ordered						\$397,970.99