

COUNCIL WORKSHOP ITEM

ITEM: Office Supplies FY 2001/02

DATE: May 22, 2001

PREPARED BY: Marty Lyons, Senior Director-Financial Services
Theresa Tarka, Purchasing Assistant

PURPOSE: To Award A contract for Office Supplies for 2001/02 Purchases and E-Procurement

BID AMOUNT: \$59,111.00 **ACCOUNTS:** All Village 5210 Supply accounts, see attached list, A.

DISCUSSION:

This year, staff is not requesting an extension of the office supplies contract due to billing and order-entry problems with the current vender, Corporate Express. On March 13, 2001 bids were opened for Office Supplies Proposal No 02-16-617-01. Bids were received from Corporate Express, Prestige Office Products, WareHouse Direct, and Shane's Office Products.

Information was also obtained on joint-purchase options for the Village which included the State of Illinois Contract Stockless Office Supplies Notice of Award # 2121 to Boise Cascade, and the National Association of Counties (NACO) contract with Office Depot. A comparison against similar items on our bid and the State of Illinois Contract and the NACO contract have been made. (See attached bid tabulation sheet, B.) Many of the items that are on our current bids are not in listed in the Boise Cascade or Office Depot catalog. These products would be made available through a wholesaler at a higher cost. Prices on both of these contracts are reviewed once a year by the originating entities and it would be difficult to determine if pricing would increase.

WareHouse Direct is recommended as the lowest responsible bidder for the contract for Office Supplies. We have tested their service during the month of April and they have provided us with next-day delivery and excellent customer service. Some of their references include Arlington Heights Memorial Library and School District #112 in Highland Park, IL. In checking references, everyone had something positive to say about WareHouse Direct. They recommend using them for ordering office supplies, especially on line.

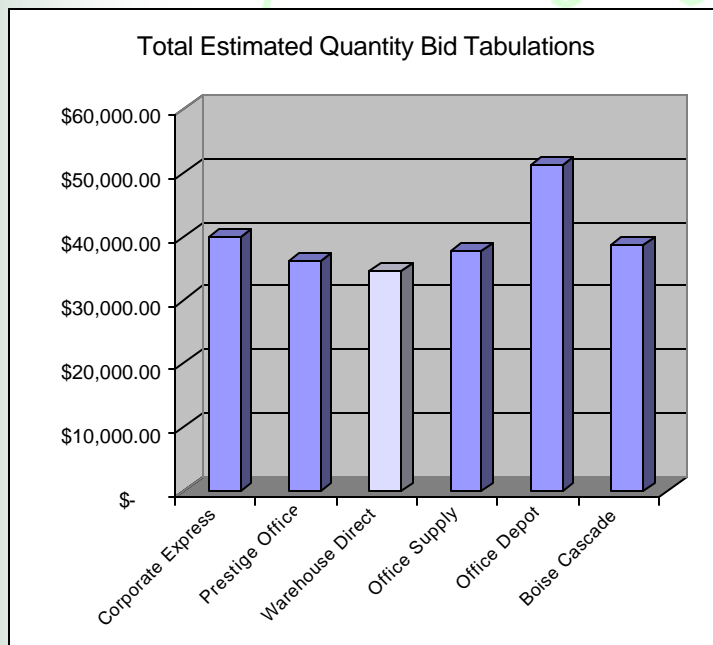
Warehouse Direct would provide electronic-ordering capabilities to the Village. Each department will be able to order on-line via the Internet. This will help staff save time and reduce paper-processing. Contract pricing for 2001/02 will be available on-line for each

department as a "favorites" list, simplify the ordering process, eliminate much of the paper flow, and will ensure that the Village obtains the best price for these supplies. Free training on Internet purchasing is provided by the vendor.

Other benefits of this bid include:

1. Free delivery is guaranteed in 24 hours if orders are placed before 5:00 p.m.
2. There is no shortage of catalogs since it can be viewed and searched on-line.
3. Discounts are available, depending upon the item, of 20%-89% off the catalog.
4. Net prices (with discounts) are provided, on-line, on every item, eliminating the current practice of calling for this information.
5. Orders can be routed for review to purchasing staff with e-mail notifications.
6. Billing can be customized to monthly billing listing cost centers.

Council has asked that staff reduce office supply expenditures for FY 2001/02. We believe that using Warehouse Direct will assist with this goal while still providing excellent service. While, walk-in stores do offer "sale" items, Warehouse Direct provides a time-efficient, cost-effective method for obtaining office supplies. The use of cost-cutting purchasing procedures will be



taken into consideration in future budget allocations. The above table shows the advantage of purchasing the estimated-quantity bid items through Warehouse Direct.

Staff will continue to obtain at least two quotations from other vendors for larger office equipment and furniture (generally valued over \$500.00) to ensure that the Village is getting the best value for each dollar.

RECOMMENDATION: Accept the low-bid proposal from Warehouse Direct.

APPROVED BY ACTING VILLAGE MANAGER

OFFICE SUPPLIES FOR VILLAGE OF DOWNERS GROVE
Fiscal Year 2001/02

A: Office Supply Account List

Account Number	Account Description	2001/02 Adopted
Legislative Support 001.111.0000.5210	OFFICE SUPPLIES	390.00
Management 001.121.0000.5210	OFFICE SUPPLIES	1,500.00
Alcohol & Tobacco Control 001.123.0000.5210	OFFICE SUPPLIES	190.00
Redevelopment 001.126.0000.5210	OFFICE SUPPLIES	1,300.00
Legal 001.131.0000.5210	OFFICE SUPPLIES	550.00
Human Resources 001.151.0000.5210	OFFICE SUPPLIES	800.00
Community Events 001.162.0000.5210	OFFICE SUPPLIES	500.00
Information Services 001.171.0000.5210	OFFICE SUPPLIES	15,500.00
Financial Services 001.211.0000.5210	OFFICE SUPPLIES	1,500.00
001.243.0000.5210	OFFICE SUPPLIES	2,045.00
001.261.0000.5210	OFFICE SUPPLIES	900.00
		<u>4,445.00</u>
Public Works 001.311.0000.5210	OFFICE SUPPLIES	2,450.00
001.349.0000.5210	OFFICE SUPPLIES	125.00
		<u>2,575.00</u>
Planning 001.411.0000.5210	OFFICE SUPPLIES	300.00
Code Services 001.441.0000.5210	OFFICE SUPPLIES	600.00
Police Department 001.611.0000.5210	OFFICE SUPPLIES	340.00
001.625.0000.5210	OFFICE SUPPLIES	700.00
001.632.0000.5210	OFFICE SUPPLIES	200.00
001.633.0000.5210	OFFICE SUPPLIES	250.00
001.636.0000.5210	OFFICE SUPPLIES	2,300.00
001.637.0000.5210	OFFICE SUPPLIES	1,700.00
001.638.0000.5210	OFFICE SUPPLIES	2,800.00
001.639.0000.5210	OFFICE SUPPLIES	450.00
		<u>8,740.00</u>

OFFICE SUPPLIES FOR VILLAGE OF DOWNERS GROVE
Fiscal Year 2001/02

A: Office Supply Account List

Account Number	Account Description	2001/02 Adopted
Fire Department		
001.711.0000.5210	OFFICE SUPPLIES	2,265.00
001.722.0000.5210	OFFICE SUPPLIES	1,000.00
001.732.0000.5210	OFFICE SUPPLIES	325.00
001.741.0000.5210	OFFICE SUPPLIES	1,025.00
001.751.0000.5210	OFFICE SUPPLIES	310.00
		<u>4,925.00</u>
Social & Health Services		
001.821.0000.5210	OFFICE SUPPLIES	709.00
Village Operating Center (VOC)		
001.831.0000.5210	OFFICE SUPPLIES	1,800.00
001.832.0000.5210	OFFICE SUPPLIES	200.00
		<u>2,000.00</u>
Public Information Department		
001.840.0000.5210	OFFICE SUPPLIES	331.00
001.841.0000.5210	OFFICE SUPPLIES	250.00
		<u>581.00</u>
Public Service Response Team (PSRT)		
001.933.0000.5210	OFFICE SUPPLIES	100.00
Building Services		
001.942.0000.5210	OFFICE SUPPLIES	90.00
Visitors Bureau & Economic Dev		
106.164.0000.5210	OFFICE SUPPLIES	500.00
106.166.0000.5210	OFFICE SUPPLIES	1,010.00
106.168.0000.5210	OFFICE SUPPLIES	3,500.00
		<u>5,010.00</u>
TIF Redevelopment		
107.529.0000.5210	OFFICE SUPPLIES	300.00
Community Events Fund		
108.163.0000.5210	OFFICE SUPPLIES	550.00
Parking Fund		
471.965.0000.5210	OFFICE SUPPLIES	206.00
Transportation Fund		
478.968.0000.5210	OFFICE SUPPLIES	100.00
Water Fund		
481.391.0000.5210	OFFICE SUPPLIES	6,100.00
Fleet Services		
531.961.0000.5210	OFFICE SUPPLIES	750.00
Health Insurance		
562.153.0000.5210	OFFICE SUPPLIES	300.00
		<u>300.00</u>
TOTAL, ALL VILLAGE		59,111.00

VILLAGE OF DOWNERS GROVE
 May 22, 2001 Council Workshop Item:
 B. OFFICE SUPPLY BID TABULATION

Bid #0216								
Bid Tabulation:Office Supplies								
Bid Opening: 11:00 a.m,Thursday, March 15,2001								
Description	Estimate Qty	Unit Of Measure	Corporate		Prestige		Warehouse	
			Express		Office		Direct	
			Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
1 Adding Machine Tape	500	Roll	\$ 0.21	\$ 105.00	\$ 0.27	\$ 135.00	\$ 0.29	\$ 145.00
2 Binders Heavy Pressboard	100	Each	\$ 2.99	\$ 299.00	\$ 2.14	\$ 214.00	\$ 0.99	\$ 99.00
3 Binders Recycled	125	Each	\$ 2.05	\$ 256.25	\$ 1.90	\$ 237.50	\$ 1.89	\$ 236.25
4 Binders Ring 4"	150	Each	\$ 14.19	\$ 2,128.50	\$ 7.98	\$ 1,197.00	\$ 8.00	\$ 1,200.00
4b. Binders Ring 3"	150	Each	\$ 9.99	\$ 1,498.50	\$ 7.98	\$ 1,197.00	\$ 8.00	\$ 1,200.00
5 Binders,D Ring Dublock 1"	1,000	Each	\$ 3.54	\$ 3,540.00	\$ 2.02	\$ 2,020.00	\$ 2.89	\$ 2,890.00
6 Binders,D-Ring Dublock 3"	125	Each	\$ 6.49	\$ 811.25	\$ 4.42	\$ 552.50	\$ 5.40	\$ 675.00
7 Clips, Size 1	700	Box	\$ 0.20	\$ 140.00	\$ 0.11	\$ 77.00	\$ 0.09	\$ 63.00
8 Clips, Jumbo 2"	250	Box	\$ 0.55	\$ 137.50	\$ 0.30	\$ 75.00	\$ 0.53	\$ 132.50
9 Correction Fluid,White Liquid Paper	300	Bottles	\$ 0.59	\$ 177.00	\$ 0.76	\$ 228.00	\$ 0.78	\$ 234.00
10 Correction Fluid, Just For Copies	250	Bottles	\$ 0.96	\$ 240.00	\$ 0.85	\$ 212.50	\$ 0.77	\$ 192.50
11 Envelopes, Clasp 9x 12	150	Boxes	\$ 2.11	\$ 316.50	\$ 4.71	\$ 706.50	\$ 4.50	\$ 675.00
12 Envelopes Clasp 10x13	100	Boxes	\$ 2.71	\$ 271.00	\$ 5.69	\$ 569.00	\$ 5.29	\$ 529.00
13 Envelopes, Interoffice Recycled	400	Boxes	\$ 11.21	\$ 4,484.00	\$ 10.29	\$ 4,116.00	\$ 8.79	\$ 3,516.00
14 File Folders Letter	200	Boxes	\$ 1.99	\$ 398.00	\$ 4.24	\$ 848.00	\$ 3.89	\$ 778.00
14.Bfile Folders Legal	150	Boxes	\$ 2.99	\$ 448.50	\$ 5.59	\$ 838.50	\$ 4.69	\$ 703.50
15 File Folders 1/3 Cut Hanging Ltr	100	Boxes	\$ 3.35	\$ 335.00	\$ 4.62	\$ 462.00	\$ 4.10	\$ 410.00
15.B File Folders 1/3 Cut Hanging Lgl	75	Boxes	\$ 3.99	\$ 299.25	\$ 5.79	\$ 434.25	\$ 5.15	\$ 386.25
16 File Folders, 1/3 Cut Legal Hanging	100	Boxes	\$ 4.36	\$ 436.00	\$ 4.87	\$ 487.00	\$ 4.98	\$ 498.00
17 File Folders, 1/3 Cut Legal	75	Boxes	\$ 2.92	\$ 219.00	\$ 6.30	\$ 472.50	\$ 3.89	\$ 291.75
18 File Frames Style UNV-18000	75	Each	\$ 7.48	\$ 561.00	\$ 6.15	\$ 461.25	\$ 1.25	\$ 93.75
19 File Frames Style UNV-17000	25	Each	\$ 1.82	\$ 45.50	\$ 0.95	\$ 23.75	\$ 1.39	\$ 34.75
20 File Pockets, Redrope Expanding	75	Boxes	\$ 0.74	\$ 55.50	\$ 15.95	\$ 1,196.25	\$ 11.00	\$ 825.00
21 File Pockets, 3 1/2" Expanding	50	Boxes	\$ 1.92	\$ 96.00	\$ 9.70	\$ 485.00	\$ 18.75	\$ 937.50
22 File Pockets 3 1/2" Expanding	50	Boxes	\$ 1.89	\$ 94.50	\$ 11.05	\$ 552.50	\$ 23.00	\$ 1,150.00
23 File Pockets , Manila 2/3 Cut	50	Boxes	\$ 0.49	\$ 24.50	\$ 22.65	\$ 1,132.50	\$ 20.50	\$ 1,025.00
24 Index Cards, Plain 3 x 5	100	Packs	\$ 0.31	\$ 31.00	\$ 0.31	\$ 31.00	\$ 0.36	\$ 36.00
25 Index for Ring Binders	200	Sets	\$ 26.91	\$ 5,382.00	\$ 15.00	\$ 3,000.00	\$ 2.89	\$ 578.00
26 Indexes, Quick-Type inserts	125	Sets	\$ 1.11	\$ 138.75	\$ 1.08	\$ 135.00	\$ 0.99	\$ 123.75
27 Labels, Letter/N Label	500	Boxes	\$ 21.99	\$ 10,995.00	\$ 17.30	\$ 8,650.00	\$ 16.20	\$ 8,100.00
28 LabelsFor Typewriter	300	Packs	\$ 5.95	\$ 1,785.00	\$ 3.28	\$ 984.00	\$ 2.90	\$ 870.00
Total Page 1				\$ 35,744.00		\$ 31,730.50		\$ 28,628.50
29 Markers	70	Each	\$ 0.52	\$ 36.40	\$ 0.53	\$ 37.10	\$ 0.51	\$ 35.70
30 Markers,Waterproof	70	Each	\$ 0.61	\$ 42.70	\$ 0.64	\$ 44.80	\$ 0.64	\$ 44.80
31 Note Pads(Post It Notes) 3x3	1,000	Pad Each	\$ 0.47	\$ 470.00	\$ 0.58	\$ 580.00	\$ 0.55	\$ 550.00
32 Note Pads(Post It Notes) 2x3	100	Pad/Each	\$ 0.45	\$ 45.00	\$ 0.44	\$ 44.00	\$ 0.46	\$ 46.00
33 Note Pads (Post It Notes) 3 x5	250	Pad/Each	\$ 0.69	\$ 172.50	\$ 0.78	\$ 195.00	\$ 0.75	\$ 187.50
34 Note Pads (Post It Notes) 4 x6	100	Pad/Each	\$ 1.56	\$ 156.00	\$ 1.23	\$ 123.00	\$ 1.16	\$ 116.00
35 Pads, Legal Ruled 8 1/2" x 11 3/4"	100	Dozen	\$ 4.32	\$ 432.00	\$ 4.78	\$ 478.00	\$ 4.42	\$ 442.00
36 Pads,Legal Ruled 8 1/2" x 14"	100	Dozen	\$ 7.20	\$ 720.00	\$ 6.40	\$ 640.00	\$ 5.70	\$ 570.00
37 Pads, Legal Ruled 5 x 8	25	Dozen	\$ 3.87	\$ 96.75	\$ 2.96	\$ 74.00	\$ 2.79	\$ 69.75
38 Pen Bic Round Stic	200	Dozen	\$ 0.65	\$ 130.00	\$ 0.97	\$ 194.00	\$ 0.79	\$ 158.00
39 Pens, Uni-Ball	50	Dozen	\$ 11.16	\$ 558.00	\$ 10.44	\$ 522.00	\$ 8.64	\$ 432.00
40 Pens, Pentel Rolling Writers	75	Dozen	\$ 5.64	\$ 423.00	\$ 5.40	\$ 405.00	\$ 29.25	\$ 2,193.75
41 Pencils#2	35	Dozen	\$ 0.61	\$ 21.35	\$ 0.63	\$ 22.05	\$ 0.54	\$ 18.90
42 Ribbons, Calculator Black/Red	50	Ribbon/Each	\$ 0.72	\$ 36.00	\$ 0.87	\$ 43.50	\$ 0.62	\$ 31.00
43 Rubber Bands#18 1 Pound Box	75	Box	\$ 1.25	\$ 93.75	\$ 1.24	\$ 93.00	\$ 1.08	\$ 81.00
44 Standard Staples	500	Box	\$ 0.28	\$ 140.00	\$ 0.45	\$ 225.00	\$ 0.37	\$ 185.00
45 Tape, Transparent 600	300	Roll	\$ 1.14	\$ 342.00	\$ 1.25	\$ 375.00	\$ 0.99	\$ 297.00
46 Tape, Transparent 910	200	Roll	\$ 0.88	\$ 176.00	\$ 1.25	\$ 250.00	\$ 1.44	\$ 288.00
47 Tape, Sealing Tan	20	Roll	\$ 1.65	\$ 33.00	\$ 1.45	\$ 29.00	\$ 1.36	\$ 27.20
48 Telephone Record Books	25	2 Pads/Pkg.	\$ 2.15	\$ 53.75	\$ 3.44	\$ 86.00	\$ 1.49	\$ 37.25
49 Telephone Record Forms	35	12 Pads/Pkg.	NB	NB	\$ 1.41	\$ 49.35	\$ 1.35	\$ 47.25
Total Page 2				\$ 4,178.20		\$ 4,609.80		\$ 5,858.10
Total Estimated-Quantity Bid Tabulations				\$ 39,922.20		\$ 36,240.30		\$ 34,486.60

VILLAGE OF DOWNERS GROVE
 May 22, 2001 Council Workshop Item:
 B. OFFICE SUPPLY BID TABULATION

Bid #0216									
Bid Tabulation:Office Supplies									
Bid Opening: 11:00 a.m,Thursday, March 15,2001									
			Shane's		NACO CONTRACT		CMS CONTRACT		
			Office Supply		Office Depot		Boise Cascade		
Description	Estimate Qty	Unit Of Measure	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	
1	Adding Machine Tape	500	Roll	\$ 0.68	\$ 340.00	\$ 1.85	\$ 3,500.00	\$ 0.36	\$ 180.00
2	Binders Heavy Pressboard	100	Each	\$ 2.16	\$ 216.00	\$ 6.83	\$ 700.00	\$ 3.49	\$ 349.00
3	Binders Recycled	125	Each	\$ 1.95	\$ 243.75	\$ 2.73	\$ 875.00	\$ 2.39	\$ 298.75
4	Binders Ring 4"	150	Each	\$ 9.23	\$ 1,384.50	\$ 9.73	\$ 1,050.00	\$ 9.96	\$ 1,494.00
4b.	Binders Ring 3"	150	Each	\$ 5.96	\$ 894.00	\$ 6.23	\$ 1,050.00	\$ 9.96	\$ 1,494.00
5	Binders,D Ring Dublock 1"	1,000	Each	\$ 3.25	\$ 3,250.00	\$ 9.25	\$ 7,000.00	\$ 3.25	\$ 3,250.00
6	Binders,D-Ring Dublock 3"	125	Each	\$ 6.13	\$ 766.25	\$ 17.79	\$ 875.00	\$ 7.49	\$ 936.25
7	Clips, Size 1	700	Box	\$ 0.16	\$ 109.90	\$ 0.37	\$ 4,900.00	\$ 0.08	\$ 56.00
8	Clips, Jumbo 2"	250	Box	\$ 0.55	\$ 137.50	\$ 1.26	\$ 1,750.00	\$ 0.27	\$ 67.50
9	Correction Fluid,White Liquid Paper	300	Bottles	\$ 0.78	\$ 234.00	\$ 0.88	\$ 2,100.00	\$ 0.83	\$ 249.00
10	Correction Fluid, Just For Copies	250	Bottles	\$ 0.80	\$ 200.00	\$ 1.59	\$ 1,750.00	\$ 0.88	\$ 220.00
11	Envelopes, Clasp 9x 12	150	Boxes	\$ 4.10	\$ 615.00	\$ 16.56	\$ 1,050.00	\$ 11.87	\$ 1,780.50
12	Envelopes Clasp 10x13	100	Boxes	\$ 4.82	\$ 482.00	\$ 19.31	\$ 700.00	\$ 8.89	\$ 889.00
13	Envelopes, Interoffice Recycled	400	Boxes	\$ 9.14	\$ 3,656.00	\$ 36.50	\$ 2,800.00	\$ 15.93	\$ 6,372.00
14	File Folders Letter	200	Boxes	\$ 4.23	\$ 846.00	\$ 3.99	\$ 1,400.00	\$ 4.92	\$ 984.00
14.B	File Folders Legal	150	Boxes	\$ 5.56	\$ 834.00	\$ 7.60	\$ 1,050.00	\$ 6.05	\$ 907.50
15	File Folders 1/3 Cut Hanging Ltr	100	Boxes	\$ 4.60	\$ 460.00	\$ 6.55	\$ 700.00	\$ -	\$ -
15.B	File Folders 1/3 Cut Hanging Lgl	75	Boxes	\$ 5.83	\$ 437.25	\$ 7.84	\$ 525.00	\$ 6.25	\$ 468.75
16	File Folders, 1/3 Cut Legal Hanging	100	Boxes	\$ 6.59	\$ 659.00	\$ 7.09	\$ 700.00	\$ 5.62	\$ 562.00
17	File Folders, 1/3 Cut Legal	75	Boxes	\$ 4.95	\$ 371.25	\$ 4.94	\$ 525.00	\$ -	\$ -
18	File Frames Style UNV-18000	75	Each	\$ 6.20	\$ 465.00	\$ 13.49	\$ 525.00	\$ 1.43	\$ 107.25
19	File Frames Style UNV-17000	25	Each	\$ 2.94	\$ 73.50	\$ 1.76	\$ 175.00	\$ -	\$ -
20	File Pockets, Redrope Expanding	75	Boxes	\$ 25.84	\$ 1,938.00	\$ -	\$ 525.00	\$ 2.35	\$ 176.25
21	File Pockets, 3 1/2" Expanding	50	Boxes	\$ 10.51	\$ 525.50	\$ 0.93	\$ 350.00	\$ 1.90	\$ 95.00
22	File Pockets 3 1/2" Expanding	50	Boxes	\$ 11.76	\$ 588.00	\$ 1.02	\$ 350.00	\$ -	\$ -
23	File Pockets , Manilla 2/3 Cut	50	Boxes	\$ 22.79	\$ 1,139.50	\$ 0.91	\$ 350.00	\$ -	\$ -
24	Index Cards, Plain 3 x 5	100	Packs	\$ 0.60	\$ 60.00	\$ 0.49	\$ 700.00	\$ 0.39	\$ 39.00
25	Index for Ring Binders	200	Sets	\$ 1.48	\$ 296.00	\$ 2.03	\$ 1,400.00	\$ 0.39	\$ 78.00
26	Indexes, Quick-Type inserts	125	Sets	\$ 1.04	\$ 130.00	\$ 0.91	\$ 875.00	\$ 1.29	\$ 161.25
27	Labels, LetterN Label	500	Boxes	\$ 19.07	\$ 9,535.00	\$ 18.81	\$ 3,500.00	\$ 21.17	\$ 10,585.00
28	LabelsFor Typewriter	300	Packs	\$ 3.26	\$ 978.00	\$ 3.83	\$ 2,100.00	\$ 3.91	\$ 1,173.00
Total Page 1					\$ 31,864.90		\$ 45,850.00		\$ 32,973.00
29	Markers	70	Each	\$ 0.52	\$ 36.40	\$ 0.71	\$ 490.00	\$ 0.59	\$ 41.30
30	Markers,Waterproof	70	Each	\$ 0.63	\$ 44.10	\$ 0.66	\$ 490.00	\$ 0.73	\$ 51.10
31	Note Pads(Post It Notes) 3x3	1,000	Pad Each	\$ 0.6955	\$ 695.50	\$ 0.59	\$ 590.00	\$ 0.26	\$ 260.00
32	Note Pads(Post It Notes) 2x3	100	Pad/Each	\$ 0.6099	\$ 60.99	\$ 0.50	\$ 50.00	\$ 0.68	\$ 68.00
33	Note Pads (Post It Notes) 3 x 5	250	Pad/Each	\$ 0.8670	\$ 216.75	\$ 0.87	\$ 217.50	\$ 0.39	\$ 97.50
34	Note Pads (Post It Notes) 4 x 6	100	Pad/Each	\$ 1.2700	\$ 127.00	\$ 1.36	\$ 136.00	\$ 1.55	\$ 155.00
35	Pads, Legal Ruled 8 1/2" x 11 3/4"	100	Dozen	\$ 10.5300	\$ 1,053.00	\$ 15.39	\$ 1,539.00	\$ 6.56	\$ 656.00
36	Pads,Legal Ruled 8 1/2" x 14"	100	Dozen	\$ 8.7300	\$ 873.00	\$ 1.05	\$ 105.00	\$ 8.96	\$ 896.00
37	Pads, Legal Ruled 5 x 8	25	Dozen	\$ 4.4900	\$ 112.25	\$ 0.69	\$ 17.25	\$ 10.20	\$ 255.00
38	Pen Bic Round Stic	200	Dozen	\$ 1.3100	\$ 262.00	\$ 0.89	\$ 178.00	\$ 3.95	\$ 790.00
39	Pens, Uni-Ball	50	Dozen	\$ 10.4000	\$ 520.00	\$ 0.91	\$ 45.50	10.2	\$ 510.00
40	Pens, Pentel Rolling Writers	75	Dozen	\$ 7.4500	\$ 558.75	\$ 0.56	\$ 42.00	10.68	\$ 801.00
41	Pencils#2	35	Dozen	\$ 0.6500	\$ 22.75	\$ 0.75	\$ 26.25	0.46	\$ 16.10
42	Ribbons, Calculator Black/Red	50	Ribbon/Each	\$ 0.8100	\$ 40.50	\$ 2.41	\$ 120.50	0.41	\$ 20.50
43	Rubber Bands#18 1 Pound Box	75	Box	\$ 1.7300	\$ 129.75	\$ 1.62	\$ 121.50	0.75	\$ 56.25
44	Standard Staples	500	Box	\$ 0.4500	\$ 225.00	\$ 0.89	\$ 445.00	0.99	\$ 495.00
45	Tape, Transparent 600	300	Roll	\$ 1.3300	\$ 399.00	\$ 1.26	\$ 378.00	0.43	\$ 129.00
46	Tape, Transparent 910	200	Roll	\$ 1.5300	\$ 306.00	\$ 1.46	\$ 292.00	1.39	\$ 278.00
47	Tape, Sealing Tan	20	Roll	\$ 1.4700	\$ 29.40	\$ 1.56	\$ 31.20	1.49	\$ 29.80
48	Telephone Record Books	25	2 Pads/Pkg.	\$ 2.8900	\$ 72.25	\$ -	\$ -	1.49	\$ 37.25
49	Telephone Record Forms	35	12 Pads/Pkg.	\$ 2.4000	\$ 84.00	\$ -	\$ -	0	\$ -
Total Page 2					\$ 5,868.39		\$ 5,314.70		\$ 5,591.70
Total Estimated-Quantity Bid Tabulations					\$ 37,733.29		\$ 51,164.70		\$ 38,564.70