REQUEST FOR PROPOSAL

by

The University of Texas System,
acting through The University of Texas System Supply Chain Alliance,

for

selection of a

PREFERRED SUPPLIER
of
OFFICE SUPPLIES

RFP No. UTS/A43

Submittal Deadline: February 18, 2014
@ 3:00 PM, CST

Issued: January 8, 2014

SECTION 1
INTRODUCTION

1.1 Description of The University of Texas System

The University of Texas System is comprised of System Administration and 15 institutions of higher education with campuses across the State of Texas whose missions are devoted to world class healthcare, teaching, research, and public service (collectively, "**UT System**"). UT System currently has six health institutions and nine academic facilities, making it one of the larger education systems in the United States. With an operating budget of $14.6 billion, UT System has a current student enrollment exceeding 216,000. UT System employs more than 87,000 faculty and staff, making UT System one of the largest employers in the State of Texas.

UT System is comprised of the following institutions:

- The University of Texas Southwestern Medical Center (UTSW)
- The University of Texas Medical Branch at Galveston (UTMB)
- The University of Texas Health Science Center at Houston (UTHSCH)
- The University of Texas Health Science Center at San Antonio (UTHSCSA)
- The University of Texas MD Anderson Cancer Center (UTMDACC)
- The University of Texas Health Science Center at Tyler (UTHSCT)
- The University of Texas at Arlington (UTA)
- The University of Texas at Austin (UT Austin)
- The University of Texas at Brownsville (UTB)
- The University of Texas at Dallas (UTD)
- The University of Texas at El Paso (UTEP)
- The University of Texas – Pan American (UTPA)
- The University of Texas of the Permian Basin (UTPB)
- The University of Texas at San Antonio (UTSA)
- The University of Texas at Tyler (UTT)

UT System has established the University of Texas System Supply Chain Alliance (the "**Alliance**") to conduct and coordinate strategic purchasing initiatives across UT System. The Alliance is also affiliated with various Texas institutions of higher education. Through collaborative relationships, the Alliance seeks to combine supply chain and contracting activities and obtain best value goods and services while reducing total acquisition costs. The Alliance has created a team of supply chain professionals (the "**Strategic Sourcing Team**") that has been tasked with executing Alliance purchasing initiatives. The Strategic Sourcing Team assembles a team of subject matter experts ("**SMEs**") from participating institutions to assist in the development of each sourcing event and the evaluation of suppliers during the procurement process. SMEs are involved from the sourcing event's inception and work with the Alliance and UT System to select the best value supplier(s). Any agreement resulting from this Request for Proposal, UTS/A43 (this "**RFP")** will be extended and marketed to all UT System institutions.

Various non-UT System institutions that are affiliated with the Alliance may participate, too, in any agreement resulting from this RFP.

By participating in this RFP, proposer(s) (collectively, "**Proposer**") agrees to extend all goods, services and pricing to any Alliance member or affiliate (collectively, "**Institutional Participant**") that wishes to participate in any contract entered into with Proposer.

1.2 Objective of this Request for Proposal

UT System, acting through the Alliance, is soliciting proposals in response to this RFP from qualified suppliers, for the office supplies and related services more specifically described in **Section 5.4** ("**Scope of Work**") of this RFP (collectively, the "**Office Supplies**"). The successful Proposer(s) to whom business may be awarded is referred to in this RFP as the "**Preferred Supplier**."

Specifically this RFP process should:
- Provide a comprehensive and guaranteed pricing structure for related goods and services;
- Leverage the aggregate purchasing volumes of Institutional Participants;
- Achieve cost savings for Institutional Participants;
- Create a process for utilization of Preferred Supplier to meet the needs of the Institutional Participants for both routine purchases and individual projects;
- Improve overall customer satisfaction; and
- Enhance relationships between Preferred Supplier and Institutional Participants.

UT System's goal is to team with one or more Preferred Suppliers and develop a relationship that will produce a win-win for all parties. UT System hopes to work with the Preferred Supplier(s) to establish practical business processes and procedures that will foster a strong working relationship.

Proposer should provide solutions involving historically underutilized business suppliers, where possible (ref. **Section 2.5** of this RFP).

Proposer is invited to submit a proposal, including innovative and non-traditional suggestions, to establish a strategic business alliance with UT System that will maximize the resources of both organizations to most effectively meet the requirements specified in this RFP.

1.3 Scope of Opportunity

UT System estimates the aggregate spend by UT System institutions for Office Supplies at $17.8 million annually, or $178 million over the anticipated ten-year duration of any agreement resulting from this RFP. This estimated aggregate spend is based upon historical spend reports of institutions that may participate in any agreement resulting from this RFP, and is only an estimate of possible future volume. The chart below is a list of product categories and the associated percent of the historical spend for each category included in the RFP:

- General Office Supplies 46%
- Toner & Ink 30%
- Paper Products 19%
- Writing Instruments 3%
- Folder Products 2%

No contract resulting from this RFP will guarantee a specific volume of services to a Preferred Supplier.

THE ABOVE FIGURES ARE ESTIMATES ONLY. OFFICE SUPPLIES PURCHASED ON THE BASIS OF ANY AGREEMENT RESULTING FROM THIS RFP MAY INVOLVE MORE OR LESS THAN THE ESTIMATES PROVIDED. UT SYSTEM DOES NOT REPRESENT, WARRANT OR GUARANTY THAT PARTICIPANTS WILL PURCHASE ANY PARTICULAR DOLLAR VALUE OR ANY PARTICULAR QUANTITY OF SERVICES, AND UT SYSTEM SPECIFICALLY DISCLAIMS ANY SUCH REPRESENTATIONS, WARRANTIES AND GUARANTIES.

SECTION 2
NOTICE TO PROPOSER

2.1 Submittal Deadline

UT System will accept proposals submitted in response to this RFP until **3:00 PM**, Central Standard Time, on **February 18, 2014** (the "**Submittal Deadline**").

2.2 UT System Contact Person

Proposers will direct all questions or concerns regarding this RFP to the following UT System contact person (the "**UT System Contact**"):

Kyle Barton, Contract Manager
UT System Supply Chain Alliance
Phone: 713-745-8339
Email: KDBarton@mdanderson.org

UT System specifically instructs all interested parties to restrict all contact and questions regarding this RFP to written communications forwarded to the UT System Contact. The UT System Contact must receive all questions or concerns no later than **5:00 PM**, Central Standard Time, on **January 24, 2014**. UT System will use a reasonable amount of time to respond to questions or concerns. It is UT System's intent to respond to all appropriate questions and concerns; however, UT System reserves the right to decline to respond to any question or concern.

2.3 Criteria for Selection

Successful Proposer, if any, selected by UT System in accordance with the requirements and specifications set forth in this RFP, will be the Proposer that submits a proposal in response to this RFP, on or before the Submittal Deadline, that is most advantageous to UT System.

Proposer is encouraged to propose terms and conditions offering the maximum benefit to UT System in terms of (1) products and services to be provided and (2) total overall cost to participating institutions. Proposers should describe all educational, state and local government discounts, as well as any other applicable discounts that may be available.

An evaluation team from UT System will evaluate proposals. The evaluation of proposals and the selection of Preferred Supplier will be based on the information provided by Proposer in its proposal. UT System may give consideration to additional information if UT System deems such information relevant.

The criteria to be considered by UT System in evaluating proposals and selecting Preferred Supplier, will be those factors listed below:

2.3.1 Threshold Criteria Not Scored

2.3.1.1 Ability of UT System to comply with laws regarding Historically Underutilized Businesses; and

2.3.1.2 Ability of UT System to comply with laws regarding purchases from persons with disabilities.

2.3.2 Scored Criteria

2.3.2.1 cost of the goods and services;
2.3.2.2 reputation of Proposer and of Proposer's goods or services;
2.3.2.3 quality of Proposer's goods or services;
2.3.2.4 extent to which the goods or services meet UT System's needs;
2.3.2.5 Proposer's past relationship with UT System;
2.3.2.6 the total long-term cost of acquiring Proposer's goods or services ; and
2.3.2.7 Proposer's exceptions to the terms and conditions set forth in **Section 4** of this RFP.

2.4 Key Events Schedule

Issuance of RFP	January 8, 2014
Pre-Proposal Conference (ref. **Section 2.6** of this RFP)	January 22, 2014 10:00 AM, Central Standard Time
Deadline for Questions/Concerns (ref. **Section 2.2** of this RFP)	5:00 PM, Central Standard Time on January 24, 2014
Submittal Deadline (ref. **Section 2.1** of this RFP)	3:00 PM, Central Standard Time on February 18, 2014
Selection of Finalists	March 2014
Finalists Interviews and Negotiations	April 2014
Anticipated Contract Award	July 2014

IMPORTANT NOTICE: The Key Events Schedule represents many sourcing and contracting activities occurring within a short period of time. Proposer is asked in advance to make the following resources available to expedite the selection and contracting process:

1. If selected as a finalist, Proposer may be required to attend an interview session that includes a face-to-face meeting with an advance notice of no more than one week. The anticipated location of this activity is Houston, Texas.

2. If selected for contract award, Proposer should have its chief legal and business officers available for commencement of contract negotiations with 72 hours of notice of award. Such negotiations may take place face-to-face in order to expedite the contracting phase. The anticipated location of this activity is Houston, Texas. Proposer is requested to reference **Section 4.1** of this RFP and provide any exceptions as part of Proposer's RFP response.

Proposer should not underestimate the necessity of complying with the Key Events Schedule and critical activities listed above. UT System reserves the right to revise the Key Events Schedule at any time.

2.5 Historically Underutilized Businesses

2.5.1 All agencies of the State of Texas are required to make a good faith effort to assist historically underutilized businesses (each a "**HUB**") in receiving contract awards. The goal of the HUB program is to promote full and equal business opportunity for all businesses in contracting with state agencies. Pursuant to the HUB program, if under the terms of any agreement or contractual arrangement resulting from this RFP, Preferred Supplier subcontracts any of its performance hereunder, Preferred Supplier must make a good faith effort to utilize HUBs certified by the Texas Procurement and Support Services Division of the Texas Comptroller of Public Accounts or any successor agency. Proposals that fail to comply with the requirements contained in this **Section 2.5** will constitute a material failure to comply with advertised specifications and will be rejected by UT System as non-responsive. Additionally, compliance with good faith effort guidelines is a condition precedent to awarding any agreement or contractual arrangement resulting from this RFP. Proposer acknowledges that, if selected by UT System, its obligation to make a good faith effort to utilize HUBs when subcontracting hereunder will continue throughout the term of all agreements and contractual arrangements resulting from this RFP. Furthermore, any subcontracting hereunder by Proposer is subject to review by UT System to ensure compliance with the HUB program.

2.5.2 UT System has reviewed this RFP in accordance with Title 34, *Texas Administrative Code*, Section 20.13 (a), and has determined that subcontracting opportunities are probable under this RFP.

2.5.3 A HUB Subcontracting Plan ("**HSP**") is required as part of Proposer's proposal. The HSP will be developed and administered in accordance with UT System's Policy on Utilization of Historically Underutilized Businesses attached as **APPENDIX TWO** and incorporated herein for all purposes.

Each Proposer must complete and return the HSP in accordance with the terms and conditions of this RFP, including ***APPENDIX TWO****. Proposals that fail to do so will be considered non-responsive to this RFP in accordance with Section 2161.252, Texas Government Code.*

Preferred Supplier will not be permitted to change its HSP unless: (1) Preferred Supplier completes a newly modified version of the HSP in accordance with the terms of **APPENDIX TWO** that sets forth all changes requested by Preferred Supplier, (2) Preferred Supplier provides UT System with such modified version of the HSP, (3) UT System approves the modified HSP in writing, and (4) all agreements or contractual arrangements resulting from this RFP are amended in writing by UT System and Preferred Supplier to conform to the modified HSP.

2.5.4 Proposer must submit one (1) signed copy of the HSP to UT System at the same time as it submits its proposal to UT System (ref. **Section 3.1** of this RFP). The signed copy of the HSP (the "**HSP Packet**") must be submitted electronically utilizing the Ariba® e-sourcing tool as more particularly described in **Section 3.1** of this RFP. Proposer must ensure that the HSP Packet is submitted according to the electronic instructions provided in this RFP.

Any proposal submitted in response to this RFP that is not accompanied by an HSP Packet meeting the above requirements will be rejected by UT System and remain unopened, as that proposal will be considered non-responsive due to material failure to comply with advertised specifications. Furthermore, UT System will open a Proposer's HSP Packet prior to opening the proposal submitted by Proposer, in order to ensure that Proposer has submitted a signed copy of the Proposer's HSP Packet as required by this RFP. A Proposer's failure to submit a signed copy of the completed HSP Packet as required by this RFP will result in UT System's rejection of the proposal submitted by that Proposer as non-responsive, due to material failure to comply with advertised specifications; such a proposal will remain unopened and will be disqualified and not reviewed by UT System (ref. **Section 1.5** of **APPENDIX ONE** to this RFP).

Note: The requirement that Proposer provide a signed and completed HSP Packet under this **Section 2.5.4** is separate from and does not affect Proposer's obligation to provide UT System with its proposal as specified in **Section 3.1** of this RFP.

2.6 Pre-Proposal Conference

UT System will hold a pre-proposal conference at **10:00 AM**, Central Standard Time, on **January 22, 2014**. Proposers may attend the conference in one of the following two formats:

in person attendance located in the One Mid Campus Building at 7007 Bertner Ave. Suite 11.2339, TX 77030 (located in the Texas Medical Center); or

webinar broadcast via the Internet utilizing the "Go-to-Meeting" webinar conference service.

The Pre-Proposal Conference will allow all Proposers an opportunity to ask the Alliance, the Strategic Sourcing Team, and UT System HUB representatives relevant questions and clarify provisions of this RFP. Proposer should notify the UT System Contact **by no later than January 17, 2014**, whether it will attend the Pre-Proposal Conference, by emailing the UT System Contact at KDBarton@mdanderson.org. Proposer must clearly state in which format it will attend. If the Proposer elects to attend the Pre-Proposal Conference in the webinar format, UT System will provide complete details and instructions (including personal computer requirements). If Proposer elects to attend the Pre-Proposal Conference in person, there will be a strict limit of two (2) individuals per Proposer.

SECTION 3
SUBMISSION OF PROPOSAL

3.1 Electronic Submission Notice

Submittal of proposals in response to this RFP will be conducted entirely electronically, utilizing the Ariba® e-sourcing tool. To register for participation in this RFP, please email or call the UT System Contact for further instruction. An original signature by an authorized officer of Proposer must appear on the Execution of Offer (ref. **Section 2** of **APPENDIX ONE**) and electronically uploaded as instructed. Proposals must be completed and received by UT System on or before the Submittal Deadline (ref. **Section 2.1** of this RFP).

3.2 Proposal Validity Period

Each proposal must state that it will remain valid for UT System's acceptance for a minimum of one hundred eighty (180) days after the Submittal Deadline, to allow time for evaluation, selection, and any unforeseen delays.

3.3 Terms and Conditions

3.3.1 Proposer must comply with the requirements and specifications contained in this RFP, the General Terms and Conditions (ref. **Section 4** of this RFP), the Notice to Proposer (ref. **Section 2** of this RFP), Proposal Requirements (ref. **APPENDIX ONE**) and the Specifications, Additional Questions and Scope of Work (ref. **Section 5** of this RFP). If there is a conflict among the provisions in this RFP, the provision requiring Proposer to supply the better quality or greater quantity of goods and services will prevail, or if such conflict does not involve quality or quantity, then interpretation will be in the following order of precedence:

3.3.1.1 Specifications, Additional Questions and Scope of Work (ref. **Section 5** of this RFP);

3.3.1.2 General Terms and Conditions (ref. **Section 4** of this RFP);

3.3.1.3. Proposal Requirements (ref. **APPENDIX ONE**); and

3.3.1.4 Notice to Proposer (ref. **Section 2** of this RFP).

3.4 Submittal Checklist

Proposer is instructed to complete, sign, and upload into the Ariba® e-Sourcing tool, the following documents as a part of its proposal. If Proposer fails to return each of the following items with its proposal, UT System may reject the proposal:

3.4.1 Signed and Completed Execution of Offer (ref. **Section 2** of **APPENDIX ONE**).

3.4.2 Responses to questions and requests for information in the Specifications, Additional Questions and Scope of Work Section (ref. **Section 5** of this RFP).

3.4.3 Signed and Completed Pricing Affirmation (ref. **Section 6** of this RFP).

3.4.4 Signed and completed copy of the HUB Subcontracting Plan or other applicable documents (ref. **Section 2.5** of this RFP and **APPENDIX TWO**).

3.4.5 Responses to Proposer's Survey (ref. **Section 5.5** of this RFP).

3.4.6 Proposer's Price Schedule (ref. **Section 6** and **Attachments A, B and C** of this RFP).

SECTION 4
GENERAL TERMS AND CONDITIONS

4.1 General Information regarding Structure of Transaction and Terms and Conditions

The structure of the transaction UT System intends to enter into as a result of this RFP will be substantially similar to the following: (1) one Preferred Supplier Agreement ("**PSA**") between UT System and Preferred Supplier; and (2) several Institutional Participation Agreements (each an "**IPA**") signed by participating Alliance members and affiliates (collectively, the "**Agreement**").

The terms and conditions contained in the attached Sample Preferred Supplier Agreement (ref. **APPENDIX THREE**) or, in the sole discretion of UT System, terms and conditions substantially similar to those contained in **APPENDIX THREE**, will constitute and govern any agreement that results from this RFP. If Proposer takes exception to any terms or conditions set forth in the Preferred Supplier Agreement, Proposer must submit a list of the exceptions as part of its proposal in accordance with **Section 5.3.1** of this RFP. Proposer's exceptions will be reviewed by UT System and may result in disqualification of Proposer's proposal as non-responsive to this RFP. If Proposer's exceptions do not result in disqualification of Proposer's proposal, UT System may consider Proposer's exceptions when UT System evaluates the Proposer's proposal.

SECTION 5
SPECIFICATIONS, ADDITIONAL QUESTIONS AND SCOPE OF WORK

5.1 General

The requirements and specifications for the Office Supplies, as well as certain requests for information to be provided by Proposer as part of its proposal, are set forth below.

5.2 Minimum Requirements

5.2.1 Proposer must pay to the Alliance a quarterly administrative fee of 2% of the Total Net Sales made under the Agreement (ref. **Section 6.2** of this RFP).

5.3 Additional Questions Specific to this RFP and Scope of Work

Proposer must submit the following information as part of Proposer's proposal:

5.3.1 If Proposer takes exception to any terms or conditions set forth in **Section 4** of this RFP, Proposer must submit a list of the exceptions.

5.3.2 Proposers will provide answers to the questions listed in the Proposer's Survey ("**Proposer's Survey**") (ref. **Section 5.5** of this RFP) to the best of Proposer's knowledge, as responses may be incorporated into the Agreement. The questions in the Proposer's Survey will provide UT System with additional information about Proposer and various efficiencies and economies of scale that Proposer may provide to participating institutions.

5.4 Scope of Work

The details noted below will form the basis for the Scope of Work to be included in the Agreement concluded between UT System and Preferred Supplier.

5.4.1 Definitions. For purposes of this RFP the following definitions will apply:

"Core List" = a list of the Office Supplies most commonly ordered by Institutional Participants, with specific SKU numbers – see **Attachment A** to this RFP – that have been identified through analysis and quoted as a list of products based on Institutional Participant usage and purchasing pattern or history.

"Direct Manufacturers Agreement" ("DMA") = an agreement, also known as a Preferred Manufacturer Agreement, made by UT System or Institutional Participant directly with an original equipment manufacturer ("**OEM**") that establishes recommended resale pricing and other terms for products that are supplied to the Preferred Supplier for distribution. Currently, UT System has only one DMA for Office Supplies in place. It is with Hewlett Packard for toner and ink under their "Big Deal" Program. **Attachment D** (HP Big Deal) to this RFP identifies the products covered by this DMA. Office Supplies subject to this DMA have been omitted from **Attachments A, B and C** (collectively, the "**Price Schedule**").

"Non-Core List" = Office Supplies that are contained in the Preferred Supplier's product catalog and that are not part of the Core List. These products will be available for purchase by Institutional Participants and will be priced subject to the discount from list percentage to be specified for their respective Merchandise Classes by Proposer in **Attachment B** (Non-Core List Pricing).

"UT System Contract Administrator" = the individual designated by UT System to be responsible for day-to-day management of the Preferred Supplier-UT System relationship and to serve as the Preferred Supplier's primary contact for and on behalf of Institutional Participants on all matters relating to the Agreement.

5.4.2 General Description. The following outlines the minimum required and essential service requirements for the Scope of Work. Proposer acknowledges and understands that this RFP provides a general description of the work to be performed and is not intended to be all inclusive. Proposer represents that it is familiar with the requirements and general conditions that are essential and necessary to provide a comprehensive program for the Office Supplies, consistent with industry best practices and in accordance with all licensing, regulations, and professional standards.

Preferred Supplier will provide Office Supplies to Institutional Participants as their preferred primary Office Supplies supplier. The Agreement resulting from this RFP will provide Institutional Participants with access to Office Supplies at discounted prices and is intended to permit all parties to reduce procurement and transaction costs and improve business processes. Preferred Supplier will quote certain prices for the sale of Preferred Supplier products shipped directly to Institutional Participants. Preferred Supplier will sell the Office Supplies to Institutional Participants under the terms and conditions set forth in the Agreement.

UT System acknowledges that each Proposer has an existing business model and may choose to supply the Office Supplies to Institutional Participants in a variety of ways that best suit the Proposer's organization and market approach. Notwithstanding this, the following are the minimum requirements necessary for successfully implementing the Agreement:

5.4.3 Campus Requirements

5.4.3.1 Each Institutional Participant will have its own unique set of rules and regulations for conducting business on its campuses. Preferred Supplier will be responsible for compliance with each Institutional Participant's rules and regulations, including any and all requirements for background checks, badging/credentialing, and security.

5.4.3.2 The Institutional Participants utilize a variety of ERP Systems, software, ordering methods, tools, technologies and formats (e.g. PeopleSoft, SciQuest, EDI, XML, cXML). Preferred Supplier will be responsible for integrating these systems with Preferred Supplier's systems for ordering, delivery/receipting, invoicing, payment, at no additional charge to the Institutional Participants.

a. Of primary importance is the SciQuest e-commerce platform. Approximately 71,000 orders were placed through SciQuest by Institutional Participants during the most recent fiscal year. This represents 82% of total spend. Currently, the following Institutional Participants are utilizing the SciQuest platform:

- The University of Texas Health Science Center at Houston
- The University of Texas MD Anderson Cancer Center
- The University of Texas Medical Branch at Galveston
- The University of Texas Southwestern Medical Center
- The University of Texas at Austin
- The University of Texas at Dallas
- The University of Texas at El Paso
- The University of Texas – Pan American

b. Preferred Supplier also will need to be able to integrate specifically with PeopleSoft Direct Connect and the Oracle Supplier Network. The following Institutional Participants are considering using those platforms for their e-commerce orders:

- The University of Texas at Arlington
- The University of Texas at Brownsville
- The University of Texas of the Permian Basin
- The University of Texas at San Antonio
- The University of Texas at Tyler

5.4.3.3 Preferred Supplier will establish with each Institutional Participant campus-specific delivery methods, delivery schedules, and delivery locations.

5.4.3.4 Preferred Supplier will cause its representatives, agents, employees and permitted subcontractors (if any) to become aware of, fully informed about, and in full compliance with all applicable UT System's and Institutional Participants' rules and policies, including, without limitation, those relative to personal health, security, environmental quality, safety, fire prevention, noise, smoking, and access restrictions; consideration for students, patients and their families as well as employees; parking; and security.

5.4.4 <u>Preferred Supplier-Alliance Account Support Team</u>

Preferred Supplier will provide a Senior Management Account Representative with the authority and responsibility for the overall success of the Agreement within the Preferred Supplier's organization. The Preferred Supplier also will designate a Program Manager assigned to the Alliance account responsible for: (i) receiving and providing ongoing communications by and between the Preferred Supplier and UT System; (ii) monitoring the overall implementation of the Agreement at each Institutional Participant and providing updates to the UT System Contract Administrator; (iii) identifying and fostering process improvements; (iv) serving as the liaison to engage resources with the Preferred Supplier's organization to troubleshoot and resolve problems; (v) organizing Quarterly Business Reviews ("**QBR"**); monitoring Key Performance Indicators ("**KPIs"**) and providing early warning notices to Preferred Supplier's management team and the UT System Contract Administrator.

UT System will designate the individual who will serve as the UT System Contractor Administrator.

5.4.5 Preferred Supplier-Institutional Participant Account Support Team

Each Institutional Participant has varying and different support needs. The following outlines the minimum account management, sales and technical support to be provided to each Institutional Participant by Preferred Supplier. Within sixty (60) days after execution of the Agreement, Preferred Supplier will develop with each Institutional Participant a mutually agreed-upon, customized work plan, to include without limitation: local performance measures; program goals; implementation plan; sales marketing plan; e-commerce integration plan; ordering method(s); invoicing method(s); and premises rules.

Sales Manager: Preferred Supplier will assign Sales Manager(s) who will provide the following minimum services:

- Be responsible for and facilitate the relationship between Institutional Participant's purchasing team and Preferred Supplier's local and corporate team.
- Achieve understanding of Institutional Participant's business processes, rules, and requirements and operate within such processes, rules and requirements.
- Support and manage direct reports and maintain the site-specific work plan.
- Provide and manage personnel staffing to support initiatives.
- Work to develop and train representatives.
- Identify opportunities in coordination with Institutional Participant and provide strategic direction.
- Provide support for issue resolution, product selling, conversion, and savings opportunities.
- Provide project management and oversee Preferred Supplier resource utilization.
- Identify and communicate each institutional Participant's requirements within Preferred Supplier's organization.
- Identify and execute conversion and market-share opportunities to support contract growth initiatives and coordinate supplier and specialist activity.
- Work with Institutional Participant on analysis and goal measurement for both Institutional Participant and Preferred Supplier.
- Provide expertise and product knowledge regarding vended and self-manufactured products.
- Help to identify and present opportunities and facilitate problem resolution with customers as required.

Inside Sales Support: Preferred Supplier will provide an inside customer service representative or team, available via a toll-free number and/or email, who is intimately familiar with the account requirements, to provide the following minimum services:

- Product research, services and knowledge
- Order processing
- Assist with pricing validation and error correction
- Handle all billing and credit issues, including returns
- Track shipments when required
- Support the sales representative on campus when required
- Information regarding more cost effective alternatives for Institutional Participants.
- Training and support for use in on-line ordering systems.

- Inside customer service representative must have the ability to provide access to account information on-line, including but not limited to, usage history, usage by delivery address, order status, order entry, product specifications and various other analysis tools

5.4.6 Ordering

5.4.6.1 Preferred Supplier will provide to Institutional Participants one or more local or toll free telephone numbers for transmission of facsimile orders and telephone orders.

5.4.6.2 Preferred Supplier's facsimile and web-based ordering system will be available seven days a week, 24 hours per day.

5.4.6.3 Preferred Supplier will provide next business day delivery for all orders placed between 8:00 am and 5:00 pm (local time) for all Core List items and Non-Core List items (excludes special/custom orders).

5.4.6.4 Each Institutional Participant will be responsible for its own process for ordering authorization and ordering method (e.g., manual purchase orders, telephone, facsimile, EDI, or via an internet-based ordering system).

5.4.6.5 Preferred Supplier will accept purchasing card ("**P-card"**) orders at no additional costs, fees or handling charges and will provide level III or higher data reporting.

5.4.6.6 Preferred Supplier will maintain throughout the term of the Agreement a web punch-out site designed specifically for UT System and Institutional Participants to allow end-users to access: (i) Core List then in effect and all price discounts that apply, (ii) product descriptions and specifications, and (iii) order submission tools which are common to industry standard punch-out sites. Core List items displayed on Preferred Supplier's website will be expressly identified and will carry a special icon marker making them easily recognizable as such by end users. Preferred Supplier will customize its website to meet the local requirements of Institutional Participants; *provided, however*, this will be limited to customizations that can be accomplished using available features, without any programming being required, such as including Institutional Participant's logo on the website, if requested. The website will provide an intuitive process to identify, configure, and easily compose an order for submission. The website will be secure and will allow access only by individuals designated by Institutional Participants. Preferred Supplier will obtain UT System's express, written permission before using any logo or other intellectual property of UT System or any Institutional Participant on the website or any other materials.

The web site, at a minimum, must:

- Allow Institutional Participants to search Preferred Supplier's catalog based on key word, brand name, description, etc.;
- Provide list price, discount information and contract pricing;

- Allow Institutional Participants to place an order on-line, inquire on orders, and check on product price and availability;
- Provide a secure means for storing procurement card information;
- Provide tracking/status information after an order is submitted;
- Maintain a database for each Institutional Participant, identifying the Institutional Participant by a unique number, and containing an up-to-date listing of Office Supplies that have been ordered during the life of the Agreement; the date and status of each order (including the date of delivery); the quantity and pricing; as well as the contact information for the individual at the Institutional Participant that placed the order.

5.4.6.7 Any purchase order or purchasing card transaction ("**PCT"**) issued by an Institutional Participant under the Agreement will be governed by additional commercial terms and conditions in Institutional Participant's purchase order or PCT. Preferred Supplier will not substitute a SKU without obtaining permission from the individual at the Institutional Participant who placed the order. Each purchase order or PCT will include the ordering Institutional Participant's specific "ship to" and "invoicing and bill to" information.

5.4.7 Shipping

5.4.7.1 Each shipment must be individually wrapped, packed and labeled. A packing label must be on each box and must include the following items visible on the outside of the box:

- Preferred Supplier order number
- Ordering customer's name and unit (department, agency, division, etc.)
- Delivery address (with floor and room number, where appropriate)
- Purchase order number

5.4.7.2 A packing slip must be included with each shipment, and must include at least the following information in no particular order:

- Purchase order number
- Line item description(s)
- Product item number(s)
- Quantity ordered
- Quantity included in shipment
- Status of back order items
- Unit price
- Number of parcels
- All information contained on the packing label

5.4.7.3 Acceptance of the total delivery by signature based on total package count and manifest will not represent transfer of responsibility to the Institutional Participant for the contents of the package. In the event of shortage, overage or damage within the package, Preferred Supplier will accept Institutional Participant documentation for resolution.

5.4.7.4 Institutional Participant may, at its sole option and discretion, designate its own carrier for transportation of products purchased from Preferred Supplier. In such event, Institutional Participant will be responsible for and pay directly to its designated third-party carrier for all transportation delivery charges incurred.

5.4.8 Delivery

Preferred Supplier will be responsible for the delivery of all products in first-class condition at the point of delivery, and in accordance with good commercial practice. All products will be extended "free shipping," with no handling or inside delivery charges. Any additional transportation fees will be waived, such as: hazardous materials fees, fuel surcharges, etc. Locally stocked products will be delivered by 2pm the next day. All other deliveries will be considered back-ordered if delivery exceeds five working days from order date. All deliveries will be made FOB destination, freight prepaid and included.

Note: Current delivery method by each anticipated Institutional Participant:

UTA	Desktop
UT Austin	Dock
UTD	Dock
UTEP	Desktop
UTHSCH	Desktop
UTHSCSA	Dock
UTHSCT	Dock
UTMB	Dock
UTMDACC	Desktop
UTPA	Dock & Desktop
UTPB	Desktop
UTSA	Desktop
UTSW	Dock
UTT	Desktop
Baylor College of Medicine	Desktop

5.4.9 Returns

Preferred Supplier will provide a 90-day, hassle-free return policy, without handling charges, return shipping charges, or restocking fees. To ensure prompt handling, Institutional Participants must obtain a return goods authorization number from Preferred Supplier and reference this number on return shipping documents. Returns made without the authorization number will be returned to Institutional Participants freight collect. Preferred Supplier may reverse any credit issued to Institutional Participants for any product not returned after authorization and request by Preferred Supplier. Products to be returned will be picked up by Preferred Supplier within five (5) business days after notification, and Preferred Supplier will provide to Institutional Participant a written receipt confirming return of product at time of pick up.

5.4.10 Invoicing and Payment

Preferred Supplier will invoice the Institutional Participants, not UT System or the Alliance.

Each Institutional Participant is solely responsible for the payment of any purchase orders or PCT it issues, and no Institutional Participant will have any liability whatsoever relating to a purchase order or PCT issued by another Institutional Participant.

Institutional Participant will remit payments of invoices issued under the Agreement on a Net 30 Days basis, subject to requirements of the Texas Prompt Payment Act.

Preferred Supplier will resolve all order and invoice discrepancies (e.g. shortage, overage, damage, etc.) within five (5) business days after written notification or, if because of their nature, the discrepancies cannot be resolved within that time frame, Preferred Supplier will take all of the steps the Institutional Participant's purchasing department deems necessary.

5.4.11 Lost and Damaged Shipments; Shipment Tracking

If Preferred Supplier fails to deliver, or erroneously delivers products, Preferred Supplier will take immediate corrective action to make the correct delivery at no cost to Institutional Participant.

Should any action cause visible damage to the products during transport, once notified by either the carrier or Institutional Participant, Preferred Supplier will immediately contact Institutional Participant and make arrangements to inspect the damaged product and/or authorize a return of the product and ship a replacement.

Preferred Supplier will have the capability of tracking all shipments and upon request will provide a shipment status report to Institutional Participant.

5.4.12 Hazardous Materials and OSHA Communication Standards

Preferred Supplier will provide Material Safety Data Sheets (MSDS) to the appropriate user(s).

Preferred Supplier will retain title and/or ownership and responsibility for hazardous materials delivered in error. Within three (3) working days of notification, Preferred Supplier will retrieve hazardous materials that are delivered in error and ensure proper coordination with Institutional Participant's Environmental Health & Safety Office, or as otherwise per Institutional Participant's premises rules and requirements.

Preferred Supplier will be responsible for providing its employees chemical safety training mandated by OSHA's Hazard Communication Standard.

Preferred Supplier will provide Institutional Participant with safety/recall updates for any products furnished under the Agreement.

5.4.13 Dated Products

Products with a limited shelf life or a manufacturer's expiration date of less than six (6) months from the purchase order date will not to be supplied under the Agreement, except as expressly authorized in writing by Institutional Participant.

5.4.14 Product Condition of Sale

At a minimum, the manufacturer's standard warranty will apply. Preferred Supplier may offer a warranty that clearly illustrates an improvement to the manufacturer's standard warranty and a benefit to Institutional Participant. Warranties will not be subject to change (except for improvements) during the term of the Agreement, without the prior written approval of the UT System Contract Administrator. Preferred Supplier certifies and warrants that all products sold to Institutional Participant will be:

(a) New and genuine and in conformity to published specifications
(b) Free from defects in design, materials or workmanship.
(c) Provided in the manufacturer's original packaging (unless otherwise requested).
(d) Sold or manufactured via legal and reputable channels.
(e) Not misbranded.

5.4.15 Product Catalog Management

5.4.15.1 Core List Products: Once per year, or more frequently as directed by the UT System Contract Administrator, Preferred Supplier will conduct an evaluation of the Institutional Participants' top spend items. Preferred Supplier and the UT System Contract Administrator will revise the items on the Core List to replace discontinued SKUs and to rebalance the list through additions and deletions, ensuring that items accounting for the largest spend in the prior twelve (12) months, or recently trending as frequently purchased items, are included on the Core List. There will be no limit on the number of items to be included on the Core List. Recommended additions and deletions will be reviewed with the UT System Contract Administrator, and revisions to the Core List may follow, if agreed to by the Administrator. New additions to the Core List will be guaranteed better pricing than previously achieved through either the manufacturer discount list and/or category discount schedule list.

There will be no cancellation of Core List products without an equal and acceptable replacement approved by the UT System Contract Administrator. Preferred Supplier will communicate manufacturer's discontinuation of any products to the Administrator in writing within five (5) business days after first being made aware of the manufacturer's discontinuation. In such instances, Preferred Supplier will work with the Administrator to identify and implement alternative options that will maintain or reduce costs associated with the SKU's being replaced. Preferred Supplier will provide detailed quarterly reports, if requested by the Administrator, displaying SKU's removed from the Core List and suggested replacements. Preferred Supplier will offer suggested replacements of discontinued products at least 30 days prior to discontinuation, including replacement part number, description, list price, applicable discount, and final price.

5.4.15.2 Non-Core List Products: New items may be included as they become available (when added to Preferred Supplier's catalog) during the term of the Agreement, after obtaining the written approval of the UT System Contract Administrator. Items will be subject to the same percentage of discount applied to other items in the same Merchandise Class as indicated in **Attachment B** (Non-Core List Pricing).

5.4.16 Pricing Structure

Preferred Supplier will provide certain fixed pricing for Office Supplies on the Core List, and discounts off current list pricing for other products, all as more particularly described below and in **Attachment A** (Core List Pricing) and **Attachment B** (Non-Core List Pricing).

5.4.16.1 **Attachment A**: Core List Pricing: Proposer must submit its Core Listing Pricing in **Attachment A**. Excluding Office Supplies in the Paper Products category (Merchandise Class P1; see **Sect. 5.4.16.4** below), the Core List Pricing established in **Attachment A** will remain firm and fixed through December 31, 2015. Thereafter, for each subsequent calendar year, Preferred Supplier and the UT System Contract Administrator will agree in writing on the pricing for such year in advance. Upon agreement in writing on such pricing, the pricing will be firm and fixed throughout such calendar year. Beginning in November/December of 2015, pricing and purchasing trends will be analyzed to establish new pricing for 2016. Based on the previous year's sales history, items with no or low usage may be dropped from the Core List and items with new high-volume usage patterns may be added. High-volume will be considered purchases of twenty five (25) or more items when added across Institutional Participants.

5.4.16.2 **Attachment B**: Non-Core List Pricing: Preferred Supplier must submit its percentage discounts from List Price in **Attachment B** for Office Supplies in the Non-Core List, for the respective Merchandise Classes shown. These percentage discounts will remain firm and fixed throughout the term of the Agreement. "**List Price"** means Preferred Supplier's non-discounted price then in effect for the related Office Supplies, inclusive of all standard warranties and end-user support, as published on Preferred Supplier's website or in product catalogs or price lists distributed by Preferred Supplier to the general public.

5.4.16.3 **Attachment C**: Non-Core List Market-Basket Pricing: Proposer must submit **Attachment C**, applying the percentage Merchandise Class discounts specified in **Attachment B** (Non-Core List Pricing) to the particular Office Supplies identified in **Attachment C**.

5.4.16.4 Paper Products: Pricing for Paper Products (Merchandise Class P1) listed in **Attachment A** (Core List Pricing) will remain firm and fixed only through December 31, 2014. Thereafter, for each subsequent calendar quarter, Preferred Supplier and the UT System Contract Administrator will agree in writing on the pricing for such quarter in advance. Upon agreement in writing on such pricing, the pricing will be firm and fixed during such calendar quarter.

5.4.16.5 Annual Price Adjustment: Price adjustments for each calendar year after 2015 for items on the Core List (excluding Paper Products – Merchandise Class P1) that are not covered by a DMA will not exceed a 5% increase per line item when compared against the previous year. The Preferred Supplier will only pass through the actual price changes (not to exceed 5%) that have been instituted by the manufacturer. The Preferred Supplier, upon request by the UT System Contract Administrator, will provide a written report substantiating the manufacturer's price change. Adjusted pricing will be firm and fixed for that calendar year. Any fluctuation in price that causes a price increase not agreed to in writing by UT System will be considered a breach of contract. Price decreases may be required for Preferred Supplier to stay competitive. Institutional Participants will be notified by Preferred Supplier in advance of these special pricing arrangements.

5.4.16.6 Match of Other State Pricing. If Preferred Supplier agrees, in any other contract it concludes with the State of Texas after the effective date of the Agreement, to provide pricing for any Office Supplies in the Core List (including Paper Products) or in the Non-Core List that is lower than that specified in **Attachment A** or **B**, as applicable, Preferred Supplier immediately will extend the lower pricing to Institutional Participants. Further, at the time of annual review, these lower prices will be incorporated into and documented in a revised **Attachment A** or **B**, as appropriate.

5.4.16.7 Preferred Supplier Quotation Restrictions: Preferred Supplier will refrain from quoting pricing for products or services under this RFP if the supply of such products or services already has been awarded to another supplier.

5.4.16.8 Purchases From Persons With Disabilities: Preferred Supplier will use commercially reasonable efforts to include in **Attachment A** (Core List Pricing) and **Attachment B** (Non-Core List Pricing) Office Supplies produced by persons with disabilities (including goods and services offered by Texas Industries for the Blind and Handicapped). `

5.4.17 Current Annual Contract Metrics

Below are the most recent Office Supplies metrics. Please note that these represent annual Office Supplies sales under our current contract, and does not represent 100% of Office Supplies purchased by UT System and Institutional Participants as a whole.

Current Annual Sales:	$17,820,961
Total Orders:	86,649
Total PO Lines:	399,695
Average Lines per Order:	4.61
Number of SciQuest Orders:	71,095 (82% of Total)
Annual SciQuest Sales:	$14,622,098 (82% of Total)
Core List Sales:	$10,336,157 (58% of Total)
Non-Core List Sales:	$7,484,804 (42% of Total)

Annual Sales by Institution (rounded):

UTMDACC	$5.4M
UT Austin	$3.0M

UTMB	$2.4M
UTHSCH	$2.1M
UTSW	$1.4M
UTHSCSA	$1.4M
UTHSCT	$150K
UTSA	$140K
UTEP	$115K
UTD	$49K
UTT	$43K
UTPB	$31K
UTPA	$24K
Baylor College of Medicine	$1.4M

Note: UTA started to participate in the current contract on 09/01/13; therefore estimated annual sales figures for UTA are not available at this time.

5.4.18 Inspection of Facilities

UT System reserves the right to inspect Preferred Supplier's facilities at any time, to verify that Preferred Supplier has the resources necessary and appropriate, as determined by commercially reasonable standards in the industry, to meet all of the Preferred Supplier's duties and obligations as set forth in the Agreement.

5.4.19 Management Reports

Preferred Supplier will submit to the UT System Contract Administrator the reports listed below, within thirty (30) days after the close of each calendar quarter. The reports will be provided in electronic format or computer-generated spreadsheets, in accordance with a template to be provided by UT System. At minimum, reports will provide sales to each Institutional Participant, with sales broken out by Customer Discount Code, manufacturer name, manufacturer product number, supplier product number, description, total units/quantity sold, and total sales dollars.

5.4.19.1 DMA Report: Preferred Supplier will report quarterly sales for all products sold under any DMA to each Institutional Participant.

5.4.19.2 Core List Report and Non-Core List Report: Preferred Supplier will report quarterly sales for each Core List and Non-Core List item purchased by each Institutional Participant.

5.4.19.3 Off-Contract Product Report: Preferred Supplier will report its quarterly sales to each Institutional Participant of products and services outside the scope of the Agreement, including janitorial products, equipment, and furniture.

5.4.19.4 Off-Contract Pricing Report: Preferred Supplier will report its quarterly sales made to each Institutional Participant for products sold at prices below the prices in the Agreement.

5.4.19.5 Green Product Purchases: Preferred Supplier will report quarterly sales for each "green" Core List and Non-Core List product purchased by each Institutional Participant.

5.4.19.6 HUB Report: Preferred Supplier will provide periodic reports as required by the HUB subcontracting plan, as applicable.

5.4.20 Preferred Supplier Relationship Management

Preferred Supplier and the UT System Contract Administrator will meet once each quarter to conduct a Quarterly Business Review ("**QBR**") as further described in **APPENDIX THREE – 400**.

5.4.21 Product Shows and Demonstrations

At the discretion and upon request of each Institutional Participant, Preferred Supplier will hold at least one (1) annual product show to promote the purchase of products covered by the Agreement. The show will be no less than three (3) hours in length. Booth coverage will begin at the start of the event, extend through the lunch hour, and continue to the end of the event. All costs associated with show, including but not limited to room rental, tables/chairs/booths, audio visual, parking passes, food and beverages and signage, will be borne by Preferred Supplier. All reservations and coordination efforts with the rental facility are the responsibility of the Preferred Supplier. Additional breakout rooms/spaces for special presentations and/or training may be available.

At the discretion and upon request of each Institutional Participant, Preferred Supplier will provide educational and technical demonstrations for the display of new technologies, products and services available under the Agreement, and these demonstrations will be made widely accessible to Institutional Participant's faculty and staff.

5.4.22 Initial Contract Term and Extensions

It is anticipated that the term of the Agreement would be ten (10) years, consisting of an initial term of seven years, with a three-year renewal option by UT System.

5.5 Proposer's Survey

Proposer must complete the Proposer's Survey.

The Proposer's Survey contains a list of additional questions the Proposer will answer when responding to this RFP. If Proposer needs to submit additional supporting information, refer to the supporting information in responses to the Proposer's Survey and attach supporting materials in a logical and clear manner. Any supporting information must be included in electronic form via the Ariba® e-Sourcing tool and must follow the following naming convention: (<Proposer Name> - <Question Number> - Response - <File Name>).

Finally, Proposer is encouraged to specify any special certifications, awards, or other industry recognizable achievements that might set it apart from its competitors.

SECTION 6
PRICING SCHEDULE AND AFFIRMATION

6.1 Pricing Schedule

Proposer must submit as **Attachments A, B and C**, as part of its proposal, detailed prices for the Office Supplies described in **Section 5.4** (Scope of Work) of this RFP. The prices must include all charges associated with providing the full scope of work.

6.2 Pricing Affirmation

THE FOLLOWING FORM MUST BE COMPLETED, SIGNED AND SUBMITTED WITH THE PROPOSER'S PROPOSAL. FAILURE TO DO SO WILL RESULT IN THE REJECTION OF YOUR PROPOSAL.

Proposal of: ___________________________________
(Proposer Company Name)

To: The University of Texas System
Ref.: Preferred Supplier of Office Supplies
RFP No.: UTS/A43

Ladies and Gentlemen:

Having carefully examined all the specifications and requirements of this RFP and any attachments thereto, the undersigned proposes to furnish Office Supplies upon the pricing terms quoted below.

The prices quoted in **Attachments A, B and C** to this RFP will be Proposer's guaranteed pricing.

Proposer agrees that if Proposer is awarded an agreement under this RFP, it will provide to UT System a quarterly administrative fee of 2% of the Total Net Sales made by Preferred Supplier under the Agreement. *[Note to Proposer: this will be addressed in the Agreement's Scope of Work.]* "**Total Net Sales**" means the total dollar amount of all sales of Office Supplies that are made by Preferred Supplier to Institutional Participants, less credits, returns, taxes, and unpaid invoices. The administrative fee will be used by UT System to provide support for implementation, administration, monitoring, and management of the Agreement.

Subject to the requirements of the Texas Prompt Payment Act (Chapter 2251, *Texas Government Code*), UT System's standard payment terms for services are "Net 30 days." Proposer will provide the following prompt payment discount:

Prompt Payment Discount: _____%_____days/net 30 days.

Proposer certifies and agrees that all prices proposed in Proposer's proposal have been reviewed and approved by Proposer's executive management.

Respectfully submitted,

Proposer: ____________________

By: ______________________________
(Authorized Signature for Proposer)
Name: ___________________________
Title: ____________________________
Date: ________________________

APPENDIX ONE

PROPOSAL REQUIREMENTS

SECTION 1
GENERAL INFORMATION

1.1 Purpose

UT System is soliciting competitive sealed proposals from Proposers having suitable qualifications and experience providing goods and services in accordance with the terms, conditions and requirements set forth in this RFP. This RFP provides sufficient information for interested parties to prepare and submit proposals for consideration by UT System.

By submitting a proposal, Proposer certifies that it understands this RFP and has full knowledge of the scope, nature, quality, and quantity of the goods and services to be performed, the detailed requirements of the goods and services to be provided, and the conditions under which such goods and services are to be performed. Proposer also certifies that it understands that all costs relating to preparing a response to this RFP will be the sole responsibility of Proposer.

PROPOSER IS CAUTIONED TO READ THE INFORMATION CONTAINED IN THIS RFP CAREFULLY AND TO SUBMIT A COMPLETE RESPONSE TO ALL REQUIREMENTS AND QUESTIONS AS DIRECTED.

1.2 Inquiries and Interpretations

UT System may in its sole discretion respond in writing to written inquiries concerning this RFP and post its response as an Addendum to all parties recorded by UT System as participating in this RFP. Only UT System's responses that are made by formal written Addenda will be binding on UT System. Any verbal responses, written interpretations or clarifications other than Addenda to this RFP will be without legal effect. All Addenda issued by UT System prior to the Submittal Deadline will be and are hereby incorporated as a part of this RFP for all purposes.

Proposers are required to acknowledge receipt of each Addendum by selecting "acknowledge" in the Addendum section of the RFP in Ariba. Each Addendum must be acknowledged by Proposer prior to the Submittal Deadline and should accompany Proposer's proposal.

1.3 Public Information

Proposer is hereby notified that UT System strictly adheres to all statutes, court decisions and the opinions of the Texas Attorney General with respect to disclosure of public information.

UT System may seek to protect from disclosure all information submitted in response to this RFP until such time as a final agreement is executed.

Upon execution of a final agreement, UT System will consider all information, documentation, and other materials requested to be submitted in response to this RFP, to be of a non-confidential and non-proprietary nature and, therefore, subject to public disclosure under the *Texas Public Information Act* (*Government Code*, Chapter 552.001, et seq.). Proposer will be advised of a request for public information that implicates their materials and will have the opportunity to raise any objections to disclosure to the Texas Attorney General. Certain information may be protected from release under Sections 552.101, 552.110, 552.113, and 552.131, *Government Code*.

1.4 Type of Agreement

Preferred Supplier, if any, will be required to enter into an agreement with UT System in a form that (i) includes terms and conditions substantially similar to those set forth in **Section 4** of this RFP, and (ii) is otherwise acceptable to UT System in all respects.

1.5 Proposal Evaluation Process

UT System will select Preferred Supplier by using the competitive sealed proposal process described in this Section. UT System will open the HSP Packet submitted by a Proposer prior to opening Proposer's proposal in order to ensure that Proposer has submitted the completed and signed HUB Subcontracting Plan (also called the HSP) that is required by this RFP (ref. **Section 2.5.4** of the RFP). All proposals submitted by the Submittal Deadline accompanied by the completed and signed HSP required by this RFP will be opened. Any proposals that are not submitted by the Submittal Date or that are not accompanied by the completed and signed HSP required by this RFP will be rejected by UT System as non-responsive due to material failure to comply with advertised specifications. After the opening of the proposals and upon completion of the initial review and evaluation of the proposals, UT System may invite one or more selected Proposers to participate in oral presentations. UT System will use commercially reasonable efforts to avoid public disclosure of the contents of a proposal prior to selection of Preferred Supplier.

UT System may make the selection of Preferred Supplier on the basis of the proposals initially submitted, without discussion, clarification or modification. In the alternative, UT System may make the selection of Preferred Supplier on the basis of negotiation with any of Proposers. In conducting such negotiations, UT System will avoid disclosing the contents of competing proposals.

At UT System's sole option and discretion, UT System may discuss and negotiate all elements of the proposals submitted by selected Proposers within a specified competitive range. For purposes of negotiation, UT System may establish, after an initial review of the proposals, a competitive range of acceptable or potentially acceptable proposals composed of the highest rated proposal(s). In that event, UT System will defer further action on proposals not included within the competitive range pending the selection of Preferred Supplier; provided, however, UT System reserves the right to include additional proposals in the competitive range if deemed to be in the best interests of UT System.

After submission of a proposal but before final selection of Preferred Supplier is made, UT System may permit a Proposer to revise its proposal in order to obtain Proposer's best and final offer. In that event, representations made by Proposer in its revised proposal, including price and fee quotes, will be binding on Proposer. UT System will provide each Proposer within the competitive range with an equal opportunity for discussion and revision of its proposal. UT System is not obligated to select Proposer offering the most attractive economic terms if that Proposer is not the most advantageous to UT System overall, as determined by UT System.

UT System reserves the right to (a) enter into an agreement for all or any portion of the requirements and specifications set forth in this RFP with one or more Proposers, (b) reject any and all proposals and re-solicit proposals, or (c) reject any and all proposals and temporarily or permanently abandon this selection process, if deemed to be in the best interests of UT System. Proposer is hereby notified that UT System will maintain in its files concerning this RFP a written record of the basis upon which a selection, if any, is made by UT System.

1.6 Proposer's Acceptance of Evaluation Methodology

By submitting a proposal, Proposer acknowledges (1) Proposer's acceptance of [a] the Proposal Evaluation Process (ref. **Section 1.5** of **APPENDIX ONE**), [b] the Criteria for Selection (ref. **2.3** of this RFP), [c] the Specifications, Additional Questions and Scope of Work (ref. **Section 5** of this RFP), [d] the terms and conditions set forth in **Section 4** of this RFP, and [e] all other requirements and specifications set forth in this RFP; and (2) Proposer's recognition that some subjective judgments must be made by UT System during this RFP process.

1.7 Solicitation for Proposal and Proposal Preparation Costs

Proposer understands and agrees that (1) this RFP is a solicitation for proposals and UT System has made no representation written or oral that one or more agreements with UT System will be awarded under this RFP; (2) UT System issues this RFP predicated on UT System’s anticipated requirements for the related goods and services, and UT System has made no representation, written or oral, that any particular scope of services will actually be required by UT System; and (3) Proposer will bear, as its sole risk and responsibility, any cost that arises from Proposer’s preparation of a proposal in response to this RFP.

1.8 Proposal Requirements and General Instructions

1.8.1 Proposer should carefully read the information contained herein and submit a complete proposal in response to all requirements and questions as directed.

1.8.2 Proposals and any other information submitted by Proposer in response to this RFP will become the property of UT System.

1.8.3 UT System will not provide compensation to Proposer for any expenses incurred by Proposer for proposal preparation or for demonstrations or oral presentations that may be made by Proposer, unless otherwise expressly agreed in writing. Proposer submits its proposal at its own risk and expense.

1.8.4 Proposals that (i) are qualified with conditional clauses; (ii) alter, modify, or revise this RFP in any way; or (iii) contain irregularities of any kind, are subject to disqualification by UT System, at UT System’s sole discretion.

1.8.5 Proposals should be prepared simply and economically, providing a straightforward, concise description of Proposer's ability to meet the requirements and specifications of this RFP. Emphasis should be on completeness, clarity of content, and responsiveness to the requirements and specifications of this RFP.

1.8.6 UT System makes no warranty or guarantee that an award will be made as a result of this RFP. UT System reserves the right to accept or reject any or all proposals, waive any formalities, procedural requirements, or minor technical inconsistencies, and delete any requirement or specification from this RFP when deemed to be in UT System's best interest. UT System reserves the right to seek clarification from any Proposer concerning any item contained in its proposal prior to final selection. Such clarification may be provided by telephone conference or personal meeting with or writing to UT System, at UT System's sole discretion. Representations made by Proposer within its proposal will be binding on Proposer.

1.8.7 Any proposal that fails to comply with the requirements contained in this RFP may be rejected by UT System, in UT System's sole discretion.

1.9 Preparation and Submittal Instructions

1.9.1 Specifications and Additional Questions

Proposals must include responses to the questions referenced in Specifications, Additional Questions and Scope of Work (ref. **Section 5** of this RFP).

1.9.2 Execution of Offer

Proposer must complete, sign and return the attached Execution of Offer (ref. **Section 2** of **APPENDIX ONE**) as part of its proposal. The Execution of Offer must be signed by a representative of Proposer duly authorized to bind Proposer to its proposal. Any proposal received without a completed and signed Execution of Offer may be rejected by UT System, in its sole discretion.

1.9.3 Pricing Affirmation

Proposer must complete and return the Pricing Affirmation (ref. **Section 6** of this RFP), as part of its proposal.

UT System will not recognize or accept any charges or fees that are not specifically stated in the Pricing Affirmation.

1.9.4 Submission

Proposer should submit all proposal materials via the Ariba® e-sourcing tool. Proposer should ensure that all documents are submitted electronically in accordance with the instructions in **Section 3.1** of this RFP.

Proposer must also submit the HUB Subcontracting Plan (also called the HSP) as required by this RFP (ref. **Section 2.5** of the RFP.)

UT System will not, under any circumstances, consider a proposal that is received after the Submittal Deadline or which is not accompanied by the completed and signed HSP that is required by this RFP.

UT System will not accept proposals submitted by telephone, proposals submitted by Facsimile ("**FAX**") transmission, or proposals submitted by hard copy (i.e., paper form) in response to this RFP.

Except as otherwise provided in this RFP, no proposal may be changed, amended, or modified after it has been submitted to UT System. However, a proposal may be withdrawn and resubmitted at any time prior to the Submittal Deadline. No proposal may be withdrawn after the Submittal Deadline without UT System's consent, which will be based on Proposer's submittal of a written explanation and documentation evidencing a reason acceptable to UT System, in UT System's sole discretion.

By signing the Execution of Offer (ref. **Section 2** of **APPENDIX ONE**) and submitting a proposal, Proposer certifies that any terms, conditions, or documents attached to or referenced in its proposal are applicable to this procurement only to the extent that they (a) do not conflict with the laws of the State of Texas or this RFP and (b) do not place any requirements on UT System that are not set forth in this RFP or in the Appendices to this RFP. Proposer further certifies that the submission of a proposal is Proposer's good faith intent to enter into the Agreement with UT System as specified herein and that such intent is not contingent upon UT System's acceptance or execution of any terms, conditions, or other documents attached to or referenced in Proposer's proposal.

SECTION 2
EXECUTION OF OFFER

THIS EXECUTION OF OFFER MUST BE COMPLETED, SIGNED AND RETURNED WITH PROPOSER'S PROPOSAL. FAILURE TO COMPLETE, SIGN AND RETURN THIS EXECUTION OF OFFER WITH PROPOSER'S PROPOSAL MAY RESULT IN THE REJECTION OF THE PROPOSAL.

2.1 By signature hereon, Proposer represents and warrants the following:

2.1.1 Proposer acknowledges and agrees that (1) this RFP is a solicitation for a proposal and is not a contract or an offer to contract; (2) the submission of a proposal by Proposer in response to this RFP will not create a contract between UT System and Proposer; (3) UT System has made no representation or warranty, written or oral, that one or more contracts with UT System will be awarded under this RFP; and (4) Proposer will bear, as its sole risk and responsibility, any cost arising from Proposer's preparation of a response to this RFP.

2.1.2 Proposer is a reputable company that is lawfully and regularly engaged in providing the related goods and services.

2.1.3 Proposer has the necessary experience, knowledge, abilities, skills, and resources to perform under the Agreement.

2.1.4 Proposer is aware of, is fully informed about, and is in full compliance with all applicable federal, state and local laws, rules, regulations and ordinances.

2.1.5 Proposer understands (i) the requirements and specifications set forth in this RFP and (ii) the terms and conditions set forth in Section 4 of this RFP, under which Proposer will be required to operate.

2.1.6 If selected by UT System, Proposer will not delegate any of its duties or responsibilities under this RFP or the Agreement to any sub-contractor, except as expressly provided in the Agreement.

2.1.7 If selected by UT System, Proposer will maintain any insurance coverage as required by the Agreement during the term thereof.

2.1.8 All statements, information and representations prepared and submitted in response to this RFP are current, complete, true and accurate. Proposer acknowledges that UT System will rely on such statements, information and representations in selecting Preferred Supplier. If selected by UT System, Proposer will notify UT System immediately of any material change in any matters with regard to which Proposer has made a statement or representation or provided information.

2.1.9 PROPOSER WILL DEFEND WITH COUNSEL APPROVED BY UT SYSTEM, INDEMNIFY, AND HOLD HARMLESS UT SYSTEM, THE STATE OF TEXAS, AND ALL OF THEIR REGENTS, OFFICERS, AGENTS AND EMPLOYEES, FROM AND AGAINST ALL ACTIONS, SUITS, DEMANDS, COSTS, DAMAGES, LIABILITIES AND OTHER CLAIMS OF ANY NATURE, KIND OR DESCRIPTION, INCLUDING REASONABLE ATTORNEYS' FEES INCURRED IN INVESTIGATING, DEFENDING OR SETTLING ANY OF THE FOREGOING, ARISING OUT OF, CONNECTED WITH, OR RESULTING FROM ANY NEGLIGENT ACTS OR OMISSIONS OR WILLFUL MISCONDUCT OF PROPOSER OR ANY AGENT, EMPLOYEE, SUBCONTRACTOR, OR SUPPLIER OF PROPOSER IN THE EXECUTION OR PERFORMANCE OF ANY CONTRACT OR AGREEMENT RESULTING FROM THIS RFP.

2.1.10 Pursuant to Sections 2107.008 and 2252.903, *Government Code*, any payments owing to Proposer under any contract or agreement resulting from this RFP may be applied directly to any debt or delinquency that Proposer owes the State of Texas or any agency of the State of Texas regardless of when it arises, until such debt or delinquency is paid in full.

2.2 By signature hereon, Proposer offers and agrees to comply with all terms, conditions, requirements and specifications set forth in this RFP.

2.3 By signature hereon, Proposer affirms that it has not given or offered to give, nor does Proposer intend to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a public servant in connection with its submitted proposal. Failure to sign this <u>Execution of Offer</u>, or signing with a false statement, may void the submitted proposal or any resulting contracts, and Proposer may be removed from all proposal lists at UT System.

2.4 By signature hereon, Proposer certifies that it is not currently delinquent in the payment of any taxes due under Chapter 171, *Tax Code*, or that Proposer is exempt from the payment of those taxes, or that Proposer is an out-of-state taxable entity that is not subject to those taxes, whichever is applicable. A false certification will be deemed a material breach of any resulting contract or agreement and, at UT System's option, may result in termination of any resulting contract or agreement.

2.5 By signature hereon, Proposer hereby certifies that neither Proposer nor any firm, corporation, partnership or institution represented by Proposer, or anyone acting for such firm, corporation or institution, has violated the antitrust laws of the State of Texas, codified in Section 15.01, et seq., *Business and Commerce Code*, or the Federal antitrust laws, nor communicated directly or indirectly the proposal made to any competitor or any other person engaged in such line of business.

2.6 By signature hereon, Proposer certifies that the individual signing this document and the documents made a part of this RFP, is authorized to sign such documents on behalf of Proposer and to bind Proposer under any agreements and other contractual arrangements that may result from the submission of Proposer's proposal.

2.7 By signature hereon, Proposer certifies as follows:

"Under Section 231.006, *Family Code,* relating to child support, Proposer certifies that the individual or business entity named in Proposer's proposal is not ineligible to receive the specified contract award and acknowledges that any agreements or other contractual arrangements resulting from this RFP may be terminated if this certification is inaccurate."

2.8 By signature hereon, Proposer certifies that (i) no relationship, whether by blood, marriage, business association, capital funding agreement or by any other such kinship or connection exists between the owner of any Proposer that is a sole proprietorship, the officers or directors of any Proposer that is a corporation, the partners of any Proposer that is a partnership, the joint venturers of any Proposer that is a joint venture or the members or managers of any Proposer that is a limited liability company, on one hand, and any member of the Board of Regents of the University of Texas System or an employee of any component of The University of Texas System, on the other hand, other than the relationships which have been previously disclosed to UT System in writing; (ii) Proposer has not been an employee of any component institution of The University of Texas System within the immediate twelve (12) months prior to the Submittal Deadline; and (iii) no person who, in the past four (4) years served as an executive of a state agency was involved with or has any interest in Proposer's proposal or any contract resulting from this RFP (ref. Section 669.003, *Government Code*). All disclosures by Proposer in connection with this certification will be subject to administrative review and approval before UT System enters into a contract or agreement with Proposer.

2.9 By signature hereon, Proposer certifies that in accordance with Section 2155.004, *Government Code*, no compensation has been received for its participation in the preparation of the requirements or specifications for this RFP. In addition, Proposer certifies that an award of a contract to Proposer will not violate Section 2155.006, *Government Code*, prohibiting UT System from entering into a contract that involves financial participation by a person who, during the previous five years, has been convicted of violating federal law or assessed a penalty in a federal civil or administrative enforcement action in connection with a contract awarded by the federal government for relief, recovery, or reconstruction efforts as a result of Hurricane Rita, Hurricane Katrina, or any other disaster occurring after September 24, 2005. Pursuant to Sections 2155.004 and 2155.006, *Government Code*, Proposer certifies that Proposer is not ineligible to receive the award of or payments under the Agreement and acknowledges that the Agreement may be terminated and payment withheld if these certifications are inaccurate.

2.10 By signature hereon, Proposer certifies its compliance with all federal laws and regulations pertaining to Equal Employment Opportunities and Affirmative Action.

2.11 By signature hereon, Proposer represents and warrants that all products and services offered to UT System in response to this RFP meet or exceed the safety standards established and promulgated under the Federal Occupational Safety and Health Law (Public Law 91-596) and the *Texas Hazard Communication Act*, Chapter 502, *Health and Safety Code*, and all related regulations in effect or proposed as of the date of this RFP.

2.12 Proposer will and has disclosed, as part of its proposal, any exceptions to the certifications stated in this Execution of Offer. All such disclosures will be subject to administrative review and approval prior to the time UT System makes an award or enters into any contract or agreement with Proposer.

2.13 If Proposer will sell or lease computer equipment to UT System under any agreements or other contractual arrangements that may result from the submission of Proposer's proposal then, pursuant to Section 361.965(c), *Health & Safety Code*, Proposer certifies that it is in compliance with the Manufacturer Responsibility and Consumer Convenience Computer Equipment Collection and Recovery Act set forth in Chapter 361, Subchapter Y, *Health & Safety Code* and the rules adopted by the Texas Commission on Environmental Quality under that Act as set forth in Title 30, Chapter 328, Subchapter I, *Texas Administrative Code*. Section 361.952(2), *Health & Safety Code* states that, for purposes of the Manufacturer Responsibility and Consumer Convenience Computer Equipment Collection and Recovery Act, the term "computer equipment" means a desktop or notebook computer and includes a computer monitor or other display device that does not contain a tuner.

2.14 **Proposer should complete the following information:**

If Proposer is a Corporation, then State of Incorporation: ____________________

If Proposer is a Corporation then Proposer's Corporate Charter Number: ______

RFP No.: UTS/A-37

NOTICE: WITH FEW EXCEPTIONS, INDIVIDUALS ARE ENTITLED ON REQUEST TO BE INFORMED ABOUT THE INFORMATION THAT GOVERNMENTAL BODIES OF THE STATE OF TEXAS COLLECT ABOUT SUCH INDIVIDUALS. UNDER SECTIONS 552.021 AND 552.023, *GOVERNMENT CODE*, INDIVIDUALS ARE ENTITLED TO RECEIVE AND REVIEW SUCH INFORMATION. UNDER SECTION 559.004, *GOVERNMENT CODE*, INDIVIDUALS ARE ENTITLED TO HAVE GOVERNMENTAL BODIES OF THE STATE OF TEXAS CORRECT INFORMATION ABOUT SUCH INDIVIDUALS THAT IS INCORRECT.

THIS EXECUTION OF OFFER MUST BE COMPLETED, SIGNED AND RETURNED WITH PROPOSER'S PROPOSAL. FAILURE TO COMPLETE, SIGN AND RETURN THIS EXECUTION OF OFFER WITH PROPOSER'S PROPOSAL MAY RESULT IN THE REJECTION OF THE PROPOSAL.

Submitted and Certified By:

____
(Proposer Institution's Name)

____
(Signature of Duly Authorized Representative)

____
(Printed Name/Title)

____

(Date Signed)

(Proposer's Street Address)

(City, State, Zip Code)

(Telephone Number)

(FAX Number)

APPENDIX TWO

UT SYSTEM POLICY ON UTILIZATION OF HISTORICALLY UNDERUTILIZED BUSINESSES

[Note: the Alliance should include the most recent edition, obtained from the UT System HUB Office, of the System's Policy on Utilization of Historically Underutilized Businesses.]

APPENDIX THREE

SAMPLE PREFERRED SUPPLIER AGREEMENT

for

OFFICE SUPPLIES

between

THE UNIVERSITY OF TEXAS SYSTEM

and

____

University of Texas Agreement Number: ____________

This Preferred Supplier Agreement, dated effective as of ________, 2014 ("**Effective Date**"), is made by and between **The University of Texas System** ("**UT System**"), a state agency and institution of higher education authorized under the laws of the State of Texas, and __________________ ("**Preferred Supplier**"), a _________ corporation, Federal Tax Identification Number _______________, with its principal offices located at ____.

This Agreement specifies the terms and conditions applicable to the supply by Preferred Supplier of certain office supplies and related services to UT System and institutional participants, all as further described below.

Now, therefore, the parties, intending to be legally bound, agree as follows:

SECTION 1 – Definitions

"**Alliance**" means The University of Texas System Supply Chain Alliance, a group purchasing organization established by UT System to conduct and coordinate strategic purchasing initiatives across UT System. UT System health and academic institutions are members of the Alliance. The Alliance is also affiliated with other institutions of higher education that have executed an Alliance affiliate agreement.

"**Office Supplies**" means the products and related services described in **Rider 100**, Scope of Work.

"**Institutional Participant**" means an Alliance member or affiliated institution of higher education, as designated by the Alliance, that has executed an Institutional Participation Agreement in connection with this Agreement.

"**Institutional Participation Agreement**" or "**IPA**" means the Institutional Participation Agreement attached to this Agreement as **Rider 300** and incorporated for all purposes, to be executed by each Institutional Participant.

"**UT Party**" means, as applicable, UT System and/or the Institutional Participants.

"**UT System Contract Administrator**" means the Director of the Alliance, who will be the initial contact for all contractual concerns related to this Agreement.

SECTION 2 – Term:

The term of this Agreement will begin on the Effective Date and expire _______________ *[initial fixed term of seven years],* unless earlier terminated in accordance with the provisions of this Agreement. UT System will have the option to extend the term of this Agreement for an additional three-year period, upon written notice given to Preferred Supplier at least 90 days in advance of the renewal term.

SECTION 3 – Amendment:

No change, modification, alteration, or waiver of this Agreement will be effective unless it is set forth in a written agreement that is signed by UT System and Preferred Supplier.

SECTION 4 – Performance by Preferred Supplier:

Preferred Supplier will perform its obligations under this Agreement to the satisfaction of UT Party. Time is of the essence in connection with this Agreement. UT Party will not have any obligation to accept late performance or waive timely performance by Preferred Supplier. Preferred Supplier will obtain, at its own cost, any and all approvals, licenses, filings, registrations and permits required by federal, state or local laws, regulations or ordinances, for its performance hereunder.

SECTION 5 – Family Code Child Support Certification:

Pursuant to Section 231.006, *Family Code*, Preferred Supplier certifies that it is not ineligible to receive the award of or payments under this Agreement and acknowledges that this Agreement may be terminated and payment may be withheld if this certification is inaccurate.

SECTION 6 – Eligibility Certifications:

Pursuant to Sections 2155.004 and 2155.006, *Texas Government Code*, Preferred Supplier certifies that it has not received compensation for participation in the preparation of the Request for Proposal related to this Agreement and is not ineligible to receive the award of or payments under this Agreement; and acknowledges that this Agreement may be terminated and payment withheld if these certifications are inaccurate.

Pursuant to Section 361.965, Texas Health and Safety Code, Preferred Supplier also certifies that it is in full compliance with the State of Texas Manufacturer Responsibility and Consumer Convenience Computer Equipment Collection and Recovery Act set forth in Chapter 361, Subchapter Y, Texas Health and Safety Code, and the rules adopted by the Texas Commission on Environmental Quality under that Act as set forth in Title 30, Chapter 328, Subchapter I, Texas Administrative Code. Preferred Supplier acknowledges that this Agreement may be terminated and payment may be withheld if this certification is inaccurate.

SECTION 7 – Tax Certification:

If Preferred Supplier is a taxable entity as defined by Chapter 171, Texas Tax Code ("**Chapter 171**"), then Preferred Supplier certifies that it is not currently delinquent in the payment of any taxes due under Chapter 171, or that Preferred Supplier is exempt from the payment of those taxes, or that Preferred Supplier is an out-of-state taxable entity that is not subject to those taxes, whichever is applicable.

SECTION 8 – Payment of Debt or Delinquency to the State:

Pursuant to Sections 2107.008 and 2252.903, *Texas Government Code*, Preferred Supplier agrees that any payments owing to Preferred Supplier under this Agreement may be applied directly toward any debt or delinquency that Preferred Supplier owes the State of Texas or any agency of the State of Texas regardless of when it arises, until such debt or delinquency is paid in full.

SECTION 9 – Loss of Funding:

Performance by UT Party under this Agreement may be dependent upon the appropriation and allotment of funds by the Texas State Legislature (the "**Legislature**") and/or allocation of funds by the Board of Regents of The University of Texas System (the "**Board**"). If the Legislature fails to appropriate or allot the necessary funds, or the Board fails to allocate the necessary funds, then UT Party will issue written notice to Preferred Supplier and UT Party may terminate this Agreement without further duty or obligation hereunder, other than payment for goods and services already delivered or provided to Institutional Participant. Preferred Supplier acknowledges that appropriation, allotment, and allocation of funds are beyond the control of UT Party.

SECTION 10 – Force Majeure:

None of the parties to this Agreement will be liable or responsible to another for any loss or damage or for any delays or failure to perform due to causes beyond its reasonable control including acts of God, strikes, epidemics, war, riots, flood, fire, sabotage, or any other circumstances of like character ("**force majeure occurrence**"). Provided, however, in the event of a force majeure occurrence, Preferred Supplier agrees to use its best efforts to mitigate the impact of the occurrence so that UT Party may continue to provide healthcare services during the occurrence.

SECTION 11 – Notices:

Except as otherwise provided in this Section, all notices, consents, approvals, demands, requests or other communications provided for or permitted to be given under any of the provisions of this Agreement will be in writing and will be sent via registered or certified mail, overnight courier, confirmed facsimile transmission (to the extent a facsimile number is set forth below), or email (to the extent an email address is set forth below), and notice will be deemed given (i) if mailed, when deposited, postage prepaid, in the United States mail, (ii) if sent by overnight courier, one business day after delivery to the courier, (iii) if sent by facsimile (to the extent a facsimile number is set forth below), when transmitted, and (iv) if sent by email (to the extent an email address is set forth below), when received:

If to UT System:	Office of Business Affairs The University of Texas System 201 W. 7th Street Attn: Executive Vice Chancellor for Business Affairs Austin, Texas 78701-2982 Fax: 512-499-4289 Email: Lloyd@utsystem.edu
with copy to:	The University of Texas System Supply Chain Alliance Mid Campus Building 7007 Bertner Ave., Suite 11.2339 Houston, TX 77030 Attention: Director Fax : 713-792-8084 Email:jfjoshua@mdanderson.org
If to Preferred Supplier:	____________________________ ____________________________ __________________ Attn: _______________________ Fax: _______________________ Email: ______________________

If to an Institutional Participant: The contact information for Institutional Participant as set forth in its IPA.

with copy to:	Office of Business Affairs The University of Texas System 201 W. 7th Street Attn: Executive Vice Chancellor for Business Affairs Austin, Texas 78701-2982 Fax: 512-499-4289 Email: LegalNotices@utsystem.edu
and	The University of Texas System Supply Chain Alliance Mid Campus Building 7007 Bertner Ave., Suite 11.2339 Houston, TX 77030 Attention: Director Fax: 713-792-8084 Email:jfjoshua@mdanderson.org

or such other person or address as may be given in writing by either party to the other in accordance with the aforesaid.

SECTION 12 – Preferred Supplier's Obligations.

12.1 Preferred Supplier represents that it has the knowledge, ability, skills, and resources to perform its obligations hereunder.

12.2 Preferred Supplier will maintain a staff of properly trained and experienced personnel to ensure satisfactory performance hereunder. Preferred Supplier will cause all persons connected with the Preferred Supplier directly in charge of performance hereunder to be duly registered and/or licensed under all applicable federal, state and municipal, laws, regulations, codes, ordinances and orders, including the rules, regulations and procedures promulgated by the Board or Institutional Participants, and those of any other body or authority having jurisdiction (collectively, "**Applicable Law**").

12.3 Preferred Supplier represents, warrants and agrees that (a) it will use commercially reasonable efforts to perform hereunder, in a good and workmanlike manner and in accordance with commercially reasonable standards of Preferred Supplier's profession or business, and (b) all good and services provided hereunder will be of the quality that prevails among similar businesses engaged in providing similar products and services in major United States urban areas under the same or similar circumstances.

12.4 Preferred Supplier warrants and agrees that all Office Supplies supplied under this Agreement will be accurate and free from any material defects. Preferred Supplier's performance hereunder will at no time be in any way diminished by reason of any approval by UT Party nor will Preferred Supplier be released from any liability by reason of any approval by UT Party, it being agreed that UT Party at all times is relying upon Preferred Supplier's skill and knowledge in performing hereunder. Preferred Supplier will, at its own cost, correct all material defects in Office Supplies supplied under this Agreement, as soon as practical after Preferred Supplier becomes aware of the defects. If Preferred Supplier fails to correct such material defects within a reasonable time, then UT Party may correct the defect at Preferred Supplier's expense. This remedy is in addition to, and not in substitution for, any other remedy for the defect that UT Party may have at law or in equity.

12.5 Preferred Supplier will call to the attention of UT Party, in writing, all information in any materials supplied to Preferred Supplier (by UT Party or any other party) that Preferred Supplier regards as unsuitable, improper or inaccurate in connection with the purposes for which the material is furnished.

12.6 Preferred Supplier represents that if (i) it is a corporation or limited liability company, then it is a corporation duly organized, validly existing and in good standing under the laws of the State of Texas, or a foreign corporation or limited liability company duly authorized and in good standing to conduct business in the State of Texas, that it has all necessary corporate power and has received all necessary corporate approvals to execute and deliver this Agreement, and the individual executing this Agreement on behalf of Preferred Supplier has been duly authorized to act for and bind Preferred Supplier; or (ii) if it is a partnership, limited partnership, limited liability partnership, or limited liability company then it has all necessary power and has secured all necessary approvals to execute and deliver this Agreement and perform all its obligations hereunder, and the individual executing this Agreement on behalf of Preferred Supplier has been duly authorized to act for and bind Preferred Supplier.

12.7 Preferred Supplier will provide the warranties more particularly described in Section ___ of **Rider 100,** Scope of Work.

12.8 Preferred Supplier represents and warrants that neither the execution and delivery of this Agreement by Preferred Supplier nor Preferred Supplier's performance hereunder will (a) result in the violation of any provision [i] if a corporation, of Preferred Supplier's articles of incorporation or by-laws, [ii] if a limited liability company, of its articles of organization or regulations, or [iii] if a partnership, of any partnership agreement by which Preferred Supplier is bound; (b) result in the violation of any provision of any agreement by which Preferred Supplier is bound; or (c) to the best of Preferred Supplier's knowledge and belief, conflict with any order or decree of any court or other body or authority having jurisdiction.

SECTION 13 – State Auditor's Office:

Preferred Supplier understands that acceptance of funds under this Agreement constitutes acceptance of the authority of the Texas State Auditor's Office, or any successor agency (collectively, "**Auditor**"), to conduct an audit or investigation in connection with those funds pursuant to Sections 51.9335(c), 73.115(c) and 74.008(c), Education Code. Preferred Supplier agrees to cooperate with the Auditor in the conduct of the audit or investigation, including without limitation providing all records requested. Preferred Supplier will include this provision in all contracts with permitted subcontractors.

SECTION 14 –Governing Law:

Travis County, Texas, will be the proper place of venue for suit on or in respect of this Agreement. This Agreement and all of the rights and obligations of the parties thereto and all of the terms and conditions thereof will be construed, interpreted and applied in accordance with and governed by and enforced under the internal laws of the State of Texas.

SECTION 15 – Breach of Contract Claims:

15.1 To the extent that Chapter 2260, Texas Government Code, as it may be amended from time to time ("**Chapter 2260**"), is applicable to this Agreement and is not preempted by other Applicable Law, the dispute resolution process provided for in Chapter 2260 will be used, as further described herein, by UT Party and Preferred Supplier to attempt to resolve any claim for breach of contract made by Preferred Supplier:

15.1.1 Preferred Supplier's claims for breach of this Agreement that the parties cannot resolve pursuant to other provisions of this Agreement or in the ordinary course of business will be submitted to the negotiation process provided in subchapter B of Chapter 2260. To initiate the process, Preferred Supplier will submit written notice, as required by subchapter B of Chapter 2260, to UT Party in accordance with the notice provisions in this Agreement. Preferred Supplier's notice will specifically state that the provisions of subchapter B of Chapter 2260 are being invoked, the date and nature of the event giving rise to the claim, the specific contract provision that UT Party allegedly breached, the amount of damages Preferred Supplier seeks, and the method used to calculate the damages. Compliance by Preferred Supplier with subchapter B of Chapter 2260 is a required prerequisite to Preferred Supplier's filing of a contested case proceeding under subchapter C of Chapter 2260. The UT Party's chief business officer, or another officer of UT Party as may be designated from time to time by UT Party by written notice thereof to Preferred Supplier in accordance with the notice provisions in this Agreement, will examine Preferred Supplier's claim and any counterclaim and negotiate with Preferred Supplier in an effort to resolve the claims.

15.1.2 If the parties are unable to resolve their disputes under Section 4.11.1.1, the contested case process provided in subchapter C of Chapter 2260 is Preferred Supplier's sole and exclusive process for seeking a remedy for any and all of Preferred Supplier's claims for breach of this Agreement by UT Party.

15.1.3 Compliance with the contested case process provided in subchapter C of Chapter 2260 is a required prerequisite to seeking consent to sue from the Legislature under Chapter 107, Civil Practices and Remedies Code. The parties hereto specifically agree that (i) neither the execution of this Agreement by UT Party nor any other conduct, action or inaction of any representative of UT Party relating to this Agreement constitutes or is intended to constitute a waiver of UT Party's or the state's sovereign immunity to suit and (ii) UT Party has not waived its right to seek redress in the courts.

15.2 The submission, processing and resolution of Preferred Supplier's claim is governed by the published rules adopted by the Texas Attorney General pursuant to Chapter 2260, as currently effective, thereafter enacted or subsequently amended.

15.3 UT Party and Preferred Supplier agree that any periods set forth in this Agreement for notice and cure of defaults are not waived.

SECTION 16 – Compliance with Law:

Preferred Supplier will perform hereunder in compliance with all Applicable Law. Preferred Supplier represents and warrants that neither Preferred Supplier nor any firm, corporation or institution represented by Preferred Supplier, nor anyone acting for such firm, corporation or institution, (1) has violated the antitrust laws of the State of Texas, Chapter 15, *Texas Business and Commerce Code*, or federal antitrust laws, or (2) has communicated directly or indirectly the content of Preferred Supplier's response to UT System's procurement solicitation to any competitor or any other person engaged in a similar line of business during the procurement process.

SECTION 17 – UT Party's Right to Audit:

At any time during the term of this Agreement and for a period of four (4) years thereafter UT System or a duly authorized audit representative of UT System, or the State of Texas, at its expense and at reasonable times, reserves the right to audit Preferred Supplier's records and books directly related to charges paid for all products and services provided under this Agreement. The right will not extend to any fixed fee component of the charges or to any services performed more than one year prior to the date of request for review. In the event such an audit by UT System reveals any errors or overpayments by UT System which error or overpayment is confirmed by Preferred Supplier, Preferred Supplier will refund UT System the full amount of such overpayments within thirty (30) days of such audit findings, or UT System, at its option, reserves the right to deduct such amounts owing to UT System from any payments due Preferred Supplier

SECTION 18 – Access to Documents:

To the extent applicable to this Agreement, in accordance with Section 1861(v)(I)(i) of the Social Security Act (42 U.S.C. 1395x) as amended, and the provisions of 42 CFR Section 420.300, et seq., Preferred Supplier agrees to allow, during and for a period of not less than four (4) years after this Agreement term, access to this Agreement and its books, documents, and records; and contracts between Preferred Supplier and its subcontractors or related organizations, including books, documents and records relating to same, by the Comptroller General of the United States, the U.S. Department of Health and Human Services and their duly authorized representatives.

SECTION 19 – Insurance:

19.1 Preferred Supplier, consistent with its status as an independent contractor, will carry and will cause its subcontractors to carry, at least the following insurance, with companies authorized to do insurance business in the State of Texas or eligible surplus lines insurers operating in accordance with the Texas Insurance Code, having an A.M. Best Rating of A-:VII or better, and in amounts not less than the following minimum limits of coverage:

19.1.1 Workers' Compensation Insurance with statutory limits, and Employer's Liability Insurance with limits of not less than $1,000,000:

Employers Liability - Each Accident	$1,000,000
Employers Liability - Each Employee	$1,000,000
Employers Liability - Policy Limit	$1,000,000

Workers' Compensation policy must include under Item 3.A. on the information page of the workers' compensation policy the state in which services are to be performed for Institutional Participant.

19.1.2 Commercial General Liability Insurance with limits of not less than:

Each Occurrence Limit	$1,000,000
Damage to Rented Premises	$ 300,000
Personal & Advertising Injury	$1,000,000
General Aggregate	$2,000,000
Products - Completed Operations Aggregate	$2,000,000

The required Commercial General Liability policy will be issued on a form that insures Preferred Supplier's and subcontractor's liability for bodily injury (including death), property damage, personal and advertising injury assumed under the terms of this Agreement.

19.1.3 Business Auto Liability Insurance covering all owned, non-owned or hired automobiles, with limits of not less than $1,000,000 single limit of liability per accident for Bodily Injury and Property Damage. Contractors transporting hazardous materials must provide the MCS-90 endorsement and CA9948 Broadened Pollution Liability endorsement on the Business Auto Liability policy. Policy limits must be in line with Federal requirements.

19.1.4 Umbrella/Excess Liability Insurance with limits of not less than $2,000,000 per occurrence and aggregate with a deductible of no more than $10,000, and will be excess over and at least as broad as the underlying coverage as required under **Sections 19.1.1** Employer's Liability; **19.1.2** Commercial General Liability; and **19.1.3** Business Auto Liability. Inception and expiration dates will be the same as the underlying policies. Drop-down coverage will be provided for reduction or exhaustion of underlying aggregate limits and will provide a duty to defend for any insured.

19.1.5 Directors' and Officers' Liability Insurance with limits of not less than $1,000,000 per claim. The coverage will be continuous for the duration of this Agreement and for not less than twenty-four (24) months following the expiration or termination of this Agreement.

19.2 Preferred Supplier will deliver to Institutional Participant:

19.2.1 Evidence of insurance on a Texas Department of Insurance approved certificate form verifying the existence and actual limits of all required insurance policies after the execution and delivery of this Agreement and prior to the performance by Preferred Supplier under this Agreement. Additional evidence of insurance will be provided verifying the continued existence of all required insurance no later than thirty (30) days after each annual insurance policy renewal.

19.2.2 ***All insurance policies*** (with the exception of workers' compensation, employer's liability and professional liability) will be endorsed and name The Board of Regents of The University of Texas System, The University of Texas System, and Institutional Participant as Additional Insureds for liability caused in whole or in part by Preferred Supplier's acts or omissions with respect to its on-going and completed operations up to the actual liability limits of the required insurance policies maintained by Preferred Supplier. The Commercial General Liability Additional Insured endorsement including on-going and completed operations coverage will be submitted with the Certificates of Insurance. Commercial General Liability and Business Auto Liability will be endorsed to provide primary and non-contributory coverage.

19.2.3 Preferred Supplier hereby waives all rights of subrogation against The Board of Regents of The University of Texas System, The University of Texas System and Institutional Participant. ***All insurance policies*** will be endorsed to provide a waiver of subrogation in favor of The Board of Regents of The University of Texas System, The University of Texas System and Institutional Participant. No policy will be canceled until after thirty (30) days' unconditional written notice to Institutional Participant. ***All insurance policies*** will be endorsed to require the insurance carrier providing coverage to send notice to Institutional Participant thirty (30) days prior to any cancellation, material change, or non-renewal relating to any insurance policy required in this **Section 19**.

19.2.4 Preferred Supplier will pay any deductible or self-insured retention for any loss. Any self-insured retention must be declared to and approved by Institutional Participant prior to the performance by Preferred Supplier under this Agreement. All deductibles and self-insured retentions will be shown on the Certificates of Insurance.

19.2.5 Certificates of Insurance and Additional Insured Endorsements as required by this Agreement will be mailed, faxed, or emailed to the Institutional Participant contact identified in the Institutional Participation Agreement.

19.3 Preferred Supplier's or subcontractor's insurance will be primary to any insurance carried or self-insurance program established by Institutional Participant or The University of Texas System. Preferred Supplier's or subcontractor's insurance will be kept in force until all obligations under this Agreement have been fully performed and accepted by Institutional Participant in writing, except as provided in this **Section 19.3**.

19.3.1 Directors and Officers Liability insurance coverage written on a claims-made basis requires Preferred Supplier to purchase an Extended Reporting Period Endorsement, effective for 24 months after the expiration or cancellation of this policy.

SECTION 20 – Indemnification:

20.1 TO THE FULLEST EXTENT PERMITTED BY LAW, PREFERRED SUPPLIER WILL AND DOES HEREBY AGREE TO INDEMNIFY, PROTECT, DEFEND WITH COUNSEL APPROVED BY UT PARTY, AND HOLD HARMLESS UT PARTY AND ITS AFFILIATED ENTERPRISES, REGENTS, OFFICERS, DIRECTORS, ATTORNEYS, EMPLOYEES, REPRESENTATIVES AND AGENTS (COLLECTIVELY "**INDEMNITEES**") FROM AND AGAINST ALL DAMAGES, LOSSES, LIENS, CAUSES OF ACTION, SUITS, JUDGMENTS, EXPENSES, AND OTHER CLAIMS OF ANY NATURE, KIND, OR DESCRIPTION, INCLUDING REASONABLE ATTORNEYS' FEES INCURRED IN INVESTIGATING, DEFENDING OR SETTLING ANY OF THE FOREGOING (COLLECTIVELY "**CLAIMS**") BY ANY PERSON OR ENTITY, ARISING OUT OF, CAUSED BY, OR RESULTING FROM PREFERRED SUPPLIER'S PERFORMANCE UNDER OR BREACH OF THIS AGREEMENT, AND THAT ARE CAUSED IN WHOLE OR IN PART BY ANY NEGLIGENT ACT, NEGLIGENT OMISSION OR WILLFUL MISCONDUCT OF PREFERRED SUPPLIER, ANYONE DIRECTLY EMPLOYED BY PREFERRED SUPPLIER OR ANYONE FOR WHOSE ACTS PREFERRED SUPPLIER MAY BE LIABLE. THE PROVISIONS OF THIS SECTION WILL NOT BE CONSTRUED TO ELIMINATE OR REDUCE ANY OTHER INDEMNIFICATION OR RIGHT WHICH ANY INDEMNITEE HAS BY LAW OR EQUITY. ALL PARTIES WILL BE ENTITLED TO BE REPRESENTED BY COUNSEL AT THEIR OWN EXPENSE.

20.2 IN ADDITION, PREFERRED SUPPLIER WILL AND DOES HEREBY AGREE TO INDEMNIFY, PROTECT, DEFEND WITH COUNSEL APPROVED BY UT PARTY, AND HOLD HARMLESS INDEMNITEES FROM AND AGAINST ALL CLAIMS ARISING FROM INFRINGEMENT OR ALLEGED INFRINGEMENT OF ANY PATENT, COPYRIGHT, TRADEMARK OR OTHER PROPRIETARY INTEREST ARISING BY OR OUT OF THE PERFORMANCE OF SERVICES OR THE PROVISION OF GOODS BY PREFERRED SUPPLIER, OR THE USE BY INDEMNITEES, AT THE DIRECTION OF PREFERRED SUPPLIER, OF ANY ARTICLE OR MATERIAL; PROVIDED, THAT, UPON BECOMING AWARE OF A SUIT OR THREAT OF SUIT FOR INFRINGEMENT, UT PARTIES WILL PROMPTLY NOTIFY PREFERRED SUPPLIER AND PREFERRED SUPPLIER WILL BE GIVEN THE OPPORTUNITY TO NEGOTIATE A SETTLEMENT. IN THE EVENT OF LITIGATION, UT PARTIES AGREE TO REASONABLY COOPERATE WITH PREFERRED SUPPLIER. ALL PARTIES WILL BE ENTITLED TO BE REPRESENTED BY COUNSEL AT THEIR OWN EXPENSE.

SECTION 21 – Ethics Matters; No Financial Interest:

Preferred Supplier and its employees, agents, representatives and subcontractors have read and understand UT System's Conflicts of Interest Policy available at http://www.utsystem.edu/policy/policies/int160.html, UT System's Standards of Conduct Guide available at http://www.utsystem.edu/systemcompliance/, and applicable state ethics laws and rules available at www.utsystem.edu/ogc/ethics. Neither Preferred Supplier nor its employees, agents, representatives or subcontractors will assist or cause UT Party's employees to violate UT System's Conflicts of Interest Policy, provisions described by UT System's Standards of Conduct Guide, or applicable state ethics laws or rules. Preferred Supplier represents and warrants that no member of the Board has a direct or indirect financial interest in the transaction that is the subject of this Agreement.

SECTION 22 – Assignment of Overcharge Claims:

Preferred Supplier hereby assigns to UT Party any and all claims for overcharges associated with this Agreement arising under the antitrust laws of the United States, 15 U.S.C.A., Sec. 1 et seq., or arising under the antitrust laws of the State of Texas, Business and Commerce Code, Sec. 15.01, et seq.

SECTION 23 – Assignment and Subcontracting:

Except as specifically provided in any Historically Underutilized Business Subcontracting Plan ("**HSP**") attached as **Rider 500** and incorporated for all purposes, neither Preferred Supplier's interest in this Agreement, its duties and obligations under this Agreement nor fees due to Preferred Supplier under this Agreement may be subcontracted, assigned, delegated or otherwise transferred to a third party, in whole or in part, and any attempt to do so will (1) not be binding on UT Party; and (2) be a breach of this Agreement for which Preferred Supplier will be subject to any remedial actions provided by Texas law, including Chapter 2161, Texas Government Code, and 34 Texas Administrative Code ("**TAC**") Section 20.14. UT Party may report nonperformance under this Agreement to the Texas Procurement and Support Services Division of the Texas Comptroller of Public Accounts or any successor agency (collectively, "**TPSS**") in accordance with 34 TAC Chapter 20, Subchapter F, Vendor Performance and Debarment Program. The benefits and burdens of this Agreement are, however, assignable by UT Party.

SECTION 24 – Historically Underutilized Business Subcontracting Plan:

24.1 If an HSP is attached to this Agreement, Preferred Supplier agrees to use good faith efforts to subcontract the scope of work in accordance with the HSP. Preferred Supplier agrees to maintain business records documenting its compliance with the HSP and to submit a monthly compliance report to UT Party in the format required by the TPSS. Submission of compliance reports will be required as a condition for payment under this Agreement. If UT Party determines that Preferred Supplier has failed to subcontract as set out in the HSP, UT Party will notify Preferred Supplier of any deficiencies and give Preferred Supplier an opportunity to submit documentation and explain why the failure to comply with the HSP should not be attributed to a lack of good faith effort by Preferred Supplier. If UT Party determines that Preferred Supplier failed to implement the HSP in good faith, UT Party, in addition to any other remedies, may report nonperformance to the TPSS in accordance with 34 TAC Chapter 20, Subchapter F, Vendor Performance and Debarment Program. UT Party may also revoke this Agreement for breach and make a claim against the Preferred Supplier.

24.2 If at any time during the term of this Agreement, Preferred Supplier desires to change the HSP, before the proposed changes become effective (1) Preferred Supplier must comply with 34 TAC Section 20.14; (2) the changes must be reviewed and approved by UT Party; and (3) if UT Party approves changes to the HSP, this Agreement must be amended in accordance with Section 2.5.3 to replace the HSP with the revised subcontracting plan.

24.3 If UT Party expands the scope of this Agreement through a change order or any other amendment, UT Party will determine if the additional scope of work contains probable subcontracting opportunities not identified in the initial solicitation for the scope of work. If UT Party determines additional probable subcontracting opportunities exist, Preferred Supplier will submit an amended subcontracting plan covering those opportunities. The amended subcontracting plan must comply with the provisions of 34 TAC Section 20.14 before (1) this Agreement may be amended to include the additional scope of work; or (2) Preferred Supplier may perform the additional scope of work. If Preferred Supplier subcontracts any of the additional subcontracting opportunities identified by UT Party without prior authorization and without complying with 34 TAC Section 20.14, Preferred Supplier will be deemed to be in breach of this Agreement under Section 4.19 and will be subject to any remedial actions provided by Texas law including Chapter 2161, Texas Government Code, and 34 TAC Section 20.14. UT Party may report nonperformance under this Agreement to the TPSS in accordance with 34 TAC Chapter 20, Subchapter F, Vendor Performance and Debarment Program.

SECTION 25 – Payment and Invoicing:

Institutional Participant agrees to pay fees due under this Agreement in accordance with the Texas Prompt Payment Act ("**Act**"), Chapter 2251, *Texas Government Code*. Pursuant to the Act, payment will be deemed late on the 31st day after the later of: 1) the date the performance is completed, or 2) the date Institutional Participant receives an invoice for the related goods or services. Institutional Participant will be responsible for interest on overdue payments equal to the sum of: 1) one percent, plus 2) the prime rate as published in the Wall Street Journal on the first day of July of the preceding fiscal year (Institutional Participant's fiscal year begins September 1) that does not fall on a Saturday or Sunday. Institutional Participant will have the right to verify the details set forth in Preferred Supplier's invoices and supporting documentation, either before or after payment, by (a) inspecting the books and records of Preferred Supplier at mutually convenient times; (b) examining any reports with respect to the related goods or services; and (c) other reasonable action.

Section 51.012, *Texas Education Code*, authorizes UT Party to make any payment through electronic funds transfer methods. Preferred Supplier agrees to receive payments from UT Party through electronic funds transfer methods, including the automated clearing house system (also known as ACH). Prior to the first payment under this Agreement, UT Party will confirm Preferred Supplier's banking information. Any changes to Preferred Supplier's banking information will be communicated by Preferred Supplier to UT Party in writing at least thirty (30) days in advance of the effective date of the change.

SECTION 26 – Limitations:

The parties to this Agreement are aware that there are constitutional and statutory limitations on the authority of UT Party (a state agency) to enter into certain terms and conditions of this Agreement, including, but not limited to, those terms and conditions relating to disclaimers and limitations of warranties; disclaimers and limitations of liability for damages; waivers, disclaimers and limitations of legal rights, remedies, requirements and processes; limitations of periods to bring legal action; granting control of litigation or settlement to another party; liability for acts or omissions of third parties; payment of attorneys' fees; dispute resolution; indemnities; and confidentiality (collectively, the "**Limitations**"), and terms and conditions related to the Limitations will not be binding on UT Party except to the extent authorized by the laws and Constitution of the State of Texas.

SECTION 27 – Affirmative Action:

Preferred Supplier agrees that either a written copy of Preferred Supplier's Civil Rights "Affirmative Action Compliance Program" or, if Preferred Supplier is not required to have such a written program, the reason Preferred Supplier is not subject to such requirement, is attached to this Agreement as **Rider 600** and incorporated for all purposes.

SECTION 28 – OSHA Compliance:

Preferred Supplier represents and warrants that all services furnished under this Agreement meet or exceed the safety standards established and promulgated under the Federal Occupational Safety and

Health Law (Public Law 91-598) and its regulations in effect or proposed as of the date of this Agreement.

SECTION 29 - Certifications of Nonsegregated Facilities and Equal Employment Opportunities Compliance:

Preferred Supplier certifies that, except for restrooms and wash rooms and one (1) or more lactation rooms each of which is segregated on the basis of sex: (1) it does not maintain or provide for its employees any segregated facilities at any of its establishments and that it does not permit its employees to perform their services at any location under its control where segregated facilities are maintained; (2) it will not maintain or provide for its employees any segregated facilities at any of its establishments; and (3) it will not permit its employees to perform their services at any location under its control where segregated facilities are maintained. Preferred Supplier agrees that a breach of this certification is a violation of the Equal Opportunity clause in this Agreement. The term "**segregated facilities**" means any waiting rooms, work area, rest rooms and wash rooms, entertainment areas, transportation, or housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, color, religion, sex, or national origin, because of habit, local custom, or otherwise. Preferred Supplier further agrees that, except where it has contracts prior to the award with subcontractors exceeding $10,000.00 which are not exempt from the provisions of the Equal Opportunity clause, Preferred Supplier will retain such certifications for each one of its subcontractors in Preferred Supplier's' files, and that it will forward the following notice to all proposed subcontractors (except where the proposed subcontractors have submitted identical certifications for specific time periods):

> NOTICE TO PROSPECTIVE SUBCONTRACTORS OF REQUIREMENTS FOR CERTIFICATIONS OF NONSEGREGATED FACILITIES - A Certification on Nonsegregated Facilities must be submitted prior to the award of any subcontract exceeding $10,000.00 which is not exempt from the provisions of the Equal Opportunity clause. The certification may be submitted either for each subcontract or for all subcontracts during a period (i.e. quarterly, semiannually, or annually).

Preferred Supplier understands that the penalty for making false statements regarding the subject matters of this Section is prescribed in 18 U.S.C. 1001.

SECTION 30 – Premises Rules:

If this Agreement requires Preferred Supplier's presence on UT Party's premises or in UT Party's facilities, Preferred Supplier agrees to cause its representatives, agents, employees and permitted subcontractors (if any) to become aware of, fully informed about, and in full compliance with all applicable UT Party rules and policies, including, without limitation, those relative to personal health, security, environmental quality, safety, fire prevention, noise, smoking, and access restrictions; consideration for students, patients and their families as well as employees; parking; and security.

SECTION 31 – Debarment:

Preferred Supplier confirms that neither Preferred Supplier nor its Principals are suspended, debarred, proposed for debarment, declared ineligible, or voluntarily excluded from the award of contracts from United States ("**U.S.**") federal government procurement or nonprocurement programs, or are listed in the List of Parties Excluded from Federal Procurement or Nonprocurement Programs issued by the U.S. General Services Administration. "**Principals**" means officers, directors, owners, partners, and persons having primary management or supervisory responsibilities within a business entity (e.g.

general manager, plant manager, head of a subsidiary, division or business segment, and similar positions). Preferred Supplier will provide immediate written notification to UT Party if, at any time prior to award, Preferred Supplier learns that this certification was erroneous when submitted or has become erroneous by reason of changed circumstances. This certification is a material representation of fact upon which reliance will be placed when UT Party executes this Agreement. If it is later determined that Preferred Supplier knowingly rendered an erroneous certification, in addition to the other remedies available to UT Party, UT Party may terminate this Agreement for default by Preferred Supplier.

SECTION 32 – Office of Inspector General Certification:

Preferred Supplier acknowledges that UT Party is prohibited by federal regulations from allowing any employee, subcontractor, or agent of Preferred Supplier to work on site at UT Party premises or facilities if that individual is not eligible to work on federal healthcare programs such as Medicare, Medicaid, or other similar federal programs. Therefore, Preferred Supplier will not assign any employee, subcontractor or agent that appears on the List of Excluded Individuals issued by the United States Office of the Inspector General ("**OIG**") to work on site at UT Party premises or facilities. Preferred Supplier will perform an OIG sanctions check quarterly on each of its employees, subcontractors and agents during the time such employees, subcontractors and agents are assigned to work on site at UT Party premises or facilities. Preferred Supplier acknowledges that UT Party will require immediate removal of any employee, subcontractor or agent of Preferred Supplier assigned to work at UT Party premises or facilities if such employee, subcontractor or agent is found to be on the OIG's List of Excluded Individuals. The OIG's List of Excluded Individuals may be accessed through the following Internet website: http://www.dhhs.gov/progorg/oig/cumsan/index.htm.

SECTION 33 – Termination:

33.1 In the event of a material failure by either party to perform in accordance with the terms of this Agreement ("**default**"), the other, non-defaulting party may terminate this Agreement upon thirty (30) days' written notice of termination setting forth the nature of the material failure. The termination will not be effective if the material failure is fully cured prior to the end of the 30-day period. No such termination will relieve the defaulting party from liability for the underlying default or breach of this Agreement or any other act or omission.

33.2 UT System may terminate this Agreement, without cause, upon written notice to Preferred Supplier; provided, however, this Agreement will not terminate until the later of (1) 90 days after receipt of notice of termination, or (2) the date that performance is complete under all purchase orders issued by Institutional Participant to Preferred Supplier prior to receipt of notice of termination. Institutional Participant may not issue any purchase orders after receipt of notice of termination. Termination of this Agreement will not relieve any party from liability for its default under or breach of this Agreement or any other act or omission of that party. In the event that this Agreement is terminated, then within thirty (30) days after termination, Preferred Supplier will reimburse UT Party for all fees paid by UT Party to Preferred Supplier that were (a) not earned by Preferred Supplier prior to termination, or (b) for goods or services that UT Party did not receive from Preferred Supplier prior to termination.

33.3 UT System or Institutional Participant may terminate an IPA, without cause, upon written notice to Preferred Supplier; provided, however, the IPA will not terminate until the later of (1) thirty (30) days after receipt of notice of termination, or (2) the date that performance is complete under all purchase orders issued by Institutional Participant to Preferred Supplier prior to receipt of notice of termination. Institutional Participant may not issue any purchase orders after receipt of notice of termination. Termination of an IPA will not relieve any party from liability for its default under or breach of the IPA or any other act or omission of that party. In the event that an IPA is terminated, then within thirty (30) days after termination, Preferred Supplier will reimburse Institutional Participant for all fees paid by Institutional Participant to Preferred Supplier that were (a) not earned by Preferred Supplier prior to termination, or (b) for goods or services that Institutional Participant did not receive from Preferred Supplier prior to termination.

SECTION 34 – Authority:

The individuals executing this Agreement on behalf of each party have been duly authorized to act for and bind the party they represent.

SECTION 35 – Survival of Provisions:

Expiration or termination of this Agreement will not relieve either party of any obligations under this Agreement that by their nature survive such expiration or termination.

SECTION 36 – Confidentiality and Safeguarding of University Records; Press Releases; Public Information:

Under this Agreement, Preferred Supplier may (1) create, (2) receive from or on behalf of UT Party, or (3) have access to UT Party records or record systems (collectively, "**University Records**"). Among other things, University Records may contain social security numbers, credit card numbers, or data protected or made confidential or sensitive by applicable federal, state and local, laws, regulations, and ordinances, including the Gramm-Leach-Bliley Act (Public Law No: 106-102) and the Family Educational Rights and Privacy Act, 20 U.S.C. §1232g ("**FERPA**"). If University Records are subject to FERPA, (1) UT Party designates Preferred Supplier as a university official with a legitimate educational interest in University Records, and (2) Preferred Supplier acknowledges that its improper disclosure or redisclosure of personally identifiable information from University Records may result in Preferred Supplier's exclusion from eligibility to contract with UT Party for at least five (5) years. Preferred Supplier represents, warrants, and agrees that it will: (1) hold University Records in strict confidence and will not use or disclose University Records except as (a) permitted or required by Agreement, (b) required by law, or (c) otherwise authorized by UT Party in writing; (2) safeguard University Records according to reasonable administrative, physical and technical standards (such as standards established by (i) the National Institute of Standards and Technology and (ii) the Center for Internet Security, as well as the Payment Card Industry Data Security Standards) that are no less rigorous than the standards by which Preferred Supplier protects its own confidential information; (3) continually monitor its operations and take any action necessary to assure that University Records are safeguarded and the confidentiality of University Records is maintained in accordance with all applicable federal, state and local, laws, regulations, and ordinances, including FERPA and the Gramm-Leach Bliley Act, and the terms of this Agreement; and (4) comply with the UT Party rules, policies, and procedures regarding access to and use of UT Party computer systems. At the request of UT Party, Preferred Supplier agrees to provide UT Party with a written summary of the procedures Preferred Supplier uses to safeguard and maintain the confidentiality of University Records.

36.1 Notice of Impermissible Use. If an impermissible use or disclosure of any University Records occurs, Preferred Supplier will provide written notice to UT Party within one (1) business day after Preferred Supplier's discovery of that use or disclosure. Preferred Supplier will promptly provide UT Party with all information requested by UT Party regarding the impermissible use or disclosure.

36.2 Return of University Records. Preferred Supplier agrees that within thirty (30) days after the expiration or termination of this Agreement, for any reason, all University Records created or received from or on behalf of UT Party will be (1) returned to UT Party, with no copies retained by Preferred Supplier; or (2) if return is not feasible, destroyed. Twenty (20) days before destruction of any University Records, Preferred Supplier will provide UT Party with written notice of Preferred Supplier's intent to destroy University Records. Within five (5) days after destruction, Preferred Supplier will confirm to UT Party in writing the destruction of University Records.

36.3 Disclosure. If Preferred Supplier discloses any University Records to a subcontractor or agent, Preferred Supplier will require the subcontractor or agent to comply with the same restrictions and obligations as are imposed on Preferred Supplier by this Section.

36.4 Press Releases. Preferred Supplier will not make any press releases, public statements, or advertisement referring to Agreement, or the engagement of Preferred Supplier as an independent contractor of UT Party, or release any information relative to this Agreement for publication, advertisement or any other purpose without the prior written approval of UT Party.

36.5 Public Information. UT Party strictly adheres to all statutes, court decisions and the opinions of the Texas Attorney General with respect to disclosure of public information under the *Texas Public Information Act*, Chapter 552, *Texas Government Code*.

36.6 Termination. In addition to any other termination rights set forth in this Agreement, and any other rights at law or equity, if UT Party reasonably determines that Preferred Supplier has breached any of the restrictions or obligations set forth in this Section, UT Party may immediately terminate this Agreement without notice or opportunity to cure.

36.7 Duration. The restrictions and obligations under this Section will survive expiration or termination of this Agreement for any reason.

SECTION 37 – Tax Exemption

UT Party may be an agency of the State of Texas or other non-profit entity and may be exempt from certain state taxes under various exemption statutes, including Texas Sales & Use Tax in accordance with Section 151.309, *Tax Code,* and Title 34 *Texas Administrative Code* ("**TAC**") Section 3.322. Notwithstanding its exemption from certain state taxes, UT Party will be responsible for any taxes (except corporate income taxes, franchise taxes, and taxes on Preferred Supplier's personnel, including personal income tax and social security taxes) from which UT Party is not exempt. Preferred Supplier will provide reasonable cooperation and assistance to UT Party in obtaining any tax exemptions to which UT Party is entitled.

SECTION 38 – Undocumented Workers:

The *Immigration and Nationality Act* (8 *United States Code* 1324a) ("**Immigration Act**") makes it unlawful for an employer to hire or continue employment of undocumented workers. The United States Immigration and Customs Enforcement Service has established the Form I-9 Employment Eligibility Verification Form ("**I-9 Form**") as the document to be used for employment eligibility verification (8 *Code of Federal Regulations* 274a). Among other things, Preferred Supplier is required to: (1) have all employees complete and sign the I-9 Form certifying that they are eligible for employment; (2) examine verification documents required by the I-9 Form to be presented by the employee and ensure the documents appear to be genuine and related to the individual; (3) record information about the documents on the I-9 Form, and complete the certification portion of the I-9 Form; and (4) retain the I-9 Form as required by law. It is illegal to discriminate against any individual (other than a citizen of another country who is not authorized to work in the United States) in hiring, discharging, or recruiting because of that individual's national origin or citizenship status. If Preferred Supplier employs unauthorized workers during performance of this Agreement in violation of the Immigration Act then, in addition to other remedies or penalties prescribed by law, UT Party may terminate this Agreement in accordance with Section 4.31. Preferred Supplier represents and warrants that it is in compliance with and agrees that it will remain in compliance with the provisions of the Immigration Act.

SECTION 39 – No Required Quantities or Minimum Amounts:

Preferred Supplier understands that this Agreement does not obligate UT Party to purchase any specific amount of goods or services from Preferred Supplier under this Agreement or otherwise. For example, this Agreement does not establish any minimum quantity or minimum dollar amount of goods or services that UT Party must purchase from Preferred Supplier during the term of this Agreement.

SECTION 40 – Entire Agreement; Modifications:

This Agreement supersedes all prior agreements, written or oral, between Preferred Supplier and UT System and will constitute the entire agreement and understanding between the parties with respect to the subject matter of this Agreement. This Agreement and each of its provisions will be binding upon the parties and may not be waived, modified, amended or altered except by a writing signed by UT System and Preferred Supplier.

SECTION 41 – Captions:

The captions of sections and subsections in this Agreement are for convenience only and will not be considered or referred to in resolving questions of interpretation or construction.

SECTION 42 – Waivers:

No delay or omission in exercising any right accruing upon a default in performance of this Agreement will impair any right or be construed to be a waiver of any right. A waiver of any default under this Agreement will not be construed to be a waiver of any subsequent default under this Agreement.

SECTION 43 – Binding Effect:

This Agreement will be binding upon and inure to the benefit of the parties hereto and their respective permitted assigns and successors.

<u>SECTION 44 – Limitations of Liability:</u>

Except for UT Party's obligation (if any) to pay Preferred Supplier certain fees and expenses, UT Party will have no liability to Preferred Supplier or to anyone claiming through or under Preferred Supplier by reason of the execution or performance of this Agreement. Notwithstanding any duty or obligation of UT Party to Preferred Supplier or to anyone claiming through or under Preferred Supplier, no present or future affiliated enterprise, subcontractor, agent, officer, director, employee, representative, attorney or regent of UT Party, or anyone claiming under UT Party has or will have any personal liability to Preferred Supplier or to anyone claiming through or under Preferred Supplier by reason of the execution or performance of this Agreement.

<u>SECTION 45 – Relationship of the Parties:</u>

For all purposes of this Agreement and notwithstanding any provision of this Agreement to the contrary, Preferred Supplier is an independent contractor and is not a state employee, partner, joint venturer, or agent of UT Party. Preferred Supplier will not bind nor attempt to bind UT Party to any agreement or contract. As an independent contractor, Preferred Supplier is solely responsible for all taxes, withholdings, and other statutory or contractual obligations of any sort, including workers' compensation insurance.

<u>SECTION 46 – Severability:</u>

In case any provision of this Agreement will, for any reason, be held invalid or unenforceable in any respect, the invalidity or unenforceability will not affect any other provision of this Agreement, and this Agreement will be construed as if the invalid or unenforceable provision had not been included.

<u>SECTION 47 – External Terms:</u>

This Agreement completely supplants, replaces, and overrides all other terms and conditions or agreements, written or oral ("**External Terms**"), concerning Preferred Supplier's performance under this Agreement. Such External Terms are null and void and will have no effect under this Agreement, regardless of whether UT Party or any of its employees, contractors, or agents consents or agrees to External Terms. External Terms include any shrinkwrap, clickwrap, browsewrap, web-based terms and conditions of use, and any other terms and conditions displayed in any format that UT Party, or its employees, contractors, or agents are required to accept or agree to before or in the course of accessing or using any goods or services provided solely by Preferred Supplier.

<u>SECTION 48 – Conflicts:</u>

In the event of a conflict between the terms and conditions of this Agreement and those of an IPA, the terms of this Agreement will control and govern.

<u>SECTION 49 – Attachments:</u>

The Riders listed below are attached to and fully incorporated into this Agreement as substantive parts of this Agreement:

Rider 100 – Scope of Work
Rider 200 – Pricing Schedule
Rider 300 – Institutional Participation Agreement Form
Rider 400 – Supplier Relationship Management

Rider 500 – HUB Subcontracting Plan
Rider 600 – Affirmative Action Compliance Program

Having agreed to the foregoing terms, and with the intention of being bound, the parties have executed this Agreement as of the dates shown below.

THE UNIVERSITY OF TEXAS SYSTEM	**[PREFERRED SUPPLIER]**
Signed: ____________________________	Signed: ______________________________
Printed Name: ______________________	Printed Name: ________________________
Title: _______________________________	Title: ________________________________
Date: ______________________________	Date: ________________________________

APPENDIX THREE- 300

INSTITUTIONAL PARTICIPATION AGREEMENT

By entering into this Institutional Participation Agreement ("**Institutional Participation Agreement**"), the undersigned institution ("**Institutional Participant**") agrees to the terms and conditions set forth in the Preferred Supplier Agreement between The University of Texas System and ________________, Agreement Number UTSSCA_____ dated effective ___________________, 2014 (the "**Preferred Supplier Agreement**" or "**PSA**"). All of the terms and conditions of the PSA are incorporated into this Institutional Participation Agreement for all purposes. Unless otherwise specified in this Institutional Participation Agreement, all defined terms used in this Institutional Participation Agreement have the same meaning as assigned to those terms in the PSA.

By entering into this Institutional Participation Agreement, Institutional Participant is authorized to take full advantage of all of the benefits and provisions set forth in the PSA including, but not limited to, the benefits listed below, which are specified in detail in the PSA:

<u>Benefits from Preferred Supplier Agreement:</u>
To obtain a broad range of office products and services at discounted prices.

<u>Institutional Participant's Responsibilities</u>
To the extent authorized by applicable law and relevant rules and regulations of UT System and Institutional Participant, Institutional Participant will use commercially reasonable efforts to perform the following responsibilities:

- Identify Preferred Supplier as the "preferred supplier" for office products and services.
- Feature the Core List and Non-Core List products in any e-procurement, ERP, or local ordering systems, for easy access by end-users, and enhance visibility of Core List items within the ordering system through primary preference designation of these items during searches of product catalogs, subject to availability of technology and resources.
- Organize and share benefits of the PSA at one or more "kick-off" events.
- Facilitate and promote at least one (1) Preferred Supplier products show per year, involving the office products and services available for purchase under the PSA.
- Assist in the organization of technical presentations by Preferred Supplier.
- Permit Preferred Supplier, at its sole cost, to create and distribute sales and technical materials involving the office products and services available for purchase under the PSA and that may include updates on: pricing, new product information, technical developments, and special promotions. All such communications will be subject to prior approval by Institutional Participant.
- Periodically provide information to Preferred Supplier on current and projected projects by Institutional Participant that might provide opportunities for supply of Preferred Supplier's products under the PSA (e.g., sustainability/green programs).
- On an ongoing basis, make Institutional Participant's end-users aware of the business relationship with Preferred Supplier and value-generation opportunities.
- Conduct quarterly business reviews to review reports and commitments.
- Facilitate resolution of customer/supplier conflicts.

Institutional Participant's notice address and contact information is:

The University of Texas at ___________________
Street Address: ____________________________
Fax: ______________________
Email: ____________________
Attention: _________________

Institutional Participant designates the following contacts who will be responsible for facilitating this Institutional Participation Agreement:

INSTITUTIONAL PARTICIPANT: Primary Contact:

Name: ______________________________
Title: ________________________________
Telephone: __________________________
Fax: ________________________________
Email: _______________________________

INSTITUTIONAL PARTICIPANT: HUB Contact:

Name: ______________________________
Title: ______________________________
Telephone: __________________________
Fax: ________________________________
Email: _______________________________

Preferred Supplier designates the following contact who will be responsible for facilitating this Institutional Participation Agreement:

PREFERRED SUPPLIER Primary Contact:

Name: ______________________________
Title: ________________________________
Telephone: ___________________________
Fax: ________________________________
Email: _______________________________

Insurance Paperwork. The insurance provisions of this Agreement require certain certificates and endorsements to be mailed, faxed, or emailed to Institutional Participant. Contact information for the Institutional Participant's representative authorized to receive such certificates and endorsements is as follows:

Name: ______________________________
Title: ________________________________
Address: __________________________

____
Fax: ____________________________________
Email: ___________________________________

Institutional Participant agrees to the terms of this Institutional Participation Agreement:

The University of Texas ____

By: ____
Printed Name and Title: ____
Signature: ____
Street: ______________________________
City: __________________ State: _____ Zip: ______
Date: ______________________________

Upon activation of this Institutional Participation Agreement, Institutional Participant's Primary Contact will receive notification of activation via email. Please return signed completed form to the UT System Supply Chain Alliance Strategic Sourcing Team at utsscainfo@mdanderson.org.

APPENDIX THREE - 400

SUPPLIER RELATIONSHIP MANAGEMENT

1.0 Supplier Relationship Management ("SRM") Program Requirements

Quarterly Business Reviews ("**QBRs**") of Preferred Supplier's performance under this Agreement will be conducted by the UT System Contract Administrator on behalf of UT System beginning six (6) months after the Effective Date of this Agreement and then every three (3) months thereafter. Institutional Participants may elect to establish a local level SRM program by a separate mutual agreement with Preferred Supplier.

2.0 Quarterly Business Reviews

2.1 QBRs will consist of two major components:

(a) Key Performance Indicators: Preferred Supplier's performance will be determined as measured against the Service Level for each Performance Measure set forth in **Table 1** below.

(b) Business Relationship Indicators: The Business Relationship Indicators (defined and set forth in **Table 2** below) are designed to confirm that the objectives and goals of the relationship between Preferred Supplier and the Alliance remain aligned and moving in a mutually beneficial direction.

Table 1: Key Performance Indicators

Performance Measure	**Service Level**	**Variance from Service Level**	**Maximum Score**	**Definition and Measured By**
Fill Rate	98%	≤ 1% >1%-≤3% >3%-≤5% >5%	15 8 5 0	Total number of items delivered on first delivery, compared to total number of items ordered, in each case aggregated across all Institutional Participants.
Fill Rate for Next Business Day	96%	≤ 1% >1%-≤3%	15 8	Total number of items delivered on a next business day basis, compared to total number of items ordered for

Orders		>3%-≤5% >5%	5 0	next business day delivery, in each case aggregated across all Institutional Participants. This metric will be based upon those items which Preferred Supplier has committed to deliver on a next-day basis.
Pricing Accuracy	99%	≤ 1% >1%-≤5% >5%	10 5 0	Proportion of items posted on supplier's website reflecting accurate contract pricing, as confirmed by Alliance audit
Invoice Accuracy	98%	≤ 1% >1%-≤5% >5%	10 5 0	Proportion of invoiced items reflecting accurate contract pricing, as confirmed by Alliance audit
Shipment Returns	98%	≤ 2% >2%-≤5% >5%	5 2 0	Proportion of items returned compared to total items shipped.
System Availability	98%	≤ 2% >2%-≤5% >5%	5 2 0	Availability of fax or web–based ordering calculated on a 7x24 basis; excludes scheduled downtime
Administrative Fees & Incentive Payments	Not more than 5 days late	Y N	5 0	Paid accurately and on time within contract schedules
Historically Underutilized Business Report	Not more than 5 days late	Y N	5 0	Submitted within contract schedule each month to the Alliance (report includes monthly summary by Institutional Participant)
Customer Satisfaction	90% of metric	≤ 3% >3%-≤8% >8%-≤15% >15%	30 25 15 0	Preferred Supplier will attain customer satisfaction score of 90% or greater. Survey content and distribution to be agreed with Preferred Supplier to ensure appropriate measures recorded.

Table 2: Business Relationship Indicators

Performance Measure	**Goal**	**Definition**
1. Campus Outreach	Number and type of communications and events as defined in the Strategic Action Plan	Implement targeted communications and educational programs for end-users and purchasing personnel at each Institutional Participant to: a) foster cooperation and collaboration, b) increase understanding of the value of this Agreement, and c) create greater awareness of savings and savings opportunities.
2. Historically Underutilized Business	3 events per calendar year	Implement an outreach and educational program for Historically Underutilized Businesses within the State of Texas.
3. Sustainability	Number and type of communications and events as defined in the Strategic Action Plan	Implement an ongoing program to educate and promote eco-friendly products and programs to Institutional Participants, and to report environmentally responsible practices deployed in Preferred Supplier's business operations.
4. eCommerce	TBD	e-Commerce utilization by Institutional Participants (method and quantity/percentage of transactions)
5. Savings	TBD	Total savings actually achieved to savings target
6. Process Changes, Improvements and Innovation	TBD	Report on any operating changes, improvements and impact to Institutional Participants

2.2 Business Relationship Indicators

Within ninety (90) days after the Effective Date of this Agreement, Preferred Supplier will submit for approval to the UT System Contractor Administrator a written Strategic Action Plan to achieve goals 1 through 6 in **Table 2**, above. At a minimum the Strategic Action Plan will define the specific strategies, tasks, responsibilities, reports, and timelines to be executed to achieve each goal.

2.3 QBR Meeting Reports and Metrics

Preferred Supplier will prepare and deliver to the UT System Contract Administrator for review at each QBR a report of the Key Performance Indicators and Business Relationship Indicators. The Key Performance Indicator report will be provided both in the aggregate, reflecting the total score for all Institutional Participants, and also will be reported separately for each Institutional Participant.

An advance copy of the Key Performance Indicator Report will be sent to the UT System Contract Administrator no less than ten (10) days prior to the scheduled QBR meeting date.

All report requirements may be modified by Institutional Participants within Preferred Supplier's reasonable capabilities to meet local requirements and service levels. Metrics may be revised upon mutual agreement between Preferred Supplier and the UT System Contract Administrator or the applicable Institutional Participant.

3.0 Preferred Supplier Evaluation and Rating

No less than once each quarter the UT System Contract Administrator will prepare and present to Preferred Supplier a scorecard of Preferred Supplier's performance based on their measured results under each of the KPIs for the preceding quarter. The scorecard will be presented and reviewed by Preferred Supplier and the UT System Contract Administrator during each QBR.

After the initial Agreement implementation period of six (6) months starting on the Effective Date, Preferred Supplier must obtain a minimum composite score of 85 from UT System for each quarter during the remaining term of this Agreement.

4.0 Corrective Action Plan

The UT System Contract Administrator will notify Preferred Supplier during a QBR if Preferred Supplier receives a composite score of less than 85 during the previous quarter or a score of Zero ("0") for any KPI.

Within fifteen (15) calendar days after receipt of such notice, Preferred Supplier will provide the UT System Contract Administrator with a written corrective action plan ("**CAP**") acceptable to the UT System Contract Administrator to address such unacceptable scores. At a minimum, the CAP will address Preferred Supplier's performance issues resulting in unacceptable score(s) and contain a root cause analysis of the problems causing such performance issue, proposed solutions to those problems, proposed process modifications to prevent recurrence of such problems, a time frame for Preferred Supplier's implementation of the proposed solutions and process modifications, and the person(s) who will be responsible for Preferred Supplier's implementation of the CAP. The CAP will be presented to the UT System Contract Administrator for concurrence prior to implementation. Concurrence with the CAP by the UT System Contract Administrator will not be unreasonably withheld or delayed. Concurrence with the CAP will not constitute a waiver by UT System of any rights regarding remedies.

5.0 Liquidated Damages

If Preferred Supplier's implementation of the CAP does not result in a minimum composite score of 85 or greater, or if two (2) or more KPIs remain with a score of zero ("0"), measured over a period of 90 days following the implementation of the CAP, Preferred Supplier will pay UT System $10,000 per quarter until such time as the composite score is 85 or greater and no more than one KPI has a score of Zero ("0"). This $10,000 charge will not be construed as a penalty but as liquidated damages designed to cover the additional administrative and management cost incurred by UT System and its institutions to monitor the Preferred Supplier's performance during the period of correction.

6.0 Corrective Action and Remedies

If Preferred Supplier's implementation of the CAP does not result in a minimum composite score of 85 or better or if two (2) or more KPI's remain with a score of Zero ("0") during each subsequent calendar quarter, UT System may, at its sole discretion,:

- Permit Preferred Supplier to resubmit a further Corrective Action Plan, or
- Exercise other remedies available under this Agreement or applicable law.

ATTACHMENTS A, B and C

PRICE SCHEDULE

[I presume this will consist of the attachments you provided to me in Excel format.]

ATTACHMENT A
PRICE SCHEDULE: CORE LIST
INSTRUCTIONS:
1. For each item quoted, Proposer must complete Columns J-P
2. If not quoting on an item indicate "no bid" in Column J.
3. Please quote an exact match where possible. If Proposer is quoting an "alternate" product , Proposer must indicate "alternate" in Column J and complete Columns Q-Z.
4. Proposer may quote both an exact match and alternative.
5. The Single Unit (each Price) in Column O & Y is for analysis purposes only and not intended to be unit of sale. For example , if there are 100 units per pack and the per pack price is $200 then the Single Unit/Each Price is $2.00.
6. In Column P & Z, indicate "Yes" or "No" if the item is available for next day delivery.
7. Quantities indicated are based on annual historical usage and are provided for reference and bidding purposes only. In no way shall quantities indicated be construed as a minimum quantity guarantee or commitment to purchase by Institutional Participants.

Type	Mdse Class	MFG Product #	NID	Product Description	MFG	UOM	QTY	List Price	Sell Price	Extended Price	UOM	Qty in UOM	Single Unit/Each Price	Next Day Delivery (Yes or No)	Alt. Vendor Name	Alt. Vendor Product Number	Alt. Product Description	Alt. UOM	Alt. List Price	Alt. Sell Price	Alt. Extended Total Price	Alt. Qty in UOM	Alt. SingleUnit/ Each Price)	Alt. Next Day Delivery (Yes or No)
General Supply	R1	011034	2E+05	DATER SELF-INK RECEIVED	2000 P	EA	105																	
Paper	P3	06208	1E+05	5STAR 5SUBNTBK CR 11X8.5 200CT	5 STAR	EA	100																	
Paper	P3	17102	2E+05	5STAR REINFRCD FILLER CR 100CT	5 STAR	PK	310																	
Paper	P3	06206	1E+05	5STAR 1SUBNTBK CR 11X8.5 100CT	5 STAR	EA	147																	
Paper	P3	45484	7E+05	5 STAR 1 SUBJECT NOTEBOOK 7X5	5 STAR	EA	116																	
Paper	P3	45388	6E+05	5 STAR FAT LIL BOOK	5 STAR	EA	159																	
General Supply	L2	MBV11-10WE	2E+05	BINDER WHITE 1"RR	ABISCO	EA	1,609																	
General Supply	L2	MBV11-15WE	2E+05	BINDER WHITE 1 1/2" RR	ABISCO	EA	1,006																	
General Supply	L2	MBV11-05WE	2E+05	BINDER WHITE 1/2"R	ABISCO	EA	758																	
General Supply	L2	SBV11-30WE	4E+05	BINDER WHITE 3" D	ABISCO	EA	325																	
General Supply	L2	SBV11-20WE	4E+05	BINDER WHITE 2" D	ABISCO	EA	357																	
General Supply	L2	MBV11-20WE	2E+05	BINDER WHITE 2" RR	ABISCO	EA	375																	
General Supply	L2	MBV11-30WE	2E+05	BINDER WHITE 3" RR	ABISCO	EA	122																	
General Supply	L2	SBV11-15WE	4E+05	BINDER WHITE 1-1/2" D	ABISCO	EA	215																	
General Supply	L2	SBV11-10BK	4E+05	BINDER BLACK 1" D	ABISCO	EA	185																	
Writing	N2	27005	1E+05	POCKET ACCENT YELLOW 12 COUNT	ACCENT	DZ	241																	
Writing	N2	25005	3E+05	MAJOR ACCENT YELLOW 12 PACK	ACCENT	DZ	219																	
Writing	N2	25053	1E+05	MAJOR ACCENT ASSORTED 12 PACK	ACCENT	ST	186																	
Writing	N2	27006	2E+05	POCKET ACCENT HIGHLIGHTER 12PK ORANGE	ACCENT	DZ	118																	
General Supply	H4	72100	4E+05	BINDER CLIPS LARGE 1.06 BK SV 12PK	ACCO	DZ	138																	
General Supply	H4	72050	4E+05	BINDER CLIPS MEDIUM BLK 12CT	ACCO	DZ	165																	
General Supply	H4	72020	4E+05	BINDER CLIPS SMALL .312 BK SV 12PK	ACCO	DZ	723																	
General Supply	H4	72010	5E+05	BINDER CLIPS MINI .25 BK SV 12PK	ACCO	DZ	362																	
General Supply	L2	A7025076A	6E+05	CVR RPRT SIDE-BD DGRN	ACCO	EA	741																	
General Supply	L2	A7025979A	6E+05	PRESSBOARD RPT COVER 3 LTR RD	ACCO	EA	649																	
General Supply	L2	A7025073A	6E+05	SIDE BINDING REPORT COVERS	ACCO	EA	301																	
General Supply	L2	A7025973A	6E+05	PRESSBOARD RPT COVER 3 DK BE	ACCO	EA	945																	
General Supply	L2	54123	8E+05	DATA BINDER 11X8.5 DK BE	ACCO	EA	201																	
General Supply	L2	A7025972A	6E+05	PRESSBOARD RPT COVER 3 LT BE	ACCO	EA	715																	
General Supply	L2	A7025078A	6E+05	SIDE BINDING REPORT COVERS	ACCO	EA	138																	
General Supply	L2	A7025071A	6E+05	SIDE BINDING REPORT COVERS	ACCO	EA	157																	
General Supply	L2	54113	2E+05	DATA BINDER 9.5X11 DK BE	ACCO	EA	107																	
General Supply	L2	A7025971A	6E+05	PRESSBOARD RPT COVER 3 LTR BK	ACCO	EA	385																	
General Supply	S9	KMW-72353	9E+05	WRLS PRSNTR W/GRN LSER POINTER	ACCO	EA	79																	
General Supply	S9	KMW-72367	9E+05	PRESENTER REMOTE W GRN LSR MEM	ACCO	EA	46																	
General Supply	R1	035606	9E+05	SCANNED TWO COLOR	ACCUST	EA	270																	
General Supply	R1	035658	2E+05	ROUND STAMP CHECK MARK RED	ACCUST	EA	102																	
General Supply	R1	035532	9E+05	SHUTTER STAMP COPY	ACCUST	EA	147																	
General Supply	R1	090684	3E+05	PRE-INKED STAMP REFILL BLACK	ACCUST	EA	174																	
General Supply	J1	13862	4E+05	RULER 12"NON-SHATTER CLR	ACME	EA	153																	
General Supply	W3	15000	9E+05	ADVIL REFILL 2/PACK	ACME	BX	559																	
General Supply	W3	13367	2E+05	IB MOTRIN PAIN RELIEVER	ACME	BX	273																	
General Supply	W3	90015	3E+05	ASPIRIN IBUPROFEN ST. VINCE	ACME	BX	257																	
General Supply	W3	51019	1E+05	ALCOHOL PAD REFILLS	ACME	BX	316																	
General Supply	W3	90098	1E+05	FABRIC BANDAGES 100CT	ACME	BX	125																	
General Supply	R1	ES700	4E+05	ES700 MULTI FUNCTIONAL	ACROPRINT	EA	16																	
Paper	P3	S8796	5E+05	ADAMS VOICEMSSAGE LOGBOOK8.5X7	ADAMS	BK	633																	
Paper	P3	TC1182	3E+05	MONEY/RENT RCPT 3PART 7X11	ADAMS	EA	136																	
Paper	P3	SC1153WS	9E+05	WRITE N STICK PHONE MSG 5X11	ADAMS	BK	141																	
Paper	P3	SC1152	3E+05	RECEIPT BK 200 SETS/BK 5X11	ADAMS	EA	103																	
General Supply	A7	SN13158	6E+05	NV CHEWY YOGURT STRAWBERRY	ADVANT	BX	210																	
General Supply	A7	SN42067	6E+05	SWEET & SALTY PEANUT BAR	ADVANT	BX	181																	
General Supply	A7	SN1512	5E+05	GRANOLA BAR-CHEWY TRAIL 16 BOX	ADVANTUS	BX	149																	
General Supply	H1	67024	4E+05	POUCH PENCIL BINDER BK	ADVANTUS	EA	106																	
General Supply	W5	77961	2E+05	FRAGRANCE AIRWICK LAVNDR	AIR WICK	EA	157																	
General Supply	W3	44612	2E+05	ANTIBACTERIAL ORNG DISH LQD 34OZ	AJAX	EA	246																	
General Supply	A7	CP9AJCWWH14	1E+05	PPR PLATE,9IN,WHT,500/CS	AJM PAPER	PK	117																	
General Supply	A9	1276	5E+05	CORRECTION FLUID	AKM INDUSTRIES	EA	226																	
General Supply	A6	20645	3E+05	RUBBER BANDS SIZE 64 1 LB	ALLIAN	BX	596																	
General Supply	A6	20335	3E+05	RUBBER BANDS SIZE 33 1 LB	ALLIAN	BX	113																	
General Supply	A6	24165	6E+05	RUBBERBANDS SIZE#16 NTN	ALLIANCE	BX	117																	
General Supply	A6	20195	4E+05	RUBBER BANDS SIZE 19 1 LB	ALLIANCE	BX	102																	
General Supply	A7	408P6HKA20	9E+05	PRETZELS PEANUT BUTTER FILLED	ANDERS	EA	125																	
General Supply	G8	305	6E+05	REFIL BUSNCARD 10SHT 5509	ANGLER	PK	1,681																	
General Supply	G8	305	6E+05	REFIL BUSNCARD 10SHT	ANGLER	PK	881																	

General Supply	S9	BE550G	7E+05	APC 550VA BATTERY BACK-UPS	APC	EA	62
General Supply	S9	P62	3576	SURGEARREST 6 OUTLET	APC	EA	201
Paper	P2	OM96600	4E+05	REDI-STRIP BUS ENV #10	ASCEND	BX	81
Paper	P2	OM00699	5E+05	ENV PEEL-TO-SEAL 9X12 100PK	ASCEND	BX	217
Paper	P2	OM98132	1E+05	ENV 9X12 PEEL&SEAL 100CT OMX	ASCEND	BX	111
Paper	P2	OM01238	9E+05	ENV PEEL-TO-SEAL SEC #10 100PK	ASCEND	BX	211
General Supply	Q4	NEXUS7ASUS-	11669	NEXUS 7 32GB	ASUS	EA	22
General Supply	B1	PM428-13	2E+05	2013RY MNTH OFFICEWALL 20X30	AT-A -GLANCE	EA	157
General Supply	B1	PM228-13	2E+05	2013RY MNTH OFFICEWALL 12X17	AT-A -GLANCE	EA	224
General Supply	B1	PM328-13	2E+05	2013RY MNTH OFFICEWALL 15X22	AT-A -GLANCE	EA	102
General Supply	B1	E51750-13	2E+05	2013RY DLY DSKCAL QNOTE RFL3X6	AT-A -GLANCE	EA	195
General Supply	B1	SK32G00-13	2E+05	2013RY MNTH ECO-GRN DSKPD22X17	AT-A -GLANCE	EA	111
General Supply	B1	PM5028-13	2E+05	2013RY MNTH QN WALL CAL 8X11	AT-A -GLANCE	EA	107
General Supply	B1	PM17028-13	2E+05	2013RY MNTH DSK/WALL CAL 9X11	AT-A -GLANCE	EA	101
General Supply	B1	E717R50-13	2E+05	2013RY DLY RCYCL DSKCAL RFL3X6	AT-A -GLANCE	EA	161
General Supply	B1	E71750-14	36414	2014RY DAILY DESK CAL REFL 3X6	AT-A -GLANCE	EA	142
General Supply	B1	PM128-13	2E+05	2013RY MNTH OFFICEWALL 8X11	AT-A-G	EA	995
General Supply	B1	GG250000-13	2E+05	2013RY TWO-COLOR DSK PD,22X17	AT-A-G	EA	1,020
General Supply	B1	7026005-13	2E+05	2013RY MTHLY PLNR BK BLK 9X11	AT-A-G	EA	432
General Supply	B1	760605-13	2E+05	WW2013RY MTHLY PRO QN BLK 8X11	AT-A-G	EA	110
General Supply	B1	SK1400-13	2E+05	2013RY MNTH DESKPAD CAL 17X10	AT-A-G	EA	703
General Supply	B1	7095005-13	2E+05	2013RY WKLY CLSC APT BLK 8X11	AT-A-G	EA	207
General Supply	B1	PM2628-13	2E+05	2013RY YRLY WALL CAL ERAS24X36	AT-A-G	EA	128
General Supply	B1	PM1128-13	2E+05	2013RY 3-MONTH WALL CAL 12X27	AT-A-G	EA	272
General Supply	B1	SK800-13	2E+05	2013RY MNTH DESK/WALL 11X8	AT-A-G	EA	367
General Supply	B1	E71750-13	2E+05	2013RY DAILY DESK CAL REFL 3X6	AT-A-G	EA	1,305
General Supply	B1	G100017-13	2E+05	2013RY WALL ILLUSTRATOR12X11	AT-A-G	EA	228
General Supply	B1	E717T50-13	2E+05	2013RY DLY DSKCAL TAB RFL 3X6	AT-A-G	EA	379
General Supply	B1	PM128-14	34413	2014RY MNTH OFFICEWALL 8X11	AT-A-G	EA	181
General Supply	B1	SW705X50-13	2E+05	2013RY FLIP-A-WK CAL REFILL5X7	AT-A-G	EA	127
General Supply	B1	SK117000-13	2E+05	2013RY MNTH DSKPD AAGBLK 22X17	AT-A-G	EA	320
General Supply	B1	PM1228-13	2E+05	2013RY YEARLY WALL CAL 24X36	AT-A-G	EA	117
General Supply	B1	E91950-13	2E+05	2013RY DLY DSKCAL CMPCT RFL3X4	AT-A-G	EA	133
General Supply	L2	70023	2E+05	BINDER ECOVUE WE 3 DRING	AURORA	EA	124
General Supply	L2	70022	2E+05	BINDER ECOVUE WE 2 DRING	AURORA	EA	124
General Supply	L2	70021	2E+05	BINDER ECOVUE 1.5 DRING	AURORA	EA	169
General Supply	A7	RM3421B	2332	3.4 CU. FT. REFRIGERATOR WITH CHILLER CO	AVANTI	EA	36
General Supply	A7	MO1450TW	3544	1.4 CUBIC FOOT CAPACITY MICROWAVE OVEN,	AVANTI	EA	30
General Supply	A7	MO1108SST	3541	1.1 CU. FT. CAPACITY STAINLESS STEEL TOU	AVANTI	EA	30
General Supply	A7	SHP1701B	2342	1.7 CU. FT. SUPERCONDUCTOR COMPACT REFRI	AVANTI	EA	25
General Supply	A7	MO7212SST	3542	.7 CU. FT. CAPACITY MICROWAVE OVEN, 700	AVANTI	EA	32
General Supply	A7	RM4589SS2	4E+05	REFRIGERATOR 4.5 CF SS	AVANTI	EA	8
General Supply	A1	98-073	1E+05	PERMANENT GLUE STICK 6PK	AVERY	PK	137
General Supply	A5	5160	4E+05	LBL 1X2-5/8 WHT LSR 3000PK	AVERY	BX	1,162
General Supply	A5	5384	4E+05	NAMEBADGE CLIP 3X4 LSR 40PK	AVERY	BX	353
General Supply	A5	5395	5E+05	NAMEBADGE WHT LSR/IJ 400PK	AVERY	BX	296
General Supply	A5	74461	3E+05	NAMEBADGE CLIP2.25X3.5 100PK	AVERY	BX	269
General Supply	A5	5162	4E+05	LBL 1-1/3X4 WHT LSR 1400PK	AVERY	BX	497
General Supply	A5	5960	4E+05	LBL 1X2-5/8 WHT LSR 7500PK	AVERY	BX	216
General Supply	A5	74459	3E+05	NAMEBADGE HANGING 3X4 100/PK	AVERY	BX	196
General Supply	A5	74541	4E+05	NAMEBADGE CLIP 3X4 100PK	AVERY	BX	64
General Supply	A5	5392	5E+05	NAMEBADGE INSERT 3X4 WHT 300PK	AVERY	BX	331
General Supply	A5	5667	5E+05	LBL 1/2X1-3/4 CLEAR LSR 2000PK	AVERY	PK	156
General Supply	A5	5366	4E+05	FILE LBL 1/3 WHT LSR/IJ 1500	AVERY	BX	279
General Supply	A5	5163	4E+05	LBL 2X4 WHT LSR 1000PK	AVERY	BX	247
General Supply	A5	5362	3E+05	NAMEBADGE LAMINATED CLIP 30PK	AVERY	BX	121
General Supply	A5	5660	5E+05	LBL 1X2-5/8 CLEAR LSR 1500PK	AVERY	BX	176
General Supply	A5	5164	4E+05	LBL 3-1/3X4 WHT LSR 600PK	AVERY	PK	220
General Supply	A5	5167	8E+05	LBL 1/2X1-3/4 WHT LSR 8000PK	AVERY	BX	99
General Supply	A5	5168	7E+05	LBL 5X3-1/2 WHT LSR 400PK	AVERY	BX	170
General Supply	A5	8395	8E+05	NAMEBADGE WHT LSR/IJ 160PK	AVERY	PK	153
General Supply	A5	5979	2E+05	LBL 1X2-5/8 NEON LSR 450PK	AVERY	PK	419
General Supply	A5	8066	4E+05	FILE LBL 1/3 WHT RMVBLIJ 750CT	AVERY	PK	228
General Supply	A5	5267	4E+05	LBL 1/2X1-3/4 WHT LSR 2000PK	AVERY	PK	472
General Supply	A5	5971	4E+05	LBL 1X2-5/8 NEON GRN LSR 750	AVERY	PK	160
General Supply	A5	5266	4E+05	FILE LBL 1/3 ASST LSR/IJ 750PK	AVERY	PK	128
General Supply	A5	8366	8E+05	FILE LBL 1/3 WHT LSR/IJ 750PK	AVERY	PK	203
General Supply	A5	5970	4E+05	LBL 1X2-5/8 NEON MAGNTLSR750PK	AVERY	PK	164
General Supply	A5	5440	3E+05	RMVBL LABEL WHT 1.5"X3" 150/PK	AVERY	PK	354
General Supply	A5	5390	5E+05	NAME BADGE 2.25X3.5 LSR 400PK	AVERY	BX	121
General Supply	A5	74549	3E+05	NAMEBADGE PIN 2.25X3.5 100PK	AVERY	BX	125
General Supply	A5	4150	5E+05	PRINTER LABEL ROLL WHITE 260CT	AVERY	BX	203
General Supply	A5	5978	1E+06	LBL 2X4 NEON LSR 150PK	AVERY	PK	163
General Supply	A5	18667	9E+05	LBL 1/2X1-3/4 CLEARIJ 80 0992	AVERY	PK	101
General Supply	A5	5260	1E+05	LBL 1X2-5/8 WHT LSR 750PK	AVERY	PK	187
General Supply	A5	5868	2E+05	MAIL SEAL 2" GOLD IJ 44PK	AVERY	PK	208
General Supply	A5	11025	4E+05	METAL RIM TAG 1-1/4" RING 50PK	AVERY	PK	122
General Supply	A5	05462	3E+05	COLOR DOT 3/4" YLW 1008CT	AVERY	PK	133
General Supply	A5	05721	1E+05	REINFORCEMENTS CLEAR 200PK	AVERY	PK	162
General Supply	A5	05729	4E+05	REINFORCEMENTS WHITE 200PK	AVERY	PK	251
General Supply	A5	TD-5731	4E+05	COLOR CODE 1/4" GRN ROLL 450CT	AVERY	PK	103
Folder	F3	5309	2E+05	TENT CARD 3.5X11 IJ/LSR 50PK	AVERY	BX	372
Folder	F3	5388	1E+05	INDEX CARD 3X5 WHTIJ/LSR 150PK	AVERY	BX	230
Folder	F3	5305	2E+05	TENT CARD 8.5X2.5 IJ/LSR 100PK	AVERY	BX	115
Folder	F3	5871	7E+05	BUS CARD CE WHT LSR 200PK	AVERY	PK	147
General Supply	L2	PV119ED-50	8E+05	SHT PROTECTORS HWT LETTR CLEAR	AVERY	BX	390
General Supply	L2	17686	8E+05	BINDER FLEXI-VIEW 1"	AVERY	EA	530
General Supply	L2	68056	3E+05	BINDER D-RNG FRMD WHITE 8.5X11	AVERY	EA	563
General Supply	L2	17675	8E+05	BINDER FLEXIBLE PRES 1"	AVERY	EA	462
General Supply	L2	68060	3E+05	BINDER D-RNG FRMD WHITE 8.5X11	AVERY	EA	125
General Supply	L2	14803	1E+05	BINDER 3-RING HANGING RED 1"	AVERY	EA	174
General Supply	L2	68058	3E+05	BINDER D-RING FRAMED BK 8.5X11	AVERY	EA	106
General Supply	L2	75501	4E+05	INDEX MAKR VIEW 8TAB CLEAR 1PK	AVERY	ST	155
General Supply	L2	17202	6E+05	SILHOUETTE FLEX VIEW 1" BINDER	AVERY	EA	268
General Supply	L2	17022	3E+05	BNDR,DURBLE VEW 1.5IN,WHT	AVERY	EA	357

General Supply	L2	17685	8E+05	BINDER FLEXI-VIEW 1"	AVERY	EA	121
General Supply	L2	14801	1E+05	HANGING BINDER 1" BLACK	AVERY	EA	174
General Supply	L2	14800	1E+05	HANGING BINDER 1" BLUE	AVERY	EA	182
General Supply	L2	47781	4E+05	LAY FLAT REPORT COVER GRAY 1PK	AVERY	EA	143
General Supply	L2	17676	8E+05	BINDER FLEXIBLE PRES 1"	AVERY	EA	210
General Supply	L2	73720	2E+05	BUSINESS CARD HOLDER	AVERY	PK	230
General Supply	L2	75225	1E+05	SHEET LIFTER	AVERY	PK	186
General Supply	L2	89105	2E+05	1.5" BINDER SPINE INSERTS	AVERY	PK	107
General Supply	L2	K311-15-BK	3E+05	BINDER,3RG11X8.5,1.5",BK	AVERY	EA	108
General Supply	L3	11446	5E+05	INDEX MAKER LAE PUNCHED 5 TAB	AVERY	BX	238
General Supply	L3	11447	5E+05	INDEX MAKER LSR PUNCHED 8 TAB	AVERY	BX	157
General Supply	L3	11557	2E+05	INDEX MAKER WHT 8TB DVDR 50 BX	AVERY	BX	26
General Supply	L3	11443	2E+05	LASER UNPUNCHED 5 TAB WHT	AVERY	BX	50
General Supply	L3	11556	2E+05	INDEX MAKER WHT 5TB DVDR 50/BX	AVERY	BX	27
General Supply	L3	11424	9E+05	LASER/IJ 8 TAB COLORS 25-SET	AVERY	BX	37
General Supply	L3	11437	3E+05	INDEX MAKER 8TB WHITE 5PK	AVERY	PK	340
General Supply	L3	11423	9E+05	LASER/IJ 5 TAB COLORS 25-SET	AVERY	BX	58
General Supply	L3	11186	9E+05	READY INDEX 8TB COLOR 6PK	AVERY	PK	311
General Supply	L3	11444	5E+05	LASER UNPUNCHED 8 TAB WHT	AVERY	BX	28
General Supply	L3	11429	1E+05	INDEX MAKER 12TAB WE 5PK	AVERY	PK	172
General Supply	L3	11436	3E+05	INDEX MAKER 5TB WHITE 5PK	AVERY	PK	235
General Supply	L3	01330	8E+05	LEGAL DIVIDER 25 TAB SET 1-25	AVERY	PK	364
General Supply	L3	16171	1E+06	WRITE-ON DURABLE 8TB COLOR 1PK	AVERY	ST	495
General Supply	L3	11196	3E+05	READY INDEX 12TB COLOR 6PK	AVERY	PK	211
General Supply	L3	11134	5E+05	READY INDEX 10TB B/W 1PK	AVERY	ST	413
General Supply	L3	11125	5E+05	READY INDEX A-Z COLOR 1PK	AVERY	ST	713
General Supply	L3	11132	5E+05	READY INDEX 8TB B/W 1PK	AVERY	ST	493
General Supply	L3	11331	9E+05	PLSTC DVDRS MONTHLY 3HOLE PNCH	AVERY	ST	274
General Supply	L3	16239	2E+05	INDX TB W/PRNTBL INSRT 2" ASST	AVERY	PK	289
General Supply	L3	11188	9E+05	EADY INDEX 10TB COLOR 6PK	AVERY	PK	183
General Supply	L3	11197	3E+05	READY INDEX 15TB COLOR 6PK	AVERY	PK	131
General Supply	L3	11111	3E+05	INSERTABLE 8TB BUFF-COLOR 1PK	AVERY	ST	2,291
General Supply	L3	11127	5E+05	READY INDEX MONTHS COLOR 1PK	AVERY	ST	656
General Supply	L3	11901	2E+05	INSERT PLSTC 8TB COLOR 1PK	AVERY	ST	1,093
General Supply	L3	11112	3E+05	INSERTABLE 8TB BUFF-CLEAR 1PK	AVERY	ST	1,964
General Supply	L3	11124	2E+05	INSERTABLE PAPER 8TB CLEAR 1PK	AVERY	ST	1,165
General Supply	L3	11187	9E+05	READY INDEX 5TB COLOR 6PK	AVERY	PK	233
General Supply	L3	11131	5E+05	READY INDEX 5TB COLOR 1PK	AVERY	ST	300
General Supply	L3	11381	5E+05	LETTER EXHIBIT DIVIDERS 1-10	AVERY	ST	283
General Supply	L3	11906	2E+05	INSERT PLSTC 2PKT 5TB COLR 1PK	AVERY	ST	447
General Supply	L3	11135	5E+05	READY INDEX 10TB COLOR 1PK	AVERY	ST	273
General Supply	L3	16183	9E+05	WRT ON PLST DVDR 5TB MULTI 1ST	AVERY	ST	144
General Supply	L3	16283	2E+05	TABS-PRNTBLE 1-3/4" ASRT 80PK	AVERY	PK	214
General Supply	L3	16170	1E+06	WRITE-ON DURABLE 5TB COLOR 1PK	AVERY	ST	576
General Supply	L3	11528	6812	PRINT ON DIVIDERS WHT 8TB 1ST	AVERY	ST	137
General Supply	L3	11416	5E+05	INDEX MAKER 5TB WHITE 1PK	AVERY	ST	281
General Supply	L3	11133	5E+05	READY INDEX 8TB COLOR 1PK	AVERY	ST	276
General Supply	L3	11417	5E+05	INDEX MAKER 8TB WHITE 1PK	AVERY	ST	257
General Supply	L3	11907	2E+05	INSERT PLSTC 2PKT 8TB COLR 1PK	AVERY	ST	298
General Supply	L3	11122	2E+05	INSERTABLE PAPER 5TB CLEAR 1PK	AVERY	ST	576
General Supply	L3	11141	5E+05	READY INDEX 12TB COLOR 1PK	AVERY	ST	137
General Supply	L3	23079	5E+05	WRITE-ON 8TB COLOR 1PK	AVERY	ST	604
General Supply	L3	16173	4E+05	WRITE-ON TOP TAB 5TB COLOR 1PK	AVERY	ST	187
General Supply	L3	11143	5E+05	READY INDEX 15TB COLOR 1PK	AVERY	ST	106
General Supply	L3	23078	5E+05	WRITE-ON 8TB WHITE 1PK	AVERY	ST	764
General Supply	L3	11450	3E+05	LABEL DIVIDERS PLASTIC 8 TAB	AVERY	ST	164
General Supply	L3	11201	2E+05	INSRT STYLE EDGE 8TB COLOR 1PK	AVERY	ST	308
General Supply	L3	11370	2E+05	LEGAL TAB DIV 1-25 WHITE 1PK	AVERY	ST	450
General Supply	L3	11142	5E+05	READY INDEX 15TB B/W 1PK	AVERY	ST	100
General Supply	L3	23285	1E+06	BIG TAB INSERT DIVIDERS	AVERY	ST	195
General Supply	L3	23084	5E+05	WRITE-ON POLY 8TB COLOR 1PK	AVERY	ST	133
General Supply	L3	11123	2E+05	INSERTABLE PAPER 8TB COLOR 1 PK	AVERY	ST	442
General Supply	L3	11129	5E+05	READY INDEX 31TB COLOR 1PK	AVERY	ST	127
General Supply	L3	UDL213-12	5E+05	LEATHER TAB MONTHS BLK 1PK	AVERY	ST	161
General Supply	L3	11110	3E+05	INSERTABLE 5TB BUFF-CLEAR 1PK	AVERY	ST	953
General Supply	L3	11428	1E+05	INDEX MAKER 12TB WHITE 1PK	AVERY	ST	104
General Supply	L3	23076	5E+05	WRITE-ON 5TB COLOR 1PK	AVERY	ST	471
General Supply	L3	11109	3E+05	INSERTABLE 5TB BUFF-COLOR 1PK	AVERY	ST	791
General Supply	L3	11223	4E+05	XWIDE BIG TAB INSERT DIVIDERS	AVERY	ST	276
General Supply	L3	11222	4E+05	INSERT EX-WIDE 8TB COLOR 1PK	AVERY	ST	255
General Supply	L3	11306	3E+05	PREPRINT LAMINATE DIVIDER A-Z	AVERY	ST	110
General Supply	L3	11200	2E+05	INSRT STYLE EDGE 5TB COLOR 1PK	AVERY	ST	188
General Supply	L3	23080	5E+05	WRITE-ON POLY 5TB COLOR 1PK	AVERY	ST	108
General Supply	L3	11374	2E+05	LEGAL TAB DIV A-Z WHITE 1PK	AVERY	ST	188
General Supply	L3	11900	2E+05	INSERT PLSTC 5TB COLOR 1PK	AVERY	ST	273
General Supply	L3	11307	1E+05	PREPRNT LAMINAT DIVIDR JAN-DEC	AVERY	ST	103
General Supply	L3	23075	5E+05	WRITE-ON 5TB WHITE 1PK	AVERY	ST	377
General Supply	L3	11220	4E+05	INSERT EX-WIDE 5TB COLOR 1PK	AVERY	ST	165
General Supply	L3	11465	1E+05	INSERT DIVIDER 5 TAB COLOR	AVERY	ST	270
General Supply	L3	11121	2E+05	INSERTABLE PAPER 5TB COLOR 1PK	AVERY	ST	121
Writing	N1	49988	2E+05	RETRACTABLE GEL PENS BLACK	AVERY	DZ	122
Writing	N1	49986	2E+05	PEN,ROLLER,GEL,RETR,BLUE	AVERY	DZ	104
Writing	N2	24000	1E+05	HI-LITER DESK STYLE YLW 12 PK.	AVERY	DZ	1,076
Writing	N2	98028	1E+05	MARKS-A-LOT MARKERS BLACK 12PK	AVERY	DZ	122
Writing	N2	98034	2E+05	HI-LITER DESK STYLE ASST 12 PK	AVERY	ST	113
Writing	N2	24063	6E+05	HI-LITER DESK STYLE ASST 4 PK.	AVERY	ST	120
Writing	N2	24148	2E+05	MARKS A-LOT BLK MARKER	AVERY	EA	101
Writing	N2	24060	5E+05	HIGHLIGHTER CHISEL PT FL PRPL	AVERY	EA	192
Writing	N2	24-016	3E+05	DSKSTYLE HIGHLIGHT CHISEL PNT	AVERY	EA	155
Paper	P3	43-649	2E+05	9-1/4"X11" LAB RESRCH NOTEBOOK	AVERY	EA	393
Paper	P3	53-108	4E+05	LAB COMP 10.13"X7.88" BLK	AVERY	EA	514
General Supply	Q3	USBFD22GBAX	4E+05	AXIOM 2GB V2.0 USB FLSH D 3417	AXIOM	EA	195
General Supply	P5	07243	1E+06	12"X15-1/4"X10" STORAGE FILE	BANKER	CT	524
General Supply	P5	00703	2E+05	FILE STOR LTR/LGL 12CT	BANKER	CT	147
General Supply	P5	12770	5E+05	12"X15"X10" ECON STORAGE FILE	BANKER	CT	218

General Supply	A5	68844	3E+05	CARD REEL W EZ CLIP 23 BK	BAUMGARTENS	EA	174
General Supply	A5	55130	2E+05	NECK POUCH CONVENTION SIZE	BAUMGARTENS	EA	108
General Supply	A5	69309	3E+05	LANYARD WITH RING BLACK	BAUMGARTENS	EA	411
General Supply	S9	F9P60905RDP	1E+05	6 OUTLET POWER STRIP 5FT	BELKIN	EA	503
General Supply	S9	BE108230-12	3E+05	8 OUTLET 3550J 12' CORD	BELKIN	EA	195
General Supply	S9	BE106001-06R	9E+05	6 OUT 6FT CORD ROTATING PLUG	BELKIN	EA	200
General Supply	S9	F9P609-03	1E+05	6 OUTLET POWER STRIP 3FT	BELKIN	EA	448
Writing	N1	RLC11RD	4E+05	VELOCITY RT GEL ROLLER	BIC	DZ	289
General Supply	A9	WOTAP10	1E+05	WITE-OUT CORR TAPE 10PK	BIC	PK	626
General Supply	A9	WOTAPP418	1E+05	WITE-OUT CORRECTION TAPE 4PK	BIC	PK	612
General Supply	A9	WOELP418	1E+05	EXACTLINER CORR FILM 4 PACK	BIC	PK	188
General Supply	A9	WOTAPP21	1E+05	WITE OUT TAPE 2 PACK	BIC	PK	432
General Supply	A9	WOETP21-WHI	4E+05	WHITE-OUT ECOLUTIONS TAPE 2PK	BIC	PK	101
Writing	N1	CSM11-BK	4E+05	CLIC STIC PEN MED PT BLACK INK 12PK	BIC	DZ	1,237
Writing	N1	RLC11BK	4E+05	PEN GEL RT VELOCITY BLACK	BIC	DZ	665
Writing	N1	GSM11-BK	2E+05	ROUND STIC PEN MED BLACK 12PK	BIC	DZ	1,897
Writing	N1	RLC11BE	4E+05	PEN GEL RITE VELOCITY BLUE	BIC	DZ	412
Writing	N1	GSM609BK	9E+05	ROUND STIC 60-COUNT BLACK	BIC	BX	472
Writing	N1	GSMG11-BK	3E+05	ROUND STIC GRIP ULTRA BLK 12PK	BIC	DZ	1,289
Writing	N1	VLG11-BK	4E+05	VELOCITY BALL PEN BLACK 12PK	BIC	DZ	431
Writing	N1	GSM609BK	9E+05	ROUND STIC 60-COUNT BLACK	BIC	BX	424
Writing	N1	SCSM11-BLK	4E+05	SOFTFEEL RETRCT BLACK 12 PACK	BIC	DZ	353
Writing	N1	GSM609BE	9E+05	ROUND STIC BLUE 60CT	BIC	BX	234
Writing	N1	VCG11-BK	3E+05	ATLANTIS BALL PEN BLK 12PK	BIC	DZ	198
Writing	N1	BU311-BK	6675	BU3 GRIP BALL PEN DZ BK	BIC	DZ	371
Writing	N1	MS11-BK	3E+05	CRISTAL STIC MED. BLACK 12PK	BIC	DZ	715
Writing	N1	GSM11-BE	2E+05	ROUND STIC PEN MED BLUE 12PK	BIC	DZ	765
Writing	N1	GSMG11-BE	3E+05	ROUND STIC GRIP ULTRA BLUE 12PK	BIC	DZ	411
Writing	N1	SCSF11-BK	2E+05	SOFT FEEL RTRKBL FINE- BLK INK	BIC	DZ	108
Writing	N1	GSFG11-BK	1E+06	ROUND STIC GRIP FINE BLACK 12PK	BIC	DZ	509
Writing	N1	MMP31-AST	9E+05	4 COLOR PEN 3 PACK	BIC	PK	134
Writing	N1	GSME11-BK	9E+05	ECOLUCTIONS STICK BALL PEN	BIC	DZ	408
Writing	N1	GSM11-RD	2E+05	ROUND STIC PEN MED RED 12PK	BIC	DZ	589
Writing	N1	SCSM11-BLU	4E+05	SOFTFEEL RETRCT BLUE 12 PACK	BIC	DZ	121
Writing	N1	CSM11-BE	4E+05	CLICSTIC PEN MED PT BLUE INK 12PK	BIC	DZ	128
Writing	N1	GSMG11-RD	2E+05	ROUND STIC GRIP RED 12PK	BIC	DZ	253
Writing	N1	GSF11-BK	2E+05	ROUND STIC BALLPT FINE BLACK	BIC	DZ	466
Writing	N1	GSFG11-BE	1E+06	ROUND STIC GRIP FINE BLUE 12PK	BIC	DZ	198
Writing	N1	MS11-BE	3E+05	CRISTAL BALLPEN MEDIUM BLUE	BIC	DZ	165
Writing	N1	GSME11-BE	9E+05	ECOLUTIONS STICK BALL PEN	BIC	DZ	152
Writing	N2	BL11-YW	2E+05	BRITE LINER YELLOW 12PK	BIC	DZ	1,641
Writing	N2	BL11-PK	2E+05	BRITE LINER HIGHLIGHTER PINK	BIC	DZ	491
Writing	N2	BL11-GN	2E+05	BRITE LINER HIGHLIGHTER GREEN	BIC	DZ	177
Writing	N2	BLP51W-AST	7E+05	BRITE LINER AST 5/SET	BIC	ST	347
Writing	N2	BL11-BE	2E+05	BRITE LINER HIGHLIGHTER BLUE	BIC	DZ	121
Writing	N2	GBLP51	4E+05	BRITE LINER GRIP ASST. 5PK	BIC	ST	224
Writing	N4	MPFG11	7E+05	MATIC GRIP MECHPNCL .5MM DZ	BIC	DZ	123
Writing	N4	MPFGV11	4E+05	MATIC GRIP MECHPNCL .5MM 12PK	BIC	DZ	103
Writing	N4	MVP41	2E+05	VELOCITY MECH. PENCIL .9MM 4PK	BIC	PK	105
Writing	N4	MPF11	3E+05	MECHANICAL PENCIL FINE 12PK	BIC	DZ	199
Writing	N4	MPLWS11	1E+05	MECHANICAL PENCIL 0.9MM 12PK	BIC	DZ	102
General Supply	E9	00920	4E+05	DOOR STOP-BROWN	BIG FO	EA	188
General Supply	E9	00941	4E+05	DOOR STOP-GREY	BIG FO	EA	111
Paper	P3	A9	1E+05	COMPO BK 192 SH 9.25X7.25 BK	BLUELINE	EA	126
Paper	P3	A8005	4E+05	DA VINCI EXECUTIVE JOURNAL	BLUELINE	EA	149
Paper	P3	A7BLK	1E+05	EXECUTIVE NOTEBOOK	BLUELINE	EA	107
General Supply	J4	13603	9E+05	GLASS DRY ERASE BOARD 3X4 FT	BOARD DUDES	EA	36
General Supply	J4	450004	5E+05	METALIX DRY ERASE BOARD 11X14	BOARD DUDES	EA	382
General Supply	J4	13604	9E+05	GLASS DRY ERASE BOARD 6X3 FT	BOARD DUDES	EA	8
General Supply	A7	50PBLK-8	9E+05	BWK - 5.25IN EBONY SIPPER STRA	BOARDWALK	BX	376
Paper	P1	OX9001-CTN	5E+05	10-REAM CASE X-9 11"	BOISE CASCADE	CT	20,608
Paper	P1	054901-CTN	1E+05	ASPEN 30 20# 8.5X11 CS	BOISE CASCADE	CT	8,705
Paper	P1	0X9001CTN	5E+05	10-REAM CASE X-9 11" 1520	BOISE CASCADE	CT	3,280
Paper	P1	055011-CTN	8E+05	PPR,ASPEN 50,11"CTN	BOISE CASCADE	CT	1,692
Paper	P1	OX9001	1E+05	X-9 COPY PAPER 8.5X11" RM WE	BOISE CASCADE	CT	1,825
Paper	P1	MP1050-CTN	4E+05	PPR,8.5X11,WE,X-9+,20#	BOISE CASCADE	CT	1,038
Paper	P1	OX9001	1E+05	X-9 COPY PAPER 8.5X11" RM WE	BOISE CASCADE	RM	9,076
Paper	P1	SP-8420	9E+05	BOISE SPLOX 8.5X11,92B, FSC	BOISE CASCADE	CT	1,622
Paper	P1	OX9001-CTN	5E+05	10-REAM CASE X-9 11"	BOISE CASCADE	CT	850
Paper	P1	X9FSCCTN	1E+05	FSC CHN OF CUSTODY 8.5X11 CTN	BOISE CASCADE	CT	116
Paper	P1	MP-2201-GN	8E+05	POPPERMINT GREEN 11" 20#	BOISE CASCADE	RM	3,151
Paper	P1	MP-2201-BE	8E+05	BTTLE RCKET BLUE 11" 20#	BOISE CASCADE	RM	3,049
Paper	P1	054922-CTN	1E+06	ASPEN 100 20# 8.5X11 CS	BOISE CASCADE	CT	242
Paper	P1	054901	3E+05	ASPEN 30 11" REAM	BOISE CASCADE	RM	2,612
Paper	P1	054901JR	4E+05	PPR ASPEN30%R 8.5X11 5RM	BOISE CASCADE	CT	173
Paper	P1	MP-2241-LE	9E+05	MP COLOR 8X11,24#,LIME	BOISE CASCADE	RM	975
Paper	P1	MP-2201-CY	8E+05	CRACKLING CANARY 11" 20#	BOISE CASCADE	RM	2,377
Paper	P1	POL8511	2E+05	PREM MP PPR 97BRIGHT 20LB11"	BOISE CASCADE	RM	2,435
Paper	P1	OX9001-P-CTN	5E+05	PPR X-9 8.5X11 3-HOLE CTN	BOISE CASCADE	CT	191
Paper	P1	MP1050	2E+05	HI BRITE MP REAM	BOISE CASCADE	RM	1,592
Paper	P1	MP-2651-BW	1E+05	FWX CVR 8X11 65# D.WHITE	BOISE CASCADE	PK	445
Paper	P1	OX9007-CTN	1E+05	PAPER,XERO,WE,11X17,20#	BOISE CASCADE	CT	141
Paper	P1	MP-2201-PK	8E+05	POWDER PINK 11" 20#	BOISE CASCADE	RM	1,345
Paper	P1	OX9004-CTN	5E+05	PAPER XEROX WE 8.5X14 20#	BOISE CASCADE	CT	105
Paper	P1	CC2241-CTN	9E+05	PAPER,XERO,WE,8.5X11,24#	BOISE CASCADE	CT	79
Paper	P1	BCP-2817	3E+05	11X17 COLOR COPY PAPER	BOISE CASCADE	RM	112
Paper	P1	BCP2811-CTN	1E+05	PPR,LASER,28#,8.5X11,WE	BOISE CASCADE	CT	37
Paper	P1	MP-2651-BE	1E+05	FWX CVR 8X11 65# B.R.BLUE	BOISE CASCADE	PK	394
Paper	P1	MP-2201-LV	3E+05	MP COLOR 8X11,20#,LVNDR	BOISE CASCADE	RM	937
Paper	P1	BCP-2811	3E+05	8.5X11 COLOR COPY PAPER	BOISE CASCADE	RM	326
Paper	P1	MP-2201-SN	3E+05	MP COLOR 8X11,20#,SALMON	BOISE CASCADE	RM	863
Paper	P1	MP-2241-AA	9E+05	MP COLOR 8X11,24#,AQUA	BOISE CASCADE	RM	293
Paper	P1	OX9004	1E+05	CASCADE COPY PAPER LEGAL	BOISE CASCADE	RM	653
Paper	P1	OX9001JR	8E+05	X-9 8.5X11 JR CTN	BOISE CASCADE	CT	166
Paper	P1	AIO-8511	1E+05	BOISE HD P ALL-IN-ONE 96/22	BOISE CASCADE	RM	613

Paper	P1	MP-2241-BA	9E+05	MP COLOR 8X11,24#,BANANA	BOISE CASCADE	RM	427
Paper	P1	235162	2E+05	FRWX DYNAMITEWHITE 110# 250PK	BOISE CASCADE	PK	266
Paper	P1	BPC-1180	5E+05	LSR WHITE 11" 80# COVER	BOISE CASCADE	PK	182
Paper	P1	MP-2241-TE	9E+05	MP COLOR 8X11,24#,ORANGE	BOISE CASCADE	RM	401
Paper	P1	235249	2E+05	FRWX DYNAMITE WHITE 90# 250PK	BOISE CASCADE	PK	258
Paper	P1	GLP-3211	5E+05	LSR GLSY #32 8.5X11	BOISE CASCADE	RM	101
Paper	P1	OX9007	2E+05	CASCADE X-9 COPY PAPER 11X17	BOISE CASCADE	RM	103
Paper	P1	FW-2401	2E+05	FRWX 5 ASST COLORS 24# REAM	BOISE CASCADE	RM	267
Paper	P1	MP-2201-GRP	1E+05	GOLDEN GLIMMER 11" 20#	BOISE CASCADE	RM	507
Paper	P1	BPL-0111	1E+05	8-12X11 LASER PAPER 24LB	BOISE CASCADE	RM	249
Paper	P1	055011	2E+05	PPR ASPEN 50 WE 8.5X11	BOISE CASCADE	RM	444
Paper	P1	CC2241	5E+05	CASCADE XEROGRAPHIC PAPER	BOISE CASCADE	RM	414
Paper	P1	055014	1E+05	ASPEN50 REAM 8.5"X14"	BOISE CASCADE	RM	127
Paper	P1	MP-2241-CY	2E+05	MP COLOR 8X11,24#,CANARY	BOISE CASCADE	RM	385
Paper	P1	MP-2241-GE	9E+05	MP COLOR 8X11,24#,PURPLE	BOISE CASCADE	RM	127
Paper	P1	MP-2241-GN	2E+05	MP COLOR 8X11,24#,MNTGRN	BOISE CASCADE	RM	336
Paper	P1	MP-2201-PKN	3E+05	MP COLOR 8X11,20#,PUMPKN	BOISE CASCADE	RM	226
Paper	P1	MP-2241-HP	9E+05	MP COLOR 8X11,24#,HOTPNK	BOISE CASCADE	RM	252
Paper	P1	A108511	1E+05	BOISE HD:P ALL-IN-ONE 96 1520	BOISE CASCADE	RM	333
Paper	P1	MP-2241-BE	2E+05	MP COLOR 8X11,24#,BLUE	BOISE CASCADE	RM	290
Paper	P1	MP-2241-FA	2E+05	MP COLOR 8X11,24#,FUCSIA	BOISE CASCADE	RM	111
Paper	P1	MP-2201-GY	3E+05	MP COLOR 8X11,20#,GRAY	BOISE CASCADE	RM	162
Paper	P1	MP-2241-RY	9E+05	MP COLOR 8X11,24#,RED	BOISE CASCADE	RM	106
Paper	P1	MP-2201-BF	8E+05	MP COLOR 8X11,20#,BUFF	BOISE CASCADE	RM	294
Paper	P1	054907	4E+05	11X17 BOISE ASPEN RECYC	BOISE CASCADE	RM	153
Paper	P1	MP-2241-GD	2E+05	MP COLOR 8X11,24#,GOLD	BOISE CASCADE	RM	251
Paper	P1	054901-P	4E+05	ASPEN 30 -HP 8.5X11" REAM	BOISE CASCADE	RM	267
Paper	P1	MP-2651-LE	3E+05	FWX CVR 8X11 65# L.LIME	BOISE CASCADE	PK	123
Paper	P1	MP-2201-TT	2E+05	MP COLOR 8X11,20#,TURQUS	BOISE CASCADE	RM	121
Paper	P1	MP-2201-TN	3E+05	MP COLOR 8X11,20#,TAN	BOISE CASCADE	RM	108
Paper	P1	MP-2201-GS	3E+05	MP COLOR 8X11,20#,SPGGRN	BOISE CASCADE	RM	200
Paper	P1	MP-2201-IY	2E+05	FLASHING IVORY 11" 20#	BOISE CASCADE	RM	227
Paper	P1	MP-2201-OR	3E+05	ECHO ORCHID 11" 20#	BOISE CASCADE	RM	176
Paper	P1	MP-2241-PK	2E+05	MP COLOR 8X11,24#,PINK	BOISE CASCADE	RM	148
Paper	P1	MP-2201-CHE	3E+05	MP COLOR 8X11,20#,CHERRY	BOISE CASCADE	RM	165
Paper	P1	OX9001-P	2E+05	PPR X-9 8.5X11 3-HOLE	BOISE CASCADE	RM	107
General Supply	A7	81461	4333	BOUNTY PAPER TOWELS 15 RO 0558	BOUNTY	CT	105
General Supply	A7	28322	4E+05	BOUNTY BASIC ROLL TOWEL	BOUNTY	PK	212
General Supply	A7	34885	2E+05	NAPKINS 200CT	BOUNTY	PK	153
General Supply	W5	81539	2355	BOUNTY PAPER TOWELS 1 ROLL	BOUNTY	EA	356
General Supply	W3	BRI900021	9E+05	SCENTED OIL AIR FRESHENER - HA	BRIGHT AIR	EA	101
General Supply	A5	TZE-2312PK	9E+05	BRTH LT BLK ON WHT 1/2" 2PK	BROTHER	EA	908
General Supply	A5	TZE-231	9E+05	BRTH LT BLK ON WHT 1/2"	BROTHER	EA	1,653
General Supply	A5	TZE-241	9E+05	BRTH LT BLK ON WHT 3/4"	BROTHER	EA	638
General Supply	A5	TZE-251	9E+05	BRTH LT BLK ON WHT 1"	BROTHER	EA	309
General Supply	A5	TZE-131	9E+05	BRTH LT BLK ON CLR 1/2"	BROTHER	EA	448
General Supply	A5	DK1203	2E+05	BRTH LT CUT FILE FLD PPR LBL	BROTHER	EA	231
General Supply	A5	M2312PK	7E+05	BRTH LT BLK ON WHT 1/2" 2PK	BROTHER	PK	180
General Supply	A5	TZE-221	9E+05	BRTH LT BLK ON WHT 3/8"	BROTHER	EA	188
General Supply	A5	TZE-141	9E+05	BRTH LT BLK ON CLR 3/4"	BROTHER	EA	112
General Supply	A5	TZE-211	9E+05	BRTH LT BLK ON WHT 1/4"	BROTHER	EA	163
General Supply	A5	M231	8E+05	BRTH LT BLK ON WHT 1/2"	BROTHER	EA	259
General Supply	A5	DK1201	2E+05	BRTH LT CUT STD ADRS PPR LBL	BROTHER	EA	112
General Supply	M3	FAX4100E	4E+05	BTHR LSR FAX-4100E	BROTHER	EA	20
General Supply	M3	PPF4750E	4E+05	PPF 4750E LASER FAX	BROTHER	EA	7
General Supply	M3	FAX2840	3377	BTHR FAX 2840	BROTHER	EA	16
General Supply	M3	MFC9970CDW	9E+05	CLRLSR MFC-9970CDW AIO 5438	BROTHER	EA	4
Toner	S1	TN450	2E+05	BROTHER TN450 HY BLK TNR CTG	BROTHER	EA	335
Toner	S1	TN350	4E+05	BRTH TONER TN350 BLK	BROTHER	EA	397
Toner	S1	TN650	4E+05	BROTHER TONER TN650 BLACK	BROTHER	EA	142
Toner	S1	TN315BK	2E+05	HIGH YIELD BLACK TONER	BROTHER	EA	122
Toner	S1	TN210BK	9E+05	BROTHER TONER TN210BK BLACK	BROTHER	EA	139
Toner	S1	TN315C	2E+05	HIGH YIELD CYAN TONER	BROTHER	EA	100
Toner	S1	TN315M	2E+05	HIGH YIELD MAGENTA TONER	BROTHER	EA	98
Toner	S1	TN315Y	2E+05	HIGH YIELD YELLOW TONER	BROTHER	EA	97
Toner	S1	DR350	4E+05	BRTH DRUM DR350	BROTHER	EA	72
Toner	S1	TN210Y	9E+05	BROTHER TONER TN210Y YELLOW	BROTHER	EA	107
Toner	S1	TN210M	9E+05	BROTHER TONER TN210M MAGENTA	BROTHER	EA	101
Toner	S1	TN210C	9E+05	BROTHER TONER TN210C CYAN	BROTHER	EA	97
Toner	S1	TN420	2E+05	BROTHER TN420 STD YLD BLK TNR	BROTHER	EA	189
Toner	S1	TN350-2PK	4E+05	BROTHER TONER TN-350-2PK BLACK	BROTHER	PK	57
Toner	S1	TN360	6E+05	BRTH TONER TN-360 BLK	BROTHER	EA	123
Toner	S1	TN550	5E+05	BRTH TONER TN550 BLK	BROTHER	EA	90
Toner	S1	DR420	2E+05	DRUM UNIT	BROTHER	EA	65
Toner	S1	TN620	4E+05	BROTHER TONER TN620 BLACK	BROTHER	EA	89
Toner	S1	DR620	4E+05	BROTHER DRUM DR620	BROTHER	EA	39
Toner	S1	TN310Y	2E+05	BROTHR STDRD YLD TN310Y YW TNR	BROTHER	EA	74
Toner	S1	TN310M	2E+05	BROTHER STD YLD TN310M MG TNR	BROTHER	EA	72
Toner	S1	TN310C	2E+05	BROTHER STD YLD TN310C CY TNR	BROTHER	EA	71
Toner	S1	TN750	2423	BROTHER TONER TN750 HY	BROTHER	EA	38
Toner	S1	TN310BK	2E+05	BROTHER TN310BK BLK TNR CTRG	BROTHER	EA	69
Toner	S1	DR360	6E+05	BRTH TONER DRUM DR360	BROTHER	EA	33
General Supply	S5	TN430	1E+06	BRTH TONER TN430 BLK	BROTHER	EA	566
General Supply	S5	DR400	1E+06	BRTH DRUM DR400	BROTHER	EA	112
General Supply	S5	TN460	1E+06	BRTH TONER TN460 BLK	BROTHER	EA	122
General Supply	A7	70350	1E+05	BUMBLE BEE RTE CHICKEN SALAD	BUMBLE BEE	EA	166
Paper	P3	06064	2E+05	CAMBRIDGE BUSLTD ACTION 11X8.5	CAMBRIDGE	EA	347
Paper	P3	06672	2E+05	CAMBRIDGE BUSLTD NTBK 9.5X7.5	CAMBRIDGE	EA	267
Paper	P3	06132M	8E+05	CAMBRIDGE BUSLTD MEETING 11X8.5	CAMBRIDGE	EA	190
General Supply	M1	LS82ZA	9E+05	CANON LS-82Z CALC. ALKALINE	CANON	EA	111
Toner	S1	3500B001AA	1E+05	CANON 128 TONER CARTRIDGE	CANON	EA	77
Toner	S1	4530B007AA	1E+05	INKCART,PGI-225 TWIN,BK	CANON	PK	213
Toner	S1	0263B001AA	7E+05	CANON 104 BLK TNR CTG	CANON	EA	53
Toner	S1	2617B001AA	9E+05	CANON TONER 120 BLACK	CANON	EA	21
Toner	S1	CNM4530B008A	1E+05	INKCART,PGI225/CLI-226,4	CANON	PK	61

Toner	S1	2662B001AA	9E+05	CANON TONER 118 BLACK	CANON	EA	24																	
Toner	S1	4547B001AA	1E+05	INKCART,CLI-226,CN	CANON	EA	224																	
Toner	S1	4548B001AA	1E+05	INKCART,CLI-226,MG	CANON	EA	208																	
Toner	S1	4549B001AA	1E+05	INKCART,CLI-226,YL	CANON	EA	205																	
Toner	S1	4546B001AA	1E+05	INKCART CLI-226 BK	CANON	EA	165																	
General Supply	S5	7833A001AA	3E+05	CANON TONER S35 BLK	CANON	EA	22																	
General Supply	S5	7621A001AA	2E+05	FAX TONER	CANON	EA	35																	
General Supply	L2	26330	8E+05	XTRALIFE CVR BINDER 3"CAP	CARDINAL	EA	219																	
General Supply	L2	26341	5E+05	XTRALIFE CV D-RING BNDR BLK 4"	CARDINAL	EA	119																	
General Supply	L2	26320	1E+06	XTRALIFE CVR BINDER 2"CAP	CARDINAL	EA	187																	
General Supply	L2	32200	2E+05	ANTI MICROBIAL LRR VIEW BNDR 1"	CARDINAL	EA	318																	
General Supply	L2	32215	2E+05	ANTIMICROBIAL LRR VIEW BNDR1.5	CARDINAL	EA	253																	
General Supply	L2	32120	2E+05	ANTI MICROBIAL CV DR 2" WHITE	CARDINAL	EA	184																	
General Supply	L2	26321	2E+05	XTRALIFE COVER BINDER BLK 2"	CARDINAL	EA	147																	
General Supply	L2	26300CB	1E+06	XTRALIFE CVR BINDER 1"CAP	CARDINAL	EA	211																	
General Supply	L2	32250	2E+05	ANTI MICROBIAL LRR VIEW BNDR 5/8	CARDINAL	EA	296																	
General Supply	L2	26310	1E+05	XTRALIFE CVR BINDER 1.5"CAP	CARDINAL	EA	136																	
General Supply	L2	32230	2E+05	ANTIMICROBIAL LRR VIEW BNDR3"	CARDINAL	EA	123																	
General Supply	L2	32220	2E+05	ANTIMICROBIAL LRR VIEW BNDR2"	CARDINAL	EA	106																	
General Supply	L2	32115	2E+05	ANTI MICROBIAL CV DR 1.5"WHITE	CARDINAL	EA	105																	
Paper	P3	14555	1E+05	CPP PTTRNPLAY 7X5 NTBK 80CT CR	CAROLI	EA	151																	
General Supply	J4	XJA256	13160	XJ-A256 WXGA GREEN SLIM 2274	CASIO	EA	2																	
General Supply	M1	MS80S	2E+05	MS-80S BASIC CALCULATOR	CASIO	EA	311																	
General Supply	J1	77106	3E+05	PROTRACTOR 6"PLAS CR	CHARLE	EA	116																	
General Supply	K5	67700002	4E+05	CLOCK,12"CONTRAC,BK,TRAD	CHICAG	EA	146																	
Toner	S1	0628B002	6E+05	CANON INK PGI-5 BLK	CHROMA	EA	154																	
Toner	S1	0621B002	6E+05	CANON INK CLI-8 CYN	CHROMA	EA	101																	
General Supply	A7	03742	4E+05	COOKIE,OREO,12PK/BX	CLASSI	BX	118																	
Folder	F1	62627	1E+05	BIODEGRADABLE PROJ FLDR 25/BX	C-LINE	BX	171																	
General Supply	L2	62029	3E+05	TOP LOADSHT PROTECTOR 11"X8.5"	C-LINE	BX	143																	
General Supply	W3	17614	4E+05	WIPES,DISINFECTANT,LAV	CLOROX	EA	728																	
General Supply	W3	35306	2E+05	FORMULA 409 CLNR/DEGRSR ORIGIN	CLOROX	EA	444																	
General Supply	W3	01594	4E+05	CLEANER WIPES DSINFCT LMN	CLOROX	EA	462																	
General Supply	W3	02490	4E+05	DISC USE 24119348 CLX BLEACH	CLOROX	EA	397																	
General Supply	W3	30172	1E+05	GREENWORKS DISHSOAP FREE&CLEAR	CLOROX	EA	228																	
General Supply	W3	15948	4E+05	DISINFECTING WIPES LEMON 75CT	CLOROX	EA	142																	
General Supply	W3	00456	1E+05	GREENWORKS ALL PURPOSE CLEANER	CLOROX	EA	109																	
General Supply	A7	5233	4E+05	DIET COKE FRIDGEPACK 12 CANS	COCA-C	PK	159																	
General Supply	A7	NES35180	5E+05	COFFEEMATE HAZELNUT PC CUPS	COFFEE	BX	663																	
General Supply	A7	79128	2760	VANILLA CARAMEL TUBS	COFFEE	BX	125																	
General Supply	A1	17206	2E+05	LARGE PICTURE HANGING STRIPSWH	COMMAN	EA	163																	
General Supply	A1	17047	2E+05	STICKY WALL SAWTOOTH HANGER	COMMAN	EA	135																	
General Supply	A8	17204	3E+05	PICTURE HANGING STRIPS 6 SETS	COMMAN	PK	195																	
General Supply	A8	17021P	9E+05	MEDIUM MOUNTING STRIPS	COMMAN	PK	147																	
General Supply	H4	17003-VP-3PK	3E+05	LARGE WHITE HOOKS VALUE 3PK	COMMAN	PK	228																	
General Supply	H4	17001-VP-6PK	3E+05	MEDIUM WHITE HOOKS VALUE 6PK	COMMAN	PK	202																	
General Supply	H4	17067-VP	9E+05	SMALL WIRE HOOKS VALUE PACK	COMMAN	PK	132																	
General Supply	H4	17003-HOOK	7E+05	LARGE WHITE HOOK W/2 STRIPS	COMMAN	PK	154																	
General Supply	J1	58-7722	1E+05	CLASSIC MARKERS BROADLINE 10CT	CRAYOL	PK	524																	
General Supply	J1	58-7808	4E+05	BROADLINE WASHABLE MARKERS 8CT	CRAYOL	PK	301																	
General Supply	J1	68-4012	4E+05	COLORED PENCILS 12 COUNT	CRAYOL	ST	343																	
General Supply	J1	52-3024	2E+05	CRAYONS 24 CT	CRAYOL	BX	117																	
General Supply	J1	52-0008	3E+05	CRAYOLA CRAYONS TUCK 8 COUNT	CRAYOL	BX	170																	
Writing	N2	58-7732	7E+05	CRAYOLA CLR MRKER / 8 CLR	CRAYOL	PK	271																	
General Supply	A7	CYG555	3E+05	ALPINE SPRING WATER 28/8OZ	CRYSTA	CT	1,181																	
General Supply	A7	CYG547	2E+05	CYG547 WATER .5L CR GEYSR	CRYSTAL GEYSER	CT	3,080																	
General Supply	S9	P708T	27545	7OL SURGE 8' CORD W/PHONE	CYBERP	EA	104																	
General Supply	A7	12J12	5E+05	12OZ INSULATD FOAM CUPS	DART	CT	546																	
General Supply	A7	12X16G	5E+05	12 OZ CAFE G FOAM CUP 1000/CT	DART	CT	69																	
General Supply	A7	DRT9PWC	3E+05	9 INCH FOAM PLATE	DART	CT	177																	
General Supply	A7	16J16	3E+05	16OZ INSULATD FOAM CUPS	DART	CT	121																	
General Supply	A7	8J8	5E+05	CUP FOAM 8 OUNCES	DART	CT	229																	
General Supply	A7	CP12DX	4E+05	12 OZ CLEAR CUPS	DART	CT	37																	
General Supply	W3	45112	8E+05	DAWN DISH WASHING LIQUID 38 OZ	DAWN	EA	1,318																	
General Supply	B1	G40000-13	2E+05	2013RY MNTH PLNR LG BLK 7X9	DAYMIN	EA	306																	
General Supply	B1	G40000-14	33926	2014RY MNTH PLNR LG BLK 7X9	DAYMIN	EA	130																	
General Supply	B1	SK200-13	2E+05	2013RY PLNR MNTH MNDR BLK 8X12	DAYMIN	EA	102																	
General Supply	K3	350301	1E+05	CUBE 4 DRWR ORGNZR CLR	DEFLECTO	EA	241																	
General Supply	K3	350201	1E+05	CUBE ORGANIZER 4 COMPARTMENTS	DEFLECTO	EA	158																	
General Supply	K3	350501	2E+05	DOUBLE CUBE ORGANIZER CLEAR	DEFLECTO	EA	122																	
General Supply	K3	350101	1E+05	CUBE 2 DRWR ORGNZR CLR	DEFLECTO	EA	100																	
Toner	S1	330-2650	9E+05	TNR,DELL 2330D/2330DN,BK	DELL	EA	26																	
General Supply	W3	01585EA	4E+05	INSTNT HND SANITIZR 7.5OZ PUMP	DIAL	EA	123																	
General Supply	W3	03659	4E+05	AIRFRSHNR, ADJSTBL,RENUZT	DIAL	EA	139																	
General Supply	W5	06028	4E+05	NON-ANTIBACT LIQUID HND WASH	DIAL	EA	206																	
General Supply	W5	84014	5E+05	DIAL LIQUID GOLD HAND SOAP	DIAL	EA	107																	
Paper	P3	76004	2E+05	WHITE 8.5X11.75 50 SHEETS	DIVERSEY	DZ	87																	
Paper	P3	76002	2E+05	WHITE PADS 5X8 50 SHEETS	DIVERSEY	DZ	130																	
Folder	F1	OM04686	1E+05	DV FLORAL SNAP DOC	DIVOGA	EA	111																	
General Supply	L2	OM03199	9E+05	2TONE 2PKT POLY FOLDER BLUE	DIVOGA	EA	223																	
General Supply	L2	OM03198	9E+05	2TONE 2PKT POLY FOLDER RED	DIVOGA	EA	164																	
General Supply	L2	OM03200	9E+05	2TONE 2PKT POLY FOLDER YLW	DIVOGA	EA	120																	
General Supply	L2	OM03189	9E+05	2TONE 2PKT 3PRONG FLDR BLUE	DIVOGA	EA	116																	
General Supply	A7	5310DX	2E+05	CUP,HOT,10OZ,500/CT	DIXIE	CT	105																	
General Supply	A7	KH207	1E+06	HVWGT POLY KNIFE WHT 100/BX	DIXIE	BX	239																	
General Supply	A7	5342DX	2E+05	TOUCH CUP 12OZ 500CT	DIXIE	CT	139																	
General Supply	A7	UX9WS	9E+05	PPR PLATE 8 3/4IN 500	DIXIE	CT	191																	
General Supply	A7	TM517	4E+05	MEDIUM WGHT BULK SPOON BLK	DIXIE	CT	243																	
General Supply	A7	DIXFM517	4E+05	DO NOT USE-SEE 23803662	DIXIE	CT	195																	
General Supply	A7	TM207	2E+05	TEASPOONS 100 COUNT	DIXIE	BX	826																	
General Supply	A7	SXB12WS	9E+05	PPR BOWL 12OZ 500/CS	DIXIE	CT	85																	
General Supply	A7	FH207	1E+06	HVWGT POLY FORK WHT 100/BX	DIXIE	BX	530																	
General Supply	A7	TH207	1E+06	HVWGT POLY TSPN WHT 100/BX	DIXIE	BX	501																	
General Supply	A7	FM207	2E+05	FORK 100 COUNT	DIXIE	BX	1,168																	
General Supply	A7	CM168	2E+05	CUTLERY MED WGHT 168 PCE	DIXIE	BX	163																	

General Supply	A7	KM207	2E+05	KNIFE 100 COUNT	DIXIE	BX	484
General Supply	A7	TM507	4E+05	MEDIUM WEIGHT BOXED SPOON BLK	DIXIE	BX	238
General Supply	A7	FM507	4E+05	MEDIUM WEIGHT BOXED FORK BLK	DIXIE	BX	175
General Supply	A7	5342CDPK	4E+05	CUP HOT 12OZ 50/PK	DIXIE	PK	146
General Supply	A7	KM517	5E+05	MEDIUMWEIGHT BULK KNIFE BLK	DIXIE	CT	136
Paper	P3	99709	4E+05	LEGAL RULED PAD 50SHT WHT 6PK	DOCKET	PK	399
Paper	P3	99707	4E+05	LEGAL RULED PAD 50SHT CNRY 6PK	DOCKET	PK	221
Paper	P3	99705	8E+05	LEGAL PAD 5X8 WHT 50 SHTS 6PK	DOCKET	PK	166
Paper	P3	99701	8E+05	TOP WIREBOUND WRITING PAD WHT	DOCKET	EA	179
General Supply	A7	60052101	9E+05	COFFEE,DONUT SHOP K-CUP	DONUT	BX	299
General Supply	A7	60052101CT	9E+05	COFFEE,DONUT SHOP K-CUP	DONUT	CT	56
General Supply	A7	60051012	9E+05	COFFEE,GLJNS,BTR TFE K-CUP	DONUT	BX	138
Paper	P3	63392	4E+05	WRITING TABLETS 3HP 3PK 100SHT	DOUBLE	PK	107
General Supply	A8	B45012	4E+05	DUCT TAPE 2" X 45YDS	DUCK	RL	130
General Supply	L5	536000	1E+05	VARIO 10 PANEL DESK SYSTEM	DURABLE	EA	49
General Supply	L9	MN1500B24	4E+05	ALKALINE AA COPPERTOP VALUE PK	DURACE	PK	3,006
General Supply	L9	MN2400B24	4E+05	AAA COPPERTOP VALUE PACK 24	DURACE	PK	1,687
General Supply	L9	MN1500BKDCTN	1E+05	DURACELL COPPERTOP AA BULK	DURACE	CT	231
General Supply	L9	PC1500BKD	7E+05	PROCELL AA ALKALINE 24PK BATTERIES	DURACE	PK	1,336
General Supply	L9	MN24RT12Z	8E+05	AAA COPPERTOP BATTERIES 12PK	DURACE	PK	1,333
General Supply	L9	MN1500B20Z	1E+05	COPPERTOP AA ALKALINE BAT 20PK	DURACE	PK	970
General Supply	L9	MN16RT4Z	3E+05	9 VOLT BATTERY 4-PACK	DURACE	PK	696
General Supply	L9	MN13RT8Z	3E+05	D SIZE BATTERY 8-PACK	DURACE	PK	502
General Supply	L9	PC1300	7E+05	PROCELL D BATTERY 12 PACK	DURACE	BX	251
General Supply	L9	MN14RT8Z	3E+05	C BATTERY 8 EA/PK	DURACE	PK	298
General Supply	L9	MX1500B8Z	7E+05	ULTRA AA BATTERIES 8PK	DURACE	PK	377
General Supply	L9	PC1400	7E+05	COPPERTOP PROCELL C 12 PACK	DURACE	BX	264
General Supply	L9	MN15RT12Z	3E+05	AA COPPERTOP BATTERIES 12 PK	DURACE	PK	343
General Supply	L9	DC1500B8N	9E+05	AA RECHARGEABLE BATTERIES 8PK	DURACE	PK	160
General Supply	L9	DL2032BPK	4E+05	LITHIUM BATTERY	DURACE	EA	1,303
General Supply	L9	MN1500B10Z	4E+05	COPPERTOP AA ALKALINE BAT 10PK	DURACE	PK	535
General Supply	L9	D303/357PK	8E+05	WATCH/CALCULATOR BATTERY	DURACE	EA	1,898
General Supply	L9	MX2400B8Z	8E+05	ULTRA AAA BATTERIES 8PK	DURACE	PK	183
General Supply	L9	MN2400B10Z	4E+05	COPPERTOP AAA ALKALINE BAT10PK	DURACE	PK	138
General Supply	L9	MN1300R4Z	7E+05	D COPPERTOP BATTERIES 4PK	DURACE	PK	104
General Supply	L9	MN2400BKDCTN	1E+05	DURACELL COOPERTOP AAA BULK	DURACELL	CT	74
General Supply	L9	MN15P36	2E+05	COPPERTOP AA ALKALINE 36 PK	DURACELL	PK	198
General Supply	L9	MX1500	8E+05	ULTRA POWER AA 24 PACK	DURACELL	PK	185
General Supply	L9	PC1604BKD	7E+05	PROCELL 9-VOLT ALKALINE 12 PK BATTERIES	DURACELL	PK	174
General Supply	L9	DL123ABPK	9E+05	LITHIUM BATTERY 3.0 VOLT	DURACELL	EA	269
General Supply	L9	DL1604	9E+05	9 VOLT LITHIUM BATTERY	DURACELL	EA	143
General Supply	L9	PX76A675PK	4E+05	BATTERY 1.5 VOLT	DURACELL	EA	229
General Supply	S6	DPSXLRCP	5E+05	GAS DUSTER 10OZ 12EA/PK	DUST-OFF	PK	145
General Supply	S6	DPNXL2	3E+05	DUST OFF AIR DUSTERS 10 OZ 2PK	DUST-OFF	PK	105
General Supply	A5	10697	3E+05	2PK 1/2" BLACK/WHITE LBL TAPE	DYMO	PK	290
General Supply	A5	91331	5E+05	1/2" POLY BLACK ON WHITE	DYMO	EA	240
General Supply	Q8	1752264	9E+05	LABELWRITER 450	DYMO	EA	196
General Supply	Q8	1752265	9E+05	LABELWRITER 450 TURBO	DYMO	EA	52
General Supply	Q8	1752266	9E+05	LABELWRITER 450 TWIN TURBO	DYMO	EA	32
General Supply	W3	PL9721/12	633	DISHMATE DISH LQD, FREE/CLEAR	EARTH FRIENDLY	EA	161
General Supply	A7	EPP013	7E+05	SUGARCANE PLATE,9IN,WHT	ECO-PRODUCTS	CT	47
General Supply	L2	20382-12	5E+05	ECOVUE BINDER 1.5 INCH	ECOVUE	EA	1,191
General Supply	L2	20374-12	5E+05	ECOVUE BINDER 2 IN	ECOVUE	EA	318
General Supply	L2	20372-12	5E+05	ECOVUE BINDER 1INCH	ECOVUE	EA	353
General Supply	E9	65974	1E+05	UNBREAKABL WALL FILE LTR SMOKE	ELDON	PK	133
General Supply	E9	65972	1E+05	WALL FILE SINGLE LTR PCKT CLR	ELDON	EA	261
General Supply	K3	22397ELD	7E+05	OFF-DESK SHELF 26" BLACK	ELDON	EA	125
General Supply	K3	E22625	4E+05	GUN METAL & BLACK CLIP HOLDER	ELDON	EA	107
General Supply	A1	E904	7E+05	RUBBER CEMENT 4OZ	ELMERS	EA	288
General Supply	A1	E305	9E+05	CLEAR SCHOOL GLUE 5OZ	ELMERS	EA	174
General Supply	A1	E1322	4E+05	GLUE-ALL 4OZ	ELMERS	EA	114
General Supply	A1	E304	3E+05	SCHOOL GLUE 4OZ.	ELMERS	EA	129
General Supply	J4	900-802	3E+05	BRD FOAM 3/16"20X30"WE	ELMERS	CT	123
General Supply	W5	47410CTN	1E+05	ENVISION FACIAL TISSUE FLAT BX	ENVISI	CT	282
General Supply	M9	B11B194011	4E+05	EPSON GT-S50 IMAGING SCANNER	EPSON	EA	25
General Supply	M9	B11B194081	4E+05	EPSON GT-S80 IMAGING SCANNER	EPSON	EA	5
General Supply	M9	V11H429120	9E+05	EPSON EX5210 PROJECTOR	EPSON	EA	5
Toner	S1	T069520-S	6E+05	EPSON INK T069520 MULT CLR	EPSON	PK	127
Toner	S1	T127120-S	4E+05	EPSON INK T127120-S ULTRA BLK	EPSON	EA	150
Toner	S1	T127520-S	4E+05	EPSON INK T127520-S ULTRA CMY	EPSON	EA	72
Toner	S1	T126520-S	4E+05	EPSON INK T126520-S ULTRA CMY	EPSON	EA	74
Toner	S1	T068120-D2	9E+05	EPSON INK T068120-D2 BLK TWIN	EPSON	EA	81
Toner	S1	T126120-S	4E+05	T126120-S ULTRA BLK INK	EPSON	EA	133
Toner	S1	T060120-S	5E+05	EPSON INK T060120-S BLK	EPSON	EA	114
General Supply	C9	33341200	2371	WORKFIT-S DUAL 2274	ERGOT	EA	7
General Supply	E9	121868	9E+05	ECONOMAT STAND UP	ES ROB	EA	120
General Supply	E9	120078	9E+05	STD LIP BRBERMAT 36 X 48	ES ROBBINS	EA	127
General Supply	E9	120168	9E+05	BERBRMAT WD LIP 45 X 53	ES ROBBINS	EA	76
General Supply	A5	30252	3E+05	LABELS FOR LABERWRITER PRINTER	ESSELT	BX	511
General Supply	A5	30327	3E+05	WHITE FILE FOLDER LABELS	ESSELT	BX	799
General Supply	A5	30256	2E+05	WHITE SHIPPING LABEL	ESSELT	BX	250
General Supply	A5	30251	3E+05	WHITE ADDRESS LABELS	ESSELT	BX	531
General Supply	A5	30323	3E+05	WHITE SHIPPING LABEL	ESSELT	BX	144
General Supply	A5	30254	8E+05	CLEAR ADDRESS LABELS	ESSELT	BX	135
Folder	F2	11015	7E+05	DESK FILE/SORTER DAILY A-Z	ESSELT	EA	124
Folder	F5	23013	2E+05	DECOFLEX FILE HANGING FOLDR BK	ESSELT	EA	235
General Supply	L2	78513	8E+05	OXFORD 100% RECYCLED 2 POCKET	ESSELT	BX	311
General Supply	A5	30320	3E+05	WHITE ADDRESS LABELS	ESSELTE	BX	255
Folder	F1	62702	7E+05	FF MICROBGRD MN 1/3 LTR 100/BX	ESSELTE	BX	661
Folder	F1	50990	2E+05	FILE JACKETS POLY 10PK ASST	ESSELTE	PK	416
Folder	F1	48434	7E+05	PDFLX CUTLS WTRS ASST FILE FLD	ESSELTE	BX	180
Folder	F1	53296	8E+05	COPY SAFE PROJECT PKTS-ASST	ESSELTE	PK	1,016
Folder	F1	6152X2ASST	9E+05	HANGING FLDR EXCAP 2" LTR AST 20BX	ESSELTE	BX	116
Folder	F1	52565	8E+05	FOLDER POLY VIEW LTR 6PK	ESSELTE	PK	794
Folder	F1	48430	3E+05	CUTLESS WATERSHD FF LTR 100/BX	ESSELTE	BX	111

Folder	F1	SER-2-BL	4E+05	HANGING PERSONNEL FLDR BLUE	ESSELTE	EA	263
Folder	F1	53295	3E+05	POLY WAVE POCKET PRJ FLDR LTR	ESSELTE	PK	716
Folder	F1	SER-2-YEL	4E+05	HANGING PERSONNEL FLDR YELLOW	ESSELTE	EA	132
Folder	F1	84370	7E+05	PENDAFLEX FLDR W/ERASABLE TAB	ESSELTE	PK	125
Folder	F1	99849	3E+05	COPY SAFE PROJECT PKTS-ICE	ESSELTE	PK	372
Folder	F1	50965	7E+05	FILE SLIDE 4PCKT BLUE/SLVR LTR	ESSELTE	EA	106
Folder	F3	7320-BLU	2E+05	INDEX CARD PLAIN BLUE 3"X5"	ESSELTE	PK	271
Folder	F3	7320-CAN	2E+05	INDEX CARD PLAIN CANARY 3"X5"	ESSELTE	PK	131
Folder	F3	7320-CHE	2E+05	INDEX CARD PLAIN 3"X5" CHRY	ESSELTE	PK	122
Folder	F5	61521/5ASST	9E+05	HANGING FLDR 1/5 LTR AST 20BX	ESSELTE	BX	117
Folder	F5	41521/5	2E+05	HANG FILE FLDR ST GRN LTR 25CT	ESSELTE	BX	148
Folder	F5	4152X2	2E+05	HANG BOX FLDR 2" LETTER	ESSELTE	BX	125
Folder	F5	41521/5-BLU	5E+05	HANGING FILEFLDR BLUE LTR 25CT	ESSELTE	BX	145
Folder	F5	41521/5-VIO	3E+05	HANG FILE FLDR LTR VIOLET 25CT	ESSELTE	BX	105
Folder	F8	62714	7E+05	FLDER FILE MICROBEGRD MAN 2FST	ESSELTE	BX	147
General Supply	L2	57872	1E+06	RECYCLED CLEAR FRONT REP COVER BLUE	ESSELTE	BX	114
General Supply	J4	81850	1E+05	MARKERBOARD TOWELETTES	EXPO	EA	964
General Supply	J4	81803	2E+05	DRY ERASE MARKER CLEANER 8 OZ	EXPO	EA	1,042
General Supply	J4	81505	2E+05	EXPO DRY ERASER	EXPO	EA	1,746
General Supply	J4	1752229	9E+05	EXPO NON-TOXIC CLEANER 22OZ	EXPO	EA	165
Writing	N2	80001	2E+05	EXPO LOW ODOR CHISEL BLACK DZ	EXPO	DZ	687
Writing	N2	80678	1E+05	DRY ERASE MARKERS ASST. 8PK	EXPO	ST	376
Writing	N2	80174	3E+05	EXPO II 4CT CHISEL ASST	EXPO	ST	1,333
Writing	N2	81045	5E+05	LOW ODOR CHISEL MRKR 16CT ASST	EXPO	ST	205
Writing	N2	80003	2E+05	EXPO LOW ODOR CHISEL BLUE DZ	EXPO	DZ	255
Writing	N2	80002	2E+05	EXPO LOW ODOR CHISEL RED DZ	EXPO	DZ	238
Writing	N2	16001	3E+05	VIS-A-VIS FINE POINT BLACK DZ	EXPO	DZ	348
Writing	N2	80556	2E+05	EXPO ORGANIZER SET	EXPO	KT	283
Writing	N2	80653	1E+05	EXPO 2 DRY ERASE SET	EXPO	ST	322
Writing	N2	80004	2E+05	EXPO CHSL TIP DRY ERASE MARKR	EXPO	DZ	179
Writing	N2	83001	8E+05	EXPO MARKER BLACK 12 PACK	EXPO	DZ	265
Writing	N2	80054	2E+05	EXPO LOW ODOR DRY ERASE KIT	EXPO	KT	111
Writing	N2	83003	9E+05	EXPO CHISEL MARKER BLUE	EXPO	DZ	234
Writing	N2	86603	5E+05	LOW ODOR FINE MRKR 12CT ASST	EXPO	ST	145
Writing	N2	1751667	9E+05	CLICK FINE FASHION 6CT	EXPO	PK	168
Writing	N2	83004	9E+05	DRY ERASE MARKER CHISEL PT GRN	EXPO	DZ	103
Writing	N2	83056	4E+05	EXPO DRY ERASE MARKER SET	EXPO	KT	192
Writing	N2	83002	9E+05	EXPO CHISEL MARKER RED	EXPO	DZ	116
Writing	N2	84674K	2E+05	DRY ERASE MRKR FINE PT 4/CD	EXPO	ST	206
Writing	N2	83174K	8E+05	EXPO ORIGINAL CHISEL 4CD	EXPO	ST	252
Writing	N2	86674K	6E+05	FINE CARDED 4CT ASST.	EXPO	ST	230
Writing	N2	86661	1E+05	DRY ERASE MRKRS FINE BLK. 4 PK	EXPO	PK	133
General Supply	S6	DEW	9E+05	ELECTRONIC WIPES	FALCON	EA	108
General Supply	A7	FSC01642	9E+05	BOBS RED STRIPES MINTS TUB	FARLEY	EA	206
General Supply	W3	84933708	4E+05	AIR EFFECTS SPRING & RENEWAL	FEBREZ	EA	367
General Supply	W3	84933706	4E+05	AIR EFFECTS MEADOWS & RAIN	FEBREZ	EA	266
General Supply	E6	9252001	1698	PLUSH TOUCH MOUSEPAD/WRISTREST	FELLOWES	EA	147
General Supply	K3	75901	4E+05	TRIPLE FILE POCKET	FELLOWES	EA	126
General Supply	K3	75275	3E+05	PARTITION ADDITIONS FILE PCKT	FELLOWES	EA	192
General Supply	K7	3227903	5E+05	FELLOWES PS-79CI SHREDDER	FELLOWES	EA	16
General Supply	K7	38480	2E+05	485I 40-SHT STRIP-CUT SHR 1983	FELLOWES	EA	1
General Supply	K7	3312501	1E+05	125CI 18-SHT CROSS-CUT SHREDDR	FELLOWES	EA	4
General Supply	P5	00704	3E+05	ECONO STORAGE FILE LETTER	FELLOWES	CT	59
General Supply	P5	00723	2E+05	ECONOMY/STORAGE MAGZN FILE WHT	FELLOWES	EA	315
General Supply	J1	87727097	8E+05	SCHOOL WORKS PLASTIC RUL 5509	FISKAR	EA	132
General Supply	A7	159355	4E+05	STARBUCKS 1LB FRENCH ROAST BG	FIVE S	EA	132
General Supply	A7	00367	1E+05	FOLGERS CAN	FOLGER	EA	1,502
General Supply	A7	06239	9E+05	COFFEE FLGRS FLTR PK. REG	FOLGER	CT	229
General Supply	A7	37402	5E+05	NAPKIN FULFLD DSP 6M/CT	FORT H	PK	107
General Supply	W5	20603	2E+05	BLEACHED HANDIFOLD C TOWELS	FORT J	CT	172
General Supply	W5	20204-CT	9E+05	WHITE MULTI BLEACH TOWELS	FORT J	CT	103
General Supply	W5	23304	4E+05	NATURAL MULTI-FOLD TOWELS	FORT J	CT	152
General Supply	A5	3748013	2E+05	LANYARD ROUND BLACK 12PK	GBC	PK	541
General Supply	A5	37472	1E+05	BADGEMATES RTRBL BADGE REELS-5PK	GBC	PK	189
General Supply	A5	3747498	1E+05	BADGE REEL CARABINER ASST 4PK	GBC	PK	110
General Supply	L2	3200716	3E+05	LAM POUCH 5 MIL 8.75X11.75 CR	GBC	PK	243
General Supply	L2	3745022	7E+05	LAM PCH 3 MIL LTR 8.8X11.25 CR	GBC	PK	522
General Supply	L2	1703075	4240	12" LAMINATOR 3000L	GBC	EA	29
General Supply	L2	1703077	4243	12" H SPEED LAMINATOR 5000L	GBC	EA	12
General Supply	L2	3745690	1E+05	LETTER SIZE LAM. POUCH 50/PK	GBC	PK	143
General Supply	L2	3200720	3E+05	LAM POUCH 3 MIL 11.25X17.25 CR	GBC	BX	28
General Supply	L2	3200577	5E+05	LETTER SIZE LAM PCH 25PK	GBC	PK	201
General Supply	L2	3202002	5E+05	HEATSEAL INDEX CARD 5MIL 25PK	GBC	PK	186
General Supply	K4	41028	3E+05	SOFT WHITE-60 WATT-4PK	GE	PK	215
General Supply	A7	33530	5E+05	GRANOLA OAT HONEY BRS	GENERAL MILLS	BX	206
General Supply	A7	CH0180DX7	8E+05	DIXIE CUTLERY KEEPER	GEORGIA PACIFIC	BX	183
General Supply	J4	0VK3F91	1E+05	OVATION ENCLOSED FABRIC 3705	GHENT	EA	7
Writing	N1	6430131	3E+05	PEN BALLPT RET COMFRT BK	GILLET	DZ	176
General Supply	W3	9652-12	4E+05	SANITIZER HND PURELL 8OZ	GOJO	EA	233
General Supply	W3	9631EA	2E+05	SANITIZER PURELL ALOE	GOJO	EA	126
General Supply	W5	2156-08	3E+05	DO NOT USE SEE 23870713	GOJO	EA	110
General Supply	E6	10145	8E+05	ERGO CURVED FOOTREST BLK	GOULD	EA	217
Paper	P1	903117	4E+05	GP CERTIFICATE COVER BLACK 5CT	GREAT	PK	630
Paper	P1	903115	2E+05	GP CERTIFICATE COVER NAVY 5CT	GREAT	PK	408
Paper	P1	963070	4E+05	GP CERT GOLD CHANNEL FOIL 12CT	GREAT	PK	308
Paper	P1	934425	4E+05	GP CERT METALLIC BLUE 25CT	GREAT	PK	201
Paper	P1	934025	4E+05	GP CERT METALLIC GOLD 25CT	GREAT	PK	129
General Supply	A7	14734	9E+05	GMCR,TEA,GREEN K-CUP	GREEN MOUNTAIN	BX	323
General Supply	A7	192719	9E+05	COFFEE,K-CUP,TULY BRK BLND	GREEN MOUNTAIN	BX	250
General Supply	A7	6805	9E+05	TEA,K-CUP CHAI LATTE	GREEN MOUNTAIN	BX	218
General Supply	A7	6534	9E+05	COFFEE,K-CUP DONUT HS.	GREEN MOUNTAIN	BX	205
General Supply	A7	6732	9E+05	COFFEE,K-CUP,FRENCHVANILA	GREEN MOUNTAIN	BX	184
General Supply	A7	6003	9E+05	COFFEE,K-CUP,COLMBIAN SUPR	GREEN MOUNTAIN	BX	178
General Supply	A7	4061	9E+05	COFFEE,KCUP,DK MAGIC	GREEN MOUNTAIN	BX	162
General Supply	A7	6602	9E+05	COFFEE,K-CUP,VRMNT BLEND	GREEN MOUNTAIN	BX	158

General Supply	A7	14731	9E+05	TEA,ENG BREAKFAST K-CUP	GREEN MOUNTAIN	BX	152
General Supply	A7	193019	9E+05	COFFEE,K-CUP,TULY ITAL RST	GREEN MOUNTAIN	BX	150
General Supply	A7	192619	9E+05	COFFEE,K-CUP,TULY FR ROAST	GREEN MOUNTAIN	BX	149
General Supply	A7	6700	9E+05	COFFEE,K-CUP,CRM VANL CRM	GREEN MOUNTAIN	BX	147
General Supply	A7	6520GMCR	9E+05	COFFEE,K-CUP,BRKFAST BLEND	GREEN MOUNTAIN	BX	126
General Supply	W3	30380	9E+05	GREENWORKS CS WIPES 62 CT	GREEN MOUNTAIN	EA	158
General Supply	W3	14153	7212	FLASHLIGHT 6 LED PLASTIC	GRUND	EA	219
Toner	S1	GB64A	2E+05	GB HP 64AP TONER	GUY BROWN	EA	122
Toner	S1	GB64X	2E+05	GB HP 64X TNR HY	GUY BROWN	EA	26
Toner	S1	GB05A	2E+05	GB HP 05AP TONER	GUY BROWN	EA	58
Toner	S1	GB55AP	9E+05	HP 55A TONER	GUY BROWN	EA	28
Toner	S1	GB42A	7E+05	CART HP 42A BK REMAN	GUY BROWN	EA	20
Paper	P1	104604	1E+05	LASER PRINT REAM PAPER	HAMMER	RM	440
Paper	P1	10500-7-CTN	3E+05	COPYPLUS 8.5X11 10 REAM CASE	HAMMERMILL	CT	41
General Supply	A7	15680	2E+05	JOLLY RANCHER 5LB ASSORTED	HERSHE	BG	116
General Supply	Q8	CF286ABGJ	4849	PRINTER,LJ 400 MFP M425DN 5438	HEWLET	EA	5
Toner	S1	CE390XD	1999	HP 90X BLACK DUAL TONER C 0354	HEWLET	EA	42
Toner	S1	CE255XD	1E+05	HP BLACK DUAL PACK CARTRI 0354	HEWLET	PK	16
Toner	S1	B3B33FN140	9207	HP INK 564 CMY CRTDGE	HEWLET	PK	113
General Supply	C9	CB388A	4E+05	HP LASER JET 110V PM KIT 2274	HEWLETT PACKARD	EA	15
General Supply	M3	CE957A#BGJ	2E+05	HP LJ PRO M451DN	HEWLETT PACKARD	EA	18
General Supply	M3	CM749A#B1H	9E+05	HP OJ PRO 8600 E-ALL-IN-ONE	HEWLETT PACKARD	EA	30
General Supply	M3	C9309A#B1H	9E+05	HP CLRINK OJ 7500A ALL-IN-ONE	HEWLETT PACKARD	EA	15
Paper	P1	112000	6E+05	HP MULTI-PURPOSE 8.5X11 REAM	HEWLETT PACKARD	RM	3,860
Paper	P1	207010	4E+05	HP ALL-IN-ONE 8.5X11 REAM	HEWLETT PACKARD	RM	1,410
Paper	P1	113100	1E+06	HP PREMIUM LASERJET 11" REAM	HEWLETT PACKARD	RM	352
Paper	P1	Q7853A	3E+05	ADVANCED PHOTO GLOSSY 50SH	HEWLETT PACKARD	PK	188
Paper	P1	CR664A	1E+05	HP PRE PLS GLSY 50CT	HEWLETT PACKARD	PK	120
Paper	P1	112400	6E+05	HP LASERJET 8.5X11 REAM	HEWLETT PACKARD	RM	378
Paper	P1	203000	1E+05	P BRIGHT WHITE 8.5X11REAM	HEWLETT PACKARD	RM	172
Paper	P1	CG988A	2E+05	PRESENTN 32LB GLSY LSR 250CT	HEWLETT PACKARD	PK	120
Paper	P1	112101	2E+05	HP OFFICE 8.5X11 REAM	HEWLETT PACKARD	RM	166
General Supply	P8	Q1428A	7E+05	PAP 42"X100 HIGH GLOSS	HEWLETT PACKARD	RL	58
General Supply	Q8	CE749A#BGJ	2E+05	HP LJ PRO P1606DN	HEWLETT PACKARD	EA	39
General Supply	Q8	CC494ABGJ	9E+05	HP CLR LJ CP4525DN 5438	HEWLETT PACKARD	EA	5
General Supply	Q8	CZ195A	1565	HP LJ PRO 400 M401N	HEWLETT PACKARD	EA	21
General Supply	Q8	CE461A#ABA	1E+05	LASERJET P2035	HEWLETT PACKARD	EA	22
General Supply	Q8	CE956ABGJ	5416	LASERJET PRO M451NW WIREL 5438	HEWLETT PACKARD	EA	12
General Supply	Q8	CE749ABGJ	2E+05	HP LJ PRO P1606DN 0352	HEWLETT PACKARD	EA	23
General Supply	Q8	CF145A#BGJ	6799	HP LJ PRO M276NW	HEWLETT PACKARD	EA	11
General Supply	Q8	CE528AABA	3E+05	HP LJ P3015DN 5438	HEWLETT PACKARD	EA	5
General Supply	Q8	CF081ABGJ	6124	COLOR LASERJET ENTERPRISE 2300	HEWLETT PACKARD	EA	5
General Supply	Q8	CE658A#BGJ	7722	HP LJ PRO P1102W	HEWLETT PACKARD	EA	18
General Supply	Q8	CE993ABGJ	4788	HP LJ ENT 600 M602X 52PP 5438	HEWLETT PACKARD	EA	2
General Supply	Q8	CE993ABGJ	4788	LASERJET ENTERPRISE M602 5438	HEWLETT PACKARD	EA	2
General Supply	Q8	CF082ABGJ	6125	LASERJET ENTERPRISE 500 C 5438	HEWLETT PACKARD	EA	3
Toner	S1	C8767WN#140	4E+05	HP INK 96 BLK	HEWLETT PACKARD	EA	864
Toner	S1	CF280X	3551	HP 80X BLACK TONER CARTRIDGE	HEWLETT PACKARD	EA	114
Toner	S1	CN045AN#140	9E+05	HP INK 950XL BLACK CARTRIDGE	HEWLETT PACKARD	EA	539
Toner	S1	CD975AN#140	4E+05	HP INK 920XL BLACK	HEWLETT PACKARD	EA	694
Toner	S1	Q7551XD	1E+05	HP TONER Q7551X DUAL PACK	HEWLETT PACKARD	PK	63
Toner	S1	CF340A	2E+05	HP TONER CF340A 304A TRI-PACK	HEWLETT PACKARD	PK	47
Toner	S1	CC364XD	9E+05	HP TONER CC364X DUAL BLACK	HEWLETT PACKARD	PK	26
Toner	S1	C4906AN#140	4E+05	HP INK 940XL BLACK	HEWLETT PACKARD	EA	466
Toner	S1	CE250XD	1998	HP 504X BLACK DUAL TONER CRTG	HEWLETT PACKARD	PK	41
Toner	S1	C9353FN#140	4E+05	HP INK 96/97 COMBO BLK/CLR	HEWLETT PACKARD	PK	195
Toner	S1	C9363WN#140	1E+05	HP INK 97 TRI CLR	HEWLETT PACKARD	EA	540
Toner	S1	Q7504A	6E+05	KIT IMAGE TRANSFR CLJ4700	HEWLETT PACKARD	KT	40
Toner	S1	CN065FN#140	9E+05	HP INK 940 COLOR COMBO PACK	HEWLETT PACKARD	PK	269
Toner	S1	CE270A	4E+05	CE270A BLACK TONER CARTRIDGE	HEWLETT PACKARD	EA	47
Toner	S1	Q1338D	1E+06	HP #38A Q1338D LASER CTG	HEWLETT PACKARD	BX	55
Toner	S1	CE400X	1675	HP TONER 507A CE400X BLK	HEWLETT PACKARD	EA	55
Toner	S1	CE255XD	1E+05	HP BLACK DUAL PACK CARTRIDGE	HEWLETT PACKARD	PK	27
Toner	S1	CE257A	1E+05	HP TONER CE257A 124A 3-PK	HEWLETT PACKARD	PK	51
Toner	S1	CN053AN#140	2E+05	HP INK 932XL BLACK CARTRIDGE	HEWLETT PACKARD	EA	305
Toner	S1	CE310A	9E+05	HP TONER CE310A 126A BLK	HEWLETT PACKARD	EA	207
Toner	S1	C9348FN#140	6E+05	HP INK 96 TWIN BLK	HEWLETT PACKARD	PK	177
Toner	S1	CF210A	7367	HP TONER 131A BLACK LJ CART	HEWLETT PACKARD	EA	151
Toner	S1	Q6000AD	1E+05	HP TONER Q6000AD 124A BLK	HEWLETT PACKARD	PK	67
Toner	S1	Q7502A	6E+05	MAINT KIT 110V CLR LJ4700	HEWLETT PACKARD	KT	28
Toner	S1	CE505XD	2E+05	LSRJET CE505X DUAL PACK BLK	HEWLETT PACKARD	PK	34
Toner	S1	CN049AN#140	9E+05	HP INK 950 BLACK CARTRIDGE	HEWLETT PACKARD	EA	385
Toner	S1	Q5945A	8E+05	CARTRIDGE PRINT LJ4345	HEWLETT PACKARD	EA	41
Toner	S1	CN684WN#140	1E+05	HP 564XL BLACK INK CARTRIDGE	HEWLETT PACKARD	EA	414
Toner	S1	CF211A	7368	HP TONER 131A CYAN LJ	HEWLETT PACKARD	EA	110
Toner	S1	CF213A	7378	HP TONER 131A MAGENTA LJ CRTDG	HEWLETT PACKARD	EA	109
Toner	S1	CF212A	7380	HP TONER 131A YELLOW LJ	HEWLETT PACKARD	EA	108
Toner	S1	CE285D	2E+05	HP TONER CE285D 85A BLK DUAL	HEWLETT PACKARD	PK	74
Toner	S1	Q6511XD	5E+05	CART,TONER,BK,DUAL PACK	HEWLETT PACKARD	PK	39
Toner	S1	CB400A	2E+05	CARTRIDGE,00A,BK,LSR TNR	HEWLETT PACKARD	EA	58
Toner	S1	C4902AN#140	4E+05	HP INK 940 BLACK	HEWLETT PACKARD	EA	440
Toner	S1	Q6511X	8E+05	HP LJ Q6511X PRINT CARTRIDGE	HEWLETT PACKARD	EA	64
Toner	S1	C9396AN#140	1E+06	HP INK 88XL BLK	HEWLETT PACKARD	EA	247
Toner	S1	CB401A	2E+05	CARTRIDGE,01A,CN,LSR TNR	HEWLETT PACKARD	EA	36
Toner	S1	CN048AN#140	9E+05	HP INK 951 XL YELLOW CARTRIDGE	HEWLETT PACKARD	EA	300
Toner	S1	CE272A	4E+05	CE272A YELLOW CARTRIDGE	HEWLETT PACKARD	EA	20
Toner	S1	CB402A	2E+05	CARTRIDGE,02A,YW,LSR TNR	HEWLETT PACKARD	EA	35
Toner	S1	Q7553XD	1E+05	HP TONER Q7553X DUAL PACK	HEWLETT PACKARD	PK	49
Toner	S1	Q3964A	2E+05	HP 2480 IMAGING DRUM	HEWLETT PACKARD	EA	63
Toner	S1	CE312A	9E+05	HP TONER CE312A 126A YLW	HEWLETT PACKARD	EA	134
Toner	S1	CE273A	4E+05	CE273A MAGENTA CARTRIDGE	HEWLETT PACKARD	EA	19
Toner	S1	Q2671A	7E+05	HP TONER Q2671A CYN	HEWLETT PACKARD	EA	67
Toner	S1	CE313A	9E+05	HP TONER CE313A 126A MAG	HEWLETT PACKARD	EA	130
Toner	S1	CC364AG	9E+05	LASERJET CC364AG BLACK CT 0354	HEWLETT PACKARD	EA	43
Toner	S1	Q5949XD	5E+05	CART TONER BK DUAL PACK	HEWLETT PACKARD	PK	51

Toner	S1	CB403A	2E+05	CARTRIDGE,03A,MA,LSR TNR	HEWLETT PACKARD	EA	32																	
Toner	S1	CB380A	7E+05	HP TONER CB380A BLACK	HEWLETT PACKARD	EA	32																	
Toner	S1	CE311A	9E+05	HP TONER CE311A 126A CYN	HEWLETT PACKARD	EA	127																	
Toner	S1	CE271A	4E+05	CE271A CYAN TONER CARTRIDGE	HEWLETT PACKARD	EA	18																	
Toner	S1	CN046AN#140	9E+05	HP INK 951XL CYAN CARTRIDGE	HEWLETT PACKARD	EA	262																	
Toner	S1	Q7551XD	1E+05	HP TONER Q7551X DUAL PACK 0354	HEWLETT PACKARD	PK	29																	
Toner	S1	Q2683A	5E+05	LASER TONER CARTRIDGE MAGENTA	HEWLETT PACKARD	EA	44																	
Toner	S1	CB436D	1E+05	HP TONER CB436D 36A BLK	HEWLETT PACKARD	PK	51																	
Toner	S1	CN047AN#140	9E+05	HP INK 951XL MAGENTA CARTRIDGE	HEWLETT PACKARD	EA	254																	
Toner	S1	CR314FN#140	9E+05	HP INK 951 COLOR COMBO PACK	HEWLETT PACKARD	PK	124																	
Toner	S1	Q2673A	7E+05	HP TONER Q2673A MAG	HEWLETT PACKARD	EA	61																	
Toner	S1	C6578AN#140	1E+05	HP INK 78XL TRI-COLOR	HEWLETT PACKARD	EA	232																	
Toner	S1	C8766WN#140	4E+05	HP 95 TRICOLOR PRINT CARTRIDGE	HEWLETT PACKARD	EA	302																	
Toner	S1	B3B30FN140	9205	HP INK 920 CMY CRTDGE	HEWLETT PACKARD	PK	224																	
Toner	S1	C9349FN#140	1E+05	HP INK 97 TWIN TRI CLR	HEWLETT PACKARD	PK	126																	
Toner	S1	Q2681A	5E+05	LASER TONER CARTRIDGE CYAN	HEWLETT PACKARD	EA	36																	
Toner	S1	Q5942XG	9E+05	HP TONER BLACK Q5942XG 0354	HEWLETT PACKARD	EA	22																	
Toner	S1	CD972AN#140	4E+05	HP INK 920XL CYAN	HEWLETT PACKARD	EA	411																	
Toner	S1	CC656AN#140	2E+05	HP 901 TRI-CLR INK	HEWLETT PACKARD	EA	212																	
Toner	S1	CD974AN#140	4E+05	HP INK 920XL YELLOW	HEWLETT PACKARD	EA	405																	
Toner	S1	CC654AN#140	2E+05	HP 901XL BLK INK CTG	HEWLETT PACKARD	EA	148																	
Toner	S1	CD973AN#140	4E+05	HP INK 920XL MAGENTA	HEWLETT PACKARD	EA	404																	
Toner	S1	CD971AN#140	4E+05	HP INK 920 BLACK	HEWLETT PACKARD	EA	385																	
Toner	S1	C8788FN#140	4E+05	HP INK 45/78 COMBO BLK/CLR	HEWLETT PACKARD	PK	77																	
Toner	S1	CC653AN#140	2E+05	HP 901 INK CTG BLK	HEWLETT PACKARD	EA	388																	
Toner	S1	C8765WN#140	4E+05	HP INK 94 BLK	HEWLETT PACKARD	EA	338																	
Toner	S1	Q7516A	3E+05	HP Q7516A BLK TONER CARTRIDGE	HEWLETT PACKARD	EA	30																	
Toner	S1	Q1338AG	7E+05	HP GSA CARTRIDGE BK 0354	HEWLETT PACKARD	EA	30																	
Toner	S1	Q2610D	5E+05	LASER TONER TWIN PACK	HEWLETT PACKARD	PK	28																	
Toner	S1	Q3960A	2E+05	HP TONER Q3960A 122A BLK	HEWLETT PACKARD	EA	80																	
Toner	S1	CB316WN#140	1E+05	HP INK 564 BLACK	HEWLETT PACKARD	EA	460																	
Toner	S1	Q2672A	7E+05	HP TONER Q2672A YLW	HEWLETT PACKARD	EA	43																	
Toner	S1	C6615DN#140	1E+05	HP INK 15 BLK	HEWLETT PACKARD	EA	246																	
Toner	S1	Q3961A	2E+05	TONER CYAN	HEWLETT PACKARD	EA	56																	
Toner	S1	Q1339A	4E+05	HP LJ 4300 TONER	HEWLETT PACKARD	EA	32																	
Toner	S1	CB540AD	9E+05	HP TONER CB540AD 125A BLK	HEWLETT PACKARD	PK	32																	
Toner	S1	51645A#140	3E+05	HP INK 45 BLK	HEWLETT PACKARD	EA	195																	
Toner	S1	C4909AN#140	4E+05	HP INK 940XL YELLOW	HEWLETT PACKARD	EA	187																	
Toner	S1	Q3962A	2E+05	TONER YELLOW	HEWLETT PACKARD	EA	52																	
Toner	S1	Q2682A	5E+05	LASER TONER CARTRIDGE YELLOW	HEWLETT PACKARD	EA	23																	
Toner	S1	C4907AN#140	4E+05	HP INK 940XL CYAN	HEWLETT PACKARD	EA	177																	
Toner	S1	CE310AD	4401	HP TONER CE310AD 26A BLK DUAL	HEWLETT PACKARD	PK	46																	
Toner	S1	CH561WN#140	2E+05	HP 61 BLACK INK CARTRIDGE	HEWLETT PACKARD	EA	293																	
Toner	S1	CE259A	9E+05	HP TONER CE259A 125A TRI	HEWLETT PACKARD	PK	21																	
Toner	S1	CN050AN#140	9E+05	HP INK 951 CYAN CARTRIDGE	HEWLETT PACKARD	EA	227																	
Toner	S1	Q3675A	3E+05	KIT,TRNSFR,CLJ4650 GY	HEWLETT PACKARD	EA	11																	
Toner	S1	Q3963A	5E+05	LASER TONER MAGENTA	HEWLETT PACKARD	EA	47																	
Toner	S1	CB336WN#140	7E+05	HP INK 74XL BLK	HEWLETT PACKARD	EA	114																	
Toner	S1	C4908AN#140	4E+05	HP INK 940XL MAGENTA	HEWLETT PACKARD	EA	158																	
Toner	S1	C4903AN#140	4E+05	HP INK 940 CYAN	HEWLETT PACKARD	EA	201																	
Toner	S1	CE246A	9E+05	FUSER CP4025&CP4525 110V	HEWLETT PACKARD	EA	12																	
Toner	S1	C4182X	9E+05	BLACK TONER LJ8100	HEWLETT PACKARD	EA	27																	
Toner	S1	CN051AN#140	9E+05	HP INK 951 MAGENTA CARTRIDGE	HEWLETT PACKARD	EA	206																	
Toner	S1	CC641WN#140	2E+05	HP 60XL INK CTG BLK	HEWLETT PACKARD	EA	125																	
Toner	S1	CE271A	4E+05	CE271A CYAN TONER CARTRID 0354	HEWLETT PACKARD	EA	9																	
Toner	S1	Q7560A	1E+06	HP COLOR LASER CTG	HEWLETT PACKARD	EA	28																	
Toner	S1	C4905AN#140	4E+05	HP INK 940 YELLOW	HEWLETT PACKARD	EA	205																	
Toner	S1	CB338WN#140	7E+05	HP INK 75XL TRI	HEWLETT PACKARD	EA	84																	
Toner	S1	CB383A	7E+05	HP TONER CB383A MAGENTA	HEWLETT PACKARD	EA	10																	
Toner	S1	CB382A	7E+05	HP TONER CB382A YELLOW	HEWLETT PACKARD	EA	10																	
Toner	S1	C9725A	5E+05	FUSER KIT	HEWLETT PACKARD	EA	9																	
Toner	S1	Q3676A	3E+05	KIT FUSER 110V CLJ4650 GY	HEWLETT PACKARD	EA	9																	
Toner	S1	CE390XD	1999	HP 90X BLACK DUAL TONER CRTG	HEWLETT PACKARD	EA	7																	
Toner	S1	C3903A	2E+05	HP TONER C3903A 03A BLK	HEWLETT PACKARD	EA	50																	
Toner	S1	CF210X	7379	HP TONER 131X BLACK LJ CART	HEWLETT PACKARD	EA	38																	
Toner	S1	CC635A	5E+05	HP INK 701 BIK	HEWLETT PACKARD	EA	95																	
Toner	S1	CB435D	1E+05	HP TONER CB435D 35A BLK 2PK	HEWLETT PACKARD	PK	28																	
Toner	S1	CN056AN#140	1664	HP INK 933XL YLW	HEWLETT PACKARD	EA	208																	
Toner	S1	C8061D	1E+06	PACK 2XHP61X BK DL PCK	HEWLETT PACKARD	PK	23																	
Toner	S1	CN052AN#140	9E+05	HP INK 951 YELLOW CARTRIDGE	HEWLETT PACKARD	EA	182																	
Toner	S1	B3B32FN140	9206	HP INK 933 CMY CRTDGE	HEWLETT PACKARD	PK	108																	
Toner	S1	CN055AN#140	1663	933XL MAGENTA INK CARTRIDGE	HEWLETT PACKARD	EA	203																	
Toner	S1	CN054AN#140	1665	933XL CYAN INK CARTRIDGE	HEWLETT PACKARD	EA	199																	
Toner	S1	CN069FN#140	9E+05	HP INK 901 RETAIL COMBO PACK	HEWLETT PACKARD	PK	71																	
Toner	S1	C6656AN#140	5E+05	HP INK 56 BLK	HEWLETT PACKARD	EA	221																	
Toner	S1	CH563WN#140	2E+05	HP 61XL BLACK INK CARTRIDGE	HEWLETT PACKARD	EA	107																	
Toner	S1	CD886FN#140	2E+05	HP INK 95 TWIN PCK TRI	HEWLETT PACKARD	PK	53																	
Toner	S1	92298A	5E+05	HP TONER 92298A 98A BLK	HEWLETT PACKARD	EA	33																	
Toner	S1	CR259FN#140	4E+05	HP 61 INK CRTG COMBO PACK	HEWLETT PACKARD	PK	89																	
Toner	S1	Q3984A	8E+05	KIT FUSER 110V CLJ5550	HEWLETT PACKARD	EA	7																	
Toner	S1	C6657AN#140	2E+05	HP INK 57 TRI CLR	HEWLETT PACKARD	EA	117																	
Toner	S1	C4904AN#140	4E+05	HP INK 940 MAGENTA	HEWLETT PACKARD	EA	144																	
Toner	S1	CN057AN#140	1661	HP INK 932 BLK	HEWLETT PACKARD	EA	140																	
Toner	S1	CB324WN#140	1E+05	HP INK 564XL MAGENTA	HEWLETT PACKARD	EA	149																	
Toner	S1	C9393AN#140	5E+05	HP INK 88XL YLW	HEWLETT PACKARD	EA	118																	
Toner	S1	CD947FN#140	2E+05	HP 60 RETAIL COMBO PACK	HEWLETT PACKARD	PK	100																	
Toner	S1	CH634AN#140	4E+05	HP INK 920 CYAN	HEWLETT PACKARD	EA	275																	
Toner	S1	CD942FN#140	3E+05	HP INK 96/96/97 TRI PACK	HEWLETT PACKARD	EA	26																	
Toner	S1	CB323WN#140	1E+05	HP INK 564XL CYAN	HEWLETT PACKARD	EA	141																	
Toner	S1	CB325WN#140	1E+05	HP INK 564 XL YELLOW	HEWLETT PACKARD	EA	135																	
Toner	S1	CH636AN#140	4E+05	HP INK 920 YELLOW	HEWLETT PACKARD	EA	230																	
Toner	S1	CB322WN#140	1E+05	HP INK 564XL BLACK PHOTO	HEWLETT PACKARD	EA	118																	
Toner	S1	CH635AN#140	4E+05	HP INK 920 MAGENTA	HEWLETT PACKARD	EA	219																	
Toner	S1	C9351AN#140	2E+05	HP INK 21 BLK	HEWLETT PACKARD	EA	191																	
Toner	S1	C9385AN#140	1E+06	HP INK 88 BLK	HEWLETT PACKARD	EA	139																	

Toner	S1	C8727AN#140	4E+05	HP INK 27 BLK	HEWLETT PACKARD	EA	116
Toner	S1	CC640WN#140	2E+05	HP 60 INK CTRG BLK	HEWLETT PACKARD	EA	136
Toner	S1	CB318WN#140	1E+05	HP INK 564 CYAN	HEWLETT PACKARD	EA	118
General Supply	A8	2600-24A	5E+05	MASKING TAPE 24MMX55M	HIGHLA	RL	1,060
General Supply	M5	HFH442-UM	3E+05	HEATER FAN	HOLMES	EA	97
General Supply	M5	HFH105UM	4E+05	COMPACT HEATER FAN	HOLMES	EA	109
General Supply	E6	A10165	4E+05	MOUSE WRIST REST CUSHION BLACK	IMAK	EA	149
General Supply	Q3	27125	1E+05	USB SWIVEL FLASH DRIVE 16GB	IMATIO	EA	109
General Supply	Q3	26654	9E+05	FLASH DRIVE 8GB	IMATIO	EA	177
General Supply	J4	OM02169	1E+05	BLK ALUM FRAME DRY ERASE 18X24	INFUSE	EA	336
Paper	P3	OM03497	9E+05	SELF STICK EASEL PAD 4PK	INFUSE	PK	114
Folder	F1	OM01433	1E+05	FASTN FLDR LTR MANILA 1/3 50CT	INPLAC	BX	703
Folder	F1	OM01588	1E+05	CLASS FLD M LTR 2DIV DRED 10BX	INPLAC	BX	193
Folder	F1	OM01422	1E+05	PSBD FLDR LTR 1-1/3" GRN 25CT	INPLAC	BX	160
Folder	F1	OM01621	1E+05	CLASS FDR M LTR 2DIV DBL 10BX	INPLAC	BX	176
Folder	F1	OM01972	1E+05	FF REIN 1/3 LTR MAN 100BX	INPLAC	BX	258
Folder	F1	OM01535	1E+05	FSTN FDR (2)B LTR 1/3 50CT MAN	INPLAC	BX	118
Folder	F1	OM01501	1E+05	RCYL FF LTR 1/3 MAN 100CT	INPLAC	BX	274
Folder	F1	OM01586	1E+05	CLASS FLDR LTR 2DIV RED 10BX	INPLAC	BX	124
Folder	F1	OM01569	1E+05	CLASS FLDR LTR 2DIV 10BX RED	INPLAC	BX	131
Folder	F1	OM01417	1E+05	FILE LTR W/O FLAP A-Z BROWN	INPLAC	EA	268
Folder	F1	OM01418	1E+05	FILE LTR W/O FLAP 1-31 BROWN	INPLAC	EA	127
Folder	F1	OM01552	1E+05	POCKET TYV LTR 3-1/2 10/BX BRN	INPLAC	BX	136
Folder	F1	OM01977	1E+05	POCKET FC LTR 3-1/2 ASST 5PK	INPLAC	PK	166
Folder	F1	OM01572	1E+05	POCKET LTR 3-1/2 BLUE	INPLAC	EA	635
Folder	F1	OM01460	1E+05	POCKET LTR 3-1/2 25BX YLW	INPLAC	EA	563
Folder	F1	OM01571	1E+05	POCKET LTR 3-1/2 RED	INPLAC	EA	455
Folder	F1	OM01459	1E+05	POCKET LTR 3-1/2 25BX GRN	INPLAC	EA	437
Folder	F8	OM01647	1E+05	CLSS FLDR ET LTR 2DV LGRN 10BX	INPLAC	BX	300
Folder	F8	OM01683	1E+05	PKT HD ET LTR BRN 5-1/4 10BX	INPLAC	BX	225
General Supply	L2	OM03063	9E+05	INP HD VW 2" BNDR WHITE	INPLAC	EA	587
General Supply	L2	OM03095	9E+05	INP HD VW 5" BNDR WHITE	INPLAC	EA	131
General Supply	L2	OM03092	9E+05	INP HD VW 4" WHITE	INPLAC	EA	231
General Supply	L2	OM02210	1E+05	BUSINESS CARD PAGES	INPLAC	PK	1,088
General Supply	L2	OM02225	1E+05	BINDER POCKETS ASST 5PK	INPLAC	PK	832
General Supply	L2	OM03053	9E+05	INP HD VW 1" BNDR NAVY	INPLAC	EA	347
General Supply	L2	OM03062	9E+05	INP HD VW 1.5" BNDR WHITE	INPLAC	EA	281
General Supply	L2	OM03020	9E+05	INP HD VW 3" BNDR BLACK	INPLAC	EA	178
General Supply	L2	OM03064	9E+05	INP HVY DUTY VW XWIDE 1.5" WHT	INPLAC	EA	171
General Supply	L2	OM03065	9E+05	INP HD VW 3" BNDR WHITE	INPLAC	EA	128
General Supply	L2	OM03061	9E+05	INP HD VW 1" BNDR WHITE	INPLAC	EA	196
General Supply	L2	OM02233	1E+05	CD/DVD HOLDER 5PK	INPLAC	PK	104
General Supply	L2	OM02226	1E+05	BINDER POCKETS CLEAR 5PK	INPLAC	PK	249
General Supply	L2	OM03070	9E+05	INP HD NONSTK VW .5" BNDR WH	INPLAC	EA	112
Folder	F1	OM01756	1E+05	FILE DIVIDER LTR MAN 50PK	INPLACE	PK	102
Folder	F1	OM01544	1E+05	CLASS FLDR LTR 1DIV 10/BX LBL	INPLACE	BX	124
Folder	F1	OM01722	1E+05	FILE FLDR 1/3 LTR AST RCY 50BX	INPLACE	BX	103
Folder	F1	OM03506	9E+05	DAILY EXP FILE W/FLAP LTR	INPLACE	EA	148
Folder	F1	OM01429	1E+05	JACKET LTR ASST 2IN 8PK	INPLACE	PK	250
Folder	F5	OM04261	2E+05	IP HANGING FLDR GRN LTR 20BX	INPLACE	BX	159
Folder	F8	OM01667	1E+05	PSBD FLDR ET LTR GRN 1" 25BX	INPLACE	BX	232
Folder	F8	OM01665	1E+05	FSTN FLDR ET 2 LTR MAN 50BX	INPLACE	BX	101
General Supply	L2	OM03041	9E+05	INP HD VW 1.5" BNDR KIWI	INPLACE	EA	121
General Supply	L2	OM03039	9E+05	INP HD VW 1.5" BNDR NAVY	INPLACE	EA	120
General Supply	L2	OM03023	9E+05	INP HD VW 1" BNDR PINK	INPLACE	EA	137
General Supply	L2	OM03054	9E+05	INP HD VW 1" BNDR BLACK	INPLACE	EA	103
General Supply	L2	OM02218	1E+05	VINYL JOB TICKET HOLDERS	INPLACE	PK	104
General Supply	L2	OM02216	1E+05	5 TAB SUPER HW SP	INPLACE	ST	101
Paper	P1	112000CTN	9E+05	HP MULTIPURPOSE 10RM CASE	INTERN	CT	33
Folder	F5	110053	2E+05	MEDIUM STACKING BIN BLACK	IRIS	EA	448
General Supply	P5	100605BCB60	1E+05	BUCKLE CLEAR BOX 60 QUARTS	IRIS	EA	191
General Supply	P5	116808	2E+05	4 DRAWER MEDIUM CART W ORG TOP	IRIS	EA	105
General Supply	P5	100860	1E+05	BUCKLE UP BOX CLEAR 103 QT	IRIS	EA	105
General Supply	P5	111026	4E+05	HANDY FILE TOTE W/ ORG TOP	IRIS	EA	143
General Supply	P5	MCBSS101476	5E+05	MODULAR CLEAR BOX-5.4QTS	IRIS	EA	449
General Supply	P5	WVTC430	9E+05	TABLE CHEST-3SHAL DRWRS-BLK	IRIS	EA	108
General Supply	P5	100522BCB16	1E+05	BUCKLE CLEAR BOX 16 QUARTS	IRIS	EA	160
General Supply	P5	MCB-S-101488	5E+05	MODULAR CLEAR BOX 12.2QRTS	IRIS	EA	128
General Supply	P5	110026	2E+05	MINI STACKING BIN BLACK	IRIS	EA	215
General Supply	L3	68504	4E+05	PKT RING BINDER 10.5X8 6468	JM COM	EA	1,754
General Supply	L3	68504	4E+05	PKT RING BINDER 10.5X8	JM COM	EA	882
General Supply	W3	4711	8E+05	BAND-AID VARIETY PACK 280'S	JOHNSO	BX	229
General Supply	A7	94602	3E+05	BAG,ZIPLOC STORAGE GALLON	JOHNSON & JOHNSON	BX	134
General Supply	W3	CB715980	9E+05	GLAD TOUGH ODOR SOLUTIONS SU	JOHNSON & JOHNSON	EA	211
General Supply	W3	48234	2E+05	LOTION LUBRDRM ADV THRPY	JOHNSON & JOHNSON	EA	122
General Supply	W3	4634	6E+05	3/4" BAND-AID	JOHNSON & JOHNSON	BX	132
General Supply	A9	OM97789	5E+05	DRY CORRECTION 10 PACK	JUST B	PK	104
Folder	F7	OM01920	1E+05	RECYCLED CLIPBRD HRDBD-LTR	JUST B	EA	1,578
Folder	F7	OM01921	1E+05	RECYCLED CLIPBRD HRDBD-LGL	JUST B	EA	144
General Supply	L2	OM02765	9E+05	ECON VW BINDER WHITE 1"	JUST B	EA	1,746
General Supply	L2	OM02769	9E+05	ECON VW BINDER WHITE 1.5"	JUST B	EA	1,508
General Supply	L2	OM02785	9E+05	ECON VW BINDER BLACK 3"	JUST B	EA	690
General Supply	L2	OM02768	9E+05	ECON VW BINDER BLACK 1.5"	JUST B	EA	775
General Supply	L2	OM02790	9E+05	ECON VW BINDER WHITE 2" 2PK	JUST B	PK	294
General Supply	L2	OM02767	9E+05	ECON VW BINDER BLACK 1"	JUST B	EA	448
General Supply	L2	OM02774	9E+05	ECON VW BINDER WHITE 2"	JUST B	EA	358
General Supply	L2	OM02781	9E+05	ECON VW BINDER WHITE 1.5" 2PK	JUST B	PK	301
General Supply	L2	OM02766	9E+05	ECON VW BINDER WHITE 1" 2PK	JUST B	PK	321
General Supply	L2	OM02773	9E+05	ECON VW BINDER BLACK 2"	JUST B	EA	303
General Supply	L2	OM02792	9E+05	ECON VW BINDER WHITE 3" 2PK	JUST B	PK	133
General Supply	L2	OM02786	9E+05	ECON VW BINDER WHITE 3"	JUST B	EA	242
General Supply	L2	OM02772	9E+05	ECON VW BINDER WHITE 0.5"	JUST B	EA	315
General Supply	L2	OM02783	9E+05	ECON BINDER BLUE 2" 2PK	JUST B	PK	166
General Supply	L2	OM02775	9E+05	ECON BINDER BLACK 1" 2PK	JUST B	PK	274
General Supply	L2	OM02771	9E+05	ECON VW BINDER BLACK 0.5"	JUST B	EA	219

General Supply	L2	OM02784	9E+05	ECON BINDER BLACK 2" 2PK	JUST B	PK	122
General Supply	L2	OM02780	9E+05	ECON BINDER BLACK 1.5" 2PK	JUST B	PK	109
General Supply	L2	OM02777	9E+05	ECON VW BINDER WHITE 0.5" 2PK	JUST B	PK	142
General Supply	L2	OM02776	9E+05	ECON BINDER BLUE 1" 2PK	JUST B	PK	122
Writing	N1	OM99365	1E+05	BALLPOINT PENS MED BLACK 12CT	JUST B	DZ	1,696
Writing	N2	OM99367	1E+05	POCKET HIGHLIGHTERS ASST 12CT	JUST B	DZ	528
Writing	N2	OM99373	1E+05	DESK HIGHLIGHTERS ASST 12CT	JUST B	ST	404
Writing	N2	OM97551	1E+05	DESK PERMANENT MRKRS BLK 12CT	JUST B	DZ	124
Writing	N4	OM99371	1E+05	108MECHANICAL PENCILS 48CT	JUST B	PK	245
Writing	N4	OM99363	1E+05	MECHANICAL PENCILS 12PK	JUST B	DZ	478
Writing	N5	OM97245	1E+05	GOLF PENCILS 144/PK	JUST B	PK	247
Writing	N5	OM97245	1E+05	GOLF PENCILS 144/PK	JUST B	GS	210
General Supply	N6	OM99381	1E+05	PINK ERASERS 5CT	JUST B	PK	187
General Supply	N6	OM99379	1E+05	CAP ERASERS ASSORTED 25CT	JUST B	PK	219
Folder	F1	OM02145	1E+05	JB FILE FLDR LTR MAN 150BX	JUST BASICS	BX	123
General Supply	N6	OM96759	7E+05	ERASER CLICK BARREL BLACK 3 CT	JUST BASICS	PK	147
General Supply	A7	26547	4E+05	SNACK RICE KRISPIES ORGINAL	KEEBLE	BX	107
General Supply	A7	12233	4E+05	CRACKER CHEEZ-IT 1.5OZ	KEEBLE	BX	194
General Supply	A7	21163	5E+05	CRACKER CLUB & CHEDDAR 12PK	KEEBLE	BX	152
General Supply	A7	98067	4E+05	COOKIES CHOCOCHIP FAMOS AMOS	KEEBLE	BX	153
General Supply	E6	62816	2E+05	REST WRST PILLOW GEL BK	KENSINGTON	EA	160
General Supply	A7	B140	9E+05	B140 SMALL OFFICE BREWER	KEURIG	EA	41
General Supply	A7	K150	9E+05	B150 MEDIUM OFFICE BREWER	KEURIG	EA	17
General Supply	A7	K155	9E+05	KEURIG K155 COMMERCIAL BREWER	KEURIG	EA	11
General Supply	W5	1510-CT	9E+05	C-FOLD TOWELS 12PKS OF 200	KIMBERLY CLARK	CT	76
General Supply	W5	21272	9E+05	KLEENEX NATURALS FACIAL TISSUE	KIMBERLY CLARK	CT	67
General Supply	W5	25829	5993	KLEENEX LOTION FACIAL TISSUE, 3-PLY, 75	KIMBERLY CLARK	BX	338
General Supply	W5	21271	3E+05	TISSUE FACIAL BOUTIQ 6/P	KLEENEX	PK	2,647
General Supply	W5	21005	1E+05	KLEENEX BUNDLE PACK 5 CARTON	KLEENEX	PK	3,338
General Supply	W5	21400CTN	1E+05	KLEENEX FACIAL TISSUE	KLEENEX	CT	385
General Supply	W5	25836	9E+05	ANTIVIRAL FACIAL TISSUE 27/CT	KLEENEX	CT	274
General Supply	W5	21270CTN	1E+05	KLEENEX BOUTIQUE FACIAL TISSUE	KLEENEX	CT	52
General Supply	W5	88115	2E+05	C-FOLD HAND TOWELS-BUNDLE PACK	KLEENEX	PK	101
General Supply	A7	BBD00609	9E+05	RITZ SNACK MIX 100 CALORIE	KRAFT	BX	127
General Supply	A1	KG-58248SN	6E+05	KRAZY GLUE GEL SINGLE-USE 4PK	KRAZY	PK	1,385
General Supply	A1	KG48348MR	7E+05	KRAZY GLUE PRECISION TIP 1PK	KRAZY	EA	158
General Supply	A1	KG92548R	2E+05	KRAZY GLUE ALL-PURPOSE BRUSH	KRAZY	EA	145
General Supply	A1	KG58548R	3E+05	KRAZY GLUE INSTANT ALL-PURPOSE	KRAZY	EA	276
General Supply	A1	KG-824-48R	3E+05	CRAZY GLUE ALL-PURPOSE PEN 1PK	KRAZY	EA	108
General Supply	A7	100718	9E+05	CREAMER,MINI-MOOS,192/CT	LANDO' LAKES	CT	162
General Supply	M3	16M1265	3E+05	PRINTER/X654DE/MULTI 5438	LEXMAR	EA	1
Toner	S1	64015HA	4E+05	64020HA HIYLD RTPRG LASR	LEXMARK	EA	38
Toner	S1	64015SA	4E+05	LEXMARK GEN LASER CTG	LEXMARK	EA	58
Toner	S1	E360H11A	4E+05	TONER F/E360 E460 HY BK	LEXMARK	EA	46
Toner	S1	C540H1KG	4E+05	LEXMARK TONER C540H1KG HY BLK	LEXMARK	EA	127
Toner	S1	E260A11A	1E+05	LEXMARK TONER E260 BLACK	LEXMARK	EA	84
Toner	S1	C544X1KG	9E+05	LEXMARK TNR C544X1KG XHY RTCRT	LEXMARK	EA	46
Toner	S1	C544X1YG	9E+05	LEXMARK TNR C544X1YG YL XHY RT	LEXMARK	EA	42
Toner	S1	C544X1CG	9E+05	LEXMARK TNR C544X1CG XHY RT	LEXMARK	EA	39
Toner	S1	C544X1MG	9E+05	LEXMARK TNR C544X1MG MG XHY RT	LEXMARK	EA	39
Toner	S1	C540H1MG	4E+05	LEXMARK TONER C540H1MG HY MAG	LEXMARK	EA	71
Toner	S1	C540H1CG	4E+05	LEXMARK TONER C540H1CG HY CYAN	LEXMARK	EA	61
Toner	S1	C540H1YG	4E+05	LEXMARK TONER C540H1YG HY YEL	LEXMARK	EA	53
Toner	S1	T650H11A	9E+05	LEXMARK TONER T650H11A BLACK	LEXMARK	EA	9
Toner	S1	C540A1MG	4E+05	LEXMARK TONER C540A1MG MAGENTA	LEXMARK	EA	56
Toner	S1	C540A1YG	4E+05	LEXMARK TONER C540A1YG YELLOW	LEXMARK	EA	54
Toner	S1	C540A1CG	4E+05	LEXMARK TONER C540A1CG CYAN	LEXMARK	EA	48
Toner	S1	E250A11A	5E+05	LEXMARK TONER E250A11A BLK	LEXMARK	EA	31
General Supply	A9	6137406	7E+05	DRYLINE CORRECT TAPE 10CT	LIQUID	PK	240
General Supply	A9	5032315	4E+05	LP DRYLINE CORRECTION 5PK	LIQUID	PK	355
General Supply	A9	87813	5E+05	LP DRYLINE GRIP FASHION CLRS	LIQUID	PK	443
General Supply	A9	1744480	1E+05	LP DRYLINE GRIP RECYCLED	LIQUID	PK	197
General Supply	A9	59603	9E+05	CORRECTION PEN 2 COUNT	LIQUID	PK	157
General Supply	A1	1364076	1E+05	SUPER GLUE CONTROL GEL	LOCTITE	EA	594
General Supply	A1	1363131	8E+05	SUPER GLUE ALL PURPOSE 2PK	LOCTITE	PK	132
General Supply	A1	1365734	5E+05	SUPER GLUE BRUSH-ON 1PK	LOCTITE	EA	137
General Supply	S9	920-002555	2E+05	MK550 WIRELESS WAVE COMBO	LOGITECH	EA	94
General Supply	S9	910-001350	9E+05	PROFESSIONAL PRESENTER R800	LOGITECH	EA	96
General Supply	S9	981-000014	4E+05	STEREO HEADSET H390	LOGITECH	EA	125
General Supply	S9	920-002836	2E+05	MK320 WIRELESS DESKTOP COMBO	LOGITECH	EA	90
General Supply	S9	920-002416	4E+05	MK710 WIRELESS DESKTOP	LOGITECH	EA	34
General Supply	S9	920-002553	9E+05	WIRELESS COMBO MK520	LOGITECH	EA	52
General Supply	S9	910-001822	4E+05	M510 WIRELESS LASER MOUSE	LOGITECH	EA	68
General Supply	S9	18C0033	2E+05	PERFORMANCE MOUSE MX	LOGITECH	EA	29
General Supply	S9	910-001600	4E+05	M110 OPTICAL MOUSE BLACK	LOGITECH	EA	110
Writing	N4	64151	2E+05	MECH PNCL 0.5MM	LOGO 4	EA	111
General Supply	W3	77925	6E+05	4IN1 WIPES OCEAN FRESH 80	LYSOL	EA	3,844
General Supply	W3	77182	5E+05	77182 LYSOL WIPES 80 CT LEMON LIME BL	LYSOL	EA	1,081
General Supply	W3	4675080	8E+05	DISINFECTANT SPRAY 19OZ	LYSOL	EA	745
General Supply	W3	74828	6E+05	DISINFECTANT SPRAY LYSOL	LYSOL	EA	679
General Supply	W3	4650080	8E+05	LYSOL DISINFECTANT SPRAY	LYSOL	EA	470
General Supply	W3	75352	5E+05	LEMON BREEZE TRIGGER 32 OZ.	LYSOL	EA	155
General Supply	J1	6303	1E+05	CONSTRUCTION SUNWORKS BLK 9X12	M & M	PK	126
General Supply	A7	6506	2E+05	LUNCHEON NAPKINS 400-COUNT	MARCAL	PK	709
General Supply	A7	6709	5E+05	6709 PAPER TOWEL	MARCAL	CT	136
General Supply	W3	1500T	4E+05	1500T BLACK DIAL COMBO 2 PACK	MASTER	PK	484
General Supply	A7	12HDQGOU	1E+05	PAPER HOT CUP GOURMET PRT 12OZ	MAUI B	PK	125
Paper	P3	D66174	2E+05	BLACK&RED HARDCVRCASEBOND 11X8	MEAD	EA	271
Paper	P3	K67030	5E+05	BLACK&RED HARDCOVERWIRE 11X8.5	MEAD	EA	138
Paper	P3	C67009	2E+05	BLACK&RED BUSPOLYCOVER NTBK 8X5	MEAD	EA	289
Paper	P3	L67000	2E+05	BLACKNRED HARDCVR WIRE RLD	MEAD	EA	106
Paper	P3	E66857	5E+05	BLACK&RED HARDCVERCASEBOND 8X5	MEAD	EA	135
Paper	P3	06710	2453	8.5X11 3-SUBJECT NOTEBOOK 120C	MEAD	EA	543
Paper	P3	06066	2E+05	CAMBRIDGE BUSLTD QUICK 11X8.5	MEAD	EA	158
General Supply	S7	04581	3E+05	CD-R 52X 100PK SPINDLE	MEMOREX	PK	186

General Supply	S7	05641	2E+05	DVD-R 16X SPINDLE 100PK	MEMOREX	PK	84																	
General Supply	S7	32021992	7E+05	CLEAR SLIM JEWEL CASE 100PK	MEMOREX	PK	75																	
Toner	S1	MCR85AM	5901	HP 85A MICR TONER	MICR PRODUCTS	EA	22																	
Toner	S1	MCR64AM	2E+05	HP 64A MICR TNR	MICR PRODUCTS	EA	12																	
General Supply	S9	B2M-00012	2E+05	NATURAL ERGO KEYBOARD 4000	MICROS	EA	107																	
General Supply	S9	WTA-00001	9E+05	NTRL WRLS ERGO DSKTP 7000 USB	MICROSOFT	EA	41																	
General Supply	A7	8010	4E+05	MINUTE MAID APPLE 10OZ 24PK	MINUTE	PK	166																	
General Supply	A7	8033	4E+05	MINUTE MAID ORANGE JUICE 10OZ 24PK	MINUTE	PK	103																	
General Supply	A4	2362010N20	7E+05	TAMPER DEPOSIT BAG	MMF INDUSTRIES	BX	229																	
General Supply	A4	233110808	1E+06	LOCKING SECURITY BAG	MMF INDUSTRIES	EA	199																	
General Supply	A4	201-4500-04	4E+05	WRIST COIL-BLACK	MMF INDUSTRIES	EA	271																	
General Supply	A4	201-4500-07	4E+05	WRIST COIL WITH KEYRING RED	MMF INDUSTRIES	EA	160																	
General Supply	A2	654-24VAD-B	4E+05	POST-IT 3X3 90PD YW 24PK	MMM	PK	695																	
General Supply	A2	654R-24CP-AP	5E+05	POST-IT 3"X3" RECYCLED NOTES	MMM	PK	325																	
General Supply	A2	R330-6SSUC	2E+05	SS POP-UP 3X3 6PK ULTRA	MMM	PK	663																	
General Supply	A2	654R-24CP-CY	5E+05	POST-IT 3"X3" RECYCLED NOTES	MMM	PK	262																	
General Supply	A2	654-YW	1E+05	OS NOTE 3X3 12PK CANARY	MMM	DZ	678																	
General Supply	A2	653-24APVAD	3E+05	POST-IT NOTES PASTEL 1.5X2	MMM	PK	402																	
General Supply	A2	660-5SSCY	3E+05	SS NOTE 4X6 5PK LINED CANARY	MMM	PK	577																	
General Supply	A2	675-6SST	2E+05	SS NOTE 4X4 6PK LINED TROP RCL	MMM	PK	296																	
General Supply	A2	660-5PK-AST	4E+05	NOTE 4X6 LINED 5PK AST	MMM	PK	514																	
General Supply	A2	DS330SSVA	2E+05	POP-UP NOTE DISPENSER	MMM	PK	204																	
General Supply	A2	654-24SSCYN	2E+05	POST-IT 3X3 NTS AST 24PK	MMM	PK	126																	
General Supply	A2	654-12SSAN	2E+05	NOTE SUPER STICKY 12PK NE	MMM	PK	508																	
General Supply	A2	654-12SSCY	3E+05	POST IT SUPERSTICKY 3X3	MMM	PK	186																	
General Supply	A2	654-14AU	3E+05	NOTES 3X3 ULTRA 14PK	MMM	PK	242																	
General Supply	A2	675-6SSCY	3E+05	SS NOTE 4X4 6PK LINED CANARY	MMM	PK	214																	
General Supply	A2	660-3SSNRP	7E+05	SS NOTE 4X6 3PK LINED HUES RCL	MMM	PK	241																	
General Supply	A2	654-AST	4E+05	POST IT NOTES PASTEL 3X 3ASST	MMM	PK	293																	
General Supply	A2	680-PPBGVA	4E+05	FLAGS VALUE 1" 4PK BGHT W/TABS	MMM	PK	262																	
General Supply	A2	683-4	4E+05	FLAGS 0.5" 4PK PRIMARY	MMM	PK	965																	
General Supply	A2	680-SH4VA	2E+05	MN26804 FLAG SGN HR 200P	MMM	PK	370																	
General Supply	A2	686-PGO	3E+05	FILING TABS TO GO 1" 2GP 3-PGO	MMM	PK	659																	
General Supply	A2	684-SH	1E+05	FLAGS 0.5" 4PK ARROW/SIGN PMY	MMM	PK	711																	
General Supply	A2	680-RYBGVA	4E+05	FLAGS VALUE 1" 4PK PMRY W/TABS	MMM	PK	454																	
General Supply	A2	654RP-A	7E+05	OS NOTE 3X3 12PK PASTELS RCLD	MMM	PK	224																	
General Supply	A2	660RP-A	7E+05	OS NOTE 4X6 5PK LND PSTL RCLD	MMM	PK	150																	
General Supply	A2	654-12SSUC	2E+05	NTE SUPERSTICKY 12PK ULT	MMM	PK	117																	
General Supply	A2	R330-6SST	6E+05	SS POP-UP 3X3 6PK TROP RCLD	MMM	PK	214																	
General Supply	A2	680-HVSD	2E+05	POST-IT FLGS GN SGN & DT	MMM	PK	188																	
General Supply	A2	653-AN	2E+05	POST-IT 1.5X2 NEON ASST 12/PK	MMM	PK	410																	
General Supply	A2	R330-12AN	3E+05	POST-IT NEON 3X3 12 PK	MMM	PK	165																	
General Supply	A2	2051-3PK	3E+05	OS NOTE 2X2 CUBE 3PK NEON/ULT	MMM	PK	390																	
General Supply	A2	R330-12AP	4E+05	NOTE POST-IT POP-UP 3X3	MMM	PK	214																	
General Supply	A2	655-YW	1E+06	POST-IT NOTE 3X5 YELLOW 12 PK	MMM	DZ	174																	
General Supply	A2	R330-12AU	4E+05	OS POP-UP 3X3 12PK ULTRA	MMM	PK	107																	
General Supply	A2	654-14AN	3E+05	POST IT PLN NEON 3X3 14PK	MMM	PK	357																	
General Supply	A2	675-6SSUC	1E+06	SS NOTE 4X4 6PK LINED ULTRA	MMM	PK	218																	
General Supply	A2	684-ARR4	4E+05	FLAGS 0.5" 4PK ARROW BRIGHTS	MMM	PK	935																	
General Supply	A2	670-5AU	7E+05	POST-IT ULTRA 1/2X2 5PK	MMM	PK	514																	
General Supply	A2	653-YW	1E+06	OS NOTE 1.5X2 12PK CANARY	MMM	DZ	475																	
General Supply	A2	684-RDSH	8E+05	POST-IT FLAGS RED SIGN	MMM	PK	584																	
General Supply	A2	R330UALT	7E+05	NOTES POPUP ULTRAASST 3X3 12PK	MMM	PK	146																	
General Supply	A2	680-SD2	5E+05	FLAGS 1" 2PK SIGN & DATE GRN	MMM	PK	408																	
General Supply	A2	653RP-A	7E+05	OS NOTE 1.5X2 12PK PASTEL RCLD	MMM	PK	380																	
General Supply	A2	686-RYB	3E+05	FILING TABS TO GO 1" 2GP 3-RYB	MMM	PK	414																	
General Supply	A2	683-VAD1	2E+05	FLAGS VALUE 0.5" 8PK W/ARROWS	MMM	PK	255																	
General Supply	A2	653-AU	1E+05	OS NOTE 1.5X2 12PK ULTRA	MMM	PK	299																	
General Supply	A2	680-SH2	1E+05	FLAGS 1" 2PK SIGN HERE YLW	MMM	PK	491																	
General Supply	A2	680PGOP2	4E+05	FLAG PORTABLE DISP. AST	MMM	PK	112																	
General Supply	A2	653-AST	3E+05	ASST POST ITS PASTEL 1.5 X2	MMM	PK	301																	
General Supply	A2	660-3AU	6E+05	POST-IT ULTRA 4"X6" LINED 3 PK	MMM	PK	212																	
General Supply	A2	683-5CB	7E+05	POST-IT FLAG ASSRT	MMM	EA	626																	
General Supply	A2	655-AST	2E+05	POST IT NOTE PASTEL 3X 5 ASST	MMM	PK	129																	
General Supply	A2	654-5UC	2E+05	OS NOTE 3X3 5PK ULTRA	MMM	PK	298																	
General Supply	A2	680-HVSHR	2E+05	POST-IT FLGS RD 1 SGNHR	MMM	PK	106																	
General Supply	A2	684-ARR1	3E+05	FLAGS 0.5" 2GP ARROW 5-RBYGP	MMM	PK	525																	
General Supply	A2	630-6AN	4E+05	POST-IT NOTES 3X3 LINED NEON	MMM	PK	194																	
General Supply	A2	DS330-LSP	4E+05	POP-UP NOTE DISP FLORAL	MMM	EA	163																	
General Supply	A2	622-10SSCY	3E+05	POST-IT SUPERSTICKY 2X2	MMM	PK	143																	
General Supply	A2	683-4ABX	2E+05	FLAGS HI-LI 0.5" 4PK BYOP	MMM	PK	208																	
General Supply	A2	684-ARR3	4E+05	FLAGS 0.5" 4PK ARROW PRIMARY	MMM	PK	504																	
General Supply	A2	655-5UC	2E+05	ULTRA COLOR NOTES 3X5 5 PACK	MMM	PK	144																	
General Supply	A2	683-4AB	4E+05	FLAGS 0.5" 4PK BRIGHTS	MMM	PK	340																	
General Supply	A2	686L-GBR	2E+05	FILING TABS TO GO 1" 2GP 3-GBR	MMM	PK	148																	
General Supply	A2	635-5AU	7E+05	POST IT RULED 3X5 ASST COLR	MMM	PK	129																	
General Supply	A2	660-3SSUC	1E+06	SS NOTE 4X6 3PK LINED ULTRA	MMM	PK	132																	
General Supply	A2	680-RD2	1E+05	FLAGS 1" 2PK RED	MMM	PK	268																	
General Supply	A2	670-5AN	3E+05	POST IT PAGEMAKERS ASST NEON	MMM	PK	211																	
General Supply	A2	680-OE2	6E+05	POST-IT FLAGS ORANGE 1" 2PK	MMM	PK	200																	
General Supply	A2	684-ARR2	3E+05	FLAGS 0.5" 2GP ARROW 5-OBYGP	MMM	PK	115																	
General Supply	A2	R330-AU	1E+05	POST-IT POP-UP NOTES ULTRA	MMM	PK	116																	
General Supply	A2	2027-RCR	1E+06	POST-IT CUBE RIBBON CANDY	MMM	EA	169																	
General Supply	A2	680-YW2	1E+05	FLAGS 1" 2PK YELLOW	MMM	PK	234																	
General Supply	A2	686L-PGO	3E+05	FILING TABS TO GO 1" 2GP 3-PGO	MMM	PK	111																	
General Supply	A2	6603AN	6E+05	POST-IT NEON 4"X6" LINED 3 PK	MMM	PK	107																	
General Supply	A2	663-YW	5E+05	POST IT NOTE RULED 5"X8" YLW	MMM	PK	133																	
General Supply	A2	680-BP2	1E+05	TAPE FLAG BR PINK	MMM	PK	184																	
General Supply	A2	654-5PK	4E+05	OS NOTE 3X3 5PK NEON	MMM	PK	112																	
General Supply	A2	680-PU2	1E+05	2PK. TAPE FLAG-PURPLE	MMM	PK	169																	
General Supply	A2	680-GN2	1E+05	2PK. TAPE FLAG-GREEN	MMM	PK	172																	
General Supply	A2	672-P1	4E+05	PAGE MARKERS 1X1.5 2GP 4-BOGP	MMM	PK	270																	
General Supply	A2	683-5CF	1E+05	FLAGS 0.5" 2GP PRIMARY 5-BGYOR	MMM	EA	263																	
General Supply	A2	653RP-YW	5E+05	OS NOTE 1.5X2 12PK CANARY RCLD	MMM	PK	101																	
General Supply	A2	680-BE2	1E+05	2PK TAPE FLAG BLUE	MMM	PK	125																	

General Supply	A5	2800-N	9E+05	NAMEBADGE WHT LSR/IJ 400PK	MMM	PK	180
General Supply	A8	810-P10K	2E+05	MAGIC TAPE 3/4"X1000" 10PK BOX	MMM	PK	509
General Supply	A8	810K12	4E+05	TAPE INVISIBLE 3/4 1000	MMM	PK	433
General Supply	A8	810K16	5E+05	MAGIC TAPE 3/4" X 1000" 16PK	MMM	PK	244
General Supply	A8	232-1	1E+05	MASKING TAPE 3" CORE 1"X 60	MMM	RL	655
General Supply	A8	3750-4RD	2E+05	PREMIUM HEAVY DUTY TAPE	MMM	PK	167
General Supply	A8	3136	1E+05	DOUBLE SIDED TAPE 3PK DISP.	MMM	PK	358
General Supply	A8	600K6	5E+05	TAPE TRANSPARENT .75 X1000	MMM	PK	182
General Supply	A8	2021BULK	8E+05	CUTTERBX MASKING TAPE 1"X60 YD	MMM	RL	200
General Supply	A8	6969-2	2E+05	DUCT TAPE 2"X60 YARDS SILVER	MMM	RL	122
General Supply	A8	810K3	6E+05	MAGIC TAPE 3/4"X1000" 3PK BOX	MMM	PK	365
General Supply	A8	C-38-BK	2E+05	TAPE DISP BASIC BLACK	MMM	EA	876
General Supply	A8	142-6	3E+05	HD PKGTAPE W/DISP VALUE 6PK	MMM	PK	644
General Supply	A8	810C40BK	7E+05	MAGIC TAPE 6PK W/ DISPENSER	MMM	PK	149
General Supply	A8	665-2PK	8E+05	DOUBLE SIDED TAPE 2PK ROLLS	MMM	PK	130
General Supply	A8	810H3	6E+05	TPE 5X1296 3PK CR	MMM	PK	163
General Supply	A8	C60-BK	3E+05	DISPENSER TAPE DESKTOP BLACK	MMM	EA	586
General Supply	A8	C60-ST	3E+05	DISPENSER TAPE DESKTOP SILVER	MMM	EA	559
General Supply	A8	232-3/4	1E+05	MASKING TAPE .75"X60 YD	MMM	RL	190
General Supply	A8	667	3E+05	DOUBLE SIDED REMOVABLE TAPE	MMM	RL	218
General Supply	A8	2600-48A	5E+05	MASKING TAPE 48MMX55M 24/CS	MMM	RL	151
General Supply	A9	652	2E+05	CORRECTION TAPE 1/3" X 700"	MMM	RL	151
General Supply	E6	PF22.0W	9E+05	PRIVACY FILTER 22" WIDESCREEN 3M	MMM	EA	171
General Supply	E6	PF19.0W	5E+05	3M NOTEBK PRIVACY FILTER 19.0W	MMM	EA	207
General Supply	E6	PF19.0	3E+05	FILTER PRIVLCD BLACK	MMM	EA	129
General Supply	E6	PF322W	3E+05	LIGHTWEIGHT PRIVACY FILTER 22"	MMM	EA	58
General Supply	E6	PF319W	1E+05	PF319W LIGHTWEIGHT PRIVACYFLTR	MMM	EA	53
General Supply	E6	PF24.0W	9E+05	FILTER PRIVACY FITS 24IN	MMM	EA	37
General Supply	E6	PF319	1E+05	LIGHTWEIGHT PRIVACY FILTER 19"	MMM	EA	32
General Supply	E6	WR310LE	9E+05	GEL WRIST REST LARGE BLK	MMM	EA	214
General Supply	E6	PF317	1E+05	LIGHTWEIGHT PRIVACY FILTER 17"	MMM	EA	36
General Supply	E6	AKT90LE	9E+05	EASY ADJUST KEYBOARD TRAY	MMM	EA	18
General Supply	E6	PF20.1W	5E+05	3M NOTEBK PRIVACY FILTER 20.1W	MMM	EA	36
General Supply	E6	PF17.0	2E+05	PRIVACY FILTER	MMM	EA	45
General Supply	E6	PF324W	9E+05	FILTER PRIVACY LT WT BK	MMM	EA	12
General Supply	E6	MW209MB	9E+05	FOAM MOUSE PAD WRIST REST	MMM	EA	259
General Supply	E6	MW310LE	9E+05	GEL MOUSE PAD WRIST LARGE	MMM	EA	153
Folder	F5	686F1	7E+05	FILING TABS 2X1.5 ASST'D 24PK	MMM	PK	855
Folder	F5	686F-1BB	7E+05	FILING TABS 2X1.5 BRIGHTS 24PK	MMM	PK	485
General Supply	K3	C50	8E+05	ORGANIZER DESKTOP WHITEIGHTED	MMM	EA	140
Paper	P3	560	1E+05	SELF STICK EASEL PD GRIDRL2PK	MMM	PK	164
Paper	P3	563	4E+05	POST-IT TABLE TOP EASEL PAD	MMM	PD	221
Paper	P3	559VAD	7E+05	PADS EASEL VALUE PACK WHT 4PK	MMM	PK	48
Paper	P3	559	1E+05	POST-IT EASEL PAD 25X30 WE 2PK	MMM	PK	89
General Supply	W3	CL564	7E+05	WIPES DESK/OFFICE WHT	MMM	EA	196
General Supply	W3	573	5E+05	DESK AND OFFICE CLEANER	MMM	EA	109
General Supply	A5	925074	8E+05	1-LINE PRICE LABEL WHT 2500/BX	MONARC	PK	182
General Supply	A7	ROCUF100	5E+05	COFFEE FILTER BOX 100/BX	MR. COFFEE	PK	246
Paper	P3	36647	2E+05	PINK RIBBON STENO BOOK	NATION	EA	135
General Supply	W3	21200	4E+05	TISSUE FACIAL TISSUE WE	NEENAH	PK	153
General Supply	A7	35110	4E+05	COFFEEMATE LIQUID CREAMER RE	NESTLE	BX	2,191
General Supply	A7	35170	2E+05	CREAMER FRENCH VANILLA 3 8 OZ	NESTLE	BX	1,169
General Supply	A7	30152	8E+05	NSL30152 11OZ CREAMER	NESTLE	EA	1,787
General Supply	A7	13799	5E+05	COFFEE-MATE PUMP ORG 1.5L	NESTLE	EA	163
General Supply	A7	31803	7E+05	CREAMR,LQDSPGT,FR.VNIL,1.5L	NESTLE	EA	142
General Supply	A7	20708	5E+05	COFFEEMATE POWDER FRNVAN 6/15Z	NESTLE	EA	312
General Supply	A7	NES12345	4E+05	COFFEE-MATE CRMR HZLNT PWD CAN	NESTLE	EA	124
General Supply	A7	74185	2E+05	CREAMER COFFEE-LITE 11OZ	NESTLE	EA	213
General Supply	A7	30032	5E+05	CREAMER COFFEEMATE 50/PACK	NESTLE	BX	150
General Supply	E7	40912	4E+05	MAIL CART	NORCES	EA	10
General Supply	A1	OM00997	2E+05	OMX GLUE STICK WASHABLE 24PK	OFFICEMAX	PK	226
General Supply	A1	OM00796	6E+05	OMX GLUE STICK JUMBO 2PK	OFFICEMAX	PK	140
General Supply	A1	OM00999	2E+05	GLUE STICK WASHABLE 4PK	OFFICEMAX	PK	507
General Supply	A2	OM99172	1E+05	OM NOTE 3X3 18PK YELLOW	OFFICEMAX	PK	1,565
General Supply	A2	OM96199	6E+05	OM POP-UP 3X3 12PK BRIGHTS	OFFICEMAX	PK	621
General Supply	A2	OM96200	6E+05	OM NOTE 3X3 14PK BRIGHTS	OFFICEMAX	PK	440
General Supply	A2	OM99173	1E+05	OM NOTE 3X3 18PK PASTELS	OFFICEMAX	PK	647
General Supply	A2	OM96197	6E+05	OM POP-UP 3X3 12PK PASTELS	OFFICEMAX	PK	263
General Supply	A2	OM96211	6E+05	OM FLAGS 1" 4PK SIGN HERE RD	OFFICEMAX	PK	201
General Supply	A2	OM97804	8E+05	4X6 REPOSITIONABLE NOTE12PK YW	OFFICEMAX	DZ	120
General Supply	A2	OM99214	1E+05	OM NOTE 3X5 12PK YELLOW	OFFICEMAX	DZ	328
General Supply	A2	OM96212	2E+05	1"DURABLE TABS 3COLOR 3PADS/PK	OFFICEMAX	PK	131
General Supply	A2	OM96203	6E+05	OM FLAGS 1" 4PK PRIMARY	OFFICEMAX	PK	244
General Supply	A2	OM99213	1E+05	OM NOTE 1.5X2 12PK YELLOW	OFFICEMAX	DZ	981
General Supply	A2	OM96198	6E+05	OM POP-UP 3X3 12PK YELLOW	OFFICEMAX	PK	102
General Supply	A2	OM96207	6E+05	OM FLAGS 0.5" 4PK PRIMARY	OFFICEMAX	PK	286
General Supply	A2	OM96204	6E+05	1"FLAGS RED COLOR 2STACKS OF 50	OFFICEMAX	PK	102
General Supply	A5	OM99053	1E+05	LBL 1X2-5/8 WHT LSR 3000PK	OFFICEMAX	PK	4,305
General Supply	A5	OM99066	1E+05	LBL 1X2-5/8 WHT LSR 7500PK	OFFICEMAX	PK	780
General Supply	A5	OM99055	1E+05	LBL 1X2 WHT COPIER 3300PK	OFFICEMAX	PK	309
General Supply	A5	OM97508	9E+05	NAMEBADGE CLIP 3X4 40PK	OFFICEMAX	BX	260
General Supply	A5	OM97341	9E+05	NAMEBADGE WHT LSR 400PK	OFFICEMAX	BX	110
General Supply	A5	OM99058	1E+05	LBL 1-1/3X4 WHT LSR 1400PK	OFFICEMAX	PK	143
General Supply	A5	OM96336	2E+05	FILE LBL 1/3 WHT LSR 1500/CT	OFFICEMAX	PK	228
General Supply	A5	OM97794	2E+05	LBL 3-1/3X4 WHT IJ/LSR 600PK	OFFICEMAX	PK	113
General Supply	A5	OM99059	1E+05	LBL 2X4 WHT LSR 1000PK	OFFICEMAX	PK	208
General Supply	A5	OM96350	4E+05	NAMEBADGE BLUE HELLO 100PK	OFFICEMAX	PK	112
General Supply	A6	OM97350	9E+05	RUBBER BAND STD #33 1LB	OFFICEMAX	BG	257
General Supply	A6	OM97372	9E+05	JUMBO RUBBER BANDS RED 12PK	OFFICEMAX	PK	270
General Supply	A6	OM97349	9E+05	RUBBER BAND STD 32 1LB	OFFICEMAX	BG	205
General Supply	A6	OM97351	9E+05	RUBBER BAND STD #64 1LB	OFFICEMAX	BG	175
General Supply	A6	OM97345	9E+05	RUBBER BAND STD 117 1LB	OFFICEMAX	BG	141
General Supply	A6	OM97357	9E+05	RUBBER BND STD 33 1/4LB	OFFICEMAX	BG	609
General Supply	A6	OM99285	1E+05	RUBBERBANDS ASSORTED 1.5OZ	OFFICEMAX	EA	537
General Supply	A6	OM97358	9E+05	RUBBER BND STD 64 1/4LB	OFFICEMAX	BG	384

General Supply	A6	OM97355	9E+05	RUBBER BND STD 19 1/4LB	OFFICEMAX	BG	125																	
General Supply	A6	OM97356	9E+05	RUBBER BND STD 32 1/4LB	OFFICEMAX	BG	143																	
General Supply	A7	00019	4E+05	20OZ SUGAR CANISTER	OFFICEMAX	EA	3,007																	
General Supply	A7	00021	4E+05	SUGAR PACK 1200CT	OFFICEMAX	CT	181																	
General Supply	A7	OFXSTR5	4E+05	STICKS STIR PLAS 1M BX	OFFICEMAX	BX	148																	
General Supply	A8	OM96709	4E+05	3/4"X1296" INVISIBLE 12PK	OFFICEMAX	PK	1,183																	
General Supply	A8	OM96190	5E+05	TAPE MATT .75X1296 16 PACK	OFFICEMAX	PK	544																	
General Supply	A8	OM96195	4E+05	TRANS. TAPE 3/4"X1296" 3PK	OFFICEMAX	PK	1,745																	
General Supply	A8	OM97059	9E+05	TAPE DISPENSER DESKTOP 1" CORE	OFFICEMAX	EA	1,210																	
General Supply	A8	OM96187	5E+05	TAPE CELO .75X1296 16 PACK	OFFICEMAX	PK	330																	
General Supply	A8	OM99103	1E+05	OM PKGTAPE 1.88X109 6PK	OFFICEMAX	PK	110																	
General Supply	A8	OM96475	4E+05	OM PKGTAPE 1.88X54.6 6PK	OFFICEMAX	PK	161																	
General Supply	A8	OM01199	5E+05	OM HD PKGTAPE 1.88"X54.6YD 6PK	OFFICEMAX	PK	173																	
General Supply	A8	OM99719	3E+05	OM PKGTAPE 1.88X109 6PK	OFFICEMAX	PK	135																	
General Supply	A8	OM96196	2E+05	TAPE TWO SIDED 1/2X450 2PK	OFFICEMAX	PK	286																	
General Supply	A8	OM96646	2E+05	OM PKGTAPE 1.88X54.6 6PK	OFFICEMAX	PK	241																	
General Supply	A8	OM99405	1E+05	OM PKGTAPE WDISP CLR 1.88X30	OFFICEMAX	EA	359																	
General Supply	A8	OM96708	4E+05	INVISIBLE TAPE 3/4"X1296" 3PK	OFFICEMAX	PK	254																	
General Supply	A8	OM96707	4E+05	1/2"X1296" INVISIBLE 3PK	OFFICEMAX	PK	179																	
General Supply	A8	OM99718	3E+05	OM PKGTAPE W/DISP 1.88"X40YD	OFFICEMAX	EA	105																	
General Supply	A9	OM05924	7199	OMX CORR TAPE 10PK	OFFICEMAX	PK	316																	
General Supply	A9	OM97429	9E+05	RUBBER FINGER MED SZ 11 1/2	OFFICEMAX	BX	531																	
General Supply	A9	OM05925	7200	OMX CORR TAPE 6PK	OFFICEMAX	PK	120																	
General Supply	A9	OM97430	9E+05	RUBBER FINGER SZ 12 MED LARGE	OFFICEMAX	BX	259																	
General Supply	A9	OM03245	3E+05	BOTTLE ENVELOPE MOISTENER	OFFICEMAX	EA	246																	
General Supply	B1	OM05524-13	2E+05	2013RY PB MNTHDSKPD OMAX 22X17	OFFICEMAX	EA	1,552																	
General Supply	B1	OM06419-14	30733	RY2014 OMX DPD MN BLK 17X22	OFFICEMAX	EA	118																	
General Supply	E6	OM97582	3E+05	MEMORY FOAM KEYBRD WRIST REST	OFFICEMAX	EA	331																	
General Supply	E6	OM95783	3E+05	MEMRY FOAM MSE PAD WRIST REST	OFFICEMAX	EA	377																	
General Supply	E6	OM01245	9E+05	MESH BACK SUPPORT	OFFICEMAX	EA	115																	
General Supply	E6	OM98736	3E+05	SOLID MOUSE PAD BLACK	OFFICEMAX	EA	1,241																	
General Supply	E6	OM96012	6E+05	COPY HOLDER BLACK	OFFICEMAX	EA	158																	
General Supply	E6	OM01070	5E+05	DELUX COPY HOLDER-BLACK	OFFICEMAX	EA	107																	
General Supply	E6	OM98735	3E+05	MOUSE PAD GREY	OFFICEMAX	EA	103																	
General Supply	E7	OM98379	1E+05	WALL SIGN HOLDER 11X8.5	OFFICEMAX	EA	345																	
General Supply	E7	OM98378	1E+05	WALL SIGN HOLDER 8.5X11	OFFICEMAX	EA	1,230																	
General Supply	E7	OM98396	1E+05	SLANTED SIGN HOLDER 8.5X11	OFFICEMAX	EA	104																	
General Supply	E7	OM98382	1E+05	STAND UP SIGN HOLDER 5X7	OFFICEMAX	EA	141																	
General Supply	E9	OM98385	1E+05	LITERATURE LEAFLET HOLDER	OFFICEMAX	EA	279																	
General Supply	E9	OM98387	1E+05	MAGAZINE LIT HOLDER	OFFICEMAX	EA	144																	
General Supply	E9	OM98395	1E+05	STAND-UP SIGN HOLDER 11X8.5	OFFICEMAX	EA	108																	
General Supply	E9	OM98381	1E+05	STAND-UP SIGN HOLDER 8.5X11	OFFICEMAX	EA	420																	
Folder	F1	OM97182	9E+05	FILE FLDR LTR 1/3CUT MAN 100CT	OFFICEMAX	BX	3,826																	
Folder	F1	OM97666	9E+05	FOLDERS FILE LTR-SIZE ASSTD	OFFICEMAX	BX	1,300																	
Folder	F1	OM01559	1E+05	POCKET STD LTR 3-1/2 25BX BRN	OFFICEMAX	BX	336																	
Folder	F1	OM97662	9E+05	FOLDERS FILE LTR-SIZE RED	OFFICEMAX	BX	252																	
Folder	F1	OM97661	9E+05	FOLDERS FILE LTR-SIZE BLUE	OFFICEMAX	BX	222																	
Folder	F1	OM01619	1E+05	CLASS FDR M LTR 2DIV RED 10BX	OFFICEMAX	BX	120																	
Folder	F1	OM01561	1E+05	POCKET STD LTR 5-1/4 10BX BRN	OFFICEMAX	BX	348																	
Folder	F1	OM97663	9E+05	FOLDERS FILE LTR-SIZE YELLOW	OFFICEMAX	BX	202																	
Folder	F1	OM97664	9E+05	FOLDERS FILE LTR-SIZE GREEN	OFFICEMAX	BX	196																	
Folder	F1	OM01632	1E+05	FILE FLD 1/3 LT AST FASH 100BX	OFFICEMAX	BX	187																	
Folder	F1	OM97665	9E+05	FOLDERS FILE LTR-SIZE VIOLET	OFFICEMAX	BX	170																	
Folder	F1	OM96253	4E+05	LETTER STRING ENV CLR 5PK	OFFICEMAX	PK	510																	
Folder	F1	OM01695	1E+05	FILE FLDR 1/3 LTR ORNG 100BX	OFFICEMAX	BX	148																	
Folder	F1	OM01937	1E+05	SLSH JKT LTR FLAT ASST 25PK	OFFICEMAX	PK	106																	
Folder	F1	OM96254	4E+05	LETTER STRING ENV ASST 5PK	OFFICEMAX	PK	224																	
Folder	F1	OM01876	1E+05	FILE FLDR 1POS LTR MAN 100BX	OFFICEMAX	BX	115																	
Folder	F1	OM02014	1E+05	SIDE DOC FILE LTR ASST 5PK	OFFICEMAX	PK	109																	
Folder	F1	OM99255	1E+05	POLY FILE FLDR 12PK 1/3 ASST	OFFICEMAX	PK	250																	
Folder	F1	OM04654	1E+05	INDEX CARD 3X5 RULD RNBW 100CT	OFFICEMAX	PK	189																	
Folder	F3	OM99035	1E+05	3X5 RULED WHT INDEX CRDS 500PK	OFFICEMAX	PK	592																	
Folder	F3	OM99037	4E+05	INDEX CARD 4X6 RULD WHT 500CT	OFFICEMAX	PK	189																	
Folder	F3	OM99038	4E+05	INDEX CARD 4X6 BLNK WHT 500CT	OFFICEMAX	PK	121																	
Folder	F3	OM99040	1E+05	INDEX CARD 5X8 RULD WHT 100CT	OFFICEMAX	PK	349																	
Folder	F3	OM99036	1E+05	3X5 BLANK WHT INDEX CRDS 500PK	OFFICEMAX	PK	1,034																	
Folder	F3	OM99039	1E+05	INDEX CARD 5X8 BLNK WHT 100CT	OFFICEMAX	PK	119																	
Folder	F5	OM97643	9E+05	HANG FLDR 1/5 LTR-SZ ASST 25PK	OFFICEMAX	BX	785																	
Folder	F5	OM97187	9E+05	HANGING FLDR LTR1/5 RECYCLE 25	OFFICEMAX	BX	718																	
Folder	F5	OM97186	9E+05	FLDR HANG LTR 1/3-TABS 25/BX	OFFICEMAX	BX	455																	
Folder	F5	OM01700	1E+05	FILE FLDR 1/3 LTR BLU 100BX	OFFICEMAX	BX	132																	
Folder	F5	OM97638	9E+05	FOLDERS HANG LETTER-SIZE BLUE	OFFICEMAX	BX	155																	
Folder	F5	OM97560	9E+05	FOLDER INTERIOR LTR ASSTD	OFFICEMAX	BX	104																	
Folder	F5	OM97642	9E+05	FOLDERS HANG LTR-SIZE VIOLET	OFFICEMAX	BX	133																	
Folder	F5	OM97185	9E+05	FLDR HANG LTR NO TAB 25/BX	OFFICEMAX	BX	102																	
Folder	F5	OM97554	9E+05	FOLDER INTERIOR LTR MANILA	OFFICEMAX	BX	102																	
Folder	F5	OM97199	9E+05	TAB FLDR 1/3-CUT CLEAR 25/PK	OFFICEMAX	PK	711																	
Folder	F5	OM97200	9E+05	TAB FLDR 1/5-CUT CLEAR 25/PK	OFFICEMAX	PK	534																	
Folder	F7	OM96028	1E+05	PLASTIC CLIPBOARD CLEAR	OFFICEMAX	EA	279																	
Folder	F7	OM01075	1E+05	PLASTIC CLIPBOARD RCYCL BLUE	OFFICEMAX	EA	363																	
Folder	F7	OM01076	1E+05	OMX CLIPBOARD RECY BLK	OFFICEMAX	EA	1,863																	
Folder	F7	OM96032	5E+05	PLASTIC CLIPBOARD NEON PINK	OFFICEMAX	EA	285																	
Folder	F7	OM96033	5E+05	PLASTIC CLIPBOARD LIME	OFFICEMAX	EA	210																	
Folder	F7	OM96031	5E+05	PLASTIC CLIPBOARD BLUE	OFFICEMAX	EA	584																	
General Supply	H1	OM97553	1E+05	STAPLER FULL STRIP BLACK	OFFICEMAX	EA	1,422																	
General Supply	H1	OM01995	1E+05	20 SHEET ELECTRIC STAPLER	OFFICEMAX	EA	178																	
General Supply	H1	OM99216	1E+05	STANDARD STAPLES-3PK	OFFICEMAX	PK	2,948																	
General Supply	H1	91900	4E+05	STD STAPLES FULL STRIP 5000BX	OFFICEMAX	BX	1,092																	
General Supply	H1	OM99951	1E+06	PREMIUM STAPLES 5000 COUNT	OFFICEMAX	BX	464																	
General Supply	H1	OM97583	1E+05	STAPLER HALF STRIP	OFFICEMAX	EA	132																	
General Supply	H1	OM97112	1E+05	STAPLE REMOVER JAW-STYLE	OFFICEMAX	EA	1,827																	
General Supply	H1	OM01046	9E+05	HAND PLIER STAPLE REMOVER	OFFICEMAX	EA	426																	
General Supply	H1	OM02270	1E+05	STAPLE REMOVER 3PK	OFFICEMAX	PK	505																	
General Supply	H1	OM01048	9E+05	FULL STRIP STAPLER	OFFICEMAX	EA	126																	
General Supply	H1	OM97111	1E+05	STAPLE REMOVER BLADE-STYLE	OFFICEMAX	EA	123																	

General Supply	H2	OM96602	5E+05	3-HOLE PUNCH 45 SHEET HVY DUTY	OFFICEMAX	EA	243																	
General Supply	H2	OM99263	1E+05	HOLE PUNCH 11 SHEET ADJUST	OFFICEMAX	EA	226																	
General Supply	H2	OM99298	1E+05	1-HOLE PUNCH 6 SHEET BASIC	OFFICEMAX	EA	703																	
General Supply	H2	OM99262	1E+05	2-HOLE PUNCH 50 SHEET HVY DUTY	OFFICEMAX	EA	205																	
General Supply	H3	OM97613	3E+05	8" BENT SHEAR SOFT BLUEGREY	OFFICEMAX	EA	1,601																	
General Supply	H3	OM97679	3E+05	STRAIGHT SCISSORS BLACK	OFFICEMAX	EA	1,606																	
General Supply	H3	OM97678	3E+05	8" BENT SHEAR BLACK	OFFICEMAX	EA	597																	
General Supply	H3	OM96138	6E+05	8" BENT SCISSORS BLACK 3PACK	OFFICEMAX	PK	295																	
General Supply	H3	OM99430	3E+05	8" VALUE SHEARS BENT 3PACK RED	OFFICEMAX	PK	242																	
General Supply	H3	OM97615	3E+05	8" STRAIGHT SHEAR SFT BLUEGREY	OFFICEMAX	EA	309																	
General Supply	H3	OM96186	4E+05	STRAIGHT VALUE SCISSOR RED 8"	OFFICEMAX	EA	637																	
General Supply	H3	OM97616	3E+05	7"STRAIGHT SCISSOR SOFT BLUGRY	OFFICEMAX	EA	252																	
General Supply	H3	OM02941	9E+05	PLASTIC LETTER OPENER	OFFICEMAX	EA	282																	
General Supply	H3	OM99225	3E+05	8" VALUE SHEAR BENT RED OM	OFFICEMAX	EA	147																	
General Supply	H3	OM97834	3E+05	6"STRAIGHT CONTRACT SHEAR BLK	OFFICEMAX	EA	367																	
General Supply	H3	OM97836	3E+05	8" STRAIGHT CONTRACT SHEAR BLK	OFFICEMAX	EA	363																	
General Supply	H3	OM97680	3E+05	7" STRAIGHT SCISS POINTED BLK	OFFICEMAX	EA	119																	
General Supply	H3	OM97451	1E+05	LETTER OPENER BENT HANDLE 9"	OFFICEMAX	EA	297																	
General Supply	H4	OM99147	1E+05	PPR CLIPS JUMBO 1000PK	OFFICEMAX	PK	2,223																	
General Supply	H4	OM99276	1E+05	VALUE PK MED BNDR CLIPS 144PK	OFFICEMAX	PK	1,021																	
General Supply	H4	OM99274	1E+05	VALUE PK LRG BNDR CLIPS 48PK	OFFICEMAX	PK	869																	
General Supply	H4	OM99272	8E+05	SMALL BINDER CLIPS 3/8"144PK	OFFICEMAX	PK	1,630																	
General Supply	H4	OM97399	9E+05	PANEL CLIPS ASST TRANS 20/BX	OFFICEMAX	BX	410																	
General Supply	H4	OM99146	1E+05	PPR CLIPS JUMBO NONSKID 1000PK	OFFICEMAX	PK	602																	
General Supply	H4	OM99802	9E+05	BINDER CLIPS SMALL BLACK 36PK	OFFICEMAX	PK	1,699																	
General Supply	H4	OM96609	4E+05	PPR CLIPS JUMBO PREMIUM 1000PK	OFFICEMAX	PK	156																	
General Supply	H4	OM99149	1E+05	PPR CLIPS #1 1000PK	OFFICEMAX	PK	1,498																	
General Supply	H4	OM99801	9E+05	BINDER CLIPS MINI BLACK 60PK	OFFICEMAX	PK	1,231																	
General Supply	H4	OM99803	9E+05	BINDER CLIPS MED BLACK 24PK	OFFICEMAX	PK	1,523																	
General Supply	H4	OM01372	1E+05	PPR CLIPS JUMBO RECYCLED 400PK	OFFICEMAX	PK	353																	
General Supply	H4	OM97811	9E+05	PANEL CLIPS ASST SOLID 20/BX	OFFICEMAX	BX	121																	
General Supply	H4	OM99275	1E+05	PROMO CLIP PACK 96 COUNT	OFFICEMAX	PK	179																	
General Supply	H4	OM97395	9E+05	PANEL CLIPS WHT 20/BX	OFFICEMAX	BX	293																	
General Supply	H4	OM99957	1E+05	SQUARE CLIPS 1.25" 6PC	OFFICEMAX	PK	217																	
General Supply	H4	OM99797	9E+05	BINDER CLIPS BLK LARGE 12PK	OFFICEMAX	BX	311																	
General Supply	H4	OM99824	4E+05	PPR CLIPS JUMBO PREMIUM 400PK	OFFICEMAX	PK	153																	
General Supply	H4	OM99148	1E+05	PPR CLIPS #1 NONSKID 1000PK	OFFICEMAX	PK	304																	
General Supply	H4	OM96610	4E+05	PPR CLIPS #1 PREMIUM 1000PK	OFFICEMAX	PK	178																	
General Supply	H4	OM97413	1E+05	CLIPS BNDR SM 3/4"/19MM 12/BX	OFFICEMAX	BX	955																	
General Supply	H4	OM97008	1E+05	CLIPS BNDR MED 1.25" 12/BOX	OFFICEMAX	BX	615																	
General Supply	H4	OM99845	3E+05	BOOK RINGS 1" 40PK	OFFICEMAX	PK	153																	
General Supply	H4	OM99805	9E+05	BINDER CLIPS MICRO ASST 100PK	OFFICEMAX	PK	204																	
General Supply	H4	OM99299	1E+05	MAGNETIC SQUARE CLIP 1.75" 2CT	OFFICEMAX	PK	261																	
General Supply	H4	OM99595	8E+05	BINDER CLIPS MED ASSORTED 24PK	OFFICEMAX	PK	171																	
General Supply	H4	OM99806	9E+05	BINDER CLIPS MINI ASST 60PK	OFFICEMAX	PK	349																	
General Supply	H4	OM99826	4E+05	PPR CLIPS #1 PREMIUM 400PK	OFFICEMAX	PK	284																	
General Supply	H4	OM99804	9E+05	BINDER CLIPS MICRO BLACK 100PK	OFFICEMAX	PK	279																	
General Supply	H4	OM99599	8E+05	VINYL PAPER CLIP JUMBO 200PK	OFFICEMAX	PK	277																	
General Supply	H4	OM02124	1E+05	BNDRCLIP SOFT GRIP SM AST 24PK	OFFICEMAX	PK	104																	
General Supply	H4	OM99955	1E+06	COLOR PUSH PINS 250CT	OFFICEMAX	BX	654																	
General Supply	H4	OM99596	8E+05	BINDER CLIPS SML ASSORTED 36PK	OFFICEMAX	PK	179																	
General Supply	H4	OM99887	5E+05	2" PRONG FASTENER BASE 100PC	OFFICEMAX	BX	100																	
General Supply	H4	OM01373	1E+05	PPR CLIPS #1 RECYCLED 400PK	OFFICEMAX	PK	235																	
General Supply	H4	OM99594	8E+05	MAGNETS ASST SIZE/COLOR 30PK	OFFICEMAX	PK	138																	
General Supply	H4	OM99886	5E+05	2" SELF ADHESIVE FASTENER 100	OFFICEMAX	BX	177																	
General Supply	H4	OM99850	3E+05	HEAVY DUTY MAGNETS 12/TUB	OFFICEMAX	PK	116																	
General Supply	H4	OM99954	1E+06	CLEAR PUSH PINS 250CT	OFFICEMAX	BX	477																	
General Supply	H4	OM99321	1E+05	SUCTION CUP WITH CLIPS 2PACK	OFFICEMAX	PK	272																	
General Supply	H4	OM01532	1E+05	T-PINS 100CT	OFFICEMAX	BX	149																	
General Supply	H4	OM99593	8E+05	TRANS VINYL PAPER CLIP #2, 600	OFFICEMAX	PK	101																	
General Supply	H4	OM99848	3E+05	IDEAL CLAMP SMALL 50PK	OFFICEMAX	PK	119																	
General Supply	H4	OM97397	9E+05	PANEL HOOKS WNT 5PK	OFFICEMAX	PK	149																	
General Supply	H4	OM99837	3E+05	CLIP DISP LARGE W/100 CLIPS	OFFICEMAX	EA	175																	
General Supply	H4	OM02665	9E+05	BINDER CLIP SOFT GRIP BLK 8PK	OFFICEMAX	PK	169																	
General Supply	H4	OM99829	9E+05	TRANSLUCENT VINYL CLIPS 150PK	OFFICEMAX	PK	146																	
General Supply	H4	OM99847	3E+05	IDEAL CLAMP LARGE 12PK	OFFICEMAX	PK	138																	
General Supply	H4	OM99266	5E+05	100PCS WHITE PUSH PIN	OFFICEMAX	BX	107																	
General Supply	H4	OM97423	1E+05	CLIPS BNDR MINI 1/2"/15MM12/BX	OFFICEMAX	BX	220																	
General Supply	J1	OM99440	7E+05	WOOD RULER W/METAL EDGE 12"	OFFICEMAX	EA	1,359																	
General Supply	J4	OM02081	1E+05	ALUM FRAME MAG DE BD 36"X48"	OFFICEMAX	EA	98																	
General Supply	J4	OM02080	1E+05	ALUM FRAME MAG DE BD 48"X72"	OFFICEMAX	EA	40																	
General Supply	J4	OM01079	2E+05	ALUM MARKER BOARD 4X3	OFFICEMAX	EA	133																	
General Supply	J4	OM01082	2E+05	ALUM MARKER BOARD 8X4	OFFICEMAX	EA	29																	
General Supply	J4	OM01080	2E+05	ALUM MARKER BOARD 6X4	OFFICEMAX	EA	26																	
General Supply	J4	OM02083	1E+05	ALUM FRAME MAG DE BD 24"X36"	OFFICEMAX	EA	64																	
General Supply	J4	OM01078	2E+05	ALUM MARKER BOARD 3X2	OFFICEMAX	EA	85																	
General Supply	J4	OM01098	2E+05	ALUMINIUMFRMD CORK BOARD 3X4	OFFICEMAX	EA	51																	
General Supply	K3	OM04320	9E+05	SIGN HOLDER W/4" PCKT 8.5X11"	OFFICEMAX	EA	157																	
General Supply	K3	OM96859	7E+05	MESH 3 TIER ORGANIZER BLACK	OFFICEMAX	EA	198																	
General Supply	K3	OM96837	2E+05	MS DESK SORTER BLACK	OFFICEMAX	EA	148																	
General Supply	K3	OM96839	5E+05	MESH DEEP DRAWER ORGAN BLACK	OFFICEMAX	EA	231																	
General Supply	K3	OM98314	1E+05	ANGLED FILE SORTER	OFFICEMAX	EA	362																	
General Supply	K3	OM04318	9E+05	ACRYLIC SIGN HOLDER 8.5X11"	OFFICEMAX	EA	173																	
General Supply	K3	OM01284	6E+05	LETTER TRAY BLACK 6PK	OFFICEMAX	PK	123																	
General Supply	K3	OM96866	5E+05	MESH PENCIL CUP BLACK	OFFICEMAX	EA	439																	
General Supply	K3	OM96869	2E+05	MS DOCUMENT HOLDER BLACK	OFFICEMAX	EA	180																	
General Supply	K3	OM96864	7E+05	MESH JUMBO PENCIL CUP BLACK	OFFICEMAX	EA	789																	
General Supply	K3	21102-0	5E+05	SIDE LOADING STACKABLE BK	OFFICEMAX	EA	139																	
General Supply	K3	21002-0	5E+05	TRAY SDLD LTR STCKBLE BK	OFFICEMAX	EA	895																	
General Supply	K3	OM96863	5E+05	MESH MINI HUTCH BLACK	OFFICEMAX	EA	105																	
General Supply	K3	OM96858	5E+05	MESH CLIP DISH BLACK	OFFICEMAX	EA	238																	
General Supply	K3	OM03480	9E+05	9" BOOKENDS W/CORK BLACK	OFFICEMAX	ST	236																	
General Supply	K3	OM96865	5E+05	MESH BUSINESS CARD HOLDER BLK	OFFICEMAX	EA	444																	
General Supply	K3	OM97424	1E+05	CALENDAR BASE BLACK	OFFICEMAX	EA	120																	
General Supply	K3	OM96862	2E+05	MESH STACKING LETTER TRAY BLACK	OFFICEMAX	EA	520																	

General Supply	K3	OM96943	1E+05	WIRE STEP FILE BLACK LARGE	OFFICEMAX	EA	123
General Supply	K3	OM00829	4E+05	MESH PENCIL CUP SILVER	OFFICEMAX	EA	185
General Supply	K3	21001	4E+05	SIDE LOADING STACKABLE TRAY	OFFICEMAX	EA	148
General Supply	K3	OM96860	2E+05	MESH CLIP DISH JUMBO BLACK	OFFICEMAX	EA	472
General Supply	K3	OM00742	9E+05	BUSINESS CARD HOLDER BLACK	OFFICEMAX	EA	157
General Supply	K7	OM02750	9E+05	10-SHEET MICRO-CUT SHREDDER	OFFICEMAX	EA	47
General Supply	K7	OM01288	6E+05	HEAVY-DUTY 10 SHEET SHREDDER	OFFICEMAX	EA	54
General Supply	K7	OM04692	1E+05	16-SHEET MICRO-CUT SHREDDER	OFFICEMAX	EA	29
General Supply	K7	OM04999	9E+05	MXC 175PI 17-SHT XCUT SHREDDER	OFFICEMAX	EA	12
General Supply	L2	OM02984	9E+05	OMX DUR VW 1"BDR NONMERCH WHT	OFFICEMAX	EA	2,477
General Supply	L2	OM96000	6E+05	STD WEIGHT SHEET PROT 100PK	OFFICEMAX	BX	1,403
General Supply	L2	OM99016	1E+05	ECONOMY SHEET PROTECTOR 200BX	OFFICEMAX	BX	646
General Supply	L2	OM96213	6E+05	LCKG D-RING VIEW BINDER 3"WHITE	OFFICEMAX	EA	1,106
General Supply	L2	OM97126	9E+05	HVYWT SHEET PROTECTOR 100 CLEAR	OFFICEMAX	BX	439
General Supply	L2	OM02985	9E+05	OMX DUR VW 1.5"BDR NOMERCH WHT	OFFICEMAX	EA	728
General Supply	L2	OM02978	9E+05	OMX DUR VW 1" BINDER BLACK	OFFICEMAX	EA	885
General Supply	L2	OM02981	9E+05	OMX DUR VW .5"BDR NONMERCH WHT	OFFICEMAX	EA	808
General Supply	L2	OM03142	9E+05	OMX FRAME VW POLY 2P FOLDER NY	OFFICEMAX	EA	1,589
General Supply	L2	OM02883	9E+05	OMX FOLDER 2PKT DK BLUE 25PK	OFFICEMAX	PK	1,187
General Supply	L2	OM02994	9E+05	OMX DUR VW 2"BNDR NONMERCH WHT	OFFICEMAX	EA	1,069
General Supply	L2	OM02968	9E+05	OMX DUR VW 0.5" BINDER BLACK	OFFICEMAX	EA	595
General Supply	L2	OM03124	9E+05	OMX SECURE TOP FOLDER WHT 10PK	OFFICEMAX	PK	416
General Supply	L2	OM03122	9E+05	OMX SECURE TOP FOLDER BLK 10PK	OFFICEMAX	PK	514
General Supply	L2	OM02259	1E+05	STD WGHT SP CLR 200BX	OFFICEMAX	BX	131
General Supply	L2	OM96208	6E+05	LCKG D-RING VIEW BINDR 4"WHITE	OFFICEMAX	EA	351
General Supply	L2	OM03295	3E+05	EASY-TO-LOAD D BNDR 1.5" WHT	OFFICEMAX	EA	265
General Supply	L2	OM02256	1E+05	HVYWT SP CLEAR 200BX	OFFICEMAX	BX	116
General Supply	L2	OM02996	9E+05	OMX DUR VW 3"BNDR NONMERCH WHT	OFFICEMAX	EA	217
General Supply	L2	OM03294	3E+05	EASY-TO-LOAD D BNDR 1.5" BLK	OFFICEMAX	EA	343
General Supply	L2	OM02970	9E+05	OMX DUR VW 2" BINDER BLACK	OFFICEMAX	EA	248
General Supply	L2	OM02870	9E+05	OMX FOLDER 2 POCKET ASST 24PK	OFFICEMAX	PK	123
General Supply	L2	OM99022	1E+05	HVYWT SHEET PROTECTOR 50 CLEAR	OFFICEMAX	BX	290
General Supply	L2	OM02973	9E+05	OMX DUR VW 3" BINDER BLACK	OFFICEMAX	EA	176
General Supply	L2	OM02886	9E+05	OMX FOLDER 2PKT YLW 25PK	OFFICEMAX	PK	586
General Supply	L2	OM02971	9E+05	OMX DUR VW 2" BINDER BLUE	OFFICEMAX	EA	215
General Supply	L2	OM03112	9E+05	OMX CLEAR FRNT RC BLACK 25PK	OFFICEMAX	PK	114
General Supply	L2	OM02888	9E+05	OMX FOLDER 2PKT TEAL 25PK	OFFICEMAX	PK	108
General Supply	L2	OM97124	9E+05	HWG NON GLARE SP 100CNT	OFFICEMAX	BX	211
General Supply	L2	OM02977	9E+05	OMX DUR VW 1" BINDER BLUE	OFFICEMAX	EA	325
General Supply	L2	OM02963	9E+05	OMX DUR VW 1.5" BINDER BLACK	OFFICEMAX	EA	249
General Supply	L2	OM02975	9E+05	OMX DUR VW 1" BINDER RED	OFFICEMAX	EA	310
General Supply	L2	OM96773	7E+05	EZ LOAD LOCKING D-RING BLACK 2"	OFFICEMAX	EA	585
General Supply	L2	OM02821	9E+05	OMX DURABLE BINDER BLACK 1"	OFFICEMAX	EA	530
General Supply	L2	OM02964	9E+05	OMX DUR VW 1.5" BINDER BLUE	OFFICEMAX	EA	343
General Supply	L2	OM02889	9E+05	OMX FOLDER 2PKT WHITE 25PK	OFFICEMAX	PK	227
General Supply	L2	OM02974	9E+05	OMX DUR VW 1" BINDER PURPLE	OFFICEMAX	EA	270
General Supply	L2	OM03296	3E+05	EASY-TO-LOAD D BNDR 3" RIO RED	OFFICEMAX	EA	102
General Supply	L2	OM02887	9E+05	OMX FOLDER 2PKT RED 25PK	OFFICEMAX	PK	461
General Supply	L2	OM02988	9E+05	OMX DURVIEW1" BDR NOGLARE WHT	OFFICEMAX	EA	498
General Supply	L2	OM02023	1E+05	LOCKING D-RING BNDR PINEGRN 2"	OFFICEMAX	EA	157
General Supply	L2	OM02871	9E+05	OMX FOLDER 2PKT 3P ASST 24PK	OFFICEMAX	PK	258
General Supply	L2	OM96774	7E+05	EZ LOAD LOCKING D-RING WHITE 2"	OFFICEMAX	EA	264
General Supply	L2	OM03121	9E+05	OMX LINEN FOLDER NAVY 10PK	OFFICEMAX	PK	110
General Supply	L2	OM02992	9E+05	OMX DUR VW 1.5"BNDR NOGLAR WHT	OFFICEMAX	EA	305
General Supply	L2	OM02877	9E+05	OMX FOLDER 2PKT 3P DKBLU 25PK	OFFICEMAX	PK	219
General Supply	L2	OM03123	9E+05	OMX SECURE TOP FOLDER BLU 10PK	OFFICEMAX	PK	316
General Supply	L2	OM03113	9E+05	OMX CLEAR FRNT RC BLUE 25PK	OFFICEMAX	PK	177
General Supply	L2	OM03143	9E+05	OMX FRAME VW POLY 2P FOLDER BK	OFFICEMAX	EA	345
General Supply	L2	OM03004	9E+05	OMX DUR 4"BDR SLNT LBLHDR BLK	OFFICEMAX	EA	138
General Supply	L2	OM03115	9E+05	OMX DUR CLR FRNT RC BLACK 5PK	OFFICEMAX	PK	131
General Supply	L2	OM02969	9E+05	OMX DUR VW 1.5" BNDR MOSS GRN	OFFICEMAX	EA	122
General Supply	L2	OM02979	9E+05	OMX DUR VW 1" BINDER ORANGE	OFFICEMAX	EA	153
General Supply	L2	OM02258	1E+05	NG HVYWT SHEET PROTECTOR 50BX	OFFICEMAX	BX	165
General Supply	L2	OM02998	9E+05	OMX DUR VW 3"BDR SLNT RNG WHT	OFFICEMAX	EA	284
General Supply	L2	OM02231	1E+05	SUPER HW SP NON GLARE 50/BX	OFFICEMAX	BX	117
General Supply	L2	OM03001	9E+05	OMX DUR VW 2"BDR SLNT RNG WHT	OFFICEMAX	EA	325
General Supply	L2	OM02976	9E+05	OMX DUR VW 1" BINDER MOSS GRN	OFFICEMAX	EA	149
General Supply	L2	OM03289	3E+05	OMX DURABLE 1" BINDER BLUE	OFFICEMAX	EA	693
General Supply	L2	OM02837	9E+05	OMX DUR BNDR LBL HLDR BK 3"	OFFICEMAX	EA	269
General Supply	L2	OM03002	9E+05	OMX DUR VW 2"BDR SLNT RNG BLK	OFFICEMAX	EA	106
General Supply	L2	OM02882	9E+05	OMX FOLDER 2PKT LT BLUE 25PK	OFFICEMAX	PK	240
General Supply	L2	OM02966	9E+05	OMX DUR VW 1.5" BINDER ORANGE	OFFICEMAX	EA	107
General Supply	L2	OM02993	9E+05	OMX DUR 2" BDR SLNT LBLHDR BLK	OFFICEMAX	EA	282
General Supply	L2	OM03000	9E+05	OMX DUR 3"BDR SLNT LBLHDR BLK	OFFICEMAX	EA	202
General Supply	L2	OM02990	9E+05	OMX DUR VW 1.5"BDR SLNTRNG WHT	OFFICEMAX	EA	191
General Supply	L2	OM02022	1E+05	LOCKING D-RING BNDR RIO RED 2"	OFFICEMAX	EA	179
General Supply	L2	OM96210	6E+05	LCKG D-RING VIEW BINDER 3"BLCK	OFFICEMAX	EA	133
General Supply	L2	OM03293	3E+05	EASY-TO-LOAD D BNDR 1.5" RED	OFFICEMAX	EA	100
General Supply	L2	OM02827	9E+05	OMX DURABLE BINDER BLACK 2"	OFFICEMAX	EA	116
General Supply	L2	OM02983	9E+05	OMX DUR VW .5"BNDR NOGLARE WHT	OFFICEMAX	EA	118
General Supply	L2	OM02824	9E+05	OMX DURABLE BINDER BLACK 1.5"	OFFICEMAX	EA	135
General Supply	L2	OM02825	9E+05	OMX DURABLE BINDER BLUE 1.5"	OFFICEMAX	EA	134
General Supply	L2	OM02814	9E+05	OMX DURABLE BINDER BLACK 1/2"	OFFICEMAX	EA	164
General Supply	L2	OM02885	9E+05	OMX FOLDER 2PKT GREEN 25PK	OFFICEMAX	PK	146
General Supply	L2	OM02830	9E+05	OMX DURABLE BINDER BLUE 3"	OFFICEMAX	EA	101
General Supply	L2	OM02832	9E+05	OMX DUR BNDER LBL HLDR BLK 1"	OFFICEMAX	EA	320
General Supply	L2	OM02826	9E+05	OMX DURABLE BINDER BLUE 2"	OFFICEMAX	EA	109
General Supply	L2	OM02995	9E+05	OMX DUR VW 2"BNDR NOGLARE WHT	OFFICEMAX	EA	102
General Supply	L2	OM02986	9E+05	OMX DUR VW 1"BDR SLNT RNG WHT	OFFICEMAX	EA	217
General Supply	L2	OM02999	9E+05	OMX DUR VW 3"BDR SLNT RNG BLK	OFFICEMAX	EA	123
General Supply	L2	OM02819	9E+05	OMX DURABLE BINDER RED 1"	OFFICEMAX	EA	254
General Supply	L2	OM02834	9E+05	OMX DUR BNDR LBL HLDR BLK 2"	OFFICEMAX	EA	127
General Supply	L2	OM02989	9E+05	OMX DUR 1.5" LABEL HLDR BLK	OFFICEMAX	EA	109
General Supply	L2	OM02820	9E+05	OMX DURABLE BINDER GREEN 1"	OFFICEMAX	EA	230
General Supply	L2	OM02982	9E+05	OMX DUR 1" BDR SLNT LBLHDR BLK	OFFICEMAX	EA	122

General Supply	L2	OM02829	9E+05	OMX DURABLE BINDER RED 2"	OFFICEMAX	EA	105																	
General Supply	L2	OM03159	9E+05	SWING CLIP REPORT COVER CLEAR	OFFICEMAX	EA	114																	
General Supply	L3	OM97171	9E+05	INDEX DIVIDERS 5-TAB 25SETS/BX	OFFICEMAX	BX	182																	
General Supply	L3	OM97173	9E+05	INDEX DIVIDERS 8-TAB 25SETS/BX	OFFICEMAX	BX	128																	
General Supply	L3	OM96179	6E+05	INDEX DIV MULTICLR 8TAB 3 PACK	OFFICEMAX	PK	692																	
General Supply	L3	OM96172	6E+05	PREPRNTD TOC DIV MULTI 15-TAB	OFFICEMAX	EA	724																	
General Supply	L3	OM96175	6E+05	PREPRINTED TOC DIV MULTI 1-31	OFFICEMAX	EA	710																	
General Supply	L3	OM96173	6E+05	PREPRINTED TOC DIV MULTI A-Z	OFFICEMAX	EA	492																	
General Supply	L3	OM96177	6E+05	INDEX DIV CLEAR 8 TAB 3 PACK	OFFICEMAX	PK	374																	
General Supply	L3	OM96174	6E+05	PREPRNTD TOC DIV MULTI JAN-DEC	OFFICEMAX	EA	509																	
General Supply	L3	OM99028	1E+05	WRITE-ON DIV 8-TAB WHITE 3PK	OFFICEMAX	PK	637																	
General Supply	L3	OM96170	6E+05	PREPRNTD TOC DIV MULTI 10-TAB	OFFICEMAX	EA	560																	
General Supply	L3	OM96169	6E+05	PREPRINTED TOC DIV MULTI 8-TAB	OFFICEMAX	EA	840																	
General Supply	L3	OM99023	1E+05	INSERTABLE DIV 8-TAB COLOR 3PK	OFFICEMAX	PK	720																	
General Supply	L3	OM99024	1E+05	WRITE-ON 5-TAB DIV WHITE 3PK	OFFICEMAX	PK	946																	
General Supply	L3	OM99027	1E+05	WRITE-ON DIV 8-TAB COLOR 3PK	OFFICEMAX	PK	540																	
General Supply	L3	OM05547	1691	PCKT INSERTABLE DIV 5TAB CLEAR	OFFICEMAX	ST	261																	
General Supply	L3	OM96171	6E+05	PREPRNTD TOC DIV MULTI 12-TAB	OFFICEMAX	EA	449																	
General Supply	L3	OM99029	1E+05	WRITE-ON DIV 5-TAB COLOR 3PK	OFFICEMAX	PK	384																	
General Supply	L3	OM96164	6E+05	PREPRINTED TOC DIV BL/WH 15-TAB	OFFICEMAX	EA	125																	
General Supply	L3	OM96165	6E+05	PREPRINTED TOC DIV BLK/WHT A-Z	OFFICEMAX	EA	122																	
General Supply	L3	OM97174	9E+05	INDEX DIVIDERS 8-TAB 5SETS/PK	OFFICEMAX	PK	132																	
General Supply	L3	OM99030	1E+05	INSERTABLE DIV 8-TAB CLEAR 3PK	OFFICEMAX	PK	408																	
General Supply	L3	OM96168	6E+05	PREPRINTED TOC DIV MULTI 5-TAB	OFFICEMAX	EA	773																	
General Supply	L3	OM96162	6E+05	PREPRINTED TOC DIV BL/WH 10-TAB	OFFICEMAX	EA	109																	
General Supply	L3	OM05567	1912	ZX WIDE INSERT DIV 5 TAB CLEAR	OFFICEMAX	ST	212																	
General Supply	L3	OM99977	3E+05	MNTHLY BLK LTHR TAB DIVIDERS	OFFICEMAX	ST	487																	
General Supply	L3	OM96176	6E+05	INDEX DIV CLEAR 5-TAB 3 PACK	OFFICEMAX	PK	108																	
General Supply	L3	OM05564	1705	XWIDE INSERT DIV 8TAB CLEAR	OFFICEMAX	ST	109																	
General Supply	L3	OM99026	1E+05	INSERTABLE DIV 5-TAB COLOR 3PK	OFFICEMAX	PK	296																	
General Supply	L3	OM99976	3E+05	OMX A-Z BLK LTHR TAB DIVIDERS	OFFICEMAX	ST	266																	
General Supply	L3	OM96161	6E+05	PREPRINTED TOC DIV BLK/WH 8TAB	OFFICEMAX	EA	171																	
General Supply	L3	OM99025	1E+05	INSERTABLE DIV 5-TAB CLEAR 3PK	OFFICEMAX	PK	144																	
General Supply	M1	OM96127	2E+05	8-DIGIT HANDHELD CALCULATOR	OFFICEMAX	EA	732																	
General Supply	M1	OM96125	2E+05	8-DIGIT DESKTOP CALCULATOR	OFFICEMAX	EA	215																	
General Supply	M1	OM96122	2E+05	10-DIGIT DESKTOP CALCULATOR	OFFICEMAX	EA	177																	
General Supply	M1	OM96126	2E+05	8-DIGIT MINI HANDHELD CALC	OFFICEMAX	EA	214																	
Writing	N1	OM97520	1E+05	GEL PEN RETR RBRZD BLACK 12PK	OFFICEMAX	DZ	906																	
Writing	N1	OM97522	1E+05	GEL PEN RETR RBRZD BLUE 12PK	OFFICEMAX	DZ	297																	
Writing	N1	OM97548	1E+05	GEL PEN RBRZD GRIP BLACK 12PK	OFFICEMAX	DZ	268																	
Writing	N1	OM04169	2E+05	RETRACTBL BP PEN GRIP BLK 12PK	OFFICEMAX	DZ	228																	
Writing	N1	OM04170	2E+05	RETRACTBL BP PEN GRIP BLU 12PK	OFFICEMAX	DZ	181																	
Writing	N1	OM97247	1E+05	PEN BALLPOINT RBRZD MED BLK 12PK	OFFICEMAX	DZ	207																	
Writing	N1	OM97462	1E+05	CHAIN PEN W/O HOLDER	OFFICEMAX	EA	396																	
Writing	N1	OM97460	1E+05	PEN CHAIN WITH HOLDER	OFFICEMAX	EA	167																	
Writing	N1	OM97461	1E+05	REFILL FOR OM97460 & 62	OFFICEMAX	EA	202																	
Writing	N2	OM04115	2E+05	CHISEL DRY ERASE MRKR BLK 12PK	OFFICEMAX	DZ	257																	
Writing	N2	OM04107	2E+05	ORGANIZER DRY ERASE MARKER 6CT	OFFICEMAX	KT	172																	
Writing	N2	OM97468	1E+05	PERMANENT MRKRS FINE BLK 12 CT	OFFICEMAX	DZ	183																	
Writing	N2	OM04113	2E+05	OMX DRY ERASE ERASER	OFFICEMAX	EA	365																	
Writing	N4	OM97040	1E+05	PENCIL LEADS 0.7MM 30/TUBE 1PK	OFFICEMAX	TB	421																	
Writing	N4	OM97039	1E+05	PENCIL LEADS 0.5MM 30/TUBE 1PK	OFFICEMAX	TB	208																	
Writing	N5	OM99382	1E+05	YELLOW PENCILS #2 72CT	OFFICEMAX	PK	405																	
Writing	N5	OM99361	1E+05	YELLOW PENCILS #2 36CT	OFFICEMAX	PK	551																	
Writing	N5	34104	2E+05	BOX PENCIL CR	OFFICEMAX	EA	201																	
Writing	N5	OM97010	1E+05	YELLOW PENCILS #2 -12CT	OFFICEMAX	DZ	635																	
Paper	P1	OM98023-CTN	3E+05	OMX COPY 10-R CASE	OFFICEMAX	CT	29,748																	
Paper	P1	OM55953-CTN	7E+05	OMX RECYCLED COPY 10-R CASE	OFFICEMAX	CT	2,720																	
Paper	P1	OM98180	8E+05	CUSTOM LASER CUT SHEETS	OFFICEMAX	CT	3,801																	
Paper	P1	OM03950-CTN	4E+05	OMX MP 10RM CS 11" POLY WRP RM	OFFICEMAX	CT	1,650																	
Paper	P1	OM04717	1E+05	MULTIUSE COPY 94B 10RM CASE	OFFICEMAX	CT	435																	
Paper	P1	OM98029	3E+05	OMX COPY REAM 20# 11	OFFICEMAX	RM	12,092																	
Paper	P1	OM01609-CTN	1E+05	MP PPR 50% RCYCL CASE 8.5X11	OFFICEMAX	CT	379																	
Paper	P1	OM44016-CTN	4E+05	OMX LASER 5-R CASE	OFFICEMAX	CT	833																	
Paper	P1	OM44006	5E+05	OMX LASER REAM	OFFICEMAX	RM	6,005																	
Paper	P1	OM98143-CTN	3E+05	MAXBRITE COPY 3HP 10 REAM CASE	OFFICEMAX	CT	165																	
Paper	P1	OM55952-CTN	4E+05	OMX MP 100% 8.5X11 CS- USE 20784803	OFFICEMAX	CT	157																	
Paper	P1	OM98024-CTN	3E+05	OMX COPY 14" 10-REAM CASE	OFFICEMAX	CT	363																	
Paper	P1	OM44124	4E+05	OMX COLOR LASER REAM	OFFICEMAX	RM	1,937																	
Paper	P1	OM98045	3E+05	OMX COPY 3HP REAM	OFFICEMAX	RM	3,048																	
Paper	P1	OM98144-CTN	3E+05	MAXBRITE PAPER 11X17 5RM CASE	OFFICEMAX	CT	250																	
Paper	P1	OM55957	5E+05	OMX RECYCLED COPY REAM	OFFICEMAX	RM	2,457																	
Paper	P1	OM54127-CTN	7E+05	OMX ALL-IN-ONE 5-R CASE	OFFICEMAX	CT	142																	
Paper	P1	OM44125	4E+05	OMX COLOR COPIER REAM	OFFICEMAX	RM	812																	
Paper	P1	OM44008	9E+05	OMX RECYCLED LASER REAM	OFFICEMAX	RM	1,082																	
Paper	P1	OM44014-CTN	4E+05	OMX RECYCL MULTIPURPOSE 5-R CS	OFFICEMAX	CT	89																	
Paper	P1	OM98043	3E+05	OMX COPY 14" REAM	OFFICEMAX	RM	774																	
Paper	P1	OM55956	5E+05	OMX 100% RECYCL MULTIPURP RM	OFFICEMAX	RM	372																	
Paper	P1	OM55970-CTN	6E+05	MAXBRITE COPY RECYC 11X17 CASE	OFFICEMAX	CT	28																	
Paper	P1	OM01608	1E+05	MP PPR 50% RCYCL REAM 8.5X11	OFFICEMAX	RM	669																	
Paper	P1	BPL-2411-RC	4E+05	RECYC. 8.5X11 LSR PPR	OFFICEMAX	RM	217																	
Paper	P1	OM44004	8E+05	OMX RECYCL MULTIPURPOSE REAM	OFFICEMAX	RM	474																	
Paper	P1	OM44001	5E+05	OMX MULTIPURPOSE REAM	OFFICEMAX	RM	448																	
Paper	P1	OM98046	3E+05	OMX COPY 17" REAM	OFFICEMAX	RM	185																	
Paper	P1	OM35330	1E+05	OMX PASTEL BLUE REAM	OFFICEMAX	RM	101																	
Paper	P1	OM44009	5E+05	OMX INKJET REAM	OFFICEMAX	RM	126																	
Paper	P1	OM44127	6E+05	OMX ALL-IN-ONE REAM	OFFICEMAX	RM	157																	
Paper	P1	OM44006	5E+05	OMX LASER REAM	OFFICEMAX	EA	120																	
Paper	P2	OM97214	9E+05	ENVELOPE CLASP 11.5X14.5"	OFFICEMAX	BX	281																	
Paper	P2	OM97225	9E+05	ENV CLASP 9X12 28LB 100CT	OFFICEMAX	BX	1,085																	
Paper	P2	OM97233	9E+05	ENVELOPE INTRDPT 3-COL 10X13"	OFFICEMAX	BX	132																	
Paper	P2	OM97227	9E+05	ENV CLASP 10X13 28LB 100CT	OFFICEMAX	BX	749																	
Paper	P2	OM96563	4E+05	ENV WINDOW SECURITY #10 500PK	OFFICEMAX	BX	84																	
Paper	P2	OM97219	9E+05	ENVELOPE CATALOG 9X12"	OFFICEMAX	BX	98																	
Paper	P2	OM97215	9E+05	ENVELOPE CLASP 12X15.5"	OFFICEMAX	BX	320																	

Paper	P2	OM00703	9E+05	ENV BOOKLET 9X12 WHT 250PK	OFFICEMAX	BX	90
Paper	P2	OM98131	1E+05	CD-ROM ENVELOPE WHITE 100CT	OFFICEMAX	BX	633
Paper	P2	OM97234	9E+05	ENVELOPE INTRDPT 5-COL 10X13"	OFFICEMAX	BX	203
Paper	P2	OM97237	9E+05	ENV CATALOG KRFT 9X12 SELF SEAL	OFFICEMAX	BX	87
Paper	P2	OM98123	1E+05	ENV #10 WHITE 500 COUNT	OFFICEMAX	BX	293
Paper	P2	OM97236	9E+05	ENVELOPE INTRDPT RESEAL 10X13"	OFFICEMAX	BX	141
Paper	P2	OM97224	9E+05	ENVELOPE CLASP 7.5X10.5"	OFFICEMAX	BX	158
Paper	P2	OM97222	9E+05	ENV CLASP 6X9 28LB 100CT OMX	OFFICEMAX	BX	336
Paper	P2	OM00710	9E+05	ENV COIN KRAFT #3 250PK	OFFICEMAX	BX	233
Paper	P2	OM97226	9E+05	ENVELOPE CLASP 9.5X12.5"	OFFICEMAX	BX	174
Paper	P3	OM97319	1E+05	OMX LEGALPADWHT LR 8.5X11 12PK	OFFICEMAX	DZ	2,471
Paper	P3	OM97333	1E+05	STENO BOOK GREGG WHT RECY 12PK	OFFICEMAX	DZ	478
Paper	P3	OM97310	1E+05	OMX LEGAL PAD WHT 5X8 12PK	OFFICEMAX	DZ	986
Paper	P3	OM97499	1E+05	STENO BOOK ASSTD 6X9 80SH 4PK	OFFICEMAX	PK	868
Paper	P3	OM97292	1E+05	EASEL PAD, PLAIN, 5CT	OFFICEMAX	CT	54
Paper	P3	OM03886	4E+05	OMX 5SUB SPIRALNTBK CR 180CT	OFFICEMAX	EA	1,485
Paper	P3	OM97315	1E+05	OMX LEGALPADCNY LR 8.5X11 12PK	OFFICEMAX	DZ	479
Paper	P3	OM97312	1E+05	STENO BOOK GREGG 60SH GREEN	OFFICEMAX	DZ	428
Paper	P3	OM97338	1E+05	OMX RECYL LGL PD WHT 8.5X11	OFFICEMAX	DZ	324
Paper	P3	OM97572	1E+05	OMX LEGAL PAD PPR RULED ASSTD 8.5X11	OFFICEMAX	DZ	186
Paper	P3	OM97326	1E+05	STENO BOOK GREGG 80SH GREEN	OFFICEMAX	DZ	162
Paper	P3	OM97335	1E+05	OMX RECYL LGL PD CNY 8.5X11	OFFICEMAX	DZ	219
Paper	P3	OM03911	4E+05	OMX 1SUB SPIRALNTBK WR 100CT	OFFICEMAX	EA	1,379
Paper	P3	OM03885	4E+05	OMX 1SUB SPIRALNTBK CR 100CT	OFFICEMAX	EA	740
Paper	P3	OM97567	1E+05	OMX JR LGL PD ASSTD LGL RULE 5X8	OFFICEMAX	DZ	216
Paper	P3	OM97309	1E+05	OMX LEGAL PAD CNY 5X8 12PK	OFFICEMAX	DZ	294
Paper	P3	OM96417	4E+05	OMX NTBK 1-SUB POLY WR 100CT	OFFICEMAX	EA	414
Paper	P3	OM96730	7E+05	MEMO PD 3X5 ASSTD 50SH 12PK	OFFICEMAX	DZ	323
Paper	P3	OM96420	4E+05	OMX NTBK 1-SUB POLY CR 100CT	OFFICEMAX	EA	325
Paper	P3	OM96414	4E+05	OMX POLY ASSIGN NTBK CR 100CT	OFFICEMAX	EA	567
Paper	P3	OM97331	1E+05	OMX JR PAD WHT 5X8 50CT 12PK	OFFICEMAX	DZ	213
Paper	P3	OM97624	1E+05	NOTEBOOK 8X5" 70SH	OFFICEMAX	EA	340
Paper	P3	OM99052	9E+05	TELEPHONE MESSAGE BOOK 2 PACK	OFFICEMAX	PK	268
Paper	P3	OM96415	4E+05	OMX NTBK 5-SUB POLY CR 200CT	OFFICEMAX	EA	117
Paper	P3	OM96739	5E+05	STENO PAD CREAM 6X9 4PK 80SH	OFFICEMAX	PK	222
Paper	P3	OM02265	1E+05	OMX RECY COMP BOOK CR 100CT	OFFICEMAX	EA	398
Paper	P3	OM96737	7E+05	STENO PAD LAVENDER 6X9 4PK 80SH	OFFICEMAX	PK	102
Paper	P3	OM96413	4E+05	OMX NTBK 2-SUB POLY CR 200CT	OFFICEMAX	EA	179
Paper	P3	OM96738	7E+05	STENO BOOK BLUE 6X9 4PK	OFFICEMAX	PK	220
Paper	P3	OM96418	4E+05	OMX NTBK 3-SUB POLY CR 150CT	OFFICEMAX	EA	313
Paper	P3	OM97307	1E+05	OMX QUAD PAD 5SQ/IN WHT 8.5X11	OFFICEMAX	PD	226
Paper	P3	OM02262	1E+05	OMX RECY NTBK CR 11X9 100CT	OFFICEMAX	EA	184
Paper	P3	OM97304	1E+05	4" X 6" SCRATCH PAD 12PACK	OFFICEMAX	DZ	144
Paper	P3	OM97625	1E+05	NOTEBOOK 9.5X6" COLLEGE 70SH	OFFICEMAX	EA	387
Paper	P3	OM03889	4E+05	OMX 3SUB SPIRALNTBK CR 120CT	OFFICEMAX	EA	291
Paper	P3	OM02264	1E+05	OMX RECY NTBK TB CR 100CT	OFFICEMAX	EA	116
Paper	P3	OM02261	1E+05	OMX RECY NTBK CR 7X5 100CT	OFFICEMAX	EA	165
Paper	P3	OM03742	4E+05	OMX FILLER PAPER 100CT WR	OFFICEMAX	PK	259
Paper	P3	OM02260	1E+05	OMX RECY NTBK CR 9.5X6 100CT	OFFICEMAX	EA	113
Paper	P3	OM03741	4E+05	OMX FILLER PAPER 100CT CR	OFFICEMAX	EA	461
Paper	P3	OM97306	1E+05	OMX QUAD PAD 4SQ/IN WHT 8.5X11	OFFICEMAX	PD	242
Paper	P4	OM96765	7E+05	THERMAL ROLLS 3.125X230'	OFFICEMAX	CT	141
Paper	P4	OM98105	1E+05	PPR ROLL 2-1/4" X85' THRML 12PK	OFFICEMAX	PK	350
Paper	P4	OM97633	1E+05	ADD MACH ROLL 2.25"X150' 12PK	OFFICEMAX	PK	332
Paper	P4	OM97629	1E+05	CALCULATOR ROLL 2.25"X200' 5PK	OFFICEMAX	PK	103
Paper	P4	OM97630	1E+05	ADD MACH ROLL 2.25"X128'	OFFICEMAX	RL	935
Paper	P4	OM97634	1E+05	ADD MACH ROLL 2.75"X150'	OFFICEMAX	RL	244
Paper	P4	OM97635	1E+05	ADD MACH ROLL 3"X150'	OFFICEMAX	RL	178
General Supply	P5	OM97210	1E+05	BOX STORAGE ECON 12X10X15"	OFFICEMAX	CT	728
General Supply	P5	OM02687	9E+05	PORTABLE FILE & FOLD CART	OFFICEMAX	EA	291
General Supply	P5	OM97211	1E+05	BOX STORAGE ECON 12X11X24"	OFFICEMAX	CT	60
General Supply	P5	OM97213	1E+05	BOX ARCHIVE LGL/LTR WHITE	OFFICEMAX	CT	64
General Supply	P5	OM02688	9E+05	PORTABLE FOLDING CART	OFFICEMAX	EA	144
General Supply	P5	OM99660	1E+05	LARGE FILE TOTE BLK	OFFICEMAX	EA	146
General Supply	P5	OM02671	9E+05	RECYCLED LETTER/LEGAL FILE BOX	OFFICEMAX	EA	119
General Supply	P5	OM99658	1E+05	FILE BOX CLR/BLK	OFFICEMAX	EA	109
General Supply	P7	OM99424	8E+05	99424 MAILING TUBING	OFFICEMAX	EA	143
General Supply	R1	OM96476	2E+05	OMX SELF-INKING REFILL BLACK	OFFICEMAX	EA	104
General Supply	R1	OM96485	2E+05	OMX MESSAGE STAMP FAXED	OFFICEMAX	EA	158
Toner	S1	OM02922	9E+05	OMX TONER HP P4015 BLACK	OFFICEMAX	EA	497
Toner	S1	OM04140	2E+05	OMX HP 05A TNR	OFFICEMAX	EA	833
Toner	S1	OM04089	2E+05	OMX HP 55A TNR BK	OFFICEMAX	EA	214
Toner	S1	OM05764	4731	OMX HP 90A TONER BLACK	OFFICEMAX	EA	150
Toner	S1	OM04087	2E+05	OMX HP 2025 TNR BK	OFFICEMAX	EA	154
Toner	S1	OM04145	2E+05	OMX HP 64X TNR HY	OFFICEMAX	EA	57
Toner	S1	OM04910	9E+05	OMX TONER HP 78A	OFFICEMAX	EA	207
Toner	S1	OM04079	2E+05	OMX HP 2025 TNR YI	OFFICEMAX	EA	124
Toner	S1	OM04097	2E+05	OMX HP 2025 TNR CY	OFFICEMAX	EA	121
Toner	S1	OM04086	2E+05	OMX HP 2025 TNR MG	OFFICEMAX	EA	115
Toner	S1	OM96640	1E+05	HP COMP 4250/4350 BLK TNR CART	OFFICEMAX	EA	91
Toner	S1	OM96574	8E+05	HP COMP LJ HIGH YLD TNR CART	OFFICEMAX	EA	83
Toner	S1	OM04090	2E+05	OMX HP 3525 TNR CY	OFFICEMAX	EA	45
Toner	S1	OM04102	2E+05	OMX HP 3525 TNR YL	OFFICEMAX	EA	43
Toner	S1	OM04074	2E+05	OMX HP 3525 TNR MG	OFFICEMAX	EA	55
Toner	S1	OM04917	9E+05	OMX TONER DELL 2330 HY	OFFICEMAX	EA	74
Toner	S1	OM03238	3E+05	OMX TONER LEXMARK T640/T642 HY	OFFICEMAX	EA	26
Toner	S1	OM98891	7E+05	COMPAT HP LJ 4200	OFFICEMAX	EA	86
Toner	S1	OM05860	5553	OMX TONER HP 4025 YELLOW	OFFICEMAX	EA	28
Toner	S1	OM05854	5559	OMX TONER HP 4025 CYAN	OFFICEMAX	EA	28
Toner	S1	OM04091	2E+05	OMX HP 3525 TNR BLK	OFFICEMAX	EA	55
Toner	S1	OM05856	5557	OMX TONER HP 4025 MAGENTA	OFFICEMAX	EA	27
Toner	S1	OM05859	5554	OMX TONER HP 4025 BLACK	OFFICEMAX	EA	48
Toner	S1	OM04141	2E+05	OMX HP 05X TNR HY	OFFICEMAX	EA	46
Toner	S1	OM98894	7E+05	OMX TONER HP Q2612A BLK	OFFICEMAX	EA	103
Toner	S1	OM02061	1E+05	OMX TONER CANON 104	OFFICEMAX	EA	88

Toner	S1	OM96536	2E+05	OMX INK HP 96/97 COMBO BLK/CLR	OFFICEMAX	PK	97
Toner	S1	OM01018	2E+05	COMP HP LJ 3600/3800 TONER BLK	OFFICEMAX	EA	42
Toner	S1	OM96434	2E+05	OMX TONER HP Q5949A BLK	OFFICEMAX	EA	72
Toner	S1	OM02890	9E+05	OMX TONER DELL 3115 HY	OFFICEMAX	EA	43
Toner	S1	OM02891	9E+05	OMX TONER DELL 3115 CYAN HY	OFFICEMAX	EA	34
Toner	S1	OM98883	4E+05	OMX TONER HP C4127X HC BLK	OFFICEMAX	EA	75
Toner	S1	OM05763	4730	OMX HP 90A MICR	OFFICEMAX	EA	20
Toner	S1	OM02893	9E+05	OMX TONER DELL 3115 YELLOW HY	OFFICEMAX	EA	33
Toner	S1	OM02892	9E+05	OMX TONER DELL 3115 MAGENTA HY	OFFICEMAX	EA	32
Toner	S1	OM04920	9E+05	OMX TONER BROTHER TN450 HY	OFFICEMAX	EA	87
Toner	S1	OM02919	9E+05	OMX TONER HP P3005/M3027 BL HY	OFFICEMAX	EA	20
Toner	S1	OM04135	2E+05	OMX DELL 2335 TRN BK HY	OFFICEMAX	EA	52
Toner	S1	OM05750	4717	OMX TONER HP 42X ULTRA HY	OFFICEMAX	EA	21
Toner	S1	OM03383	9E+05	OMX TONER DELL 1700/1710 HY	OFFICEMAX	EA	46
Toner	S1	OM05758	4725	OMX HP 64A MICR	OFFICEMAX	EA	19
Toner	S1	0M05821	8454	OMX TONER HP M551 YELLOW 0145	OFFICEMAX	EA	21
Toner	S1	OM02898	9E+05	OMX TONER DELL 1720 HY	OFFICEMAX	EA	50
Toner	S1	OM00792	7E+05	OMX TONER HP Q7553A BLACK	OFFICEMAX	EA	42
Toner	S1	OM98882	4E+05	COMPAT HP LJ 4000/4000T LY	OFFICEMAX	EA	70
Toner	S1	OM04143	2E+05	OMX HP 55X TNR BK HY	OFFICEMAX	EA	18
Toner	S1	OM02863	9E+05	OMX DRUM BROTHER DR400	OFFICEMAX	EA	27
Toner	S1	0M05820	8458	OMX TONER HP M551 MAGENTA 0145	OFFICEMAX	EA	19
Toner	S1	OM04895	9E+05	OMX TONER DELL 5230	OFFICEMAX	EA	11
General Supply	S6	OM04737	1E+05	GAS DUSTER 2PACK 8OZ	OFFICEMAX	PK	2,891
General Supply	S6	OM96090	5E+05	3.5OZ GAS DUSTER 2 PACK	OFFICEMAX	PK	914
General Supply	S6	OM04736	1E+05	GAS DUSTER SINGLE 8OZ	OFFICEMAX	EA	487
General Supply	S6	OM96800	7E+05	ANTI STATIC MONITOR 70 WIPES	OFFICEMAX	EA	298
General Supply	S6	OM96806	7E+05	MICROFIBER CLOTH	OFFICEMAX	EA	102
General Supply	S9	OM96006	6E+05	EXTENSION CORD 15FT UL LISTED	OFFICEMAX	EA	154
General Supply	M6	142665	1E+05	DM-620 RECORDER	OLYMPUS	EA	21
General Supply	K6	WB0058	9E+05	BLACK OFFICE WASTEBASKET 28QRT	ORGANI	EA	426
General Supply	K6	WB0057	9E+05	BLACK OFFICE WASTEBASKET 13QRT	ORGANI	EA	568
General Supply	K6	WB0060	9E+05	BLACK OFFICE WASTEBASKET 41QRT	ORGANI	EA	100
General Supply	K6	WB0062	9E+05	SILVR OFFICE WASTEBASKET 28QRT	ORGANI	EA	121
General Supply	A5	04013	9E+05	ET LABEL YR 2013 PUR/BK 500/BX	OXFORD	BX	127
General Supply	L2	99801	5372	DIVIDE-IT-UP POLY FOLDER NAVY	OXFORD	EA	133
General Supply	A7	101441	6E+05	OZARKA WATER .5L 24PK TRAY	OZARKA	CT	980
General Supply	W3	46113	1E+05	PLMLV DSH LIQ,28OZ,ANTIBC	PALMOLIVE	EA	372
General Supply	W3	46112	1E+05	ULTRPLMLV DSHWSH LQ 25OZ	PALMOLIVE	EA	180
General Supply	A9	662415	1E+05	DRYLINE CORRECTION FILM 2 PK.	PAPERMATE	PK	521
General Supply	A9	5640115	4E+05	LIQUID PAPER 12 PK BOND WHITE	PAPERMATE	DZ	150
General Supply	A9	5624415	1E+05	LIQUID PAPER CORRCTN. PEN 4 PK RETRACTAB	PAPERMATE	PK	197
General Supply	A9	5643115	1E+05	LIQUID PAPER BOND WHITE 3PK	PAPERMATE	PK	404
General Supply	A9	5640415	1E+05	LIQUID PAPER MULTIFLUID	PAPERMATE	EA	738
General Supply	A9	6137206	4E+05	DRYLINE CONTOUR CORR TAPE 2PK	PAPERMATE	PK	195
General Supply	A9	42032	1E+06	LIQUID PAPER 2-IN-1 CORRECTION	PAPERMATE	PK	112
Writing	N1	89465	8E+05	PROFILE RT BP BLK 12CT	PAPERMATE	DZ	635
Writing	N1	3381131	9E+05	STIC PENS FINE BLACK 12PK	PAPERMATE	DZ	2,354
Writing	N1	89466	8E+05	PEN PROFILE PAPERMATE BLUE	PAPERMATE	DZ	268
Writing	N1	9530131	5E+05	FLEXGRIP ULTRA RETRCTBLE 12PK	PAPERMATE	DZ	325
Writing	N1	1781490	1E+05	PM INK JOY 300 RT BLACK O/S	PAPERMATE	DZ	414
Writing	N1	4621401	4E+05	PMOP 60CT BLK	PAPERMATE	BX	265
Writing	N1	67202	7E+05	PHD BALLPT PEN BLK CHERRY	PAPERMATE	EA	254
Writing	N1	3331131	9E+05	STIC PENS MEDIUM BLACK	PAPERMATE	DZ	1,863
Writing	N1	6330187	1E+05	COMFORTMATE RETR. BLACK 12PK	PAPERMATE	DZ	231
Writing	N1	9580131	5E+05	FLEXGRIP ULTRA BP BLACK FINE 12PK	PAPERMATE	DZ	144
Writing	N1	3311131	9E+05	STIC PENS MEDIUM BLUE 12PK	PAPERMATE	DZ	1,329
Writing	N1	6380187	1E+05	COMFORTMATE RT BLACK FINE 12PK	PAPERMATE	DZ	161
Writing	N1	1781561	1E+05	PM INK JOY 300 RT BLUE O/S	PAPERMATE	DZ	181
Writing	N1	1750866	9E+05	PAPER MATE WRITE BROSRECYCLDBK	PAPERMATE	DZ	378
Writing	N1	85580	6E+05	FLEXGRIP ELITE RT MED BLK 12PK	PAPERMATE	DZ	122
Writing	N1	1803472	9E+05	INKJOY 100 RETRCT DZ BOX BLACK	PAPERMATE	DZ	160
Writing	N1	1781562	4496	INK JOY 300RT MD RED DZ	PAPERMATE	DZ	139
Writing	N1	9630131	3E+05	FLEXGRIP ULTRA CF BLACK 12PK	PAPERMATE	DZ	102
Writing	N1	8807987	4E+05	WRITE BROS GRIP MED BLACK 12PK	PAPERMATE	DZ	430
Writing	N1	1803473	9E+05	INKJOY 100 RETRACT DZ BOX BLUE	PAPERMATE	DZ	125
Writing	N1	3321131	9E+05	PAPERMATE STICK PEN RED 12PK	PAPERMATE	DZ	578
Writing	N1	6130187	5E+05	COMFORTMATE BP BLACK MEDIUM 12PK	PAPERMATE	DZ	158
Writing	N1	1783152	9E+05	INKJOY 100 STICK DZ BOX BLUE	PAPERMATE	DZ	119
Writing	N2	8430152	3E+05	FLAIR POINTGUARD BLACK 12 PACK	PAPERMATE	DZ	121
Writing	N4	3030131	2E+05	SHARPWRITER MECH PENCIL 12PK	PAPERMATE	DZ	1,938
Writing	N4	74407	6E+05	WRITE BROS MP .7MM AST DZ	PAPERMATE	DZ	369
Writing	N4	64001	4E+05	MECHPENCIL REFILL 0.5 MM.	PAPERMATE	EA	358
Writing	N4	56047PP	1E+05	CLEARPOINT STARTER SET .7MM	PAPERMATE	PK	148
Writing	N4	61382	2E+05	WRITEBROSGRIPMECHPNCL.7MM 12CT	PAPERMATE	DZ	151
Writing	N4	34666PP	1E+05	CLEARPOINT STARTER SET .5MM	PAPERMATE	PK	107
Writing	N5	2254	6E+05	BLACK WARRIOR MIRADO PENCIL #2	PAPERMATE	DZ	797
Writing	N5	2097	6E+05	MIRADO CLASSIC PENCIL #2 12PK	PAPERMATE	DZ	233
General Supply	N6	70624	7E+05	PMATE WHITE PEARL ERASER 3CT	PAPERMATE	PK	127
General Supply	H1	1901	2E+05	PAPERPRO STANDARD STAPLES	PAPERPRO	BX	151
General Supply	A5	45013	5E+05	LABEL TAPE D1 BLK PRINT/WHITE	PELOUZE	EA	571
General Supply	A5	45803	1E+05	LABEL TAPE D1 BLK PRINT/WHT	PELOUZE	EA	175
General Supply	A5	45010	5E+05	LABEL TAPE D1 BLK PRINT/CLEAR	PELOUZE	EA	112
General Supply	R1	47002	2E+05	ELECTRONIC DATE/TIME STAMPER	PELOUZE	EA	51
Writing	N1	BK91PC12A	9E+05	RSVP BLACK MED DZ	PENTEL	DZ	444
Writing	N1	BK91-C	3E+05	RSVP BP MED BLUE INK/CL BARREL 12PK	PENTEL	DZ	221
Writing	N1	BK90-A	1E+05	BALL PT PEN FINE PT BK INK CR	PENTEL	DZ	137
Writing	N1	BK440-A	4E+05	PEN BALLPOINT RT MED BK	PENTEL	DZ	126
Writing	N1	LR7-A	4E+05	REFILL ENERGEL BLACK 0.7MM MEDIUM	PENTEL	EA	471
Writing	N1	LR7-C	4E+05	REFILL ENERGEL BLUE 0.7MM MEDIUM	PENTEL	EA	242
Writing	N4	P205BP2-K6	9E+05	SHARP AUTOMATIC PENCIL .5MM 2P	PENTEL	PK	147
Writing	N4	C525-2B	1E+05	REFILL LEAD 0.5 MM	PENTEL	TB	190
Writing	N4	PDE-1	1E+05	REFILL ERASER AUTOMATIC PENCIL	PENTEL	TB	139
General Supply	N6	ZEH10BP3-K6	1E+06	HI-POLYMER ERASER	PENTEL	PK	137
Writing	N4	51014	2E+05	.5MM G2 MECH PENCIL	PILOT	DZ	123

Writing	N1	31020	1E+05	G2 GEL PEN FINE PT. BLACK 12PK	PILOT	DZ	1,331																	
Writing	N1	31257	4E+05	G2 RET GEL INK BOLD BLUE DZ	PILOT	DZ	389																	
Writing	N1	31256	4E+05	G2 RET GEL INK BOLD BLACK DZ	PILOT	DZ	461																	
Writing	N1	31021	1E+05	RTRKBL RB FINE BLUE INK	PILOT	DZ	448																	
Writing	N1	32220	1E+05	EASYTOUCH BP MED BLK INK 12PK	PILOT	DZ	646																	
Writing	N1	31022	1E+05	PEN G2 RLRBL FINE RT RED 12PK	PILOT	DZ	390																	
Writing	N1	31277	1E+05	G2 RETRCTBL GEL .38MM BLK 12PK	PILOT	DZ	180																	
Writing	N1	31002	7E+05	G2 GEL PEN EXTRA FINE BLACK	PILOT	DZ	307																	
Writing	N1	32210	7E+05	EASYTOUCH BALLPOINT FINE BLK 12PK	PILOT	DZ	431																	
Writing	N1	32221	1E+05	EASYTOUCH BALLPOINT MED BLUE 12PK	PILOT	DZ	391																	
Writing	N1	35334	4E+05	PV5 BK DOZEN CLEAR BOX EXT FIN	PILOT	DZ	247																	
Writing	N1	26062	5E+05	PRECISE V5RT RLLRBALL BLK 12CT	PILOT	DZ	112																	
Writing	N1	32222	1E+05	EASYTOUCH BP MED RED INK 12PK	PILOT	DZ	376																	
Writing	N1	32420	9E+05	EASYTOUCH PRORT MED PT BLK12CT	PILOT	DZ	112																	
Writing	N1	35346	4E+05	PRECISE BLACK FINE POINT 12PK	PILOT	DZ	223																	
Writing	N1	31258	4E+05	G2 RET GEL INK BOLD RED DZ	PILOT	DZ	123																	
Writing	N1	31003	7E+05	G2 GEL PEN BLUE EXTRA-FINE	PILOT	DZ	181																	
Writing	N1	32211	7E+05	EASYTOUCH BP FINE BLUE INK 12PK	PILOT	DZ	195																	
Writing	N1	35335	4E+05	PRECISE V5 ROLLING PEN - BE	PILOT	DZ	190																	
Writing	N1	30000	5E+05	RETRACTABLE BALL POINT PEN	PILOT	DZ	200																	
Writing	N1	31025	4E+05	PEN G2 RLRBL FINE RT GRN 12PK	PILOT	DZ	140																	
Writing	N1	15001	5E+05	PEN GEL RETRCTBL NEEDLE PT BLK	PILOT	DZ	151																	
Writing	N1	35336	4E+05	PV5 RD DOZEN CLEAR BOX EXT FIN	PILOT	DZ	141																	
Writing	N1	38610	1E+05	PRECISE GEL ROLLERBALL PEN	PILOT	DZ	135																	
Writing	N1	30005	5E+05	RETRACTABLE BALL POINT PEN	PILOT	DZ	151																	
Writing	N1	31058	1E+05	G2 GEL PEN BLUE FINE 4 PACK	PILOT	PK	222																	
Writing	N1	26015	4E+05	PV-5 POUCH ASSORTED 7 PACK	PILOT	PK	172																	
Writing	N1	32370	1E+05	BEGREEN REXGRIP BP MED BLK	PILOT	DZ	101																	
Writing	N1	30001	5E+05	RETRACTABLE BALL POINT PEN	PILOT	DZ	117																	
Writing	N1	38611	1E+05	PRECISE GEL ROLLERBALL PEN 12PK	PILOT	DZ	104																	
Writing	N1	36184	3E+05	DR GRIP CENTER OF GRAVITY 1PK	PILOT	EA	147																	
Writing	N1	77240	1E+05	G2 GEL PEN REFILL BLK FINE 2PK	PILOT	PK	567																	
Writing	N1	90022	4E+05	VARSITY FOUNTAIN PEN 3PK ASTD	PILOT	PK	110																	
Writing	N1	31057	1E+05	G2 GEL PEN BLACK FINE 4 PACK	PILOT	PK	194																	
Writing	N1	36100	3E+05	DR GRIP MEDIUM BLACK BALLPEN	PILOT	EA	120																	
Writing	N1	36272	3E+05	RETRACTABLE GEL ROLLERBALL PEN	PILOT	EA	103																	
Writing	N1	77241	1E+05	BLUE INK G2 GEL INK PEN REFILL	PILOT	PK	282																	
Writing	N1	77289	3E+05	G2 GEL INK REFILL BLK BOLD 2PK	PILOT	PK	156																	
Writing	N1	77271	3E+05	DR GRIP COG REFILL BLK 2PK BP	PILOT	PK	107																	
Writing	N2	90010	4E+05	BLACK INK DISP. FOUNTAIN PEN	PILOT	EA	129																	
Writing	N2	11020	1E+05	LIQUID RAZOR POROUS PT-BLK	PILOT	EA	132																	
Paper	P3	B70006	1E+05	WIREBOUND NOTEBOOK PINK BLACK	PINK &	EA	157																	
General Supply	K6	04008	3E+05	TRASH LINER 30X37	PITT PLASTICS	CT	88																	
General Supply	L8	CS540	9E+05	S540 WLESS HEADSET	PLANTR	EA	48																	
General Supply	L8	S12	3E+05	AMPLIFIER W/ FIREFLY HEADSET S12	PLANTR	EA	102																	
General Supply	L8	CS70N	4E+05	CS70N HEADSET	PLANTR	EA	32																	
General Supply	L8	CS540/HL10	4880	CS540/HL10 WIRELESS HEADSET	PLANTR	EA	21																	
General Supply	L8	W730-M	9E+05	W730-M SAVI HOSTOTE,UC,DECT6.0	PLANTR	EA	12																	
General Supply	L8	HL10	4E+05	HL10 HANDSET LIFTER 150' RANGE	PLANTR	EA	63																	
General Supply	W3	CB214629	5E+05	MULTISURFACE WIPES	PLEDGE	PK	198																	
General Supply	K3	04995	2E+05	WRIST KEYCOIL CHAIN PLASTIC	PM COM	EA	181																	
Paper	P4	02677	5E+05	RCYCL ADD ROLL 2.25"X150' WHT	PM COM	RL	131																	
General Supply	N3	05004	9E+05	PENCIL SHARPENER SET	POINT	ST	104																	
General Supply	S2	11203	5E+05	INKROLL-CALC PR42 BLACK/RED	PORELON	EA	407																	
General Supply	S2	11209	5E+05	RIBN-CALC TWIN SPOOL BLACK/RED	PORELON	EA	244																	
General Supply	A2	R330-14YWM	3E+05	POP-UP NOTES 3X3 YELLOW/NEON	POST-I	PK	420																	
General Supply	A2	654-18BRCP	1E+05	BRIGHT COLORS NOTE 3X3 18PK	POST-I	PK	270																	
General Supply	A2	654-14AN	3E+05	POST IT PLN NEON 3X3 14PK	POST-I	PK	386																	
General Supply	A2	653-24VAD-B	4E+05	POST-IT 1.5X2 YW 24PK	POST-I	PK	605																	
General Supply	A2	660-3SST	2E+05	SS NOTE 4X6 3PK LINED TROP RCL	POST-I	PK	586																	
General Supply	A2	655-24VAD-B	4E+05	POST-IT 3X5 YW 24PK	POST-I	PK	166																	
General Supply	A2	654-24NH-CP	2E+05	SUPER STICKY RECYCLED 3X3 24PK	POST-I	PK	170																	
General Supply	A2	R330-18AUCP	3E+05	POST-IT NOTES 3X3 ULTRA	POST-I	PK	161																	
General Supply	A2	R330-14-4B	5E+05	NOTES BONUS PACK 3X3	POST-I	PK	163																	
General Supply	A2	675-6SSNRP	8E+05	SS NOTE 4X4 6PK LINED HUES RCL	POST-I	PK	245																	
General Supply	A2	654-24APVAD	3E+05	POST-IT NOTES PASTEL 3X3	POST-I	PK	103																	
General Supply	A2	R335	4E+05	OS POP-UP 3X3 6PK LINED CANARY	POST-I	PK	252																	
General Supply	A2	F330-12SSAU	1E+05	NOTE 3X3 FULL ADHES BRGHT 12PK	POST-I	PK	185																	
General Supply	A2	655-5PK	5E+05	POST-IT 3X5 NEON ASST 5 PACK	POST-I	PK	176																	
General Supply	A2	5845-SSUC	2E+05	SUPER STICKY LINED NOTES 5"X8"	POST-I	PK	101																	
General Supply	A2	R330-6SSAN	2E+05	SS POP-UP 3X3 6PK NEON	POST-I	PK	142																	
General Supply	A2	DS330-BWB	4E+05	POP-UP NOTE DISP B/W	POST-I	EA	125																	
General Supply	A2	R440-YWSS	3E+05	POST-IT 4X4" POP-UP NOTE	POST-I	PK	126																	
General Supply	A2	630-6PK	7E+05	OS NOTE 3X3 6PK LINED CANARY	POST-I	PK	135																	
General Supply	A2	PBL-330	1E+05	POP-UP NOTE DISP PEBBLE	POST-I	EA	103																	
General Supply	A2	671-4AU	1E+05	PAGE MARKERS 1X3 4PK BRIGHTS	POST-I	PK	163																	
Folder	F5	686-ALYR	2E+05	FILING TABS 2X1.5 ASST'D 24PK	POST-I	PK	387																	
Folder	F5	686-24WE	2E+05	FILING TABS 2X1.5 WHITE 24PK	POST-I	PK	146																	
General Supply	J4	DEP7248A	1E+05	PORCELAIN DRY ERASE BD 48X72	POST-I	EA	28																	
General Supply	J4	DEP6036A	1E+05	PORCELAIN DRY ERASE BD 36X60	POST-I	EA	21																	
General Supply	J4	DEP4836A	1E+05	PORCELAIN DRY ERASE BD 36X48	POST-I	EA	14																	
Paper	P3	559VAD6PK	4E+05	POST-IT EASEL PAD 6PK	POST-I	PK	43																	
Paper	P3	561	2E+05	POST-IT EASEL PAD 25X30 YW	POST-I	PK	75																	
Paper	P3	559-STB	4E+05	POST-IT EASEL PAD	POST-I	CT	77																	
Writing	N2	31144	4E+05	CHALK WHITE 12CT BOX	PRANG	BX	1,120																	
Writing	N2	61400	7E+05	CHALK ASSORTED COLOR 12CT BOX	PRANG	BX	141																	
General Supply	A7	27385CTN	1E+05	PREFERENCE PERFORATED ROLL	PREFER	CT	207																	
General Supply	L9	PC2400BKD	7E+05	PROCELL AAA ALKALINE 24PK BATTERIES	PROCEL	PK	457																	
General Supply	A7	28838EA	4E+05	TOWEL PAPER BOUNTY WHT	PROCTE	EA	198																	
General Supply	W3	84914623	5E+05	SWIFFER DUSTER BASE KIT	PROCTE	BX	149																	
General Supply	W3	42906	2E+05	CLEANER,DISHWSH,DAWN,38OZ	PROCTE	EA	179																	
General Supply	A7	06930	3E+05	COFFEE FOLGERS REG 0.9OZ	PROCTER	CT	768																	
General Supply	A7	06927	3E+05	COFFEE FOLGERS DECAF 0.9OZ	PROCTER	CT	101																	
General Supply	W3	363912CT	1E+05	SANITIZR PUREL ALOE 12OZ 12/CT	PURELL	CT	82																	
General Supply	W3	965212CT	1E+05	HAND SANITIZER PUMP BOTTLE 8OZ	PURELL	CT	70																	

General Supply	W5	9674-12	1E+05	ALOE SANITIZER PUMP 8OZ	PURELL	EA	2,738
General Supply	W5	962504	3E+05	SANITIZER PURELL 2 LITER CR	PURELL	EA	282
General Supply	W5	DER9652	3E+05	DO NOT USE-SEE 22997492	PURELL	EA	580
General Supply	W5	955212	4E+05	PURELL MOISTURE THERAPY 8OZ	PURELL	EA	560
General Supply	W5	3014-12	1E+05	PURELL SPRING BLOOM	PURELL	EA	317
General Supply	W5	3012-12	1E+05	PURELL OCEAN MIST	PURELL	EA	327
General Supply	W5	3639-12	8E+05	SANITIZER PUREL ALOE 12OZ	PURELL	EA	141
General Supply	W5	9011-12	5E+05	9011-12 PURELL WIPES 35	PURELL	EA	162
Paper	P2	46065	7E+05	ENVELOPE MOISTENER	QUALITY PARK	EA	1,330
Paper	P2	43567	4E+05	REDI-SEAL CATALOG ENVLPS 9X12	QUALITY PARK	BX	141
Paper	P2	37815	2E+05	CLASP ENVELOPE 4X6.39	QUALITY PARK	BX	117
Paper	P2	37590	5E+05	CLASP ENVELOPE BULK PACK 9X12 250PK	QUALITY PARK	CT	90
Paper	P2	43568	1E+05	ENVELOPE 9X12 CL CLSP KFT	QUALITY PARK	BX	110
Paper	P2	43517	4E+05	CATALOG ENVELOPE 9X12 WE	QUALITY PARK	BX	141
General Supply	W3	46171	2E+05	TWINE BALL 10-PLY 400'	QUALITY PARK	EA	103
General Supply	J4	27E	2E+05	HD INSTANT EASEL 15"- 63"	QUARTET	EA	146
General Supply	J4	54ETL	4E+05	HEAVYWEIGHT TELESCOPING EASEL	QUARTET	EA	59
General Supply	J4	S29E	6E+05	FOLDABLE DISPLAY EASEL	QUARTET	EA	156
General Supply	L1	MP1202Q	4E+05	HIGH IMPACT LASER POINTER	QUARTET	EA	115
General Supply	L2	3747307	1E+05	LETTER SHEET SELF ADHESIVE 50CT	QUARTET	PK	190
General Supply	A7	QCC12014	4E+05	STARLIGHTMINTS TUB CANDY	QUEEN	EA	420
General Supply	A9	10053	4E+05	FINGERTIP MOISTENER	QUIKSO	PK	332
General Supply	L2	87010	1E+05	QUICK OVERLAY BINDER LTR 1 WE	R & G	EA	1,646
General Supply	L2	87020	1E+05	OVERLAY BINDER LTR 1.5 CAP WE	R & G	EA	660
General Supply	L2	87050	1E+05	QUICK OVERLAY BINDER LTR 3 WE	R & G	EA	288
General Supply	L2	87030	1E+05	QUICK OVERLAY BINDER LTR 2 WE	R & G	EA	348
General Supply	A7	00020	4E+05	CREAMER CANISTER 12OZ	RAGOLD	EA	1,429
General Supply	S6	RR3530	5E+05	POWER DUSTER 10OZ	READ RIGHT	EA	174
General Supply	W3	79553	8E+05	REFILL FOR AIRWICK FRESHMATIC	RECKITT BENCKISER	EA	271
General Supply	W3	76938EA	2E+05	SANITIZING SPRAY FRESH 10OZ	RECKITT BENCKISER	EA	369
General Supply	W3	81700	9E+05	DUAL ACTION DISINFCT WIPES 75/TB	RECKITT BENCKISER	EA	186
General Supply	W3	76940EA	2E+05	FRESHENER LYSL CITRS 10OZ	RECKITT BENCKISER	EA	220
General Supply	W3	74276	8E+05	DISINFECTANT SPRAY COUNTRY SNT	RECKITT BENCKISER	EA	106
General Supply	W5	80978	9E+05	AIRWICK FRESHMATIC REFILL	RECKITT BENCKISER	EA	125
General Supply	W5	RIT82314	9E+05	AIRWICK FRESHMATIC REFILL	RECKITT BENCKISER	EA	101
Paper	P3	43-571	8E+05	NTBK,CHEM,9 1/8X7 1/2	REDIFORM	EA	224
General Supply	A2	31118	2E+05	ASST CLRS SEE NOTE ARROW FLAGS	REDI-TAG	PK	166
General Supply	L3	33117	7E+05	WHITE LASER TABS REFILL SHEETS	REDI-TAG	PK	156
General Supply	L3	33001	7E+05	LASER TABS REFILL SHEETS	REDI-TAG	PK	116
General Supply	L3	31005	1E+05	SIDE ALPHABETICAL TAB INSERTS	REDI-TAG	PK	108
Toner	S1	430347	4E+05	RICOH 430347 TYPE 1160 TONER	RICOH	EA	56
Paper	P3	77230	7E+05	BOOK COMP 100 SHEET	ROARING SPRING	EA	161
Paper	P3	77513	9E+05	BOOK EXAM 12SHT WIDE BE	ROARING SPRING	EA	100
General Supply	K3	1773083	2E+05	MESH SPINNING SORTER	ROLODEX	EA	293
General Supply	J4	27212	9E+05	WHITE PROJ DIP BOARD 36 X 48	ROYAL	EA	155
General Supply	J4	27068	2E+05	WHITE FOAM BOARD 3PK	ROYAL	PK	108
General Supply	J4	23408	1E+05	WHITE POSTERBOARD 22"X28" 10PK	ROYAL	PK	145
Writing	N1	BK91-B	3E+05	MEDLINE BP RED RSVP 12PK	RSVP	DZ	178
General Supply	E9	450088BEIG	2E+05	SERVICE CART 2 SHELF BEIGE	RUBBERMAID	EA	24
General Supply	E9	FG342488BLA	1E+06	UTILITY CART 200 LB CAP BLACK	RUBBERMAID	EA	14
General Supply	E9	342488PM	1E+05	3 SHELF PLASTIC CART PM 0558	RUBBERMAID	EA	14
General Supply	K6	FG354000GRAY	2E+05	SLIM WASTEBASKET	RUBBERMAID	EA	118
General Supply	K6	FG295673BLUE	2E+05	MED RECYCLED WASTE CAN, 28-QT	RUBBERMAID	EA	375
General Supply	K6	FG295600BLA	4E+05	WASTEBASKET MEDM BLACK	RUBBERMAID	EA	208
General Supply	W3	130573BLUE	10626	1/2 CU YD RCYC TRCK STD D 0558	RUBBERMAID	EA	5
General Supply	K3	3255BL	7E+05	ORGNZR DESK 2-HORZ 6-UPRT BLK	SAFCO	EA	127
General Supply	K3	2160BL	2E+05	ORGANIZER PHONE STAND BK	SAFCO	EA	140
General Supply	K3	3258BL	7E+05	ORGNZR DESK SLANT 8-SECT BLACK	SAFCO	EA	112
General Supply	K3	3257BL	7E+05	ORGNZR DESK SLANT 5-SECT BLACK	SAFCO	EA	90
General Supply	L2	18237	5E+05	BINDER ANTI MICRO WHITE 1"	SAMSILL	EA	148
Toner	S1	CLT-K508S	3E+05	SAMSUNG TONER CLT-K508S BLACK	SAMSUN	EA	42
Toner	S1	CLT-Y508S	3E+05	SAMSUNG TONER CLT-Y508S YELLOW	SAMSUN	EA	35
Toner	S1	CLT-C508S	3E+05	SAMSUNG TONER CLT-C508S CYAN	SAMSUN	EA	34
Writing	N2	63704	2E+05	GREEN INK OIL BASE MARKER	SANFOR	EA	242
Writing	N1	60143	3E+05	ONYX ROLLERBALL PEN BLK 0.7MM	SANFORD	DZ	267
Writing	N2	30001	3E+05	SHARPIE FINE BLACK 12 PACK	SANFORD	DZ	3,620
Writing	N2	37001	4E+05	SHARPIE U-FINE BLACK 12 PACK	SANFORD	DZ	1,629
Writing	N2	33001	9E+05	SANFORD SUPER SHARPIE BK	SANFORD	DZ	826
Writing	N2	1735790	2E+05	RETRCTBLE MRKR ULTRA FINE BK OZ	SANFORD	DZ	234
Writing	N2	32701	5E+05	PERMANENT MARKERS RT BLK 12CT	SANFORD	DZ	363
Writing	N2	25025	7E+05	SHARPIE ACCENT TANK YELLOW DZ	SANFORD	DZ	1,033
Writing	N2	30002	3E+05	SHARPIE FINE RED 12 PACK	SANFORD	DZ	594
Writing	N2	37002	4E+05	SHARPIE ULTRAFINE MARKER RED DZ	SANFORD	DZ	427
Writing	N2	35001	1E+05	SHARPIE X-FINE BLACK 12 PACK	SANFORD	DZ	464
Writing	N2	37003	4E+05	ULTRAFINE MARKER BL DZ	SANFORD	DZ	426
Writing	N2	28025	5E+05	RT YLW HIGHLIGHTER DZ	SANFORD	DZ	323
Writing	N2	1754463	2E+05	PEN STYL LIQ HILITE YELLO 12PK	SANFORD	DZ	329
Writing	N2	28101	4E+05	ACCENT RT ASST 8CT	SANFORD	ST	455
Writing	N2	30003	3E+05	BLUE SHARPIE FINE POINT 12 PACK	SANFORD	DZ	435
Writing	N2	30075PP	1E+05	SHARPIE NEW COLORS 12PK	SANFORD	ST	275
Writing	N2	24415PP	1E+05	LIQUID ACCENT ASST 10CT	SANFORD	ST	382
Writing	N2	1742663	2E+05	SHARPIE PEN BLACK 12PK	SANFORD	DZ	133
Writing	N2	32001	7E+05	SHARPIE TWIN TIP BLACK DZ	SANFORD	DZ	161
Writing	N2	35002	1E+05	MARKER PERM EXTRAFINE RD 12PK	SANFORD	DZ	335
Writing	N2	13601	2E+05	FINE INDUSTRIAL MARKERS 12CT	SANFORD	DZ	372
Writing	N2	1803277	2E+05	HILIGHTER SHARPIE GEL	SANFORD	PK	181
Writing	N2	39100	9E+05	MARKER SHARPIE METALLIC SILVR	SANFORD	DZ	112
Writing	N2	37175PP	1E+05	SHARPIE UF COLORS 12 SET	SANFORD	ST	229
Writing	N2	22480PP	6E+05	FLIP CHART ASST 8CT	SANFORD	ST	302
Writing	N2	13801	2E+05	SHARPIE INDUSTRIAL BLACK DZ XF	SANFORD	DZ	163
Writing	N2	30665PP	3E+05	SHARPIE FINE PERMANENT MRKR 5PK	SANFORD	PK	489
Writing	N2	30653PP	1E+05	SHARPIE FINE PT COLOR AST 5 PK	SANFORD	ST	158
Writing	N2	35003	1E+05	SHARPIE EXTRA FINE BLUE DZ	SANFORD	DZ	190
Writing	N2	27145	9E+05	ACCENT POCKET ASSORTED 12CD	SANFORD	DZ	141
Writing	N2	30004	3E+05	SHARPIE FINE GREEN DZ	SANFORD	DZ	153

Writing	N2	27025	1E+05	SHARPIE ACCENT POCKET YLW 12PK	SANFORD	DZ	238																	
Writing	N2	44001	9E+05	SHARPIE MAGNUM MARKER BLACK	SANFORD	EA	559																	
Writing	N2	32174PP	1E+05	SHARPIE TWIN TIP AST COLOR 4PK	SANFORD	ST	165																	
Writing	N2	38264PP	1E+05	SHARPIE CHISEL BLACK 4 PACK	SANFORD	PK	823																	
Writing	N2	64329	3E+05	EF 4009 GREEN HIGHLIGHTER 12 PK	SANFORD	DZ	216																	
Writing	N2	25026	8E+05	SHARPIE ACCENT TANK GREEN 12PK	SANFORD	DZ	104																	
Writing	N2	25009	3E+05	SHARPIE ACCENT TANK PINK 12PK	SANFORD	DZ	177																	
Writing	N2	25076	2E+05	SHARPIE ACCENT TANK 6 COUNT	SANFORD	ST	314																	
Writing	N2	24575PP	6E+05	LIQ ACCENT PCKT HGHLTR AST 5PK	SANFORD	ST	218																	
Writing	N2	64328	3E+05	EF 4009 BLUE HIGHLIGHTER 12 PK	SANFORD	DZ	163																	
Writing	N2	37675PP	1E+05	SHARPIE ULTRA FINE ASST 5ST	SANFORD	ST	193																	
Writing	N2	37665PP	3E+05	SHARPIE ULTRA FINE BLACK 5PK	SANFORD	PK	124																	
Writing	N2	25006	3E+05	MAJOR ACCENT HIGHLIGHTR ORG 12PK	SANFORD	DZ	103																	
Writing	N2	64324	1E+05	EF 4009 FL YELLOW HIGHLIGHTER 12 PK	SANFORD	DZ	202																	
Writing	N2	64327	3E+05	EF 4009 PINK HIGHLIGHTER 12 PK	SANFORD	DZ	298																	
Writing	N1	151298	1E+05	SLIDER VISCOGLIDE PENS 8PK	SCHNEI	PK	135																	
Paper	P3	OM03828	4E+05	SCHOOLIO BLKMBL CMPBK CR 100CT	SCHOOL	EA	1,545																	
Paper	P3	OM03827	4E+05	SCHOOLIO BLKMBL CMPBK WR 100CT	SCHOOL	EA	1,130																	
Paper	P3	OM03825	4E+05	SCHOOLIO ASST CMPBK WR 100CT	SCHOOL	EA	522																	
Paper	P3	OM03804	4E+05	SCHOOLIO COMPBK 4X4 QUAD 100CT	SCHOOL	EA	387																	
Paper	P3	OM03826	4E+05	SCHOOLIO SOLID CMPBK WR 100CT	SCHOOL	EA	461																	
Paper	P3	OM03824	4E+05	COMPBK PRIMARY RULE 100CT	SCHOOL	EA	230																	
Paper	P3	OM03868	4E+05	1 SUB NTBK WR 70CT	SCHOOL	EA	113																	
General Supply	A1	860	5E+05	REMOVABLE ADHESIVE PUTTY 2OZ	SCOTCH	PK	247																	
General Supply	A8	810K24	1E+05	MAGIC TAPE 3/4 X1000 24PK	SCOTCH	PK	135																	
General Supply	A8	3850-6	6E+05	HD PKGTAPE 1.88"X54.6YD 6	SCOTCH	PK	166																	
General Supply	A8	2090-24E	3E+05	PAINTER TAPE BLUE 24MM X 54.8M	SCOTCH	RL	364																	
General Supply	A8	6123	9E+05	GREENER TAPE 3/4 X 600 IN 6PK	SCOTCH	PK	111																	
General Supply	A8	859	6E+05	REMOVABLE CLR MOUNTING SQUARES	SCOTCH	PK	503																	
General Supply	A8	811-1296-3/4	2E+05	REMOVABLE MAGIC TAPE	SCOTCH	RL	198																	
General Supply	A8	3750-PCR	4E+05	CLEARANCE SKU	SCOTCH	PK	166																	
General Supply	A8	845-R2	8E+05	BOOK REPAIR TAPE	SCOTCH	RL	115																	
General Supply	A8	109	3E+05	REMOVABLE POSTER TAPE ROLL	SCOTCH	RL	101																	
General Supply	A8	4013	1E+05	FOAM MOUNTING TAPE 1/2"X150"	SCOTCH	RL	103																	
General Supply	A8	111	9E+05	MOUNTING SQUARES	SCOTCH	PK	252																	
General Supply	A8	2600-18	5E+05	MASKING TAPE 18MMX55M	SCOTCH	RL	130																	
General Supply	W3	HD-3	4E+05	HEAVY DUTY SCRUB SPONGE 3-PACK	SCOTCH	PK	322																	
General Supply	W3	426	2E+05	HEAVY DUTY SCRUB SPONGE 6PK	SCOTCH	PK	150																	
Paper	P2	85583	8E+05	#0 BUBBLE MAILER CD 6"X9" 250CT	SEALED AIR	CT	175																	
Paper	P2	44169	2E+05	BBLE MAILER CD 7.25X7.25 25CT	SEALED AIR	CT	222																	
General Supply	A7	11008560	9E+05	COFFEE SEATTLES BST HNRY	SEATT	BX	181																	
General Supply	K3	1742322	1E+05	MESH TRAY SORTER COMBINATION	SENARI	EA	183																	
General Supply	K3	1746466	1E+05	MESH OVAL SUPPLIES CADDY	SENARI	EA	346																	
General Supply	K3	1742325	1E+05	MESH 3 TIER DESK TRAY	SENARI	EA	177																	
General Supply	K5	SPC951	2E+05	WALL CLOCK BLACK CASE 8.25"	SHARP	EA	283																	
General Supply	K5	SPC919	6319	24-HOUR CLOCK	SHARP	EA	102																	
General Supply	M1	EL1197PIII	3E+05	SHARP EL-1197P PRINTING CALC	SHARP	EA	48																	
General Supply	L3	ST56439	5E+05	DIVIDERS 8TAB 11X8.5 CR	SIMON	ST	273																	
General Supply	L3	ST56436	5E+05	DIVIDERS 5TAB 11X8.5 CR	SIMON	ST	224																	
General Supply	L3	ST56435	5E+05	DIVIDERS 5TAB 11X8.5 MULTI-CLR	SIMON	ST	109																	
Folder	F1	S60403	4E+05	CLSS FLDR STD RCYCL BLUE	SJ PAPER	BX	99																	
Folder	F1	S11571	8E+05	FLDR W/FASTENER MAN 1/3CT LTR	SJ PAPER	BX	105																	
Folder	F3	S31556	2E+05	3X5 INDEX CARDS ASST COLR	SJ PAPER	PK	130																	
Folder	F8	S13636	2E+05	CUTLESS/WS END TAB ITR BE	SJ PAPER	BX	146																	
General Supply	A9	00803	9E+05	CORRECTION TAPE 5MMX10M 2PK	SKM IN	PK	174																	
General Supply	A5	67430	2E+05	NUMERIC ASSORTED COLR 2500/BX	SMEAD	BX	84																	
Folder	F1	65115	6E+05	CLSFCTN FLDR HNG LTR 6 SECT BL	SMEAD	BX	169																	
Folder	F1	26836	5E+05	FOLDER END TB CLAS LTR BE	SMEAD	BX	105																	
Folder	F1	71109	2E+05	EXP WALLET W/TIES 5.25"EXP	SMEAD	BX	47																	
Folder	F1	10401	9E+05	SPRTB FLDR LT 1/3 MANILLA	SMEAD	BX	101																	
Folder	F1	85740	4E+05	REPORT COVER OPAQUE/CLEAR	SMEAD	PK	121																	
Folder	F1	CLL	4E+05	SELF STICK LBL TAB PROTECTR CR	SMEAD	PK	151																	
Folder	F8	10301	5E+05	SUPERTAB MANILA FOLDERS 100/BX	SMEAD	BX	130																	
General Supply	L2	85750	3E+05	FOLDER POLY PROJ 5 PK AST	SMEAD	PK	364																	
General Supply	L2	BK129	2E+05	HINGE PB BINDERS 3" CAP BK	SMEAD	EA	163																	
General Supply	A7	06430	3788	COFFEE CLAS RST FRAC BRD	SMUCKERS	CT	93																	
General Supply	P5	SNS01565	7E+05	MAGAZINE FILE	SNAP-N-STORE	EA	136																	
General Supply	W5	126012	8E+05	LIQUID SOFT SOAP 7.5 OZ.	SOFTSOAP	EA	252																	
General Supply	W5	26238	9E+05	DO NOT USE - SEE 24004809	SOFTSOAP	EA	122																	
General Supply	A7	OF12BI-0041	2E+05	PAPER HOT CUP BISTRO 12OZ	SOLO	CT	68																	
General Supply	A7	TP16	1E+06	CUP PLASTIC 16OZ CR	SOLO	PK	104																	
General Supply	A7	MP9J8001PK	4E+05	PLATE 8.5 " PAPER 125/PK	SOLO CUP	PK	159																	
General Supply	A9	10132	4E+05	SORTKWIK FINGERTIP MOISTENER	SORTKWIK	PK	149																	
Paper	P2	09012	2E+05	ENVELOPE CLASP 9X12 28LB-100LB	SOUTH COAST PAPER	BX	172																	
Paper	P3	SC76100	5E+05	JR LEGAL PAD WHT DZ	SOUTH COAST PAPER	DZ	143																	
Paper	P3	PF8	7E+05	NEENAH CERT HOLDER NAVY 10CT	SOUTHWORTH	PK	115																	
Folder	F1	95003	4E+05	ACCORDIAN FILE PCKT RED LETTER	SPARCO	BX	113																	
General Supply	H4	87002	1E+05	SM BINDER CLIP .39" CAP BK/SLV	SPARCO	DZ	136																	
General Supply	H4	85001	1E+05	REGULAR GEM CLIP SIZE 1	SPARCO	BX	153																	
General Supply	J4	81002	1E+05	PUSH PINS.39" POINT.5" HEADCLR	SPARCO	BX	168																	
General Supply	L2	01606	2E+05	VINYL RING BNDR PCKET 9.5"X6"	SPARCO	EA	781																	
General Supply	L2	01606	2E+05	VINYL RING BNDR PCKET 9. 5509	SPARCO	EA	419																	
General Supply	L3	01807	2E+05	PLASTIC TAB MONTHLY CLR	SPARCO	ST	104																	
General Supply	M6	53060	6E+05	DICTATION CASSETTE MICRO 5509	SPARCO	EA	203																	
General Supply	A7	200411	1E+05	SPLENDA PACKETS 400CT	SPLENDA	BX	341																	
General Supply	A7	200094	1E+05	BEVERAGE SPLENDA 700CT	SPLENDA	BX	132																	
General Supply	H1	B8E-VALUE	3E+05	B8E ELEC STAPLER W/STAPLES	STANLEY BOSTITCH	EA	70																	
General Supply	H1	STCRP21151/4	2E+05	B8 STAPLES 1/4" 5000/BOX	STANLEY BOSTITCH	BX	414																	
General Supply	H1	SBS19-1/4-CP	2E+05	STD STAPLE RND WIRE .5 .25L	STANLEY BOSTITCH	BX	404																	
General Supply	A7	9516	9E+05	KEURIG STRBCKSHOUSEBLEND16CT	STARBUCKS	PK	287																	
General Supply	A7	9513	9E+05	KEURIG STRBCKSBRKFSTBLEND16CT	STARBUCKS	PK	201																	
General Supply	A7	9512	9E+05	KEURIG STRBCKSPIKEPLACE16CT	STARBUCKS	PK	181																	
General Supply	A7	9514	844	KEURIG STARBUCKS VERANDA 16 CT	STARBUCKS	EA	138																	
General Supply	A7	11018129	3048	COFFEE, HOUSE BLEND, GROUND, 1 LB BAG	STARBUCKS	EA	116																	
General Supply	A7	9511	9E+05	KEURIG STRBCKSSUMATRA 16CT	STARBUCKS	PK	137																	

General Supply	A7	22649	4E+05	STARBURST ORIG FRUIT 41OZ SUP	STARBUCKS	BG	201																	
General Supply	A7	153966	3E+05	AWAKE TAZO ASSORTED	STARBUCKS	BX	122																	
General Supply	L2	88010	8E+05	QUICKFIT RR VIEW BNDR 1" WE	STRIDE	EA	5,019																	
General Supply	L2	87070	8E+05	5" D-RING	STRIDE	EA	313																	
General Supply	L2	88030	3E+05	QUICKFIT RR VIEW BNDR 2" WE	STRIDE	EA	1,856																	
General Supply	L2	88020	3E+05	QUICKFIT RR VIEW BNDR 1.5" WE	STRIDE	EA	2,033																	
General Supply	L2	88050	3E+05	QUICKFIT RR VIEW BNDR 3" WE	STRIDE	EA	1,094																	
General Supply	L2	88000	3E+05	BINDER,VIEW,.5",ROUND,WE	STRIDE	EA	1,946																	
General Supply	L2	88011	8E+05	QUICKFIT RR VIEW BINDER 1" BK	STRIDE	EA	1,922																	
General Supply	L2	88031	3E+05	QUICKFIT RR VIEW BINDER 2" BK	STRIDE	EA	1,018																	
General Supply	L2	87060	8E+05	4" D-RING	STRIDE	EA	418																	
General Supply	L2	88001	3E+05	QUICKFIT RR VIEW BINDER .5" BK	STRIDE	EA	666																	
General Supply	L2	87000	4E+05	QUICK FIT BINDER 5/8" 3 RG WE	STRIDE	EA	370																	
Paper	P3	28045	2E+05	CPP ICECREAM PRSNL BK 80CT CR	STUDIO	EA	220																	
General Supply	A7	50319	8E+05	SUGAR IN THE RAW DISPENSER BOX	SUGAR	BX	145																	
General Supply	A7	90780	2E+05	CREAMER IN A CANISTER 12 OZ	SUGAR	EA	327																	
General Supply	A7	90585	4E+05	CANE SUGAR IN CANISTER 20 OZ	SUGAR	EA	239																	
General Supply	A7	50150	6E+05	SWEET N LOW 400 CT	SWEET	BX	216																	
General Supply	W3	84919500	7E+05	SWIFFER DUSTER REFILL	SWIFFER	BX	138																	
General Supply	H1	35450	2E+05	FULL STRIP STAPLES 5000 BOX	SWINGLINE	BX	1,988																	
General Supply	H1	48209	1E+05	OPTIMA 45 ELECTRIC STAPLER	SWINGLINE	EA	84																	
General Supply	H1	44401	5E+05	444 DESK STAPLER STD TYPE	SWINGLINE	EA	730																	
General Supply	H1	54501	2E+05	545 STANDARD STAPLER BLACK	SWINGLINE	EA	1,747																	
General Supply	H1	48200	7E+05	PORTABLE ELECTRIC STAPLER	SWINGLINE	EA	83																	
General Supply	H1	74701	5E+05	STANDARD STAPLER BLACK	SWINGLINE	EA	191																	
General Supply	H1	87845	1E+05	OPTIMA 40 DESK STAPLER	SWINGLINE	EA	129																	
General Supply	H1	74741	3E+05	747 CLASSIC DESK STAPLERS BLK	SWINGLINE	EA	236																	
General Supply	H1	87811	5E+05	OPTIMA GRIP STAPLER-SILVER	SWINGLINE	EA	129																	
General Supply	H1	35556	1E+05	OPTIMA PREMIUM STAPLES	SWINGLINE	BX	436																	
General Supply	H1	74736	5E+05	COLLECTORS EDITION 747-RED	SWINGLINE	EA	103																	
General Supply	H1	50050	2E+05	ELECTRIC STAPLES	SWINGLINE	BX	171																	
General Supply	H1	35440	2E+05	STAPLES 1/4 STRIP 5000/BX	SWINGLINE	BX	344																	
General Supply	H1	64641	3E+05	FULL STRIP STAPLER	SWINGLINE	EA	191																	
General Supply	H1	35550	8E+05	HIGH CAPACITY STAPLES	SWINGLINE	BX	142																	
General Supply	H1	35107	1E+06	STAPLES STANDARD SF1 2 PACK	SWINGLINE	PK	515																	
General Supply	H2	74535	1E+05	PUNCH ELECTRIC 3-HOLE PLAT	SWINGLINE	EA	38																	
General Supply	H2	7704280	5E+05	ADJUSTABLE 24/SHT CAP	SWINGLINE	EA	21																	
General Supply	H2	74037	1E+05	PRECISION PRO PUNCH	SWINGLINE	EA	134																	
General Supply	H2	74050	2E+05	COMFORT HANDLE 2-HOLE PUNCH	SWINGLINE	EA	100																	
General Supply	M1	TI-30XIIS	3E+05	TI-30XIISOLAR SCIENTIFIC CALC	TEXAS INSTRUMENTS	EA	198																	
General Supply	M1	TI-1795SV	9E+05	TI-1795SV 8-DIGIT CALCULATOR	TEXAS INSTRUMENTS	EA	193																	
Paper	P3	CMSLC250	9E+05	FORM HEALTH INS CMS1500 2 0091	TFP DATA SYSTEMS	BX	900																	
Writing	N5	13818	7E+05	YELW PRESHARPENED PENCIL 3092	TICONDEROGA	PK	11,112																	
Writing	N5	13924	1E+05	TICOND YELLOW #2 PENCIL 24PK	TICONDEROGA	PK	207																	
Writing	N5	13830	1E+05	TICONDEROGA #2 PENCIL	TICONDEROGA	PK	125																	
Writing	N5	13818	7E+05	YELW PRESHARPENED PENCILS 18CT	TICONDEROGA	PK	1,215																	
General Supply	A9	68679	2E+05	MONO CORRECTION TAPE RETRO 4 PK	TOMBOW	PK	470																	
General Supply	A9	68723	1E+05	MONO CORRECTION TAPE RETRO	TOMBOW	PK	185																	
General Supply	A9	68707	7E+05	HYBRID CORRECTION TAPE 3PK	TOMBOW	PK	128																	
General Supply	A9	68614	8E+05	WIDETRAC CORRECTION 2PK	TOMBOW	PK	383																	
General Supply	A9	68705	7E+05	MONO CORRECTION HYBRID PEN	TOMBOW	PK	248																	
General Supply	A9	68683	3E+05	SINGLETRAC CORRECTION 2PK	TOMBOW	PK	209																	
General Supply	A9	68666	4E+05	MONO CORRECTION REFILL	TOMBOW	EA	169																	
General Supply	A9	68665	4E+05	TAPE CORRECTION REFLABLE	TOMBOW	EA	114																	
Paper	P3	35126	2E+05	COMPUTATION NOTEBOOK 4X4QUAD	TOPS	EA	1,355																	
Paper	P3	74085	3E+05	2ND NATURE PAD PERF 8.5 X 11.75	TOPS	DZ	501																	
Paper	P3	35125	2E+05	NTBK RSRCH LBRTRY LAB/RSRCH	TOPS	EA	295																	
Paper	P3	35061	6E+05	TOPS QUADCMPUTATINBK 11.75X9.5	TOPS	EA	181																	
Paper	P3	3619	5E+05	PAD DATA 9COL 85X11	TOPS	PD	563																	
Paper	P3	63393	4E+05	DOCKET3HP LP WHT 8.5X11.75 3PK	TOPS	PK	239																	
Paper	P3	75111	9E+05	LEGAL PADS 8.5X11 WHT 12PK	TOPS	DZ	280																	
Paper	P3	63410	2E+05	DOCKET LGL PAD 8.5X11.75 WT	TOPS	DZ	170																	
Paper	P3	63828	2E+05	PLNNR,WRBND,8.5X6.75,WE	TOPS	EA	466																	
Paper	P3	35500	3E+05	ENGINEER'S COMP PAD 3HP SQ/IN	TOPS	PD	609																	
Paper	P3	75101	9E+05	LEGAL PAD 5X8 WHITE 12PK	TOPS	DZ	183																	
Paper	P3	74688	3E+05	BK STENO GREGG 80SH WE	TOPS	EA	658																	
Paper	P3	63998	4E+05	PAD LEGAL W/BLK COVER 8.5X11 WE	TOPS	PK	176																	
Paper	P3	99708	1E+06	DOCKET GOLD STENO WHT 6X9	TOPS	EA	289																	
Paper	P3	65161	4E+05	NOTEBOOK 1SUB CLGE RLE WH	TOPS	EA	236																	
Paper	P3	7500	2E+05	PAD LGL RULD PERF 5X8 WE	TOPS	DZ	109																	
Paper	P3	99614	4E+05	1AD LGL/LTR WIREB 70SHTS	TOPS	EA	146																	
Paper	P3	63798	9E+05	COMPOSITION BK 10X7.875	TOPS	EA	180																	
General Supply	A7	NP528PA	9E+05	WHITE DINNER NAPKIN 1/8 FOLD	TORK	PK	245																	
Toner	S1	0281300001	4E+05	TONER 4014/4015/4515 MICR	TOSHIBA	EA	10																	
General Supply	S9	TLP602	2E+05	SURGE 6-OUTLET 250 JOULES 2300	TRIPP	EA	111																	
Writing	N1	OM96446	3E+05	GEL 07 BLACK 12PK	TUL	DZ	192																	
Writing	N1	OM96455	3E+05	GEL RT 05 BLACK 12PK	TUL	DZ	183																	
Writing	N1	OM96703	6E+05	GEL RT 05 ASST 12PK	TUL	DZ	214																	
Writing	N2	OM99465	7E+05	LIQUID HGHLTR ASST 10CT	TUL	PK	105																	
Writing	N2	OM05677	2665	DRY ERASE MARKER CHISEL 8P AST	TUL	PK	110																	
Writing	N2	OM05675	2667	DRY ERASE ERASER WITHOUT MAG	TUL	EA	510																	
General Supply	N6	OM04104	2E+05	TUL DRY ERASE ERASER	TUL	EA	321																	
General Supply	W3	40900	1E+05	MEDICINE DSPNSR TYLENOL 50X2CT	TYLENOL	BX	375																	
Writing	N1	69000	2E+05	VISION ELITE RBALL BLK .5MM DZ	UNI BALL	DZ	308																	
Writing	N1	33950	3E+05	207 GEL RT MED BLK 12CT	UNI BALL	DZ	436																	
Writing	N1	65870	4E+05	UNIBALL GEL IMPACT RT BLACK	UNI BALL	DZ	156																	
Writing	N1	69034	2E+05	SIGNO GEL RT BLK 12CT	UNI BALL	DZ	154																	
Writing	N1	69021	2E+05	VISION ELITE RBALL BLU .5MM DZ	UNI BALL	DZ	114																	
Writing	N1	61255	4E+05	UNI BALL GEL 207 MICRO BLK 12PK	UNI BALL	DZ	179																	
Writing	N1	40110	3E+05	GEL 207 ASST 8 COUNT	UNI BALL	ST	116																	
Writing	N1	65940	4E+05	SIGNO GEL RT 0.7MM BLK 12CT	UNI BALL	DZ	156																	
Writing	N1	60126	2E+05	VISION PEN BLACK FINE 12 PACK	UNI BALL	DZ	105																	
Writing	N1	60025	4E+05	DELUXE RB .5MM BLACK MICRO	UNI BALL	DZ	103																	
Writing	N1	65450	3E+05	UNI-GEL GRIP BLACK MED 12PK	UNI BALL	DZ	118																	
Writing	N1	60040	4E+05	ONYX ROLLERBALL PEN BLACK .5MM	UNI BALL	DZ	157																	

Writing	N1	60145	3E+05	ONYX ROLLERBALL PEN BLUE .7MM	UNI BALL	DZ	141
Writing	N1	65873PP	4E+05	UB GEL IMPACT RT BLK REFILL 2PK	UNI BALL	PK	231
Writing	N1	70207PP	3E+05	UNI BALL 207 REFILL 2CD	UNI BALL	PK	101
General Supply	K1	1026003-OM1	5E+05	AWARD PLAQUE MAHOGANY 8.5X11	UNIEK	EA	531
General Supply	K1	1016161-OM1	5E+05	HARRISON FRAME 8.5X11 CHERRY	UNIEK	EA	619
General Supply	K1	1098981-OM	1E+05	FRAME WATSON 11X14	UNIEK	EA	267
General Supply	K1	1010561-OM	5E+05	LEMANS DOCUMENT 8.5X11 BLACK	UNIEK	EA	329
General Supply	K1	1102681	1E+05	POSTER FRAME KAREN BLK 18X24	UNIEK	EA	182
General Supply	K1	1070162-OM1	5E+05	CORNELL BLACK FRAME 8.5X11	UNIEK	EA	529
General Supply	K1	26009-OM	5E+05	AWARD PLAQUE BLACK 8.5X11	UNIEK	EA	428
General Supply	K1	1012284-OM	5E+05	GALLERY DOCUMENT 11X14 BLACK	UNIEK	EA	152
General Supply	K1	1012264-OM1	5E+05	GALLERY DOCUMENT 8.5X11 BLACK	UNIEK	EA	166
General Supply	K1	1016181-OM1	5E+05	HARRISON CHERRY FRAME 11X14	UNIEK	EA	120
General Supply	K1	1083711-OM	1E+05	PIC FRAME CORPORATE 8.5X11	UNIEK	EA	343
General Supply	K1	1099081-OM	1E+05	FRAME FRANKLIN BLK 11X14	UNIEK	EA	131
General Supply	K1	1070151-OM	1E+05	FRAME-CORNELL 8X10 BLACK	UNIEK	EA	228
General Supply	W3	PSCP077072	3E+05	WIPE SANI-CLOTH PLUS LG	UNIMED	EA	114
General Supply	W3	15949EA	2E+05	CLNR DSNFCT WIPES FRSH	UNITED	EA	2,262
General Supply	W3	01593CT	4E+05	CLNR DSNFCT WIPES FRSH	UNITED	CT	89
General Supply	W3	01654	4E+05	WIPES DISINFECTANT LAV	UNITED	EA	249
General Supply	A8	90082	2E+05	VELCRO 15' ROLL WHITE	VELCRO	BX	120
General Supply	A8	90349	1E+05	VELCRO SQUARES 32 SETS WHITE	VELCRO	PK	176
General Supply	A8	90924	3E+05	REUSABLE STRAPS 50PK	VELCRO	PK	104
General Supply	Q3	97088	2E+05	USB DRIVE BLUE 8GB	VERBATIM	EA	513
General Supply	Q3	97275	2E+05	USB DRIVE BLUE 16GB	VERBATIM	EA	267
General Supply	Q3	49171	6077	8GB STORE N GO V3 USB 3.0	VERBATIM	EA	506
General Supply	Q3	97087	2E+05	USB DRIVE BLUE 4GB	VERBATIM	EA	492
General Supply	Q3	97002	1E+05	STORE'N GO 4GB 3PK USB DRIVE	VERBATIM	PK	200
General Supply	Q3	49172	6076	16GB STORE N GO V3 USB 3.0	VERBATIM	EA	101
General Supply	Q3	97087	2E+05	USB DRIVE BLUE 4GB	VERBATIM	EA	131
General Supply	Q3	97550	9E+05	4GB CLIP-IT USB DRIVE BLUE	VERBATIM	EA	134
General Supply	S7	97177	3E+05	DVD-R 16X SPINDLE 100PK	VERBATIM	PK	101
General Supply	S7	95251	3E+05	CDR 80MIN/700MB 52X WHT 100PK	VERBATIM	PK	117
General Supply	S7	97563	9E+05	4GB CLIP-IT USB DRIVE 3PK	VERBATIM	PK	128
General Supply	S7	94554	3E+05	CDR 52X SPINDLE 100PK	VERBATIM	PK	106
General Supply	A7	335248	4E+05	WERTHERS ORIGINAL GUSSET BAG	VISTAR	BG	108
General Supply	B1	HT1500-13	2E+05	2013RY EXEC MO DSK PAD, 22X17	VISUAL ORGANIZER	EA	175
General Supply	B1	89805-13	2E+05	2013RY FLRL PAN DESK PAD 22X17	VISUAL ORGANIZER	EA	105
General Supply	B1	DMW30028-13	2E+05	2013RY FLOWR GRDN WALL SM12X17	VISUAL ORGANIZER	EA	130
General Supply	B1	88200-13	2E+05	2013RY MTHLY WALLCAL LND 12X12	VISUAL ORGANIZER	EA	110
General Supply	B1	DMW20028-13	2E+05	2013RY SCENIC WALL CAL SM12X17	VISUAL ORGANIZER	EA	106
General Supply	H3	13529	1E+05	TITANIUM 8"STRAIGHT SCISSORS	WESTCOTT	EA	422
General Supply	H3	14645-100	1E+06	BCA MICROBAN SCISSOR 8"	WESTCOTT	EA	112
General Supply	H3	13922	9E+05	SMOOTHGRIP LETTER OPENER BLU8"	WESTCOTT	EA	144
General Supply	H3	41418	5E+05	STRAIGHT KLEENEARTH SHEAR 8"	WESTCOTT	EA	163
General Supply	H3	13731	3E+05	TITANIUM TRIMMERS BENT 8"	WESTCOTT	EA	150
General Supply	H3	40618	4E+05	VALUE SCISSOR STRAIGHT 8IN.RED	WESTCOTT	EA	110
General Supply	J1	10415	2E+05	RULER 12" STAINLESS STEEL	WESTCOTT	EA	136
General Supply	J1	10562	5E+05	PLASTIC RULER 12" ACRYLIC	WESTCOTT	EA	284
General Supply	J1	10417	2E+05	RULER 18" STAINLESS STEEL	WESTCOTT	EA	101
General Supply	J1	10564	2E+05	PLASTIC RULER 18" ACRYLIC	WESTCOTT	EA	109
General Supply	J1	10526	1E+05	RULERPLAS12"ASST	WESTCOTT	EA	333
General Supply	J1	14870	1581	12" MAGNIFYING RULER-CLEAR	WESTCOTT	EA	145
General Supply	J1	14640	2E+05	TWIST IT FLEXIBLE RULER 12"	WESTCOTT	EA	227
General Supply	Q3	OMX0902207	9E+05	MY BOOK ESSENTIAL 2TB	WESTERN	EA	21
General Supply	L2	88207	1E+05	BNDR 1 VIEW FLEX BE	WILSON JONES	EA	108
General Supply	L3	55066	2E+05	VIEWTAB 5 TAB CLEAR	WILSON JONES	PK	590
General Supply	L3	16177	9E+05	WRITE-ON DUR-PKT 8TB COLOR 1PK	WILSON JONES	ST	237
General Supply	L3	55066	2E+05	VIEWTAB 5 TAB CLEAR 0049	WILSON JONES	PK	141
General Supply	W3	90139-4	4E+05	WINDEX TRIGGER BOTTLE 32 OZ.	WINDEX	EA	201
General Supply	A7	WMW22734	2E+05	LISAVERS WINT-O-GREEN BAG	WRIGLEY	BG	180
General Supply	J1	X3272	4E+05	PLASTIC UTILITY KNIFE	X-ACTO	EA	507
General Supply	J1	X3602	4E+05	#2 MEDIUM PRECISION KNIFE	X-ACTO	EA	179
General Supply	J1	X292OM	2E+05	UTILITY BLADES 5PK	X-ACTO	PK	132
General Supply	N3	1818	4E+05	PENCIL SHARPENER-BLACK	X-ACTO	EA	162
General Supply	N3	19501	2E+05	X-ACTO MIGHTY MITE SHARPENER	X-ACTO	EA	155
Paper	P1	3R2047-CTN	3E+05	PAPER LTR F/4200DP 92B WE	XEROX	CT	232
Paper	P1	3R11540	2E+05	COPY PAPER CLR 96+ WHT 8.5X11 500PK	XEROX	RM	204
Paper	P1	3R2047	4E+05	4200 BUS MULTIPURPOSE	XEROX	RM	251
Toner	S1	106R01395	9E+05	TONER/PHASER 6280/HC/BK	XEROX	EA	51
Toner	S1	108R00725	7E+05	4TONER SOLID 8560/8560M YW	XEROX	BX	110
Toner	S1	108R00723	7E+05	TONER SOLID 8560/8560 CYN	XEROX	BX	116
Toner	S1	106R01391	3E+05	TONER/F/PHASER 6280/BK	XEROX	EA	77
Toner	S1	108R00724	7E+05	TONER SOLID 8560/8560M MA	XEROX	BX	96
Toner	S1	108R00727	7E+05	INKSTICK SOLID 8560 BK6PK	XEROX	BX	96
Toner	S1	106R01392	9E+05	TONER/PHASER 6280/HC/CYA	XEROX	EA	29
Toner	S1	106R01390	3E+05	TONER/F/PHASER 6280/YEL	XEROX	EA	48
Toner	S1	106R01389	3E+05	TONER/F/PHASER 6280/MAG	XEROX	EA	46
Toner	S1	108R00928	1E+05	8570 COLOR Q INK CART YEL 2BX	XEROX	BX	37
Toner	S1	108R00927	1E+05	8570 COLOR Q INK CART MAG 2BX	XEROX	BX	37
Toner	S1	113R00722	7E+05	TONER STD CAP PH 6180 BK	XEROX	EA	50
Toner	S1	106R01393	9E+05	TONER/PHASER 6280/HC/MAG	XEROX	EA	21
Toner	S1	106R01388	3E+05	TONER/F/PHASER 6280/CYA	XEROX	EA	40
Toner	S1	108R00926	1E+05	8570 COLOR Q INK CART CYAN 2BX	XEROX	BX	33
Toner	S1	106R01394	9E+05	TONER/PHASER 6280/HC/YEL	XEROX	EA	18
Toner	S1	108R00726	7E+05	INKSTICK SOLID 8560 BK3PK	XEROX	BX	41
Toner	S1	106R01597	9E+05	TONER,F/6500/6505,HC,BK	XEROX	EA	23
Toner	S1	106R01412	3E+05	TONER/HGH CAP/PHSR3300/BK	XEROX	EA	15
Toner	S1	106R01370	1E+05	TONER STD CAP PH 3600 BK	XEROX	EA	14
Writing	N1	22210	1E+05	Z-GRIP RT BP 1.0MM BLACK	ZEBRA	DZ	229
Writing	N1	22220	1E+05	Z-GRIP RT BP 1.0MM BLUE	ZEBRA	DZ	237
Writing	N1	46810	2E+05	SARASA RT ROLLERBALL	ZEBRA	DZ	192
Writing	N1	46820	2E+05	SARASA RT ROLLERBALL	ZEBRA	DZ	145
General Supply	L3	16176	9E+05	WRITE-ON DUR-PKT 5TB COLOR 1PK	ZEBRA	ST	146
Writing	N1	12221	5E+05	Z-GRIP RET PEN BLACK 24PK	ZEBRA	PK	1,970

Writing	N1	46881	4E+05	SARASA GEL RET AST 10PK	ZEBRA	ST	907																	
Writing	N1	12225	1E+05	Z-GRIP RT BP 1.0MM BLUE24PK	ZEBRA	PK	371																	
Writing	N1	46881	4E+05	SARASA GEL RET AST 10PK 0591	ZEBRA	ST	462																	
Writing	N1	41010	1E+05	GET RT PEN 0.7MM BLACK 12PK	ZEBRA	DZ	283																	
Writing	N1	41020	1E+05	GEL RT BLUE 0.7MM 12PK	ZEBRA	DZ	141																	
Writing	N1	44120	4E+05	JINIE GEL ROLLERBALL .7MM BL DZ	ZEBRA	DZ	135																	
Writing	N1	44110	4E+05	JIMNIE GEL ROLLERBALL BLK 12PK	ZEBRA	DZ	130																	
Writing	N1	12224	2E+05	Z-GRIP RT BP BUSINESS 24PK	ZEBRA	PK	113																	
Writing	N1	27112	1E+05	F301BALLPOINT PEN BLACK 2PK	ZEBRA	PK	221																	
General Supply	A7	94601	2E+05	QUART STORAGE BAGS 500CT	ZIPLOC	BX	90																	

THE UNIVERSITY OF TEXAS SYSTEM ADMINISTRATION
September 2012

APPENDIX TWO

POLICY ON UTILIZATION HISTORICALLY UNDERUTILIZED BUSINESSES

Vendor/Commodities

The University of Texas System
Office of HUB Development
Policy on Utilization of Historically Underutilized Businesses (HUBs)

CONTENTS

The University of Texas System
Office of HUB Development

POLICY ON UTILIZATION OF
HISTORICALLY UNDERUTILIZED BUSINESSES (HUBs)

Introduction

In accordance with the Texas Government Code, Sections 2161.181-182 and Title 34, Section 20.13 of the Texas Administrative Code (TAC), The Board of Regents of the University of Texas System, acting through the Office of HUB Development shall make a good faith effort to utilize Historically Underutilized Businesses (HUBs) in contracts for construction services, including professional and consulting services; and commodities contracts. The HUB Rules promulgated by the Texas Comptroller of Public Accounts (the "Texas Comptroller"), set forth in 34 TAC Sections 20.10-20.28, encourage the use of HUBs by implementing these policies through race-, ethnic- and gender-neutral means.

The purpose of the HUB Program is to promote full and equal business opportunities for all businesses in State contracting in accordance with the following goals as specified in the State of Texas Disparity Study:

- **11.2% for heavy construction other than building contracts;**
- **21.1% for all building construction, including general contractors and operative builders contracts:**
- **32.7% for all special trade construction contracts;**
- **23.6% for professional services contracts**
- **24.6% for all other services contracts, and**
- **21% for commodities contracts.**

The University of Texas System shall make a good faith effort to meet or exceed these goals to assist HUBs in receiving a portion of the total contract value of all contracts that U. T. System expects to award in a fiscal year. The University of Texas System may achieve the annual program goals by contracting directly with HUBs or indirectly through subcontracting opportunities in accordance with the Texas Government Code, Chapter 2161, Subchapter F.

NOTE:

In accordance with 34 TAC §20.13 (d) (1)(D)(iii), the goals above are the State of Texas HUB goals. For purposes of this procurement, the University of Texas System goals listed in the Special Instructions on page 10 will apply.

SUMMARY OF REQUIREMENTS
Historically Underutilized Business (HUBs) Subcontracting Plan

It is the policy of The University of Texas System and each of its component institutions, to promote and encourage contracting and subcontracting opportunities for Historically Underutilized Businesses (HUBs) in all contracts. Accordingly, The University of Texas System has adopted "**EXHIBIT H, Policy on Utilization of Historically Underutilized Businesses**". The Policy applies to all contracts with an expected value of $100,000 or more. The Board of Regents of The University of Texas System is the contracting authority.

1. In all contracts for professional services, contracting services, and/or commodities with an expected value of $100,000 or more, The University of Texas System ("U. T. System" or the "University") will indicate in the purchase solicitation (e.g. RFQ, RFP, or CSP) whether or not U. T. System has determined that subcontracting opportunities are probable in connection with the contract. A HUB Subcontracting Plan is a required element of the architect, contractor or vendor Response to the purchase solicitation. The HUB Subcontracting Plan shall be developed and administered in accordance with the Policy. **Failure to submit a required HUB Subcontracting Plan will result in rejection of the Response.**

2. If subcontracting opportunities are probable, U. T. System will declare such probability in its invitations for bids, requests for proposals, or other purchase solicitation documents, and shall require submission of the appropriate HUB Subcontracting Plan with the Response.
   a. When subcontracting opportunities are probable, and the Respondent proposes to subcontract any part of the work, the Respondent shall submit a **HUB Subcontracting Plan as prescribed by the Texas Comptroller** identifying subcontractors **[[34 TAC §20.14 (d) (1)(A)(B)(C)(D)(i)(ii)(iii)(2)(3)(A)(B)(C)(D)(E)(F)(4)(A)(B)].**

   b. When subcontracting opportunities are probable, but the Respondent can perform such opportunities with its employees and resources, the Respondent's HUB Subcontracting Plan shall include **the Self Performance HUB Subcontracting Plan, Section 3 – Self Performance Justification as the HUB Subcontracting Plan (HSP). [34 TAC §20.14 (d)(5)(A)(B)(C)(D)].**

3. If subcontracting opportunities are not probable, U. T. System will declare such probability in its invitations for bids, requests for proposals, or other purchase solicitation documents and shall require submission of the appropriate HUB Subcontracting Plan with the Response.
   a. When subcontracting opportunities are not probable, and the Respondent proposes to perform all of the work with its employees and resources, the Respondent shall submit a HUB Subcontracting Plan that includes **the Self Performance HUB Subcontracting Plan, Section 3 – Self Performance Justification as the HUB Subcontracting Plan (HSP).**
   b. When subcontracting opportunities are not probable, but the Respondent proposes to subcontract any part of the work, the Respondent shall submit a **HUB Subcontracting Plan as prescribed by the Texas Comptroller** identifying subcontractors.

4. Respondents shall follow, but are not limited to, procedures listed in the Policy when developing a HUB Subcontracting Plan.

5. In making a determination whether a good faith effort has been made in the development of the required HUB Subcontracting Plan, U. T. System shall follow the procedures listed in the Policy. If accepted by the University, the HUB Subcontracting Plan shall become a provision of the Respondent's contract with the University of Texas System. ***Revisions necessary to clarify and enhance information submitted in the original HUB subcontracting plan may be made in an effort to determine good faith effort***. **Any revisions after the submission of the HUB Subcontracting Plan shall be approved by the HUB Coordinator**.

6. The University of Texas System shall reject any Response that does not include a fully completed HUB Subcontracting Plan, as required. **An incomplete HUB Subcontracting Plan is considered a material failure to comply with the solicitation for proposals.**

7. Changes to the HUB Subcontracting Plan. Once a Respondent's HUB Subcontracting Plan is accepted by U. T. System and becomes a provision of the contract between Respondent and U. T. System, the Respondent can only change that HUB Subcontracting Plan if (a) the Respondent complies with 34 TAC Section 20.14; (b) the Respondent provides its proposed changes to U. T. System for review; (c) U. T. System (including U. T. System's HUB Coordinator) approves Respondent's proposed changes to its HUB Subcontracting Plan; and (d) U. T. System and the Respondent amend their contract (via a writing signed by authorized officials of both parties) in order to replace the contract's existing HUB Subcontracting Plan with a revised HUB Subcontracting Plan containing the changes approved by U. T. System.

8. Expansion of Work. If, after entering into a contract with a Respondent as a result of a purchase solicitation subject to the Policy, U. T. System wishes to expand the scope of work that the Respondent will perform under that contract through a change order or any other contract amendment (the "Additional Work"), U. T. System will determine if the Additional Work contains probable subcontracting opportunities not identified in the initial purchase solicitation for that contract. If U. T. System determines that probable subcontracting opportunities exist for the Additional Work, then the Respondent must submit to U. T. System an amended HUB Subcontracting Plan covering those opportunities that complies with the provisions of 34 TAC Section 20.14. Such an amended HUB Subcontracting Plan must be approved by U. T. System (including U. T. System's HUB Coordinator) before (a) the contract may be amended by U. T. System and the Respondent to include the Additional Work and the amended HUB Subcontracting Plan and (b) the Respondent performs the Additional Work. If a Respondent subcontracts any of the additional subcontracting opportunities identified by U. T. System for any Additional Work (i) without complying with 34 TAC Section 20.14 or (ii) before U. T. System and that Respondent amend their contract to include a revised HUB Subcontracting Plan that authorizes such subcontracting, then the Respondent will be deemed to be in breach of its contract with U. T. System. As a result of such breach, U. T. System will be entitled to terminate its contract with the Respondent, and the Respondent will be subject to any remedial actions provided by Texas law, including those set forth in Chapter 2161, Texas Government Code, and 34 TAC Section 20.14. University may report a Respondent's nonperformance under a contract between that Respondent and U. T. System to the Texas Comptroller in accordance with 34 TAC Sections 20.101 through 20.108.

9. A Response may state that the Respondent intends to perform all the subcontracting opportunities with its own employees and resources in accordance with the Policy. However, if such a Respondent enters into a contract with U. T. System as a result of such a Response but later desires to subcontract any part of the work set forth in that contract, before the Respondent subcontracts such work it must first change its HUB Subcontracting Plan in accordance with the provisions of Section 7 above .

10. The University shall require a vendor to whom a contract has been awarded to report the identity and the amount paid to its subcontractors on a monthly basis using **a HUB Subcontracting Plan (HSP) Prime Contractor Progress Assessment Report (PAR)** as a condition for payment.

11. If the University determines that the successful Respondent failed to implement an approved HUB Subcontracting Plan in good faith, the University, in addition to any other remedies, may report nonperformance to the Texas Comptroller in accordance with 34 TAC, Section 20.14, (g)(1) related remedies of nonperformance to professional services firms, contractor, and vender implementation of the HUB Subcontracting Plan.

12. In the event of any conflict between this "Summary of Requirements" and the remainder of the HUB Policy, the remainder of the HUB Policy will control.

13. These requirements, including the attachments referred to above, may be downloaded over the Internet from http://www.utsystem.edu/hub/hubforms.html. For additional information contact Office of HUB Development, The University of Texas System Administration, 512/499-4530.

Vendor/Commodities HSP
Summary of Attachments required from Respondents

	Letter of Transmittal Page 7	Letter of HUB Commitment page 8	HUB Subcontracting Plan (HSP) Pages 10-17	Progress Assessment Report (PAR) Page 18
1. UT SYSTEM DETERMINES THAT SUBCONTRACTING OPPORTUNITIES ARE PROBABLE.				
1. A. Respondent Proposes Subcontractors: Attachments required from the Respondent for the HUB Subcontracting Plan if the solicitation states that subcontracting opportunities are probable.	**X**		**X**	
1. B. Respondent Proposes Self-Performance: Attachments required from the Respondent for the HUB Subcontracting Plan if the solicitation states that subcontracting opportunities are probable, but the Respondent can perform such opportunities with its employees and resources.	**X**		**X**	
2. UT SYSTEM DETERMINES THAT SUBCONTRACTING OPPORTUNITIES ARE NOT PROBABLE.				
2. A. Respondent Proposes Self-Performance: Attachments required from the Respondent for the HUB Subcontracting Plan if the solicitation states that subcontracting opportunities are not probable, but the Respondent can perform such opportunities with its employees and resources.	**X**		**X**	
2. B. Respondent Proposes Subcontractors: Attachments required from the Respondent for the HUB Subcontracting Plan if the solicitation states that subcontracting opportunities are not probable but the Respondent proposes to subcontract any part of the work.	**X**		**X**	
3. Indefinite Duration/Indefinite Quantity Contracts: Submit with initial qualifications. Attachments required from the Respondent prior to contract execution for each contract associated with a solicitation for miscellaneous services.		**X**	**X**	
4. Changes in the HUB Subcontracting Plan After Award: Attachments required from the Respondent to whom a contract has been awarded if it desires to make changes to the approved HUB Subcontracting Plan.			**X**	
5. Reporting: The Progress Assessment Report (PAR) is required with all payment requests. The submittal of this attachment is a condition of payment.				**X**

(RESPONDENT'S BUSINESS LETTERHEAD)

Date

Mr. Hopeton Hay
Director, HUB & Federal Small Business Program
The University of Texas System
702 Colorado, Suite 6.600
Austin, Texas 78701

Re: Historically Underutilized Business Plan for __________________ (related services)
RFP No. _________________

Dear Mr. Hay,

In accordance with the requirements outlined in the specification section "HUB Participation Program," I am pleased to forward this HUB Subcontracting Plan as an integral part of our response in connection with your invitation for Request for Proposals referencing the above project.

I have read and understand The University of Texas System Policy on Utilization of Historically Underutilized Businesses (HUBs). I also understand the State of Texas Annual Procurement Goal according to 34 Texas Administrative Code Section 20.13 and the goal as stated in Agency Special Instructions section of the HUB Subcontracting Plan, page 9.

Select one of the following:

_______23.4% for all building construction, including general contractors and operative builders contracts

_______32.7% for all special trade construction contracts

_______23.6% for professional services contracts

_______24.6% for all other services contracts

_______34% for commodities contracts

Subcontractors	# of Subcontractors	Total Subcontract $ Value	Total Estimated %	% Minority Owned	% Woman Owned
HUB					
Non-HUB					
TOTAL					

I understand the above HUB percentages must represent Texas Comptroller HUB certification standards. For each of the listed HUB firms, I have attached a Texas Comptroller certification document, or, if the HUB is certified by another Texas Comptroller approved certifying agency, a copy of their approved certification document.

Should we discover additional subcontractors claiming Historically Underutilized Business status during the course of this contract we will notify you of the same. In addition, if for some reason a HUB is unable to fulfill its contract with us, we will notify you immediately in order to take the appropriate steps to amend this contractual obligation.

Sincerely,

(Project Executive)
cc: Contract Administrator

(BUSINESS LETTERHEAD)

Date

Mr. Hopeton Hay
Director HUB & Federal Small Business Program
The University of Texas System
702 Colorado, Ste. 6.600
Austin, TX 78701

Re: Historically Underutilized Business Plan for (Project Title)
Project Number ____-____

Dear Mr. Hay:

In accordance with the requirements outlined in the specification section "HUB Participation Program," I am pleased to forward this HUB Subcontracting Plan as an integral part of our proposal in connection with your invitation for request for proposals, referencing Project Number ________________.

I have read and understand The University of Texas System Policy on Utilization of Historically Underutilized Businesses (HUBs).

Good Faith Effort will be documented by a two part HUB Subcontracting Plan (HSP) process. Part one (1) of the HSP submission will reflect self-performance with the appropriate sections completed per the instructions in Option One of the HSP Quick Checklist located on page 9 of The University of Texas Exhibit H Policy on Utilization of Historically Underutilized Businesses (HUBs).
As the scope of work/project is defined under this ID/IQ contract, part two (2) of the process will require a revised HUB Subcontracting Plan (HSP) and the Good Faith Effort will be documented per instructions in Attachment B (page 15-16) and Option Four of the HSP Quick Check List. The revised HUB Subcontracting Plan will be submitted to the HUB Coordinator prior to execution of each contract process. Documentation of subcontracted work will be provided with each pay request.

Sincerely,

Contractor's Name

cc: Project Manager

UT SYSTEM HUB SUBCONTRACTING PLAN (HSP)
QUICK CHECKLIST

Option One –

If you will not be subcontracting any portion of the contract and will be fulfilling the entire contract with your own resources, complete the following sections:

- ❒ Section 1 – Respondent and Requisition Information
- ❒ Section 2 a. – No, I will not be subcontracting any portion of the contract, and I will be fulfilling the entire contract with my own resources
- ❒ Section 3 – Self Performing Justification
- ❒ Section 4 - Affirmation

Option Two -

If you will be awarding all of the subcontracting work you have to offer under the contract to only Texas certified HUB vendors, complete:

- ❒ Section 1 – Respondent and Requisition Information
- ❒ Section 2 a. – Yes, I will be subcontracting portions of the contract
- ❒ Section 2 b. – List all the portions of work you will subcontract, and indicate the percentage of the contract you expect to award to Texas certified HUB vendors
- ❒ Section 2 c. – Yes
- ❒ Section 4 – Affirmation
- ❒ GFE Method A (Attachment A) – Complete an Attachment A for each of the subcontracting opportunities you listed in Section 2 b.
- ❒ Attach copies of HUB certification documents

Option Three -

If you will be subcontracting any portion of the contract to Texas certified HUB vendors and Non-HUB vendors, and the aggregate percentage of all the subcontracting work you will be awarding to the Texas certified HUB vendors with which you have a continuous contract* in place for five (5) years or less meets or exceeds the HUB Goal the contracting agency identified in the "Agency Special Instructions/Additional Requirements", complete:

- ❒ Section 1 – Respondent and Requisition Information
- ❒ 2 a. – Yes, I will be subcontracting portions of the contract
- ❒ Section 2 b. – List all the portions of work you will subcontract, and indicate the percentage of the contract you expect to award to Texas certified HUB vendors and Non-HUB vendors
- ❒ Section 2 c. – No
- ❒ Section 2 d. – Yes
- ❒ Section 4 – Affirmation
- ❒ GFE Method A (Attachment A) – Complete an Attachment A for each of the subcontracting opportunities you listed in Section 2 b.
- ❒ Attach copies of HUB certification documents

Option Four -

If you will be subcontracting any portion of the contract to Texas certified HUB vendors and Non-HUB vendors or only to Non-HUB vendors, and the aggregate percentage of all the subcontracting work you will be awarding to the Texas certified HUB vendors with which you have a continuous contract* in place for five (5) years or less does not meet or exceed the HUB Goal the contracting agency identified in the "Agency Special Instructions/Additional Requirements", complete:

- ❒ Section 1 – Respondent and Requisition Information
- ❒ Section 2 a. – Yes, I will be subcontracting portions of the contract
- ❒ Section 2 b. – List all the portions of work you will subcontract, and indicated the percentage of the contract you expect to award to Texas certified HUB vendors and Non-HUB vendors
- ❒ Section 2 c. – No
- ❒ Section 2 d. – No
- ❒ Section 4 – Affirmation
- ❒ GFE Method B (Attachment B) – Complete an Attachment B for each of the subcontracting opportunities you listed in Section 2 b.
- ❒ Section 4 – Affirmation
- ❒ Attach copies of HUB certification documents

***Continuous Contract:* Any existing written agreement (including any renewals that are exercised) between a prime contractor and a HUB vendor, where the HUB vendor provides the prime contractor with goods or service under the same contract for a specified period of time. The frequency the HUB vendor is utilized or paid during the term of the contract is not relevant to whether the contract is considered continuous. Two or more contracts that run concurrently or overlap one another for different periods of time are considered by CPA to be individual contracts rather than renewals or extensions to the original contract. In such situations the prime contractor and HUB vendor are entering (have entered) into "new" contracts.*

HUB SUBCONTRACTING PLAN (HSP)

In accordance with Texas Gov't Code §2161.252, the contracting agency has determined that subcontracting opportunities are probable under this contract. Therefore, all respondents, including State of Texas certified Historically Underutilized Businesses (HUBs) must complete and submit this State of Texas HUB Subcontracting Plan (HSP) with their response to the bid requisition (solicitation).

NOTE: Responses that do not include a completed HSP shall be rejected pursuant to Texas Gov't Code §2161.252(b).

The HUB Program promotes equal business opportunities for economically disadvantaged persons to contract with the State of Texas in accordance with the goals specified in the 2009 State of Texas Disparity Study. The statewide HUB goals defined in 34 Texas Administrative Code (TAC) §20.13 are:

- *11.2 percent for heavy construction other than building contracts,*
- *21.1 percent for all building construction, including general contractors and operative builders contracts,*
- *32.7 percent for all special trade construction contracts,*
- *23.6 percent for professional services contracts,*
- *24.6 percent for all other services contracts, and*
- *21 percent for commodities contracts*.

- - Agency Special Instructions/Additional Requirements - -

In accordance with 34 TAC §20.13(d)(1)(D)(iii), the goals below are the applicable goals for the University of Texas System Administration only.

Other Service HUB Goal – 24.6%

Commodities HUB Goal – 34%

Special Trades HUB Goal – 32.7%

- Responses for Special Trades construction **shall** submit a HUB Subcontracting Plan (HSP) that meets the Good Faith Effort prescribed in Method B (Attachment B). See instructions for Option Four on the HSP Quick Check List. No other Good Faith Effort method will be accepted.
- Responses for Miscellaneous Services Agreements for indefinite duration/indefinite quantity – Two (2) part process:
  1. Submit a Letter of HUB Commitment (page 8) and a Good Faith Effort described in Option One.
  2. Submit a revised HSP prior to execution of each contract process as described in Option Four of Quick Check List.
- Respondents shall submit a completed HUB Subcontracting Plan (HSP) to be considered responsive. Failure to submit a completed HSP shall result in the bid, proposal or other expression of interest to be considered Non-responsive.
- Respondents who intend to Self-Perform all of their work shall submit an HSP for Self Performance HUB Subcontracting Plan (HSP).
- Prime Contractor Progress Assessment Report (PAR) shall be submitted with each request for payment as a condition of payment.
- Please note that phone logs are no longer acceptable documentation of Good Faith Effort. Only fax, email and certified letter are acceptable.

SECTION 1 RESPONDENT AND REQUISITION INFORMATION

a. Respondent (Company) Name: ______________________ State of Texas VID #: ____________

Point of Contact: ______________________ Phone #: ____________

E-mail Address: ______________________ Fax #: ____________

b. Is your company a State of Texas certified HUB? ☐ - Yes ☐ - No

c. Requisition #: ______________________ Bid Open Date: ____________ (mm/dd/yyyy)

Enter your company's name here: ______________________ Requisition #: ____________

SECTION 2 SUBCONTRACTING INTENTIONS

After dividing the contract work into reasonable lots or portions to the extent consistent with prudent industry practices, and taking into consideration the scope of work to be performed under the proposed contract, including all potential subcontracting opportunities, the respondent must determine what portions of work, including goods and services, will be subcontracted. Note: In accordance with 34 TAC §20.11., an "Subcontractor" means a person who contracts with a prime contractor to work, to supply commodities, or to contribute toward completing work for a governmental entity.

a. Check the appropriate box (Yes or No) that identifies your subcontracting intentions:

☐ - *Yes*, I will be subcontracting portions of the contract. (If *Yes*, complete Item b, of this SECTION and continue to Item c of this SECTION.)

☐ - *No*, I will not be subcontracting any portion of the contract, and I will be fulfilling the entire contract with my own resources. (If *No*, continue to SECTION 3 and SECTION 4.)

b. List all the portions of work (subcontracting opportunities) you will subcontract. Also, based on the total value of the contract, identify the percentages of the contract you expect to award to Texas certified HUBs, and the percentage of the contract you expect to award to vendors that are not a Texas certified HUB (i.e., Non-HUB).

Item #	Subcontracting Opportunity Description	HUBs		Non-HUBs
		Percentage of the contract expected to be subcontracted to HUBs with which you have a continuous contract* in place for five (5) years or less.	Percentage of the contract expected to be subcontracted to HUBs with which you have a continuous contract* in place for more than five (5) years.	Percentage of the contract expected to be subcontracted to non-HUBs .
1		%	%	%
2		%	%	%
3		%	%	%
4		%	%	%
5		%	%	%
6		%	%	%
7		%	%	%
8		%	%	%
9		%	%	%
10		%	%	%
11		%	%	%
12		%	%	%
13		%	%	%
14		%	%	%
15		%	%	%
	Aggregate percentages of the contract expected to be subcontracted:	%	%	%

(Note: If you have more than fifteen subcontracting opportunities, a continuation sheet is available online at http://window.state.tx.us/procurement/prog/hub/hub-subcontracting-plan/)

c. Check the appropriate box (Yes or No) that indicates whether you will be using only Texas certified HUBs to perform all of the subcontracting opportunities you listed in SECTION 2, Item b.

☐ - *Yes* (If *Yes*, continue to SECTION 4 and complete an "HSP Good Faith Effort - Method A (Attachment A)" for each of the subcontracting opportunities you listed.)

☐ - *No* (If *No*, continue to Item d, of this SECTION.)

d. Check the appropriate box (Yes or No) that indicates whether the **aggregate expected percentage** of the contract you will subcontract with Texas certified HUBs with which you have a continuous contract* in place with for five (5) years or less **meets or exceeds** the HUB goal the contracting agency identified on page 1 in the "Agency Special Instructions/Additional Requirements".

☐ - *Yes* (If *Yes*, continue to SECTION 4 and complete an "HSP Good Faith Effort - Method A (Attachment A)" for each of the subcontracting opportunities you listed.)

☐ - *No* (If *No*, continue to SECTION 4 and complete an "HSP Good Faith Effort - Method B (Attachment B)" for each of the subcontracting opportunities you listed.)

**Continuous Contract: Any existing written agreement (including any renewals that are exercised) between a prime contractor and a HUB vendor, where the HUB vendor provides the prime contractor with goods or service under the same contract for a specified period of time. The frequency the HUB vendor is utilized or paid during the term of the contract is not relevant to whether the contract is considered continuous. Two or more contracts that run concurrently or overlap one another for different periods of time are considered by CPA to be individual contracts rather than renewals or extensions to the original contract. In such situations the prime contractor and HUB vendor are entering (have entered) into "new" contracts.*

Enter your company's name here: ____________________ Requisition #: ____________

SECTION 2 SUBCONTRACTING INTENTIONS (CONTINUATION SHEET)

a. **This page can be used as a continuation sheet to the HSP Form's page 2, SECTION 2, Item b.** Continue listing the portions of work (subcontracting opportunities) you will subcontract. Also, based on the total value of the contract, identify the percentages of the contract you expect to award to Texas certified HUBs, and the percentage of the contract you expect to award to vendors that are not a Texas certified HUB (i.e., Non-HUB).

Item #	Subcontracting Opportunity Description	HUBs		Non-HUBs
		Percentage of the contract expected to be subcontracted to HUBs with which you have a continuous contract* in place for five (5) years or less.	Percentage of the contract expected to be subcontracted to HUBs with which you have a continuous contract* in place for more than five (5) years.	Percentage of the contract expected to be subcontracted to non-HUBs .
		%	%	%
		%	%	%
		%	%	%
		%	%	%
		%	%	%
		%	%	%
		%	%	%
		%	%	%
		%	%	%
		%	%	%
		%	%	%
		%	%	%
		%	%	%
		%	%	%
		%	%	%
		%	%	%
		%	%	%
		%	%	%
		%	%	%
		%	%	%
		%	%	%
		%	%	%
		%	%	%
		%	%	%
		%	%	%
		%	%	%
		%	%	%
Aggregate percentages of the contract expected to be subcontracted:		%	%	%

Continuous Contract: Any existing written agreement (including any renewals that are exercised) between a prime contractor and a HUB vendor, where the HUB vendor provides the prime contractor with goods or service under the same contract for a specified period of time. The frequency the HUB vendor is utilized or paid during the term of the contract is not relevant to whether the contract is considered continuous. Two or more contracts that run concurrently or overlap one another for different periods of time are considered by CPA to be individual contracts rather than renewals or extensions to the original contract. In such situations the prime contractor and HUB vendor are entering (have entered) into "new" contracts.

Enter your company's name here: ______________________________ Requisition #: ______________

SECTION 3 SELF PERFORMING JUSTIFICATION (If you responded "*No*" to SECTION 2, Item a, you must complete this SECTION and continue to SECTION 4.)

Check the appropriate box (Yes or No) that indicates whether your response/proposal contains an explanation demonstrating how your company will fulfill the entire contract with its own resources.

☐ - Yes (If *Yes*, in the space provided below **list the specific page(s)/section(s)** of your proposal which explains how your company will perform the entire contract with its own equipment, supplies, materials and/or employees.)

☐ - No (If *No*, in the space provided below **explain how** your company will perform the entire contract with its own equipment, supplies, materials and/or employees.)

SECTION 4 AFFIRMATION

As evidenced by my signature below, I affirm that I am an authorized representative of the respondent listed in SECTION 1, and that the information and supporting documentation submitted with the HSP is true and correct. Respondent understands and agrees that, <u>if awarded any portion of the requisition</u>:

- The respondent will provide notice as soon as practical to **all** the subcontractors (HUBs and Non-HUBs) of their selection as a subcontractor for the awarded contract. The notice must specify at a minimum the contracting agency's name and its point of contact for the contract, the contract award number, the subcontracting opportunity they (the subcontractor) will perform, the approximate dollar value of the subcontracting opportunity and the expected percentage of the total contract that the subcontracting opportunity represents. A copy of the notice required by this section must also be provided to the contracting agency's point of contact for the contract no later than ten (10) working days after the contract is awarded.
- The respondent must submit monthly compliance reports (Prime Contractor Progress Assessment Report – PAR) to the contracting agency, verifying its compliance with the HSP, including the use of and expenditures made to its subcontractors (HUBs and Non-HUBs). (The PAR is available at *http://www.window.state.tx.us/procurement/prog/hub/hub-forms/progressassessmentrpt.xls*).
- The respondent must seek approval from the contracting agency prior to making any modifications to its HSP, including the hiring of additional or different subcontractors and the termination of a subcontractor the respondent identified in its HSP. If the HSP is modified without the contracting agency's prior approval, respondent may be subject to any and all enforcement remedies available under the contract or otherwise available by law, up to and including debarment from all state contracting.
- The respondent must, upon request, allow the contracting agency to perform on-site reviews of the company's headquarters and/or work-site where services are being performed and must provide documentation regarding staffing and other resources.

Signature	Printed Name	Title	Date (mm/dd/yyyy)

REMINDER:

- If you responded "*Yes*" to SECTION 2, **Items c or d**, you must complete an "HSP Good Faith Effort - Method A (Attachment A)" for <u>each</u> of the subcontracting opportunities you listed in SECTION 2, Item b.
- If you responded "*No*" SECTION 2, **Items c and d**, you must complete an "HSP Good Faith Effort - Method B (Attachment B)" for <u>each</u> of the subcontracting opportunities you listed in SECTION 2, Item b.

HSP Good Faith Effort - Method A (Attachment A)

Enter your company's name here: ______________________ Requisition #: ______________

IMPORTANT: If you responded "*Yes*" to SECTION 2, Items c or d of the completed HSP form, you must submit a completed "HSP Good Faith Effort - Method A (Attachment A)" for each of the subcontracting opportunities you listed in SECTION 2, Item b of the completed HSP form. You may photo-copy this page or download the form at ***http://www.window.state.tx.us/procurement/prog/hub/hub-forms/HUBSubcontractingPlanAttachment-A.doc***

SECTION A-1 SUBCONTRACTING OPPORTUNITY

Enter the item number and description of the subcontracting opportunity you listed in SECTION 2, Item b, of the completed HSP form for which you are completing this attachment.

Item #: _____ Description: ______________________________

SECTION A-2 SUBCONTRACTOR SELECTION

List the subcontractor(s) you selected to perform the subcontracting opportunity you listed above in SECTION A-1. Also identify whether they are a Texas certified HUB and their VID number, the approximate dollar value of the work to be subcontracted, the expected percentage of work to be subcontracted, and indicate whether the company is a Texas certified HUB.

Company Name	Texas certified HUB	VID # (Required if Texas certified HUB)	Approximate Dollar Amount	Expected Percentage of Contract
	☐ - Yes ☐ - No		$	%
	☐ - Yes ☐ - No		$	%
	☐ - Yes ☐ - No		$	%
	☐ - Yes ☐ - No		$	%
	☐ - Yes ☐ - No		$	%
	☐ - Yes ☐ - No		$	%
	☐ - Yes ☐ - No		$	%
	☐ - Yes ☐ - No		$	%
	☐ - Yes ☐ - No		$	%
	☐ - Yes ☐ - No		$	%
	☐ - Yes ☐ - No		$	%
	☐ - Yes ☐ - No		$	%
	☐ - Yes ☐ - No		$	%
	☐ - Yes ☐ - No		$	%
	☐ - Yes ☐ - No		$	%
	☐ - Yes ☐ - No		$	%
	☐ - Yes ☐ - No		$	%
	☐ - Yes ☐ - No		$	%
	☐ - Yes ☐ - No		$	%
	☐ - Yes ☐ - No		$	%
	☐ - Yes ☐ - No		$	%
	☐ - Yes ☐ - No		$	%
	☐ - Yes ☐ - No		$	%

REMINDER: As specified in SECTION 4 of the completed HSP form, if you (respondent) are awarded any portion of the requisition, you are required to provide notice as soon as practical to **all** the subcontractors (HUBs and Non-HUBs) of their selection as a subcontractor. The notice must specify at a minimum the contracting agency's name and its point of contact for the contract, the contract award number, the subcontracting opportunity they (the subcontractor) will perform, the approximate dollar value of the subcontracting opportunity and the expected percentage of the total contract that the subcontracting opportunity represents. A copy of the notice required by this section must also be provided to the contracting agency's point of contact for the contract no later than ten (10) working days after the contract is awarded.

Rev. 02/12

HSP Good Faith Effort - Method B (Attachment B)

Enter your company's name here: ______________________ Requisition #: ______________

IMPORTANT: If you responded "*No*" to SECTION 2, Items c and d of the completed HSP form, you must submit a completed "HSP Good Faith Effort - Method B (Attachment B)" for each of the subcontracting opportunities you listed in SECTION 2, Item b of the completed HSP form. You may photo-copy this page or download the form at http://www.window.state.tx.us/procurement/prog/hub/hub-forms/HUBSubcontractingPlanAttachment-B.doc

SECTION B-1 SUBCONTRACTING OPPORTUNITY

Enter the item number and description of the subcontracting opportunity you listed in SECTION 2, Item b, of the completed HSP form for which you are completing this attachment.

Item #: _____ Description: ______________________________

SECTION B-2 MENTOR PROTÉGÉ PROGRAM

If respondent is participating as a Mentor in a State of Texas Mentor Protégé Program, submitting its Protégé (Protégé must be a State of Texas certified HUB) as a subcontractor to perform the subcontracting opportunity listed in SECTION B-1, constitutes a good faith effort to subcontract with a Texas certified HUB towards that specific portion of work.

Check the appropriate box (Yes or No) that indicates whether you will be subcontracting the portion of work you listed in SECTION B-1 to your Protégé.

☐ - Yes (If *Yes*, to continue to SECTION B-4.)

☐ - No / Not Applicable (If *No* or *Not Applicable*, continue to SECTION B-3 and SECTION B-4.)

SECTION B-3 NOTIFICATION OF SUBCONTRACTING OPPORTUNITY

When completing this section you MUST comply with items a, b, c and d, thereby demonstrating your Good Faith Effort of having notified Texas certified HUBs and minority or women trade organizations or development centers about the subcontracting opportunity you listed in SECTION B-1. Your notice should include the scope of work, information regarding the location to review plans and specifications, bonding and insurance requirements, required qualifications, and identify a contact person. When sending notice of your subcontracting opportunity, you are encouraged to use the attached HUB Subcontracting Opportunity Notice form, which is also available online at http://www.window.state.tx.us/procurement/prog/hub/hub-subcontracting-plan/

Retain supporting documentation (i.e., certified letter, fax, e-mail) demonstrating evidence of your good faith effort to notify the Texas certified HUBs and minority or women trade organizations or development centers. Also, be mindful that a working day is considered a normal business day of a state agency, not including weekends, federal or state holidays, or days the agency is declared closed by its executive officer. The initial day the subcontracting opportunity notice is sent/provided to the HUBs and to the minority or women trade organizations or development centers is considered to be "day zero" and does not count as one of the seven (7) working days.

a. Provide written notification of the subcontracting opportunity you listed in SECTION B-1, to three (3) or more Texas certified HUBs. Unless the contracting agency specified a different time period, you must allow the HUBs at least seven (7) working days to respond to the notice prior to your submitting your bid response to the contracting agency. When searching for Texas certified HUBs, ensure that you use the State of Texas' Centralized Master Bidders List (CMBL) and Historically Underutilized Business (HUB) Search directory located at http://www.window.state.tx.us/procurement//cmbl/cmblhub.html. HUB Status code "A" signifies that the company is a Texas certified HUB.

b. List the three (3) Texas certified HUBs you notified regarding the subcontracting opportunity you listed in SECTION B-1. Include the company's Vendor ID (VID) number, the date you sent notice to that company, and indicate whether it was responsive or non-responsive to your subcontracting opportunity notice.

Company Name	VID #	Date Notice Sent (mm/dd/yyyy)	Did the HUB Respond?
			☐ - Yes ☐ - No
			☐ - Yes ☐ - No
			☐ - Yes ☐ - No

c. Provide written notification of the subcontracting opportunity you listed in SECTION B-1 to two (2) or more minority or women trade organizations or development centers in Texas to assist in identifying potential HUBs by disseminating the subcontracting opportunity to their members/participants. Unless the contracting agency specified a different time period, you must provide your subcontracting opportunity notice to minority or women trade organizations or development centers at least seven (7) working days prior to submitting your bid response to the contracting agency. A list of trade organizations and development centers that have expressed an interest in receiving notices of subcontracting opportunities is available on the Statewide HUB Program's webpage at http://www.window.state.tx.us/procurement/prog/hub/mwb-links-1/

d. List two (2) minority or women trade organizations or development centers you notified regarding the subcontracting opportunity you listed in SECTION B-1. Include the date when you sent notice to it and indicate if it accepted or rejected your notice.

Minority/Women Trade Organizations or Development Centers	Date Notice Sent (mm/dd/yyyy)	Was the Notice Accepted?
		☐ - Yes ☐ - No
		☐ - Yes ☐ - No

HSP Good Faith Effort - Method B (Attachment B) Cont.

Enter your company's name here: ____________________ Requisition #: ____________

SECTION B-4 SUBCONTRACTOR SELECTION

a. Enter the item number and description of the subcontracting opportunity for which you are completing this Attachment B continuation page.

Item #: _____ Description: ____________________

b. List the subcontractor(s) you selected to perform the subcontracting opportunity you listed in SECTION B-1. Also identify whether they are a Texas certified HUB and their VID number, the approximate dollar value of the work to be subcontracted, the expected percentage of work to be subcontracted, and indicate whether the company is a Texas certified HUB.

Company Name	Texas certified HUB	VID # (Required if Texas certified HUB)	Approximate Dollar Amount	Expected Percentage of Contract
	☐ - Yes ☐ - No		$	%
	☐ - Yes ☐ - No		$	%
	☐ - Yes ☐ - No		$	%
	☐ - Yes ☐ - No		$	%
	☐ - Yes ☐ - No		$	%
	☐ - Yes ☐ - No		$	%
	☐ - Yes ☐ - No		$	%
	☐ - Yes ☐ - No		$	%
	☐ - Yes ☐ - No		$	%
	☐ - Yes ☐ - No		$	%

c. If any of the subcontractors you have selected to perform the subcontracting opportunity you listed in SECTION B-1 is <u>not</u> a Texas certified HUB, provide <u>written</u> justification for your selection process (attach additional page if necessary):

REMINDER: As specified in SECTION 4 of the completed HSP form, <u>if you (respondent) are awarded any portion of the requisition</u>, you are required to provide notice as soon as practical to <u>all</u> the subcontractors (HUBs and Non-HUBs) of their selection as a subcontractor. The notice must specify at a minimum the contracting agency's name and its point of contact for the contract, the contract award number, the subcontracting opportunity it (the subcontractor) will perform, the approximate dollar value of the subcontracting opportunity and the expected percentage of the total contract that the subcontracting opportunity represents. A copy of the notice required by this section must also be provided to the contracting agency's point of contact for the contract no later than ten (10) working days after the contract is awarded.

HUB Subcontracting Opportunity Notification Form

In accordance with Texas Gov't Code, Chapter 2161, each state agency that considers entering into a contract with an expected value of $100,000 or more shall, before the agency solicits bids, proposals, offers, or other applicable expressions of interest, determine whether subcontracting opportunities are probable under the contract. The state agency I have identified below in **Section B** has determined that subcontracting opportunities are probable under the requisition to which my company will be responding.

34 Texas Administrative Code, §20.14 requires all respondents (prime contractors) bidding on the contract to provide notice of each of their subcontracting opportunities to at least three (3) Texas certified HUBs (who work within the respective industry applicable to the subcontracting opportunity), and allow the HUBs at least seven (7) working days to respond to the notice prior to the respondent submitting its bid response to the contracting agency. In addition, the respondent must provide notice of each of its subcontracting opportunities to two (2) or more minority or women trade organizations or development centers at least seven (7) working days prior to submitting its bid response to the contracting agency.

We respectfully request that vendors interested in bidding on the subcontracting opportunity scope of work identified in **Section C, Item 2**, reply no later than the date and time identified in **Section C, Item 1**. Submit your response to the point-of-contact referenced in **Section A**.

Section A — PRIME CONTRACTOR'S INFORMATION

Company Name: ____________________ State of Texas VID #: ____________

Point-of-Contact: ____________________ Phone #: ____________

E-mail Address: ____________________ Fax #: ____________

Section B — CONTRACTING STATE AGENCY AND REQUISITION INFORMATION

Agency Name: ____________________

Point-of-Contact: ____________________ Phone #: ____________

Requisition #: ____________________ Bid Open Date: ____________ (mm/dd/yyyy)

Section C — SUBCONTRACTING OPPORTUNITY RESPONSE DUE DATE, DESCRIPTION, REQUIREMENTS AND RELATED INFORMATION

1. Potential Subcontractor's Bid Response Due Date:	If you would like for our company to consider your company's bid for the subcontracting opportunity identified below in Item 2, we must receive your bid response no later than Select Central Time on: ____________ Date (mm/dd/yyyy) *In accordance with 34 TAC §20.14, each notice of subcontracting opportunity shall be provided to at least three (3) Texas certified HUBs, and allow the HUBs at least seven (7) working days to respond to the notice prior to submitting our bid response to the contracting agency. In addition, we must provide the same notice to two (2) or more minority or women trade organizations or development centers at least seven (7) working days prior to submitting our bid response to the contracting agency.* *(A working day is considered a normal business day of a state agency, not including weekends, federal or state holidays, or days the agency is declared closed by its executive officer. The initial day the subcontracting opportunity notice is sent/provided to the HUBs and to the minority or women trade organizations or development centers is considered to be "day zero" and does not count as one of the seven (7) working days.)*
2. Subcontracting Opportunity Scope of Work:	
3. Required Qualifications: ☐ - Not Applicable	
4. Bonding/Insurance Requirements: ☐ - Not Applicable	
5. Location to review plans/specifications: ☐ - Not Applicable	

HUB Subcontracting Plan (HSP)
Prime Contractor Progress Assessment Report

This form must be completed and submitted to the contracting agency each month to document compliance with your HSP.

Contract/Requisition Number: ____________________ Date of Award: ____________________ (mm/dd/yyyy) Object Code: __________ (Agency Use Only)

Contracting Agency/University Name: ____

Contractor (Company) Name: ______________________________ State of Texas VID #: ____________________

Point of Contact: ______________________________ Phone #: ____________________

Reporting (Month) Period: ____________________ Total Amount Paid this Reporting Period to Contractor: $ ____________________

Report HUB and Non-HUB subcontractor information

Subcontractor's Name	Subcontractor's VID or Federal EIN Number *(HUB VID (Certificate Number) is required for all HUB subs)*	*Texas Certified HUB? (Yes or No)	Total Contract $ Amount from HSP with Subcontractor	Total $ Amount Paid This Reporting Period to Subcontractor	Total Contract $ Amount Paid to Date to Subcontractor	Object Code (Agency Use Only)
			$ -	$ -	$ -	
			$ -	$ -	$ -	
			$ -	$ -	$ -	
			$ -	$ -	$ -	
			$ -	$ -	$ -	
			$ -	$ -	$ -	
			$ -	$ -	$ -	
			$ -	$ -	$ -	
			$ -	$ -	$ -	
			$ -	$ -	$ -	
			$ -	$ -	$ -	
			$ -	$ -	$ -	
			$ -	$ -	$ -	
			$ -	$ -	$ -	
			$ -	$ -	$ -	
			$ -	$ -	$ -	
			$ -	$ -	$ -	
			$ -	$ -	$ -	
			$ -	$ -	$ -	
			$ -	$ -	$ -	
			$ -	$ -	$ -	
			$ -	$ -	$ -	
			$ -	$ -	$ -	
			$ -	$ -	$ -	
TOTALS:			$ -	$ -	$ -	

Signature: ______________________________ **Title:** ____________________ **Date:** ____________________

Printed Name:______________________________ **Phone No.**____________________

*Note: HUB certification status can be verified on-line at: http://www.2cpa.state.tx.us/cmbl/hubonly.html

Rev. 10/07

PROPOSER'S SURVEY

1.0 Company Profile

1.1 Provide your company's main address, telephone and fax number.

1.2 Provide your company's FEIN.

1.3 Provide your company's DUNS number.

1.4 Provide your company's main contact for this RFP including telephone number and email address.

1.5 What is your company's legal structure (e.g., corporation, partnership, etc.).

1.6 For all individuals, groups, corporations, etc. that holds 25% or greater equity in the company list their name and their percentage (%) held.

1.7 Provide any details of all past or pending litigation or claims filed against your company that would affect your company's performance under an Agreement with UT System.

1.8 Has your company, or any of its parents or subsidiaries, ever had a Bankruptcy Petition filed in its name, voluntarily or involuntarily? If yes, specify the date, circumstances, and resolution.

1.9 Is your company currently in default on any loan agreement or financing agreement with any bank, financial institution, or other entity. If yes, specify date(s), details, circumstances, and prospects for resolution.

1.10 Is your company currently for sale or involved in any transaction to expand or to become acquired by another business entity? If yes, please explain the impact both in organizational and directional terms.

1.11 If requested, please indicate your company's agreement to provide the company's audited financial statement for the last two (2) years.

1.12 Please list all new all new accounts (customer name and location) established within last 6 months projected to exceed $5mm in annual sales.

1.13 Is your company a State of Texas HUB firm and/or a Small Business (as defined by the US Small Business Administration)? If so, please list all HUB/Small Business categories your company is qualified under.

2.0 References

2.1 Provide a listing of at least three (3) customers (non-UT System Institutions) for which you have provided Office Supplies Products and Services of the type and kind required by this RFP (healthcare or academic institutions, preferred). Your customer reference list shall include the company name; contact person including telephone #; scope of services, annual sales volume ($), and the period of time for which work was performed.

2.2 If you did not provide your DUNS number as requested in response to question 1.3 above, please provide two financial references (1 trade reference and 1 financial institution/bank reference). List should include company name, mailing address, telephone number, FAX number, contact person and length of financial relationship.

3.0 Technical Proposal

Your Technical Proposal shall include your response to each of the following:

3.1 Account Management

3.1.2 Provide the name, title and brief resume of the individual who will assume overall responsibility for the work to be performed for UT System.

3.1.3 Provide a project-staffing plan including resumes for all proposed “key” staff members who will be assigned to this account and defining their role in supporting the UT System account.

3.1.4 Describe your training and development program for both full time and part-time personnel as it relates to customer service, policies and procedures, quality control, and general business operations.

3.1.5 Identify the staff/personnel resources outside of your company that you typically engage to assist in performing the work contemplated under this RFP and the role they play in performing the services.

3.1.6 Describe any regular/ongoing professional training provided for staff.

3.1.7 Do you have a standard code of ethics for sales staff? If yes, please provide a copy.

3.1.8 Describe how you measure and evaluate performance of your sales personnel.

3.1.9 How is your sales staff rewarded for outstanding customer service and support?

3.2 Technology and Tools

Each Institutional Participant utilizes a variety of ERP Systems, software, ordering methods, tools, technologies and formats (e.g. PeopleSoft, SAP, Lawson, SciQuest, EDI, XML, cXML).

3.2.1 Please explain your experience and capabilities to deploy an e-commerce solution to each of these environments:

- SciQuest
- Oracle Supplier Network
- PeopleSoft Direct Connect

3.2.2 Describe the state of e-commerce within your company and detail how Institutional Participants can benefit from your approach.

3.2.3 Please indicate that you will provide to UT System Institutional Participants a web punch-out site that will:

- Allow Institutional Participants to search Preferred Supplier’s catalog based on key word, brand name, description, etc.;
- Provide List Price, Discount information and Contract Pricing;
- Allow Institutional Participants to place an order on-line, inquire on their order, and check product price and availability;
- Provide a secure means for storing procurement card information;
- Provide tracking/status information after an order is submitted;
- Maintain a database for each Institutional Participant, identifying the Institutional Participant by a unique number, and containing an up-to-date listing of equipment and supplies which have been ordered during the life of the contract; the date and status of each order (including the date of delivery); the quantity and pricing; as well as the contact information for the customer that placed the order.

3.2.4 Are all your company's products available for online ordering? If not, describe the difference between the full catalog and the online offering.

3.2.5 Does your company's e-commerce solution provide the ability to cross reference retail catalog numbers with business/commercial and manufacture catalog numbers?

3.2.5 Does your company have the ability to create a custom website portal containing a tailored catalog for the Alliance?

3.2.6 Does each user have a unique ID and Password to access your company's electronic ordering system?

3.2.7 Does your company provide an email order confirmation to the customer that placed the order?

3.2.8 Does your company's order system support a workflow approval hierarchy?

3.2.9 Can users place orders for multiple pre-approved ship-to addresses?

3.2.10 Can pre-defined order value limits be enforced by user ID?

3.2.11 Does your system provide customer with real time inventory status (available/backorder/out of stock)? If yes, please describe at what time(s) during the process inventory can be checked (i.e., product inquiry, placement of product in shopping cart; placement of order, etc.)

3.2.12 Can your company set pre-defined spending limits per user?

3.2.13 Indicate your ability to invoice in the following methods:

___Can your company can provide a paper invoice if required?
___Can invoices be sent in XML format via internet?
___Can invoices be sent via EDI?

3.2.14 Please indicate which EDI transaction sets you support.

3.3 Quality Management-Metrics and SRM

3.3.1 In addition to the Key Performance Indicators (KPIs) set forth in **Rider 400**; please identify the key metrics you propose to use to measure your performance in delivering services to UT System. Your response should indicate the frequency of the measurement, how it will be used to continually improve performance, and how this information will be shared with UT System. Your response should include how you measure and monitor production quality and how problems are tracked, escalated (if required) both internally and with the customer.

3.3.2 How do you measure and monitor customer satisfaction; describe the method used, frequency, and how results are reported. Include sample survey.

3.3.3 UT System requires that Preferred Supplier will conduct formal, quarterly and annual business reviews with Alliance Contract Administrator. Detail in your response how your company's sees these reviews structured, who attends and conducts the presentation, and any additional information.

3.4 Sales Reporting

3.4.1 Describe the capacity of your company to report quarterly sales under the Preferred Supplier Agreement by each Institutional Participant.

3.4.2 Describe the capacity of your company to report quarterly sales for all products sold under each Direct Manufacturer Agreement (DMA) supplier by each Institutional Participant.

3.4.3 Describe the capacity of your company to report quarterly sales for each Core List item purchased and for Non-Core List items purchased by each Institutional Participant.

3.4.4 Describe the capacity of your company to report quarterly sales by Institutional Participant for sales not under the Preferred Supplier Agreement.

3.4.5 Describe the capacity of your company to report quarterly sales by Institutional Participant for products sold at prices below the prices set under the Preferred Supplier Agreement.

3.4.6 Are reports available real-time via an internet website or portal? If yes, please indicate the type of report that is available and if they are downloadable in a usable format (e.g., Excel, Word, HTML, etc.).

3.4.7 Can user level access to reports be restricted to designated individuals?

3.4.8 Does your company currently provide custom reporting capabilities? If so, describe.

3.4.9 Indicate which standard reports are available. Include the frequency they can be made available.

3.4.10 Describe your capacity to report purchases of green products (both on and off the Core-List) purchased by each Institutional Participant.

3.5 Customer Support, Operations, Policies and Procedures

Provide details regarding your various Customer Support Programs. At a minimum, please respond to each of the following:

3.5.1 Provide an overview of the various services and training programs your company can provide the Institutional Participants.

3.5.2 Provide details as to how sales support and order placement continuity will be maintained when supplier’s key personnel are on vacations or holidays, or when illness or emergency strikes.

3.5.3 What is the average response time for an account manager(s) to respond to initial requests from a customer?

3.5.4 Will your company allocate funds in support marketing efforts of the Agreement to the Institutional Participants? If so, how will your company determine how much funding is appropriate? If your company will allocate funds in support marketing efforts, indicate the nature of these initiatives by checking all that apply:

_____ Electronic marketing material
_____ Distribution of marketing materials on campus
_____ Kick-off events
_____ On-line tutorials

_____ Customer training
_____ Seasonal promotions and specials

3.5.5 Please list which UT System locations and Alliance affiliates your company’s inventory capabilities and distribution model can support? Provide locations and description of the warehouse/distribution facilities that will support these Institutional Participants.

3.5.6 Describe your company’s capacity to provide Institutional Participant with desk-top delivery to designated customer locations on their campuses. Identify any limitations, restrictions, or special requirements.

3.5.7 Describe the process your company uses to deliver products to customers in a timely manner.

3.5.8 How does your company validate orders for accuracy?

3.5.9 How does your company validate the invoice prices match the Agreement prices?

3.5.10 Do you require a minimum order value? If yes, please describe.

3.5.11 Are there any minimum order quantities per product? If yes, please describe any limitations, restrictions, or requirements.

3.5.12 Describe your company’s procedure for managing back orders and substitutions? How is the customer notified/updated?

3.5.13 Describe your company's mechanism for communicating product shortages.

3.5.14 Provide details of your return policy; what items are not acceptable for return?

3.5.15 Describe your process(es) for issuance of “credit memos”. Can paper credit memos be issued if using electronic invoices?

3.5.16 Explain how your company proposes to resolve any complaints, issues or challenges. Please detail your company's problem resolution process for customer complaints and concerns.

3.5.17 Describe any special programs that your company offers that will improve customer’s ability to access Products, such as ship-from-stock availability, on-time delivery or other innovative strategies.

3.5.18 Does your company have a corporate approved “Disaster Continuity Plan”? If yes, please provide details outlining the type/severity of the disaster; recovery time; and operating functions/services.

3.5.19 Please describe programs you have in place to assist clients recovering from disasters.

3.6 Implementation Plan

3.6.1 Provide a detailed Start-up Implementation Schedule identifying key tasks and milestone commencing date of contract award through implementation, and how your company will conduct the implementation activities at multiple campuses simultaneously. Your response should clearly define both your and UT System’s responsibilities and resources required during the implementation phase as well as any responsibilities of Institutional Participants.

3.6.2 Explain how your company will educate its management team and sales team about the Preferred Supplier Agreement.

3.6.3 Define the greatest implementation risks and your mitigation strategy.

4.0 Green Purchasing and Sustainability

4.1 Green Initiative – Provide a brief description of your company's environmental initiatives, including, in a list format, any green products and the green certifications for each of those products that would be offered under this Agreement.

4.2 Please explain how your company determines that a product is "green".

4.3 Recycling – Provide a brief description of your company's initiatives regarding contents of products provided under this Agreement. Include your business statement covering your position relative to sustainable business practices and supply chain management as it relates the environment and human health.

4.4 Please list any special program(s) your company has regarding recycled toner and ink.

4.5 Please list and describe the types of sustainability reports your company could provide.

4.6 Environmental Sustainability – Please complete the following

A. What Policies are in place to monitor and manage your supply chain regarding environmental issues? Please check the items that apply.

- ☐ We apply environmental criteria when making purchasing decisions. Provide those critera.
- ☐ We purchase "green" (recyclable, reusable, non-toxic, bio-degradable, and made from 100% post-consumer recycled materials) supplies, products and materials.

  ______% the items in our catalog are recyclable, reusable, non-toxic, bio-degradable, and/or made from 100% post-consumer recycled materials).

- ☐ We specify sustainable products and or locally manufactured products
- ☐ We specify products using Electronic Products Environmental Assessment Tool (EPEAT) standards
- ☐ We partner with sustainable suppliers or utilize suppliers who share in the sustainability commitment
- ☐ Our Director of Sustainability is researching industry best procurement practices

B. What type of sustainable packaging/shipping materials do you use? Please check the items that apply.

- ☐ Our packaging/shipping materials are recyclable
- ☐ Our packaging/shipping materials are reusable
- ☐ Our packaging/shipping materials are bio-degradable
- ☐ Our packaging/shipping materials are made from 100% post-consumer recycled materials
- ☐ We offer a take back program for our packing materials.

C. Does your company have a Green Transportation Plan for your operation? Please check the items that apply.

- ☐ We encourage carpooling, public transportation, and using other alternative modes of transportation
- ☐ We subsidize public transportation for employees
- ☐ We are developing a Green Transportation Plan

- ☐ We have an established Green Transportation Plan (Describe below)
- ☐ We offer flexible hours, telecommuting or a compressed work week
- ☐ We utilize teleconference, video conference, WebEx or GoTo Meetings
- ☐ We purchase carbon offsets
- ☐ We own electric, hybrid, or E-85 fueled vehicles
- ☐ We rent hybrid vehicles

D. What does your company do to minimize the environmental costs associated with shipping? Please check the items that apply.

- ☐ We are evaluating what the company can do to minimize the environmental costs associated with shipping
- ☐ We combine deliveries with customer visits
- ☐ We consolidate deliveries
- ☐ We use bike couriers for local delivery
- ☐ We utilize electronic communications and electronic transfer of documents. E-mail, fax and Portable Document Format (PDF)
- ☐ We use eco-friendly courier's packaging/shipping materials that include post-consumer waste recycled materials and are recyclable
- ☐ Our packaging and shipping materials are reused until they eventually get recycled
- ☐ We have established a sustainability plan that minimizes the need for shipping (Describe below)
- ☐ We update mailing lists to minimize unwanted mailings
- ☐ We specify products that can be purchased within a 500 mile radius of the delivery location

E. Does your company have an environmental policy statement? Please check the items that apply.

- ☐ We are developing an environmental policy statement
- ☐ Our environmental policy statement consists of a commitment to promote environmental stewardship
- ☐ Our environmental policy statement describes our company's Sustainability Initiative
- ☐ We have formed an oversight committee to ensure the success of our environmental policy
- ☐ Our environmental policy statement describes how our company explores opportunities to work with communities, governments and non-governmental and professional organizations to help articulate, teach and advance the principles of sustainability

F. Has your company ever been cited for non-compliance of an environmental or safety issue? Please check the item that applies.

- ☐ No, my company HAS NOT been cited for non-compliance of an environmental or safety issue
- ☐ Yes, my company HAS been cited for non-compliance of an environmental or safety issue. If yes, specify the date, circumstances, and resolution.

G. What programs do you have in place, or planned for promoting resource efficiency? (i.e. an environmental or waste audit)? Please check the items that apply.

- ☐ We recycle consumables, reduce waste and practice energy reduction when possible
- ☐ We are developing a recycling program
- ☐ We utilize a formal energy management system
- ☐ We are a member of various environmental organizations
- ☐ We have formed a Sustainability Committee to identify sustainable solutions for our company
- ☐ We have a company-wide Recycling Program
- ☐ Our Director of Sustainability initiates and supports sustainability efforts
- ☐ We have performed an environmental or waste audit
- ☐ We are recognized by peers and environmental organizations for providing leadership in sustainability

☐ We are a carbon-neutral company

H. Does your company have web-based materials available documenting your “Green” initiatives? Please check the items that apply.

☐ We are developing web-based documentation of “Green” initiatives
☐ Our website includes “Green” reference information
☐ Our website contains an environmental policy statement
☐ Our website includes materials that document company’s “Green” initiatives
☐ Our website contains our company’s Sustainability Report

5.0 Competitive Advantage

5.1 Please identify any challenges and/or difficulties you anticipate in providing services to UT System and how you plan to manage them; what assistance will you require from UT System.

5.2 Please describe any special benefits or advantages in selecting your company. Please provide only information not previously asked or disclosed herein.

5.3 Please provide any suggested improvements and alternatives that will make doing business with your company more cost effective for your company and Institutional Participants.

5.4 Briefly describe your company's advantage in the marketplace. Please provide only information not previously asked or disclosed herein.

5.5 Describe how your company would proactively approach generating additional cost savings for the Alliance's spend going forward. Please provide only information not previously asked or disclosed herein.

5.6 Please state how your company will maintain its competitive advantage long-term, with respect to "best value" price and non-price offering.

5.7 Please indicate any additional "value added" services or programs not otherwise asked or disclosed herein that should be considered during the evaluation process.

5.8 Will your company extend the proposed pricing to employees of UT System and its Affiliates? If so, please describe how the program would work.

6.0 Administration Fees

6.1 Please indicate that your company agrees to pay UT System a two percent (2%) Administration Fee for total sales volume of Institutional Participant Purchases.

7.0 Pricing

7.1 Please indicate that your company agrees to hold annual price increase for items on “Core-List” to no more than five percent (5%) per each line item. You may also propose a lower price increase cap on “Core-List” items.

7.2 Please indicate that your company agrees to provide products and equipment to Institutional Participants at the rates established under the DMAs established by UT System and various manufacturers.

7.3 Please indicate that your company agrees that all shipping, handling, and transportation (e.g., hazardous materials fees, fuel surcharges, etc.) are included in the quoted prices and discounts.

7.4 Please indicate that your company agrees that there will not be any additional delivery cost or service fees for "desk-top" delivery.

7.5 Please indicate that your company agrees that the Fixed Discount Percentage off the Non-Core List will apply to any new products added to your catalog during the contract term.

7.6 Please indicate your pricing discount structure for items moved to the Core List during the contract term.

7.7 Please indicate your approach and offer to manage cost and price increases for Non-Core List products.

7.8 If a product is not available or discontinued from the Core List items, how will your company offer an equivalent product at the same contracted price or negotiated discount percentage?

7.9 Will your company offer further discounts on bulk purchases for items such as paper and small office furniture? If yes, please describe your company's volume purchase program.

7.10 In addition to fixed pricing for the Core List, UT System may be interested in additional fixed pricing for each Institutional Participant (i.e., a local core list). Is this an option under your company's proposal? If yes, please explain how your company would implement and manage each local core list, noting any implications on the Core List pricing proposal your company is offering.

7.11 Are there any additional product category(s) not included in the Non-Core List (ref. **Attachment B**) that your company can provide? If yes, please list the category(s) and discount structure.

7.12 Please list any limitations/qualifications on your company's ability to honor the "discount from list" percentages you're proposing for the Non-Core List (ref. **Attachment B**).

8.0 Incentives and Rebates

8.1 Does your company offer incremental sales volume growth rebates?

8.2 If yes to the above, please describe your company's approach to structuring an incremental sales volume growth rebate or incentive.

8.3 Will your company offer an early start-up or transition incentive if awarded a contract?

8.4 If yes to the above, please describe your company's proposed early start-up or transition incentive program.

8.5 Please describe your company's proposed sales promotions plan

8.6 Please indicate any incentives offered for e-commerce utilization by Institutional Participant (e.g., ordering; invoicing; payment; etc.)

8.7 Please indicate any incentive offered for ordering efficiency by Institutional Participants (e.g., number of lines per order; total dollar value per order; etc.)

8.8 Please list and describe any other incentives your company offers to Institutional Participants

9.0 Payment Terms

9.1 Do you offer payment discounts?

9.2 If yes to the above, please provide details of these payment discounts.

10.0 Historically Underutilized Businesses

In addition to your completion of the HSP (**Appendix Two**), please respond to the following.

10.1 If your company is subcontracting/partnering with another company(s) or prime supplier, please provide a clear implementation plan outlining each party's responsibilities and utilization/role in delivering the products and services required, timeframe for implementation, and key milestones.

RFP Submittal Deadline: **Feb 18, 2014** at **3:00 PM** (CST)

Addendum Issue Date: **Jan 29, 2012**

ADDENDUM 1
REQUEST FOR PROPOSAL
UTS/A43
Office Supplies

DIRECT QUESTIONS TO: Kyle Barton via the Ariba System

ACKNOWLEDGEMENT OF THIS ADDENDUM 1 IS REQUIRED IN ACCORDANCE WITH **SECTION 1.2 OF APPENDIX ONE**, TO THE RFP. THIS RFP ADDENDUM IS A FURTHERANCE OF RFP **UTS/A43** AND IS NOT A CONTRACT OR OFFER TO CONTRACT.

Item One:

The Pre-proposal PowerPoint slide presentation has been attached in this Section 12 of the Office Supplies sourcing event in Ariba as “Exhibit 1 - Office Supplies RFP Pre-Proposal Presentation”.

Item Two:

The Pre-proposal conference attendee list has been attached in this Section 12 of the Office Supplies sourcing event in Ariba as “Exhibit 2 - Office Supplies RFP Pre-Proposal Attendee List”.

Item Three:

The following Questions pertaining to the Office Supplies RFP were submitted. The responses in blue are included after each question.

1. **Can you please provide the scoring grid/criteria/points associated with this event’s evaluation?**

   The evaluations of the proposals received will be conducted in accordance with the information provided in the RFP (ref. Section 2.3 and Section 1.5 of Appendix One). The “scoring grid/criteria/points” can be made available RFP process is concluded.

2. **In instances where product description and unit of measure conflict, which takes precedence? Please see lines 968-971 of Tab A.**

   The Unit of Measure will take precedence.

3. **When providing the data for column O of Tab A (single unit/ea price), do you want this broken down completely, i.e. per sheet of paper in a ream or per envelope in a box or per paperclip in a box?**

   Yes, that is correct.

4. **Can you please provide the overall % of total toner spend, and approximate total dollar amount, represented by the HP Big Deal pricing (tab D)?**

Last fiscal year's (9/1/12 -8/31/13) spend under the HP Big Deal Program was $4.2M. This represents 59% of the total annual toner spend for all manufactures.

5. How does the UT Supply Chain Alliance intend to evaluate overall responses without access to the pricing structure for the toners and products on tab D?

The HP Big Deal products listed on "Attachment D" are for informational purposes only. These products will be excluded from the pricing evaluation, and are not included in the Core and Non-Core lists (ref. Attachments A & C).

6. Without manufacturers releasing information, how are prices relating to DMAs going to be relayed post award?

Post award implementation of the HP Big Deal will be coordinated by UTSSCA, HP, and the awarded Supplier.

7. Can you share the percentage of orders placed by fax or phone by individual institution?

We do not have that data for each Institution. Roughly 18% of all orders are handled by phone/fax/e-mail.

8. Is the Supply Chain willing to consider efficiency solutions or only product alternatives, in particular around facility items?

We will take in to consideration any alternative proposal, but in order for those alternative proposals to be considered, you must first submit a proposal on the base RFP requirements as issued.

9. There is significant usage around coffee and K-cups provided in the core list; are the institutions currently using a coffee service or do they have a lease agreement in place that would affect these items?

Each Institution may have various arrangements for coffee service. The usage listed is what is currently being purchased through our current Contract.

10. For institutions requiring desktop delivery, can you please provide a percentage of total delivery that requires desktop delivery as opposed to departmental or dock delivery? "Desktop" being defined as a delivery made to a specific individual whereas "departmental" may just be to a main reception or supply area.

See answer to Question 11 below.

11. Can you provide a definition of "desktop" for each institution?

"Desktop delivery" means the delivery of an order to a department/ central office within an institution and not an individual's office/work area.

12. Please provide a list of all shipping locations with addresses.

Below is a table listing of the number of "ship-to locations" for each institution. The addresses are not available at this time.

Institution	Ship-To Locations

UT Arlington	72
UT Austin	410
UT Dallas	14
UT El Paso	4
UT Health Science Center Houston	216
UT Health Science Center San Antonio	112
UT Health Science Center Tyler	18
UT MD Anderson	105
UT Medical Branch Galveston	590
UT Pan American	9
UT Permian Basin	6
UT San Antonio	60
UT Southwestern Medical Center	29
UT Tyler	6
Baylor College of Medicine	164

13. Is it possible to just bid the toner piece and or is it possible that you would award different pieces to various suppliers?

We will take in to consideration any alternative proposal, but in order for those alternative proposals to be considered, you must first submit a proposal on the base RFP as issued. The acceptance of any alternative proposal will based on the "best-value" it represents for UT System. This will take into account product pricing, total cost of ownership, ordering efficiency, just to name a few.

14. Under Scope of Work 5.4.1 "Direct Manufacturers Agreement" ("DMA"), am I to assume we would be added to the HP Big Deals for this contract if we are the successful bidder?

Yes, post award implementation of the HP Big Deal will be coordinated by UTSSCA, HP, and the awarded Supplier.

15. Section 5.4.16.7 Preferred Supplier Quotation Restrictions, we would like to understand how we would know what products or services are off limits? Would you please further clarify?

The UTSSCA has awarded various Contracts that some Office Supply Vendors may also compete against. Our MRO supplies Contract is the most applicable example we have as it relates to cross product availability by some Office Supply Vendors. In order to support all of our Preferred Supplier Contracts, we will review the product range of the awarded supplier and identify those products that are "off limits".

16. Should we submit Appendix Three with the bid or is it merely an example of what is completed upon successful award?

This is an example of the form of the final Agreement. You should have your legal representative review this Appendix and submit any proposed changes/revisions.

17. Section 5.4.1 – Please refer to section titled "Non-Core List." The RFP refers to "Preferred Supplier's product catalog." In order to make accurate pricing comparisons, please confirm that you will require a standard industry general line catalog by SP Richards or United Stationers that show a true manufacturer suggested list price.

The Non-Core List Marker Basket pricing (ref. Attachment C) will be used in the evaluation of each Proposer's Non-Core discount from list pricing. This will allow us to make "accurate pricing comparisons" for the Non-Core List pricing submitted by each Proposer.

18. **Section 5.4.2 last paragraph – Does the UT system intend to allow for a regional service approach?**

Yes, we consider all business models that meet the requirements listed in the RFP.

19. **Section 5.4.16.2; Non-Core List Pricing – Will discounts be calculated from Manufacturer's Suggested List Price or another List provided by a disinterested third party, or will the Contract Holder be allowed to arbitrarily generate a List Price for contract utilization purposes?**

List Price, as stated in the RFP, means "Preferred Supplier's non-discounted price then in effect for the related Office Supplies, inclusive of all standard warranties and end-user support, as published on Preferred Supplier's website or in product catalogs or price lists distributed by Preferred Supplier to the general public".

During the term of any resulting Contract from this RFP, the Core List and Non-Core List will be periodically audited and benchmarked to ensure that UT System is receiving the "best-value" from the Contract, and that the Preferred Supplier is operating in compliance with the Contract.

20. **Section 5.4.16.2 – Please define how Merchandise Classes will be determined for each item. Will this be based on wholesaler classification codes or another method?**

The Merchandise Classes for this RFP are as listed in Attachments A & B. We will take in to consideration any alternative Merchandise Classes you propose, but in order for those alternative Merchandise Classes to be considered, you must first submit a proposal on the base Merchandise Classes as issued.

21. **Section 5.4.7.4 – What institutions currently designate transportation carriers and pay for transportation delivery charges?**

None of our Institutions at this time designate a specific transportation carrier or pay for transportation delivery charges related to Offices Supplies.

22. **There are a number of items in the Non-Core List Market Basket (ref. Attachment C) that are software or computer hardware related that are obsolete or have no list price. Is it appropriate to delete these items or should responders provide a "no bid" for these line items?**

You can respond with an alternative product or no-bid.

23. **In order for respondents to price DMA section, additional information including HP Big Deal pricing and terms/conditions are necessary. Will you provide this information in a subsequent amendment?**

You are not required to price the products listed in Attachment D (HP Big Deal Products). Please refer to the answers to questions 5, 6 & 14 above.

END OF ADDENDUM 1

Pre-Proposal Conference

Office Supplies Sourcing Event

January 22, 2014

Supply Chain Alliance
The University of Texas System
Creating Value Through Collaboration

Agenda

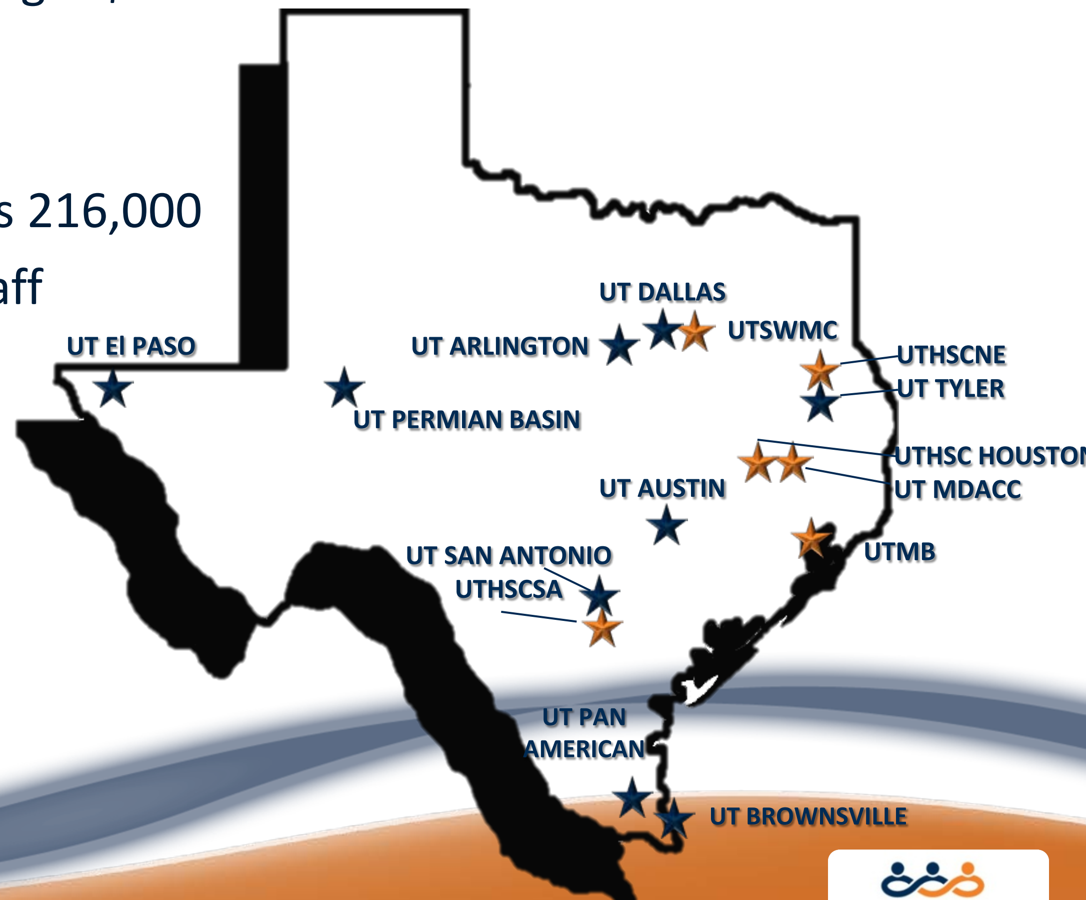
- UT System Supply Chain Alliance Overview
- Office Supply Sourcing Event Overview
- UT System HUB Program Overview
  - HUB Subcontracting Plans
- Ariba e-Sourcing Platform
- RFP Review/Q&A Session

ALLIANCE OVERVIEW

Supply Chain Alliance
The University of Texas System
Creating Value Through Collaboration

UT System Facts

- Nine Universities. Six Health Institutions. Unlimited Possibilities.
- Fiscal Year 2014 Operating Budget $14.6 Billion
- Clinical Enterprise $4.1 Billion
- Research $2.1 Billion
  - Student Enrollment Exceeds 216,000
  - Over 87,000 Faculty and Staff



Supply Chain Alliance
The University of Texas System
Creating Value Through Collaboration

Alliance Members & Affiliates

TEXAS TECH

THE UNIVERSITY OF TEXAS AT AUSTIN

THE UNIVERSITY OF TEXAS AT EL PASO
UTEP

UT TYLER

UNT
UNIVERSITY OF NORTH TEXAS

UTSA
University of Texas at San Antonio

utmb Health

UTHealth
The University of Texas
Health Science Center at Houston

UT DALLAS
The University of Texas at Dallas

HOUSTON
Independent School District

THE UNIVERSITY OF TEXAS
MD Anderson
~~Cancer~~ Center

Supply Chain Alliance
The University of Texas System
Creating Value Through Collaboration

UT SOUTHWESTERN
MEDICAL CENTER

TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER

TYLER JUNIOR COLLEGE

UTPB
THE UNIVERSITY OF TEXAS OF THE PERMIAN BASIN

UTHEALTH
NORTHEAST

WE MAKE LIVES BETTER
UT HEALTH SCIENCE CENTER
SAN ANTONIO

UTPA

BCM
Baylor College of Medicine

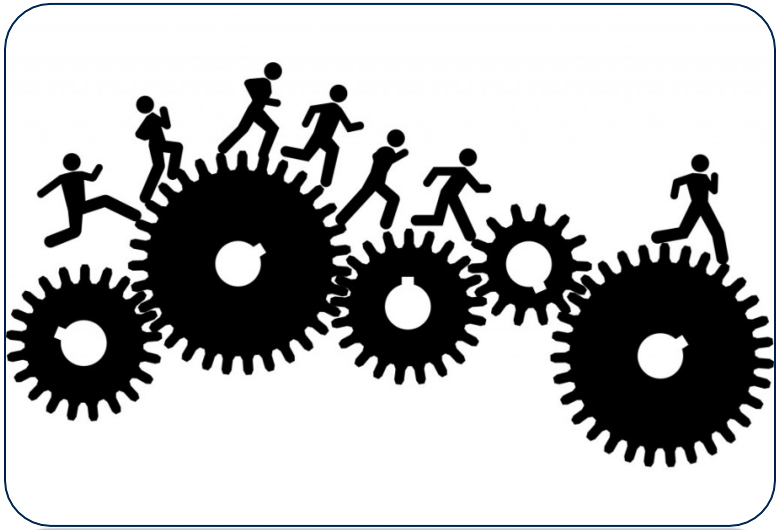
UNIVERSITY OF TEXAS ARLINGTON

UT BROWNSVILLE

SFA

Supply Chain Alliance
The University of Texas System
Creating Value Through Collaboration

Key Successes



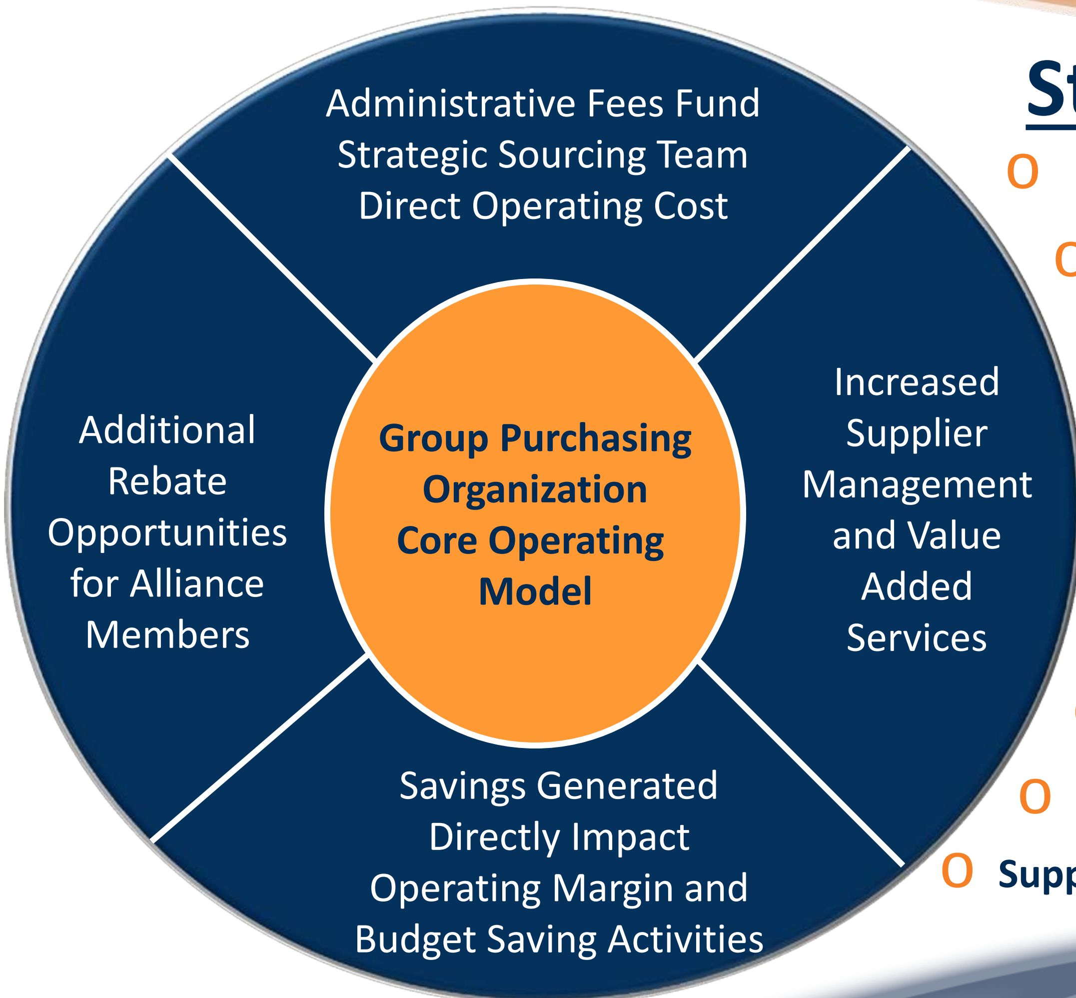
FY14 marks the 7th year of operations for the Alliance

Alliance contracts generate over $150M in annual spend; of which 19% is with HUB firms

The Alliance has implemented 50 strategic supplier agreements to date

Alliance contracts create a potential savings opportunity of over $80M

Alliance Business Model



Strategic Sourcing

- Dedicated Sourcing Professionals
- Data Driven Analysis
- Aggregated Purchasing Leverage
- Long-term Cost Savings
- Improve Benchmarking
- Total Cost of Ownership
- Information Sharing & Collaboration
- Integration of HUB
- Supplier Relationship Management

Supply Chain Alliance
The University of Texas System
Creating Value Through Collaboration

Office Supply Sourcing Event Overview

Supply Chain Alliance
The University of Texas System
Creating Value Through Collaboration

Background

- The current Contracts are a dual award to Today's Business Solutions and OfficeMax and has been in place since 2008
- Reason for Sourcing Event
  - Expiration of the Current Contract
  - Benchmarking the Marketplace
  - Maximize HUB Participation
  - Ensure UT System is obtaining the "Best Value" for Office Supplies

Event Description

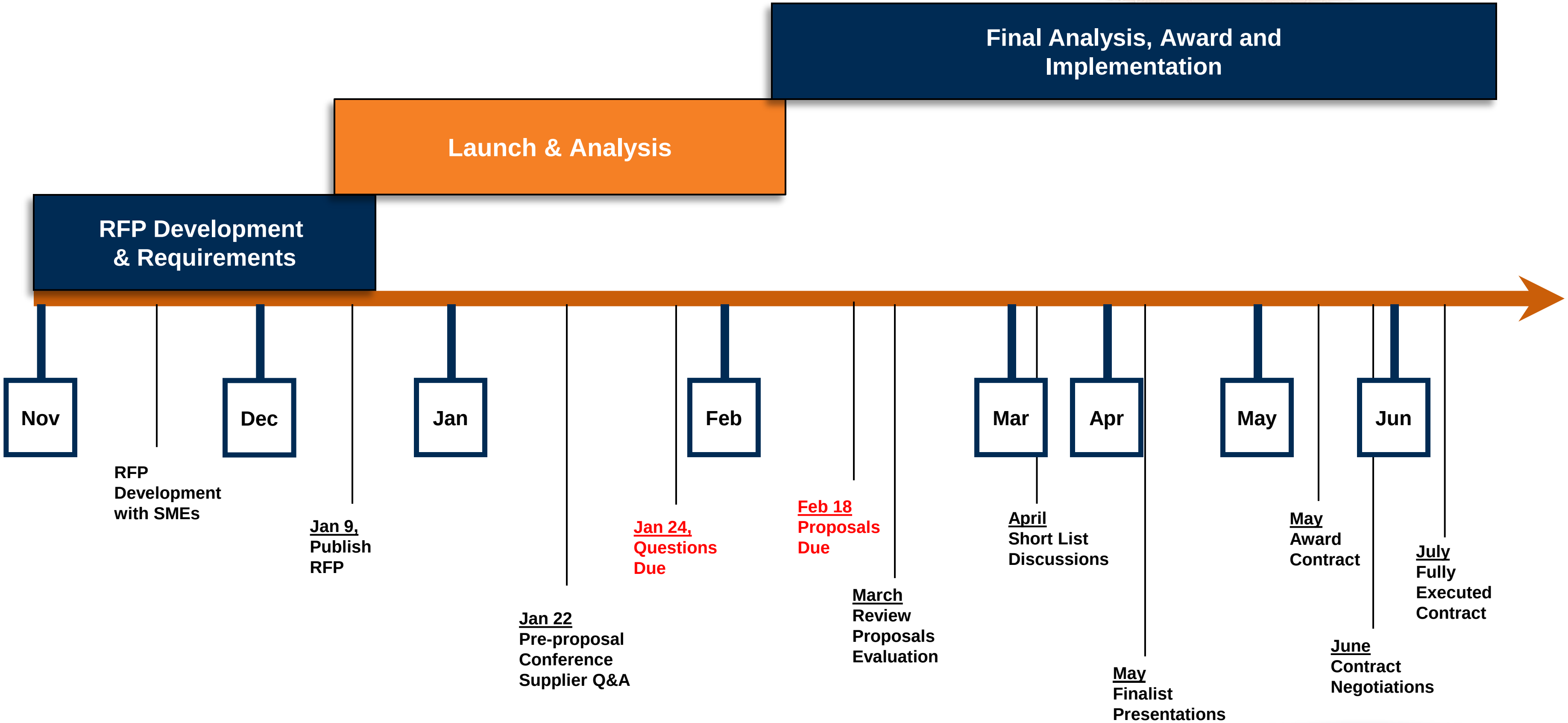
- The Office Supply Sourcing Event includes basic office supply products in the following main categories:
  - Paper (19% of total spend)
  - Toner & Ink (30% of total spend)
  - General Office supplies & Writing Instruments(51% of total spend)

Scope of Opportunity

- The current aggregate spend by UT System institutions and affiliates for Office Supplies is approximately $18 million annually.

- The Term of the new Contract will be up to 10 years based on the competiveness of the proposal we receive.

Sourcing Event Timeline



Supply Chain Alliance
The University of Texas System
Creating Value Through Collaboration

Key Points for Submissions

- Proposing as a Tier 1 and/or Tier 2 Supplier
- Understanding your firm's Business Model (relationship with wholesalers, manufactures, distributors, primes and subcontractors)
- Your firm's Past Performance and Successes
- Understanding who UT System is and the uniqueness of our Institutions
- Who is the final decision maker (where the "buck" stops)
- Implementation Plan and Objectives

Supply Chain Alliance
The University of Texas System
Creating Value Through Collaboration

Desired Sourcing Event Outcomes

- Best value for UT System
- Comprehensive and guaranteed service and pricing structure
- Leverage the aggregate purchasing volumes of participants
- Meet our HUB and Small Business Goals
- Achieve cost savings for participants
- Improve overall customer satisfaction
- Team with Preferred Supplier(s) to develop a win-win solution

HISTORICALLY UNDERUTILIZED BUSINESSES

Supply Chain Alliance
The University of Texas System
Creating Value Through Collaboration

Completing the HUB Subcontracting Plan*

- UT System Policy #137 requires a “good-faith effort” to include minority and woman-owned businesses in all of our procurement opportunities.
- All firms or individuals, both HUB and non-HUB, in-state or out-of-state, who propose on UT System opportunities, valued over $100,000 are required to submit a HUB Subcontracting Plan with their RFP.
- Responses that do not include an HSP will be rejected as a material failure to comply with advertised specifications in accordance with the request for proposal.
- HUB Goal for the Office Supplies RFP is 34%.
- HUB subcontracting Opportunities are probable.

*** See handout provided at session**

Completing the HUB Subcontracting Plan

Option One

If you are not subcontracting any portion of the contract and will be fulfilling the entire contract with your own resources, complete the following sections:

a) Section 1 – Respondent and Requisition Information

b) Section 2A – No, I will not be subcontracting any portion of the contract, and I will be fulfilling the entire contract with my own resources.

c) Section 3 – Self Performance Justification – Check “No” and provide an explanation in the box provided.

d) Section 4 – Affirmation

Completing the HUB Subcontracting Plan

Option Two

If all of your subcontracting opportunities will be performed using only HUB vendors, complete the following sections:

a) Section 1 - Respondent and Requisition Information

b) Section 2A – Yes, I will be subcontracting portions of the contract

c) Section 2B – List all the portions of work you will subcontract, and indicate the percentage of the contract you expect to award to HUB vendors

d) Section 2C – Yes

e) Section 4 – Affirmation

f) Good Faith Effort (Attachment A) – Complete this attachment for each subcontracting opportunity

g) Attach HUB certification documents

Completing the HUB Subcontracting Plan*

Option Three

If you are subcontracting with HUB vendors and Non-HUB vendors, and the total percentage of subcontracting with HUB vendors meets or exceeds the HUB Goal the contracting agency has identified in "Agency Special Instructions/Additional Requirements", complete the following:

a) Section 1 - Respondent and Requisition Information
b) Section 2A – Yes, I will be subcontracting portions of the contract
c) Section 2B – List all the portions of work you will subcontract, and indicate the percentage of the contract you expect to award to HUB vendors and Non HUB vendors
d) Section 2(C) – No
e) Section 2(D) – Yes
f) Section 4 – Affirmation
g) Good Faith Effort (Attachment A) – Complete this attachment for each subcontracting opportunity
h) Attach HUB certification documents

PS

Completing the HUB Subcontracting Plan

Option Four

If you are subcontracting with HUB vendors and Non-HUB vendors (or only Non HUB vendors) and will not meet the HUB Goal , complete the following:

a) Section 1 - Respondent and Requisition Information

b) Section 2A – Yes, I will be subcontracting portions of the contract

c) Section 2B – List all the portions of work you will subcontract, and indicated the percentage of the contract you expect to award to HUB vendors and Non HUB vendors

d) Section 2C – No

e) Section 2D – No

f) Section 4 – Affirmation

g) Good Faith Effort (Attachment B) – Complete this attachment for each subcontracting opportunity

h) Attach HUB certification documents

Progress Assessment Report (PAR)

- The PAR is required with each payment application and is a condition of payment.
- The Par must include all 1st and 2nd tier HUB subcontractors reflected on the HUB Subcontracting Plan.
- The PAR must include all HUB Vendor Identification Numbers (VID) and Employer Identification Numbers (EIN) if applicable

Required Documents

- Letter of HUB Commitment
- HSP completed depending on your firms circumstances (i.e. Option 1-4)
- Changes to the plan must be approved by the HUB Coordinator and if approved a revised HSP will be submitted
- Any requests for payment will include the Progress Assessment Report (PAR) form or no payment will be made until the form is complete

Disqualification

- No good faith effort
- HUB forms incomplete
- HUB form not submitted with proposal

Before Submission

Send the HSP to the HUB Coordinator for a preliminary review at least 4 days prior to the due date.

Historically Underutilized Businesses

Cynthia Booker
UT System Administration
Office of HUB Development
Office: 409-772-1353
Fax: 409-772-1388
cbooker@utsystem.edu

- All HUB Plans should be reviewed prior to submittal
- Responses that do not include an HSP will be rejected as a material failure to comply with advertised specifications in accordance with the request for qualifications

HUB Subcontractor Training Presentation can be found at:

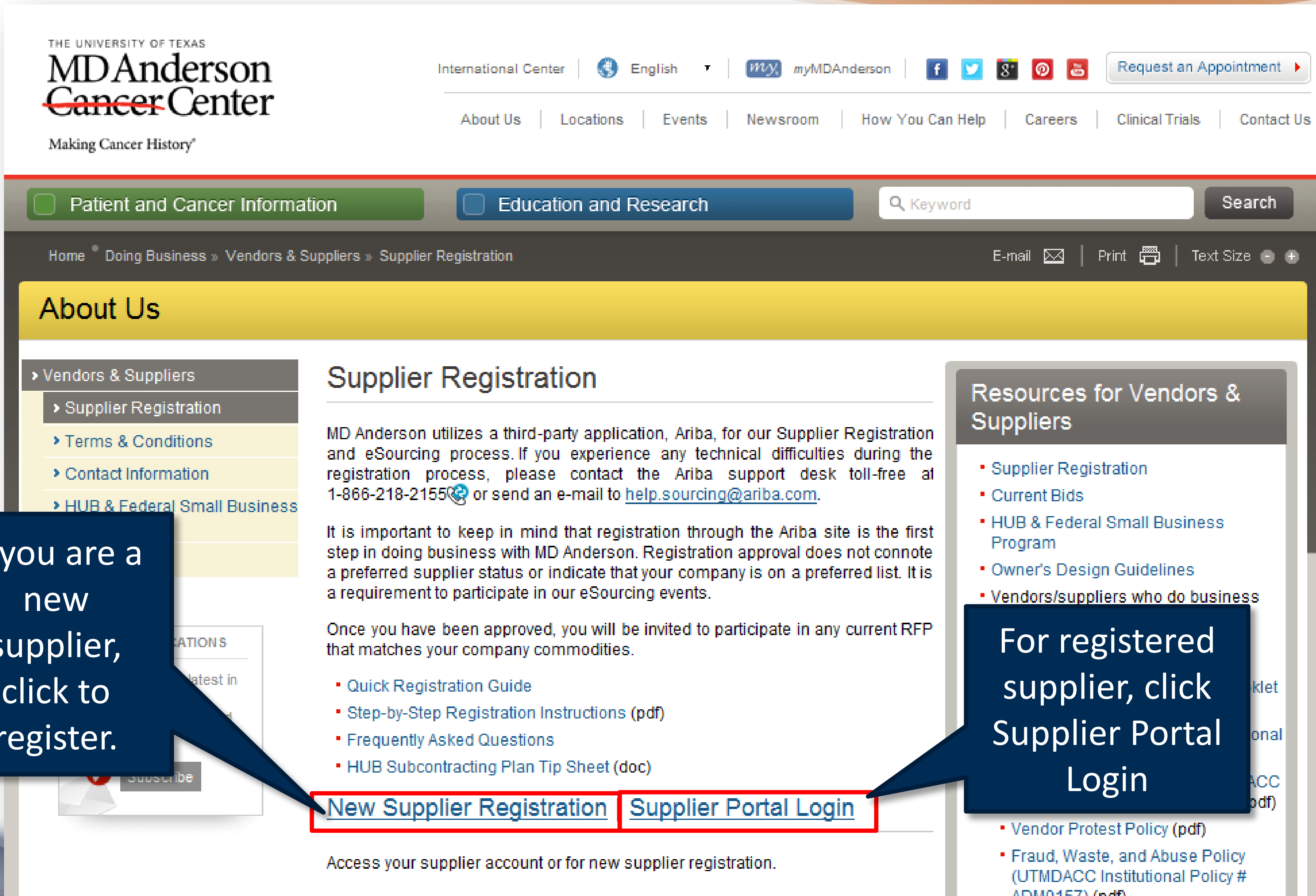
http://www.cpa.state.tx.us/procurement/prog/hub/hub-subcontracting-plan/

ARIBA e-SOURCING PLATFORM

Supply Chain Alliance
The University of Texas System
Creating Value Through Collaboration

MD Anderson Supplier Portal

www.mdanderson.org/suppliers

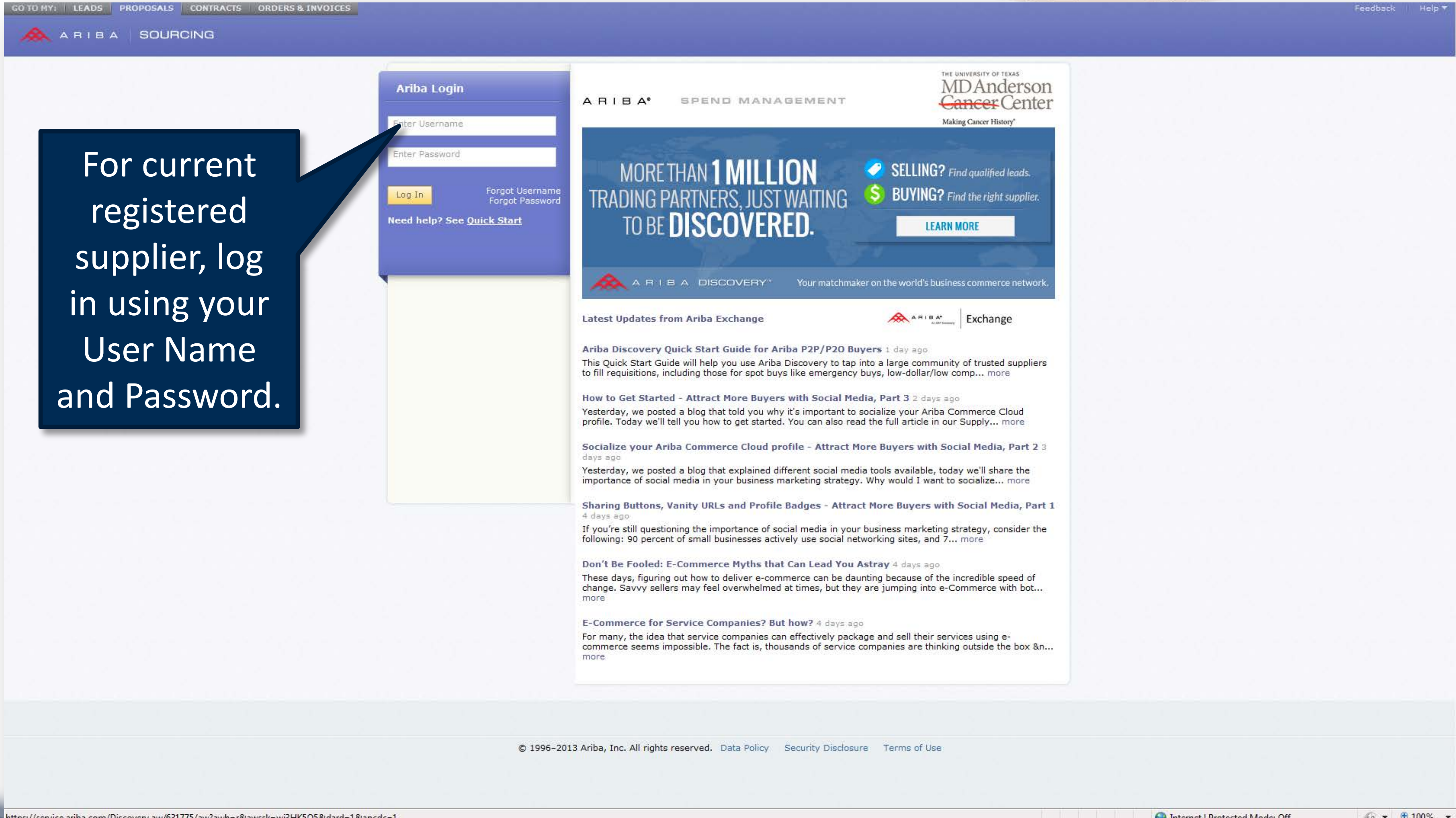


If you are a new supplier, click to register.

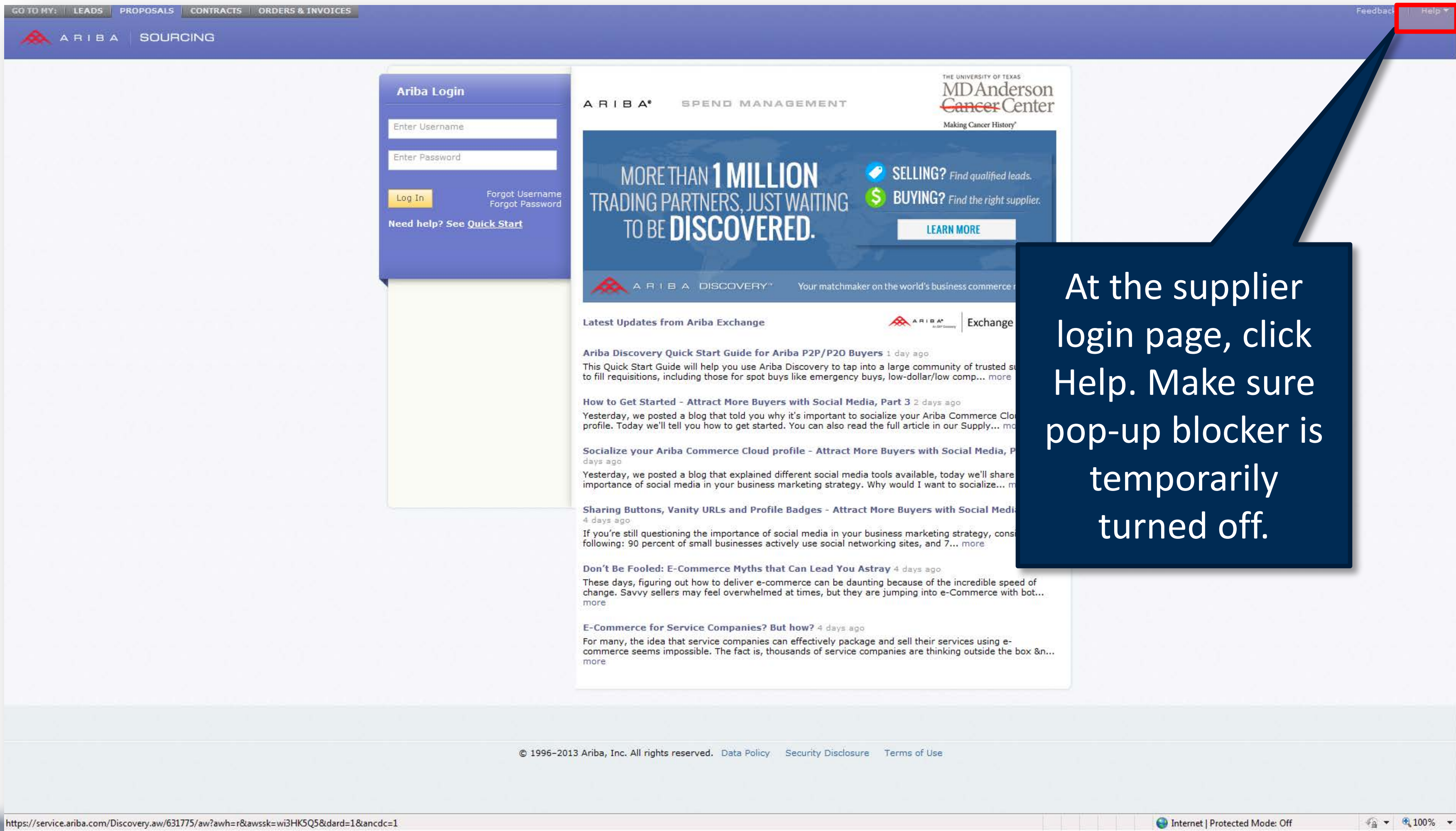
For registered supplier, click Supplier Portal Login

Ariba Supplier Login

For current registered supplier, log in using your User Name and Password.



Getting Help with Ariba



At the supplier login page, click Help. Make sure pop-up blocker is temporarily turned off.

Getting Help with Ariba

Help@Ariba - Windows Internet Explorer provided by M. D. Anderson Cancer Center

https://s1.ariba.com/Help/Main/aw?awh=r&dard=1

HELP @ ARIBA | Using | Support

Need help? Learn more by reviewing the answers to some of our most frequently asked questions.

Ariba Commerce Cloud Registration

About the Ariba Commerce Cloud
- I registered on my customer's Ariba Sourcing site in the past; do I need to register again?
- What is the Ariba Commerce Cloud?
- Why am I being asked to register on the Ariba Commerce Cloud?

Ariba Commerce Cloud Information Page
- Do I have to add "Commodities" for my company?
- Do I have to add Sales Territories for my company?
- Do I have to enter a DUNS Number for my company?
- Do I have to enter a Tax ID for my company?
- What is the difference between the Email and Username fields?

Email Invitation to an Event
- The email invitation content is confusing - what do I need to do?
- The link in the email invitation does not work. Why?

Registration Page
- Is my company able to have multiple Ariba Commerce Cloud accounts?
- It says my username is currently in use, can I still register in the Ariba Commerce Cloud?

The "Ariba SOURCING - Ariba Login" Page
- I clicked Forgot Password, submitted my username, and nothing happened. Why?
- I clicked Forgot Username, entered my email address, and nothing happened. Why?
- I clicked the link in the email invitation and entered my Ariba Commerce Cloud username and password. Why can I not access the events for that buyer?
- I clicked the link in the email invitation and entered my username and password, and it failed. Why?
- What username and password do I use on the Ariba Sourcing - Ariba Login page?

The "Ariba SOURCING - Enter Your Account Information" Page
- Why do I get "The username and password pair you entered was not found..."?

Welcome to the Ariba Commerce Cloud Page
- On the "Welcome to the Ariba Commerce Cloud" Page, what do I need to do to get to the event?

Events
- Can messages can be sent and recieve when the event is closed?

General
- Why do I see "Certificate Error: Navigation Blocked"

Performance
- The site is running slowly, and I keep seeing a blue progress bar across the screen. How can I speed processing?

Suppliers
- What is the Access Control of Customer Data feature in 12s3?

Contact Ariba Customer Support

Ariba Customer Support Webform
Get fast, convenient support for products.

Call Ariba Customer Support
Access a complete list of international phone numbers.

Done | Internet | Protected Mode: Off | 85%

Access self-help

Contacting Ariba Technical Support

Ariba Technical Support

Ariba Technical Support – for help with username, password, etc.

help.sourcing@ariba.com

Toll Free: 1-866-218-2155 available 24/7 excluding major holidays

UT MDACC Ariba Contact

SupplyChainHelpdesk@mdanderson.org

phone: (713) 745-7997

RFP OVERVIEW Q & A

SUPPLY CHAIN ALLIANCE
THE UNIVERSITY of TEXAS SYSTEM
Creating Value Through Collaboration

Sourcing Event Key Dates

Date	Time	Event
January 22, 2013	10:00 AM	Pre-Proposal Meeting
January 24, 2014	5:00 PM	Deadline to Submit Questions for clarification to RFP requirements - Section 2.2 of this RFP
February 18, 2014	**3:00 PM**	**Proposal Submittal Deadline**

Contact Information

Kyle Barton

713-745-8339

kdbarton@mdanderson.org

www.utsystem.edu/hea/supplychainalliance

Our Online Community:

Like Us on Facebook

Follow Us on Twitter

Supply Chain Alliance
The University of Texas System
Creating Value Through Collaboration

THANK YOU FOR YOUR PARTICIPATION!

PRE PROPOSAL MEETING

Project Name: Office Supplies
RFP Number: UTS/A43

Supply Chain Alliance
The University of Texas System
Creating Value Through Collaboration

Date: January 22, 2014
Time: 10:00am - 12:00pm
Location: Mid Campus Building One 7007 Bertner Ave. Suite 1MC7.3312 Houston, TX 77030

NAME	COMPLETE COMPANY NAME	JOB TITLE	EMAIL ADDRESS
Fabiola Garza	Summus Industries	Account Manager	Fabiola.Garza@SummusIndustries.com
Jeff Slukrian	TCPN	Program Mgr	JShokrian@TCPN.Org
Pam GONZALEZ	TCPN	VP / CEO	pam@gonzalezop.COM
Priscilla Luna	Todays Business Solutions	VP-Sales	priscilla@tbstx.com
Rob Gallant	ODP	VP-Sales	robgallant@officemax.com
ROBERT JIMENEZ	TBS	PRES.	robert@tbstx.com
Mike McDOWELL	ODP	Director	michael.mcdonnell@officedepot.com
TRICIA CANO	STAPLES		Patricia.cano@Staples.com
BRAD TURNER	"		BRAD.TURNER@STAPLES.COM
ROD CRAIG	SUMMUS		Rod.Craig@Summusindustries.com
Lupe FRAGA	TEJAS		LupeF@TEJASOFFICE.com
STEPHEN FRAGA	TEJAS		STEPHENF@TEJASOFFICE.COM

NOTE: Addenda and other bid information will be sent using this list as a mailing list. Please ensure all information is correct, complete, and legible.

PRE PROPOSAL MEETING

Project Name: Office Supplies
RFP Number: UTS/A43

SUPPLY CHAIN ALLIANCE
THE UNIVERSITY of TEXAS SYSTEM
Creating Value Through Collaboration

Date: January 22, 2014
Time: 10:00am - 12:00pm
Location: Mid Campus Building One 7007 Bertner Ave. Suite 1MC7.3312 Houston, TX 77030

NAME	COMPLETE COMPANY NAME	JOB TITLE	EMAIL ADDRESS
Carla Curtis	midway/B4	VP	ccurtis@b4products.com
Teresa Fransen	Lee Office Solutions	SAles	teresaf@leeofficesolutions.com
Victor Bhatt	Lee Office Solutions	PRES	vbhatt@leeofficesolutions.com
Chuck Welsey	Midway	EVP	
Curtis Morris	ELP	Pres	cmorris@enhancedlaser.com

NOTE: Addenda and other bid information will be sent using this list as a mailing list. Please ensure all information is correct, complete, and legible.

Attendee Report

GoToWebinar

Generated

Jan 28, 2014 09:08 AM PST

General Information

Webinar Name

Office Supply Pre-Proposal Meeting

Webinar ID

899947401

Actual Start Date/Time

Jan 22, 2014 09:45 AM CST

Actual Duration (minutes)

61

Total Attended

12

Details

Organization	First Name	Last Name	Email	Address	Phone	City	State	Zip Code
PDME	P.D.	Morrison	pd@pdme.com	1120 Toro Grande Blvd.		Cedar Park	TX	78641
CubieCo	Roland	Hernandez	roland@cubie.co	4737 Center Park Blvd	210-656-4000	San Antonio	TX	78218
	Naji	Saba	naji.saba@staples.com	6400 Hollister St.		Houston	TX	77040
V-Quest Office Machines & Supplies	Mark	Jermstad	mark.jermstad@v-questtx.com	4159-A E. University Avenue	512-763-8800	Georgetown	TX	78626
SA Lighthouse for the Blind	Christine	Crane	ccrane@salighthouse.org	2305 Roosevelt	210-846-3775	San Antonio	TX	78210
Staples Contract & Commercial, Inc.	Nora	Quigley	nora.quigley@staples.com	6600 Peachtree Dunwoody Road, Suite 400	678-837-3044	Atlanta	GA	30328
PDME	Bonnie	Carothers	bcarothers@pdme.com	1120 Toro Grande Blvd.	80-723-3345, ext. 120	Cedar Park	TX	78613
Challenge Office Products, Inc.	John	Barbosa	jbarbosa@challengeproducts.com	6015 South Loop East	7136444007	Houston	TX	77033
Longhorn Office Products, Inc.	Michael	Winkler	mwinkler@longhornop.com	2210 Denton Dr Suite 109	512-672-4576	Austin	TX	78758
	Abby	Leopold	abby.leopold@staples.com	500 Staples Dr		Framingham	MA	01760
	linda	odem	sales1012@costx.com	840 w rhapsody		san antonio	TX	78216
Midway Advanced Products, LLC	Carla	Curtis	ccurtis@b4products.com	800 Town and Country Blvd., Suite 200	713-463-4644	Houston	TX	77024
Longhorn Office Products, Inc	Jeff	Watson	jeffw@longhornop.com	2210 Denton Dr. Suite 109	512-672-4567	Austin	TX	78758
Office Depot, Inc.	Rob	Gallant	robgallant@iofficemax.com	1431 Dartmouth Drive	480-249-6516	Southlake, TX	TX	76092
Summus Industries	Rodney	Craig	rcraig@summusindustries.com	245 Commerce Green Blvd. Suite 155	2816401765	Sugar Land	TX	77478