

ITEM	DESCRIPTION	QUANTITY	BID PRICE	ITEM NUMBER TO BE USED FOR ORDERS	BRAND AND MODEL NUMBER REQUIRED
1	Ticonderoga or Eagle #2 Pencils	dozen			
2	Eraser caps, fits standard pencils, Arrowhead or equal, box of 144 caps	box			
3	Ball Point Pens, Stick Type, Blue, Medium Point, BIC or equal	dozen			
4	Ball Point Pens, Stick Type, Black, Medium Point, BIC or equal	dozen			
5	Ball Point Pens, Stick Type, Red, Medium Point, BIC or equal	dozen			
6	Ball Point Pens, Fine Point, Blue, BIC or equal	dozen			
7	Ball Point Pens, Fine Point, Black, BIC or equal	dozen			
8	Sharpie-type Marker, Black, Fine Point (Flair Type)	dozen			
9	Marker, Heavy, Black	dozen			
10	Highlighter, Yellow	dozen			
	Highlighter, Green	dozen			
	Highlighter, Orange	dozen			
	Highlighter, Blue	dozen			
	Highlighter, Pink	dozen			

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11	Highlighter, assorted 6-pack to include yellow, green, orange, blue, pink and lavender	pack				
12	Liquid Paper Correction Fluid, Bottle	each/dozen				
13	Paper-Error Correction <b>Tape</b> , Pen Type	each/dozen				
14	Tape, Clear/Transparent (non-yellowing or cloudy), 3/4" x 1,296"	each				
15	Desk Tape Dispenser, 1" core, holds 3/4" tape	each				
16	Glue, white, squeeze bottle, 4 ounces	each				
17	Staples, strip to fit all standard staplers, 5,000 per single box	box				
18	Stapler, staples up to 20 sheets minimum, holds a full-strip of staples	each				
19	Staple Removers, Grip Type Style	each				
20	Letter Openers, Plastic Type with blade	each				
21	#1 Paper Clips, Smooth Edge, 100 clips per box, 10 boxes per pack	pack				
22	Jumbo Paper Clips, Smooth Edge, 100 clips per box, 10 boxes per pack	pack				
23	Binder Clips, Mini, 1/4" capacity, Steel Spring Clip, one dozen	dozen				
24	Binder Clips, Small, 3/8" capacity, Steel Spring Clip, one dozen	dozen				

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25	Binder Clips, Medium, 5/8" capacity, Steel Spring Clip, one dozen	dozen			
26	Binder Clips, Large, 1" capacity, Steel Spring Clip, one dozen	dozen			
27	While You Were Out Messages Pads, 4" x 5 1/4", Pink, 50 sheets per pad	dozen			
28	Office Shears, 7" overall size	each			
29	Ruler, 12", Wood	each			
30	Ruler, 18", Wood	each			
31	Rubber Bands, #19, 1/4 pound box	box			
32	Rubber Bands, #64, 1/4 pound box	box			
33	Adding Machine Tape for Calculators, rolls measure 2 1/4" x 150' long	each			
34	Manila Folders, Letter Size, 1/3 cut tabs, 11-pt. stock expands to 3/4", 100 per box	box			
35	Manila Folders, Legal Size, 1/3 cut tabs, 11-pt. stock expands to 3/4", 100 per box	box			
36	File Folders Labels, 2/3" x 3 7/16", White, Self-Adhesive, 750 labels per box, must be for Laser/Ink Jet printers and Microsoft Word	box			
37	Hanging File Folders, Letter Sized, 5 Tab Positions, 1/3 Cut Tabs, Green, includes clear vinyl tabs with blank inserts, 25-box	box			
38	Hanging File Folder Tabs, Clear, 1/5 Cut (2" Width), Plastic, Blank Inserts Included, 25 per pack	pack			

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39	Tab Inserts for Hanging File Folders, White, for 1/5 Cut Tabs, must be for Laser/Ink Jet printers and compatible in Microsoft Word, side-by-side folding design, allows printing on both sides of the insert, 100 tabs per box	box			
40	3 Ring Binder, 1", vinyl, transparent pocket for spine and cover view, black	each			
	3 Ring Binder, 1", vinyl, transparent pocket for spine and cover view, white	each			
41	3 D-Ring Binder, 3", vinyl, transparent pocket for spine and cover view, black	each			
	3 D-Ring Binder, 3", vinyl, transparent pocket for spine and cover view, white	each			
42	3 D-Ring Binder, 5", vinyl, transparent pocket for spine and cover view, black	each			
	3 D-Ring Binder, 5", vinyl, transparent pocket for spine and cover view, white	each			
43	Scratch Pads, 3" x 5", White, per dozen	dozen			
44	Scratch Pads, 4" x 6", White, per dozen	dozen			
45	Scratch Pads, 5" x 8" , White, per dozen	dozen			
46	Self-Stick Notes, 1 1/2" x 2", 100 sheets per pad, yellow, 12 pads per pack	pack			
47	Self-Stick Notes, 3" x 3", 100 sheets per pad, yellow, 12 pads per pack	pack			
48	Steno Books, Gregg, 80 sheets per pad	each			
49	Yellow Pads, letter size, 8 1/2" x 11"	dozen			

ITEM	DESCRIPTION	QUANTITY	BID PRICE	ITEM NUMBER TO BE USED FOR ORDERS	BRAND AND MODEL NUMBER REQUIRED
50	Yellow Pads, legal size, 8 1/2" x 14"	dozen			
51	Clasp Envelopes, 7 1/2" x 10 1/2", Gum Seal, 100 envelopes per box	box			
52	Clasp Envelopes, 9" x 12", Gum Seal, 100 envelopes per box	box			
53	Clasp Envelopes, 10" x 13", Gum Seal, 100 envelopes per box	box			
54	Address Labels, 1" x 2 5/8", White, Self-Adhesive, compatible in Microsoft Word, 30 labels per sheet, 750 labels per pack	pack			
55	Drawer File Pockets-Redrope Brown Gusset, Straight-cut tab, Letter Size, 5 1/4" Expansion, 10 folders per box	box			
56	Copy Paper, 8.5 x 11, Letter Size, White, 20 lb., 500 sheets per ream	per ream			
	Copy Paper, 8.5 x 11, Letter Size, White, 20 lb., 10 reams per carton	carton			
57	Copy Paper, 8.5 x 14, Legal Size, White, 20 lb., 500 sheets per ream	per ream			
	Copy Paper, 8.5 x 14, Legal Size, White, 20 lb., 10 reams per carton	carton			
58	Copy Paper, 11" x 17", White, 20 lb., 500 sheets per ream	per ream			
	Copy Paper, 11" x 17", White, 20 lb., 5 reams per carton	carton			