



April 8, 2022

Donna Reamey  
Jefferson Parish  
Purchasing Department  
General Government Bld., Ste 4400  
200 Derbigny Street  
Gretna, LA 70053

Quill Bid Number: 22-27626

Customer Bid Info: 50-00137591 Two Year Contract for Office Supplies for all Jefferson Parish Departments

Account Number: 3009040

Dear Donna Reamey,

Thank you for your recent bid request. We appreciate your interest in Quill.com and are pleased to extend special pricing on the enclosed bid. Please note that the bid prices and free shipping are good through **May 31, 2024**. In addition, for items not on your enclosed list, we're pleased to offer your organization an additional **10% column discount\*** to our already discounted prices in the catalog which are up to 80% off list. This extra savings is good through **May 31, 2024**.

Below are a few guidelines that we ask for you to follow to ensure the proper pricing and handling of your purchase orders:

- ❑ **Verbal or written acceptance** is requested to guarantee your discounts. Please see attached Bid Award Form. If any additional recap information is available, please forward as well. (this will allow us to review and revise our pricing in the future in order to continue to provide the best product pricing available)
- ❑ Please use the Quill bid number above, Quill item numbers and prices that are referenced on your bid when placing purchase orders for easy and accurate processing. Orders will ship and invoice the same day if orders must invoice and/or ship on or after a certain date this must be indicated clearly on your purchase order.
- ❑ Please email your tax-exempt form to [taxexempt@quill.com](mailto:taxexempt@quill.com) or fax to 800-499-8805.
- ❑ Quill.com offers easy online ordering with visibility to your special item pricing as well as your extra discount at [www.Quill.com](http://www.Quill.com).

Thank you once again for choosing Quill.com. We look forward to working with you in the future.

Sincerely,

Quill's Bid Department

**\*Discount does not apply to Dell™ ink & toner; Apple® products; e-readers; desktop, laptop, netbook, and tablet computers, electronic machines (copiers, fax machines); food; beverages; breakroom, cleaning and janitorial supplies; safety and maintenance items; boxes, mailers and tubes; vending and gumball machines; refurbished and closeout merchandise; taxes or freight charges. Discount does not apply to furniture unless you are a contract bid account. Sale prices, free offer deals, Top Seller/Best Price items, special order items, QuillSUBSCRIBE orders, and items beginning with the prefix "SPW" or "UNI" or indicated as an "Extended Assortment" item are also excluded from this discount offer. We reserve the right to change our programs and their benefits, including shipping charges.**



**BID AWARD FORM**

In order to ensure proper bid pricing is applied, **complete and return this form** along with any detailed award information. *If results are automatically sent out or posted online, this form is not required.*

Quill Bid #: 22-27626 \*\* Please reference this bid # and Quill item numbers on ALL purchase orders

Account #: 3009040 State LA

Account Name: Jefferson Parish

- Quill.com reserves the right to review and correct pricing/product errors. We will make every effort to satisfy the needs of our customers, as you are our most important asset.
- If Quill.com is awarded, please provide us a list of contacts and/or locations that need to be included as a part of this bid.
- In the event a product is discontinued during the term of your contract with Quill.com, Quill.com will try to find a substitute product at a similar cost. If a substitute product is available but is a higher price, Quill.com may sell you such substitute product at the higher price cost unless you tell us otherwise. If a substitute product is not available, we request that you purchase such discontinued product from the next lowest bidder.

Were items awarded to Quill.com on this bid? All  Some  None

Do you accept the discount on our catalog? Yes  No

If not, who was awarded your bid? \_\_\_\_\_

Is a bid tabulation available? Yes  No

If tabulation will not be available until a later date, approximately what date will the tabulation be available?  
\_\_\_\_\_

In order to remain on your bid solicitation list, we welcome your feedback as to the reason(s) we were not considered \_\_\_\_\_

Are you tax exempt? Yes  No

If so, please send your tax exemption certificate to [taxexempt@Quill.com](mailto:taxexempt@Quill.com) or fax to 800-499-8805.

This **BID AWARD FORM** can be returned via:

**Email:** [bid@quill.com](mailto:bid@quill.com)

**Mail:**

Quill LLC  
Bid Department  
100 Schelter Road  
Lincolnshire, IL 60069-3621

Thank you for the opportunity to do business with you!

Quill's Bid Team

(800) 634-4809

**Proposed Comments to  
Jefferson Parish  
50-00137591 Two Year Contract for Office Supplies for all Jefferson Parish Departments**

**Vendor: Quill LLC  
Quill Bid # 22-27626**

<b>Term</b>	<b>Modification</b>
Invoicing - List Price and Applied Discounts PG. 1	Quill LLC does not have the capability to show the list price of items with applied discounts on invoices. Invoices will show final pricing.



## Certificate of Authority

The undersigned officer of Quill Corporation (the “Company”) hereby certifies and that the below-named employees of the Company are authorized and empowered to make, enter into, sign, seal and deliver on behalf of the Company a contract for office and school supplies and a performance bond in connection with such contract:

Sergio Pereira  
Kevin Wood  
Kayrle Sieber  
Kaylynn Rudy  
Romi Moormeier  
Karrie Szalkowski

Senior Vice President  
Vice President of Customer Sales and Marketing  
Vice President of Product/Promo & GTM  
Director of Sales  
National Sales Manager  
Sales Education & Business Support Manager

IN WITNESS WHEREOF, I have signed this certificate on behalf of the Company on 4/7/2022.

Signature

Karrie Szalkowski, Sales Business & Business Support Mgr.

Print Name & Title



Corporate Seal

## Delivery Policy

### **FREE SHIPPING – No minimum spend required.**

99% in stock rate, 98% on time delivery

- Delivered via UPS or Local Carrier within 1-2 business days (Mon-Fri) ARO stock.
- UPS automatically provides inside delivery (the driver will bring the merchandise inside to a main location-no desk top delivery).
- Shipping for items w/prefix of JV are normally 1-2 business days ARO stock, however, large quantities of an item may require longer delivery times-up to 5-7 business days ARO

### Guaranteed 1-2 Day Delivery



Items marked with this icon will be delivered within 2 business days or we will refund the final price you paid for the item plus applicable tax.

Orders must be placed by 3:00 p.m. local time to qualify. Subject to credit approval. Excludes discounted items or delays resulting from circumstances beyond Quill.com's reasonable control, including, without limitation, natural disasters, labor strikes or severe weather. Quill.com reserves the right to discontinue this guarantee at any time, for any reason.

**Large Volume Orders** may ship via Truck - Tailgate Delivery within 2-7 business days ARO.

- Tailgate Delivery means the driver is only responsible to get cartons to the end of the truck & customer is responsible for unloading and bringing inside the building. No shipping or processing fees
- A call 24 hours before a truck delivery can be arranged at no charge.
- Lift gates (cargo lift) can be requested for truck orders at no charge– you must note the PO.
- Assisted delivery is available upon request for a fee of \$25. The driver will assist with unloading cartons and bringing inside the building.
- Installation and or set/up is not included. Additional charges will apply based on weight & site conditions. Please call for quote.
- Pallet size is 47.5" X 36"
- We cannot guarantee full carton shipments due to our automated order system. In order to provide prompt delivery of your order, we may have to utilize stock from multiple warehouse locations.
- We cannot guarantee palletized shipments for large orders due to our automated order system. For us to ship larger quantities & provide prompt delivery service, we may have to utilize stock from multiple warehouse locations.

Quill's **Future Delivery** option enables a school to plan for future needs while securing today's low sale prices

- Schedule delivery & billing up to 4 months from the time of submitting your order
- Just write "Future Delivery" on your purchase order and the date you want the order to ship. If ordering online, simply click "Delayed Shipment" on the checkout screen.

### **Back Order Procedure**

Quill LLC operates 25 warehouses nationwide & partners with vendors & wholesalers to deliver products. If the warehouse nearest your location doesn't have the item, Quill will use one of its other warehouses or vendor/wholesaler to deliver the product in 1-2 business days for stock items. As a second option, Quill will suggest an item of equal or higher value at the same price. In the rare event that an item must be backordered, Quill will notify you via phone, email, or fax of the issue & time frame you can expect your item.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

2/1/2023

1/21/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).**

<b>PRODUCER</b> Lockton Companies 1185 Avenue of the Americas, Suite 2010 New York NY 10036 646-572-7300	<b>CONTACT NAME:</b> <b>PHONE (A/C, No. Ext):</b> <b>E-MAIL ADDRESS:</b>	<b>FAX (A/C, No):</b>
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> Staples, Inc 1492159 ATTN: Trevor Hamilton 500 Staples Drive Framingham MA 01702	<b>INSURER A:</b> ACE American Insurance Company <b>NAIC #</b> 22667	
	<b>INSURER B:</b> Travelers Property Casualty Co of America      25674	
	<b>INSURER C:</b> Indemnity Insurance Co of North America      43575	
	<b>INSURER D:</b> ACE Fire Underwriters Insurance Company      20702	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

**COVERAGES**      **CERTIFICATE NUMBER:** 17738338      **REVISION NUMBER:** XXXXXXXX

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> SIR \$25,000 GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	N	N	XSL G72478174	2/1/2022	2/1/2023	EACH OCCURRENCE \$ 1,975,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 975,000 MED EXP (Any one person) \$ XXXXXXXX PERSONAL & ADV INJURY \$ 1,975,000 GENERAL AGGREGATE \$ 20,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 \$
A	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY	N	N	ISA H25554644	2/1/2022	2/1/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 5,000,000 BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX \$ XXXXXXXX
B	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000	N	N	ZUP-41N47445-22-NF	2/1/2022	2/1/2023	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$ XXXXXXXX
C A D	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> N	N/A	WLR C68928278 (AOS) WLR C6892831A (OR, MA) SCF C68928357 (WI)	2/1/2022 2/1/2022 2/1/2022	2/1/2023 2/1/2023 2/1/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

**CERTIFICATE HOLDER**

**CANCELLATION** See Attachment

17738338  
Evidence of Insurance

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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## **Staples, Inc.**

### **Additional Named Insureds:**

Arch Parent Inc.  
Capital Office Products of Volusia County, Inc.  
Happy Studio LLC  
In Designs Global LLC  
Lebanon Mill, L.P.  
Quill LLC  
Quill Lincolnshire, Inc.  
Southwest Schools & Office Supply  
Staples Brands Sales LLC  
Staples Contract & Commercial LLC  
Staples Global Markets, Inc.  
Staples GP, LLC  
Staples Project 2017 LLC  
Staples Shared Service Center, LLC  
Staples Ventures, LLC  
STIC Corp  
The Staples Group, Inc.  
HiTouch Business Services LLC  
MyOfficeProducts, LLC  
Computata Products Inc. dba CPI One Point  
NAD Technology LLC  
DEX Imaging, LLC  
DEX Imaging, LLC DBA TonerType  
DEX Imaging, LLC DBA TonerType, Inc.  
DEX Imaging of Alabama, LLC  
DEX Imaging of Tennessee, LLC  
DEX Imaging of Texas, LLC  
DEX Imaging of The Carolinas, LLC  
DEX TP, LLC  
DEX Imaging of Maryland, LLC  
DEX Imaging of North Carolina, LLC  
Dean's Office Machines, LLC  
Ecotype Industries, LLC  
Emerge Holdings, LLC  
Emerge Print Management LLC  
Sagamore Solutions, LLC  
Total Print USA LLC  
WorkLife Brands LLC  
Bulldog Office Products, Inc.  
Mt. Lebanon Office Interiors, Inc.  
S.W. School Supply, Inc.  
360 Office Solutions, Inc.  
Technology By Design, LLC  
Montana Office Machines, Inc., dba J2 Office Products

# Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.  
**Staples, Inc.**

2 Business name/disregarded entity name, if different from above  
**Quill LLC**

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

Individual/sole proprietor or single-member LLC

C Corporation

S Corporation

Partnership

Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ \_\_\_\_\_

**Note:** Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

Other (see instructions) ▶ \_\_\_\_\_

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) **5**

Exemption from FATCA reporting code (if any) \_\_\_\_\_

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.  
**100 Schelter Drive**

6 City, state, and ZIP code  
**Lincolnshire, IL 60069**

7 List account number(s) here (optional)

Requester's name and address (optional)

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number										
			-				-			
or										
Employer identification number										
0	4	-	2	8	9	6	1	2	7	

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ▶ *[Signature]* Date ▶ *1/3/22*

**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

# Warranty Information

<http://www.quill.com/content/iw/help/policies.cshtml?icid=ft:g,pssy>

- **How can I obtain a manufacturer's product warranty information?**
  - To obtain a manufacturer's telephone number for warranty information, please email [solutions@quill.com](mailto:solutions@quill.com)
  - Please include the product name, manufacturer and model number or Quill.com item number. Browse our assortment of [SquareTrade warranties](#) for service plans you can purchase through Quill.com.
- ***How can I obtain product recall information?***
  - To obtain a manufacturer's telephone number for recall information, please email us, [solutions@quill.com](mailto:solutions@quill.com)
  - Please include the product name, manufacturer and model number or Quill item number.
  - The products identified below are subject to recall in the United States.
  - The recall information provided here is based on manufacturers' and regulatory agencies' press releases that involve products previously sold through Quill.com. Information on each recalled product, and the steps you should take if you own such a product, are also set forth in more detail below.
  - For products recalled through the U.S. Consumer Product Safety Commission, visit the CPSC Web site at [www.cpsc.gov](http://www.cpsc.gov) for additional information or call the CPSC recall consumer hotline at 800-638-2772.
  - For products recalled through the U.S. Food and Drug Administration, visit the FDA Web site at [www.fda.gov](http://www.fda.gov) for additional information or call the FDA at 888-463-6332.
- ***What do I do if a product I bought has been recalled?***
  - Please contact the manufacturer for specific instructions.





**Bid Number 50-00137591**

**Two Year Contract for Office Supplies, as needed, for all Jefferson Parish Departments, Agencies and Municipalities.**

**BID DUE: April 14, 2022 AT 2:00 PM**

**ATTENTION VENDORS!!!**

**Please review all pages and respond accordingly, complying with all provisions in the technical specifications and Jefferson Parish Instructions for Bidders and General Terms and Conditions. All bids must be received on the Purchasing Department's eProcurement site, [www.jeffparishbids.net](http://www.jeffparishbids.net), by the bid due date and time. Late bids will not be accepted.**

**Jefferson Parish Purchasing Department  
200 Derbigny Street  
General Government Building, Suite 4400  
Gretna, LA 70053  
Donna Reamey  
Email: [Dreamey@jeffparish.net](mailto:Dreamey@jeffparish.net)  
Phone: 504-364-2684**

**Two year contract for Office Supplies as needed for all Jefferson Parish Departments.**

Vendors **must** bid on all core items and percent off category items.

**Core List:**

If the vendor is bidding on name brands other than specified within the line item descriptions, vendor **must** list their manufacturer and part number for each of the line items they are bidding as an equal and include specifications with bid submission. **Failure to do so will result in bid rejection.**

**Note: If bid submission does not indicate the bidder is bidding other than specified, the bid will be evaluated that the exact brand and part number is being bid on.**

Successful bidder during the life of contract may substitute items but only may do so with Purchasing's prior approval. Jefferson Parish requires that all brand names be listed on final contract. Bid evaluation will be based on this section of the bid solicitation.

**Categories and Respective Discounts:**

While bid evaluation will be based on the core list, vendors **must** submit bids on the Category Discounts line items 147, 148, 149 and 150 with corresponding discount percent off. Percentage off **must** be included with bid submission. **Failure to do so will result in bid rejection.**

**Online Orders:**

Vendors must be able to accept online orders. The Purchasing Department reserves the right to supply the successful vendor with purchase order numbers in lieu of hard copies (or e-copies of purchase orders).

**Delivery:**

This is a requirements contract, which means the contract can be used by Jefferson Parish Government departments and branches of government for which we coordinate purchases. Delivery is required to various locations on an as needed basis. Each purchase order will indicate the delivery address for that order. Delivery of each contract order will be required within one week after receipt of the order.

**Invoices:**

The successful vendor must invoice individual departments. On all invoices for items ordered under the Category Discounts, the vendor must show list price, applied discount to equal the final price.

**Freight:**

Freight charges should be included in the cost of items; if not then freight must be indicated that it will be added to each delivery/invoice. Freight charges should be estimated on your bid response for tabulation purposes, example freight is estimated as \$5.00 per order. If freight is not noted then your bid is tabulated and accepted as freight included in your line item bid price. Vendors are not allowed to add freight after the fact to the bid response or contract.

**Reports:**

Upon contract expiration and at the request of Jefferson Parish the successful bidder shall provide usage reports which will include use/quantities ordered of each respective item listed on this contract, sorted by same, including those items purchased under the Category Discounts. Such reports shall also include data on those substituted products deemed as approved but functionally equivalent by the Purchasing Department.

DATE: 3/30/2022

BID NO.: 50-00137591

INVITATION TO BID  
THIS IS NOT AN ORDER

Page: 1

**JEFFERSON PARISH**

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

BUYER: DREAMY@jeffparish.net

**BIDS WILL BE RECEIVED ONLINE VIA WWW.JEFFPARISHBIDS.NET UNTIL 2:00 PM, 4/14/2022 AND PUBLICLY OPENED THEREAFTER IN THE WEST BANK PURCHASING DEPT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETNA, LA 70053. At no charge, bidders are to submit via Jefferson Parish's electronic procurement page by visiting [www.jeffparishbids.net](http://www.jeffparishbids.net) to register for this free site. Additional instructions are included in the text box highlighting electronic procurement.**

**LATE BIDS WILL NOT BE ACCEPTED**

**NOTE: ONLY BIDS WRITTEN IN INK OR TYPEWRITTEN, AND PROPERLY SIGNED BY A MEMBER OF THE FIRM OR AUTHORIZED REPRESENTATIVE, WILL BE ACCEPTED. PENCIL AND/OR PHOTOSTATIC FIGURES OR SIGNATURES SHALL RESULT IN BID REJECTION. HOWEVER, ELECTRONIC SIGNATURES AS DEFINED IN LSA - R.S. 9:2620(8) ARE ACCEPTABLE. SIGNATURE MUST BE A SECURED DIGITAL SIGNATURE.**

**INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS**

**THE FOLLOWING INSTRUCTIONS APPLY TO ALL BIDS**

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 as amended.

Jefferson Parish adheres to the Louisiana Code of Governmental Ethics, contained in Louisiana Revised Statutes Annotated, R.S. 42:1101, et seq. Vendor/Proposer by this submission, warrants that there are no "conflicts of interest" related to this procurement that would violate applicable Louisiana Law. Violation of the Louisiana Code of Governmental Ethics may result in rescission of contract, permit or licenses, and the imposition of fines and/or penalties, without contractual liability to the public in accordance with applicable law.

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. Vendors may experience a delay in payment if your company is not a registered vendor with Jefferson Parish.

All quotations shall be based on F.O.B. Agency warehouse or job site, anywhere within the Parish as designated by the Purchasing Department. This provision does not apply to public works projects

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 alterations from the specifications must be indicated and/or supporting documentation supplied with bid submission.

Bidders should submit all questions in writing via email to the buyer's email address as indicated above, no later than Five (5) working days prior to the bid opening. Bid numbers should be mentioned in all requests. If submitting online, vendors may send questions via the E-Procurement site no later than Five (5) working days prior to the bid opening.

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. Please note that all official communication will be expressed in the form of an addendum.

**Visit our website at [HTTP://PURCHASING.JEFFPARISH.NET](http://PURCHASING.JEFFPARISH.NET)**

All formal Addenda require written acknowledgement 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.

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. Vendors must not alter the bid forms. Doing so will cause the bid to be rejected.

A corporate resolution or written evidence of the individual signing the bid having such authority must be submitted with the bid. Failure to comply will cause bid to be rejected. For corporate entities, such written evidence may be a printout of the Louisiana Secretary of State's website listing the signatory as an officer. Such printout shall be included with the bid submission. Bids submitted by Owners or Sole Proprietorships must include certification that he or she owns the entity for which the bid is signed. This documentation must be submitted with the bid. Failure to do so will result in bid rejection.

NOTE: A sample corporate resolution can be downloaded from our website <http://purchasing.jeffparish.net> or you may provide your own document. A sample certification of sole proprietorship can also be downloaded from our website <http://purchasing.jeffparish.net> or you may provide your own document.

### INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

A. AWARD OF CONTRACT: 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. SPLIT AWARDS MADE TO SEVERAL VENDORS WILL ONLY BE GRANTED TO THOSE DEEMED RESPONSIVE AND RESPONSIBLE.

All bid prices shall remain valid for 45 days. Jefferson Parish and the lowest responsive and responsible bidder(s) by mutual written consent may mutually agree to extend the deadline for award by one (1) or more extensions of thirty (30) calendar days.

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.)

PREFERENCE: Unless federal funding is directly spent by Jefferson Parish for this purchase, preference is hereby given to materials, supplies, and provisions produced, manufactured or grown in Louisiana, quality being equal to articles offered by competitors outside the state. "LSA – R.S. 38:2251-2261"

B. 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.

C. CANCELLATION OF CONTRACT: JEFFERSON PARISH reserves the right to cancel all or any part 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 any contract at anytime and for any reason by issuing a THIRTY (30) day written notice to the contractor.

For good cause and as consideration for executing a contract with Jefferson Parish, vendor conveys, sells, assigns and transfers to Jefferson Parish or its assigns all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of Louisiana, relating to the particular good or services purchased or acquired by Jefferson Parish.

D. PRICES: Jefferson Parish is exempt from paying sales tax under LSA-R.S. 47:301 (8)(c). All prices for purchases by Jefferson Parish of supplies and materials shall be quoted in the unit of measure specified and unless otherwise specified, shall be exclusive of state and local taxes. The price quoted for work shall be stated in figures. In the event there is a difference in unit prices and totals, the unit price shall prevail.

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 A17.1-1961).

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.

The purpose and intention of this invitation to bid is to afford all suppliers an equal opportunity to bid on all construction, maintenance, repair, operating supplies and/or equipment listed in this bid proposal. JEFFERSON PARISH WILL ACCEPT ONE BID ONLY FROM EACH VENDOR. Items bid must meet specifications.

Advertised bids will be tabulated and a copy of the tabulation will be forwarded to each responding bidder.

**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 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](http://www.jeffparishbids.net) to register and view Jefferson Parish solicitations. For more information, please visit the Purchasing Department page at <http://purchasing.jeffparish.net>.**

The general specifications for construction projects and the purchase of materials, services and/or supplies are those adopted by the JEFFERSON PARISH Council by Resolution No. 113646 or 113647 as amended. The general conditions adopted by this resolution shall be considered as much a part of this document as if they were written wholly herein. A copy 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 <http://purchasing.jeffparish.net> and clicking on Online Forms.

**ADDITIONAL REQUIREMENTS FOR THIS BID**

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

**10, 12, 13, 15**

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.

**INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS**

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 electronic envelope. Failure to comply will cause the bid to be rejected. When submitting the bid electronically, 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. Precaution must be exercised at all times to safeguard the welfare of JEFFERSON PARISH and the general public.
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. All sureties must be in original format (no copies) When 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.

**INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS**

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.

17. For this project, the Contractor shall not pay any state or local sales or use taxes on materials and equipment which are affixed and made part of the immovable property of the project or which is permanently incorporated in the project (hereinafter referred to as "applicable materials and equipment."). All purchases of applicable materials or equipment shall be made by the contractor on behalf of and as the agent of Jefferson Parish (Owner), a political subdivision of the State of Louisiana. No state and local sales and use taxes are owed on applicable materials and equipment under the provisions of Act 1029 of the 1991 Regular Session - Louisiana Revised Statute 47:301(8)(c). Owner will furnish to contractor a certificate form which certifies that Owner is not required to pay such state or local sales and use taxes, and contractor shall furnish a copy of such certificate to all vendors or suppliers of the applicable materials and equipment, and report to Owner the amount of taxes not incurred.

**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 JPCO 2-155.10(19). By signing this document, every corporation, partnership, or person contracting with PARISH, whether by cooperative endeavor, intergovernmental agreement, bid, proposal, application or solicitation for a parish contract, and every application for certification of eligibility for a parish contract or program, attests that it understands and will abide by all provisions of JPCO 2-155.10.**

DATE: 3/30/2022

Page: 6

BID NO.: 50-00137591

**BID FORM**  
Non Public Works

**All Public Work Projects are required to use the Louisiana Uniform Public Work Bid Form**

All prices must be held firm unless an escalation provision is requested in this bid. Jefferson Parish will allow one escalation during the term of the contract, which may not exceed the U.S. Bureau of Labor Statistics National Index for all Urban Consumers, unadjusted 12 month figure. The most recently published figure issued at the time an adjustment is requested will be used. A request must be made in writing by the vendor, and the escalation will only be applied to purchases made after the request is made.

Are you requesting an escalation provision?

YES X NO \_\_\_\_\_

MAXIMUM ESCALATION PERCENTAGE REQUESTED 3 %

INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF 5/31/2023

For the purposes of comparison of bids when an escalation provision is requested, Jefferson Parish will apply the maximum escalation percentage quoted by the bidder to the period to which it is applied in the bid. The initial price and the escalation will be used to calculate the total bid price. It will be assumed, for comparison of prices only, that an equal amount of material or labor is purchased each month throughout the entire contract.

**DELIVERY: FOB JEFFERSON PARISH**

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES

1-2 Business days ARO on stock items  
\*See copy of Delivery Policy for additional information

LOUISIANA CONTRACTOR'S LICENSE NO.: (if applicable) N/A

**THIS SECTION MUST BE COMPLETED BY BIDDER:**

FIRM NAME: Quill LLC

ADDRESS: 100 Schelter Rd.

CITY, STATE: Lincolnshire, IL ZIP: 60069

TELEPHONE: ( 800 ) 634-4809 FAX: ( 800 ) 789-2016

EMAIL ADDRESS: bid@quill.com

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 by placing the addendum number as indicated. Failure to acknowledge any addendum on the bid form will result in bid rejection.

Acknowledge Receipt of Addenda: NUMBER: #1

NUMBER: \_\_\_\_\_

NUMBER: \_\_\_\_\_

NUMBER: \_\_\_\_\_

TOTAL PRICE OF ALL BID ITEMS: \$ 132,473.82

AUTHORIZED SIGNATURE: *Karrie Szalkowski*

Karrie Szalkowski

Printed Name

TITLE: Sales Education & Business Support Manager

SIGNING INDICATES YOU HAVE READ AND COMPLY WITH THE INSTRUCTIONS AND CONDITIONS.

NOTE: All bids should be returned with the BID NUMBER and BID OPENING DATE indicated on the outside of the envelope submitted to the Purchasing Department.

**CORPORATE RESOLUTION**

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF  
**QUILL LLC**  
INCORPORATED.

AT THE MEETING OF DIRECTORS OF QUILL LLC  
INCORPORATED, DULY NOTICED AND HELD ON 2/4/2018,  
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT  
WAS:

RESOLVED THAT Kaylynn Rudy, BE AND IS HEREBY  
APPOINTED, CONSTITUTED AND DESIGNATED AS AGENT AND ATTORNEY-IN-  
FACT OF THE CORPORATION WITH FULL POWER AND AUTHORITY TO ACT ON  
BEHALF OF THIS CORPORATION IN ALL NEGOTIATIONS, BIDDING, CONCERNS  
AND TRANSACTIONS WITH THE PARISH OF JEFFERSON OR ANY OF ITS AGENCIES,  
DEPARTMENTS, EMPLOYEES OR AGENTS, INCLUDING BUT NOT LIMITED TO, THE  
EXECUTION OF ALL BIDS, PAPERS, DOCUMENTS, AFFIDAVITS, BONDS, SURETIES,  
CONTRACTS AND ACTS AND TO RECEIVE ALL PURCHASE ORDERS AND NOTICES  
ISSUED PURSUANT TO THE PROVISIONS OF ANY SUCH BID OR CONTRACT, THIS  
CORPORATION HEREBY RATIFYING, APPROVING, CONFIRMING, AND ACCEPTING  
EACH AND EVERY SUCH ACT PERFORMED BY SAID AGENT AND ATTORNEY-IN-  
FACT.

I HEREBY CERTIFY THE FOREGOING TO BE  
A TRUE AND CORRECT COPY OF AN  
EXCERPT OF THE MINUTES OF THE ABOVE  
DATED MEETING OF THE BOARD OF  
DIRECTORS OF SAID CORPORATION, AND  
THE SAME HAS NOT BEEN REVOKED OR  
RESCINDED.



~~SECRETARY-TREASURER~~

Director of Sales

4/7/2022

DATE

The signer is acting under authority delegated by an officer of Quill LLC who was elected by  
Written Consent of Directors of Quill dated February 4, 2018

## **Non-Public Works Bid Affidavit Instructions**

- **Affidavit is supplied as a courtesy to Affiants, but it is the responsibility of the affiant to insure the affidavit they submit to Jefferson Parish complies, in both form and content, with federal, state and parish laws.**
- **Affidavit must be signed by an authorized representative of the entity or the affidavit will not be accepted.**
- **Affidavit must be notarized or the affidavit will not be accepted.**
- **Notary must sign name, print name, and include bar/notary number, or the affidavit will not be accepted.**
- **Affiant MUST select either A or B when required or the affidavit will not be accepted.**
- **Affiants who select choice A must include an attachment or the affidavit will not be accepted.**
- **If both choice A and B are selected, the affidavit will not be accepted.**
- **Affidavit marked N/A will not be accepted.**
- **It is the responsibility of the Affiant to submit a new affidavit if any additional campaign contributions are made after the affidavit is executed but prior to the time the council acts on the matter.**

*Instruction sheet may be omitted when submitting the affidavit*

**Non-Public Works Bid**

**AFFIDAVIT**

STATE OF ILLINOIS

PARISH/COUNTY OF LAKE

BEFORE ME, the undersigned authority, personally came and appeared: Karrie Szalkowski, (Affiant) who after being by me duly sworn, deposed and said that he/she is the fully authorized Sales Education & Business Support Mgr. of QUILL LLC (Entity), the party who submitted a bid in response to Bid Number 50-00137591, to the Parish of Jefferson.

Affiant further said:

Campaign Contribution Disclosures

**(Choose A or B, if option A is indicated please include the required attachment):**

Choice A \_\_\_\_\_ Attached hereto is a list of all campaign contributions, including the date and amount of each contribution, made to current or former elected officials of the Parish of Jefferson by Entity, Affiant, and/or officers, directors and owners, including employees, owning 25% or more of the Entity during the two-year period immediately preceding the date of this affidavit or the current term of the elected official, whichever is greater. Further, Entity, Affiant, and/or Entity Owners have not made any contributions to or in support of current or former members of the Jefferson Parish Council or the Jefferson Parish President through or in the name of another person or legal entity, either directly or indirectly.

Choice B  there are **NO** campaign contributions made which would require disclosure under Choice A of this section.

Debt Disclosures

**(Choose A or B, if option A is indicated please include the required attachment):**

Choice A \_\_\_\_\_ Attached hereto is a list of all debts owed by the affiant to any elected or appointed official of the Parish of Jefferson, and any and all debts owed by any elected or appointed official of the Parish to the Affiant.

Choice B ✓ There are **NO** debts which would require disclosure under Choice A of this section.

Affiant further said:

That Affiant has employed no person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract under which he received payment, other than persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project or in securing the public contract were in the regular course of their duties for Affiant; and

*[The remainder of this page is intentionally left blank.]*

That no part of the contract price received by Affiant was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project were in the regular course of their duties for Affiant.

Karrie Szalkowski  
Signature of Affiant

Karrie Szalkowski  
Printed Name of Affiant

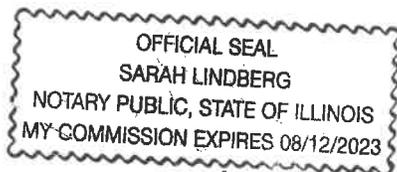
SWORN AND SUBSCRIBED TO BEFORE ME  
ON THE 7th DAY OF April, 2022.

Sarah Lindberg  
Notary Public

Sarah Lindberg  
Printed Name of Notary

899422  
Notary/Bar Roll Number

My commission expires 8/12/2023.



## **STANDARD INSURANCE REQUIREMENTS FOR BIDDING PURPOSES**

All required insurance under this bid shall conform to Jefferson Parish Resolution No. 113646 or No. 113647, as applicable. Contractors may not commence any work under any ensuing contract unless and until all required insurance and associated evidentiary requirements thereto have been met, along with any additional specifications contained in the **Invitation to Bid**. Except as where otherwise precluded by law, the Parish Attorney or his designee, with the concurrence of the Director of Risk Management or his designee, may agree on a case-by-case basis, to deviate from Jefferson Parish's standard insurance requirements, as provided in this Section. Vendors requesting deviation therefrom shall submit such requests in writing, along with compelling substantiation, to the Purchasing Department prior to the bid's due date. Any changes to the insurance requirements will be reflected in the bid specifications and addenda. Prior to contract execution and at all times thereafter during the term of such contract, contractors must provide and continuously maintain all coverages as required by the foregoing Resolutions, and the contract documents. Failure to do so shall be grounds for suspension, discontinuation or termination of the contract.

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**For bidding purposes, bidders must submit with bid submission a current (valid) insurance certificate evidencing the required coverages. Failure to comply will cause bid to be rejected.** The current insurance certificate will be used for proof of insurance at time of evaluation. Thereafter, and prior to contract execution, the low bidder will be required to provide final insurance certificates to the Parish which shall name the Jefferson Parish, its Districts Departments and Agencies under the direction of the Parish President and the Parish Council as additional insureds regarding negligence by the contractor for the Commercial General Liability and the Comprehensive Automobile Liability policies. Additionally, said certificates should reflect the name of the Parish Department receiving goods and services and reference the respective Jefferson Parish bid number.

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### **JEFFERSON PARISH REQUIRED STANDARD INSURANCE**

#### **WORKER'S COMPENSATION INSURANCE**

As required by Louisiana State Statute, exception; Employer's Liability, Section B shall be \$1,000,000 per occurrence when Work is to be over water and involves maritime exposures to cover all employees not covered under the State Worker's Compensation Act, otherwise this limit shall be no less than \$500,000 per occurrence.

**Note: If your company is not required by law to carry workmen's compensation insurance, i.e. not a Louisiana company, sole employee of the company, then bidders must request a workmen's compensation insurance declaration affidavit prior to the bid opening date. This insurance declaration affidavit must be fully completed, signed, properly notarized and submitted with the bid. A scanned copy 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.

**COMMERCIAL GENERAL LIABILITY**

Shall provide limits not less than the following: \$1,000,000.00 Combined Single Limit per Occurrence for bodily injury and property damage.

**COMPREHENSIVE AUTOMOBILE LIABILITY**

Bodily injury liability \$1,000,000.00 each person; \$1,000,000.00 each occurrence.  
Property Damage Liability \$1,000,000.00 each occurrence.

**Note: This category may be omitted if bidders do not/will not utilize company vehicles for the project or do not possess company vehicles. Bidder must request an automobile insurance declaration affidavit prior to the bid opening date. This insurance declaration affidavit must be fully completed, signed, properly notarized and submitted with the bid. 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.**

**DEDUCTIBLES** - The Parish Attorney with concurrence of the Director of Risk Management have waived the deductible section of the Terms and Conditions for all Invitations to Bid, until further notice.

**UMBRELLA LIABILITY COVERAGE**

An umbrella policy or excess may be used to meet minimum requirements.

**FOR CONSTRUCTION AND RENOVATION PROJECTS:**

The following are required if selected below. Such insurance is due upon contract execution.

**OWNER'S PROTECTIVE LIABILITY**

To be for the same limits of liability for bodily injury and property damage liability established for commercial general liability.

**BUILDER'S RISK INSURANCE**

The contractor shall maintain Builder's Risk Insurance at his own expense to insure both the owner (Parish of Jefferson) and contractor as their interest may appear.



# JEFFERSON PARISH

## DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG  
PARISH PRESIDENT

RENNY SIMNO  
DIRECTOR

*April 5, 2022*

**ADDENDUM # 1**

**Bid Number:50-137591**

**Bid Opening Date: April 14, 2022**

**Description of Bid: Two year contract for Office Supplies, as needed, for all Jefferson Parish Departments, Agencies and Municipalities.**

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**REMOVE PAGES 7 THRU 30 OF THE INVITATION TO BID FORM AND REPLACE WITH ATTACHED**

**LINE ITEMS 13 AND 84 HAVE BEEN REVISED.**

Sincerely,

*Donna Reamey*

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Donna Reamey  
Buyer II

**Bidders must acknowledge all addenda on the bid form. Bidder acknowledges receipt of this addendum on the bid form by indicating the addendum number listed above. Failure to list each addenda number on the bid form will result in bid rejection.**

**This addendum is a part of the contract documents and modifies the original bidding documents and specifications. The contents of this addendum shall be included in the contract documents. Changes made by this addendum shall take precedence over the documents of earlier date.**

GENERAL GOVERNMENT BLDG. – 200 DERBIGNY ST., SUITE 4400, GRETN, LA 70053  
OFFICE 504.364.2678

JOSEPH S. YENNI BLDG. – 1221 ELMWOOD PARK BLVD., SUITE 404, JEFFERSON, LA 70123  
OFFICE 504.364.2678

EMAIL: PURCHASING@JEFFPARISH.NET WEBSITE: WWW.JEFFPARISH.NET

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00137591

QUILL LLC QUILL LLC

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	5.00	EA	<p>TWO (2) YEAR CONTRACT FOR OFFICE SUPPLIES AS NEEDED FOR ALL JEFFERSON PARISH DEPARTMENTS.</p> <p>0010 ID card holder, reel with Belt Clip</p> <p>Supplied as 1 each Color: BLACK Manuf. BAUMGARTENS      Staples #2846364 Part no. BAU68824      **SEE SPEC SHEET</p>	\$1.65	\$8.25
2	97.00	EA	<p>0020 ID card holder, reel, w/spring clip Plastic</p> <p>Supplied as 1 each Color: BLACK Manuf: BAUMGARTENS      Sicurix 68824 Part no. BAU68844      **SEE SPEC SHEET</p>	\$2.11	\$204.67
3	28.00	PK	<p>0030 ID card holder, reel, w/clip, Plastic - 25/pack -</p> <p>Card Reel with Belt Clip COLOR: BLACK MANUF: BAUMGARTENS      Fellowes 897014 PART NO. BAU68424      **SEE SPEC SHEET</p>	\$28.51	\$798.28
4	8.00	EA	<p>0040 BOARD, CORK, SIZE: 36"H X 48"W BROWN CORK SURFACE</p> <p>ALUMINUM FRAME WITH FACTORY MOUNTED HANGERS SUPPLIED: 1 EACH      Quartet 85347 MANUF: SPARCO      included easy-to-use mounting hardware PART NO: SPR19765      **SEE SPEC SHEET</p>	\$49.87	\$398.96
5	5.00	EA	<p>0050 Waste Basket, Retangular, Fire-Safe,</p> <p>COLOR: STEEL - SAND SIZE: 15"H X 16.5"W X 9"D GALLON CAPACITY: 7 SUPPLIED: 1 EACH      Rubbermaid 44358CBR MANUF: SAFCO      **SEE SPEC SHEET PART NO: SAF9616SA</p>	\$64.21	\$321.05
6	51.00	EA	<p>0060 Waste Basket, Retangular, Fire-Safe,</p> <p>COLOR: STEEL - BLACK SIZE: 15"H X 16.5"W X 9"D GALLON CAPACITY: 7 SUPPLIED: 1 EACH      Rubbermaid 44357CBR MANUF: SAFCO      **SEE SPEC SHEET PART NO: SAF9616BL</p>	\$43.77	\$2,232.27

REVISED AS PER ADDENDUM # 1



## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00137591

QUILL LLC

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
15	89.00	PK	SIZE: 1.88" W X 55 YD LENGTH, 3 INCH CORE PRESSURE-SENSITIVE POLY 1.60 ML ADHESIVE BACKING SUPPLIED: 6/PK MANUF: BUSINESS SOURCE 3M 36506CL PART NO. BSN32951 **SEE SPEC SHEET	\$15.25	\$2,074.00
			0150 CANNED AIR, 10 OZ CAN SUPPLIED: 6 CANS PER PK MANUF: COMPUCESSORY Falcon DPSXL PART NO: CCS24306 **SEE SPEC SHEET	\$4.98	\$2,659.32
16	388.00	EA	0160 Glue Sticks, Permanent SIZE: 1.26 OZ SUPPLIED: 1 STICK COLOR: WHITE MANUF: BUSINESS SOURCE Avery 00226 PART NO. BSN15788 **SEE SPEC SHEET	\$2.29	\$888.52
17	347.00	EA	0170 Scissors, Plastic Handle,Stainless Steel blade, bent Size: 8 INCHES IN LENGTH Color: BLACK HANDLE Manuf: BUSINESS SOURCE Tru Red 24380513 Part no. BSN65647 **SEE SPEC SHEET	\$3.16	\$1,096.52
18	201.00	PK	0180 RUBBER BANDS, ASSORTED COLORS, SIZE: 7 INCH X 1/8 INCH #117B SUPPLIED: 50 IN A PK MANUF: ALLIANCE RUBBER CO Alliance 07807 PART NO. ALL07800	\$3.24	\$651.24
19	391.00	EA	0190 Correction fluid - 22ml bottles, White Supplied: 1 EACH Manuf: INTEGRA BIC WOC12 Part no: ITA01539 **SEE SPEC SHEET	\$1.03	\$402.73
20	1,957.00	EA	0200 Correction tape, in non-refillable dispenser .20"w x 19.69 ft length White tape Supplied: 1 EACH Manuf: INTEGRA BIC WOTAPP11 Part no: ITA60032 **SEE SPEC SHEET	\$1.51	\$2,955.07
21	65.00	EA	0210 Correction pen, all purpose, SIZE: .24 FL OZ		

REVISED AS PER ADDENDUM # 1

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00137591

SEALED BID

QUILL LLC

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
22	264.00	EA	<p>SUPPLIED: 1 EACH  MANUF: PAPERMATE  PART NO. PAP5620115      Paper Mate 56201</p> <p>0220 Clipboard, Hardboard,  Color: brown</p>	\$3.01	\$195.65
23	179.00	EA	<p>Size: letter - 9" x 12.50"  Supplied: 1 EACH  Manuf: BUSINESS SOURCE      Quill 717647  Part no. BSN65637              **SEE SPEC SHEET</p> <p>0230 Clipboard, Hardboard,  Color: Brown</p>	\$1.27	\$335.28
24	40.00	EA	<p>Size: Legal 9" x 15.50"  Supplied: 1 EACH  Manuf: BUSINESS SOURCE      Officemate 83501Q  Part no. BSN28554              **SEE SPEC SHEET</p> <p>0240 Money/Rent Receipt Book,  Spiral bound,2-Part carbonless - 200</p>	\$2.60	\$465.40
25	47.00	BK	<p>sets per book, 4 receipts per page  Size: 11" x 5.25"  Supplied: 1 EACH              Adams SC1152  Manuf: ADAMS  Part no: ABFSC1152</p> <p>0250 Message pads,spiral book, 4 message  per page, 2 part carbonless, 200 sheets</p>	\$3.99	\$159.60
26	85.00	EA	<p>per book,  sheet size: 11" x 8.50"  Supplied: 1 BOOK              Quill 745200  Manuf: ADAMS                  **SEE SPEC SHEET  Part no: ABFSC1184P</p> <p>0260 RECORD BOOK, CANVAS, RULED PAGES,  SIZE: 12.50" L X 7.62" W</p> <p>WHITE PAGES - 300 SHEETS - SINGLE SIDE,  OLIVE GREEN CANVAS WITH RED FABRIHIDE  CORNERS  INCLUDES NUMBERED, ACID-FREE PAGES  WITH RED AND BLUE RECORD RULING  SUPPLIED: 1 EACH  MANUF: BOORUM &amp; PEASE      Esselte 6718300R  PART NO. BOR6718300R</p>	\$3.29	\$154.63
27	123.00	BX	<p>0270 Envelopes, #55 clasp, 28 lb  Size: 6" x 9"</p> <p>Supplied: 100 to a box  Color: BROWN KRAFT      Quill 7CL6928</p>	\$36.05	\$3,064.25
			REvised AS PER ADDENDUM # 1	\$10.12	\$1,244.76

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00137591

SEALED BID

## QUILL LLC

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
28	45.00	BX	<p>Manuf: BUSINESS SOURCE Part: BSN36660</p> <p>0280 Envelopes, #75 clasp, 28 lb, Size: 7 1/2" x 10 1/2"</p> <p>Supplied: 100 to a box Color: BROWN KRAFT Manuf: BUSINESS SOURCE Part no. BSN36662</p>	<p>Quill 233577 **SEE SPEC SHEET</p> <p>\$9.77</p>	\$439.65
29	114.00	BX	<p>0290 Envelopes, #90 clasp, 28 lb Size: 9" x 12"</p> <p>Supplied: 100 to a box Color: Brown Kraft Manuf: BUSINESS SOURCE Part no. BSN36663</p>	<p>Quill 7CL91228 **SEE SPEC SHEET</p> <p>\$13.15</p>	\$1,499.10
30	89.00	BX	<p>0300 Envelopes, #93 clasp, 28 lb Size: 9 1/2" x 12 1/2"</p> <p>Supplied: 100 to a box Color: Brown Kraft Manuf: BUSINESS SOURCE Part no. BSN36664</p>	<p>Quill 7CL912528 **SEE SPEC SHEET</p> <p>\$15.13</p>	\$1,407.09
31	30.00	BX	<p>0310 Envelopes, Inter-Departmental, two sided, 28 lb, string/button</p> <p>Size: 10" x 13" Supplied: 100 to a box Color: BROWN KRAFT Manuf: BUSINESS SOURCE Part no. BSN42255</p>	<p>Quill RC28IDE **SEE SPEC SHEET</p> <p>\$26.62</p>	\$798.60
32	11.00	BX	<p>0320 Envelopes, Inter-department one sided, String/Button</p> <p>Size: 9" x 12" Supplied: 100 TO A BOX Color: BROWN KRAFT Manuf: QUALITY PARK Part no. QUA63462</p>	<p>Quality Park 63462Q</p> <p>\$29.72</p>	\$326.92
33	119.00	BX	<p>0330 Envelopes, Clasp, 28lb, Size: 10" x 13"</p> <p>Supplied: 100 to a box Color: BROWN KRAFT Manuf: BUSINESS SOURCE Part no. BSN36665</p>	<p>Quill 7CL101328 **SEE SPEC SHEET</p> <p>\$16.15</p>	\$1,921.85
34	198.00	BX	<p>0340 Envelopes, clasp, 28lb, Size: 10" x 15"</p>		
REVISED AS PER ADDENDUM # 1					

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00137591

SEALED BID

QUILL LLC

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
35	2.00	BX	<p>Supplied: 100 TO A BOX Color: BROWN KRAFT Manuf: BUSINESS SOURCE Part no. BSN36666</p> <p>Quill 7CL101528 **SEE SPEC SHEET</p>	\$18.21	\$3,605.58
36	35.00	BX	<p>0350 Envelopes, gummed seal, 32lb Size: 10" x 15"</p> <p>Color: CAMEO Supplied: 100 TO A BOX Manuf: QUALITY PARK PRODUCTS Part no. QUA54416</p> <p>Quality Park 887691</p>	\$34.04	\$68.08
37	5.00	BX	<p>0360 Envelopes, Clasp #110, 28lb, Size: 12"x 15 1/2"</p> <p>Supplied: 100 TO A BOX Color: BROWN KRAFT Manuf: BUSINESS SOURCE Part no. BSN36667</p> <p>Quill 7CL121528 **SEE SPEC SHEET</p>	\$21.75	\$761.25
38	98.00	BX	<p>0370 Envelopes, #10 standard window,- 24 lb</p> <p>Size: 9 1/2" x 4 1/8" Supplied: 500 TO A BOX Color: WHITE Manuf: BUSINESS SOURCE Part no. BSN42251</p> <p>Quill WW10WES **SEE SPEC SHEET</p>	\$17.16	\$85.80
39	377.00	BX	<p>0380 Envelopes, Security Tint, #10 business, 24 lb, woven, peel &amp; seal</p> <p>gummed, no window Size: 9.50" x 4.13" Color: WHITE Supplied: 500 TO A BOX Manuf: BUSINESS SOURCE Part no. BSN36682</p> <p>Quality Park 90019RL **SEE SPEC SHEET</p>	\$25.29	\$2,478.42
40	22.00	EA	<p>0390 Envelopes, regular commercial, gummed, woven, no window</p> <p>Size: 9.50" x 4.12" Color: WHITE Supplied: 500 TO A BOX Manuf: BUSINESS KRAFT Part no. BSN42250</p> <p>Quill WW10ES **SEE SPEC SHEET</p>	\$14.47	\$5,455.19
			<p>0400 Calculator, Printing Adapter Powered/battery (AA)</p> <p>Color: WHITE Manuf: SHARP Part no. SHREL1750V</p> <p>Sharp EL1750V</p>	\$47.03	\$1,034.66
<b>REVISED AS PER ADDENDUM # 1</b>					

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00137591

SEALED BID

## QUILL LLC

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
41	8.00	PK	0410 Calculator, receipt paper single ply  Size: 2.25" x 150ft Color: WHITE Supplied: 12 ROLLS PER PK Manuf: BUSINESS SOURCE Part no. BSN28650	QuillPlus QP740102 \$6.69	\$53.52
42	58.00	EA	0420 Hole puncher, two-hole adjustable - Sheet Capacity: 30  Manuf: BUSINESS SOURCE Part no. BSN65626	Officemate 90082Q Capacity 50 sheets \$4.8	\$27.84
43	25.00	EA	0430 Hole puncher, two-hole heavy-duty Sheet capacity: 60  Manuf: BUSINESS SOURCE Part no. BSN62896	Officemate 90082Q Capacity 50 sheets \$4.8	\$12.00
44	9.00	EA	0440 Hole puncher, Heavy-duty 3 hole adjustable punch heads  Sheet Capacity: 40 Manuf: SWINGLINE Part no. SWI74357	Swingline 74357 \$58.08	\$522.72
45	147.00	EA	0450 Staple Remover, grip style with metal jaws with durable plastic grip  Color: BLACK Manuf: BUSINESS SOURCE Part no. BSN65650	Quill 793211 BLUE \$0.84	\$123.48
46	108.00	EA	0460 Staple Remover, magnetic push style Neoprene  Color: BLACK Manuf: BOSTITCH Part no: BOS4000MBLK	Bostitch 40000MBLK \$2.75	\$297.00
47	13.00	EA	0470 Staple Remover, Heavy-Duty - Metal, spring loaded lever  Manuf: SWINGLINE Part no: SWI37201	Swingline 37201Q \$8.87	\$115.31
48	405.00	EA	0480 Stapler, staple capacity 210, plastic body with all metal working  body Sheet capacity: 20		
<b>REVISED AS PER ADDENDUM # 1</b>					

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00137591

SEALED BID

QUILL LLC

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
49	32.00	EA	Color: BLACK Manuf: BUSINESS SOURCE Bostitch B515BK Part no. BSN65648 **SEE SPEC SHEET	\$3.76	\$1,522.80
50	24.00	EA	0490 Stapler, electric, Sheet Capacity: 45  Staple Capacity: 210 Staple Size 1/4" Full Strip Color: BLACK Manuf: BOSTITCH Bostich B8E Part no. BOSB8EVALVE **SEE SPEC SHEET	\$39.20	\$1,254.40
51	745.00	BX	0500 Stapler, Heavy Duty, all metal construction  Sheet capacity: 130 Staple capacity: 210 full strip Staple sizes: 1/4",3/8",1/2",5/8" Color: BLACK Manuf: BOSTITCH Quill 793201 Part no: BOSB310HDS **SEE SPEC SHEET	\$18.76	\$450.24
52	5.00	EA	0510 Staples, standard, 210 per strip, 1/4" leg 1/2" crown,chisel point  Color: SILVER Capacity of 30 sheets Supplied: 5000 TO A BOX Manuf: BUSINESS SOURCE Quill 791123 Part no. BSN65649 **SEE SPEC SHEET	\$1.04	\$774.80
53	19.00	EA	0520 REPORT COVER, PRESSBOARD SIZE: 8 1/2" X 11"  SUPPLIED: 1 EACH CAPACITY: 3 INCH COLOR: EXECUTIVE RED MANUF: ACCO Acco 503250 PART NO. ACC25979	\$6.10	\$30.50
54	7.00	EA	0530 REPORT COVER, PRESSBOARD SIZE: 8 1/2" X 11"  SUPPLIED: 1 EACH CAPACITY: 3 INCH COLOR: RED MANUF: ACCO Acco 503201 PART NO. ACC25978	\$2.01	\$38.19
			0540 REPORT COVER, PRESSBOARD SIZE: 8 1/2" X 11"  SUPPLIED: 1 EACH CAPACITY: 3 INCH COLOR: DARK GREEN Acco 25976Q	\$2.02	\$14.14
<b>REVISED AS PER ADDENDUM # 1</b>					

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00137591

SEALED BID

QUILL LLC

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
55	2.00	EA	<p>MANUF: ACCO PART NO. ACC25976</p> <p>0550 REPORT COVER, PRESSBOARD SIZE: 8 1/2" X 11"</p> <p>SUPPLIED: 1 EACH CAPACITY: 3 INCH COLOR: LIGHT BLUE MANUF: ACCO PART NO. ACC25972</p> <p>Acco 503219</p>	\$1.98	\$3.96
56	67.00	EA	<p>0560 REPORT COVER, PRESSBOARD SIZE: 8 1/2" X 11"</p> <p>SUPPLIED: 1 EACH CAPACITY: 3 INCH COLOR: DARK BLUE MANUF: ACCO PART NO. ACC25973</p> <p>Acco A7025973</p>	\$1.76	\$117.92
57	74.00	EA	<p>0570 REPORT COVER, PRESSBOARD SIZE: 8 1/2" X 11"</p> <p>SUPPLIED: 1 EACH CAPACITY: 3 INCH COLOR: BLACK MANUF: ACCO PART NO. ACC25971</p> <p>Acco 503235</p>	\$1.88	\$139.12
58	93.00	EA	<p>0580 REPORT COVER, PRESSGUARD WITH FASTNERS</p> <p>SUPPLIED: 1 EACH SIZE: 8 1/2" X 14" CAPACITY: 2 INCH COLOR: RED MANUF: SMEAD PART NO. SMD81732</p> <p>Smead 388093</p>	\$3.86	\$358.98
59	102.00	BX	<p>0590 Sheet Protector, Top-loading nonglare, polypropylene, 3 holes,</p> <p>Size: 8 1/2" x 11" Supplied: 100 TO A BOX Manuf: C-LINE Part no. CLI62048</p> <p>C-Line 865420</p>	\$9.03	\$921.06
60	54.00	EA	<p>0600 BINDER, 1 INCH D-RING,2 INTERNAL POCKETS</p> <p>SIZE: LETTER 8 1/2" X 11" SUPPLIED: 1 EACH COLOR: BLACK MANUF: BUSINESS SOURCE PART NO. BSN33105</p> <p>Staples 82635 **SEE SPEC SHEET</p>	\$1.97	\$106.38
<b>REVISED AS PER ADDENDUM # 1</b>					

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00137591

QUILL LLC

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
61	78.00	EA	0610 BINDER, 2 INCH D-RING,2 INTERNAL POCKETS  SIZE: LETTER 8 1/2" X 11" SUPPLIED: 1 EACH COLOR: BLACK MANUF: BUSINESS SOURCE PART NO. BSN33109	Staples 82626 **SEE SPEC SHEET \$2.22	\$173.16
62	51.00	EA	0620 BINDER, 3 INCH D-RING,2 INTERNAL POCKETS  SIZE: LETTER 8 1/2" X 11" SUPPLIED: 1 EACH COLOR: BLACK MANUF: BUSINESS SOURCE PART NO. BSN33113	Staples 82621 **SEE SPEC SHEET \$3.45	\$175.95
63	76.00	EA	0630 BINDER, 4 INCH D-RING,2 INTERNAL POCKETS  SIZE: LETTER 8 1/2" X 11" SUPPLIED: 1 EACH COLOR: BLACK MANUF: BUSINESS SOURCE PART NO. BSN33117	Quill 758551 **SEE SPEC SHEET \$5.71	\$433.96
64	95.00	EA	0640 Binder, 1/2 inch view, Round Ringer Fasteners with two internal pockets  with two internal pockets Size:Letter 8 1/2" x 11" Sheet Capacity: 125 Color: WHITE Supplied: 1 EACH Manuf: BUSINESS SOURCE Part no: BSN09951	Quill 72205WE **SEE SPEC SHEET \$1.83	\$173.85
65	248.00	EA	0650 BINDER, 1 INCH VIEW, ROUND RING, TWO INTERNAL POCKETS  SIZE: LETTER 8 1/2" X 11" SUPPLIED: 1 EACH COLOR: WHITE MANUF: BUSINESS SOURCE PART NO. BSN09953	Quill 7221WE **SEE SPEC SHEET \$1.97	\$488.56
66	154.00	EA	0660 Binder, 1 1/2 inch view, round ring with two internal pockets  Size: Letter 8 1/2" x 11" Color: WHITE Supplied: 1 EACH Manuf: BUSINESS SOURCE Part no. BSN09955	Quill 72215WE **SEE SPEC SHEET \$2.07	\$318.78
<b>REVISED AS PER ADDENDUM # 1</b>					



## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00137591

SEALED BID

## QUILL LLC

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
73	15.00	CTN	12" W 15"D 10"H LIFT-OFF CLOSURE MEDIUM DUTY STACKABLE COLOR: WHITE SUPPLIED: 12 BOXES TO A CARTON MANUF: BUSINESS SOURCE Quill #730815 PART NO. BSN26758 **SEE SPEC SHEET	\$28.58	\$5,172.98
74	91.00	CTN	0730 BOX, FILE STORAGE, MEDIA SIZE: LETTER  12" W 24"D 10"H STRING/BUTTON TIE CLOSURE MEDIUM DUTY STACKABLE COLOR: WHITE SUPPLIED: 12 BOXES TO A CARTON MANUF: BUSINESS SOURCE Quill #733054EZ PART NO. BSN26756 **SEE SPEC SHEET	\$36.09	\$541.35
75	11.00	CTN	0740 BOX, FILE STORAGE, MEDIA SIZE: LEGAL  15" W 24"D 10"H STRING/BUTTON TIE CLOSURE MEDIUM DUTY STACKABLE COLOR: WHITE SUPPLIED: 12 BOXES TO A CARTON MANUF: BUSINESS SOURCE Quill #733055 PART NO. BSN26757 **SEE SPEC SHEET	\$53.59	\$4,876.69
76	191.00	BX	0750 BOX, FILE STORAGE, MEDIA SIZE: LETTER/LEGAL  12" W 15"D 10"H LIFT-OFF CLOSURE MEDIUM DUTY STACKABLE COLOR: WHITE SUPPLIED: 12 BOXES TO A CARTON MANUF: BUSINESS SOURCE Quill 732030QQW PART NO. BSN32450 **SEE SPEC SHEET	\$20.03	\$220.33
77	196.00	BX	0760 POCKET, FILE, LEGAL SIZE 8 1/2" X 14"  5 1/4" EXPANSION COLOR: REDROPE SUPPLIED: 10 TO A BOX MANUF: BUSINESS SOURCE Quill 7C1536 PART NO: BSN65795 **SEE SPEC SHEET	\$15.14	\$2,891.74
			0770 POCKET, FILE, LETTER SIZE 8 1/2" X 11"		
<b>REVISED AS PER ADDENDUM # 1</b>					

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00137591

SEALED BID

## QUILL LLC

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
78	53.00	BX	<p>3 1/2" EXPANSION            COLOR: REDROPE            SUPPLIED: 25 TO A BOX            MANUF: BUSINESS SOURCE Quill 7C1524            PART NO: BSN65791</p> <p>0780 POCKET, FILE,            LEGAL SIZE 8 1/2" X 14"</p>	\$30.63	\$6,003.48
79	229.00	BX	<p>3 1/2" EXPANSION            COLOR: REDROPE            SUPPLIED: 25 TO A BOX            MANUF: BUSINESS SOURCE Quill 7C1526            PART NO: BSN65794</p> <p>0790 POCKET, FILE, FLAT STRAIGHT CUT TAB            SIZE: LETTER 8 1/2" X 11"</p>	\$24.00	\$1,272.00
80	177.00	EA	<p>SUPPLIED: 100 TO A BOX            COLOR: MANILA            MANUF: 100 TO A BOX Quill 74900            PART NO. BSN65796</p> <p>0800 WALLET, EXPANDING FOR FILES,            FLAP WITH ELASTIC CORD CLOSURE</p>	\$16.57	\$3,794.53
81	78.00	BX	<p>SIZE: 10" X 15" SHEET SIZE            EXPANSION: 3 1/2" AND HOLD UP TO 400            SHEETS            COLOR: REDROPE (LEATHER LOOK)            SUPPLIED: 1 EACH            MANUF: SMEAD Smead 71456Q            PART NO. SMD71456</p> <p>0810 HANGING FILE FOLDER, 1/5 CUT TABS            SIZE: LEGAL 8 1/2" X 14"</p>	\$7.78	\$1,377.06
82	84.00	BX	<p>COLOR: GREEN            SUPPLIED: 25 TO A BOX            MANUF: BUSINESS SOURCE Quill 7Q5315            PART NO: BSN43570</p> <p>0820 HANGING FILE FOLDER, 1/5 CUT TABS            SIZE: LETTER 8 1/2" X 11"</p>	\$8.49	\$662.22
83	104.00	BX	<p>COLOR: GREEN            SUPPLIED: 25 TO A BOX            MANUF: BUSINESS SOURCE Quill 7Q5215            PART NO: BSN17533</p> <p>0830 FOLDER, FILE, VERTICAL 1/2" CUT            ASSORTED POSITION TAB,            LETTER 8 1/2" X 11" SHEET SIZE,            FOLDER THICKNESS 11 PT.,</p>	\$4.91	\$412.44
<b>REVISED AS PER ADDENDUM # 1</b>					



## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00137591

SEALED BID

QUILL LLC

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
90	6.00	BX	<p>2 INCH FASTENERS, 11 POINT            COLOR: MANILA            SUPPLIED: 50 TO A BOX            MANUF: SPARCO Medical Arts 31462Q            PART NO. SPRSP17262 **SEE SPEC SHEET</p>	\$9.71	\$242.75
91	21.00	BX	<p>0900 FOLDER, FILE, END TAB, WITH 2            FASTENERS, WITH SHELF MASTER REINFORCED</p> <p>TAB            SIZE: 3/4" FOLDER CAPACITY            LEGAL 8 1/2" X 14" SHEET SIZE            11 POINT FOLDER THICKNESS            COLOR: BLUE            SUPPLIED: 50 TO A BOX            MANUF: SMEAD Smead 508235            PART NO. SMD28040</p>	\$33.34	\$200.04
92	8.00	BX	<p>0910 FOLDER, FILE, END TAB, WITH 2            FASTENERS, WITH SHELF MASTER REINFORCED</p> <p>TAB            SIZE: 3/4" FOLDER CAPACITY            LEGAL 8 1/2" X 14" SHEET SIZE            11 POINT FOLDER THICKNESS            COLOR: GREEN            SUPPLIED: 50 TO A BOX            MANUF: SMEAD Smead 509247            PART NO. SMD28140</p>	\$34.57	\$725.97
93	42.00	BX	<p>0920 FOLDER, FILE, END TAB, WITH 2            FASTENERS, WITH SHELF MASTER REINFORCED</p> <p>TAB            SIZE: 3/4" FOLDER CAPACITY            LEGAL 8 1/2" X 14" SHEET SIZE            11 POINT FOLDER THICKNESS            COLOR: RED            SUPPLIED: 50 TO A BOX            MANUF: SMEAD Smead 811251            PART NO. SMD28740</p>	\$35.78	\$286.24
94	7.00	BX	<p>0930 FOLDER, FILE, PRESSBOARD WITH 2            PRONG FASTNERS IN POSITIONS 1 AND 3</p> <p>1/3 TAB CUT ASSORTED POSTION            2 INCH EXPANSION            SIZE: LEGAL            COLOR: GRAY/GREEN            SUPPLIED: 25 TO A BOX            MANUF: NATURE SAVER Smead 19934            PART NO: NATSP17235 **SEE SPEC SHEET</p>	\$39.70	\$1,667.40
			<p>0940 FOLDER, FILE, PRESSBOARD WITH 2            PRONG FASTNERS IN POSITIONS 1 AND 3</p> <p>REVISED AS PER ADDENDUM # 1</p>		

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00137591

SEALED BID

QUILL LLC

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
95	13.00	BX	1/3 TAB CUT ASSORTED POSTION 1 INCH EXPANSION SIZE: LEGAL COLOR: GRAY/GREEN SUPPLIED: 25 TO A BOX MANUF: NATURE SAVER PART NO: NATSP17234 Smead 19931 **SEE SPEC SHEET	\$40.46	\$283.22
96	12.00	BX	0950 FOLDER, FILE, PRESSBOARD CLASSIFICATION WITH SafeSHIELD  FASTENERS, 2/5 TAB CUT, 1 DIVIDER, SIZE: LEGAL COLOR: RED SUPPLIED: 10 TO A BOX MANUF: SMEAD PART NO: SMD18775 Smead 18775	\$23.53	\$305.89
97	12.00	PK	0960 FOLDER, FILE, PRESSBOARD CLASSIFICATION WITH SafeSHIELD  FASTENERS, 2/5 TAB CUT, 1 DIVIDER, SIZE: LEGAL COLOR: GRAY/GREEN SUPPLIED: 10 TO A BOX MANUF: SMEAD PART NO: SMD18776 Smead 811221	\$25.78	\$309.36
98	3.00	BX	0970 LABELS, RECTANGLE, FULL SHEET FOR LASER PRINTERS  Size: 8.50" x 11" Color: White Supplied: 100 IN A PACK Manuf: BUSINESS SOURCE Part no. BSN26119 Quill 720261 **SEE SPEC SHEET	\$8.21	\$98.52
99	3.00	BX	0980 LABELS, RECTANGLE, COLOR CODING, SIZE: 1" W X 2.62" L  30 LABELS TO ONE SHEET/750 LABELS IN PK COLOR: YELLOW MANUF: AVERY PART NO: AVE5972 Avery 538264	\$9.83	\$29.49
100	1.00	BX	0990 LABELS, RECTANGLE, COLOR CODING, SIZE: 1" W X 3" L  SHEETS 4" X 6" 200 LABELS IN A PACK COLOR: NEON GREEN MANUF: AVERY PART NO: AVE05494	NO BID	
			1000 LABELS, RECTANGLE, COLOR CODING, SIZE: 1" W X 3" L		
			REVISED AS PER ADDENDUM # 1		

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00137591

SEALED BID

QUILL LLC

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
101	76.00	PK	SHEETS 4" X 6" - 200 LABELS TO A PACK COLOR: RED MANUF: AVERY PART NO: AVE05493	NO BID	
102	860.00	EA	1010 LABELS, RECTANGLE MAILING, 1"W 2.63" L  COLOR: WHITE SUPPLIED: 3000 LABELS TO A PACK Quill 720354 MANUF: BUSINESS SOURCE **SEE SPEC SHEET PART NO: BSN21050	\$4.83	\$367.08
103	828.00	EA	1020 NOTEBOOK, ONE SUBJECT, COLLEGE RULED, WIRE BOUND, WHITE PAPER,  DURABLE POLY FRONT COVER AND COMES IN ASSORTED COLORS, 100 SHEET COUNT, PERFORATED SHEETS, 2 POCKET DIVIDERS TO STORE LOOSE PAPERS SIZE: 8 1/2 X 11 SUPPLIED: 1 EACH MANUF: MEAD Mead MEA06044UNI PART NO: MEA06206	\$3.60	\$3,096.00
104	546.00	EA	1030 NOTEBOOK, STENO, WIRE BOUND, GREGG RULED  SIZE: 6" X 9" - 60 SHEETS Quill SBNW COLOR: White sheets 80 sheets SUPPLIED: 1 EACH Sold per dozen MANUF: BUSINESS SOURCE **SEE SPEC SHEET PART NO. BSN26740	(.53 ea) \$6.36 dz	\$438.84 (69 dz)
105	130.00	DZ	1040 NOTEBOOK, STENO, WIRE BOUND, GREGG RULED  SIZE: 6" X 9" - 60 SHEETS COLOR: GREEN TINT SHEETS SUPPLIED: 1 EACH MANUF: BUSINESS SOURCE National 36646Q PART NO. BSN90650 **SEE SPEC SHEET	\$1.22	\$666.12
106	92.00	DZ	1050 PAD, LEGAL JR, WRITING, PEFORATED PAGES  SIZE: 8" X 5" - 50 SHEETS COLOR: WHITE RULED SHEETS SUPPLIED: 12/DOZEN MANUF: BUSINESS SOURCE Quill 742326 PART NO. BSN63110 **SEE SPEC SHEET	\$3.84	\$499.20
			1060 PAD, LEGAL RULED, WRITING, PEFORATED PAGES  SIZE: 8 1/2" X 14" - 50 SHEETS		
REVISED AS PER ADDENDUM # 1					

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00137591

SEALED BID

QUILL LLC

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
107	138.00	DZ	COLOR: WHITE RULED SHEETS SUPPLIED: 12/DOZEN MANUF: BUSINESS SOURCE PART NO. BSN63109 Quill 742330 **SEE SPEC SHEET	\$8.86	\$815.12
108	61.00	DZ	1070 PAD, LEGAL RULED, WRITING, PERFORATED PAGES  SIZE: 8 1/2" X 14" - 50 SHEETS COLOR: CANARY RULED SHEETS SUPPLIED: 12/DOZEN MANUF: BUSINESS SOURCE PART NO. BSN63106 Quill 740022L **SEE SPEC SHEET	\$10.14	\$1,399.32
109	127.00	DZ	1080 PAD, LEGAL RULED, WRITING, PERFORATED PAGES  SIZE: 8.50" X 11.75" - 50 SHEETS COLOR: CANARY RULED SHEETS SUPPLIED: 12/DOZEN MANUF: BUSINESS SOURCE PART NO. BSN63105 Quill 740022 **SEE SPEC SHEET	\$7.36	\$448.96
110	38.00	BX	1090 PAD, LEGAL RULE, WRITING, PEFORATED PAGES  SIZE: 8.50" X 11.75" - 50 SHEETS COLOR: WHITE RULED SHEETS SUPPLIED: 12/DOZEN MANUF: BUSINESS SOURCE PART NO. BSN63108 Quill 742328 **SEE SPEC SHEET	\$6.03	\$765.81
111	1,244.00	DZ	1100 FASTENERS, COMPLETE PRONG SET, SILVER/STEEL  SIZE: 2.75" LENGTH SHEET CAPACITY: 480 SUPPLIED: 50 TO A BOX MANUF: SPARCO PART NO: SPRR20 ACCO 2660952 **SEE SPEC SHEET	\$4.90	\$186.20
112	897.00	DZ	1110 CLIPS, Binder, Small 3/4inch width Supplied: 12 to a box/ 1 dozen  Color: black/silver Manuf: BUSINESS SOURCE Part no: BSN36550 Quill 720200 **SEE SPEC SHEET	\$.69	\$858.36
113	239.00	DZ	1120 CLIPS, Binder, Medium 1 1/4" Supplied: 12 to a box/ 1 dozen  Color: black/silver Manuf: BUSINESS SOURCE Part no: BSN36551 Quill 720500 **SEE SPEC SHEET	\$.96	\$861.12
			1130 CLIPS, Binder, large, 2 inch width Supplied: 12 to a box/ 1 dozen  Quill 721000 **SEE SPEC SHEET	\$1.77	\$423.03
			<b>REVISED AS PER ADDENDUM # 1</b>		

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00137591

SEALED BID

QUILL LLC

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
114	106.00	PK	<p>Color: black/silver Manuf: BUSINESS SOURCE Part no: BSN36552</p> <p>1140 CLIPS, PAPER, STEEL, SIZE: SMALL NO. 1</p> <p>SUPPLIED: 10 BOXES OF 1000 IN A BOX PER PACK MANUF: BUSINESS SOURCE Quill P1KS PART NO. BSN65638 **SEE SPEC SHEET</p>	\$3.20	\$339.20
115	129.00	PK	<p>1150 CLIPS, PAPER, STEEL SIZE: JUMBO</p> <p>SUPPLIED: 10 BOXES OF 1000 IN A BOX TO A PACK MANUF: BUSINESS SOURCE Quill P1JG PART NO. BSN65639 **SEE SPEC SHEET</p>	\$5.85	\$754.65
116	41.00	PK	<p>1160 FLAGS, ADHESIVE, REPOSITIONABLE, RECTANGLE,</p> <p>DIMENSIONS: 1.75"W X 1" L COLOR: GREEN SUPPLIED: 2 POPUP DISPENSERS IN A PACK 100 PER PACK MANUF: SPARCO Post-It 680GN PART NO: SPR19262 **SEE SPEC SHEET</p>	\$3.70	\$151.70
117	82.00	PK	<p>1170 FLAGS, ADHESIVE, REPOSITIONABLE, RECTANGLE</p> <p>WITH PRINTED ARROWS "SIGN HERE" SUPPLIED: 50 FLAGS OF EACH RED, YELLOW, BLUE, GREEN PLUS 48 1/2" WIDE ARROW FLAGS FOR A TOTAL OF 248 IN A PACK DIMENSIONS: 1"W X 1.70" L</p> <p>MANUF: 3M POST-IT Post-It 680SH4VA PART NO: MMM680SH4VA</p>	\$7.61	\$624.02
118	46.00	PK	<p>1180 FLAGS, ADHESIVE, REPOSITIONABLE, RECTANGLE,</p> <p>DIMENSIONS: 1.75"W X 1" L COLOR: YELLOW SUPPLIED: 2 POPUP DISPENSERS IN A PACK 100 PER PACK MANUF: SPARCO Quill 7QFL1YW PART NO: SPR19259 **SEE SPEC SHEET</p>	\$2.36	\$108.56
119	36.00	PK	<p>1190 FLAGS, ADHESIVE, REPOSITIONABLE, SIZE: 1.75" X 1" RECTANGLE</p>		
REVISED AS PER ADDENDUM # 1					

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00137591

SEALED BID

## QUILL LLC

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
120	261.00	PK	COLOR: RED SUPPLIED: 2 POPUP DISPENSERS IN A PACK 100 PER PACK MANUF: SPARCO Post-It 680RD PART NO: SPR19260 **SEE SPEC SHEET	\$3.55	\$127.80
121	118.00	PK	1200 NOTES, SELF-ADHESIVE, REPOSITIONABLE  Color: Yellow Size: 1.5" x 2", rectangle Supplied: 12 PADS TO 1 PACK, 100 SHEETS PER PAD Manuf: BUSINESS SOURCE Quill 7382YW Part no. BSN36610 **SEE SPEC SHEET	\$1.87	\$488.07
122	412.00	PK	1210 NOTES, SELF-ADHESIVE, REPOSITIONABLE  Color: Yellow Size: 3" x 5", rectangle Supplied: 12 PADS TO 1 PACK; 100 SHEETS PER PAD Manuf: BUSINESS SOURCE Quill 7388YW Part no. BSN36613 **SEE SPEC SHEET	\$4.08	\$481.44
123	118.00	PK	1220 NOTES, SELF-ADHESIVE, REPOSITIONABLE  Color: Yellow Size: 3" X 3" SQUARE Supplied: 12 PADS TO 1 PQCK; 100 SHEETS PER PAD Manuf: BUSINESS SOURCE Quill 7384YW Part no. BSN36612 **SEE SPEC SHEET	\$2.88	\$1,186.56
124	106.00	PK	1230 NOTES, SELF-ADHESIVE, REPOSITIONABLE, RULED  Color: YELLOW - RULED Size: 4" X 6" RECTANGLE Supplied: 12 PADS TO 1 PACK; 100 SHEETS PER PAD Manuf: BUSINESS SOURCE Quill 7390YW Part no. BSN36618 **SEE SPEC SHEET	\$8.20	\$967.60
125	289.00	DZ	1240 NOTES, SELF-ADHESIVE, REPOSITIONABLE, RULED  Color: PASTEL COLORS - RULED Size: 4" X 6" RECTANGLE Supplied: 5 PADS TO 1 PACK; 100 SHEETS PER PAD Manuf: BUSINESS SOURCE Quill 746F5AQ Part no. BSN16501 **SEE SPEC SHEET	\$4.13	\$437.78
			1250 Pencil, #2 Lead, wood, yellow barrel with eraser		
			<b>REVISED AS PER ADDENDUM # 1</b>		



## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00137591

QUILL LLC

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
133	716.00	EA	SIZE: 1MM POINT INK: BLUE GEL SUPPLIED: 1 EACH MANUF: SANFORD Sanford 65871 PART NO. SAN65871  1330 PEN,GEL LIQUID, RETRACTABLE, RUBBER GRIP	(1.33 ea) \$15.96 dz (17 dz)	\$271.32
134	1,063.00	EA	SIZE: 0.7MM POINT; MEDIUM POINT TYPE INK COLOR: BLACK GEL SUPPLIED: 1 EACH MANUF: PENTEL OF AMERICA Pentel BL77A PART NO. PENBL77A Sold per dozen  1340 PEN,GEL LIQUID, RETRACTABLE, RUBBER GRIP	(\$1.04 ea) \$12.48 dz	\$748.80 (60 doz)
135	1,175.00	EA	SIZE: 0.7MM POINT; MEDIUM POINT TYPE INK COLOR: BLUE GEL SUPPLIED: 1 EACH MANUF: PENTEL OF AMERICA Pentel BL77C PART NO. PENBL77C Sold per dozen  1350 PEN,GEL LIQUID, RETRACTABLE, RUBBER GRIP	(\$1.04 ea) \$12.48 dz	\$1,110.72 (89 doz)
136	172.00	DZ	SIZE: 0.7MM POINT; MEDIUM POINT TYPE INK COLOR: RED GEL SUPPLIED: 1 EACH MANUF: PENTEL OF AMERICA Pentel 926740UNI PART NO. PENBL77B  1360 PEN, GEL, RETRACTABLE, RUBBER GRIP, WITH POCKET CLIP	\$1.61	\$1,891.75
137	302.00	DZ	SIZE: 0.7MM POINT INK COLOR: BLACK SUPPLIED: 12 EACH/DOZEN MANUF: PILOT Pilot G27BK PART NO. PIL31020  1370 PEN, GEL, RETRACTABLE, WITH LATEX FREE RUBBER GRIP	\$8.86	\$1,523.92
138	88.00	DZ	FINE POINT, 0.7MM COLOR: BLUE SUPPLIED: 12 EACH/DOZEN MANUF: PILOT Pilot G27BE PART NO. PIL31021  1380 PEN, RETRACTABLE, RUBBER GRIP, SIZE: 0.7MM POINT  INK COLOR: BLUE Pilot 32211	\$8.86	\$2,675.72
				\$6.55	\$576.40
<b>REVISED AS PER ADDENDUM # 1</b>					

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00137591

QUILL LLC

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
139	36.00	DZ	<p>SUPPLIED: 12 EACH/DOZEN MANUF: PILOT PART NO. PIL32211</p> <p>1390 PEN, RETRACTABLE, NON-SLIP GRIP WITH METAL CLIP</p> <p>POINT SIZE: 0.7MM COLOR: RED SUPPLIED: 12 EACH/DOZEN Pilot 73740Q MANUF: PILOT PART NO. PIL30002</p>	\$10.20	\$367.20
140	69.00	DZ	<p>1400 PEN, RETRACTABLE, NON-SLIP GRIP WITH METAL CLIP</p> <p>POINT SIZE: 0.7MM COLOR: BLUE SUPPLIED: 12 EACH/DOZEN Pilot RPSFBE MANUF: PILOT PART NO. PIL30001</p>	\$10.32	\$712.08
141	34.00	DZ	<p>1410 PEN, RETRACTABLE, NON-SLIP GRIP WITH METAL CLIP</p> <p>POINT SIZE: 0.7MM COLOR: BLACK SUPPLIED: 12 EACH/DOZEN Pilot RPSFBK MANUF: PILOT PART NO. PIL30000</p>	\$10.55	\$358.70
142	128.00	DZ	<p>1420 PEN, RUBBER GRIP, RETRACTABLE, POINT SIZE: 1 MM</p> <p>INK COLOR: BLUE SUPPLIED: 12 EACH/DOZEN Pilot 32221 MANUF: PILOT PART NO: PIL32221</p>	\$7.28	\$931.84
143	102.00	DZ	<p>1430 MARKER, PERMANENT, FINE POINT, COLOR: BLACK</p> <p>SUPPLIED: 12 EACH/DOZEN MANUF: INTEGRA Sharpie #3000BK PART NO. ITA30016 **SEE SPEC SHEET</p>	\$7.03	\$717.06
144	462.00	EA	<p>1440 MARKER, PERMANENT, FINE POINT, COLOR: BLACK</p> <p>SUPPLIED: 1 EACH MANUF: SANFORD Sharpie SAN30001 PART NO. SAN30051 **SEE SPEC SHEET</p>	\$1.32	\$609.84
145	183.00	DZ	<p>1450 HIGHLIGHTER, LIQUID, Color: Fluorescent Yellow</p>		
<b>REVISED AS PER ADDENDUM # 1</b>					

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00137591

QUILL LLC

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
146	115.00	DZ	Point: Chisel Style Supplied: 12 each/dozen Manuf: INTEGRA Part No: ITA30006 Sharpie 24425Q **SEE SPEC SHEET	\$10.05	\$1,839.15
147	1.00	EA	1460 HIGHLIGHTER, BROAD POINT TYPE, CHISEL POINT STYLE COLOR: YELLOW SUPPLIED: 12 EACH/DOZEN MANUF: SANFORD PART NO: SAN25005 Sharpie 25005	\$6.16	\$708.40
148	1.00	EA	1470 FOLDERS, BINDERS & ACCESSORIES DISCOUNT % <u>10%**</u>		
149	1.00	EA	1480 BOARDS AND EASELS DISCOUNT % <u>10%**</u>		
150	1.00	EA	1490 CONUMABLES (EX: PENS, POST-ITS, FLAGS, TABS - PLEASE NOTE THIS CATEGORY DOES NOT INCLUDE ANY ITEM FOR HUMAN CONSUMPTION) DISCOUNT % <u>10%**</u>		
			1500 EQUIPMENT (EX: SHREDDERS, ELECTRIC STAPLERS, LAMINATORS, ETC. - PLEASE NOTE THIS CATEGORY DOES NOT INCLUDE COMPUTER RELATED ITEMS) DISCOUNT % <u>10%**</u>		
**See Cover letter for discount exclusions					
REVISED AS PER ADDENDUM # 1					



**Line # 1**

**Item # 2846364**

## Staples Clip On Badge Reel, Black (51910)



### **Description**

Keep ID and access cards close at hand with this Staples carabiner name badge reel. Help prevent the loss of company cards and keys with this name badge reel. The retractable cord extends up to 30 inches for easy access to security points, and the reinforced vinyl strap holds your ID or key card securely in place. This Staples carabiner name badge reel boasts a simple design for a professional appearance.

- Badge reel connects easily to any ID card or name badge
- Secures to clothing with metal clip
- Reinforced vinyl strap for durability
- Comes in black
- Retractable 30"L cord length



**Line # 2**

**Item # 68824**



## **Description**

Swipe access cards or show ID with these SICURIX black 30-inch round belt clip badge reels. Give staff and vendors an easy way to gain access to your building with these badge reels. The retractable cords let you present ID without having to remove your cards, and the swivel-style clips attach firmly to belt loops or bags. Each of these SICURIX badge reels features a round design and black hue to coordinate effortlessly with business attire.

- Badge reel connects easily to any ID card or name badge
- Belt clip model hooks on pants belt
- Badge reels are sold individually
- 40% post-consumer recycled content for an eco-friendly option
- Reel diameter: 1"
- This product is manufactured by a certified WBE (women owned business)



**Line # 3**

**Item #897014**

## Fellowes Badge Reels, Black, 25/Pack (52054)



### **Description**

Fellowes black retractable ID belt clips keep proximity cards and work ID cards secure and accessible. Prevent work ID cards from becoming lost or misplaced with these Fellowes retractable ID belt clips. Snap closures secure to the top of proximity cards and name badges to keep them securely in place, while the retractable design makes it easy to swipe cards at turnstiles or show ID at security checkpoints. These Fellowes retractable ID belt clips come in a neutral black color for a professional look.

- Badge reel connects easily to any ID card or name badge
- Belt clip model hooks on pants belt
- Size: 1.25"W x 4.5"L
- Comes in a pack of 25 badge reels
- Made from PVC for durability



Line # 4

Item # 85347

Quartet Basic Cork Bulletin Board, Aluminum Frame, 3'H x 4'W (85347)



## Description

Display personal messages and business memos on this Quartet Basic cork bulletin board. Use this bulletin board to share information for upcoming events. The self-healing cork conceals holes from pins or thumbtacks to maintain a smooth, unmarked surface for displaying documents. The silver-tone aluminum frame provides durable support and lends a professional appearance to a cubicle or home office. Hang this Quartet bulletin board vertically or horizontally with the included easy-to-use mounting hardware.

- Standard cork bulletin board is a convenient place to post documents
- 3'H x 4'W board with aluminum finish
- Aluminum frame adds a touch of contemporary professionalism
- Natural cork surface is a solid choice for display and organization
- Can be mounted vertically or horizontally
- 1-year manufacturer limited warranty

Post memos and office updates effortlessly with this Quartet cork board. A classic low-profile design lets your notes and messages stand out the background, and the generous size provides plenty of room for displaying multiple pieces of paper without crowding the board.



Line # 5

Item #44358CBR

## Rubbermaid Polyester Fire-Resistant Wastebasket, 7 Gallons, Beige (FG254300BEIG)



### Description

Rubbermaid 7-gallon beige polyester fire-resistant waste baskets are made from fiberglass for long-lasting, durable use. Use this Rubbermaid 7-gallon polyester fire-resistant waste basket to dispose of office waste without worrying about chips, dents or rust. Made from fiberglass for durability, the basket has rounded corners for added strength and a contemporary appearance. A neutral beige color allows the waste basket to blend in with most office decor schemes, while a textured finish minimizes surface scratches. The basket is UL rated and California State Fire Marshal approved so you know it is safe to use.

- Waste basket for general office waste or recycling
- Dimensions: 15.3" x 10.5" x 14.5"
- 7 gallons capacity for use at employee work stations, break rooms or near printers
- Polyester fiberglass construction for long-term durability
- Round corners for greater strength and a contemporary appearance
- UL rated and California State Fire Marshal (CSFM) approved for fire-safe use
- Textured finish shows minimal surface scratches



Line Item # 6

Item # 44357CBR

## Rubbermaid Fire Resistant 7 gal. Rubber Trash Can without Lid, Black



### Description

**The Rubbermaid 7 gal. Rubber Trash Can without Lid, Black comes with ample storage capacity to ensure you have a clean and waste-free indoor space.** Keep your indoor and outdoor places free from litter, using the Rubbermaid FG254300BLA trash cans without lid. High-grade rubber construction gives it strength and durability to withstand daily wear and tear, and 7 gal. of storage capacity lets you put multiple unwanted items away. Owing to their compact design, these rectangular black trash cans without lid conveniently fit in any space and allow easy maneuvering. multiple unwanted items away. Owing to their compact design, these rectangular black trash cans without lid conveniently fit in any space and allow easy maneuvering.

- 15 5/16"H x 14 1/2"W x 10 1/2"D
- 7 gallon capacity
- Long-lasting fiberglass resists chips and dents, won't rust
- Black
- Contemporary shape complements any workplace
- California State Fire Marshal (CSFM) approved for fire safety and UL rated
- Rounded corners add strength and are easy to clean
- Textured finish helps minimize surface scratches
- Trash cans for disposing trash conveniently
- Made from high-quality rubber for strength and durability
- Storage capacity of 7 gal. to easily accommodate all your waste
- Dimensions: 15.31"H x 14.5"W x 10.5"D
- Fire Resistant



Line # 8

Item # 812211

## Adhesive CD/DVD Sleeves, Transparent, 10/Pk



### Description

Affix media to the inside of folders, binders, or books with these Staples transparent adhesive CD and DVD sleeves. Store discs securely in these CD and DVD sleeves. The self-adhesive backings create a firm hold, keeping each sleeve neatly in place. A transparent design makes it easy to see the labels on each disk, and the cutouts provide convenient access to the contents stored within. These Staples CD and DVD sleeves are sized to fit standard discs and prevent media from shifting inside.

- Transparent adhesive CD/DVD sleeves with open-end closure
- Each sleeve holds one CD/DVD
- Keeps discs and documentation easy to reach
- Attach to file folders, binders, or flat surfaces
- Transparent holder adheres securely



Line # 12

Item # 711546QL

## Quill Brand® Contour Tape Dispenser, Black (11546-QCC)

Model #: 11546-QCC Brand: Quill Brand



### Description

Weighted dispenser holds firm for 1-hand dispensing

- Deluxe black plastic desk dispenser with non-slip base
- Comes in black and made of plastic
- Holds rolls up to 3/4"W x 1500"L
- 1" core
- Sold as each

### ***Quill Brand Contour Tape Dispenser Provides Tape Easily***

Provide a Quill Brand contour tape dispenser to each of your staff members so they can easily seal envelopes or packages. The nonslip base keeps it in place.

Save money with this Quill Brand contour tape dispenser that has a long-lasting lifespan. The neutral color of this functional dispenser blends seamlessly with the decor in your office.

### **Quality Construction**

With a built-in tape spindle, this dispenser keeps the tape drum in place so that your staff don't need to worry about losing or replacing rolls of tape. This dispenser holds 1-inch wide tape rolls, providing tape that is ideal for reinforcing seals on envelopes, taping up a torn page or sealing a package. The deluxe plastic design and sleek black finish is

designed for durability, and it's nonslip base lets users pull and tear tape effortlessly. This dispenser accommodates tape rolls up to 1,500-inches long so you aren't constantly changing them.



Line # 13

Item # 765002

## **Quill Brand® Invisible Tape, Matte Finish, 3/4" x 1296", Single Roll**

**Model #:** 70016028949 **Brand:** Quill Brand



### **Description**

**Permanent acrylic adhesive sticks firmly and "disappears" when applied**

- Invisible tape has permanent acrylic adhesive
- Invisible when applied, matte finish
- Surface can be written on
- 3/4" width by 1296" length
- 1" core diameter



Line # 14

Item # 36506CL

Scotch® Long Lasting Storage Packing Tape, Clear, 1.88" x 54.6 yds., Clear, 6 Rolls (3650-6)



## Description

Scotch® Long Lasting Storage Packaging Tape is suitable for storage. It features a long-lasting adhesive that works in hot or cold temperatures. For the memories you want to keep for a long time and for documents that must be kept safe and sound—put Scotch® Long Lasting Storage Packaging Tape on the job to seal boxes in storage.

- Strong, secure, solvent-free acrylic adhesive
- Designed for lasting protection
- Stays sealed in weather extremes (-25 degrees F to 160 degrees F)
- UV-resistant adhesive
- Clear to the core
- Resists slivering, splitting and tearing
- Made in USA with globally sourced materials

Designed for lasting protection, this tape creates a durable seal with its long-lasting adhesive. This tough tape is clear to the core, UV-resistant, and stays sealed even in extreme temperatures -25° to 160°F. Scotch® Long Lasting Storage Packaging Tape: Withstands extreme conditions and stands guard for lasting protection.



Line # 15

Item # DPSXL

## Falcon® Dust-Off® Compressed Gas Duster; 10oz., Spray Can

Model #: DPSXL Brand: Dust-Off



### Description

- Disposable duster spray
- Remove dust, lint and dirt with a powerful blast
- 10 oz. spray can
- 100% ozone safe duster
- Precise-dusting extension tube
- Suitable for workstations, labs, repair benches, household use, on-location photography, etc.
- Delivers
- Provides potent dust-removing power for practically any task
- Ideal for workstations, labs, repair benches, household use, on-location photography and more
- 100% ozone safe
- Includes red slip-on extender nozzle
- 10-oz. can

Line # 16

Item # 00226

Avery Glue Stic Permanent Glue Sticks, 1.27 Oz. (00226)



## Description

Ensure papers, pictures, and other materials are secure with this 12-pack of Avery Glue Stic 1.27-ounce purple washable non-toxic glue sticks. Produce long-lasting reports, presentations, and other projects with these non-toxic glue sticks. The purple color makes it easy to line up materials for precise results, while the disappearing formula eliminates the color after drying, for a clean appearance. These Avery Glue Stic non-toxic glue sticks feature a washable formula, so cleanup is quick and simple.

- Glue sticks are perfect for use on paper, cardboard, fabric, and other materials
- Advanced adhesive strength for safely and permanently holding surfaces together
- Capacity: 1.27 oz.
- Disappearing purple color
- Featuring a non-toxic nature
- Acid-free formula is safe for use
- Washable glue for use on porous and semi-porous surfaces
- Meets or exceeds ASTM D-4236 and ACMI standards



Line: 17

Item #: 24380513

**TRU RED™ 8" Stainless Steel Scissors, Bent Handle (TR55033)**

Item #: 901-24380513 Model #: GR-SS-866 Brand: TRU RED



## Description

**Featuring a bent handle, these TRU RED™ 8-inch stainless steel scissors help paper stay flat, so you can create clean, precise edges with every cut.** Precision cuts call for precision tools. The TRU RED™ 8-inch scissors deliver time after time. The bent handle design is ideal for detailed cuts through paper or other flat surfaces, giving you a crisp cut with every cut. Stainless steel blades keep sharp and clean easily, making them as useful at the art table as the business table.

- 8" scissors for functional, everyday use
- Ergonomic handle for added comfort
- Designed for right handed use
- Stainless Steel finish allows for added durability
- Bent shape is good for use on surfaces
- Black handle



Line # 18

Item # WOC12

## BIC Cover-It Correction Fluid (WOC12)

Model #: WOC12 Brand: BIC



### Description

**BIC Cover-It Fast-Drying Correction Fluid- Easily Cover Mistakes** BIC® Cover-It® Correction fluid in white color features original brush applicator for neat correction. Fluid dries out quickly to hide misprints or handwritten errors and comes in a bottle of 20 ml.

- Original brush applicator
- Fast drying formula prevents smearing
- White, 20 ml fluid
- Multi-purpose fluid corrects ink, faxes, copies, etc
- Offers extra coverage for smooth, one-time applications



**Line # 20**

**Item # WOTAPP11**

**BIC Wite-Out EZ Correct Correction Tape, White (50523)**

**Item #: 901-WOTAPP11 Model #: WOTAPP11-WHI Brand: BIC**



## **Description**

**Fix errors on printed or handwritten pages quickly with this BIC Wite-Out EZ Correct correction tape.** Cover up mistakes with this 33.3-foot roll of white correction tape. The strip doesn't leave a shadow on photocopies or faxes, and the tape goes on dry so you can write over it immediately. This BIC correction tape measures 0.17-inch to cover a single line of text without obscuring other things on the page.

- Non-replacement single-line correction tape in compact size with contoured shape for comfort
- Dry and clean correction tape allows for immediate writing
- Comes in traditional white
- Dimensions: 0.17"W x 33.3'L
- Tear-resistant, film-based tape applies dry for instant corrections



**Line # 22**

**Item # 717647**

**Quill Brand® Hardboard Clipboard, Low-Profile Clip, Letter Size, 9" x 12-1/2", Tan**

**Item #: 901-717647 Model #: 22094-QCC Brand: Quill Brand**



## **Description**

- Clipboards allow you to write in comfort without a desk
- Letter size, 9" x 12-1/2"
- Made of high-quality brown hardboard for maximum durability
- Clip holds 1-1/2" of material
- Sold as each



**Line # 23**

**Item # 83501Q**

**Officemate Hardboard Clipboard, Legal Size, Brown (83501)**



## **Description**

Fill out forms on the go with this Officemate recycled hardboard 9 x 15.5-inch legal-size brown clipboard. Write on a solid surface while away from your desk with this recycled hardboard legal-size brown clipboard. This clipboard is made with 100 percent recycled wood content, making it an environmentally sound decision, while the 6-inch corrosion-resistant clip holds papers securely. This Officemate recycled hardboard brown clipboard has beveled edges and a smooth surface, so writing is easy.

- This clipboard allows you to write in comfort without a desk
- Legal-size clipboard keeps documents in place
- Made of high-quality brown hardboard
- High-capacity clip securely holds up to 1" of paper
- Made of 100% recycled content
- A convenient hanging hole lets you hang your clipboard on a hook when it isn't in use
- This Officemate recycled hardboard brown clipboard has beveled edges and a smooth surface, so writing is easy



**Line # 24**

**Item # 745200**

## **Quill Brand® Message Book; 4 messages/page; 200/book**

**Model #: 95148 Brand: Quill Brand**



### **Description**

- Phone message books simplify call and message tracking in the office
- Size: 11" x 5-1/2"
- 200 messages per book
- Sold as each
- Side spiral-bound design for easy access of sheets inside
- 4 carbonless messages per page; detached size 2-3/4"H x 5"W
- Cardboard insert prevents write-through
- Keeps a bound copy for your records, too
- Convenient check-off boxes and a bold URGENT box speed message-taking
- Ruled back for jotting down notes before or after call



**Line # 27**

**Item # 7CL6928**

## **Quill Brand® 28lb. Recycled Clasp Catalog Envelopes; 6x9", 100/Box**

Model #: 50281T-QCC Brand: Quill Brand



### Description

- 28-lb. heavyweight Kraft paper
- Size: 6x9"
- 100 per box
- Heavily gummed flap provides a tight seal! Reusable durable double prongs easily reopen and are great for filing
- Must tape over clasp before mailing (tape not included)
- Contains a minimum of 20% post-consumer recycled material



Line # 28

Item # 233577

Brown Kraft Clasp 7 1/2" x 10 1/2" Envelopes, 100/Box



## Description

Keep documents secure with this 100-pack of Staples kraft 7.5 x 10.5-inch brown clasp envelopes. Protect documents while shipping or storing them with these Staples kraft brown clasp envelopes. Each envelope has a moistenable glue closure that offers a tight seal, while the sturdy metal clasp lets you reuse them as often as needed. These Staples kraft brown clasp envelopes are crafted with strong 28-pound kraft to provide durability while giving mail a professional appearance.

- Catalog envelopes are a reliable choice for multiple kinds of personal and business mailing purposes
- Made from brown kraft paper that conceals contents from prying eyes
- Dimensions: 7.5"L x 10.5"H, size #6
- Clasp & moistenable glue for secured sealing
- Envelopes come in boxes of 100



**Line # 29**

**Item # 7CL91228**

## **Quill Brand® 28lb. Recycled Clasp Catalog Envelopes; 9x12", 100/Box**

**Model #: 7CL91228 Brand: Quill Brand**



### **Description**

- Must tape over clasp before mailing (tape not included)
- Size: 9x12"
- 28-lb. heavyweight kraft paper
- Contains a minimum of 20% post-consumer recycled material
- 100 per box



**Line # 30**

**Item # 7CL912528**

**Quill Brand® 28lb. Recycled Clasp Catalog Envelopes; 9-1/2x12-1/2",  
100/Box**

Model #: 69774 / 70735 Brand: Quill Brand



#### Description

- 28-lb. heavyweight Kraft paper
- Size: 9-1/2x12-1/2"
- 100 per box
- Heavily gummed flap provides a tight seal! Reusable durable double prongs easily reopen and are great for filing
- Must tape over clasp before mailing (tape not included)
- Contains a minimum of 20% post-consumer recycled material



**Line # 31**

**Item # RC28IDE**

**Quill Brand® 28-lb. Brown-Kraft Inter-Office Envelopes; 10x13", Standard, String & Button, 100/Box**

Item #: RC28IDE Model #: 1497/63562 Brand: Quill Brand



**Description**

- Quill Brand® Standard inter-office envelopes have see-thru holes to make sure inside contents are not overlooked
- Recycled string-and-button style has 30 preprinted routing on both front and back
- 28-lb. heavyweight brown Kraft stock
- Size: 10x13"
- 100 per box
- Contains 20% PC



Line # 33

Item # 7CL101328

Quill Brand® Clasp & Moistenable Glue Catalog Envelope,  
10" x 13", Kraft, 100/Box (7CL101328)

Model #: 69758 / 70728 Brand: Quill Brand



## Description

- Catalog envelopes are a reliable choice for multiple kinds of personal and business mailing purposes
- 28-lb. heavyweight Kraft paper
- Size: 10" x 13"
- Heavily gummed flap provides a tight seal! Reusable durable double prongs easily reopen and are great for filing
- 100 envelopes per box
- Contains a minimum of 20% post-consumer recycled material
- Must tape over clasp before mailing (tape not included)



**Line: 34**

**Item # 7CL101528**

**Quill Brand® 28lb. Recycled Clasp Catalog Envelopes; 10x15", 100/Box**

**Model #: 7CL101528 Brand: Quill Brand**



## **Description**

- 28-lb. heavyweight Kraft paper
- Size: 10x15"
- 100 per box
- Heavily gummed flap provides a tight seal! Reusable durable double prongs easily reopen and are great for filing
- Must tape over clasp before mailing (tape not included)
- Contains a minimum of 20% post-consumer recycled material





**Line # 36**

**Item # 7CL121528**

**Quill Brand® 28lb. Regular Clasp Catalog Envelopes; 12x15-1/2", 100/Box**

Model #: 7CL121528 Brand: Quill Brand



## **Description**

- 28-lb. heavyweight Kraft paper
- Size: 12x15-1/2"
- 100 per box
- Heavily gummed flap provides a tight seal! Reusable durable double prongs easily reopen and are great for filing
- Must tape over clasp before mailing (tape not included)
- Contains a minimum of 20% post-consumer recycled material

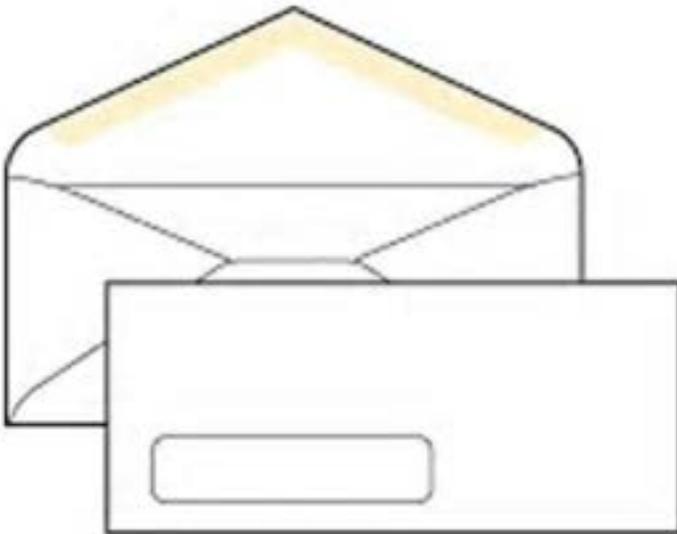


Line # 37

Item # WW10WES

## Quill Brand® Standard Business Single Left Window Envelopes; #10, 500/Box

Model #: 69711 / 70719 Brand: Quill Brand



### Description

- #10 windowed envelopes
- Size: 4-1/8Hx9-1/2"W
- Window size: 1-1/8Hx 4-1/2"W
- 24-lb. wove stock
- White
- 500/Box
- Professional-quality business envelopes
- Heavily-gummed commercial-style V-flaps



Line # 38

Item # 90019RL

Quality Park Redi-Strip Security Tinted #10 Business Envelopes, 4 1/8" x 9 1/2", White Wove, 500/Box (QUA90019)



## Description

Keep sensitive information protected in the mail with these Quality Park white #10 security-tinted Redi-Strip® envelopes. Send letters, invoices, and other important documents with these Redi-Strip envelopes. The blue-tint pattern keeps documents hidden from view, while the white exteriors offer a blank background for postage and address labels. Redi-Strip closures provide a secure seal, preventing papers from getting lost. Featuring 24-pound stock, these Quality Park #10 security-tinted envelopes stand up to the rigors of the mailing process.

- US #10 business envelopes are suitable for many mailing projects
- Made from white wove 24 lb. paper for durability
- These envelopes measure 4 1/8"H x 9 1/2"L in size, providing enough space for your mail
- Redi-Strip® closure provide a secure seal - simply peel off strip and press.
- Security-tinted pattern helps to discourage reading sensitive information through the outside of the envelope
- 500 count is ideal for both everyday office use and bulk mailings, each box of Quality Park #10 security tinted envelopes provides a long lasting supply!
- Antimicrobial: Envelope is made with a material that inhibits the growth of mold and mildew to protect the product.
- The flap is on the long side for easier filling
- Made in the USA



**Line # 39**

**Item # WW10ES**

## **Quill Brand® Standard Business Envelopes; #10, 500/Box**

**Model #: WW10ES Brand: Quill Brand**



### **Description**

**#10 business envelopes without window**

- US # 10 business envelopes are suitable for many mailing projects
- Made from white 24 lb. paper for durability
- Size: 4-1/8" x 9-1/2"
- Gummed closure with V-Flap keeps contents in place
- 500 envelopes per box



Line # 41

Item # QP740102

QuillPLUS Quill Brand® Bond Cash Register Rolls, 2-1/4" x 150', 12/Pack (740102)



**QuillPLUS** Gold

## Description

- Lint-free add rolls
- Premium-bond 15-1/2-lb. paper
- Size: 2-1/4Wx150'L
- White
- Pink end-of-roll markings
- 12 rolls per pack
- To find the correct paper roll for your machine, [Click Here!](#)

**Line # 42 & 43**

**Item # 90082Q**

**OfficeMate 2-Hole Punch, 50 Sheet Capacity, Black (90082)**

Model #: 90082 Brand: OfficeMate



## **Description**

**Prep paperwork for filing in fastener folders with this OfficeMate heavy-duty padded-handle two-hole punch.**

Create evenly spaced holes in documents with this two-hole punch. The padded handle provides added comfort and a secure grip, while the adjustable paper guides let you customize the setup to work with a range of paper sizes. Heavy-duty construction stands up to repeated use in busy workplaces. Capable of puncturing up to 50 pages in a single pass, this OfficeMate two-hole punch is perfect for high-volume document processing tasks.

- Heavy-duty two-hole punch with ergonomic padded handle meets high-volume punching needs
- Punch heads deliver clean punching of 50 sheets of paper at a time
- Punches circular holes
- Punches 0.25"Dia. holes
- Features a black design for a professional look
- Durable metal construction ensures long-lasting performance
- Adjustable paper guide
- Dimensions: 5"H x 6.75"W x 4.5"D
- Padded handle for accurate hole punching



**Line # 45**

**Item # 793211**

## **Quill Brand® Staple Remover; Standard**

**Model #: 793211 Brand: Quill Brand**



### **Description**

- Standard-design staple remover with wide holding tabs
- Black with chrome-finish steel jaws for superior strength and durability
- Removes standard and mini-size staples quickly and efficiently
- Won't damage paper
- 793211

### ***Quill Staple Removers Separate Papers Without Tearing***

Use this handy Quill staple remover to effortlessly separate stapled pages without tearing the corners or putting new holes in your important paperwork.

Separate stapled papers so gently they can easily be stapled back together with this Quill staple remover. This helpful little must-have piece of equipment easily slides its chrome prongs under staples and lifts them free without twisting or tearing the corners. This lets you split up the pages of a report, hand them out to peers, and then put them all back together when the meeting is over.

### **Chrome Prongs**

Slip the tips of this Quill staple remover's chrome prongs under the staple you want to remove, and then lift the staple out without leaving marks or fresh holes in the paper. The teeth curve at just the right angle to remove most staples with an effortless twist.



**Line # 48**

**Item # B515BK**

**Stanley Bostitch® Classic Metal Stapler, Black**



**Description**

- All-metal construction
- Visual staple reload alert window
- Staples 20 sheets
- Permanent and temporary clinch
- Opens for tacking
- 7 year limited warranty
- Black



**Line # 50**

**Item # 793201**

**Quill Brand® Anti-Microbial Heavy-Duty Stapler; Black**



**Description**

**Anti-microbial compound blended into the stapler's paint inhibits the growth of harmful bacteria, mold, fungus and mildew**

- Ideal for extra-thick stacks of paper; staples up to 130 sheets of 20-lb. paper at a time
- Easy-loading channel accepts staples in 4 sizes: 1/4", 3/8", 1/2", 5/8"
- Adjustable paper guide from 1/4" to 2 1/2"
- All-metal construction for durability
- Extra-wide base provides stability while stapling
- Size: 7Hx3-1/4Wx11-1/2"D
- Black



**Line # 51**

**Item # 791123**

**Quill Brand® Standard Staples, 1/4", 5,000/Box (35065)**

**Model #: 35065 Brand: Quill Brand**



## **Description**

**Sharp point staples are made of 19-gauge steel wire for extra strength and durability**

- Premium standard staples with chisel point
- For use with standard staplers
- 5,000 staples per box
- 210 sharp point staples per strip



Line # 60/61/62

Item # 82635

## Staples Standard 1" 3-Ring Non-View Binder With Label Holder, Black (26410-CC)



### Description

Enjoy the easy page-turning design of this Staples standard black binder. The 1-inch D-rings provide room for up to 220 sheets of paper to meet hefty storage needs, while the inside panels feature two pockets for extra organization options and storage. This Staples standard black binder lets pages lie flat and is made with PVC-free plastic, so it's less harmful to the environment.

- Black non-view binder protects working documents and keeps them organized
- Three D-rings keep pages secure
- Holds up to 220 sheets
- Label Holder on Spine
- Wide design accommodates letter-sized papers
- Durable covers are made of plastic with nonstick surface
- Two interior pockets for added organization
- Insert a custom spine label for easy identification



**Line # 63**

**Item 758551**

**Quill Brand® 4" D-Ring Binder; Non-View, Black, 3-Ring**

Item #: BID -758551 Model #: 758551 Brand: Quill Brand



## **Description**

- An economical way to bind, store or file 3-hole punched material
- Holds 8-1/2" x 11" sheets
- Ring size: 4"
- Sheet capacity: 835
- Acid-free poly material will not stick to materials stored inside
- Front and back inside pockets for loose sheets
- Sold as each
- Environmentally friendly: does not contain PVC which produces chlorine gas when incinerated
- Archival safe for all documents including photos
- Superior cold-crack resistance, down to 0° Fahrenheit
- D-Ring without label holder holds 3-hole punched 8-1/2x11" sheets



## Line # 64

Item #: 72205WE

## Quill Brand® 1/2" 3 Ring Round Ring View Binder, White (72205WE)

Item #: 72205WE Model #: 72205WE Brand: Quill Brand



### Description

Clear overlay for customization on all three sides. PVC-free, non-stick material will not damage contents. Clear pockets on the inside front and back covers are ideal for storing loose documents. Back mounted round rings provide a cleaner look. Holds 8 - 1/2" x 11" sheets. 1/2". White. 125 sheet capacity.

- Clear overlay for customization on all three sides
- PVC-free, non-stick material will not damage contents
- Clear pockets on the inside front and back covers are ideal for storing loose documents
- Back mounted round rings provide a cleaner look
- Holds 8-1/2" x 11" sheets
- 0.5"
- White
- 125 Sheet Capacity



**Line # 65**

**Item # 7221WE**

**Quill Brand® 1 inch, Round Ring, View Binder, White (7221WE)**

**Item #: 901-7221WE Model #: 7221WE Brand: Quill Brand**



## **Description**

**Quill Brand® 1" view binders are the ideal way to keep your papers and presentations organized.** Clear overlay for customization on all three sides. PVC-free, non-stick material will not damage contents. Clear pockets on the inside front and back covers are ideal for storing loose documents. Back mounted round rings provide a cleaner look. Holds 8 - 1/2" x 11" sheets. 1". White. 225 sheet capacity.

- Clear overlay for customization on all three sides
- PVC-free, non-stick material will not damage contents
- Clear pockets on the inside front and back covers are ideal for storing loose documents
- Back mounted round rings provide a cleaner look
- Holds 8-1/2" x 11" sheets
- 1"
- White
- 225 Sheet Capacity



**Line # 66/67/68**

**Item # 72215WE**

**Quill Brand® 1-1/2" 3 Ring Round Ring View Binder, White (72215we)**

Item #: 72215WE Model #: 72215WE Brand: Quill Brand



#### Description

Clear overlay for customization on all three sides. PVC-free, non-stick material will not damage contents. Clear pockets on the inside front and back covers are ideal for storing loose documents. Back mounted round rings provide a cleaner look. Holds 8 - 1/2" x 11" sheets. 1.5". White. 350 sheet capacity.

- Clear overlay for customization on all three sides
- PVC-free, non-stick material will not damage contents
- Clear pockets on the inside front and back covers are ideal for storing loose documents
- Back mounted round rings provide a cleaner look
- Holds 8-1/2" x 11" sheets
- 1.5"
- White
- 350 Sheet Capacity



**Line # 72**

**Item # BID 730815**

## Quill Brand® Medium-Duty EZ Fold™ Storage Boxes with Lift-Off Lid, Letter/Legal, 12/Ct (30815)



### **Description**

- 500lbs Stacking Strength
- Medium-duty for moderate use with or without shelving
- Lift-off lid for easy file access (lid ships attached and tears off for use)
- Item Dimension: 10" x 12" x 15"
- Contains 50% post-consumer recycled content
- 12 boxes per carton



Line # 73

Item # 733054EZ

Quill Brand® Corrugated Medium-Duty EZ Fold™ File Storage Boxes, String & Button, Letter Size, White, 12/Carton (3315401)



## Description

A busy office goes through a lot of paperwork, and economy storage boxes provide staff a way to keep tabs on important documents or casework without filling up a filing cabinet.

- Holds letter size files
- Item Dimension: 10-1/4"x12"x24"
- 500lbs Stacking Strength.



Line # 74

Item # 733055

Quill Brand® 35% Recycled Corrugated File Storage Boxes, String & Button, Legal Size, White, 12/Carton (33055)



## Description

Quill Brand String and Button Storage Boxes Store Old Files

- Boxes allow to store files with ease, whether you want to put them out of sight or keep them on hand
- White corrugated cardboard is sturdy and lightweight
- Holds legal size files
- Item Dimension: 10-1/4"x15"x24"
- 350lbs Stacking Strength
- String & button closure keeps contents secure even if box is overturned
- Basic set-up that holds legal size documents
- Guaranteed minimum of 35% post-consumer recycled content
- 12 per carton



Line item# 75

Item # 732030QQW

Quill Brand® Basic-Duty Storage Boxes with Lift-Off Lid, Letter/Legal, 12/Ct (00456)



## Description

Our Economy Storage Boxes Make Recordkeeping Simple

- Boxes allow to store files with ease, whether you want to put them out of sight or keep them on hand
- White corrugated cardboard is sturdy and lightweight
- Holds a variety of sizes
- Item Dimension: 10" x 12" x 15"
- 350lbs Stacking Strength
- Lift-off lid for easy file access (lid ships attached and tears off for use)
- Basic-duty, standard set-up construction for moderate stacking or use with shelving
- Guaranteed minimum of 35% post-consumer recycled content
- 12 per carton
- Acid-neutral with a PH level that ranges from 7.1 to 8.1



**item#:**

**Item # 7C1524**

## Quill Brand® Heavy-Duty Reinforced Expanding File Pockets, 3-1/2" Expansion, Letter, 25/Bx (7C1524)

**Item #:** 901-7C1524 **Model #:** 7C1524-QC **Brand:** Quill Brand



### Description

- Ideal for frequently accessed files and long-term storage
- Letter size with 3-1/2" expansion
- Heavyweight 24-point front and back covers
- Tyvek® strip protects all critical stress points
- Rip-proof gussets
- Scored front flap provides easy access to paperwork
- Contains 10% post-consumer recycled content



**Line # 78**

**Item 7Q1526**

**Quill Brand® File Pockets; Legal Size, 3-1/2" Expansion, 25/Box**

Item #: BID -7Q1526 Model #: 7Q1526-QCC Brand: Quill Brand



**Description**

- 3-1/2" expansion
- Legal
- 25 per box
- Holds standard top-tab folders, creating a file within a file
- Assembled by hand, then permanently glue-bonded
- Durable front and back covers resist everyday abuse
- Drop front style allows easy access to contents
- 11-pt. manila liner, 1/2" higher in back for labeling
- Tyvek® reinforcement at gusset top



**Line # 79**

**Item # 74900**

## **Quill Brand® File Jackets, Flat, Letter, Manila, 100/Bx (74900)**

**Model #: 4900 Brand: Quill Brand**



### **Description**

- Flat
- Letter: 9-1/2 x 11-3/4"
- 100 per box
- Superior strength for everyday use
- Sturdy 11-pt. manila stock
- Double reinforced top
- Closed sides keep papers inside jacket to easily fit in file drawers
- Contains 10% post-consumer recycled content



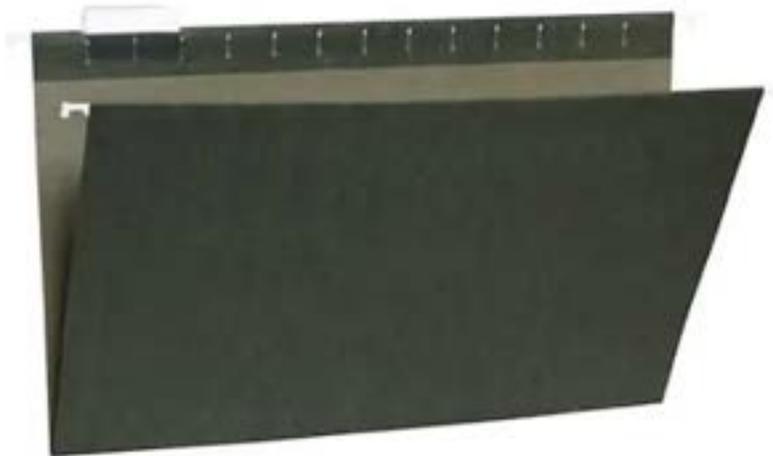


**Line # 81**

**Item # 7Q5315**

**Quill Brand® 100% Recycled Standard 5-Tab Hanging File Folders, Legal, Standard Green, 25/Bx (7Q5315)**

**Model #: 7Q5315-QCC Brand: Quill Brand**



**Description**

- Legal-size; 11 pt. stock
- 1/5-cut tab
- 25 per box
- Tabs and inserts included
- Contains 100% recycled content, 100% post-consumer material



**Line # 82**

**Item # 7Q5215**

**Quill Brand® Standard Green 100% Recycled Hanging File Folders; 1/5-Cut Adjustable Tabs, Letter Size, 25/BX**

**Model #: 7Q5215 Brand: Quill Brand**



**Description**

- Letter-size
- 1/5-cut tab
- Scuff-resistant, 11 pt. Stock
- Green
- 25 per box
- Tabs and inserts included
- Contains 100% recycled content, 100% post-consumer material



**Line # 83**

**Item # 740135**

**Quill Brand® Standard Manila File Folders; 11pt Medium-weight, 1-Ply,  
1/2-Cut Assorted Tabs, Letter Size, 100/BX**



**Description**

- 9-1/2x11-3/4"; letter size
- Made of 11-pt., medium-weight stock
- For active files that are handled frequently
- 1/2-cut assorted tabs
- Contains a minimum of 10% post-consumer recycled content
- 100 per box



Line # 84

Item #760135

Quill Brand® File Folders, Assorted Tabs, 1/2-Cut, Legal Size, Manila, 100/Box (760135)



### Description

- Comes in manila and is made of 11-pt. heavyweight stock
- 1/2-cut tabs in assorted positions
- For active files that are handled frequently
- Legal size folder easily holds important files
- 100 folders per box
- Contains a minimum of 10% post-consumer recycled content



**Line # 85**

**Item # 740137**

## **Quill Brand® File Folders, 1/3-Cut Assorted, Letter Size, Manila, 100/Box (740137)**

**Model #: A113 Brand: Quill Brand**



### **Description**

Make filing documents easy with these standard letter-size manila file folders. The oversized 1/3-cut tab layout provides ample room for file names, account numbers and other essential information, while the standard construction is ideal for everyday handling. These letter-size manila file folders feature a versatile design that's ideal for use in vertical or lateral file systems.

- Comes in manila and is made of medium weight paper stock
- 1/3-cut tabs in assorted positions
- For active files that are handled frequently
- Letter size folder easily holds important files
- 100 folders per box
- Contains a minimum of 10% post-consumer recycled content



**Line # 86**

**Item # 760137**

**Quill Brand® Standard Manila File Folders; 11pt Medium-weight, 1-Ply, 1/3-Cut Assorted Tabs, Legal Size, 100/BX**

**Model #: 760137 Brand: Quill Brand**



**Description**

- Legal size; 9-1/2Hx14-3/4"W
- Made of 11-pt., medium-weight stock
- For active files that are handled frequently
- 1/3-cut assorted tabs
- Contains a minimum of 10% post-consumer recycled content
- 100 per box



**Line # 88**

**Item # 737711**

Quill Brand® 14pt Heavy-Duty Reinforced 3-Tab File Folders, 1-Fastener, Legal, Assorted Tabs, 2-Ply, Manila, 50/Bx (7-37711)



## **Description**

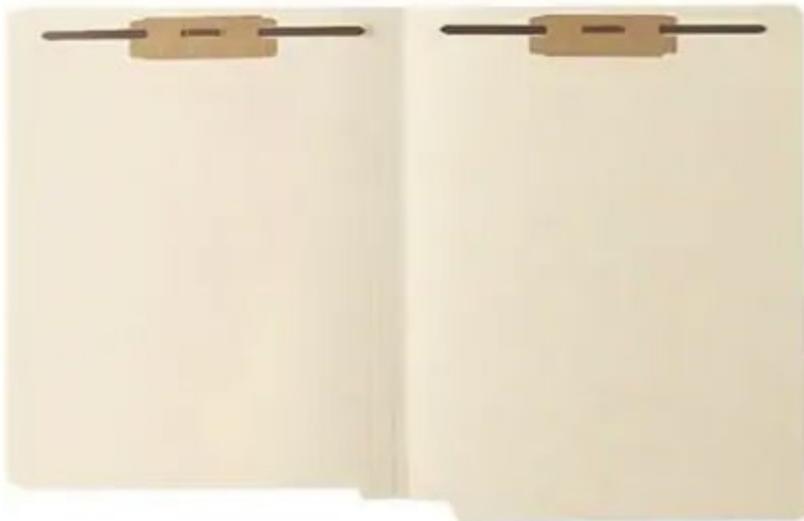
- Fastener folders in heavy-duty 14-pt., 180-lb. stock are ideal for active files
- 1-fastener folders in position 1
- Legal size
- 1/3-cut tabs
- Generous 2" capacity fasteners accommodates bulkier files
- Scored for 3/4" expansion
- Minimum 10% post-consumer content
- 50 folders per box



Line # 89

Item # 31462Q

Medical Arts Press® End-Tab File Folders, 2-Fasteners,  
Letter, Manila, 50/Bx (31462Q)



## Description

Store and categorize documents easily with these Medical Arts Press manila letter-size end-tab two-fastener file folders. Keep contracts, medical forms, and other paperwork organized with these end-tab two-fastener file folders. With 50 to a box, these folders make it easy to stock up your filing system, while the uniform color provides increased tidiness. These Medical Arts Press manila letter-size file folders include two interior fasteners, allowing for convenient categorization and ensuring documents stay securely in place.

- Manila 11 pt. paper stock is long-lasting and durable
- End tab with fastener for easy labeling
- Letter-size folders easily hold important files
- 50 folders to store and organize numerous important documents
- Contains 10% total recycled content
- Contains 10% post-consumer content
- This product is manufactured by a certified WBE (women owned business)



Line # 93

Item # 19934

## Smead Pressboard Classification Folders with SafeSHIELD Fasteners, 1/3-Cut Tab, Legal Size, Gray/Green, 25/Box (19934)



### Description

Organize large documents with this 25-pack of Smead SafeSHIELD fastener gray/green 1/3-cut tab 2-inch-expansion legal-size pressboard file folders. Get large files organized with these pressboard legal-size file folders. The SafeSHIELD coated fasteners help prevent crinkling, paper rips and finger cuts while letting you subdivide documents into two separate groups. These Smead pressboard file folders are constructed with sturdy 25-point pressboard for durability and are scored for 2-inch expansion, providing ample storage for thick stacks of paper.

- Comes in green and made of 25 pt. pressboard for durability
- Two 2" fasteners allow you to subdivide papers within the folder
- Expands up to 2" providing plenty of space to hold all of your important legal-size documents
- 1/3-cut tab provides plenty of room for labels and titles
- SafeSHIELD fastener protects papers and fingers while also reducing fastener crinkling
- 25 per box, enough for almost any project
- 60% post-consumer recycled content for an eco-friendly option
- Meets or exceeds SFI standard
- This product is manufactured by a certified WBE (women owned business)

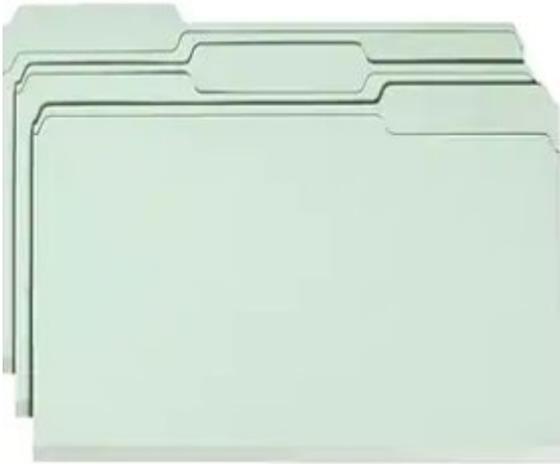
Protect your documents and fingers with Smead's patented SafeSHIELD® Coated Fastener Technology



Line # 94

Item: 19931

## Smead Pressboard Classification Folders with SafeSHIELD Fasteners, 1/3-Cut Tab, Legal Size, Gray/Green, 25/Box (19931)



### Description

Organize important files by using this 25-pack of Smead SafeSHIELD fastener legal-size 1-inch-expansion gray/green 1/3-cut-tab pressboard file folders. Ensure files are organized efficiently with these pressboard file folders. With SafeSHIELD fasteners, these file folders protect your fingers from cuts while providing additional filing support, and the 1-inch expansion makes them ideal for loans, real estate transactions and other large files. These Smead gray and green file folders are made with 30 percent post-consumer waste, so they're an environmentally sound choice.

- Comes in green and made of 25 pt. pressboard for durability
- Two 2" fasteners allow you to subdivide papers within the folder
- Expands up to 1" providing plenty of space to hold all of your important legal-size documents
- 1/3-cut assorted positions tab provides plenty of room for labels and titles
- SafeSHIELD fastener protects papers and fingers while also reducing fastener crinkling
- 25 per box, enough for almost any project
- 60% post-consumer recycled content for an eco-friendly option
- Meets or exceeds SFI standard
- This product is manufactured by a certified WBE (women owned business)

Protect your documents and fingers with Smead's patented SafeSHIELD® Coated Fastener Technology



Line # 97

Item # 720261

Quill® Multipurpose Print Labels; White, 8-1/2x11", 100 Labels,  
Comparable to Avery 5165



## Description

- Rectangular multi-purpose labels are ideal for large pallet labels, caution, bin and shipping cases
- Create labels using your copier, inkjet or laser printer using standard label software
- Flexible sheets lay flat for fewer paper jams
- Labels stay in place for printing and easily peel off and stick
- Premium adhesives won't damage your printer
- Size: 8-1/2x11"
- 1 label per sheet; 100 per box



**Item # 720354**

**Quill® Multipurpose Print Labels; White, 1x2-5/8", 750 Labels**



#### Description

Create labels using your copier, inkjet or laser printer using standard label software. Flexible sheets lay flat for fewer paper jams. Labels stay in place for printing and easily peel off and stick. Premium adhesives won't damage your printer.

- Size: 1x2-5/8"
- 30 labels per sheet; 750 per box
- Rectangular labels are ideal for addressing, file folders and price marking

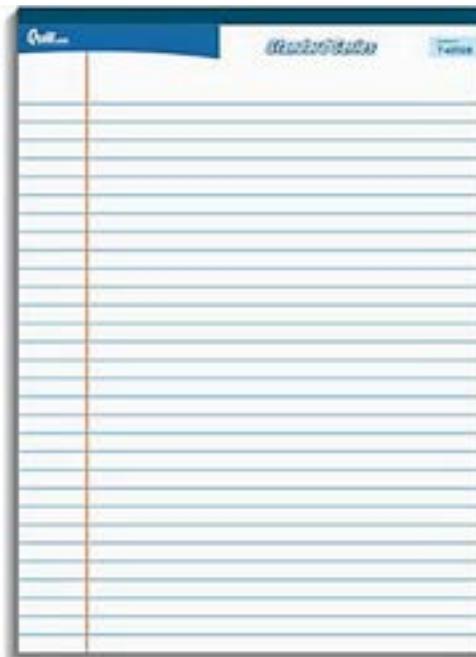


**Line # 105**

**Item # 742326**

**Quill Brand® Standard Series Ruled Legal Pad Junior Size 5x8"; Wide Ruled, White, 50 Sheets/Pad, 12 Pack**

**Model #: 742326-QCC Brand: Quill Brand**



**Description**

- Micro-perforated sheets for a clean edge and easy removal
- Wide rule
- 28-pt. chipboard backing
- 50 sheets per pad
- White
- Extra-smooth 16-lb. paper; 100% groundwood-free
- Size: 5x8"



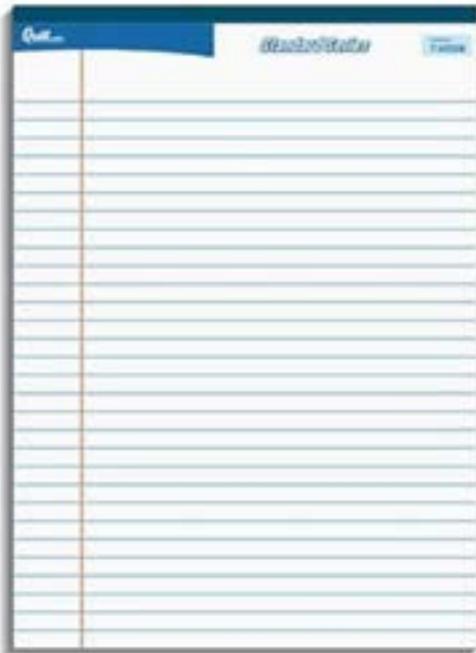


**Line # 106**

**Item # 742330**

**Quill Brand® Standard Series Ruled Legal Pad 8-1/2x14"; Wide Ruled, White, 50 Sheets/Pad, 12 Pack**

**Model #: 742328QL Brand: Quill Brand**



### Description

- Micro-perforated sheets for a clean edge and easy removal
- Wide rule
- 28-pt. chipboard backing
- 50 sheets per pad
- White
- Extra-smooth 16-lb. paper; 100% groundwood-free
- Sheet size: 8-1/2x11"

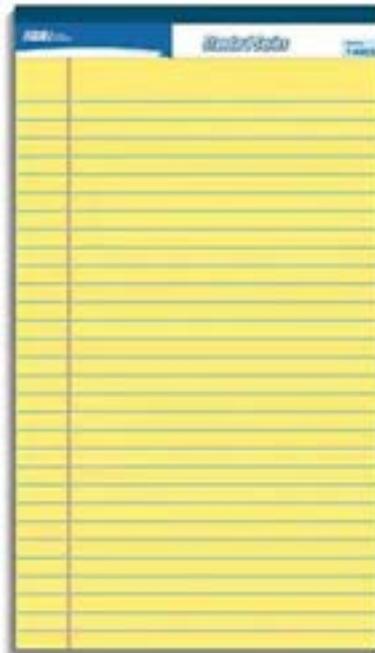


**Line # 107**

**Item # 740022L**

**Quill Brand® Standard Series Ruled Legal Pad 8-1/2x14"; Wide Ruled, Canary Yellow, 50 Sheets/Pad, 12 Pack**

**Model #: 740022L-QCC Brand: Quill Brand**



**Description**

- Micro-perforated sheets for a clean edge and easy removal
- Wide rule
- 28-pt. chipboard backing
- 50 sheets per pad
- Canary
- Extra-smooth 16-lb. paper; 100% groundwood-free
- Size: 8-1/2x13-1/4"



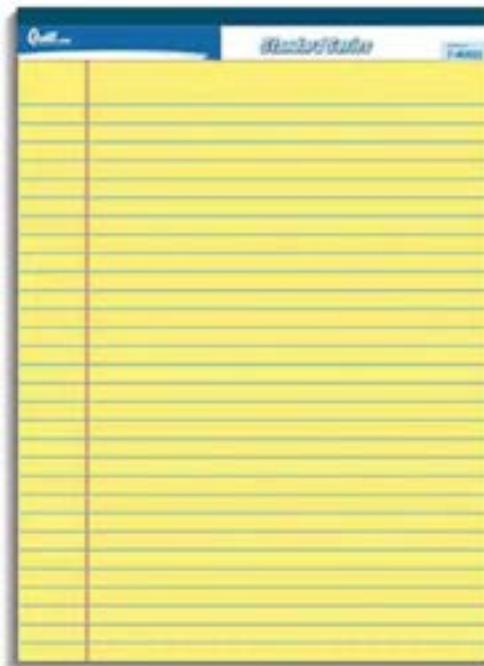


**Line # 108**

**Item # 740022**

**Quill Brand® Standard Series Ruled Legal Pad 8-1/2x11"; Wide Ruled, Canary Yellow, 50 Sheets/Pad, 12 Pack**

Model #: 740022-QCC Brand: Quill Brand



**Description**

- Size: 8-1/2x11"
- Wide rule
- 28-pt. chipboard backing
- 50 sheets per pad
- Canary
- Extra-smooth 16-lb. paper; 100% groundwood-free
- Micro-perforated sheets for a clean edge and easy removal

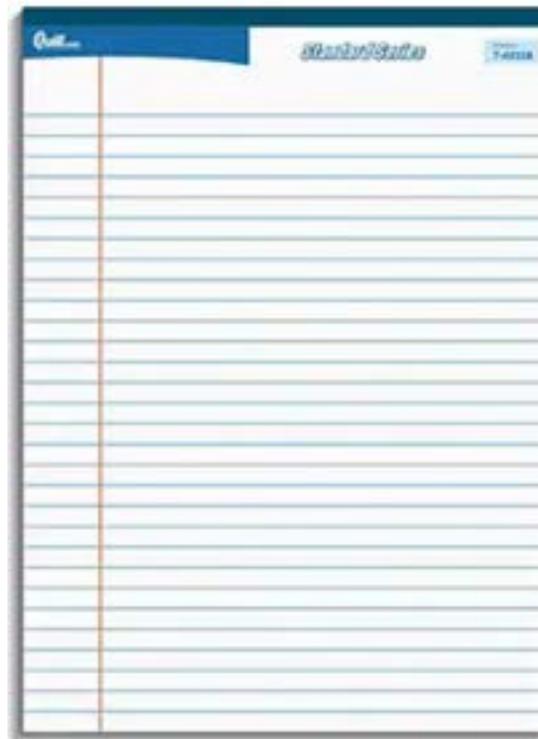


**Line # 109**

**Item # 742328**

## **Quill Brand® Standard Series Ruled Legal Pad 8-1/2x11"; Wide Ruled, White, 50 Sheets/Pad, 12 Pack**

Model #: 742328-QCC Brand: Quill Brand



### **Description**

- Micro-perforated sheets for a clean edge and easy removal
- Wide rule
- 28-pt. chipboard backing
- 50 sheets per pad
- White
- Extra-smooth 16-lb. paper; 100% groundwood-free
- Sheet size: 8-1/2x11"



Line # 110

Item: 2660952

## ACCO Premium Prong Fasteners for Standard 2-Hole Punch, Complete Set, 2-3/4", 1" Capacity, 50/Box



### Description

Securely bind your document with these heavy duty premium prong fasteners for use with standard 2-hole punch.

- 2 3/4" center to center, 1" capacity
- High quality complete set base and compressor fasteners for binding papers
- Heavy gauge - high-grade material for superior strength and durability
- Coined edges are smooth and safe
- Tin coated matte finish



**Line # 111**

**Item # 720200**

**Quill Brand® Steel Binder Clips, Small, 3/8" Capacity, 12/Box (720200-QCC)**

**Item #: 901-720200 Model #: 720200-QCC Brand: Quill Brand**



## **Description**

- 3/4" size; 3/8" capacity
- Small
- 12 clips per box
- Quill Brand® steel binder clips hold bulky papers together
- Handles flip up for hanging or can be removed for binding





**Line # 112**

**Item # 720500**

**Quill Brand® Steel Binder Clips, Medium, 5/8" Capacity, 12/Box (720500-QCC)**

**Item #: 901-720500 Model #: 720500-QCC Brand: Quill Brand**



**Description**

- 1-1/4" size; 5/8" capacity
- Medium
- 12 clips per box
- Quill Brand® steel binder clips hold bulky papers together
- Handles flip up for hanging or can be removed for binding





**Line # 113**

**Item # 721000**

**Quill Brand® Steel Binder Clips; Large 2" Clip, 1" Capacity, 12/Box**

**Item #: 901-721000 Model #: 721000-QCC Brand: Quill Brand**



## **Description**

- Large
- 2" size clip
- 1" capacity
- Quill Brand® steel binder clips hold bulky papers together
- Handles flip up for hanging or can be removed for binding
- 12 clips per box





**Line # 114**

**Item # P1KS**

## **Quill Brand® Regular Paper Clips, 1000 Count, 1 Pack = 10 Boxes (P1KS)**

**Model #: P1KS Brand: Quill Brand**



### **Description**

**Organizes loose papers and keeps them together**

#### ***Quill Brand Paper Clips Attach Papers Without Stapling***

Clip your documents together without leaving staple holes using Quill Brand paper clips. With 10 boxes of 100 paper clips each, your office is well-stocked.

Slip these Quill Brand paper clips over two or more papers to hold the stack together. The perfect way to attach documents without damaging them, these 1.25 inch paper clips help you avoid staple holes, and each clip can be used over and over again.

#### **Convenient Package Size**

This 1,000-count pack contains plenty of paper clips to meet your office's organizational needs for some time. Each pack contains 10 100-count boxes of paper clips, allowing you to disperse clips easily throughout your office without investing in new storage devices.

#### **High-Quality, Smooth Style**

Boasting a smooth exterior, these paper clips promise to slip easily over papers without getting stuck or scratching photos. The high-quality wire construction resists rust and corrosion, promising longevity.

- Paper clips are great for organizing papers and documents
- Size: 1-1/4"
- Silver
- 100 clips per box
- 10 boxes per pack (1,000 clips per pack)
- Standard smooth paper clips
- Good-quality wire resists rust and corrosion





**Line # 115**

**Item # P1JG**

**Quill Brand® Jumbo Paper Clips, 1000 Count, 1 Pack = 10 Boxes (P1JG)**

**Model #: P1JG/72580 Brand: Quill Brand**



## **Description**

**Clip loose papers together to keep them organized**

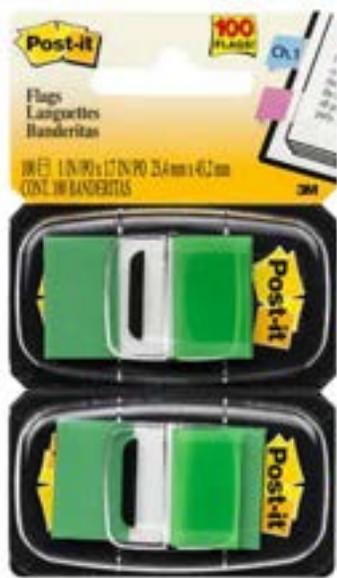
- Paper clips are great for organizing papers and documents
- Size: 1-3/4"
- Silver
- 100 clips per box
- 10 boxes per pack (1,000 clips per pack)
- Jumbo smooth paper clips
- Good-quality wire resists rust and corrosion



**Line # 116**

**Item # BID 680GN**

**Post-it® Flags, 1" Wide, Green, 100 Flags/Pack (680-GN2)**



## **Description**

Use flags to mark, tab, highlight important pages or points in a textbook or document. Flags stick securely and remove cleanly. Use flags to mark, tab, highlight important pages or points in a textbook or document. Flags stick securely and remove cleanly. This convenient two-pack gives you a total of 100 flags, 24 packs, case.

- Post-it® Flags make it simple to mark, flag or highlight important information.
- 1" Wide Flags in Green
- 50 Flags per Pad, 2 Pads per Pack
- Solid Post-it® Flags
- Eye-catching, colorful flags are easy to spot and have space to write
- Sticks securely and removes without damaging pages
- Easy one-handed dispensing to keep you on track



Line # 118

Item: 7QFL1YW

Quill Brand® Flags , 1" Wide, Yellow, 100 Flags/Pack  
(7QFL1YW)



## Description

- Page flags feature a writable surface to edit, label or jot notes and come in easy-to-use dispensers
- Yellow
- 100 per pack
- Flags measure 1" wide



**Line # 119**

**Item # 680RD**

## **Post-it® 1" Red Flags with Pop-Up Dispenser, 2 Pack**

**Model #: 680RD2 Brand: Post-it**



### **Description**

Post-it® Flags with Pop-Up Dispenser, Red, 1", 100 Flags/Pack (680-RD2) Post-it Flags with pop-up dispenser stick securely and can be easily removed/repositioned. Flags are 1" x 1 3/4" and assist in highlighting information. Sold as two 50 packs.

- Flag size: 1"W x 1-3/4"L
- 2 Packs of 50 each
- Color: Red
- Can be written on to edit, label or jot notes
- Flags stick securely, yet can easily be removed and repositioned
- Color code projects to better organize
- Flags make it easy to mark, flag or highlight important information
- Eye-catching, colorful flag in detachable dispenser is easy to spot
- 1" x 1 7/10"
- Ideal for marking pages in books, articles in magazines and color-coding documents or projects
- Post-it® Flags make it simple to mark, flag or highlight important information to save time
- Sticks securely, removes cleanly - ideal for marking documents without writing on them
- Eye-catching, colorful flags are easy to see, with space to write notes or headings



**Line # 120**

**Item # 7382YW**

## **Quill Brand® Self-Stick Sticky Flat Notes; 1-1/2" x 2", Yellow, 12 Pack**

**Model #: 7382YW Brand: Quill Brand**



### **Description**

**Our self-stick notes have the same adhesive and high-quality paper as other name brands, but our price is unbeatable**

- Paper is less "grainy" for smoother ink flow
- Yellow
- Size: 1-1/2 x 2"
- 100 sheets per pad
- Order in full-dozen quantities, same item number





**Line # 121**

**Item # 7388YW**

**Quill Brand® Self-Stick Sticky Flat Notes; 3" x 5", Yellow, 12 Pack**  
**Model #: 7388YW Brand: Quill Brand**



#### Description

Our self-stick notes have the same adhesive and high-quality paper as other name brands, but our price is unbeatable

- Paper is less "grainy" for smoother ink flow
- Yellow
- Size: 3x5"
- 100 sheets per pad
- Order in full-dozen quantities, same item number



Line # 122

Item #: 7384YW

## Quill Brand® Self-Stick Sticky Flat Notes; 3" x 3", Yellow, 12 Pack

Item #: 901-7384YW Model #: 7384YW Brand: Quill Brand



### Description

**Our self-stick notes have the same adhesive and high-quality paper as other name brands, but our price is unbeatable!**

- Use the self-adhesive notes to stick them on papers, desks, and other places where you need
- 3" x 3" notes in yellow
- Each pad has 100 notes and they come in a pack of 12
- Flat pads are perfect for on-the-go use
- Unlined notes give you room to express yourself

### **Quill Brand Self-Stick Sticky Flat Notes Make Memos Handy**

Whether you work in an office, a hospital or a warehouse, every team needs the ability to reach for a pad of Quill Brand Self-Stick sticky flat notes and quickly jot down a memo at a moment's notice. Gentle adhesive stays tacky and keeps notes in place while being easy to remove or re-stick. Buying sticky notes in bulk 12-packs lets you keep every department well-stocked with handy sticky notes. There's no more convenient way to facilitate quick and easy reminders, memos and communications.

### **Tacky Adhesive Keeps Notes Securely in Place**

Just the right amount of stickiness allows your notes to stick to walls, desks and other surfaces in the workplace, ensuring that team members have their memos within easy sight at all times. At the same time, the adhesive is mild enough to peel notes off easily and move them around without damaging surfaces. A team member can write a note for herself and then pass it along to her coworker's desk if someone else needs to cross-reference it.

### **Bulk Packages Keep Your Entire Team Stocked**

It's hard to keep enough sticky notes around for everyone when you've got multiple departments and dozens of employees with constant communication needs. Keep enough sticky notes on hand for the entire team by buying in bulk. A 12-pack of sticky note pads ensures that everyone in the department has memos on their desks at a moment's notice. Stock up, and keep your team in the loop.



**Line # 123**

**Item # 7390YW**

**Quill Brand® Self-Stick Notes, 4" x 6", Yellow, Lined, 100 Sheets/Pad, 12 Pads/Pack (7390YW)**

**Item #: 901-7390YW Model #: 7390YW Brand: Quill Brand**



## **Description**

**Our self-stick notes have the same adhesive and high-quality paper as other name brands, but our price is unbeatable!**

- Use the self-adhesive notes to stick them on papers, desks, and other places where you need
- 4" x 6" notes in yellow
- Each pad has 100 notes and they come in a pack of 12
- Flat pads are perfect for on-the-go use
- Lined notes provide structure for your thoughts



**Line # 124**

**Item # 746F5AQ**

Quill Brand® Self-Stick Notes, 4" x 6", Coastal Pastel Colors, Lined, 100 Sheets/Pad, 5 Pads/Pack (746F5AQ)



## **Description**

Our self-stick notes have the same adhesive and high-quality paper as other name brands, but our price is unbeatable!

- Use the self-adhesive notes to stick them on papers, desks, and other places where you need
- 4" x 6" notes in coastal pastel colors
- Each pad has 100 notes and they come in a pack of 5
- Flat pads are perfect for on-the-go use
- Lined notes provide structure for your thoughts
- Includes 1 each of mare, coral reef, sea green, soft pink and ocean blue



**Line # 125**

**Item # 13882**

## **Ticonderoga The World's Best Pencil Wooden Pencils, No. 2 Soft Lead, Dozen (13882)**

**Model #: 13882 Brand: Dixon**



### **Description**

**Sketch and jot down notes with accuracy with this 12-pack of Dixon Ticonderoga wood-case #2 soft yellow-barrel pencils.** Write easy-to-read notes with these Dixon Ticonderoga wood-case #2 soft, yellow-barrel pencils. These pencils are sold in a pack of 12, which is ideal for busy offices and classrooms, and the solid graphite core delivers a smooth performance and easy-to-read text. These Dixon Ticonderoga wood-case pencils have a latex-free eraser to make it easy to correct mistakes on paper.

- High-quality wooden pencils
- This pencil has No. 2 lead that resists breakage for smooth writing
- This smooth-writing quality pencil features the classic yellow hexagonal shape
- Features a soft lead for smooth, polished writing
- Pencils come in pack of 12 and can replace pens during many common work-related tasks or projects
- Top-quality, latex-free eraser provides easy, clean corrections
-



**Line # 126**

**Item #14998**

## **Dixon® Golf Pencils**



### **Description**

- 3-1/2"-long pre-sharpened pencils
- No. 2 lead
- Use for tests, survey forms, questionnaires and more
- PMA certified non-toxic
- 144 yellow pencils per box



**Line # 143**

**Item # 3000BK**

Sharpie® Fine Point Permanent Markers, Black, 12/pk (30001)



## Description

Make your mark with the bold color of Sharpie fine-point permanent black markers. Label files, boxes and other items around the office with these Sharpie fine-point permanent black markers. Each one features quick-drying ink to resist smudges, water and fading for long-lasting results. The black color stands out on a variety of backgrounds for visibility and fine-point tips on these permanent pens make it easy to write in small spaces. Capable of writing on plastic, cardboard and metal, these Sharpie permanent markers deliver a versatile organization-driven addition to your office supply drawer.

- Permanent ink formula is designed to last
- Create clear black lines with these markers, which are well-suited for a variety of office tasks
- Fine-point tip creates thin, accurate lines
- As these markers are non-toxic, they are extremely safe to use
- Sold as 12 markers per pack
- on most surfaces



**Line #**

**Item # SAN30001**

**Sharpie Permanent Marker, Fine Point, Black (30001)**



## **Description**

**Use these Sharpie black fine point permanent markers to clearly label your important boxes and files with smudge-resistant waterproof ink.** Organize your space by labeling your items with these black Sharpie permanent markers. The ink dries quickly and is waterproof and fade-resistant so you never have to worry about the writing rubbing off. Sharpie permanent markers work on most surfaces including metal, plastic and paper, letting you write clearly in small spaces with the fine point tip.

- Permanent ink formula is designed to last
- Create clear black lines with this marker, which is well-suited for a variety of office tasks
- Fine-point tip creates thin, accurate lines
- Markers are sold individually
- As these markers are non-toxic, they are extremely safe to use

**Line # 145**

**Item # 24425Q**

## Sharpie Liquid Highlighters, Chisel, Yellow, Dozen (1754463)



### Description

Know before you're low with the Sharpie Liquid Highlighter! This pack of highlighters offers smooth ink flow for consistent marking, while the visible ink supply and indicator help you keep track of ink levels. These highlighters feature a versatile chisel tip perfect for highlighting, underlining, and taking notes. Know before you're low with the Sharpie Liquid Highlighter! This pack of highlighters offers smooth ink flow for consistent marking, while the visible ink supply and indicator help you keep track of ink levels. These highlighters feature a versatile chisel tip perfect for highlighting, underlining, and taking notes. Meanwhile, the pigmented, fluorescent yellow ink dries quickly to produce bold, easy-to-see color.

- Sharpie Liquid Highlighters with visible ink supply that allows you to know before you're low
- Chisel tip glides smoothly for a clean application and consistent flow
- Convenient loop feature securely attaches to 3-ring binders, planners, and bags
- Includes: 12 Fluorescent Yellow Sharpie Highlighters