

DATE: 2/03/2020

INVITATION TO BID
THIS IS NOT AN ORDER

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BID NO.: 50-00129714

JEFFERSON PARISH
PURCHASING DEPARTMENT
P.O. BOX 9
GRETN, LA. 70054-0009
504-364-2678

VENDOR: 27118 BLANK BID COPY VENDOR

BUYER: RSCOTT@jeffparish.net

Bids will be received until 11:00 AM, 2/10/2020 via online at www.jeffparishbids.net or by hand delivery, USPS mail or other courier service to Purchasing Department, 200 Derbigny Street (General Government Building), Suite 4400, Gretna, LA 70053. For convenience, bidders may also submit bids in the East Bank Purchasing Department, Suite 404, Jefferson Parish Joseph S. Yenni Building, 1221 Elmwood Park Blvd., Jefferson LA 70123. However, if submitting bids on the day of bid opening, bidders must submit at the West Bank location only.

All bids submitted are subject to these instructions and general conditions and any special conditions and specifications contained herein, all of which are made part of this bid proposal reference. By submitting a bid, vendor agrees to comply with all provisions of Louisiana Law, as well be in compliance with the Jefferson Parish Code of Ordinances, Louisiana Code of Ethics, applicable Jefferson Parish ethical standards and Jefferson Parish Resolution No. 113646 and/or Resolution No. 113647. A copy of these resolutions may be obtained from the Office of the Parish Clerk, Suite 6700, Jefferson Parish General Government Building, 200 Derbigny Street, Gretna, LA 70053. You may also obtain a copy by visiting the Purchasing Department webpage at purchasing.jeffparish.net and clicking on On-line forms.

All vendors submitting bids should register as a Jefferson Parish vendor if not already yet registered. Registration forms may be downloaded from <http://purchasing.jeffparish.net> and by clicking on Vendor Information. Current W-9 forms with respective Tax Identification numbers and vendor applications may be submitted at any time; however, if your company is not registered and/or a current W-9 form is not on file, vendor registration is mandatory. Further, a current W-9 form and respective Tax Identification number must be supplied upon contract execution, should you be awarded a contract and/or issued purchase order. Failure to do so may result in delay of payment.

As per LSA-RS 47:301 et seq., all governmental bodies are excluded from payment of sales taxes to any Louisiana taxing body. Quotations shall be based on F.O.B. Delivered, anywhere within the Parish as designated by the Purchasing Department. JEFFERSON PARISH WILL ACCEPT ONE BID ONLY FROM EACH VENDOR. Items bid must meet specifications. JEFFERSON PARISH will accept one price for each item unless otherwise indicated. Two or more prices for one item will result in bid rejection. Bidders are required to complete, sign and return the bid form and/or complete and return the associated line item pricing forms as indicated. The price quoted for work shall be stated in figures. In the event there is a difference in unit prices and totals, the unit prices shall prevail.

JEFFERSON PARISH reserves the right to award contracts or place orders on a lump sum or individual item basis, or such combination, as shall in its judgment be in the best interest of JEFFERSON PARISH. Every contract or order shall be awarded to the LOWEST RESPONSIVE and RESPONSIBLE BIDDER, taking into consideration the CONFORMITY WITH THE SPECIFICATIONS and the DELIVERY AND/OR COMPLETION DATE

PROTESTS: Only those vendors that submit bids in response to this solicitation may protest any element of the procurement, in writing to the Director of the Purchasing Department. Written protest must be received within 48 hours of the release of the bid tabulation by the Purchasing Department. After consultation, the Parish Attorney's Office will then respond to protests in writing. (For more information, please see Chapter 2, Article VII, Division 2, Sec. 2-914.1 of the Jefferson Parish Code of Ordinances.)

JEFFERSON PARISH reserves the right to cancel all or any part of an order if not shipped promptly. No charges will be allowed for parking or cartage unless specified in the quotation. The order must not be filled at a higher price than quoted. JEFFERSON PARISH reserves the right to cancel at any time and for any reason by issuing a THIRTY (30) day written notice to the contractor.

JEFFERSON PARISH requires all products to be new (current) and all work must be performed according to standard practices for the project. Unless otherwise specified, no aftermarket parts will be accepted. Unless otherwise specified, all workmanship and materials must have at least one (1) year guaranty, in writing, from the date of delivery and/or acceptance of the project. Any deviations or alteration from the specifications must be indicated on the bid form for each item and upon request, product data for same must be submitted by the time specified by the Purchasing Department.

If this bid requires a pre-bid conference (see Additional Requirements section), bidders are advised that such conference will be held to allow bidders the opportunity to identify any discrepancies in the bid specifications and seek further clarification regarding instructions. The Purchasing Department will issue a written response to bidders' questions in the form of an Addendum.

All formal Addenda require written acknowledgment on the bid form by the bidder. Failure to acknowledge an Addendum on the bid form shall cause the bid to be rejected; JEFFERSON PARISH reserves the right to award bid to next lowest responsive and responsible bidder in this event.

USE OF BRAND NAMES AND STOCK NUMBERS: Where brand names and stock numbers are specified, it is for the purpose of establishing certain minimum standards of quality. Bids may be submitted for products of equal quality, provided brand names and stock numbers are specified. Complete product data may be required prior to award.

Quantities listed are for bidding purposes only. Actual requirements may be more or less than quantities listed.

Bidders are not to exclude from participation in, deny the benefits of, or subject to discrimination under any program or activity, any person in the United States on the grounds of race, color, national origin, or sex; nor discriminate on the basis of age under the Age Discrimination Act of 1975, or with respect to an otherwise qualified handicapped individual as provided in Section 504 of the Rehabilitation Act of 1973, or on the basis of religion, except that any exemption from such prohibition against discrimination on the basis of religion as provided in the Civil Rights Act of 1964, or Title VI and VII of the Act of April 11, 1968, shall also apply. This assurance includes compliance with the administrative requirements of the Revenue Sharing final handicapped discrimination provisions contained in Section 51.55 (c), (d), (e), and (k)(5) of the Regulations. New construction or renovation projects must comply with Section 504 of the 1973 Rehabilitation Act, as amended, in accordance with the American National Standard Institute's specifications (ANSI A117.1-1961).

Jefferson Parish and its partners as the recipients of federal funds are fully committed to awarding a contract(s) to firm(s) that will provide high quality services and that are dedicated to diversity and to containing costs. Thus, Jefferson Parish strongly encourages the involvement of minority and/or woman-owned business enterprises (DBE's, including MBE's, WBE's and SBE's) to stimulate participation in procurement and assistance programs.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS**IN ACCORDANCE WITH STATE REGULATIONS JEFFERSON PARISH OFFERS ELECTRONIC PROCUREMENT TO ALL VENDORS**

This electronic procurement system allows vendors the convenience of reviewing and submitting bids online. This is a secure site and authorized personnel have limited read access only. Bidders are encouraged to submit electronically using this free service; while the website accepts various file types, one single PDF file containing all appropriate and required bid documents is preferred. Bidders submitting uploaded images of bid responses are solely responsible for clarity. If uploaded images/documents are not legible, then bidder's submission will be rejected. Please note all requirements contained in this bid package for electronic bid submission.

Please visit our E-Procurement Page at www.jeffparishbids.net to register and view Jefferson Parish solicitations. For more information, please visit the Purchasing Department page at <http://purchasing.jeffparish.net>.

ADDITIONAL REQUIREMENTS FOR THIS BID

PLEASE MATCH THE NUMBERS PRINTED IN THIS BOX WITH THE
CORRESPONDING INSTRUCTIONS BELOW.

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1. All bidders must attend the MANDATORY pre-bid conference and will be required to sign in and out as evidence of attendance. In accordance with LSA R.S. 38:2212(l), all prospective bidders shall be present at the beginning of the MANDATORY pre-bid conference and shall remain in attendance for the duration of the conference. Any prospective bidder who fails to attend the conference or remain for the duration shall be prohibited from submitting a bid for the project.
2. Attendance to this pre-bid conference is optional. However, failure to attend the pre-bid conference shall not relieve the bidder of responsibility for information discussed at the conference. Furthermore, failure to attend the pre-bid conference and inspection does not relieve the successful bidder from the necessity of furnishing materials or performing any work that may be required to complete the work in accordance with the specification with no additional cost to the owner.
3. Contractor must hold current applicable JEFFERSON PARISH licenses with the Department of Inspection and Code Enforcement. Contractor shall obtain any and all permits required by the JEFFERSON PARISH Department of Inspection and Code Enforcement. The contractor shall be responsible for the payment of these permits. All permits must be obtained prior to the start of the project. Contractor must also hold any and all applicable Federal and State licenses. Contractor shall be responsible for the payment of these permits and shall obtain them prior to the start of the project.
4. A LA State Contractor's License will be required in accordance with LSA R.S. 37-2150 et. seq. and such license number will be shown on the outside of the bid envelope. Failure to comply will cause the bid to be rejected. Additionally if submitting the bid electronically, then the license number must be entered in the appropriate field in the Electronic Procurement system. Failure to comply will cause the bid to be rejected.
5. It is the bidder's responsibility to visit the job site and evaluate the job before submitting a bid.
6. Job site must be clean and free of all litter and debris daily and upon completion of the contract. Passageways must be kept clean and free of material, equipment, and debris at all times. Flammable material must be removed from the job site daily because storage will not be permitted on the premises. Precautions must be exercised at all times to safeguard the welfare of JEFFERSON PARISH and the general public.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

7. **PUBLIC WORKS BIDS:** All awards for public works in excess of \$5,000.00 will be reduced to a formal contract which shall be recorded at the contractor's expense with the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. A price list of recordation costs may be obtained from the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. All awards in excess of \$25,000.00 will require both a performance and a payment bond. Unless otherwise stated in the bid specifications, the performance bond requirements shall be 100% of the contract price. Unless otherwise state in the bid specifications, the payment bond requirements shall be 100% of the contract price. Both bonds shall be supplied at the signing of the contract.
8. **NON-PUBLIC WORKS BIDS:** A performance bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The performance bond shall be supplied at the signing of the contract.
9. **NON-PUBLIC WORKS BIDS:** A payment bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The payment bond shall be supplied at the signing of the contract.
10. All bidders must comply with the requirements stated in the attached "Standard Insurance Requirements" sheet attached to this bid solicitation. Failure to comply with this instruction will result in bid rejection.
11. A bid bond will be required with bid submission in the amount of 5% of the total bid, unless otherwise stated in the bid specifications. Acceptable forms shall be limited to cashier's check, certified check, or surety bid bond. All sureties must be in original format (no copies). If submitting a bid online, vendors must submit an electronic bid bond through the respective online clearinghouse bond management system(s) as indicated in the electronic bid solicitation on Central Auction House. No scanned paper copies of any bid bond will be accepted as part of the electronic bid submission.
12. This is a requirements contract to be provided on an as needed basis. JEFFERSON PARISH makes no representations on warranties with regard to minimum guaranteed quantities unless otherwise stated in the bid specifications.
13. Freight charges should be included in total cost when quoting. If not quoted FOB DELIVERED, freight must be quoted as a separate item. Bid may be rejected if not quoted FOB DELIVERED or if freight charges are not indicated on bid form.
14. **PUBLIC WORKS BIDS - Completed, Signed and Properly Notarized Affidavits Required;** This applies to all solicitations for construction, alteration or demolition of public buildings or projects, in conformity with the provisions contained in LSA-RS 38:2212.9, LSA-RS 38:2212.10, LSA-RS 38:2224, and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including: Non-Conviction Affidavit, Non-Collusion Affidavit, Campaign Contribution Affidavit, Debt Disclosures Affidavit and E-Verify Affidavit. For the convenience of vendors, all affidavits have been combined into one form entitled PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
15. **NON PUBLIC WORK BIDS - Completed, Signed and Properly Notarized Affidavits Required** in conformity with the provisions contained in LSA – RS 38:2224 and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including: Non-Collusion Affidavit, Debt Disclosures Affidavit and Campaign Contribution Affidavit. For the convenience of vendors, all affidavits have been combined into one form entitled NON PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
16. The ensuing contract for this bid solicitation may be eligible for FEMA reimbursement and/or Federal funding/reimbursement. As such, the referenced appendix will be applicable accordingly and shall be considered a part of the bid documents. All applicable certifications must be duly completed, signed and submitted with bid submission. Failure to submit applicable certifications with bid submission will result in bid rejection.

It shall be the duty of every parish officer, employee, department, agency, special district, board, and commission; and the duty of every contractor, subcontractor, and licensee of the parish, and the duty of every applicant for certification of eligibility for a parish contract or program, to cooperate with the Inspector General in any investigation, audit, inspection, performance review, or hearing pursuant to Jefferson Parish Code of Ordinances Section 2-155.10(19). By submitting a bid, vendor acknowledges this and will abide by all provisions of the referenced Jefferson Parish Code of Ordinances.

DATE: 2/03/2020

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BID NO.: 50-00129714

JEFFERSON PARISH

PURCHASING DEPARTMENT
P.O. BOX 9
BRETNA, LA. 70054-0009
504-364-2678

American Office Machines, Inc.

VENDOR: 27118 BLANK BID COPY VENDOR

BUYER: RSCOTT

As per LSA-RS 47:301 et seq., all governmental bodies are excluded from payment of sales taxes to any Louisiana taxing body. Quotations shall be based on F.O.B. Agency warehouse or jobsite, anywhere within the Parish as designated by the Purchasing Department.

JEFFERSON PARISH reserves the right to cancel all or any part of an order if not shipped promptly. No charges will be allowed for parking or cartage unless specified in quotation. The order must not be filled at a higher price than quoted. JEFFERSON PARISH reserves the right to cancel at any time and for any reason by issuing a THIRTY (30) day written notice to the contractor.

JEFFERSON PARISH is expecting all products to be new and all work to be done in workman-like manner, according to standard practices. Any deviations or alteration from the specifications must be indicated on the bid form for each item and upon request, product data for same must be submitted by the time specified by the Purchasing Department.

DELIVERY: FOB JEFFERSON PARISH

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES 1 - 3 days
INDICATE STARTING TIME (IN DAYS) FOR CONSTRUCTION WORK _____
INDICATE COMPLETION TIME (IN DAYS) FOR CONSTRUCTION WORK _____

In the event that addenda are issued with this bid, bidders MUST acknowledge all addenda on the bid form. Bidder must acknowledge receipt of an addendum on the bid form as indicated. Failure to acknowledge any addendum on the bid form will result in bid rejection.

Acknowledge Receipt of Addenda: NUMBER: _____
NUMBER: _____
NUMBER: _____
NUMBER: _____

LOUISIANA CONTRACTOR'S LICENSE NO.: (if applicable) _____

*** ALL BIDDERS MUST COMPLETE SECTION BELOW ***	
FIRM NAME: American Office Machines, Inc.	
SIGNATURE: (Must be signed here) <i>Karan L. Price</i>	TITLE: Administrative Manager
PRINT OR TYPE NAME: Karan L. Price	
ADDRESS: 2609 Ridgelake Drive	
CITY, STATE: Metairie, La.	ZIP: 70002
TELEPHONE: (504) 833-1964	FAX: (504) 837-3167
EMAIL ADDRESS: administration@aominc.net	

TOTAL PRICE OF ALL BID ITEMS: \$ 2073.41

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00129714

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			PURCHASE OF OFFICE SUPPLIES FOR THE JEFFERSON PARISH ACCOUNTING DEPARTMENT		
1	12.00	BX	0010 ACCO 72010 MINI BINDER CLIPS	.95	11.40
2	12.00	BX	0020 ACCO 72020 SMALL BINDER CLIPS	.95	11.40
3	6.00	BX	0030 ACCO 72050 MEDIUM BINDER CLIPS	1.65	9.90
4	6.00	BX	0040 ACCO 72100 LARGE BINDER CLIPS	4.49	26.94
5	1.00	EA	0060 ACM10414 STAINLESS STEEL RULER 6"	2.99	2.99
6	2.00	EA	0070 ACM10415 STAINLESS STEEL RULER 12"	4.49	4.49
7	2.00	BG	0080 RUBBER BAND, ASSORTED, ALL07706 BRITES PIC-PAC	2.25	4.50
8	2.00	BX	0090 AVE MARKS A LOT BLACK AVE 07888	9.35	18.70
9	1.00	EA	0100 AVE05729 WHITE REINFORCEMENT LABELS	1.25	1.25
10	3.00	BX	0110 75560 MANILLA LETTER JACKET FILE smd75560	35.25	105.75
11	1.00	BX	0112 AVE07887 MARKS A LOT RED	9.35	9.35
12	1.00	EA	0113 AVE 79812 HEAVY DUTY VIEW BINDER GREEN	20.49	20.49
13	2.00	PK	0114 TAPE, CORRECTION BICWOTAP10 WITE-OUT EZ CORRECTION TAPE	18.99	37.98
14	6.00	EA	0115 BSN15788 BUS SOURCE GLUE STICKS	.89	5.34
15	4.00	BX	0116 BSN17525 LETTER FILE FOLDERS 100CT	8.99	35.96

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00129714

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
16	4.00	BX	0117 BSN17526 LEGAL FILE FOLDERS 100CT	10.99	43.96
17	2.00	BX	0118 BSN 17533 RECYCLED HANGING FOLDERS LETTER	7.10	14.20
18	2.00	PK	0120 BSN24306 POWER DUSTER (6PK)	24.95	49.90
19	12.00	EA	0121 BSN26740 STENO NOTEBOOKS 60CT	1.39	16.68
20	2.00	PK	0123 BSN 31826 CALCULATOR SINGLE PLY PAPER	6.99	13.98
21	1.00	PK	0124 BSN36613 3X5 YELLOW POST-IT NOTES	5.99	5.99
22	3.00	BX	0125 BSN36662 7 1/2 X 10 1/2 ENVELOPES HD 100	14.05	42.15
23	4.00	PKG	0126 BSN42051 BOXES ECONOMY STORAGE BOXES BASIC 12	29.99	119.96
24	2.00	BX	0127 BSN43570 RECYCLED HANGING FOLDERS LEGAL	9.99	19.98
25	1.00	DZ	0128 BSN63108 LEGAL RULED LETTER PADS	10.25	10.25
26	1.00	PK	0129 BSN63109 PERFORATED LEGAL RULED PADS	17.49	17.49
27	4.00	BX	0130 BSN65791 REDROPE LETTER EXPAND POCKET FD	21.75	87.00
28	4.00	BX	0131 BSN65794 LEGAL EXPANDING POCKET FOLDER	24.85	99.40
29	3.00	BX	0132 HIGHLIGHTER, ITA30006 LIQUID PEN STYLE, YELLOW	5.50	16.50

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00129714

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
30	1.00	EA	0133 MER8095 MERRIAM WEBSTER DICTIONARY	23.50	23.50
31	2.00	EA	0134 MMM680BE2 POST-IT FLAGS BLUE	5.25	10.50
32	2.00	EA	0135 MMM680GN2 POST-IT GREEN FLAGS	5.25	10.50
33	2.00	EA	0136 MMM680RD2 POST-IT RED FLAGS	5.25	10.50
34	2.00	EA	0137 MMM680YW2 POST-IT FLAGS YELLOW	5.25	10.50
35	3.00	EA	0138 POST-IT MMM683VAD1 VALUE PK ASSORT FLAGS	9.45	28.35
36	3.00	BX	0139 PENK437A WOW GEL PENS MED BLACK	8.00	24.00
37	2.00	BX	0140 PENK437B WOW GEL PENS RED MED	8.00	16.00
38	3.00	BX	0141 PENK437C WOW GEL PENS BLUE MED	8.00	24.00
39	1.00	PK	0142 PENP205MBP3M1 PENTEL SHARP MECHANICAL PE	11.99	11.99
40	2.00	BX	0143 ENVELOPES QUA37798 10X15 ENVELOPES EX HEAVY DUTY	29.99	59.98
41	2.00	BX	0144 QUA43468 6X9 ENVELOPES 100 CT	17.50	35.00
42	1.00	BX	0146 QUA43568 9X12 ENVELOPES 100 CT	21.99	21.99
43	2.00	EA	0147 MONEY FORM RECEIPT RED8L806 REDIFORM RECEIPT MONEY FORMS	14.99	29.98
44	2.00	BX	0148 HIGHLIGHTER SAN25006 SHARPIE TANK HIGHLIGHTERS ORANG	7.69	15.38

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00129714

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
45	3.00	BX	0149 HIGHLIGHTER SAN25009 SHARPIE TANK HIGHLIGHTER PINK	7.69	23.07
46	2.00	BX	0150 HIGHLIGHTER SAN25010 SHARPIE TANK HIGHLIGHTER BLUE	7.69	15.38
47	1.00	BX	0151 HIGHLIGHTER SAN25025 SHARPIE TANK HIGHLIGHTER YELLOW	7.69	7.69
48	2.00	BX	0152 HIGHLIGHTER SAN25026 SHARPIE TANK HIGHLIGHTER GREEN	7.69	15.38
49	2.00	BX	0153 SHARPIE SAN30051DZ SAN3005ADZ SANFORD SHARPIE FINE PER MARK	11.25	22.50
50	3.00	BX	0154 SAN60151 UNIBALL BLACK FINE PEN	10.99	32.97
51	2.00	BX	0155 SAN60152 UNIBALL RED FINE PEN	10.99	21.98
52	2.00	BX	0156 SAN60153 UNIBALL BLUE FINE PENS	10.99	21.98
53	1.00	EA	0157 SAN80653 DRY ERASE SET REG EXPO	9.25	9.25
54	1.00	EA	0158 SAN80675 DRY ERASE SET FINE EXPO	9.25	9.25
55	1.00	BX	0159 SMD14931 SMEAD PRESSBOARD FOLDER	46.65	46.65
56	2.00	BX	0160 SMD27110 SMEAD END TAB FOLDER 100CT	31.90	63.80
57	8.00	BX	0170 SMD73208 EASY GRIP FILE POCKET LETTER	42.75	342.00
58	4.00	BX	0180 SMD73210 EASY GRIP LEGAL EXP POCKET FD	52.00	208.00

