

**Office Products, Paper Supply and Related Services ITB  
Schedule, Questions and Answers**



<b><u>Schedule</u></b>	<b><u>Date</u></b>
Posting of ITB	April 24, 2017
Inquiries Submission Period	April 24, 2017 – April 27, 2017
Inquiries Submission Deadline	April 27, 2017; 3:00 p.m. CT
Answers Posted	May 1, 2017; 5:00 p.m. CT
Proposal Submission Deadline	May 5, 2017; 3:00 p.m. CT

Any and all inquiries must be submitted in writing by email, facsimile, metered mail or hand delivery by the submission deadline to the attention of the Vice President of Legal Services for Corporate Transactions.

Questions and Answers submitted by the deadline are answered below.

Question 1: I would like to request the last bid tabulation or previous usage of the items on the ITB.

Answer 1: The pricing for the winning bid from the prior issuance of this ITB is attached.

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Question 2: As stated in the ITB, Exhibit C usage is estimated to be an average of two thousand dollars per month. As noted, past usage does not indicate future usage, but to better understand the entire opportunity we would like to know what your total overall spend was in this category for the year of 2016. As well as your overall spend in the year 2016 for Schedule D.

Answer 2: Overall spend in 2016 for office supplies was \$38,287.05. Overall spend for paper in 2016 was \$6,200.00.

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Question 3: To better understand the opportunity in non-specified general office supplies not listed in Exhibit C, what was your overall spend in this category for the year of 2016?

Answer 3: For the first six months of 2016, the total spend in non-specified general office supplies was approximately \$7,350.

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EXHIBIT C  
TEL Office Products Recurring Items

Unit	Brand	Item #	Description	Price
2PK	COMPUCESSORY	CCS24302	AIR, COMPRESSED 2PK	9.20
EA	AT-A-GLANCE	AAGE517-50	AT-A-GLANCE QUICKNOTES	9.26
EA	AT-A-GLANCE	SK240011	AT-A-GLANCE SK240011 DESK PAD	8.15
24PK	ENERGIZER	EVEA91BP24HT	BATTERY, AA, ALKALINE 24PK	25.77
12PK	EVEREADY	EVEE92FP12	BATTERY, AAA, ALKALINE 12PK	11.29
EA	SPARCO	SPR03301	BINDER, 1" BLACK, ROUND RING	.98
EA	SPARCO	SPR03501	BINDER, 2" BLACK ROUND RING	2.94
EA	SPARCO	SPR051740	BINDER, 3" BLACK, ROUND RING	3.94
EA	SPARCO	SPR09800	BINDER, 4" BLACK, DURABLE SLANT	12.19
EA	SPARCO	SPR09900	BINDER, 5" BLACK, DURABLE SLANT	12.25
EA	SPARCO	SPR05711	BINDER, 1" WHITE VIEW, ROUND RING	2.00
EA	SPARCO	SPR05731	BINDER, 2" WHITE VIEW, ROUND RING	3.06
EA	SPARCO	SPR05741	BINDER, 3" WHITE VIEW, ROUND RING	4.11
EA	SPACRO	SPR09801	BINDER, 4" WHITE VIEW, DUR SLANT	12.19
EA	SPARCO	SPR09901	BINDDER, 5" WHITE VIEW, DUR SLANT	12.25
12CT	SPARCO	SPR01651	BOX, STORAGE, 12X15X10, (10X15X24) 12CT	35.45
30BOX	AVERY	AVE3378	CARDS, TEXTURED HALF FOLD 5-1/2X8-1/2 30BOX	10.88
EA	3M	MMMCL563	CLEANER, DESK, 25CANISTER	5.58

Unit	Brand	Item #	Description	Price
EA	CLOROX	COX00459	CLEANER, GLASS-32 OZ	3.77
DZ	SPARCO	SPR87010	CLIP, BINDER, LARGE, DOZEN	1.40
DZ	SPARCO	SPR87005	CLIP, BINDER, MEDIUM, DOZEN	.58
DZ	SPARCO	SPR02300	CLIP, BINDER, MINI, DOZEN	.30
DZ	SPARCO	SPR87002	CLIP, BINDER, SMALL, DOZEN	.25
100BOX	SPARCO	SPR85001	CLIP, PAPER #1, 100 BOX	.15
1000BOX	BAUMGARTENS	BAULP0200	CLIP, PAPER #1, VINYLE COATED, 1000PK	8.91
100 BOX	SPARCO	SPR85009	CLIP, PAPER, GIANT, 100 BOX	.57
500 BOX	SPARCO	SPR01605	CLIP, PAPER, JUMBO, VINYLE COATED, 500PK	2.33
EA	INTEGRA	ITA60032	CORRECTION TAPE	1.43
25CT	DART	DRC12J12	CUPS, 12oz. 25CT	36.05
EA	MAXELL	MAX200200	200200 DAT DATA CARTRIDGES	29.26
5PK	MEMOREX	MEM05655	DISKS,16X DVD-R MEDIA	3.99
50PK	COMPUCESSORY	CCS72250	DISKS, CDR (52X) 48X, 700MB, 50 SPINDLE	11.89
100PK	COMPUCESSORY	CCS72100	DISK, CD-R 700MB, 80MIN, 100PK	21.24
100PK	VERBATIM	VER95102	DISKS, DVD-RM 120 MIN, 4.7GB, 100PK	36.94
ST	BUSINESS SOURCE	BSN16477	DIVIDERS, INDEX, 5-TAB, WHITE	1.33
5ST/PK	SPARCO	SPR21350	DIVIDERS, INDEX, 5-TAB, 5ST/PK	.80
100BOX	QUALITY PARK	QUA37897	ENVELOPE, CLASP, 10X13, 100BOX	16.75
100 BOX	SPARCO	SPR08910	ENVELOPE, CLASP, 12X15.5 100 BOX	15.57

Unit	Brand	Item #	Description	Price
100BOX	SPARCO	SPR01375	ENVELOPE, INTER-DEPT, 10X13, 100 BOX	20.12
			ENVELOPE, POLYOLEFIN MAILER 12X15.5, 100BOX	
2PK	POST-IT	MMM680-RD2	FLAGS, POST-IT TAPE, RED, 50/ DISP 2PK	4.31
10 BOX	SMEAD	SMD14030	CLASS FLDR LTR 2DIV LIGHT BLUE	58.99
30 BOX	AVERY	AVE3378	CARDS, TEXTURED HALF FOLD 5-1/2X 8-1/2 30 BOX	10.88
25 BOX	SPARCO	SPRSP53-1/3	FOLDER, HANGING, LEGAL, 1/3, 25 BOX	9.20
25 BOX	SPARCO	SPRSP52-1/3	FOLDER, HANGING, LETTER, 1/3, 25 BOX	6.74
100 BOX	SPARCO	SPRSP411-1/3	FOLDER, MANILA, LEGAL, 1/3, 100 BOX	8.99
100 BOX	SPARCO	SPRSP111-1/3	FOLDER, MANILA, LETTER, 1/3, 100 BOX	6.39
100 BOX	SPARCO	SPRSP111-1/3	FOLDER, TOP TAB FILE FOLDER	6.39
EA	SPARCO	SPR01527	GLUE STICK, .26-OZ TO .32 OZ	.25
ST	AVERY	AVE23545	HIGHLIGHTER, 4 COLOR SET	3.27
EA	INTEGRA	ITA33323	HIGHLIGHTER, BLUE	.52
EA	INTEGRA	ITA33324	HIGHLIGHTER, GREEN	.52
EA	INTEGRA	ITA33312	HIGHLIGHTER, PINK	.52
EA	INTEGRA	ITA3006	HIGHLIGHTER, YELLOW	.49
25PK	FELLOWES	FEL98316	JEWEL CASE, SLIM CD, CLEAR, 25PK	8.93
1000BOX	AVERY	AVE5163	LABELS, 2X4 WHITE 1000PK	30.31
750BOX	AVERY	AVE5260	LABELS, 1X2-5/8, 750/PK	9.46

Unit	Brand	Item #	Description	Price
1500 BOX	AVERY	AVE5660	LABELS, 1X2.62", CLEAR 1500 PK	39.01
700 BOX	AVERY	AVE5662	LABELS, 1-1/3X4-1/8 CLEAR 700 BOX	39.01
EA	INTEGRA	ITA30055	LEAD, PENCIL, 5MM, 30 TUBE	1.06
EA	OIC	OIC30310	LETTER OPENER, BLACK	1.88
EA	SANFORD	SAN30001	MARKER, BLACK, FINE	.62
DZ	SPARCO	SPR2058	PAD, JR. LEGAL, DOZEN	5.29
DZ	SPARCO	SPR2011	PAD, LEGAL, CANARY, 8-1/2X11-3/4, DOZEN	6.49
DZ	SPARCO	SPRW2011	PAD, LEGAL, WHITE, 8-1/2X11-3/4, DOZEN	6.49
DZ	SPARCO	SPR46SP	PAD, SCRATCH, 4X6, 100 SHEETS/PD, DOZEN	11.41
EA	SPARCO	SPRG69	PAD, STENO	.87
PD	SPARCO	SPR70403	PAD, STICKY NOTE, 3X3 POP UP YELLOW	.49
PD	POST-IT	MMM.R350-YW	PAD, STICKY NOTE, 3X5	1.94
RM	HP	HEW112000	PAPER, COPY, 8-1/2X11M 500 SHEETS/RM	4.50
CT	SPARCO	SPR06120CT	PAPER, COPY, 8-1/2X14, 10 RM/CT	29.75
RM	HAMMERMILL	HAM10501-5	PAPER, COPY, 8-1/2X14, 500 SHEETS/RM	5.25
CT	SPARCO	SPR06420	PAPER, COPY, 8-1/2X14, 10 RM/CT	49.25
DZ	INTEGRA	ITA50603	PEN, BALLPOINT, BLACK, MED, DOZEN	3.19
DZ	INTEGRA	ITA50601	PEN, BALLPOINT, BLUE, MED, DOZEN	3.19
PK	BIC	BIC MXP21BK	PEN, BIC CRISTAL STICK BALLPOINT	.89
EA	SANFORD	SAN60629	PEN, UNIBALL VISION, BLACK, EXACT	2.07

Unit	Brand	Item #	Description	Price
EA	SANFORD	SAN60630	PEN, UNIBALL VISION, BLUE, EXACT	2.07
EA	SANFORD	SAN60386	PEN, UNIBALL VISION, GREEN, FINE	1.70
EA	SANFORD	SAN60382	PEN, UNIBALL VISION, PURPLE, FINE	1.70
EA	SANFORD	SAN61231	PEN, SANFORD VISION ELITE GEL PEN	2.69
EA	SANFORD	SAN69024	PEN, SANFORD VISION ELITE GEL PEN	2.69
EA	SANFORD	SAN60386	PEN, SANFORD VISION FINE ROLLERBALL	1.70
EA	INTEGRA	ITA30055	PENCIL, MECHANICAL, .5MM	1.06
BOX	SPARCO	SPR81002	PUSH PINS, CLEAR, 100/BOX	1.14
PK	SPARCO	SPR22147	ROLL, ADDING MACHINE, 2-1/4X150, 12PK	6.02
575 BX	SPARCO	SPR 16-1/4LB	RUBBER BAND, #116, .25lb	2.62
EA	WESTCOTT	ACM10702	RULER, WOOD, 12"	.28
EA	BUSINESS SOURCE	BSN65647	SCISSORS, CAST-STEEL, 8" BLACK	4.04
EA	GBC	SWI38101	STAPLE REMOVER, BLACK	3.61
EA	SPARCO	SPR01317	STAPLER, FULL-STRIP, BLACK	2.86
EA	THE STANLEY WORK	BOX900-BLK	STAPLER, HALF STRIP, FLAT CLINCH	20.05
5000BOX	SWINGLINE	SWI35108	STAPLES, STANDARD, 5000 BOX	1.02
25PK	ESSELTE	ESS42-CR	TABS, HANGING FILE FOLDER, 2" CLEAR, 25PK	4.24
EA	SPARCO	SPR64007	TAPE DISPENSER, BLACK	1.14
RL	SPARCO	SPR60045	TAPE, INVISIBLE, 3/4"	.84
EA	BROTHER	BRTTZE231	TAPE, LABEL BROTHER "TZ" 1/2", BLK ON WHT	13.33
EA	BROTHER	BRTM231	TAPE, GENERAL PURPOSE PACKING	1.27
RL	SCOTCH	MMM136	TAPE, DOUBLE SIDED TAPE WITH DISPENSER	2.55
4PK	SEVENTH GENERATION	SEV13732	TISSUE, BATHROOM 2-PLY	5.01
RL	GEORGIA PACIFIC	GEP27385RL	TOWELS, KITCHEN 2PLY	2.39
EA	FELLOWES	FEL48110	BANKERS BOX FILE STORAGE BOX	19.54