

**ADAMS COUNTY, COLORADO  
PURCHASE OF SERVICE AGREEMENT**

THIS AGREEMENT ("Agreement") is made this 26<sup>th</sup> day of August 2013, by and between the Adams County Board of County Commissioners, located at 4430 South Adams County Parkway, Brighton, Colorado 80601, hereinafter referred to as the "County," and **EON ENTERPRISES, INC. DBA EON OFFICE PRODUCTS** located at 60 Tejon Street, Denver, Colorado 80223, hereinafter referred to as the "Contractor." The County and the Contractor may be collectively referred to herein as the "Parties".

The County and the Contractor, for the consideration herein set forth, agree as follows:

**1. SERVICES OF THE CONTRACTOR:**

1.1. All work shall be in accordance with the attached **RFP 2013.027** as **Exhibit A** and the Contractor's response to the RFP 2013.027 attached hereto as **Attachments A1-A4**, and incorporated herein by reference. Should there be any discrepancy between **Attachments A1-A4** and this Agreement the terms and conditions of this Agreement shall prevail.

1.2. Emergency Services: Not Applicable.

**2. RESPONSIBILITIES OF THE COUNTY:** The County shall provide information as necessary or requested by the Contractor to enable the Contractor's performance under this Agreement.

**3. TERM:**

3.1. Term of Agreement: The initial term of this Agreement shall be for one (1) year from the date of execution by Adams County Board of County Commissioners, unless sooner terminated as specified elsewhere herein.

3.2. Extension Option: The County, at its sole option, may offer to extend this Agreement as necessary for up to two (2), one (1) year extensions providing satisfactory service is given and all terms and conditions of this Agreement have been fulfilled. Such extensions must be mutually agreed upon in writing by the County and the Contractor, and approved by the Adams County Board of County Commissioners.

**4. PAYMENT AND FEE SCHEDULE:** The County shall pay the Contractor for services furnished under this Agreement, and the Contractor shall accept as full payment for those services, the sum of **one hundred twenty-one thousand, eighty-two dollars and twenty-five cents (121,082.25)**, in accordance with the attached fee schedule reference in **Attachment A1** for the initial year.

4.1. Payment pursuant to this Agreement, whether in full or in part, is subject to and contingent upon the continuing availability of County funds for the purposes hereof. In the event that funds become unavailable, as determined by the County, the County may immediately terminate this Agreement or amend it accordingly.

5. **INDEPENDENT CONTRACTOR:** In providing services under this Agreement, the Contractor acts as an independent contractor and not as an employee of the County. The Contractor shall be solely and entirely responsible for his/her acts, and the acts of his/her employees, agents, servants, and subcontractors during the term and performance of this Agreement. No employee, agent, servant, or subcontractor of the Contractor shall be deemed to be an employee, agent, or servant of the County because of the performance of any services or work under this Agreement. The Contractor, at its expense, shall procure and maintain workers' compensation insurance as required by law. **Pursuant to the Workers' Compensation Act § 8-40-202(2)(b)(IV), C.R.S., as amended, the Contractor understands that it and its employees and servants are not entitled to workers' compensation benefits from the County. The Contractor further understands that it is solely obligated for the payment of federal and state income tax on any moneys earned pursuant to this Agreement.**

6. **NONDISCRIMINATION:** The Contractor shall not discriminate against any employee or qualified applicant for employment because of age, race, color, religion, marital status, disability, sex, or national origin. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices provided by the local public agency setting forth the provisions of this nondiscrimination clause. Adams County is an equal opportunity employer.

6.1. The Contractor will cause the foregoing provisions to be inserted in all subcontracts for any work covered by this Agreement so that such provisions will be binding upon each subcontractor, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

7. **INDEMNIFICATION:** The Contractor agrees to indemnify and hold harmless the County, its officers, agents, and employees for, from, and against any and all claims, suits, expenses, damages, or other liabilities, including reasonable attorney fees and court costs, arising out of damage or injury to persons, entities, or property, caused or sustained by any person(s) as a result of the Contractor's performance or failure to perform pursuant to the terms of this Agreement or as a result of any subcontractors' performance or failure to perform pursuant to the terms of this Agreement.

8. **INSURANCE**: The Contractor agrees to maintain insurance of the following types and amounts:
- 8.1. **Commercial General Liability Insurance**: to include products liability, completed operations, contractual, broad form property damage and personal injury.
- 8.1.1. Each Occurrence: \$1,000,000
- 8.1.2. General Aggregate: \$2,000,000
- 8.2. **Comprehensive Automobile Liability Insurance**: to include all motor vehicles owned, hired, leased, or borrowed.
- 8.2.1. Bodily Injury/Property Damage: \$1,000,000 (each accident)
- 8.2.2. Personal Injury Protection: Per Colorado Statutes
- 8.3. **Workers' Compensation Insurance**: Per Colorado Statutes
- 8.4. **Professional Liability Insurance**: to include coverage for damages or claims for damages arising out of the rendering, or failure to render, any professional services, as applicable.
- 8.4.1. Each Occurrence: \$1,000,000
- 8.4.2. This insurance requirement applies only to Contractors who are performing services under this Agreement as professionals licensed under the laws of the State of Colorado, such as physicians, lawyers, engineers, nurses, mental health providers, and any other licensed professionals.
- 8.5. **Adams County as "Additional Insured"**: The Contractor's commercial general liability, comprehensive automobile liability, and professional liability insurance policies and/or certificates of insurance shall be issued to include Adams County as an "additional insured," and shall include the following provisions:
- 8.5.1. Underwriters shall have no right of recovery or subrogation against the County, it being the intent of the parties that the insurance policies so affected shall protect both parties and be primary coverage for any and all losses resulting from the actions or negligence of the Contractor.
- 8.5.2. The insurance companies issuing the policy or policies shall have no recourse against the County for payment of any premiums due or for any assessments under any form of any policy.
- 8.5.3. Any and all deductibles contained in any insurance policy shall be assumed by and at the sole risk of the Contractor.

- 8.6. Licensed Insurers: All insurers of the Contractor must be licensed or approved to do business in the State of Colorado. Upon failure of the Contractor to furnish, deliver and/or maintain such insurance as provided herein, this Agreement, at the election of the County, may be immediately declared suspended, discontinued, or terminated. Failure of the Contractor in obtaining and/or maintaining any required insurance shall not relieve the Contractor from any liability under this Agreement, nor shall the insurance requirements be construed to conflict with the obligations of the Contractor concerning indemnification.
- 8.7. Endorsement: Each insurance policy herein required shall be endorsed to state that coverage shall not be suspended, voided, or canceled without thirty (30) days prior written notice by certified mail, return receipt requested, to the County.
- 8.8. Proof of Insurance: At any time during the term of this Agreement, the County may require the Contractor to provide proof of the insurance coverages or policies required under this Agreement.

## 9. TERMINATION:

- 9.1. For Cause: If, through any cause, the Contractor fails to fulfill its obligations under this Agreement in a timely and proper manner, or if the Contractor violates any of the covenants, conditions, or stipulations of this Agreement, the County shall thereupon have the right to immediately terminate this Agreement, upon giving written notice to the Contractor of such termination and specifying the effective date thereof.
- 9.2. For Convenience: The County may terminate this Agreement at any time by giving written notice as specified herein to the other party, which notice shall be given at least thirty (30) days prior to the effective date of the termination. If this Agreement is terminated by the County, the Contractor will be paid an amount that bears the same ratio to the total compensation as the services actually performed bear to the total services the Contractor was to perform under this Agreement, less payments previously made to the Contractor under this Agreement.

## 10. MUTUAL UNDERSTANDINGS:

- 10.1. Jurisdiction and Venue: The laws of the State of Colorado shall govern as to the interpretation, validity, and effect of this Agreement. The parties agree that jurisdiction and venue for any disputes arising under this Agreement shall be with the 17<sup>th</sup> Judicial District, Colorado.

- 10.2. Compliance with Laws: During the performance of this Agreement, the Contractor agrees to strictly adhere to all applicable federal, state, and local laws, rules and regulations, including all licensing and permit requirements. The parties hereto aver that they are familiar with § 18-8-301, et seq., C.R.S. (Bribery and Corrupt Influences), as amended, and § 18-8-401, et seq., C.R.S. (Abuse of Public Office), as amended, and that no violation of such provisions are present. Contractor warrants that it is in compliance with the residency requirements in §§ 8-17-101, et seq., C.R.S. Without limiting the generality of the foregoing, the Contractor expressly agrees to comply with the privacy and security requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).
- 10.3. OSHA: Contractor shall comply with the requirements of the Occupational Safety and Health Act (OSHA) and shall review and comply with the County's safety regulations while on any County property. Failure to comply with any applicable federal, state or local law, rule, or regulation shall give the County the right to terminate this agreement for cause.
- 10.4. Record Retention: The Contractor shall maintain records and documentation of the services provided under this Agreement, including fiscal records, and shall retain the records for a period of three (3) years from the date this Agreement is terminated. Said records and documents shall be subject at all reasonable times to inspection, review, or audit by authorized federal, state, or County personnel.
- 10.5. Assignability: Neither this Agreement, nor any rights hereunder, in whole or in part, shall be assignable or otherwise transferable by the Contractor without the prior written consent of the County.
- 10.6. Waiver: Waiver of strict performance or the breach of any provision of this Agreement shall not be deemed a waiver, nor shall it prejudice the waiving party's right to require strict performance of the same provision, or any other provision in the future, unless such waiver has rendered future performance commercially impossible.
- 10.7. Force Majeure: Neither party shall be liable for any delay or failure to perform its obligations hereunder to the extent that such delay or failure is caused by a force or event beyond the control of such party including, without limitation, war, embargoes, strikes, governmental restrictions, riots, fires, floods, earthquakes, or other acts of God.

10.8. Notice: Any notices given under this Agreement are deemed to have been received and to be effective: (1) three (3) days after the same shall have been mailed by certified mail, return receipt requested; (2) immediately upon hand delivery; or (3) immediately upon receipt of confirmation that an E-mail was received. For the purposes of this Agreement, any and all notices shall be addressed to the contacts listed below:

**County:**

Department: Adams County Purchasing Division  
Contact: Heidi Casteel, Project Manager  
Address: 4430 S. Adams County Pkwy 4<sup>th</sup> Floor, Suite C4000A  
City, State, Zip: Brighton, Colorado 80601  
Office Number: 720.523.6053  
E-mail: [hcasteel@adcogov.org](mailto:hcasteel@adcogov.org)

Department: Adams County Attorney's Office  
Address: 4430 South Adams County Parkway  
City, State, Zip: Brighton, Colorado 80601

**Contractor:**

Department: EON Office Products  
Contact: Pam Wagner, Senior Account Manager  
Address: 60 Tejon Street  
City, State, Zip: Denver, Colorado 80223  
Office Number: 720.570.5400  
E-mail: [pwagner@eonoffice.com](mailto:pwagner@eonoffice.com)

10.9. Integration of Understanding: This Agreement contains the entire understanding of the parties hereto and neither it, nor the rights and obligations hereunder, may be changed, modified, or waived except by an instrument in writing that is signed by the parties hereto.

10.10. Severability: If any provision of this Agreement is determined to be unenforceable or invalid for any reason, the remainder of this Agreement shall remain in effect, unless otherwise terminated in accordance with the terms contained herein.

10.11. Authorization: Each party represents and warrants that it has the power and ability to enter into this Agreement, to grant the rights granted herein, and to perform the duties and obligations herein described.

**11. CHANGE ORDERS OR EXTENSIONS:**

11.1. Change Orders: The County may, from time to time, require changes in the scope of the services of the Contractor to be performed herein including, but not limited to, additional instructions, additional work, and the omission of work previously ordered. The Contractor shall be compensated for all authorized changes in services, pursuant to the applicable provision in the Invitation to Bid, or, if no provision exists, pursuant to the terms of the Change Order.

**12. COMPLIANCE WITH C.R.S. § 8-17.5-101, ET. SEQ. AS AMENDED 5/13/08:** Pursuant to Colorado Revised Statute (C.R.S.), § 8-17.5-101, *et. seq.*, as amended May 13, 2008, the Contractor shall meet the following requirements prior to signing this Agreement (public contract for service) and for the duration thereof:

- 12.1. The Contractor shall certify participation in the E-Verify Program (the electronic employment verification program that is authorized in 8 U.S.C. § 1324a and jointly administered by the United States Department of Homeland Security and the Social Security Administration, or its successor program) or the Department Program (the employment verification program established by the Colorado Department of Labor and Employment pursuant to C.R.S. § 8-17.5-102(5)) on the attached certification.
- 12.2. The Contractor shall not knowingly employ or contract with an illegal alien to perform work under this public contract for services.
- 12.3. The Contractor shall not enter into a contract with a subcontractor that fails to certify to the Contractor that the subcontractor shall not knowingly employ or contract with an illegal alien to perform work under this public contract for services.
- 12.4. At the time of signing this public contract for services, the Contractor has confirmed the employment eligibility of all employees who are newly hired for employment to perform work under this public contract for services through participation in either the E-Verify Program or the Department Program.
- 12.5. The Contractor shall not use either the E-Verify Program or the Department Program procedures to undertake pre-employment screening of job applicants while this public contract for services is being performed.
- 12.6. If Contractor obtains actual knowledge that a subcontractor performing work under this public contract for services knowingly employs or contracts with an illegal alien, the Contractor shall: notify the subcontractor and the County within three days that the Contractor has actual knowledge that the subcontractor is employing or contracting with an illegal alien; and terminate the subcontract with the subcontractor if within three days of receiving the notice required pursuant to the previous paragraph, the subcontractor does not stop employing or contracting with the illegal alien; except that the contractor shall not terminate the contract with the subcontractor if during such three days the subcontractor provides information to establish that the subcontractor has not knowingly employed or contracted with an illegal alien.
- 12.7. Contractor shall comply with any reasonable requests by the Department of Labor and Employment (the Department) made in the course of an investigation that the Department is undertaking pursuant to the authority established in C.R.S. § 8-17.5-102(5).
- 12.8. If Contractor violates this Section, of this Agreement, the County may terminate this Agreement for breach of contract. If the Agreement is so terminated, the Contractor shall be liable for actual and consequential damages to the County.

**CONTRACTOR'S CERTIFICATION OF COMPLIANCE**

Pursuant to Colorado Revised Statute, § 8-17.5-101, *et. seq.*, as amended 5/13/08, as a prerequisite to entering into a contract for services with Adams County, Colorado, the undersigned Contractor hereby certifies that at the time of this certification, Contractor does not knowingly employ or contract with an illegal alien who will perform work under the attached contract for services and that the Contractor will participate in the E-Verify Program or Department program, as those terms are defined in C.R.S. § 8-17.5-101, *et. seq.* in order to confirm the employment eligibility of all employees who are newly hired for employment to perform work under the attached contract for services.

CONTRACTOR:

EON Enterprises, Inc. DBA  
Company Name EON office

8/20/13  
Date

Elena Sirpolaidis  
Name (Print or Type)

  
Authorized Signature

CEO  
Title

Note: Registration for the E-Verify Program can be completed at: <https://www.vis-dhs.com/employerregistration>. It is recommended that employers review the sample "memorandum of understanding" available at the website prior to registering



**Signature Page**

IN WITNESS WHEREOF, the Parties have caused their names to be affixed hereto.

**ADAMS COUNTY, COLORADO**

By:

*[Signature]*  
Chair Signature

8-26-13  
Date:

**CONTRACTOR  
EON ENTERPRISES, INC.  
DBA EON OFFICE PRODUCTS**

By:

Elena Sirpolaidis  
Name (Print or Type)

8/20/13  
Date:

*[Signature]*  
Authorized Signature

CEO  
Title

**APPROVED AS TO FORM:**  
Adams County Attorney's Office

By: *[Signature]*  
Attorney Signature

**NOTARIZATION:**

COUNTY OF Denver )

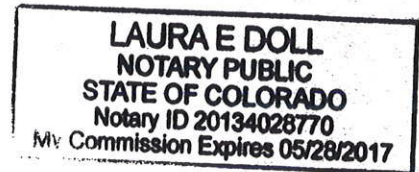
)SS.

STATE OF COLORADO )

Signed and sworn to before me this 20 day of August, 2013,

by Laura Doll

*[Signature]*  
Notary Public



My commission expires on: 5/28/2017

**ATTACHMENT A**  
(All Documents following this page of the Agreement)

Attachments:

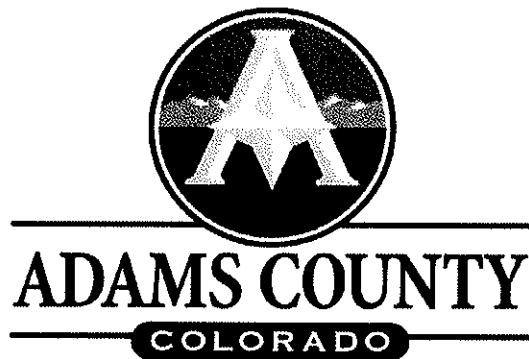
1. Proposal, dated April 22, 2013
2. Addendum One, dated April 22, 2013
3. Contractor's Signed Certificate of Compliance for RFP 2013.027, dated April 22, 2013
4. Offeror's Statement/Signature Page for RFP 2013.027, dated April 22, 2013

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*Original*

**Response to Request for Proposal 2013.027  
Annual Office Supplies**

**Prepared for:**



**ORIGINAL COPY**



**EON Office  
60 Tejon Street  
Denver, Colorado 80223  
April 23<sup>rd</sup>, 2013**

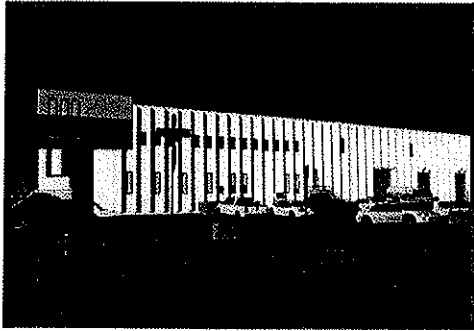
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## Operating Experience

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### Company Background

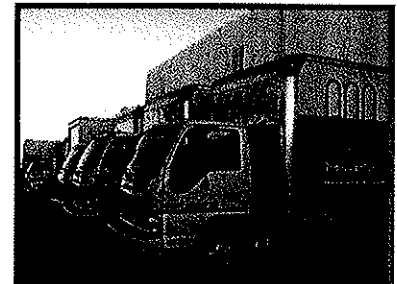


EON Office was founded in the year 2000 in Denver, Colorado, by Elena Sirpolaidis. Elena's parents, Vass and Lynne Sirpolaidis, are the former owners of Mile High Office Supply, a large, independent office products dealer that they sold to US Office Products in 1996. In 2001, when USOP filed for bankruptcy and sold its assets to Corporate Express, Elena started EON and was able to hire a substantial number of people who had formerly worked for her parents. Owing to the long

history and successful business model the company was founded upon, EON grew to nearly 100 employees and \$30 million in sales in less than 8 years.

Today, Vass Sirpolaidis (former President of Mile High Office Supply) is President of EON; Lynne Sirpolaidis (former CEO of Mile High) is Vice President; and Elena Sirpolaidis is CEO. The company is 70% woman-owned and 90% family-owned. EON's 78,500 square-foot headquarters is located near Alameda & I-25 in Denver, and an additional facility is located in Colorado Springs. Our private fleet of 22 trucks delivers throughout the Colorado Front Range, from Pueblo to Ft Collins, and we provide free, next-day delivery to customer locations throughout the country via UPS.

EON is committed to core values of service excellence, integrity, community support, and respect for our employees and clients. We pride ourselves on the quality of our company, our employees, and our everyday results. We stand by our values in our every business interaction.



EON is located in a HUBZone (Historically Underutilized Business Zone). Many of our employees live near our facility and have been with the company and its predecessors for 10-30 years. We believe strongly in ethical business practices, excellent employee benefits, a friendly and fun work environment, and giving back to our community. We believe these focuses help contribute to the employee and customer loyalty that EON has experienced throughout the history of the company.

Today, EON continues to expand its product and service offerings and grow in sales of office products, commercial furniture projects, printer maintenance solutions, janitorial supplies, office coffee service, technology products, and much more. Our philosophy is to be a true one-stop shop, while offering the service, technology, and savings necessary to build the most cost-effective purchasing programs available for Today's Office.

**Projects / Clients**

EON has clients of all sizes, in all industries and sectors. We have extensive experience in rolling out contracts for large regional and national clients, including Denver Public Schools, Great-West Financial, Correctional Healthcare Companies, Comex Group, Abengoa Solar, Ball Aerospace, Quiznos, and many more. We provide fast and seamless transitions, and typically stage large rollouts within 3-4 weeks. Our 3000+ customer base includes local and national corporate accounts; major school districts, cities and counties; federal government agencies; national retail chains; large nonprofit organizations; and major hospital and medical facilities. Key clients, and the length of their relationship with EON, include:

<b>EON Client</b>	<b>Length of Relationship</b>
Arapahoe County, Colorado	2005 - Present
Denver Public Schools	2011 - Present
Ball Aerospace & Technologies	2006 - Present
Colorado State Public Defenders	2001 - Present
Great West Financial	2012 - Present
Pueblo County	2001 - Present
Correctional Healthcare Management	2004 - Present
Aurora Public Schools	2002 - Present
Tri-County Health Department	2001 - Present
Otterbox	2010 - Present
Quiznos	2001 - Present
Presbyterian-St. Luke’s Medical Center	2008 - Present
Goodwill Industries	2001 - Present
Denver Museum of Nature & Science	2001 - Present
Mile High United Way	2010 - Present
Craig Hospital	2010 - Present
California Casualty Insurance Company	2006 - Present

In addition to serving customers as an exclusive office products supplier, EON offers solutions for other office categories, including:

- Contract furniture projects, including design, project management and installation
- Managed Print Solutions (MPS), printer fleet management and technology supplies
- Janitorial supplies
- Office coffee service and breakroom supplies
- Printing services, including online print ordering solutions
- Logoed merchandise and promotional products
- Logistics and distribution solutions, including archival and storage
- Recycling services and other “green” initiatives

EON is experienced in accommodating all manner of billing, reporting, online ordering, delivery, special product sourcing, and other specifications. Our system can handle any type of request, and we are able to make customizations as necessary. We have the resources and

infrastructure to accommodate a marked level of sales growth, and hire additional personnel as necessary. Our financial strength is exceptional; we have no debt and have never performed a layoff. EON offers exceptional service features for everyday procurement, and we have partnered with clients to develop custom solutions in various categories including e-procurement, warehousing, specialized product sourcing, billing and reporting, and delivery.

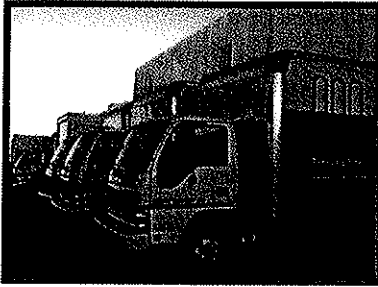
- For a large oil and gas company, EON developed a custom e-procurement solution designed to interface with the client's enterprise purchasing and spend management software. The customization included implementing a special system of combining cost centers, "ship to" locations and charge codes in order to accommodate the client's method of accounting and reporting. The solution was designed to enhance purchasing efficiency for the client and reduce overall procurement costs.
- For a national restaurant chain, EON implemented an e-procurement solution that included a custom home page designed to mirror the client's own internal Intranet site, as well as a variety of security and cost control specifications. The client's users are driven to purchase off of a company-endorsed, electronic requisition form, and any purchases that diverge from this form are sent for approval to an authorized administrator. Special training was provided by EON in a classroom setting, with half-hour sessions provided throughout a business day.
- For a water utility management company, EON created a special program designed as an adjunct to its office supply purchasing process to help consolidate purchasing and control costs. EON brought into stock all printed forms used by the organization as well as the products available from its company store. EON handled all aspects of ordering, stocking, shipping and appropriately billing and reporting all transactions. Custom orders for the ad-specialty items from the company store were also completed and fulfilled by EON. All items were delivered by EON to sites throughout the country on an as-needed basis.
- For a leading insurance provider, EON created a comprehensive forms management solution to complement their existing office products procurement program. EON brought all the company's forms into stock, assigned unique product I.D. numbers and loaded all products into our computer system. Users at over 400 locations order company forms along with their office products via EON Online. EON performs complete inventory and records management as part of the service.

Each of these solutions was aimed at reducing the customer's costs of procurement by creating the most efficient, streamlined processes possible, based on the client's unique requirements. EON will perform similar customizations for Adams County to help you achieve optimal efficiency and productivity in your procurement programs.

**Customers choose EON because we offer the competitive pricing and advanced technology of a large supplier, combined with the personal, flexible service of a local company.** For one-stop purchasing and dedicated service, organizations choose EON - the complete supplier for Today's Office.

## Delivery

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EON owns a fleet of 22 delivery trucks based in Denver, Colorado. EON's fleet and our Dedicated Delivery Representatives perform **free, next-day delivery** throughout the Colorado Front Range, from Pueblo to Fort Collins. Outside of Colorado and in outlying areas of the state, EON provides free, next-day delivery via UPS Ground Shipping.

EON stocks the majority of what we sell in our Denver headquarters; we maintain on average \$1 million in inventory. Because of EON's financial strength and ample warehouse space, we are able to buy in large quantities to secure competitive pricing for our clients. EON is one of the largest distributors of Xerox paper in the United States and we buy direct from all major office products manufacturers, including 3M, ACCO Brands, Avery, Quality Park, Smead, Fellowes, Tops, Sanford, Pilot, Pentel, and many more.

EON regularly stocks custom or unique items for clients to ensure timely delivery. Any item that Adams County buys regularly can become part of EON's inventory.

For deliveries within the Front Range area, EON pulls inventory from its warehouses and from the warehouses of its wholesale distribution partners to assemble orders for **free, next-day delivery**. Orders are seamlessly delivered in consolidated packages on a next-day basis.



Adams County delivery points will each have a regular route driver who will get to know the needs of each location and perform customized delivery accordingly. EON can offer fully customized delivery options for all locations, including same-day and rush delivery, paper delivery (placing paper in copy machines and/or stock rooms), desktop delivery, and additional services as necessary.

EON has **no minimum order size** for free delivery, nor any hidden delivery fees.

EON makes deliveries between the hours of 7:30 a.m. and 5:00 p.m., Monday through Friday. We can accommodate desired delivery timeframes for specific locations.

Items available for free, next-day delivery include all the items in EON's large catalog as well as its complete online catalog – over 50,000 items in all.

EON will also provide Adams County with **free same-day/rush delivery** as necessary.



## Approach

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### Service Quality

EON is unique in its commitment to daily, exceptional service quality. Every aspect of our business is designed to take outstanding care of our customers, and to exceed their expectations in every facet of our relationship. Rather than asking customers to fit our business model, we conform to their needs and preferences. From ordering and delivery, to billing and everything in between, we will customize our service to meet the unique needs of Adams County.

In addition to flexibility, EON maintains exceptional accuracy and fill rates. Our error rate is less than .01%, and our fill rate is consistently around 99%.

Some of the service features that EON will provide to Adams County include:

- **Dedicated Service Team.** Adams County will have two dedicated Account Managers, as well as a dedicated Customer Service Representative and a dedicated Accounting Assistant to provide help with billing-related questions or needs. Each dedicated team member will be available via direct phone and email, Monday – Friday.
- **No automated attendant.** When you call EON, a live person in our Denver-based Customer Service Department will answer the phone and be immediately available to assist you.
- **Easy ordering via phone, fax and Internet.** Choose your preference, and EON has a user-friendly solution. Orders placed by 5:00 p.m. will be delivered the next business day.
- **No-hassle returns.** Return any product (with the exception of food and medical products, per FDA regulations, and some furniture and special-order products), hassle-free. EON will issue credit within 48 hours of item pickup.
- **Immediate backorder notification.** In the event EON cannot immediately deliver an item, your dedicated Customer Service Representative will notify you via phone or email, and will provide you with the estimated delivery date, as well as substitution options to expedite delivery.
- **Fully customized billing and reporting.** We can accommodate any type of billing structure, broken down by Ship To, Cost Center, Charge Code, or any combination of the above, if desired. We can also provide any type of report requested, on demand. Billing and reporting are always available electronically.
- **And much more.** At EON, what we do is designed to make your life easier. Every day.

### Everyday Cost Savings

EON competes head-to-head with Staples, OfficeMax and Office Depot on price, often providing customers with deeper discounts and better overall savings. How is EON able to offer such competitive discounts and cost savings?

- EON is a member of Business Products Group International (BPGI), a \$14.5 billion buying group of independent office products dealers. BPGI gives EON the collective bargaining

power necessary to receive competitive costs from office products manufacturers and wholesalers.

- EON stocks the majority of what we sell on a daily basis in our 78,500 square-foot warehouse. We buy direct from manufacturers like Xerox, 3M, Smead, Acco, Avery, Pentel, Pilot, Hewlett Packard, and many more. EON's manufacturer relationships extend back into the days of Mile High Office Supply in the late 1970s.
- EON also stocks private-branded (generic) products and offers those at deep discounts to our customers. Our private label products are high-quality, economic alternatives to branded products.
- EON's lean organizational structure, minimal marketing expenses, and overall efficiency mean low overhead and no price loading. As a result, our salespeople often have lower costs to work with than our competitors' salespeople do, and our customers receive deeper discounts and better overall savings.

### Cutting-Edge Technology

EON Online is a comprehensive e-procurement platform with ordering tools, reporting and budgeting capabilities, searchable order history, and much more.



The features of EON Online are detailed in **Appendix A – EON Online Overview**.

### Billing and Reporting

EON offers fully customized billing options and we will accommodate all of Adams County's billing and accounting preferences, including monthly summary invoicing. We can fully customize our billing cycle, billing format (i.e., by shipping location, cost center, charge code, or any combination of these), as well as other specifications. All billing documents are available to view online and via email.

## Business Reviews

An important component of EON's customer reporting is the quarterly **Business Review** process. EON's standard Business Review includes:

- Quality Analysis: Fill rate, credit percentage, etc.
- Sales and Usage Analysis
- Contract Analysis
- Product Category Purchase Breakdown
- Average Discount from List Price
- Prior Action Item Status
- Future Action Items
- Relevant News and Information
- Suggestions for Additional Cost Containment
- Additional Customer-Specific Items

The main objective of the Business Review is to ensure ongoing savings, quality, and efficiency in the customer's procurement process, as well as to keep the customer well-informed and involved in the management of the account. The review process gives the opportunity for feedback, contract review, service analysis, and all the other necessary aspects of account management.

## Reporting Capabilities

EON has unlimited reporting capabilities and can provide Adams County with any type of report requested. Our system has a unique query tool that allows us to pull any type of data and sort it in any manner desired. Reports are typically provided on a quarterly basis; however, we can provide clients with reports at any frequency desired.

The Report Subscription tool at EON Online allows authorized users to "subscribe" to reports on a daily, weekly or monthly basis. Once a subscription is created, reports are sent to the requester, via email, automatically at the requested intervals.

Types of reports available include:

- Usage Report by Cost Center
- Usage Report by Ship to Location
- Usage Report by Charge Code
- Order Status Report (Lists orders pending approval, confirmed, shipped, rejected, etc.)
- Charge Code Summary Report (a budgeting tool)
- Administration Report - Ship To (lists current Company ship-to locations)
- Administration Report - Cost Center (lists current Cost Center data)
- Administration Report – User (a detailed list of web users)
- User Ship To Selection (reports which ship-to locations are being selected)

- User Cost Center Selection (reports which Cost Centers and being selected)
- User Company List Selection (reports which online requisition forms are being selected)
- User Charge Code Selection (reports which charge codes are being used)
- Order Approval Setup Report (shows current order approval hierarchies/structures)

The Report Subscription tool guarantees the automatic receipt of various reports on a regular basis. It is a convenient and effective way of monitoring spend and other information in a timely and consistent manner. This tool is an additional technology feature that EON can provide Adams County to help arrive at targeted savings in your office products program.

### Sample Implementation Chart

For general account transition, the following chart illustrates EON’s typical implementation process, which we customize for your scheduling needs:

Area	Action Items	Week 1	Week 2	Week 3	Week 4
<b>EON Internal Preparations</b>	Obtain and load all account information, including contact information, Ship To addresses/department codes, and Cost Centers, if applicable	X			
	Set up appropriate service procedures and specifications as necessary	X			
<b>EON Online</b>	Customize ordering site for appropriate users as necessary, including username and password information, Default Ship To and Cost Center selections, item blocking, etc.	X			
	Load online Requisition Forms as necessary	X			
	Distribute Quick Reference Guides (with Welcome Packets)	X	X		
	Schedule and conduct training sessions	X	X	X	
<b>Ease of Use and Ordering from EON</b>	Distribute Welcome Packets for each end user, including all pertinent contact information, ordering guides, catalogs, and other helpful tips and service features	X	X		
	Hold “kickoff” meetings and/or contact end users by phone or in person to make personal introduction		X	X	
<b>Review</b>	Review implementation process for completeness (end of Week 3); distribute end-user surveys and meet with the client to determine status and success of implementation efforts (end of Week 4)			X	X

EON will provide Adams County with a fully customized implementation program, based on your preferences and scheduling requirements. We are flexible and agile and able to accommodate our clients' unique transition goals.

EON recently transitioned Denver Public Schools completely in 4 ½ weeks, including full account setup, training, and rollout. The Implementation Chart on the previous page shows an approximate timeline of typical implementation activities. We should be able to perform a complete transition for Adams County in 3 weeks or less.

Upon a transition to EON, we will provide every authorized Adams County user with an EON Welcome Packet, which includes EON Online "Getting Started" information. That information will include Username and Password information; ordering guides; general instructions for using EON; and other pertinent information specific to Adams County.

EON Welcome Packets also include catalog(s), pertinent contact information, ordering information, instructions on other service aspects (returns, special orders, etc.), and any other information specific to Adams County. Pam Wagner and Dorothy Trujillo will distribute the Welcome Packets in conjunction with kick-off meetings (if desired) and training sessions, depending upon scheduling preferences. EON can plan for and administer kick-off meetings and training sessions on behalf of Adams County, or adhere to whatever plan you would like to follow for implementation.

EON recommends training end-users on the EON online ordering system, but training required is minimal. EON can provide individual and group training sessions, per your preference; we can perform training in person at your facility or off-site, or via webinar. We are always available and willing to perform additional training for new hires and those who need further assistance. EON is completely flexible in its methods of training and will work to accommodate your preferences and scheduling requirements. **No costs are associated with training or implementation.** EON will also provide Quick Reference Guides and Live Chat Help for ongoing assistance with the website.

### **Measuring Customer Satisfaction**

EON will use a variety of methods to measure and ensure customer satisfaction for Adams County:

- **End-user surveys** – EON will develop a customized end-user survey to distribute to Adams County end users. We will utilize input from the contract administrators to determine the survey questions and criteria for customer satisfaction.
- **Business Reviews** – EON will perform quarterly Business Reviews for Adams County, providing an analysis of sales volume by location, product category, etc. The Review will also cover fill rate, returns, and other measures of service quality. Business Reviews give contract administrators an opportunity to share feedback and request changes or additional service features.

- **Account Manager Feedback** – EON Account Managers have regular contact with end-users and other key employees, and solicit their input and feedback in determining customer satisfaction. The Dedicated Service Team is the front line, so to speak, that reports back any dissatisfaction or improvements that need to be made.

## Key Personnel

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### Adams County Account Management Team – Pam Wagner and Dorothy Trujillo



Adams County will have two dedicated Account Managers, Pam Wagner (Senior Account Manager) and Dorothy Trujillo, whose expertise in office products and in servicing large public sector accounts is unmatched in the Colorado marketplace.

Pam and Dorothy will work as a team to provide exceptional service to Adams County. They will be available by phone and email throughout the business day to provide end users with assistance on any type of account need. Pam and Dorothy work closely with Sarina, Adams County's Dedicated Customer Service Representative, to provide coordinated service in different aspects of your account.

Pam and Dorothy are both highly experienced in the office products industry. Pam began her career at Capital Office Supply in 1977, where she worked in various departments (warehouse, accounting, customer service, sales support). She then spent 14 years at Scott Rice (1980-1994), in customer service, purchasing, purchasing management, and finally in sales. From 1994-2001 Pam was a national and local account manager for Corporate Express, where she worked with various high-level accounts and projects. For example, she helped MCI to roll out one of the first electronic ordering processes in the industry, and she developed a Medical Buying Group with Columbia Health for Front Range medical offices. She volunteered on several committees and helped to implement many cutting-edge procurement solutions.

Since starting at EON in 2001, Pam has developed exceptional experience in school district procurement. As an Account Manager for Aurora Public Schools, she helped them to implement a complete transition from warehouse inventory to just-in-time ordering from EON. Pam worked on sourcing all former inventory for stocking in EON's warehouse and next-day delivery. Pam helped implement a similar plan for Jefferson County Public Schools, specific to their art supplies. She has worked with the State Of Colorado Basic Ordering Agreement (BOA), Colorado cities and counties, Federal Government accounts, Furniture Row national business, Denver Public Schools, and various non-profit customers. She has strong knowledge in office furniture, ranging from large systems projects to midmarket office furniture.

With her background of purchasing, accounting, and customer service, Pam has a wealth of practical knowledge in many areas that allow her to serve clients with every aspect of their

business. Pam welcomes a challenge and specializes in finding solutions to save clients time and money.

Dorothy Trujillo began her office products career with Capital Office Supply in 1976, filling orders and working in the accounting department. She then worked in customer service for Scott Rice until 1994. In 1995 she became a Customer Service Supervisor and (later, upon promotion) Customer Service Manager at Office Depot until 2002, when she joined EON as an Account Manager. Dorothy has worked as a team with Pam Wagner for many years. She and Pam work closely together to provide customers like Denver Public Schools, Arapahoe County and others, with unparalleled, cutting-edge account management.

As a result of EON's Account Management, Adams County will enjoy a very high level of attention and service, both for key players and for all end users. Moreover, Pam and Dorothy will serve as expert consultants to help facilitate ordering processes, product sourcing, end-user training, reporting and billing, and much more.



#### **Adams County Dedicated Customer Service Representative, Sarina Solano**

Adams County will have a Dedicated CSR, Sarina Solano, to provide direct and personalized assistance with any account needs. Sarina has been working for EON for almost 12 years and will be available as Adams County's inside support person via direct phone and email throughout the business day. Sarina is highly experienced in the industry, and worked at US Office Products prior to joining EON in 2001.

She is professional, courteous, friendly and personable. Sarina will get to know Adams County's unique preferences and requirements and will provide personalized service accordingly. Sarina can be reached directly at 720-570-5448 and at [ssolano@eonoffice.com](mailto:ssolano@eonoffice.com).

Additional key personnel, and their roles in helping support Adams County, include:

- Monique Behlke, Customer Service Manager
  - Oversee Customer Service to Adams County and arrange for backup when Sarina is out of the office)
- John Kittle, Vice President of Operations
  - Ensure proper delivery arrangements are made for each Adams County location and oversee delivery process
- Darla Waldron, Accounting Manager
  - Oversee all billing and reporting
- Jennifer Beam, Vice President of Sales
  - Assist with Business Reviews, end-user surveys, product shows, and/or other initiatives.

Resumes for all Key Personnel are included in **Appendix B – Key Personnel Resumes**.

## Fee Structure

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The prices offered in the Fee Schedule reflect a range of discounts off the manufacturer's list price, based on product category. The category discount ranges are as follows:

Product Category	Discount
General Supplies	47-97%
Paper	76-83%
Toner	11-39%

## References

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### Denver Public Schools

Linda Kammerer, CPPB, Buyer II  
(Certified Professional Public Buyer)  
720-423-3330 Phone  
720-423-3348 Fax  
[Linda\\_kammerer@dpsk12.org](mailto:Linda_kammerer@dpsk12.org)

### Arapahoe County, Colorado

Keith Ashby  
Purchasing Manager  
303-795-4435  
[kashby@co.arapahoe.co.us](mailto:kashby@co.arapahoe.co.us)

### Correctional Healthcare Companies

Bianca Woodson  
Procurement Development & Distribution  
720-622-8069  
[Bianca.Woodson@correctioncare.com](mailto:Bianca.Woodson@correctioncare.com)

### Great-West Financial

Debbie Cuvelier  
Buyer, Procurement  
303-737-4214  
[Debbie.cuvelier@gwl.com](mailto:Debbie.cuvelier@gwl.com)



**ATTACHMENT ONE  
FEE SCHEDULE  
BASE YEAR**

The Offeror is responsible for all labor, supplies and materials to perform the services as identified in the scope of work. Offeror's fees or discounts as detailed below shall be firm through the entire term of the awarded agreement. The quantities shown on the Fee schedule are for evaluation purposes only.

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>ESTIMATED QUANTITY</u>	<u>UNIT COST</u>	<u>EXTENSION</u>
1	Adhesive Spray Model number MMM77s or Approved Equal <u>3M MMM77S</u> brand & stock #	10 each	\$ <u>4.99</u>	\$ <u>49.90</u>
2	Adhesive Spray Model Number EPI E451 or equal <u>Elmers EPI E451</u> brand & stock #	10 each	\$ <u>2.99</u>	\$ <u>29.90</u>
3	Avery Index Dividers, Model Number 11124 or Approved Equal <u>Business Source BSN16479</u> brand & stock #	10 each	\$ <u>.22</u>	\$ <u>2.20</u>
4	Arrow Flags Model Number RTG31118 or Approved Equal <u>Redi Tag RTG31118</u> brand & stock #	100 each	\$ <u>.99</u>	\$ <u>99.00</u>
5	Band-Aids, Assorted (First Aid) Model Number JOJ4711 or Approved Equal <u>Johnson &amp; Johnson JOJ4711</u> brand & stock #	50 each	\$ <u>4.39</u>	\$ <u>219.50</u>
6	Batteries (AAA) <u>Eveready EVEEN92</u> brand & stock #	50 each	\$ <u>.33</u>	\$ <u>16.50</u>
				<u>Item priced by each, sold 24/BX @ \$7.83</u>
7	Binder Clips, 2" (Large) black Model Number BSN36552 or equal <u>Business Source BSN36552</u> brand & stock #	100 boxes	\$ <u>.69</u>	\$ <u>69.00</u>

ATTACHMENT ONE  
FEE SCHEDULE continued  
BASE YEAR

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>ESTIMATED QUANTITY</u>	<u>UNIT COST</u>	<u>EXTENSION</u>
8	Binder Clips 1.25" (Med), black Model Number ACC72050 or equal <u>Business Source BSN36551</u> brand & stock #	100 boxes	\$ <u>.21</u>	\$ <u>21.00</u>
9	Binder Clips .75" (Sm), black Model Number ACC72020 or equal <u>Business Source BSN36550</u> brand & stock #	100 boxes	\$ <u>.09</u>	\$ <u>9.00</u>
10	Binders, 1 " Avery Model Number 17012 or equal <u>Business Source BSN28440</u> brand & stock # (12/CT)	100 boxes	\$ <u>1.39</u>	\$ <u>139.00</u> Sold by each, priced by each
11	Binders. 1/2" Model Number BSN9951 or equal <u>Business Source BSN09951</u> brand & stock # (12/CT)	100 boxes	\$ <u>.99</u>	\$ <u>99.00</u> Sold by each, priced by each
12	Binders 2" Model Number BSN09956 or equal <u>Business Source BSN09956</u> brand & stock # (12/CT)	100 boxes	\$ <u>1.99</u>	\$ <u>199.00</u> Sold by each, priced by each
13	Binders 1" Model Number AVE79799 or equal <u>Business Source BSN28440</u> brand & stock # (12/CT)	100 boxes	\$ <u>1.39</u>	\$ <u>139.00</u> sold by each, priced by each
14	Binders 1" Model Number BSN09952 or equal <u>Business Source BSN09952</u> brand & stock # (12/CT)	100 boxes	\$ <u>.99</u>	\$ <u>99.00</u> Sold by each, priced by each
15	Binders 1" (Frame View), black Model Number AVE68054 or equal <u>Avery AVE68054</u> brand & stock # (12/CT)	100 boxes	\$ <u>3.59</u>	\$ <u>359.00</u> Sold by each, priced by each
16	Binders 1.5" (Frame View), black Model Number AVE68058 or equal <u>Avery AVE68058</u> brand & stock # (12/CT)	100 boxes	\$ <u>4.59</u>	\$ <u>459.00</u> Sold by each, priced by each



ATTACHMENT ONE  
FEE SCHEDULE continued  
BASE YEAR

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>ESTIMATED QUANTITY</u>	<u>UNIT COST</u>	<u>EXTENSION</u>
17	Binders 2.3" Ring Model Number BSN09959 or Approved Equal <u>Business Source BSN09959</u> brand & stock # (12/CT)	50 boxes	\$ <u>2.93</u>	\$ <u>146.50</u> Sold by each, priced by each
18	Binders 3" Model Number BSN28443 or Approved Equal <u>Business Source BSN28443</u> brand & stock # (6/CT)	50 boxes	\$ <u>3.16</u>	\$ <u>158.00</u> Sold by each, priced by each
19	Binders 3" Model Number BSN09958 or Approved Equal <u>Business Source BSN09958</u> brand & stock # (12/CT)	50 boxes	\$ <u>2.93</u>	\$ <u>146.50</u> Sold by each, priced by each
20	Binders 3" black Model Number BSN09952 or Approved Equal <u>Business Source BSN09952</u> brand & stock # (12/CT)	50 boxes	\$ <u>.99</u>	\$ <u>49.50</u> Sold by each, priced by each
21	Binders 1' View D Ring, WC Model Number Avery 05711 or Approved Equal <u>Business Source BSN09953</u> brand & stock #	50 boxes	\$ <u>.99</u>	\$ <u>49.50</u> Sold by each, priced by each
22	Binders 1.5' View D Ring, WC Model Number Avery 05720 or Approved Equal <u>Universal UNV37102</u> brand & stock #	50 boxes	\$ <u>.55</u>	\$ <u>27.50</u> Item number is for hole reinforcements while description is for binder. We have quoted reinforcements
23	Binders 3", 3Ring Model Number SPR09701 or Approved Equal <u>Business Source BSN28443</u> brand & stock #	50 boxes	\$ <u>3.16</u>	\$ <u>158.00</u> Sold by each, priced by each
24	Binder Sleeve, Media Pages Model Number IDEVZ01401 or Approved Equal <u>Idea Stream IDEVZ01401</u> brand & stock #	50 boxes	\$ <u>7.99</u>	\$ <u>399.50</u>

ATTACHMENT ONE  
 FEE SCHEDULE continued  
 BASE YEAR

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>ESTIMATED QUANTITY</u>	<u>UNIT COST</u>	<u>EXTENSION</u>
25	Books - Message Recording Model Number TOP4416 or Approved Equal <u>Tops TOP 4416</u> brand & stock #	10 each	\$ <u>2.39</u>	\$ <u>23.90</u>
26	Books - Message Recording-Tops Model Number ABFS8714 or Approved Equal <u>Adams Business Forms ABFS8714</u> brand & stock #	10 each	\$ <u>5.99</u>	\$ <u>59.90</u>
27	Envelopes 6x9, catalog Model Number BSN42122 or Approved Equal <u>Business Source BSN42122</u> brand & stock #	100 boxes	\$ <u>6.79</u>	\$ <u>679.00</u>
28	Envelopes, #10, 10x13, Catalog Model Number BSN65451 or Approved Equal <u>Business Source BSN65451</u> brand & stock #	25 boxes	\$ <u>9.99</u>	\$ <u>249.75</u>
29	Envelopes (Self-Sealing 6x9), Catalog Model Number BSN42122 or Approved Equal <u>Business Source BSN42122</u> brand & stock #	25 boxes	\$ <u>6.79</u>	\$ <u>169.75</u>
30	Envelopes (Disc/Assorted Colors) 5"x5" window Model Number CCS26504 or Approved Equal <u>COMPRESSOR CCS26504</u> brand & stock #	25 boxes	\$ <u>6.79</u>	\$ <u>169.75</u>
31	Envelopes (manila 9.5x12.5) Model Number QUAC497 or Approved Equal <u>Business Source BSN36664</u> brand & stock #	25 boxes	\$ <u>6.99</u>	\$ <u>174.75</u>
32	Envelopes (Plain) Model Number BSN42102 or Approved Equal <u>Business Source BSN42102</u> brand & stock #	25 boxes	\$ <u>13.99</u>	\$ <u>349.75</u>

ATTACHMENT ONE  
FEE SCHEDULE continued  
BASE YEAR

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>ESTIMATED QUANTITY</u>	<u>UNIT COST</u>	<u>EXTENSION</u>
33	Envelopes (Plain), Catalog, 9x12 #10 1/2 Model Number BSN04646 or Approved Equal <u>Business Source BSN04646</u> brand & stock #	25 boxes	\$ <u>22.76</u>	\$ <u>569.00</u>
34	Envelopes, #10 Peel/Seal Model Number QUA36682 or Approved Equal <u>Business Source BSN36682</u> brand & stock #	25 boxes	\$ <u>19.99</u>	\$ <u>499.75</u>
35	Envelopes, Catalog #10, Peel/Seal Model Number QUA44582 or Approved Equal <u>Business Source BSN65450</u> brand & stock #	25 boxes	\$ <u>10.34</u>	\$ <u>258.50</u>
36	Flash Drive 2GB USB Model Number VER97086 or Approved Equal <u>Verbatim VER97086</u> brand & stock	25 each	\$ <u>3.99</u>	\$ <u>99.75</u>
37	Flash Drive 4GB USB Model Number VER97087 or Approved Equal <u>Verbatim VER97087</u> brand & stock	25 each	\$ <u>2.99</u>	\$ <u>74.75</u>
38	Fluid, Correction, Water Based Model Number BICWOFWB12WE or Approved Equal <u>Bic BICWOFWB12W</u> brand & stock	25 each	\$ <u>.69</u>	\$ <u>17.25</u>
39	Folders (2 Pocket/Portfolio) Model Number SMD87862 or Approved Equal <u>Avery AVE47992</u> brand & stock #	25 boxes	\$ <u>3.99</u>	\$ <u>99.75</u>
40	Folders (Classification w/Pocket Dividers) Model Number SMD19079 or Approved Equal <u>Nature Saver NAT95013</u> brand & stock #	25 boxes	\$ <u>37.99</u>	\$ <u>949.75</u>



ATTACHMENT ONE  
FEE SCHEDULE continued  
BASE YEAR

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>ESTIMATED QUANTITY</u>	<u>UNIT COST</u>	<u>EXTENSION</u>
41	Folders (File), Lavender Model Number SMD17434 or Approved Equal <u>Smead SMD17434</u> brand & stock #	25 boxes	\$ <u>21.26</u>	\$ <u>531.50</u>
42	Folders (File) Model Number BSN17525 or Approved Equal <u>Business Source BSN17525</u> brand & stock #	25 boxes	\$ <u>3.79</u>	\$ <u>94.75</u>
43	Folders (Clear Project) Model Number CLI62127 or Approved Equal <u>C-Line CLI62127</u> brand & stock #	25 boxes	\$ <u>3.39</u>	\$ <u>84.75</u>
44	Folders (C Line Project), assorted Model Number 62130 or Approved Equal <u>C-Line CLI62130</u> brand & stock #	25 boxes	\$ <u>5.39</u>	\$ <u>134.75</u>
45	Folders (Classification End Tabs) Green, Model Number SMD26810 or Approved Equal <u>Smead SMD26810</u> brand & stock #	25 boxes	\$ <u>28.10</u>	\$ <u>702.50</u>
46	Folders (Classification) Legal Size Model Number SPRSP241113 or Approved Equal <u>Smead SMD15334</u> brand & stock #	25 boxes	\$ <u>13.99</u>	\$ <u>349.75</u>
47	Folders (File) Letter Size Economy, Model Number SJPS59702 or Approved Equal <u>Nature Saver NATSP17200</u> brand & stock #	25 boxes	\$ <u>27.09</u>	\$ <u>677.25</u>
48	Folders (File) Legal Size, End Tab Manila, Model Number SMD27100 or Approved Equal <u>Spaced SPRSP17255</u> brand & stock #	25 boxes	\$ <u>18.99</u>	\$ <u>474.75</u>

ATTACHMENT ONE  
FEE SCHEDULE continued  
BASE YEAR

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>ESTIMATED QUANTITY</u>	<u>UNIT COST</u>	<u>EXTENSION</u>
49	Folders (Pendaflex File) Legal Size Expandable, Blue, Model Number ESS59225 or Approved Equal <u>Esselte ESS59225</u> brand & stock #	25 boxes	\$ <u>7.12</u>	\$ <u>178.00</u>
50	Folders (Hanging File) Legal Size Assorted, Model Number ESS415315ASST or Approved Equal <u>Sparco SPRSP5315AST</u> brand & stock #	25 boxes	\$ <u>9.99</u>	\$ <u>249.75</u>
51	Folders (Classification File), 2"/divider, Legal Partitions Colored, Model Number SMD18775 or Approved Equal <u>Smead SMD18775</u> brand & stock #	25 boxes	\$ <u>18.99</u>	\$ <u>474.75</u>
52	Folders, 2PKT Portfolio, HVYWT, Yellow, Model Number SMD87862 or Approved Equal <u>Avery AVE47992</u> brand & stock #	25 boxes	\$ <u>3.99</u>	\$ <u>99.75</u>
53	Folders, H/20 Fastab, BX FT LTR 1/3" Model Number SMD64082 or Approved Equal <u>Smead SMD64082</u> brand & stock #	25 boxes	\$ <u>8.99</u>	\$ <u>224.75</u>
54	Folders, 2PKT, OX FORD Burgundy, Model Number ESS57557 or Approved Equal <u>Esselte ESS57557</u> brand & stock #	25 boxes	\$ <u>4.99</u>	\$ <u>124.75</u>
55	Folders (File) 1/3 Tab, Legal Model Number SMD15330 or Approved Equal <u>Smead SMD15330</u> brand & stock #	25 boxes	\$ <u>8.99</u>	\$ <u>224.75</u>
56	Folders (File) Ltr Sz 1/3 cut manila Model Number SMD17525 or Approved Equal <u>Business Source BSN17525</u> brand & stock #	25 boxes	\$ <u>3.79</u>	\$ <u>94.75</u>

ATTACHMENT ONE  
FEE SCHEDULE continued  
BASE YEAR

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>ESTIMATED QUANTITY</u>	<u>UNIT COST</u>	<u>EXTENSION</u>
57	Folders (File) Lgl Sz 1/3 cut manila Model Number SMD17526 or Approved Equal <u>Business Source BSN17526</u> brand & stock #	25 boxes	\$ <u>5.99</u>	\$ <u>149.75</u>
58	Folders (File) Expanding Pocket Lgl, 5 1/4" Model Number SMD73211 or Approved Equal <u>Smead SMD73211</u> brand & stock #	25 boxes	\$ <u>11.99</u>	\$ <u>299.75</u>
59	Folders (File) Expanding Pocket Lgl, 5 1/4" Model Number SMD74819 or Approved Equal <u>Business Source BSN65795</u> brand & stock #	25 boxes	\$ <u>6.77</u>	\$ <u>169.25</u>
60	Folders (File) Expanding Pocket Ltr, 5 1/4" Model Number SMD73240 or Approved Equal <u>Smead SMD73240</u> brand & stock #	25 boxes	\$ <u>11.00</u>	\$ <u>275.00</u>
61	Folders (File) Hanging with Tabs Ltr, 5 1/4" Model Number BSN17532 or Approved Equal <u>Business Source BSN17532</u> brand & stock	25 boxes	\$ <u>3.99</u>	\$ <u>99.75</u>
62	Folders (File) Hanging, teal blue Ltr, 5 1/4" Model Number SMD64074 or Approved Equal <u>Smead SMD64074</u> brand & stock	25 boxes	\$ <u>7.99</u>	\$ <u>199.75</u>
63	Folders (File) Rentention Jackets Ltr size, Model Number SMD68191 or Approved Equal <u>Smead SMD68191</u> brand & stock	25 boxes	\$ <u>9.99</u>	\$ <u>249.75</u>
64	Index Dividers, multidex numbered Model Number WLJ54731 or Approved Equal <u>Wilson Jones WLJ54731</u> brand & stock	25 boxes	\$ <u>2.89</u>	\$ <u>72.25</u>



ATTACHMENT ONE  
FEE SCHEDULE continued  
BASE YEAR

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>ESTIMATED QUANTITY</u>	<u>UNIT COST</u>	<u>EXTENSION</u>
65	Index Maker, Clear Pocket Dividers, Model Number AVE75500 or Approved Equal <u>Avery AVE75500</u> brand & stock	25 boxes	\$ <u>2.59</u>	\$ <u>64.75</u>
66	Glue Stick, Perm. 26oz, CL Model Number AVE00166 or Approved Equal <u>Business Source BSN15786</u> brand & stock	25 boxes	\$ <u>.07</u>	\$ <u>1.75</u>
67	Highlighters, Yellow Model Number ITA30004 or Approved Equal <u>Sanford SAN64324</u> brand & stock	25 each	\$ <u>.17</u>	\$ <u>4.25</u> Sold by DZ @ \$1.99, priced by each
68	Highlighters, Pink Model Number ITA33321 or Approved Equal <u>Sanford SAN64327</u> brand & stock	25 each	\$ <u>.17</u>	\$ <u>4.25</u> Sold by DZ @ \$1.99, priced by each
69	Highlighters, Blue Model Number ITA33323 or Approved Equal <u>Sanford SAN64328</u> brand & stock	25 each	\$ <u>.17</u>	\$ <u>4.25</u> Sold by DZ @ \$1.99, priced by each
70	INK Stamp (Ideal), Red Ink Refill, Model Number USS5028 or Approved Equal <u>US Stamp &amp; Sign USS5028</u> brand & stock	10 each	\$ <u>1.00</u>	\$ <u>10.00</u>
71	Labels, Easy Peel Address 1"x4" Model Number Avery5161 or Approved Equal <u>Business Source BSN26112</u> brand & stock	25 each	\$ <u>4.99</u>	\$ <u>124.75</u>
72	Labels, 1" x 2.62" Address Model Number Avery5260 or Approved Equal <u>Business Source BSN26109</u> brand & stock	25 each	\$ <u>1.99</u>	\$ <u>49.75</u>



ATTACHMENT ONE  
FEE SCHEDULE continued  
BASE YEAR

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>ESTIMATED QUANTITY</u>	<u>UNIT COST</u>	<u>EXTENSION</u>
73	Labels, Address Roll, 3x5"x1.12" Model Number DYM30320 or Approved Equal <u>Dymo DYM30320</u> brand & stock	25 each	\$ <u>9.99</u>	\$ <u>249.75</u>
74	Labels Continuous Feed, Computer 3.5" x 4.25 Model Number Avery4013 or Approved Equal <u>Avery AVE4013</u> brand & stock	25 each	\$ <u>11.64</u>	\$ <u>291.00</u>
75	Markers (Permanent) Model Number AVE0888 or Approved Equal <u>Avery AVE27178</u> brand & stock	25 each	\$ <u>.16</u>	\$ <u>4.00</u>
			Sold by DZ, priced by each \$1.89/DZ	
76	Numbers-Numeric File, Roll Color Coded, Model Number SMD67380 or Approved Equal <u>Smead SMD67380</u> brand & stock	25 each	\$ <u>67.00</u>	\$ <u>1,675.00</u>
77	Organizer (Desk), 4 Comp, Mesh Blk, Model Number ROL1746466 or Approved Equal <u>Rolodex ROL1746466</u> brand & stock	25 each	\$ <u>6.99</u>	\$ <u>174.75</u>
78	Pads (Easels) 4 /Count Sparco, Model Number 52626 or Approved Equal <u>Sparco SPR52626</u> brand & stock	25 each	\$ <u>59.46</u>	\$ <u>1,486.50</u>
79	Pads (Orchid) 12/pk, Lgl Model Number 01077 or Approved Equal <u>Sparco SPR01077</u> brand & stock	25 each	\$ <u>14.99</u>	\$ <u>374.75</u>
80	Pads (Assorted Colors), 6/pk Lgl, Model Number 63116 or Approved Equal <u>Tops TOP63116</u> brand & stock	25 each	\$ <u>6.99</u>	\$ <u>174.75</u>



ATTACHMENT ONE  
FEE SCHEDULE continued  
BASE YEAR

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>ESTIMATED QUANTITY</u>	<u>UNIT COST</u>	<u>EXTENSION</u>
81	Pads (Lined) 5x8 Model Number BSN63110 or Approved Equal <u>Business Source</u> BSN63110 brand & stock	25 each	\$ <u>.33</u>	\$ <u>8.25</u> Sold by DZ @ \$3.99, priced by each
82	Pads (Lined), Lgl Model Number BSN63108 or Approved Equal <u>Business Source</u> BSN63108 brand & stock	25 each	\$ <u>.50</u>	\$ <u>12.50</u> Sold by DZ @ \$5.99, priced by each
83	Paperclips (Jumbo) Model Number BSN65639 or Approved Equal <u>Business Source</u> BSN65639 brand & stock	25 each	\$ <u>.20</u>	\$ <u>5.00</u> Sold 10 BX/PK @ \$1.99, priced by BX
84	Paperclips (#1/1.38") Model Number 72230 or Approved Equal <u>Business Source</u> BSN65365 brand & stock	25 each	\$ <u>.09</u>	\$ <u>2.25</u> Sold 10 BX/PK @ \$0.89, priced by BX
85	Paperclips (#1/1.38") Model Number CSN65638 or Approved Equal <u>Business Source</u> BSN65638 brand & stock	25 each	\$ <u>.07</u>	\$ <u>1.75</u> Sold 10 BX/PK @ \$0.69, priced by BX
86	Paper, Copy 8x11 Model Number Xer3r2047 or Approved Equal <u>Xerox</u> XER3R2047 brand & stock	25 each	\$ <u>29.89</u>	\$ <u>747.25</u>
87	Paper, Copy 8x11, Green Model Number SPR05123 or Approved Equal <u>Sparco</u> SPR05123 brand & stock	25 each	\$ <u>4.24</u>	\$ <u>106.00</u>
88	Paper, Copy 8x11, Pink Model Number SPR05124 or Approved Equal <u>Sparco</u> SPR05124 brand & stock	25 each	\$ <u>4.24</u>	\$ <u>106.00</u>



ATTACHMENT ONE  
FEE SCHEDULE continued  
BASE YEAR

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>ESTIMATED QUANTITY</u>	<u>UNIT COST</u>	<u>EXTENSION</u>
89	Paper Business Source, 11x17 Model Number 36590 or Approved Equal <u>Xerox XER3R3761</u> brand & stock	25 each	\$ <u>7.63</u>	\$ <u>190.75</u>
90	Pencils, Mechanical Model Number PIL32010 or Approved Equal <u>Pilot PIL32010</u> brand & stock	25 each	\$ <u>.32</u>	\$ <u>8.00</u> Sold by DZ @ \$3.89, priced by each
91	Pencils, Mechanical Model Number PIL32011 or Approved Equal <u>Pilot PIL32011</u> brand & stock	25 each	\$ <u>.32</u>	\$ <u>8.00</u> Sold by DZ @ \$3.89, priced by each
92	Pen (BIC) Round Stick Model Number BICGSM11BK or Approved Equal <u>Bic BICGSM11BK</u> brand & stock	25 each	\$ <u>.05</u>	\$ <u>1.25</u> Sold by DZ @ \$0.59, priced by each
93	Pen (Chisel) Blue Model Number SAN25010 or Approved Equal <u>Sanford SAN64328</u> brand & stock	25 each	\$ <u>.17</u>	\$ <u>4.25</u> Sold by DZ @ \$1.99, priced by each
94	Pen (Chisel) Green Model Number SAN25026 or Approved Equal <u>Integra ITA01525</u> brand & stock	25 each	\$ <u>.17</u>	\$ <u>4.25</u> Sold by DZ @ \$1.99, priced by each
95	Pen (Chisel) Orange Model Number SAN25006 or Approved Equal <u>Sanford SAN64325</u> brand & stock	25 each	\$ <u>.17</u>	\$ <u>4.25</u> Sold by DZ @ \$1.99, priced by each
96	Pen (Chisel) Pink Model Number SAN25009 or Approved Equal <u>Sanford SAN64327</u> brand & stock	25 each	\$ <u>.17</u>	\$ <u>4.25</u> Sold by DZ @ \$1.99, priced by each



ATTACHMENT ONE  
FEE SCHEDULE continued  
BASE YEAR

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>ESTIMATED QUANTITY</u>	<u>UNIT COST</u>	<u>EXTENSION</u>
97	Pen (Chisel) Yellow Model Number SAN25005 or Approved Equal <u>Sanford SAN64324</u> brand & stock	25 each	<u>\$ .17</u>	<u>\$ 4.25</u>
			Sold by DZ @ \$1.99, priced by each	
98	Pen (Chisel) Lavender Model Number SAN25019 or Approved Equal <u>Sanford SAN25019</u> brand & stock	25 each	<u>\$ .17</u>	<u>\$ 4.25</u>
			Sold by DZ @ \$1.99, priced by each	
99	Pen (Chisel) Set of 8 Colors Model Number SAN80078 or Approved Equal <u>Integra ITA33311</u> brand & stock	25 each	<u>\$ 5.69</u>	<u>\$ 142.25</u>
100	Pens (Gel) Blue Model Number PIL31021 or Approved Equal <u>Integra ITA36157</u> brand & stock	25 each	<u>\$ 0.25</u>	<u>\$ 6.25</u>
			Sold by DZ @ \$2.99, priced by each	
101	Pens (Gel) Black Model Number PIL31020 or Approved Equal <u>Integra ITA36156</u> brand & stock	25 each	<u>\$ .25</u>	<u>\$ 6.25</u>
			Sold by DZ @ \$2.99, priced by each	
102	Pens (Red Ink) Model Number PIL33211 or Approved Equal <u>Bic BICGSM11RD</u> brand & stock	25 each	<u>\$ .05</u>	<u>\$ 1.25</u>
			Sold by DZ @ \$0.59, priced by each	
103	Pens (Black), BIC Model Number GSM609 or Approved Equal <u>Bic BICGSM609BK</u> brand & stock	25 each	<u>\$ .17</u>	<u>\$ 4.25</u>
			Sold by DZ @ \$1.99, priced by each	
104	Pens (Blue) Model Number GSM609BE or Approved Equal <u>BIC BICGSM609BE</u> brand & stock	25 each	<u>\$ .17</u>	<u>\$ 4.25</u>
			Sold by DZ @ \$1.99, priced by each	

ATTACHMENT ONE  
 FEE SCHEDULE continued  
 BASE YEAR

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>ESTIMATED QUANTITY</u>	<u>UNIT COST</u>	<u>EXTENSION</u>
105	Pens, Replacement, Black Security Chain, Model Number MMF28704 or Approved Equal <u>Mmf Industries MMF28704</u> brand & stock	25 each	<u>\$ .69</u>	<u>\$ 17.25</u>
106	Pens (Papermate Retractable-Fine) Black, Model Number PAP6380187 or Approved Equal <u>Papermate PAP6380187</u> brand & stock	25 each	<u>\$ .25</u>	<u>\$ 6.25</u> Sold by DZ @ \$2.99, priced by each
107	Pens (Papermate Retractable-Fine) Blue, Model Number PAP6360187 or Approved Equal <u>Papermate PAP6360187</u> brand & stock	25 each	<u>\$ .25</u>	<u>\$ 6.25</u> Sold by DZ @ \$2.99, priced by each
108	Pens (Papermate Retractable-Fine) Red, Model Number PAP6370187 or Approved Equal <u>Papermate PAP6370187</u> brand & stock	25 each	<u>\$ .25</u>	<u>\$ 6.25</u> Sold by DZ @ \$2.99, priced by each
109	Pens (Papermate Retractable Medium, Black, Model Number PAP6330187 or Approved Equal <u>Integra ITA30031</u> brand & stock	25 each	<u>\$ .25</u>	<u>\$ 6.25</u> Sold by DZ @ \$2.99, priced by each
110	Pens (Papermate Retractable Medium, Blue, Model Number PAP6310187 or Approved Equal <u>Integra ITA30032</u> brand & stock	25 each	<u>\$ .25</u>	<u>\$ 6.25</u> Sold by DZ @ \$2.99, priced by each
111	Pens (Papermate Retractable Medium, Red, Model Number PAP6320187 or Approved Equal <u>Papermate PAP6320187</u> brand & stock	25 each	<u>\$ .25</u>	<u>\$ 6.25</u> Sold by DZ @ \$2.99, priced by each
112	Pens (Pentel WOW Ballpoint Medium, Black, Model Number PENBK440A or Approved Equal <u>Pentel PENBK440A</u> brand & stock	25 each	<u>\$ .25</u>	<u>\$ 6.25</u> Sold by DZ @ \$2.99, priced by each



ATTACHMENT ONE  
FEE SCHEDULE continued  
BASE YEAR

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>ESTIMATED QUANTITY</u>	<u>UNIT COST</u>	<u>EXTENSION</u>
113	Pens (Pentel WOW Ballpoint Medium, Red, Model Number PENBK440B or Approved Equal <u>Pentel PENBK440B</u> brand & stock	25 each	\$ <u>.25</u>	\$ <u>6.25</u> Sold by DZ @ \$2.99, priced by each
114	Pens (Pentel WOW Ballpoint Medium, Blue, Model Number PENBK440C or Approved Equal <u>Pentel PENBK440C</u> brand & stock	25 each	\$ <u>.25</u>	\$ <u>6.25</u> Sold by DZ @ \$2.99, priced by each
115	Pens (Rollerball/.7/Fine point), G2 Blue, Model Number Pil31027 or Approved Equal <u>Integra ITA36157</u> brand & stock	25 each	\$ <u>.25</u>	\$ <u>6.25</u> Sold by DZ @ \$2.99, priced by each
116	Pens, Zebra Model Number ZEB46710 or Approved Equal <u>Integra ITA36156</u> brand & stock	50 each	\$ <u>.25</u>	\$ <u>6.25</u> Sold by DZ @ \$2.99, priced by each
117	Post It Flags, Index Tabs Model Number MMM686-PGO or Approved Equal <u>3M MMM686PBO</u> brand & stock	50 each	\$ <u>2.99</u>	\$ <u>149.50</u>
118	Post It Flags, value pack Model Number MMM683VAD1 or Approved Equal <u>3M MMM683VAD1</u> brand & stock	50 each	\$ <u>5.76</u>	\$ <u>288.00</u>
119	Post-Its 1.5"x2" Yellow Model Number MMM65324VADB or Approved Equal <u>Business Source BSN36610</u> brand & stock	25 each	\$ <u>.69</u>	\$ <u>17.25</u>
120	Post-Its 3"x3" Convenience pk, Yellow, Model Number MMM65424VADB or Approved Equal <u>Business Source BSN36610</u> brand & stock	25 each	\$ <u>2.49</u>	\$ <u>62.25</u>



ATTACHMENT ONE  
FEE SCHEDULE continued  
BASE YEAR

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>ESTIMATED QUANTITY</u>	<u>UNIT COST</u>	<u>EXTENSION</u>
121	Post-Its 3"x3" Cabinet pk Model Number MMM654R24CPAP or Approved Equal <u>Business Source BSN36614</u> brand & stock	25 each	\$ <u>1.69</u>	\$ <u>42.25</u>
122	Post-Its 3"x 3" Yellow Model Number MMMR33024VAD or Approved Equal <u>Business Source BSN36616</u> brand & stock	25 each	\$ <u>2.49</u>	\$ <u>62.25</u>
123	Post-Its 3"x3" Pastel Model Number MMMR33012AP or Approved Equal <u>Business Source BSN16453</u> brand & stock	25 each	\$ <u>2.49</u>	\$ <u>62.25</u>
124	Post It Flags, 1" 100 BBLU Model Number MMM680BB2 or Approved Equal <u>3M mmm680BB2</u> brand & stock	50 each	\$ <u>2.49</u>	\$ <u>124.50</u>
125	Post It Flags, 1" 100 Yellow Model Number MMM680YW2 or Approved Equal <u>Spaced SPR19259</u> brand & stock	50 each	\$ <u>2.49</u>	\$ <u>124.50</u>
126	Post It Greener Notes, 4x6 Model Number 660-RPA or Approved Equal <u>Business Source BSN36619</u> brand & stock	50 each	\$ <u>2.49</u>	\$ <u>124.50</u>
127	Post It Notes, Small Model Number 653-RPA or Approved Equal <u>3M mmm653RPA</u> brand & stock	50 each	\$ <u>3.89</u>	\$ <u>194.50</u>
128	Post It Notes, 3"x3", Neon Model Number BSN16451 or Approved Equal <u>Business Source BSN16451</u> brand & stock	50 each	\$ <u>2.49</u>	\$ <u>124.50</u>



ATTACHMENT ONE  
FEE SCHEDULE continued  
BASE YEAR

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>ESTIMATED QUANTITY</u>	<u>UNIT COST</u>	<u>EXTENSION</u>
129	Post It Notes, 3"x3", Yellow Model Number BSN36612 or Approved Equal <u>Business Source BSN36612</u> brand & stock	25 each	\$ <u>.99</u>	\$ <u>24.75</u>
130	Post It Notes, 3"x3", Pastel Model Number MMMR33012AP or Approved Equal <u>Business Source BSN16453</u> brand & stock	25 each	\$ <u>2.49</u>	\$ <u>62.25</u>
131	Post It Notes, Flag w/dispenser Model Number MMM680SH2 or Approved Equal <u>Sarco SPR19257</u> brand & stock	50 each	\$ <u>.99</u>	\$ <u>49.50</u>
132	Post It Notes, Pastel Model Number MMM653RPA or Approved Equal <u>3M MMM653RPA</u> brand & stock	50 each	\$ <u>3.89</u>	\$ <u>194.50</u>
133	Post It Notes, Yellow, 3"x3" Model Number MMM65424SSCP or Approved Equal <u>3M MMM65424SSCP</u> brand & stock	50 each	\$ <u>14.99</u>	\$ <u>749.50</u>
134	Post It, 3" x 3", brights w/dispenser Model Number MMMDS330SSVA or Approved Equal <u>3M MMMDS330SSVA</u> brand & stock	50 each	\$ <u>10.99</u>	\$ <u>549.50</u>
135	Post It Pop Ups, 3x3, Yellow Model Number MMMR330144B or Approved Equal <u>Business Source BSN36617</u> brand & stock	50 each	\$ <u>3.99</u>	\$ <u>199.50</u>
136	Post It Tabs, assorted Model Number MMM686RYB or Approved Equal <u>3M MMM686RYB</u> brand & stock	50 each	\$ <u>2.99</u>	\$ <u>149.50</u>



ATTACHMENT ONE  
FEE SCHEDULE continued  
BASE YEAR

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>ESTIMATED QUANTITY</u>	<u>UNIT COST</u>	<u>EXTENSION</u>
137	Rubberbands, 3"x0.06" Model Number 15735 or Approved Equal <del>Business Source</del> BSN15735 brand & stock	50 each	\$ <u>.89</u>	\$ <u>44.50</u>
138	Scissors 8" straight, Gray Model Number FSK01004249 or Approved Equal <del>Business Source</del> BSN65647 brand & stock	50 each	\$ <u>.44</u>	\$ <u>22.00</u>
139	Stamp (custom) Rbr or self ink Model Number XSTN10 or Approved Equal <del>N/A</del> Special Order brand & stock	50 each	\$ <u>N/A</u>	\$ <u>N/A</u>
140	Staples Model Number SWI35108 or Approved Equal <del>Swingline</del> SWI35108 brand & stock	50 each	\$ <u>.22</u>	\$ <u>11.00</u>
141	Staples Model Number BSN65649 or Approved Equal <del>Swingline</del> SWI35108 brand & stock	50 each	\$ <u>.22</u>	\$ <u>11.00</u>
142	Staples Model Number SWI35550 or Approved Equal <del>Swingline</del> SWI35550 brand & stock	50 each	\$ <u>2.49</u>	\$ <u>124.50</u>
143	Staples Removal Model Number BOS4000MBLK or Approved Equal <del>Universal</del> UNV10700 brand & stock	25 each	\$ <u>.39</u>	\$ <u>9.75</u>
144	Stapler, Swingline Model Number SWI40501 or Approved Equal <del>Business Source</del> BSN65648 brand & stock	25 each	\$ <u>.99</u>	\$ <u>24.75</u>



ATTACHMENT ONE  
FEE SCHEDULE continued  
BASE YEAR

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>ESTIMATED QUANTITY</u>	<u>UNIT COST</u>	<u>EXTENSION</u>
145	Tablets, Legal Size Model Number BSN63108 or Approved Equal <u>Business Source</u> BSN63108 brand & stock	100 each	\$ <u>.50</u>	\$ <u>50.00</u> Sold by DZ @ \$5.99, priced by each
146	Tabs, big/insertable/dividers/8 Model Number Avery 11112 or Approved Equal <u>Business Source</u> BSN36691 brand & stock	100 each	\$ <u>.22</u>	\$ <u>22.00</u>
147	Tabs, index dividers/8 Model Number Avery 11132 or Approved Equal <u>Avery</u> AVE11132 brand & stock	100 each	\$ <u>1.47</u>	\$ <u>147.00</u>
148	Tabs, index, write on 1-1/4" Model Number Avery 16140 or Approved Equal <u>Discontinued</u> brand & stock	100 each	\$ <u>N/A</u>	\$ <u>N/A</u>
149	Tabs, Avery Ready/10 Model Number Avery 11134 or Approved Equal <u>Avery</u> AVE11134 brand & stock	100 each	\$ <u>1.81</u>	\$ <u>181.00</u>
150	Tabs, index insert 8Tab,CL Model Number Avery 11124 or Approved Equal <u>Business Source</u> BSN16479 brand & stock	100 each	\$ <u>.22</u>	\$ <u>22.00</u>
151	Tape, Adding Machine Model Number BSN28650 or Approved Equal <u>Business Source</u> BSN28650 brand & stock	100 each	\$ <u>0.25</u>	\$ <u>25.00</u> Sold 12/PK @ \$2.99, priced by each
152	BIC White Out Model Number BICWOFQD12WE or Approved Equal <u>Bic</u> BICWOFQD12W brand & stock	100 each	\$ <u>.67</u>	\$ <u>67.00</u> Sold by DZ @ \$7.99, priced by each



ATTACHMENT ONE  
 FEE SCHEDULE continued  
 BASE YEAR

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>ESTIMATED QUANTITY</u>	<u>UNIT COST</u>	<u>EXTENSION</u>
153	Tape, Double Sided w/dispenser Model Number MMM3136 or Approved Equal <u>3M mmm3136</u> brand & stock	100 each	\$ <u>1.00</u>	\$ <u>100.00</u> Sold 3/PK @ \$2.99, priced by each
154	Tape, ECON, 3/4 x1296 Trans Model Number MMM5910341296 or Approved Equal <u>Business Source BSN32952</u> brand & stock	100 each	\$ <u>.33</u>	\$ <u>33.00</u>
155	Tape, Invisible, scotch, 12/pk Model Number BSN32953 or Approved Equal <u>Business Source BSN32953</u> brand & stock	100 each	\$ <u>.33</u>	\$ <u>33.00</u> Sold 12/PK @ \$3.96, priced by each
156	Toner- All Colors Model Number HPC9730A or Approved Equal <u>HP HEWC9730A</u> brand & stock	50 each	\$ <u>230.23</u>	\$ <u>11,511.50</u>
157	Toner- All Colors Model Number HPC4571A or Approved Equal <u>Unknown</u> brand & stock	50 each	\$ <u>N/A</u>	\$ <u>N/A</u>
158	Toner- All Colors Model Number C4811A or Approved Equal <u>HP HEWC4811A</u> brand & stock	50 each	\$ <u>34.84</u>	\$ <u>1,742.00</u>
159	Toner Model Number HP42A or Approved Equal <u>HP HEWQ5942A</u> brand & stock	50 each	\$ <u>139.01</u>	\$ <u>6,950.50</u>
160	Toner Model Number TN330 or Approved Equal <u>Brother BRTTN330</u> brand & stock	50 each	\$ <u>33.71</u>	\$ <u>1,685.50</u>

ATTACHMENT ONE  
 FEE SCHEDULE continued  
 BASE YEAR

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>ESTIMATED QUANTITY</u>	<u>UNIT COST</u>	<u>EXTENSION</u>
161	Toner- Drum Cartridge Model Number 113R00671 or Approved Equal <u>Xerox XER113R00671</u> brand & stock	50 each	\$ <u>97.11</u>	\$ <u>4,855.50</u>
162	Toner- Imaging Drum Unit Model Number BRTDR21210CL or Approved Equal <u>Brother BRTDR210CL</u> brand & stock	50 each	\$ <u>105.20</u>	\$ <u>5,260.00</u>
163	Toner- Fuser Model Number 109R00773 or Approved Equal <u>Unknown</u> brand & stock	50 each	\$ <u>N/A</u>	\$ <u>N/A</u>
164	Toner- Small Copier Model Number 106R01047 or Approved Equal <u>Xerox XER106R01047</u> brand & stock	50 each	\$ <u>84.61</u>	\$ <u>4,230.50</u>
165	Toner- Large Copier Model Number 003r01146 or Approved Equal <u>Xerox XER106R01146</u> brand & stock	50 each	\$ <u>320.10</u>	\$ <u>16,005.00</u>
166	Toner- Xerografic Modular Model Number Xel588740N1 or Approved Equal <u>Unknown</u> brand & stock	25 each	\$ <u>N/A</u>	\$ <u>N/A</u>
167	Toner- Brother Cartridge, Black Model Number TN210BK or Approved Equal <u>Brother BRTTN210BK</u> brand & stock	25 each	\$ <u>51.47</u>	\$ <u>1,286.75</u>



ATTACHMENT ONE  
FEE SCHEDULE continued  
BASE YEAR

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>ESTIMATED QUANTITY</u>	<u>UNIT COST</u>	<u>EXTENSION</u>
168	Toner- Brother Cartridge, Magenta, Model Number BRITTN210N or Approved Equal <u>Brother BRITTN210M</u> brand & stock	25 each	\$ <u>48.30</u>	\$ <u>1,207.50</u>
169	Toner- Brother Cartridge, Cyan Model Number BRITTN210C or Approved Equal <u>Brother BRITTN210C</u> brand & stock	25 each	\$ <u>48.30</u>	\$ <u>1,207.50</u>
170	Toner- Brother Cartridge, Yellow Model Number BRITTN210Y or Approved Equal <u>Brother BRITTN210Y</u> brand & stock	25 each	\$ <u>48.30</u>	\$ <u>1,207.50</u>
171	Toner- Canon Fax Cartridge Model Number CanonFX11 or Approved Equal <u>Canon CNMFX11</u> brand & stock	25 each	\$ <u>95.15</u>	\$ <u>2,378.75</u>
172	Toner- Canon Fax Cartridge Model Number CanonFX6 or Approved Equal <u>Canon CNMFX6</u> brand & stock	25 each	\$ <u>94.51</u>	\$ <u>2,362.75</u>
173	Toner- Canon Ink Cartridge Model Number Canon CL18 or Approved Equal <u>Unknown</u> brand & stock	25 each	\$ <u>N/A</u>	\$ <u>N/A</u>
174	Toner- Epson Cartridge, Black Model Number T060120 or Approved Equal <u>Epson EPST060120</u> brand & stock	25 each	\$ <u>18.34</u>	\$ <u>458.50</u>
175	Toner- Epson Cartridge, Cyan Model Number T060220 or Approved Equal <u>Epson EPST060220</u> brand & stock	25 each	\$ <u>13.54</u>	\$ <u>338.50</u>



ATTACHMENT ONE  
 FEE SCHEDULE continued  
 BASE YEAR

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>ESTIMATED QUANTITY</u>	<u>UNIT COST</u>	<u>EXTENSION</u>
176	Toner- Epson Cartridge, Yellow Model Number T0601420 or Approved Equal <u>Epson EPST060420</u> brand & stock	25 each	\$ <u>13.54</u>	\$ <u>338.50</u>
177	Toner- Epson Cartridge, Magenta Model Number T060320 or Approved Equal <u>Epson EPST060320</u> brand & stock	25 each	\$ <u>13.54</u>	\$ <u>338.50</u>
178	Toner- Laser Cartridge Model Number BSN38658 or Approved Equal <u>Elite ELI75060</u> brand & stock	25 each	\$ <u>65.39</u>	\$ <u>1,634.75</u>
179	Toner- Cartridge Model Number HEWCE505X or Approved Equal <u>HP HEWCE505X</u> brand & stock	25 each	\$ <u>139.00</u>	\$ <u>3,475.00</u>
180	Toner- Smart Jet Printer Model Number HEWQ2612A or Approved Equal <u>HP HEWQ2612A</u> brand & stock	25 each	\$ <u>65.32</u>	\$ <u>1,633.00</u>
181	Toner- Smart Jet Printer Model Number HEWQ2613A or Approved Equal <u>HP HEWQ2613A</u> brand & stock	25 each	\$ <u>76.76</u>	\$ <u>1,919.00</u>
182	Toner- HP Laser Jet 35A Cartridge, Black, Model Number CB435A or Approved Equal <u>HP HEWCB435A</u> brand & stock	25 each	\$ <u>57.98</u>	\$ <u>1,449.50</u>
183	Toner- HP Laser Jet 1300 Model Number SOP200036P or Approved Equal <u>Elite ELI75102</u> brand & stock	25 each	\$ <u>30.40</u>	\$ <u>760.00</u>



ATTACHMENT ONE  
FEE SCHEDULE continued  
BASE YEAR

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>ESTIMATED QUANTITY</u>	<u>UNIT COST</u>	<u>EXTENSION</u>
184	Toner- Printer Cartridge Model Number Dell PK492 or Approved Equal <u>Dell DEL3302665</u> brand & stock	25 each	\$ <u>62.42</u>	\$ <u>1,560.50</u>
185	Toner- HP Printer Cartridge Model Number HP10A or Approved Equal <u>HP HEWQ2610A</u> brand & stock	25 each	\$ <u>131.93</u>	\$ <u>3,298.25</u>
186	Toner- HP Printer Cartridge Model Number HP11X or Approved Equal <u>HP HEWQ6511X</u> brand & stock	25 each	\$ <u>198.03</u>	\$ <u>4,950.75</u>
187	Toner- HP78A Ink Cartridge Black, Model Number CE278A or Approved Equal <u>HP HEWCE278A</u> brand & stock	25 each	\$ <u>65.74</u>	\$ <u>1,643.50</u>
188	Toner- HP78A Ink Cartridge Black, Model Number CB336WN or Approved Equal <u>HP HEWCB336WN</u> brand & stock	25 each	\$ <u>33.83</u>	\$ <u>845.75</u>
189	Toner- HP96 Ink Cartridge, Black Model Number C8767W or Approved Equal <u>HP HEWC8767WN</u> brand & stock	25 each	\$ <u>30.41</u>	\$ <u>760.25</u>
190	Toner- HP97 Ink Cartridge, Color Model Number C9363W or Approved Equal <u>HP HEWC9363WN</u> brand & stock	25 each	\$ <u>34.74</u>	\$ <u>868.50</u>

TOTAL BASE YEAR \$ 12,439.60 \*

\* Total Base Year amount Adjusted, due to changes from pages 10-12; 16-24; and 28-29 \$ 121,082.25



**ATTACHMENT TWO  
FEE SCHEDULE  
OPTION YEAR ONE**

The Offeror is responsible for all labor, supplies and materials to perform the services as identified in the scope of work. Offeror's fees or discounts as detailed below shall be firm through the entire term of the awarded agreement. The quantities shown on the Fee schedule are for evaluation purposes only.

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>ESTIMATED QUANTITY</u>	<u>UNIT COST</u>	<u>EXTENSION</u>
1	Adhesive Spray Model number MMM77s or Approved Equal <u>3M MMM77S</u> brand & stock #	10 each	\$ <u>4.99</u>	\$ <u>49.90</u>
2	Adhesive Spray Model Number EPI E451 or equal <u>Elmers EPIE451</u> brand & stock #	10 each	\$ <u>2.99</u>	\$ <u>29.90</u>
3	Avery Index Dividers, Model Number 11124 or Approved Equal <u>Business Source BSN116479</u> brand & stock #	10 each	\$ <u>.22</u>	\$ <u>2.20</u>
4	Arrow Flags Model Number RTG31118 or Approved Equal <u>RediTag RTG 31118</u> brand & stock #	100 each	\$ <u>.99</u>	\$ <u>99.00</u>
5	Band-Aids, Assorted (First Aid) Model Number JOJ4711 or Approved Equal <u>Johnson + Johnson JOJ4711</u> brand & stock #	50 each	\$ <u>4.39</u>	\$ <u>219.50</u>
6	Batteries (AAA) <u>Energizer EVEEN92</u> brand & stock #	50 each	\$ <u>.33</u>	\$ <u>16.50</u>
			Item priced by each, Sold 24/BX @ \$7.83	
7	Binder Clips, 2" (Large) black Model Number BSN36552 or equal <u>Business Source BSN36552</u> brand & stock #	100 boxes	\$ <u>.69</u>	\$ <u>69.00</u>



ATTACHMENT TWO  
FEE SCHEDULE continued  
OPTION YEAR ONE

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>ESTIMATED QUANTITY</u>	<u>UNIT COST</u>	<u>EXTENSION</u>
8	Binder Clips 1.25" (Med), black Model Number ACC72050 or equal <i>Business Source BSN36551</i> brand & stock #	100 boxes	<u>\$ .21</u>	<u>\$ 21.00</u>
9	Binder Clips .75" (Sm), black Model Number ACC72020 or equal <i>Business Source BSN36550</i> brand & stock #	100 boxes	<u>\$ .09</u>	<u>\$ 9.00</u>
10	Binders, 1 " Avery Model Number 17012 or equal <i>Business Source BSN28440</i> brand & stock # (12/CT)	100 boxes	<u>\$ 1.39</u>	<u>\$ 139.00</u> Sold by each, priced by each
11	Binders. 1/2" Model Number BSN9951 or equal <i>Business Source BSN09951</i> brand & stock # (12/CT)	100 boxes	<u>\$ .99</u>	<u>\$ 99.00</u> Sold by each, priced by each
12	Binders 2" Model Number BSN09956 or equal <i>Business Source BSN09956</i> brand & stock # (12/CT)	100 boxes	<u>\$ 1.99</u>	<u>\$ 199.00</u> Sold by each, priced by each
13	Binders 1" Model Number AVE79799 or equal <i>Business Source BSN28440</i> brand & stock # (12/CT)	100 boxes	<u>\$ 1.39</u>	<u>\$ 139.00</u> Sold by each, priced by each
14	Binders 1" Model Number BSN09952 or equal <i>Business Source BSN09952</i> brand & stock # (12/CT)	100 boxes	<u>\$ .99</u>	<u>\$ 99.00</u> Sold by each, priced by each
15	Binders 1" (Frame View), black Model Number AVE68054 or equal <i>Avery AVE68054</i> brand & stock # (12/CT)	100 boxes	<u>\$ 3.59</u>	<u>\$ 359.00</u> Sold by each, priced by each
16	Binders 1.5" (Frame View), black Model Number AVE68058 or equal <i>Avery AVE68058</i> brand & stock # (12/CT)	100 boxes	<u>\$ 4.59</u>	<u>\$ 459.00</u> Sold by each, priced by each

ATTACHMENT TWO  
FEE SCHEDULE continued  
OPTION YEAR ONE

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>ESTIMATED QUANTITY</u>	<u>UNIT COST</u>	<u>EXTENSION</u>
17	Binders 2.3" Ring Model Number BSN09959 or Approved Equal <i>Business Source BSN09959</i> brand & stock # <i>(12/CT)</i>	50 boxes	<u>\$2.93</u>	<u>\$146.50</u> <i>Sold by each, priced by each</i>
18	Binders 3" Model Number BSN28443 or Approved Equal <i>Business Source BSN28443</i> brand & stock # <i>(6/CT)</i>	50 boxes	<u>\$3.16</u>	<u>\$158.00</u> <i>Sold by each, priced by each</i>
19	Binders 3" Model Number BSN09958 or Approved Equal <i>Business Source BSN09958</i> brand & stock # <i>(12/CT)</i>	50 boxes	<u>\$2.93</u>	<u>\$146.50</u> <i>Sold by each, priced by each</i>
20	Binders 3" black Model Number BSN09952 or Approved Equal <i>Business Source BSN09952</i> brand & stock # <i>(12/CT)</i>	50 boxes	<u>\$.99</u>	<u>\$49.50</u> <i>Sold by each, priced by each</i>
21	Binders 1' View D Ring, WC Model Number Avery 05711 or Approved Equal <i>Business Source BSN09953</i> brand & stock #	50 boxes	<u>\$.99</u>	<u>\$49.50</u> <i>Sold by each, priced by each</i>
22	Binders 1.5' View D Ring, WC Model Number Avery 05720 or Approved Equal <i>Universal UNV37102</i> brand & stock #	50 boxes	<u>\$.55</u>	<u>\$27.50</u> <i>Item number is for hole reinforcements while description is for a binder. We quoted reinforcements</i>
23	Binders 3", 3Ring Model Number SPR09701 or Approved Equal <i>Business Source BSN28443</i> brand & stock # <i>(6/CT)</i>	50 boxes	<u>\$3.16</u>	<u>\$158.00</u> <i>Sold by each, priced by each</i>
24	Binder Sleeve, Media Pages Model Number IDEVZ01401 or Approved Equal <i>Idea Stream IDEVZ01401</i> brand & stock #	50 boxes	<u>\$7.99</u>	<u>\$399.50</u>



ATTACHMENT TWO  
 FEE SCHEDULE continued  
 OPTION YEAR ONE

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>ESTIMATED QUANTITY</u>	<u>UNIT COST</u>	<u>EXTENSION</u>
25	Books - Message Recording Model Number TOP4416 or Approved Equal <i>Tops TDP4416</i> brand & stock #	10 each	\$ <u>2.39</u>	\$ <u>23.90</u>
26	Books - Message Recording-Tops Model Number ABFS8714 or Approved Equal <i>Adams Business Forms ABFS8714</i> brand & stock #	10 each	\$ <u>5.99</u>	\$ <u>59.90</u>
27	Envelopes 6x9, catalog Model Number BSN42122 or Approved Equal <i>Business Source BSN42122</i> brand & stock #	100 boxes	\$ <u>6.79</u>	\$ <u>679.00</u>
28	Envelopes, #10, 10x13, Catalog Model Number BSN65451 or Approved Equal <i>Business Source BSN65451</i> brand & stock #	25 boxes	\$ <u>9.99</u>	\$ <u>249.75</u>
29	Envelopes (Self-Sealing 6x9), Catalog Model Number BSN42122 or Approved Equal <i>Business Source BSN42122</i> brand & stock #	25 boxes	\$ <u>6.79</u>	\$ <u>169.75</u>
30	Envelopes (Disc/Assorted Colors) 5"x5" window Model Number CCS26504 or Approved Equal <i>Compucassory CCS26504</i> brand & stock #	25 boxes	\$ <u>6.79</u>	\$ <u>169.75</u>
31	Envelopes (manila 9.5x12.5) Model Number QUAC497 or Approved Equal <i>Business Source BSN366664</i> brand & stock #	25 boxes	\$ <u>6.99</u>	\$ <u>174.75</u>
32	Envelopes (Plain) Model Number BSN42102 or Approved Equal <i>Business Source BSN42102</i> brand & stock #	25 boxes	\$ <u>13.99</u>	\$ <u>349.75</u>



ATTACHMENT TWO  
 FEE SCHEDULE continued  
 OPTION YEAR ONE

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>ESTIMATED QUANTITY</u>	<u>UNIT COST</u>	<u>EXTENSION</u>
33	Envelopes (Plain), Catalog, 9x12 #10 1/2 Model Number BSN04646 or Approved Equal <i>Business Source BSN04646</i> brand & stock #	25 boxes	\$ <u>22.76</u>	\$ <u>569.00</u>
34	Envelopes, #10 Peel/Seal Model Number QUA36682 or Approved Equal <i>Business Source BSN36682</i> brand & stock #	25 boxes	\$ <u>19.99</u>	\$ <u>499.75</u>
35	Envelopes, Catalog #10, Peel/Seal Model Number QUA44582 or Approved Equal <i>Business Source BSN65450</i> brand & stock #	25 boxes	\$ <u>10.34</u>	\$ <u>258.50</u>
36	Flash Drive 2GB USB Model Number VER97086 or Approved Equal <i>Verbatim VER97086</i> brand & stock	25 each	\$ <u>3.99</u>	\$ <u>99.75</u>
37	Flash Drive 4GB USB Model Number VER97087 or Approved Equal <i>Verbatim VER97087</i> brand & stock	25 each	\$ <u>2.99</u>	\$ <u>74.75</u>
38	Fluid, Correction, Water Based Model Number BICWOFWB12WE or Approved Equal <i>Bic BICWOFWB12W</i> brand & stock	25 each	\$ <u>0.69</u>	\$ <u>17.25</u>
39	Folders (2 Pocket/Portfolio) Model Number SMD87862 or Approved Equal <i>Avery AVE47792</i> brand & stock #	25 boxes	\$ <u>3.99</u>	\$ <u>99.75</u>
40	Folders (Classification w/Pocket Dividers) Model Number SMD19079 or Approved Equal <i>Nature Saver NAT95013</i> brand & stock #	25 boxes	\$ <u>37.99</u>	\$ <u>949.75</u>



ATTACHMENT TWO  
 FEE SCHEDULE continued  
 OPTION YEAR ONE

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>ESTIMATED QUANTITY</u>	<u>UNIT COST</u>	<u>EXTENSION</u>
41	Folders (File), Lavender Model Number SMD17434 or Approved Equal <u>Smead SMD17434</u> brand & stock #	25 boxes	\$ <u>21.26</u>	\$ <u>531.50</u>
42	Folders (File) Model Number BSN17525 or Approved Equal <u>Business Source BSN17525</u> brand & stock #	25 boxes	\$ <u>3.79</u>	\$ <u>94.75</u>
43	Folders (Clear Project) Model Number CLI62127 or Approved Equal <u>C-Line CLI62127</u> brand & stock #	25 boxes	\$ <u>3.39</u>	\$ <u>84.75</u>
44	Folders (C Line Project), assorted Model Number 62130 or Approved Equal <u>C-Line CLI62130</u> brand & stock #	25 boxes	\$ <u>5.39</u>	\$ <u>134.75</u>
45	Folders (Classification End Tabs) Green, Model Number SMD26810 or Approved Equal <u>Smead SMD26810</u> brand & stock #	25 boxes	\$ <u>28.10</u>	\$ <u>702.50</u>
46	Folders (Classification) Legal Size Model Number SPRSP241113 or Approved Equal <u>Smead SMD15334</u> brand & stock #	25 boxes	\$ <u>13.99</u>	\$ <u>349.75</u>
47	Folders (File) Letter Size Economy, Model Number SJPS59702 or Approved Equal <u>Nature Saver NATSP17200</u> brand & stock #	25 boxes	\$ <u>27.09</u>	\$ <u>677.25</u>
48	Folders (File) Legal Size, End Tab Manila, Model Number SMD27100 or Approved Equal <u>Sparco SPRSP17255</u> brand & stock #	25 boxes	\$ <u>18.99</u>	\$ <u>474.75</u>



ATTACHMENT TWO  
 FEE SCHEDULE continued  
 OPTION YEAR ONE

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>ESTIMATED QUANTITY</u>	<u>UNIT COST</u>	<u>EXTENSION</u>
49	Folders (Pendaflex File) Legal Size Expandable, Blue, Model Number ESS59225 or Approved Equal <u>Esselte ESS59225</u> brand & stock #	25 boxes	\$ <u>7.12</u>	\$ <u>178.00</u>
50	Folders (Hanging File) Legal Size Assorted, Model Number ESS415315ASST or Approved Equal <u>SMACO SPRSP5315AST</u> brand & stock #	25 boxes	\$ <u>9.99</u>	\$ <u>249.75</u>
51	Folders (Classification File), 2"/divider, Legal Partitions Colored, Model Number SMD18775 or Approved Equal <u>Smead SMD18775</u> brand & stock #	25 boxes	\$ <u>18.99</u>	\$ <u>474.75</u>
52	Folders, 2PCKT Portfolio, HVYWT, Yellow, Model Number SMD87862 or Approved Equal <u>Avery AVE47992</u> brand & stock #	25 boxes	\$ <u>3.99</u>	\$ <u>99.75</u>
53	Folders, H/20 Fastab, BX FT LTR 1/3" Model Number SMD64082 or Approved Equal <u>Smead SMD64082</u> brand & stock #	25 boxes	\$ <u>8.99</u>	\$ <u>224.75</u>
54	Folders, 2PCKT, OX FORD Burgundy, Model Number ESS57557 or Approved Equal <u>Esselte ESS57557</u> brand & stock #	25 boxes	\$ <u>4.99</u>	\$ <u>124.75</u>
55	Folders (File) 1/3 Tab , Legal Model Number SMD15330 or Approved Equal <u>Smead SMD15330</u> brand & stock #	25 boxes	\$ <u>8.99</u>	\$ <u>224.75</u>
56	Folders (File) Ltr Sz 1/3 cut manila Model Number SMD17525 or Approved Equal <u>Business Source BSN17525</u> brand & stock #	25 boxes	\$ <u>3.79</u>	\$ <u>94.75</u>



ATTACHMENT TWO  
FEE SCHEDULE continued  
OPTION YEAR ONE

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>ESTIMATED QUANTITY</u>	<u>UNIT COST</u>	<u>EXTENSION</u>
57	Folders (File) Lgl Sz 1/3 cut manila Model Number SMD17526 or Approved Equal <u>Business Source BSN17526</u> brand & stock #	25 boxes	\$ <u>5.99</u>	\$ <u>149.75</u>
58	Folders (File) Expanding Pocket Lgl, 5 1/4" Model Number SMD73211 or Approved Equal <u>Smead SMD73211</u> brand & stock #	25 boxes	\$ <u>11.99</u>	\$ <u>299.75</u>
59	Folders (File) Expanding Pocket Lgl, 5 1/4" Model Number SMD74819 or Approved Equal <u>Business Source BSN65795</u> brand & stock #	25 boxes	\$ <u>6.77</u>	\$ <u>169.25</u>
60	Folders (File) Expanding Pocket Ltr, 5 1/4" Model Number SMD73240 or Approved Equal <u>Smead SMD73240</u> brand & stock #	25 boxes	\$ <u>11.00</u>	\$ <u>275.00</u>
61	Folders (File) Hanging with Tabs Ltr, 5 1/4" Model Number BSN17532 or Approved Equal <u>Business Source BSN17532</u> brand & stock	25 boxes	\$ <u>3.99</u>	\$ <u>99.75</u>
62	Folders (File) Hanging, teal blue Ltr, 5 1/4" Model Number SMD64074 or Approved Equal <u>Smead SMD64074</u> brand & stock	25 boxes	\$ <u>7.99</u>	\$ <u>199.75</u>
63	Folders (File) Rentention Jackets Ltr size, Model Number SMD68191 or Approved Equal <u>Smead SMD68191</u> brand & stock	25 boxes	\$ <u>9.99</u>	\$ <u>249.75</u>
64	Index Dividers, multidex numbered Model Number WLJ54731 or Approved Equal <u>Wilson Jones WLJ54731</u> brand & stock	25 boxes	\$ <u>2.89</u>	\$ <u>72.25</u>





ATTACHMENT TWO  
 FEE SCHEDULE continued  
 OPTION YEAR ONE

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>ESTIMATED QUANTITY</u>	<u>UNIT COST</u>	<u>EXTENSION</u>
65	Index Maker, Clear Pocket Dividers, Model Number AVE75500 or Approved Equal <u>Avery AVE75500</u> brand & stock	25 boxes	<u>\$2.59</u>	<u>\$164.75</u>
66	Glue Stick, Perm. 26oz, CL Model Number AVE00166 or Approved Equal <u>Business Source BSN15786</u> brand & stock	25 boxes	<u>\$ .07</u>	<u>\$ 1.75</u>
67	Highlighters, Yellow Model Number ITA30004 or Approved Equal <u>Sanford SAN64324</u> brand & stock	25 each	<u>\$ .17</u>	<u>\$ 4.25</u> Sold by DZ @ \$1.99, priced by each
68	Highlighters, Pink Model Number ITA33321 or Approved Equal <u>Sanford SAN64327</u> brand & stock	25 each	<u>\$ .17</u>	<u>\$ 4.25</u> Sold by DZ @ \$1.99, priced by each
69	Highlighters, Blue Model Number ITA33323 or Approved Equal <u>Sanford SAN64328</u> brand & stock	25 each	<u>\$ .17</u>	<u>\$ 4.25</u> Sold by DZ @ \$1.99, priced by each
70	INK Stamp (Ideal), Red Ink Refill, Model Number USS5028 or Approved Equal <u>US Stamp &amp; Sign USS5028</u> brand & stock	10 each	<u>\$ 1.00</u>	<u>\$ 10.00</u>
71	Labels, Easy Peel Address 1"x4" Model Number Avery5161 or Approved Equal <u>Business Source BSN26112</u> brand & stock	25 each	<u>\$ 4.99</u>	<u>\$ 124.75</u>
72	Labels, 1" x 2.62" Address Model Number Avery5260 or Approved Equal <u>Business Source BSN26109</u> brand & stock	25 each	<u>\$ 1.99</u>	<u>\$ 49.75</u>



ATTACHMENT TWO  
FBE SCHEDULE continued  
OPTION YEAR ONE

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>ESTIMATED QUANTITY</u>	<u>UNIT COST</u>	<u>EXTENSION</u>
73	Labels, Address Roll, 3x5"x1.12" Model Number DYM30320 or Approved Equal <u>Dymo DYM30320</u> brand & stock	25 each	\$ <u>9.99</u>	\$ <u>249.75</u>
74	Labels Continuous Feed, Computer 3.5" x 4.25 Model Number Avery4013 or Approved Equal <u>Avery AVE4013</u> brand & stock	25 each	\$ <u>11.64</u>	\$ <u>291.00</u>
75	Markers (Permanent) Model Number AVE0888 or Approved Equal <u>AVERY AVE 27178</u> brand & stock	25 each	\$ <u>.16</u>	\$ <u>4.00</u>
			Sold by DZ @ \$1.89, priced by each	
76	Numbers-Numeric File, Roll Color Coded, Model Number SMD67380 or Approved Equal <u>Smead SMD67380</u> brand & stock	25 each	\$ <u>67.00</u>	\$ <u>1,675.00</u>
77	Organizer (Desk), 4 Comp, Mesh Blk, Model Number ROL1746466 or Approved Equal <u>Rolodex ROL1746466</u> brand & stock	25 each	\$ <u>6.99</u>	\$ <u>174.75</u>
78	Pads (Easels) 4 /Count Sparco, Model Number 52626 or Approved Equal <u>Sparco SPR52626</u> brand & stock	25 each	\$ <u>59.46</u>	\$ <u>1,486.50</u>
79	Pads (Orchid) 12/pk, Lgl Model Number 01077 or Approved Equal <u>Sparco SPR01077</u> brand & stock	25 each	\$ <u>14.99</u>	\$ <u>374.75</u>
80	Pads (Assorted Colors), 6/pk Lgl, Model Number 63116 or Approved Equal <u>Tops TOP63116</u> brand & stock	25 each	\$ <u>6.99</u>	\$ <u>174.75</u>

ATTACHMENT TWO  
 FEE SCHEDULE continued  
 OPTION YEAR ONE

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>ESTIMATED QUANTITY</u>	<u>UNIT COST</u>	<u>EXTENSION</u>
81	Pads (Lined) 5x8 Model Number BSN63110 or Approved Equal <u>Business Source</u> BSN63110 brand & stock	25 each	<u>\$ .33</u> sold by DZ @ \$3.99, priced by each	<u>\$ 8.25</u>
82	Pads (Lined), Lgl Model Number BSN63108 or Approved Equal <u>Business Source</u> BSN63108 brand & stock	25 each	<u>\$ .50</u> sold by DZ @ \$5.99, priced by each	<u>\$ 12.50</u>
83	Paperclips (Jumbo) Model Number BSN65639 or Approved Equal <u>Business Source</u> BSN65639 brand & stock	25 each	<u>\$ .20</u> sold 10 BX/PK @ \$1.99, priced by Box	<u>\$ 5.00</u>
84	Paperclips (#1/1.38") Model Number 72230 or Approved Equal <u>Business Source</u> BSN65365 brand & stock	25 each	<u>\$ .09</u> sold 10 BX/PK @ \$0.89, priced by Box	<u>\$ 2.25</u>
85	Paperclips (#1/1.38") Model Number CSN65638 or Approved Equal <u>Business Source</u> BSN65638 brand & stock	25 each	<u>\$ .07</u> sold 10 BX/PK @ \$0.69, priced by box	<u>\$ 1.75</u>
86	Paper, Copy 8x11 Model Number Xer3r2047 or Approved Equal <u>Xerox XER3R2047</u> brand & stock	25 each	<u>\$ 31.46</u>	<u>\$ 786.50</u>
87	Paper, Copy 8x11, Green Model Number SPR05123 or Approved Equal <u>Sparco SPR05123</u> brand & stock	25 each	<u>\$ 4.46</u>	<u>\$ 111.50</u>
88	Paper, Copy 8x11, Pink Model Number SPR05124 or Approved Equal <u>Sparco SPR05124</u> brand & stock	25 each	<u>\$ 4.46</u>	<u>\$ 111.50</u>



ATTACHMENT TWO  
FEE SCHEDULE continued  
OPTION YEAR ONE

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>ESTIMATED QUANTITY</u>	<u>UNIT COST</u>	<u>EXTENSION</u>
89	Paper Business Source, 11x17 Model Number 36590 or Approved Equal <u>Xerox XER3R3761</u> brand & stock	25 each	\$ <u>8.03</u>	\$ <u>200.75</u>
90	Pencils, Mechanical Model Number PIL32010 or Approved Equal <u>Pilot PIL32010</u> brand & stock	25 each	\$ <u>.32</u>	\$ <u>8.00</u> Sold by DZ @ \$3.89, priced by each
91	Pencils, Mechanical Model Number PIL32011 or Approved Equal <u>Pilot PIL32011</u> brand & stock	25 each	\$ <u>.32</u>	\$ <u>8.00</u> Sold by DZ @ \$3.89, priced by each
92	Pen (BIC) Round Stick Model Number BICGSM11BK or Approved Equal <u>Bic BICGSM11BK</u> brand & stock	25 each	\$ <u>.05</u>	\$ <u>1.25</u> Sold by DZ @ \$0.59, priced by each
93	Pen (Chisel) Blue Model Number SAN25010 or Approved Equal <u>Sanford SAN64328</u> brand & stock	25 each	\$ <u>.17</u>	\$ <u>4.25</u> Sold by DZ @ \$1.99, priced by each
94	Pen (Chisel) Green Model Number SAN25026 or Approved Equal <u>Integra IIA01525</u> brand & stock	25 each	\$ <u>.17</u>	\$ <u>4.25</u> Sold by DZ @ \$1.99, priced by each
95	Pen (Chisel) Orange Model Number SAN25006 or Approved Equal <u>Sanford SAN64325</u> brand & stock	25 each	\$ <u>.17</u>	\$ <u>4.25</u> Sold by DZ @ \$1.99, priced by each
96	Pen (Chisel) Pink Model Number SAN25009 or Approved Equal <u>Sanford SAN64327</u> brand & stock	25 each	\$ <u>.17</u>	\$ <u>4.25</u> Sold by DZ @ \$1.99, priced by each

ATTACHMENT TWO  
 FEE SCHEDULE continued  
 OPTION YEAR ONE

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>ESTIMATED QUANTITY</u>	<u>UNIT COST</u>	<u>EXTENSION</u>
97	Pen (Chisel) Yellow Model Number SAN25005 or Approved Equal <del>Sanford</del> SAN64324 brand & stock	25 each	\$ .17	\$ 4.25
			Sold by DZ @ \$1.99, priced by each	
98	Pen (Chisel) Lavender Model Number SAN25019 or Approved Equal <del>Sanford</del> SAN25019 brand & stock	25 each	\$ .17	\$ 4.25
			Sold by DZ @ \$1.99, priced by each	
99	Pen (Chisel) Set of 8 Colors Model Number SAN80078 or Approved Equal <del>Integra</del> ITA33311 brand & stock	25 each	\$ 5.69	\$ 142.25
100	Pens (Gel) Blue Model Number PIL31021 or Approved Equal <del>Integra</del> ITA36157 brand & stock	25 each	\$ .25	\$ 6.25
			Sold by DZ @ \$2.99, priced by each	
101	Pens (Gel) Black Model Number PIL31020 or Approved Equal <del>Integra</del> ITA36156 brand & stock	25 each	\$ .25	\$ 6.25
			Sold by DZ @ \$2.99, priced by each	
102	Pens (Red Ink) Model Number PIL33211 or Approved Equal <del>Bic</del> BICGSM11RD brand & stock	25 each	\$ .05	\$ 1.25
			Sold by DZ @ \$0.59, priced by each	
103	Pens (Black), BIC Model Number GSM609 or Approved Equal <del>Bic</del> BICGSM609BK brand & stock	25 each	\$ .17	\$ 4.25
			Sold by DZ @ \$1.99, priced by each	
104	Pens (Blue) Model Number GSM609BE or Approved Equal <del>Bic</del> BICGSM609BE brand & stock	25 each	\$ .17	\$ 4.25
			Sold by DZ @ \$1.99, priced by each	

ATTACHMENT TWO  
 FEE SCHEDULE continued  
 OPTION YEAR ONE

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>ESTIMATED QUANTITY</u>	<u>UNIT COST</u>	<u>EXTENSION</u>
105	Pens, Replacement, Black Security Chain, Model Number MMF28704 or Approved Equal <del>MMF Industries</del> brand & stock	25 each	<u>\$ .69</u>	<u>\$ 17.25</u>
106	Pens (Papermate Retractable-Fine) Black, Model Number PAP6380187 or Approved Equal <del>Papermate</del> brand & stock	25 each	<u>\$ .25</u>	<u>\$ 6.25</u> Sold by DZ @ \$2.99, priced by each
107	Pens (Papermate Retractable-Fine) Blue, Model Number PAP6360187 or Approved Equal <del>Papermate</del> brand & stock	25 each	<u>\$ .25</u>	<u>\$ 6.25</u> Sold by DZ @ \$2.99, priced by each
108	Pens (Papermate Retractable-Fine) Red, Model Number PAP6370187 or Approved Equal <del>Papermate</del> brand & stock	25 each	<u>\$ .25</u>	<u>\$ 6.25</u> Sold by DZ @ \$2.99, priced by each
109	Pens (Papermate Retractable Medium, Black, Model Number PAP6330187 or Approved Equal <del>Integra</del> brand & stock	25 each	<u>\$ .25</u>	<u>\$ 6.25</u> Sold by DZ @ \$2.99, priced by each
110	Pens (Papermate Retractable Medium, Blue, Model Number PAP6310187 or Approved Equal <del>Integra</del> brand & stock	25 each	<u>\$ .25</u>	<u>\$ 6.25</u> Sold by DZ @ \$2.99, priced by each
111	Pens (Papermate Retractable Medium, Red, Model Number PAP6320187 or Approved Equal <del>Papermate</del> brand & stock	25 each	<u>\$ .25</u>	<u>\$ 6.25</u> Sold by DZ @ \$2.99, priced by each
112	Pens (Pentel WOW Ballpoint Medium, Black, Model Number PENBK440A or Approved Equal <del>Pentel</del> brand & stock	25 each	<u>\$ .25</u>	<u>\$ 6.25</u> Sold by DZ @ \$2.99, priced by each



ATTACHMENT TWO  
 FEE SCHEDULE continued  
 OPTION YEAR ONE

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>ESTIMATED QUANTITY</u>	<u>UNIT COST</u>	<u>EXTENSION</u>
113	Pens (Pentel WOW Ballpoint Medium, Red, Model Number PENBK440B or Approved Equal <u>Pentel PENBK440B</u> brand & stock	25 each	\$ <u>.25</u>	\$ <u>6.25</u> Sold by DZ @ \$2.99, priced by each
114	Pens (Pentel WOW Ballpoint Medium, Blue, Model Number PENBK440C or Approved Equal <u>Pentel PENBK440C</u> brand & stock	25 each	\$ <u>.25</u>	\$ <u>6.25</u> Sold by DZ @ \$2.99, priced by each
115	Pens (Rollerball/.7/Fine point), G2 Blue, Model Number Pii31027 or Approved Equal <u>Integra ITA36157</u> brand & stock	25 each	\$ <u>.25</u>	\$ <u>6.25</u> Sold by DZ @ \$2.99, priced by each
116	Pens, Zebra Model Number ZEB46710 or Approved Equal <u>Integra ITA36156</u> brand & stock	50 each	\$ <u>.25</u>	\$ <u>6.25</u> Sold by DZ @ \$2.99, Priced by each
117	Post It Flags, Index Tabs Model Number MMM686-PGO or Approved Equal <u>3M mmm686 PGO</u> brand & stock	50 each	\$ <u>2.99</u>	\$ <u>149.50</u>
118	Post It Flags, value pack Model Number MMM683VAD1 or Approved Equal <u>3M mmm683VAD1</u> brand & stock	50 each	\$ <u>5.76</u>	\$ <u>288.00</u>
119	Post-Its 1.5"x2" Yellow Model Number MMM65324VADB or Approved Equal <u>Business Source BSN36610</u> brand & stock	25 each	\$ <u>.69</u>	\$ <u>17.25</u>
120	Post-Its 3"x 3" Convenience pk, Yellow, Model Number MMM65424VADB or Approved Equal <u>Business Source BSN36616</u> brand & stock	25 each	\$ <u>2.49</u>	\$ <u>62.25</u>



ATTACHMENT TWO  
 FEE SCHEDULE continued  
 OPTION YEAR ONE

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>ESTIMATED QUANTITY</u>	<u>UNIT COST</u>	<u>EXTENSION</u>
121	Post-Its 3"x3" Cabinet pk Model Number MMM654R24CPAP or Approved Equal <u>Business Source BSN36614</u> brand & stock	25 each	\$ <u>1.69</u>	\$ <u>42.25</u>
122	Post-Its 3"x 3" Yellow Model Number MMMR33024VAD or Approved Equal <u>Business Source BSN36616</u> brand & stock	25 each	\$ <u>2.49</u>	\$ <u>62.25</u>
123	Post-Its 3"x3" Pastel Model Number MMMR33012AP or Approved Equal <u>Business Source BSN16453</u> brand & stock	25 each	\$ <u>2.49</u>	\$ <u>62.25</u>
124	Post It Flags, 1" 100 BBLU Model Number MMM680BB2 or Approved Equal <u>3M MMM680BB2</u> brand & stock	50 each	\$ <u>2.49</u>	\$ <u>124.50</u>
125	Post It Flags, 1" 100 Yellow Model Number MMM680YW2 or Approved Equal <u>Sparco SPR19259</u> brand & stock	50 each	\$ <u>2.49</u>	\$ <u>124.50</u>
126	Post It Greener Notes, 4x6 Model Number 660-RPA or Approved Equal <u>Business Source BSN36619</u> brand & stock	50 each	\$ <u>2.49</u>	\$ <u>124.50</u>
127	Post It Notes, Small Model Number 653-RPA or Approved Equal <u>3M MMM653RPA</u> brand & stock	50 each	\$ <u>3.89</u>	\$ <u>194.50</u>
128	Post It Notes, 3"x3", Neon Model Number BSN16451 or Approved Equal <u>Business Source BSN16451</u> brand & stock	50 each	\$ <u>2.49</u>	\$ <u>124.50</u>





ATTACHMENT TWO  
 FEE SCHEDULE continued  
 OPTION YEAR ONE

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>ESTIMATED QUANTITY</u>	<u>UNIT COST</u>	<u>EXTENSION</u>
129	Post It Notes, 3"x3", Yellow Model Number BSN36612 or Approved Equal Business Source BSN36612 brand & stock	25 each	\$ .99	\$ 24.75
130	Post It Notes, 3"x3", Pastel Model Number MMMR33012AP or Approved Equal Business Source BSN16453 brand & stock	25 each	\$ 2.49	\$ 62.25
131	Post It Notes, Flag w/dispenser Model Number MMM680SH2 or Approved Equal Sparco SPR19257 brand & stock	50 each	\$ .99	\$ 49.50
132	Post It Notes, Pastel Model Number MMM653RPA or Approved Equal 3M MMM653RPA brand & stock	50 each	\$ 3.89	\$ 194.50
133	Post It Notes, Yellow, 3"x3" Model Number MMM65424SSCP or Approved Equal 3M MMM65424SSCP brand & stock	50 each	\$ 14.99	\$ 749.50
134	Post It, 3" x 3", brights w/dispenser Model Number MMMDS330SSVA or Approved Equal 3M MMMDS330SSVA brand & stock	50 each	\$ 10.99	\$ 549.50
135	Post It Pop Ups, 3x3, Yellow Model Number MMMR330144B or Approved Equal Business Source BSN36617 brand & stock	50 each	\$ 3.99	\$ 199.50



ATTACHMENT TWO  
 FEE SCHEDULE continued  
 OPTION YEAR ONE

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>ESTIMATED QUANTITY</u>	<u>UNIT COST</u>	<u>EXTENSION</u>
136	Post It Tabs, assorted Model Number MMM686RYB or Approved Equal <u>3m MMM686RYB</u> brand & stock	50 each	<u>\$ 2.99</u>	<u>\$ 149.50</u>
137	Rubberbands, 3"x0.06" Model Number 15735 or Approved Equal <u>Business Source BSN15735</u> brand & stock	50 each	<u>\$ .89</u>	<u>\$ 44.50</u>
138	Scissors 8" straight, Gray Model Number FSK01004249 or Approved Equal <u>Business Source BSN65647</u> brand & stock	50 each	<u>\$ .44</u>	<u>\$ 22.00</u>
139	Stamp (custom) Rbr or self ink Model Number XSTN10 or Approved Equal <u>N/A - Special order Stamp</u> brand & stock	50 each	<u>\$ N/A</u>	<u>\$ N/A</u>
140	Staples Model Number SWI35108 or Approved Equal <u>Swingline SWI35108</u> brand & stock	50 each	<u>\$ .22</u>	<u>\$ 11.00</u>
141	Staples Model Number BSN65649 or Approved Equal <u>Swingline SWI35108</u> brand & stock	50 each	<u>\$ .22</u>	<u>\$ 11.00</u>
142	Staples Model Number SWI35550 or Approved Equal <u>Swingline SWI35550</u> brand & stock	50 each	<u>\$ 2.49</u>	<u>\$ 124.50</u>



ATTACHMENT TWO  
 FEE SCHEDULE continued  
 OPTION YEAR ONE

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>ESTIMATED QUANTITY</u>	<u>UNIT COST</u>	<u>EXTENSION</u>
143	Staples Removal Model Number BOS40000MBLK or Approved Equal <u>Universal UNV10700</u> brand & stock	25 each	\$ <u>.39</u>	\$ <u>9.75</u>
144	Stapler, Swingline Model Number SWI40501 or Approved Equal <u>Business Source BSN65648</u> brand & stock	25 each	\$ <u>.99</u>	\$ <u>24.75</u>
145	Tablets, Legal Size Model Number BSN63108 or Approved Equal <u>Business Source BSN63108</u> brand & stock	100 each	\$ <u>.50</u>	\$ <u>50.00</u> <i>sold by DZ @ \$5.99, priced by each</i>
146	Tabs, big/insertable/dividers/8 Model Number Avery 11112 or Approved Equal <u>Business Source BSN36de91</u> brand & stock	100 each	\$ <u>.22</u>	\$ <u>22.00</u>
147	Tabs, index dividers/8 Model Number Avery 11132 or Approved Equal <u>Avery AVE 11132</u> brand & stock	100 each	\$ <u>1.47</u>	\$ <u>147.00</u>
148	Tabs, index, write on 1-1/4" Model Number Avery 16140 or Approved Equal <u>Discontinued</u> brand & stock	100 each	\$ <u>N/A</u>	\$ <u>N/A</u>
149	Tabs, Avery Ready/10 Model Number Avery 11134 or Approved Equal <u>Avery AVE 11134</u> brand & stock	100 each	\$ <u>1.81</u>	\$ <u>181.00</u>



ATTACHMENT TWO  
FEE SCHEDULE continued  
OPTION YEAR ONE

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>ESTIMATED QUANTITY</u>	<u>UNIT COST</u>	<u>EXTENSION</u>
150	Tabs, index insert 8Tab, CL Model Number Avery 11124 or Approved Equal <u>Business Source BSN16479</u> brand & stock	100 each	\$ <u>.22</u>	\$ <u>22.00</u>
151	Tape, Adding Machine Model Number BSN28650 or Approved Equal <u>Business Source BSN28650</u> brand & stock	100 each	\$ <u>.25</u>	\$ <u>25.00</u> sold 12/PK @ \$2.99, priced by each
152	BIC White Out Model Number BICWOFQD12WE or Approved Equal <u>Bic BICWOFQD12WE</u> brand & stock	100 each	\$ <u>.67</u>	\$ <u>67.00</u> Sold by DZ @ \$7.99, priced by each
153	Tape, Double Sided w/dispenser Model Number MMM3136 or Approved Equal <u>3M mmm3136</u> brand & stock	100 each	\$ <u>1.00</u>	\$ <u>100.00</u> Sold 3/PK, priced by each
154	Tape, ECON, 3/4 x1296 Trans Model Number MMM5910341296 or Approved Equal <u>Business Source BSN32952</u> brand & stock	100 each	\$ <u>.33</u>	\$ <u>33.00</u>
155	Tape, Invisible, scotch, 12/pk Model Number BSN32953 or Approved Equal <u>Business Source BSN32953</u> brand & stock	100 each	\$ <u>.33</u>	\$ <u>33.00</u> sold 12/PK @ \$3.96, priced by each
156	Toner- All Colors Model Number HPC9730A or Approved Equal <u>HP HEWC9730A</u> brand & stock	50 each	\$ <u>242.35</u>	\$ <u>12,117.37</u>
157	Toner- All Colors Model Number HPC4571A or Approved Equal <u>Unknown</u> brand & stock	50 each	\$ <u>N/A</u>	\$ <u>N/A</u>



ATTACHMENT TWO  
 FEE SCHEDULE continued  
 OPTION YEAR ONE

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>ESTIMATED QUANTITY</u>	<u>UNIT COST</u>	<u>EXTENSION</u>
158	Toner- All Colors Model Number C4811A or Approved Equal <del>HP HEWC4811A</del> brand & stock	50 each	\$ <u>36.67</u>	\$ <u>1,833.68</u>
159	Toner Model Number HP42A or Approved Equal <del>HP HEWQ5942A</del> brand & stock	50 each	\$ <u>146.33</u>	\$ <u>7,316.32</u>
160	Toner Model Number TN330 or Approved Equal <del>Brother BRTN330</del> brand & stock	50 each	\$ <u>35.48</u>	\$ <u>1,774.00</u>
161	Toner- Drum Cartridge Model Number 113R00671 or Approved Equal <del>Xerox XER113R00671</del> brand & stock	50 each	\$ <u>102.22</u>	\$ <u>5,111.05</u>
162	Toner- Imaging Drum Unit Model Number BRTDR21210CL or Approved Equal <del>Brother BRTDR210CL</del> brand & stock	50 each	\$ <u>110.74</u>	\$ <u>5,536.84</u>
163	Toner- Fuser Model Number 109R00773 or Approved Equal <del>UNKNOWN</del> brand & stock	50 each	\$ <u>N/A</u>	\$ <u>N/A</u>
164	Toner- Small Copier Model Number 106R01047 or Approved Equal <del>Xerox XER106R01047</del> brand & stock	50 each	\$ <u>89.06</u>	\$ <u>4,453.16</u>



ATTACHMENT TWO  
 FEE SCHEDULE continued  
 OPTION YEAR ONE

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>ESTIMATED QUANTITY</u>	<u>UNIT COST</u>	<u>EXTENSION</u>
165	Toner- Large Copier Model Number 003r01146 or Approved Equal <del>Xerox XER106RD</del> 1146 brand & stock	50 each	\$ <u>336.95</u>	\$ <u>16,847.37</u>
166	Toner- Xerografic Modular Model Number Xel588740N1 or Approved Equal <del>Unknown</del> brand & stock	25 each	\$ <u>N/A</u>	\$ <u>N/A</u>
167	Toner- Brother Cartridge, Black Model Number TN210BK or Approved Equal <del>Brother BRTTN210BK</del> brand & stock	25 each	\$ <u>54.18</u>	\$ <u>1,354.47</u>
168	Toner- Brother Cartridge, Magenta, Model Number BRITTN210N or Approved Equal <del>Brother BRITTN210M</del> brand & stock	25 each	\$ <u>50.84</u>	\$ <u>1,271.05</u>
169	Toner- Brother Cartridge, Cyan Model Number BRITTN210C or Approved Equal <del>Brother BRITTN210C</del> brand & stock	25 each	\$ <u>50.84</u>	\$ <u>1,271.05</u>
170	Toner- Brother Cartridge, Yellow Model Number BRITTN210Y or Approved Equal <del>Brother BRTTN210Y</del> brand & stock	25 each	\$ <u>50.84</u>	\$ <u>1,271.05</u>
171	Toner- Canon Fax Cartridge Model Number CanonFX11 or Approved Equal <del>Canon CNMFX11</del> brand & stock	25 each	\$ <u>100.16</u>	\$ <u>2,503.95</u>
172	Toner- Canon Fax Cartridge Model Number CanonFX6 or Approved Equal <del>Canon CNMFX6</del> brand & stock	25 each	\$ <u>99.48</u>	\$ <u>2,487.11</u>



ATTACHMENT TWO  
 FEE SCHEDULE continued  
 OPTION YEAR ONE

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>ESTIMATED QUANTITY</u>	<u>UNIT COST</u>	<u>EXTENSION</u>
173	Toner- Canon Ink Cartridge Model Number Canon CL18 or Approved Equal <u>Unknown</u> brand & stock	25 each	\$ <u>N/A</u>	\$ <u>N/A</u>
174	Toner- Epson Cartridge, Black Model Number T060120 or Approved Equal <u>Epson EPST060120</u> brand & stock	25 each	\$ <u>19.31</u>	\$ <u>482.63</u>
175	Toner- Epson Cartridge, Cyan Model Number T060220 or Approved Equal <u>Epson EPST060220</u> brand & stock	25 each	\$ <u>14.25</u>	\$ <u>356.32</u>
176	Toner- Epson Cartridge, Yellow Model Number T0601420 or Approved Equal <u>Epson EPST060420</u> brand & stock	25 each	\$ <u>14.25</u>	\$ <u>356.32</u>
177	Toner- Epson Cartridge, Magenta Model Number T060320 or Approved Equal <u>Epson EPST060320</u> brand & stock	25 each	\$ <u>14.25</u>	\$ <u>356.32</u>
178	Toner- Laser Cartridge Model Number BSN38658 or Approved Equal <u>Elite ELI75060</u> brand & stock	25 each	\$ <u>68.83</u>	\$ <u>1,720.79</u>
179	Toner- Cartridge Model Number HEWCES05X or Approved Equal <u>HP HEWCES05X</u> brand & stock	25 each	\$ <u>146.32</u>	\$ <u>3,657.90</u>



ATTACHMENT TWO  
 FEE SCHEDULE continued  
 OPTION YEAR ONE

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>ESTIMATED QUANTITY</u>	<u>UNIT COST</u>	<u>EXTENSION</u>
180	Toner- Smart Jet Printer Model Number HEWQ2612A or Approved Equal <del>HP HEWQ2612A</del> brand & stock	25 each	\$ <u>68.76</u>	\$ <u>1,718.95</u>
181	Toner- Smart Jet Printer Model Number HEWQ2613A or Approved Equal <del>HP HEWQ2613A</del> brand & stock	25 each	\$ <u>80.80</u>	\$ <u>2,020.00</u>
182	Toner- HP Laser Jet 35A Cartridge, Black, Model Number CB435A or Approved Equal <del>HP HEWCB435A</del> brand & stock	25 each	\$ <u>61.03</u>	\$ <u>1,525.79</u>
183	Toner- HP Laser Jet 1300 Model Number SOP200036P or Approved Equal <del>ELI ELI75102</del> brand & stock	25 each	\$ <u>32.00</u>	\$ <u>800.00</u>
184	Toner- Printer Cartridge Model Number Dell PK492 or Approved Equal <del>Dell DEL3302665</del> brand & stock	25 each	\$ <u>65.71</u>	\$ <u>1,642.63</u>
185	Toner- HP Printer Cartridge Model Number HP10A or Approved Equal <del>HP HEWQ2610A</del> brand & stock	25 each	\$ <u>138.87</u>	\$ <u>3,471.84</u>
186	Toner- HP Printer Cartridge Model Number HP11X or Approved Equal <del>HP HEWQ6511X</del> brand & stock	25 each	\$ <u>208.45</u>	\$ <u>5,211.32</u>
187	Toner- HP78A Ink Cartridge Black, Model Number CE278A or Approved Equal <del>HP HEWCE278A</del> brand & stock	25 each	\$ <u>69.20</u>	\$ <u>1,730.00</u>



ATTACHMENT TWO  
 FEE SCHEDULE continued  
 OPTION YEAR ONE

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>ESTIMATED QUANTITY</u>	<u>UNIT COST</u>	<u>EXTENSION</u>
188	Toner- HP78A Ink Cartridge Black, Model Number CB336WN or Approved Equal <u>HP HEWCB336WN</u> brand & stock	25 each	<u>\$35.61</u>	<u>\$890.26</u>
189	Toner- HP96 Ink Cartridge, Black Model Number C8767W or Approved Equal <u>HP HEWC8767WN</u> brand & stock	25 each	<u>\$32.01</u>	<u>\$800.25</u>
190	Toner- HP97 Ink Cartridge, Color Model Number C9363W or Approved Equal <u>HP HEWC9363WN</u> brand & stock	25 each	<u>\$36.57</u>	<u>\$914.21</u>

TOTAL OPTION YEAR ONE \$117,139.80

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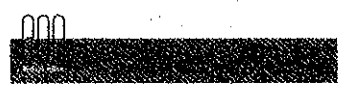
**ATTACHMENT THREE  
FEE SCHEDULE  
OPTION YEAR TWO**

The Offeror is responsible for all labor, supplies and materials to perform the services as identified in the scope of work. Offeror's fees or discounts as detailed below shall be firm through the entire term of the awarded agreement. The quantities shown on the Fee schedule are for evaluation purposes only.

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>ESTIMATED QUANTITY</u>	<u>UNIT COST</u>	<u>EXTENSION</u>
1	Adhesive Spray Model number MMM77s or Approved Equal <u>3M MMM77S</u> brand & stock #	10 each	\$ <u>4.99</u>	\$ <u>49.90</u>
2	Adhesive Spray Model Number EPI E451 or equal <u>ELMORS EPI E451</u> brand & stock #	10 each	\$ <u>2.99</u>	\$ <u>29.90</u>
3	Avery Index Dividers, Model Number 11124 or Approved Equal <u>Business Source BSN116499</u> brand & stock #	10 each	\$ <u>1.22</u>	\$ <u>2.20</u>
4	Arrow Flags Model Number RTG31118 or Approved Equal <u>Redi Tag RTG 31118</u> brand & stock #	100 each	\$ <u>.99</u>	\$ <u>99.00</u>
5	Band-Aids, Assorted (First Aid) Model Number JOJ4711 or Approved Equal <u>Johnson &amp; Johnson JOJ4711</u> brand & stock #	50 each	\$ <u>4.39</u>	\$ <u>219.50</u>
6	Batteries (AAA) <u>Eveready EVE EN92</u> brand & stock #	50 each	\$ <u>.33</u>	\$ <u>16.50</u>
			Item Priced by Each Sold 24/Box @ \$7.83	
7	Binder Clips, 2" (Large) black Model Number BSN36552 or equal <u>Business Source BSN 36552</u> brand & stock #	100 boxes	\$ <u>.69</u>	\$ <u>69.00</u>

ATTACHMENT THREE  
 FEE SCHEDULE continued  
 OPTION YEAR TWO

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>ESTIMATED QUANTITY</u>	<u>UNIT COST</u>	<u>EXTENSION</u>
8	Binder Clips 1.25" (Med), black Model Number ACC72050 or equal <u>BUSINESS SOURCE BSN36551</u> brand & stock #	100 boxes	<u>\$1.21</u>	<u>\$21.00</u>
9	Binder Clips .75" (Sm), black Model Number ACC72020 or equal <u>BUSINESS SOURCE BSN36550</u> brand & stock #	100 boxes	<u>\$0.09</u>	<u>\$9.00</u>
10	Binders, 1" Avery Model Number 17012 or equal <u>BUSINESS SOURCE BSN28440</u> brand & stock # (12/ct)	100 boxes	<u>\$1.39</u>	<u>\$139.00</u> Sold By Each, Priced By Each
11	Binders, 1/2" Model Number BSN9951 or equal <u>BUSINESS SOURCE BSN09951</u> brand & stock # (12/ct)	100 boxes	<u>\$0.99</u>	<u>\$99.00</u> Sold By Each, Priced By Each
12	Binders 2" Model Number BSN09956 or equal <u>BUSINESS SOURCE BSN09956</u> brand & stock # (12/ct)	100 boxes	<u>\$1.99</u>	<u>\$199.00</u> Sold By Each, Priced By Each
13	Binders 1" Model Number AVE79799 or equal <u>BUSINESS SOURCE BSN28440</u> brand & stock # (12/ct)	100 boxes	<u>\$1.39</u>	<u>\$139.00</u> Sold By Each, Priced By Each
14	Binders 1" Model Number BSN09952 or equal <u>BUSINESS SOURCE BSN09952</u> brand & stock # (12/ct+N)	100 boxes	<u>\$0.99</u>	<u>\$99.00</u> Sold By Each, Priced By Each
15	Binders 1" (Frame View), black Model Number AVE68054 or equal <u>AVERY AVE68054</u> brand & stock # (12/ct)	100 boxes	<u>\$3.59</u>	<u>\$359.00</u> Sold By Each, Priced By Each
16	Binders 1.5" (Frame View), black Model Number AVE68058 or equal <u>AVERY AVE68058</u> brand & stock # (12/ct)	100 boxes	<u>\$4.59</u>	<u>\$459.00</u> Sold By Each, Priced By Each



ATTACHMENT THREE  
 FEE SCHEDULE continued  
 OPTION YEAR TWO

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>ESTIMATED QUANTITY</u>	<u>UNIT COST</u>	<u>EXTENSION</u>
17	Binders 2.3" Ring Model Number BSN09959 or Approved Equal <i>Business Source BSN09959</i> brand & stock # (12/cr)	50 boxes	<u>\$2.93</u>	<u>\$146.50</u> Sold By Each, Priced By Each
18	Binders 3" Model Number BSN28443 or Approved Equal <i>Business Source BSN28443</i> brand & stock # (6/cr)	50 boxes	<u>\$3.16</u>	<u>\$158.00</u> Sold By Each, Priced By Each
19	Binders 3" Model Number BSN09958 or Approved Equal <i>Business Source BSN09958</i> brand & stock # (12/cr)	50 boxes	<u>\$2.93</u>	<u>\$146.50</u> Sold by Each, Priced By Each
20	Binders 3" black Model Number BSN09952 or Approved Equal <i>Business Source BSN09952</i> brand & stock # (12/cr)	50 boxes	<u>\$.99</u>	<u>\$49.50</u> Sold By Each, Priced By Each
21	Binders 1" View D Ring, WC Model Number Avery 05711 or Approved Equal <i>Business Source BSN09953</i> brand & stock # (12/cr)	50 boxes	<u>\$.99</u>	<u>\$49.50</u> Sold by Each, Priced by Each
22	Binders 1.5" View D Ring, WC Model Number Avery 05720 or Approved Equal <i>Universal UNV37102</i> brand & stock #	50 boxes	<u>\$.55</u>	<u>\$27.50</u> Item Number is for hole reinforcements while description is for Binder. We have quoted Reinforcement
23	Binders 3", 3Ring Model Number SPR09701 or Approved Equal <i>Business Source BSN28443</i> brand & stock #	50 boxes	<u>\$3.16</u>	<u>\$158.00</u> Sold by Each, Priced by Each
24	Binder Sleeve, Media Pages Model Number IDEVZ01401 or Approved Equal <i>Idea Stream IdeVZ01401</i> brand & stock #	50 boxes	<u>\$7.99</u>	<u>\$399.50</u>

ATTACHMENT THREE  
 FEE SCHEDULE continued  
 OPTION YEAR TWO

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>ESTIMATED QUANTITY</u>	<u>UNIT COST</u>	<u>EXTENSION</u>
25	Books - Message Recording Model Number TOP4416 or Approved Equal <del>TOPS TOP 4416</del> brand & stock #	10 each	\$ <u>2.39</u>	\$ <u>23.90</u>
26	Books - Message Recording-Tops Model Number ABFS8714 or Approved Equal Adms <del>BUSINESS FORMS</del> ABFS8714 brand & stock #	10 each	\$ <u>5.99</u>	\$ <u>59.90</u>
27	Envelopes 6x9, catalog Model Number BSN42122 or Approved Equal <del>BUSINESS SOURCE</del> BSN 42122 brand & stock #	100 boxes	\$ <u>6.79</u>	\$ <u>679.00</u>
28	Envelopes, #10, 10x13, Catalog Model Number BSN65451 or Approved Equal <del>BUSINESS SOURCE</del> BSN 65451 brand & stock #	25 boxes	\$ <u>9.99</u>	\$ <u>249.75</u>
29	Envelopes (Self-Sealing 6x9), Catalog Model Number BSN42122 or Approved Equal <del>BUSINESS SOURCE</del> BSN 42122 brand & stock #	25 boxes	\$ <u>6.79</u>	\$ <u>169.75</u>
30	Envelopes (Disc/Assorted Colors) 5"x5" window Model Number CCS26504 or Approved Equal <del>COMPUCESSORY</del> CCS 26504 brand & stock #	25 boxes	\$ <u>6.79</u>	\$ <u>169.75</u>
31	Envelopes (manila 9.5x12.5) Model Number QUAC497 or Approved Equal <del>BUSINESS SOURCE</del> BSN 36664 brand & stock #	25 boxes	\$ <u>6.99</u>	\$ <u>174.75</u>
32	Envelopes (Plain) Model Number BSN42102 or Approved Equal <del>BUSINESS SOURCE</del> BSN 42102 brand & stock #	25 boxes	\$ <u>13.99</u>	\$ <u>349.75</u>

ATTACHMENT THREE  
 FEE SCHEDULE continued  
 OPTION YEAR TWO

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>ESTIMATED QUANTITY</u>	<u>UNIT COST</u>	<u>EXTENSION</u>
33	Envelopes (Plain), Catalog, 9x12 #10 1/2 Model Number BSN04646 or Approved Equal <i>Business Source BSN04646</i> brand & stock #	25 boxes	\$ <u>22.76</u>	\$ <u>569.00</u>
34	Envelopes, #10 Peel/Seal Model Number QUA36682 or Approved Equal <i>Business Source BSN36682</i> brand & stock #	25 boxes	\$ <u>19.99</u>	\$ <u>499.75</u>
35	Envelopes, Catalog #10, Peel/Seal Model Number QUA44582 or Approved Equal <i>Business Source BSN65450</i> brand & stock #	25 boxes	\$ <u>10.34</u>	\$ <u>258.50</u>
36	Flash Drive 2GB USB Model Number VER97086 or Approved Equal <i>Verbatim VER97086</i> brand & stock	25 each	\$ <u>3.99</u>	\$ <u>99.75</u>
37	Flash Drive 4GB USB Model Number VER97087 or Approved Equal <i>Verbatim VER97087</i> brand & stock	25 each	\$ <u>2.99</u>	\$ <u>74.75</u>
38	Fluid, Correction, Water Based Model Number BICWOFWB12WE or Approved Equal <i>Bic BIC WOFWB12W</i> brand & stock	25 each	\$ <u>.69</u>	\$ <u>17.25</u>
39	Folders (2 Pocket/Portfolio) Model Number SMD87862 or Approved Equal <i>Avery AVE 47992</i> brand & stock #	25 boxes	\$ <u>3.99</u>	\$ <u>99.75</u>
40	Folders (Classification w/Pocket Dividers) Model Number SMD19079 or Approved Equal <i>Nature Server Nat 95013</i> brand & stock #	25 boxes	\$ <u>37.99</u>	\$ <u>949.75</u>



ATTACHMENT THREE  
 FEE SCHEDULE continued  
 OPTION YEAR TWO

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>ESTIMATED QUANTITY</u>	<u>UNIT COST</u>	<u>EXTENSION</u>
41	Folders (File), Lavender Model Number SMD17434 or Approved Equal <u>Smead Smd 17434</u> brand & stock #	25 boxes	\$ <u>21.26</u>	\$ <u>531.50</u>
42	Folders (File) Model Number BSN17525 or Approved Equal <u>Business Source BSN17525</u> brand & stock #	25 boxes	\$ <u>3.79</u>	\$ <u>94.75</u>
43	Folders (Clear Project) Model Number CLI62127 or Approved Equal <u>C-Line CLI62127</u> brand & stock #	25 boxes	\$ <u>3.39</u>	\$ <u>84.75</u>
44	Folders (C Line Project), assorted Model Number 62130 or Approved Equal <u>C-Line CLI 62130</u> brand & stock #	25 boxes	\$ <u>5.39</u>	\$ <u>134.75</u>
45	Folders (Classification End Tabs) Green, Model Number SMD26810 or Approved Equal <u>Smead Smd 26810</u> brand & stock #	25 boxes	\$ <u>28.10</u>	\$ <u>702.50</u>
46	Folders (Classification) Legal Size Model Number SPRSP241113 or Approved Equal <u>Smead Smd 15334</u> brand & stock #	25 boxes	\$ <u>13.99</u>	\$ <u>349.75</u>
47	Folders (File) Letter Size Economy, Model Number SJPS59702 or Approved Equal <u>Nature Saver NatSP17200</u> brand & stock #	25 boxes	\$ <u>27.09</u>	\$ <u>677.25</u>
48	Folders (File) Legal Size, End Tab Manila, Model Number SMD27100 or Approved Equal <u>SPACD SPRSP17255</u> brand & stock #	25 boxes	\$ <u>18.99</u>	\$ <u>474.75</u>

ATTACHMENT THREE  
 FEE SCHEDULE continued  
 OPTION YEAR TWO

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>ESTIMATED QUANTITY</u>	<u>UNIT COST</u>	<u>EXTENSION</u>
49	Folders (Pendaflex File) Legal Size Expandable, Blue, Model Number ESS59225 or Approved Equal <u>ESSELite ESS59225</u> brand & stock #	25 boxes	\$ <u>7.12</u>	\$ <u>178.00</u>
50	Folders (Hanging File) Legal Size Assorted, Model Number ESS415315ASST or Approved Equal <u>SPARC SPRSP5315AST</u> brand & stock #	25 boxes	\$ <u>9.99</u>	\$ <u>249.75</u>
51	Folders (Classification File), 2"/divider, Legal Partitions Colored, Model Number SMD18775 or Approved Equal <u>Smead SMD 18775</u> brand & stock #	25 boxes	\$ <u>18.99</u>	\$ <u>474.75</u>
52	Folders, 2PCKT Portfolio, HVYWT, Yellow, Model Number SMD87862 or Approved Equal <u>AVERY AVE47992</u> brand & stock #	25 boxes	\$ <u>3.99</u>	\$ <u>99.75</u>
53	Folders, H/20 Fastab, BX FT LTR 1/3" Model Number SMD64082 or Approved Equal <u>Smead SMD64082</u> brand & stock #	25 boxes	\$ <u>8.99</u>	\$ <u>224.75</u>
54	Folders, 2PCKT, OX FORD Burgundy, Model Number ESS57557 or Approved Equal <u>ESSELite ESS57557</u> brand & stock #	25 boxes	\$ <u>4.99</u>	\$ <u>124.75</u>
55	Folders (File) 1/3 Tab , Legal Model Number SMD15330 or Approved Equal <u>Smead SMD 15330</u> brand & stock #	25 boxes	\$ <u>8.99</u>	\$ <u>224.75</u>



ATTACHMENT THREE  
 FEE SCHEDULE continued  
 OPTION YEAR TWO

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>ESTIMATED QUANTITY</u>	<u>UNIT COST</u>	<u>EXTENSION</u>
56	Folders (File) Ltr Sz 1/3 cut manila Model Number SMD17525 or Approved Equal <u>Business Source BSN17525</u> brand & stock #	25 boxes	\$ <u>3.79</u>	\$ <u>94.75</u>
57	Folders (File) Lgl Sz 1/3 cut manila Model Number SMD17526 or Approved Equal <u>Business Source BSN17526</u> brand & stock #	25 boxes	\$ <u>5.99</u>	\$ <u>149.75</u>
58	Folders (File) Expanding Pocket Lgl, 5 1/4" Model Number SMD73211 or Approved Equal <u>Smead SMD73211</u> brand & stock #	25 boxes	\$ <u>11.99</u>	\$ <u>299.75</u>
59	Folders (File) Expanding Pocket Lgl, 5 1/4" Model Number SMD74819 or Approved Equal <u>Business Source BSN65795</u> brand & stock #	25 boxes	\$ <u>16.77</u>	\$ <u>169.25</u>
60	Folders (File) Expanding Pocket Ltr, 5 1/4" Model Number SMD73240 or Approved Equal <u>Smead SMD73240</u> brand & stock #	25 boxes	\$ <u>11.00</u>	\$ <u>275.00</u>
61	Folders (File) Hanging with Tabs Ltr, 5 1/4" Model Number BSN17532 or Approved Equal <u>Business Source BSN17532</u> brand & stock	25 boxes	\$ <u>3.99</u>	\$ <u>99.75</u>
62	Folders (File) Hanging, teal blue Ltr, 5 1/4" Model Number SMD64074 or Approved Equal <u>Smead SMD64074</u> brand & stock	25 boxes	\$ <u>7.99</u>	\$ <u>199.75</u>
63	Folders (File) Rentention Jackets Ltr size, Model Number SMD68191 or Approved Equal <u>Smead SMD68191</u> brand & stock	25 boxes	\$ <u>9.99</u>	\$ <u>249.75</u>



ATTACHMENT THREE  
 FEE SCHEDULE continued  
 OPTION YEAR TWO

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>ESTIMATED QUANTITY</u>	<u>UNIT COST</u>	<u>EXTENSION</u>
64	Index Dividers, multidex numbered Model Number WLJ54731 or Approved Equal <u>Wilson Jones WLJ54731</u> brand & stock	25 boxes	\$ <u>2.89</u>	\$ <u>72.25</u>
65	Index Maker, Clear Pocket Dividers, Model Number AVE75500 or Approved Equal <u>Avery Ave 75500</u> brand & stock	25 boxes	\$ <u>2.59</u>	\$ <u>64.75</u>
66	Glue Stick, Perm. 26oz, CL Model Number AVE00166 or Approved Equal <u>Business Source BSN15786</u> brand & stock	25 boxes	\$ <u>0.07</u>	\$ <u>1.75</u>
67	Highlighters, Yellow Model Number ITA30004 or Approved Equal <u>Sanford SAN64324</u> brand & stock	25 each	\$ <u>.17</u>	\$ <u>4.25</u>
			<u>Sold By DZ @ \$1.99</u> <u>Priced by each</u>	
68	Highlighters, Pink Model Number ITA33321 or Approved Equal <u>Sanford SAN64327</u> brand & stock	25 each	\$ <u>.17</u>	\$ <u>4.25</u>
			<u>Sold By DZ @ \$1.99</u> <u>Priced By Each</u>	
69	Highlighters, Blue Model Number ITA33323 or Approved Equal <u>Sanford SAN64328</u> brand & stock	25 each	\$ <u>.17</u>	\$ <u>4.25</u>
			<u>Sold By DZ @ \$1.99</u> <u>Priced By Each</u>	
70	INK Stamp (Ideal), Red Ink Refill, Model Number USS5028 or Approved Equal <u>US Stamp &amp; Sign USS5028</u> brand & stock	10 each	\$ <u>1.00</u>	\$ <u>10.00</u>
71	Labels, Easy Peel Address 1"x4" Model Number Avery5161 or Approved Equal <u>Business Source BEN26112</u> brand & stock	25 each	\$ <u>4.99</u>	\$ <u>124.75</u>



ATTACHMENT THREE  
FEE SCHEDULE continued  
OPTION YEAR TWO

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>ESTIMATED QUANTITY</u>	<u>UNIT COST</u>	<u>EXTENSION</u>
72	Labels, 1" x 2.62" Address Model Number Avery5260 or Approved Equal <u>Business Source BSN 26109</u> brand & stock	25 each	\$ <u>1.99</u>	\$ <u>49.75</u>
73	Labels, Address Roll, 3x5"x1.12" Model Number DYM30320 or Approved Equal <u>Dymo Dym 30320</u> brand & stock	25 each	\$ <u>9.99</u>	\$ <u>249.75</u>
74	Labels Continuous Feed, Computer 3.5" x 4.25 Model Number Avery4013 or Approved Equal <u>Avery Ave 4013</u> brand & stock	25 each	\$ <u>11.64</u>	\$ <u>291.00</u>
75	Markers (Permanent) Model Number AVE0888 or Approved Equal <u>Avery Ave 27178</u> brand & stock	25 each	\$ <u>.16</u>	\$ <u>4.00</u> Sold By DZ, Priced By Each
76	Numbers-Numeric File, Roll Color Coded, Model Number SMD67380 or Approved Equal <u>Smead Smd 67380</u> brand & stock	25 each	\$ <u>67.00</u>	\$ <u>1,675.00</u>
77	Organizer (Desk), 4 Comp, Mesh Blk, Model Number ROL1746466 or Approved Equal <u>Rolodex Rol 1746466</u> brand & stock	25 each	\$ <u>6.99</u>	\$ <u>174.75</u>
78	Pads (Easels) 4 /Count Sparco, Model Number 52626 or Approved Equal <u>Sparco SPR 52626</u> brand & stock	25 each	\$ <u>59.46</u>	\$ <u>1,486.50</u>
79	Pads (Orchid) 12/pk, Lgl Model Number 01077 or Approved Equal <u>SPR SPR 01077</u> brand & stock	25 each	\$ <u>14.99</u>	\$ <u>374.75</u>



ATTACHMENT THREE  
 FEE SCHEDULE continued  
 OPTION YEAR TWO

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>ESTIMATED QUANTITY</u>	<u>UNIT COST</u>	<u>EXTENSION</u>
80	Pads (Assorted Colors), 6/pk Lgl, Model Number 63116 or Approved Equal <u>TOPS TOP 63116</u> brand & stock	25 each	\$ <u>6.99</u>	\$ <u>174.75</u>
81	Pads (Lined) 5x8 Model Number BSN63110 or Approved Equal <u>BUSINESS SOURCE BSN63110</u> brand & stock	25 each	\$ <u>.33</u>	\$ <u>8.25</u> Sold By DZ @ \$3.99, Priced By Each
82	Pads (Lined), Lgl Model Number BSN63108 or Approved Equal <u>BUSINESS SOURCE BSN63108</u> brand & stock	25 each	\$ <u>.50</u>	\$ <u>12.50</u> Sold By DZ @ \$5.99 Priced By Each
83	Paperclips (Jumbo) Model Number BSN65639 or Approved Equal <u>BUSINESS SOURCE BSN65639</u> brand & stock	25 each	\$ <u>.20</u>	\$ <u>5.00</u> Sold 10 BX/PK @ \$1.99 Priced By BX
84	Paperclips (#1/1.38") Model Number 72230 or Approved Equal <u>BUSINESS SOURCE BSN65365</u> brand & stock	25 each	\$ <u>.09</u>	\$ <u>2.25</u> Sold 10 BX/PK @ \$0.89 Priced By BX
85	Paperclips (#1/1.38") Model Number CSN65638 or Approved Equal <u>BUSINESS SOURCE BSN65638</u> brand & stock	25 each	\$ <u>.07</u>	\$ <u>1.75</u> Sold 10 BX/PK @ \$0.69 Priced By BX
86	Paper, Copy 8x11 Model Number Xer3r2047 or Approved Equal <u>XEROX XER3R2047</u> brand & stock	25 each	\$ <u>33.12</u>	\$ <u>827.90</u>
87	Paper, Copy 8x11, Green Model Number SPR05123 or Approved Equal <u>SPARCO SPR05123</u> brand & stock	25 each	\$ <u>4.70</u>	\$ <u>117.50</u>

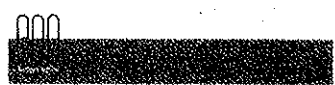
ATTACHMENT THREE  
 FEE SCHEDULE continued  
 OPTION YEAR TWO

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>ESTIMATED QUANTITY</u>	<u>UNIT COST</u>	<u>EXTENSION</u>
88	Paper, Copy 8x11, Pink Model Number SPR05124 or Approved Equal <u>Sparco SPRO5124</u> brand & stock	25 each	\$ <u>4.70</u>	\$ <u>117.50</u>
89	Paper Business Source, 11x17 Model Number 36590 or Approved Equal <u>Xerox XER 3R 3761</u> brand & stock	25 each	\$ <u>8.45</u>	\$ <u>211.32</u>
90	Pencils, Mechanical Model Number PIL32010 or Approved Equal <u>Pilot Pil 32010</u> brand & stock	25 each	\$ <u>.32</u>	\$ <u>8.00</u> Sold By Dozen @ \$3.89 Priced By Each
91	Pencils, Mechanical Model Number PIL32011 or Approved Equal <u>Pilot PIL 32011</u> brand & stock	25 each	\$ <u>.32</u>	\$ <u>8.00</u> Sold By DZ @ \$3.89 Priced By each
92	Pen (BIC) Round Stick Model Number BICGSM11BK or Approved Equal <u>Bic BICGSM11BK</u> brand & stock	25 each	\$ <u>.05</u>	\$ <u>1.25</u> Sold By DZ @ \$0.59 Priced By each
93	Pen (Chisel) Blue Model Number SAN25010 or Approved Equal <u>SANORD SAN 64328</u> brand & stock	25 each	\$ <u>.17</u>	\$ <u>4.25</u> Sold By DZ @ \$1.99 Priced By Each
94	Pen (Chisel) Green Model Number SAN25026 or Approved Equal <u>INTEGRA IHA 01525</u> brand & stock	25 each	\$ <u>.17</u>	\$ <u>4.25</u> Sold By DZ @ \$1.99 Priced By Each
95	Pen (Chisel) Orange Model Number SAN25006 or Approved Equal <u>SANORD SAN 64325</u> brand & stock	25 each	\$ <u>.17</u>	\$ <u>4.25</u> Sold By DZ @ \$1.99 Priced By Each



ATTACHMENT THREE  
 FEE SCHEDULE continued  
 OPTION YEAR TWO

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>ESTIMATED QUANTITY</u>	<u>UNIT COST</u>	<u>EXTENSION</u>
96	Pen (Chisel) Pink Model Number SAN25009 or Approved Equal <del>SANford SAN64327</del> brand & stock	25 each	\$ <u>.17</u>	\$ <u>4.25</u>
			SOLD BY DZ @ \$1.99 Priced By Each	
97	Pen (Chisel) Yellow Model Number SAN25005 or Approved Equal <del>SANford SAN64324</del> brand & stock	25 each	\$ <u>.17</u>	\$ <u>4.25</u>
			SOLD BY DZ @ \$1.99 Priced By Each	
98	Pen (Chisel) Lavender Model Number SAN25019 or Approved Equal <del>SANford SAN25019</del> brand & stock	25 each	\$ <u>.17</u>	\$ <u>4.25</u>
			SOLD BY DZ @ \$1.99 Priced By Each	
99	Pen (Chisel) Set of 8 Colors Model Number SAN80078 or Approved Equal <del>INtegra IFA 33311</del> brand & stock	25 each	\$ <u>5.69</u>	\$ <u>142.25</u>
100	Pens (Gel) Blue Model Number PIL31021 or Approved Equal <del>INtegra IFA 36157</del> brand & stock	25 each	\$ <u>.25</u>	\$ <u>6.25</u>
			SOLD BY DZ @ \$2.99 Priced By Each	
101	Pens (Gel) Black Model Number PIL31020 or Approved Equal <del>INtegra IFA 36156</del> brand & stock	25 each	\$ <u>.25</u>	\$ <u>6.25</u>
			SOLD BY DZ @ \$2.99 Priced By Each	
102	Pens (Red Ink) Model Number PIL33211 or Approved Equal <del>Bic BIC65M1RD</del> brand & stock	25 each	\$ <u>.05</u>	\$ <u>1.25</u>
			SOLD BY DZ @ \$0.59 Priced By Each	



ATTACHMENT THREE  
 FEE SCHEDULE continued  
 OPTION YEAR TWO

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>ESTIMATED QUANTITY</u>	<u>UNIT COST</u>	<u>EXTENSION</u>
103	Pens (Black), BIC Model Number GSM609 or Approved Equal <i>Bic BIC GSM609 BK</i> brand & stock	25 each	\$ <u>.17</u>	\$ <u>4.25</u> <i>SOLD BY DZ @ \$1.99 Priced By Each</i>
104	Pens (Blue) Model Number GSM609BE or Approved Equal <i>Bic BIC GSM609 BE</i> brand & stock	25 each	\$ <u>.17</u>	\$ <u>4.25</u> <i>SOLD BY DZ @ \$1.99 Priced By Each</i>
105	Pens, Replacement, Black Security Chain, Model Number MMF28704 or Approved Equal <i>MMF Industries MMF 28704</i> brand & stock	25 each	\$ <u>.69</u>	\$ <u>17.25</u>
106	Pens (Papermate Retractable-Fine) Black, Model Number PAP6380187 or Approved Equal <i>Papermate Pap6380187</i> brand & stock	25 each	\$ <u>.25</u>	\$ <u>6.25</u> <i>SOLD BY DZ @ \$2.99 Priced By Each</i>
107	Pens (Papermate Retractable-Fine) Blue, Model Number PAP6360187 or Approved Equal <i>Papermate Pap6360187</i> brand & stock	25 each	\$ <u>.25</u>	\$ <u>6.25</u> <i>SOLD BY DZ @ \$2.99 Priced By Each</i>
108	Pens (Papermate Retractable-Fine) Red, Model Number PAP6370187 or Approved Equal <i>Papermate Pap6370187</i> brand & stock	25 each	\$ <u>.25</u>	\$ <u>6.25</u> <i>SOLD BY DZ @ \$2.99 Priced By Each</i>
109	Pens (Papermate Retractable Medium, Black, Model Number PAP6330187 or Approved Equal <i>INtegra IFA 30031</i> brand & stock	25 each	\$ <u>.25</u>	\$ <u>6.25</u> <i>SOLD BY DZ @ \$2.99 Priced By Each</i>
110	Pens (Papermate Retractable Medium, Blue, Model Number PAP6310187 or Approved Equal <i>INtegra IFA 30032</i> brand & stock	25 each	\$ <u>.25</u>	\$ <u>6.25</u> <i>SOLD BY DZ @ \$2.99 Priced By Each</i>



ATTACHMENT THREE  
 FEE SCHEDULE continued  
 OPTION YEAR TWO

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>ESTIMATED QUANTITY</u>	<u>UNIT COST</u>	<u>EXTENSION</u>
111	Pens (Papermate Retractable Medium, Red, Model Number PAP6320187 or Approved Equal <i>Papermate PAP 6320187</i> brand & stock	25 each	\$ <u>.25</u>	\$ <u>6.25</u> SOLD BY DZ @ \$2.99 Priced By Each
112	Pens (Pentel WOW Ballpoint Medium, Black, Model Number PENBK440A or Approved Equal <i>Pentel PENBK 440A</i> brand & stock	25 each	\$ <u>.25</u>	\$ <u>6.25</u> SOLD BY DZ @ \$2.99 Priced By Each
113	Pens (Pentel WOW Ballpoint Medium, Red, Model Number PENBK440B or Approved Equal <i>Pentel PEN BK 440B</i> brand & stock	25 each	\$ <u>.25</u>	\$ <u>6.25</u> SOLD BY DZ @ \$2.99 Priced By Each
114	Pens (Pentel WOW Ballpoint Medium, Blue, Model Number PENBK440C or Approved Equal <i>Pentel PEN BK 440C</i> brand & stock	25 each	\$ <u>.25</u>	\$ <u>6.25</u> SOLD BY DZ @ \$2.99 Priced By Each
115	Pens (Rollerball/.7/Fine point), G2 Blue, Model Number Pil31027 or Approved Equal <i>Inkgra IFA 36157</i> brand & stock	25 each	\$ <u>.25</u>	\$ <u>6.25</u> SOLD BY DZ @ \$2.99 Priced By Each
116	Pens, Zebra Model Number ZEB46710 or Approved Equal <i>Inkgra IFA 36156</i> brand & stock	50 each	\$ <u>.25</u>	\$ <u>6.25</u> SOLD BY DZ @ \$2.99 Priced By Each
117	Post It Flags, Index Tabs Model Number MMM686-PGO or Approved Equal <i>3M MMM 686 PGO</i> brand & stock	50 each	\$ <u>2.99</u>	\$ <u>149.50</u>
118	Post It Flags, value pack Model Number MMM683VAD1 or Approved Equal <i>3M MMM 683VAD1</i> brand & stock	50 each	\$ <u>5.76</u>	\$ <u>288.00</u>



ATTACHMENT THREE  
 FEE SCHEDULE continued  
 OPTION YEAR TWO

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>ESTIMATED QUANTITY</u>	<u>UNIT COST</u>	<u>EXTENSION</u>
119	Post-Its 1.5"x2" Yellow Model Number MMM65324VADB or Approved Equal <i>Business Source BSN 36610</i> brand & stock	25 each	\$ <u>0.69</u>	\$ <u>17.25</u>
120	Post-Its 3"x 3" Convenience pk, Yellow, Model Number MMM65424VADB or Approved Equal <i>Business Source BSN 36616</i> brand & stock	25 each	\$ <u>2.49</u>	\$ <u>62.25</u>
121	Post-Its 3"x3" Cabinet pk Model Number MMM654R24CPAP or Approved Equal <i>Business Source BSN 36614</i> brand & stock	25 each	\$ <u>1.69</u>	\$ <u>42.25</u>
122	Post-Its 3"x 3" Yellow Model Number MMMR33024VAD or Approved Equal <i>Business Source BSN 36616</i> brand & stock	25 each	\$ <u>2.49</u>	\$ <u>62.25</u>
123	Post-Its 3"x3" Pastel Model Number MMMR33012AP or Approved Equal <i>Business Source BSN 16453</i> brand & stock	25 each	\$ <u>2.49</u>	\$ <u>62.25</u>
124	Post It Flags, 1" 100 BBLU Model Number MMM680BB2 or Approved Equal <i>3M MMM680BB2</i> brand & stock	50 each	\$ <u>2.49</u>	\$ <u>124.50</u>
125	Post It Flags, 1" 100 Yellow Model Number MMM680YW2 or Approved Equal <i>SPARCO SPR 19259</i> brand & stock	50 each	\$ <u>2.49</u>	\$ <u>124.50</u>
126	Post It Greener Notes, 4x6 Model Number 660-RPA or Approved Equal <i>Business Source BSN 36619</i> brand & stock	50 each	\$ <u>2.49</u>	\$ <u>124.50</u>



ATTACHMENT THREE  
 FEE SCHEDULE continued  
 OPTION YEAR TWO

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>ESTIMATED QUANTITY</u>	<u>UNIT COST</u>	<u>EXTENSION</u>
127	Post It Notes, Small Model Number 653-RPA or Approved Equal <u>3M MMM653RPA</u> brand & stock	50 each	<u>\$3.89</u>	<u>\$194.50</u>
128	Post It Notes, 3"x3", Neon Model Number BSN16451 or Approved Equal <u>Business Source BSN16451</u> brand & stock	50 each	<u>\$2.49</u>	<u>\$124.50</u>
129	Post It Notes, 3"x3", Yellow Model Number BSN36612 or Approved Equal <u>Business Source BSN36612</u> brand & stock	25 each	<u>\$0.99</u>	<u>\$24.75</u>
130	Post It Notes, 3"x3", Pastel Model Number MMMR33012AP or Approved Equal <u>Business Source BSN16453</u> brand & stock	25 each	<u>\$2.49</u>	<u>\$62.25</u>
131	Post It Notes, Flag w/dispenser Model Number MMM680SH2 or Approved Equal <u>SPARCO SPR19257</u> brand & stock	50 each	<u>\$0.99</u>	<u>\$49.50</u>
132	Post It Notes, Pastel Model Number MMM653RPA or Approved Equal <u>3M MMM653RPA</u> brand & stock	50 each	<u>\$3.89</u>	<u>\$194.50</u>
133	Post It Notes, Yellow, 3"x3" Model Number MMM65424SSCP or Approved Equal <u>3M MMM65424SSCP</u> brand & stock	50 each	<u>\$14.99</u>	<u>\$749.50</u>
134	Post It, 3" x 3", brights w/dispenser Model Number MMMDS330SSVA or Approved Equal <u>MMM DS330SSVA</u> brand & stock	50 each	<u>\$10.99</u>	<u>\$549.50</u>



ATTACHMENT THREE  
 FEE SCHEDULE continued  
 OPTION YEAR TWO

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>ESTIMATED QUANTITY</u>	<u>UNIT COST</u>	<u>EXTENSION</u>
135	Post It Pop Ups, 3x3, Yellow Model Number MMMR330144B or Approved Equal <i>Business Source BSN366017</i> brand & stock	50 each	\$ <u>3.99</u>	\$ <u>199.50</u>
136	Post It Tabs, assorted Model Number MMM686RYB or Approved Equal <i>3m MMM686RYB</i> brand & stock	50 each	\$ <u>2.99</u>	\$ <u>149.50</u>
137	Rubberbands, 3"x0.06" Model Number 15735 or Approved Equal <i>Business Source BSN 15735</i> brand & stock	50 each	\$ <u>.89</u>	\$ <u>44.50</u>
138	Scissors 8" straight, Gray Model Number FSK01004249 or Approved Equal <i>Business Source BSN165647</i> brand & stock	50 each	\$ <u>.44</u>	\$ <u>22.00</u>
139	Stamp (custom) Rbr or self ink Model Number XSTN10 or Approved Equal <i>N/A - Special order</i> brand & stock	50 each	\$ <u>N/A</u>	\$ <u>N/A</u>
140	Staples Model Number SWI35108 or Approved Equal <i>Swingline SWI35108</i> brand & stock	50 each	\$ <u>.22</u>	\$ <u>11.00</u>
141	Staples Model Number BSN65649 or Approved Equal <i>Swingline 35108</i> brand & stock	50 each	\$ <u>.22</u>	\$ <u>11.00</u>



ATTACHMENT THREE  
 FEE SCHEDULE continued  
 OPTION YEAR TWO

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>ESTIMATED QUANTITY</u>	<u>UNIT COST</u>	<u>EXTENSION</u>
142	Staples Model Number SWI35550 or Approved Equal <i>Swingline SWI 35550</i> brand & stock	50 each	\$ <u>2.49</u>	\$ <u>124.50</u>
143	Staples Removal Model Number BOS40000MBLK or Approved Equal <i>UNIVERSAL UNV10700</i> brand & stock	25 each	\$ <u>0.39</u>	\$ <u>9.75</u>
144	Stapler, Swingline Model Number SWI40501 or Approved Equal <i>Business Source BSN65648</i> brand & stock	25 each	\$ <u>0.99</u>	\$ <u>24.75</u>
145	Tablets, Legal Size Model Number BSN63108 or Approved Equal <i>Business Source BSN63108</i> brand & stock	100 each	\$ <u>0.50</u>	\$ <u>50.00</u> <i>SOLD BY DOZEN @ \$5.99 Priced By Each</i>
146	Tabs, big/insertable/dividers/8 Model Number Avery 11112 or Approved Equal <i>Business Source BSN36691</i> brand & stock	100 each	\$ <u>0.22</u>	\$ <u>22.00</u>
147	Tabs, index dividers/8 Model Number Avery 11132 or Approved Equal <i>Avery Ave 11132</i> brand & stock	100 each	\$ <u>1.47</u>	\$ <u>147.00</u>
148	Tabs, index, write on 1-1/4" Model Number Avery 16140 or Approved Equal <i>DISCONTINUED</i> brand & stock	100 each	\$ <u>N/A</u>	\$ <u>N/A</u>
149	Tabs, Avery Ready/10 Model Number Avery 11134 or Approved Equal <i>Avery Ave 11134</i> brand & stock	100 each	\$ <u>1.81</u>	\$ <u>181.00</u>

ATTACHMENT THREE  
 FEE SCHEDULE continued  
 OPTION YEAR TWO

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>ESTIMATED QUANTITY</u>	<u>UNIT COST</u>	<u>EXTENSION</u>
150	Tabs, index insert 8Tab, CL Model Number Avery 11124 or Approved Equal <i>Business Source BSN16479</i> brand & stock	100 each	\$ <u>.22</u>	\$ <u>22.00</u>
151	Tape, Adding Machine Model Number BSN28650 or Approved Equal <i>Business Source BSN28650</i> brand & stock	100 each	\$ <u>.25</u>	\$ <u>25.00</u> <i>Sold By 12/PK @ \$2.99 Priced By Each</i>
152	BIC White Out Model Number BICWOFQD12WE or Approved Equal <i>Bic BICWOFQD12WE</i> brand & stock	100 each	\$ <u>.67</u>	\$ <u>67.00</u> <i>Sold By 12 @ \$7.99 Priced By Each</i>
153	Tape, Double Sided w/dispenser Model Number MMM3136 or Approved Equal <i>3M MMM3136</i> brand & stock	100 each	\$ <u>1.00</u>	\$ <u>100.00</u> <i>Sold 3/PK @ \$2.99 Priced By Each</i>
154	Tape, ECON, 3/4 x1296 Trans Model Number MMM5910341296 or Approved Equal <i>Business Source BSN32952</i> brand & stock	100 each	\$ <u>.33</u>	\$ <u>33.00</u>
155	Tape, Invisible, scotch, 12/pk Model Number BSN32953 or Approved Equal <i>Business Source BSN32953</i> brand & stock	100 each	\$ <u>.33</u>	\$ <u>33.00</u> <i>Sold 12/PK @ \$3.96 Priced By Each</i>
156	Toner- All Colors Model Number HPC9730A or Approved Equal <i>HP Hewl9730A</i> brand & stock	50 each	\$ <u>255.11</u>	\$ <u>12,755.26</u>
157	Toner- All Colors Model Number HPC4571A or Approved Equal <i>UNKNOWN</i> brand & stock	50 each	\$ <u>N/A</u>	\$ <u>N/A</u>

ATTACHMENT THREE  
 FEE SCHEDULE continued  
 OPTION YEAR TWO

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>ESTIMATED QUANTITY</u>	<u>UNIT COST</u>	<u>EXTENSION</u>
158	Toner- All Colors Model Number C4811A or Approved Equal <u>HP Hewlett C4811A</u> brand & stock	50 each	\$ <u>38.60</u>	\$ <u>1,930.00</u>
159	Toner Model Number HP42A or Approved Equal <u>HP Hewlett 42A</u> brand & stock	50 each	\$ <u>154.03</u>	\$ <u>7,701.58</u>
160	Toner Model Number TN330 or Approved Equal <u>Brother BRT TN330</u> brand & stock	50 each	\$ <u>37.35</u>	\$ <u>1,867.37</u>
161	Toner- Drum Cartridge Model Number 113R00671 or Approved Equal <u>Xerox Xer 113R00671</u> brand & stock	50 each	\$ <u>107.60</u>	\$ <u>5,380.00</u>
162	Toner- Imaging Drum Unit Model Number BRTDR21210CL or Approved Equal <u>Brother BRT DR210CL</u> brand & stock	50 each	\$ <u>116.57</u>	\$ <u>5,828.42</u>
163	Toner- Fuser Model Number 109R00773 or Approved Equal <u>UNKNOWN</u> brand & stock	50 each	\$ <u>N/A</u>	\$ <u>N/A</u>
164	Toner- Small Copier Model Number 106R01047 or Approved Equal <u>Xerox Xer 106R01047</u> brand & stock	50 each	\$ <u>93.75</u>	\$ <u>4,687.37</u>

ATTACHMENT THREE  
 FEE SCHEDULE continued  
 OPTION YEAR TWO

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>ESTIMATED QUANTITY</u>	<u>UNIT COST</u>	<u>EXTENSION</u>
165	Toner- Large Copier Model Number 003r01146 or Approved Equal <u>Xerox Xerox 1010R01146</u> brand & stock	50 each	<u>\$354.68</u>	<u>\$17,734.21</u>
166	Toner- Xerografic Modular Model Number Xel588740N1 or Approved Equal <u>LINKADON</u> brand & stock	25 each	<u>\$N/A</u>	<u>\$N/A</u>
167	Toner- Brother Cartridge, Black Model Number TN210BK or Approved Equal <u>Brother BRT TN210BK</u> brand & stock	25 each	<u>\$57.03</u>	<u>\$1,425.79</u>
168	Toner- Brother Cartridge, Magenta, Model Number BRITTN210N or Approved Equal <u>Brother BRT TN210M</u> brand & stock	25 each	<u>\$53.52</u>	<u>\$1,337.90</u>
169	Toner- Brother Cartridge, Cyan Model Number BRITTN210C or Approved Equal <u>Brother BRT TN210C</u> brand & stock	25 each	<u>\$53.52</u>	<u>\$1,337.90</u>
170	Toner- Brother Cartridge, Yellow Model Number BRITTN210Y or Approved Equal <u>Brother BRT TN210Y</u> brand & stock	25 each	<u>\$53.52</u>	<u>\$1,337.90</u>
171	Toner- Canon Fax Cartridge Model Number CanonFX11 or Approved Equal <u>Canon FX11</u> brand & stock	25 each	<u>\$105.43</u>	<u>\$2,635.79</u>
172	Toner- Canon Fax Cartridge Model Number CanonFX6 or Approved Equal <u>Canon CNM FX6</u> brand & stock	25 each	<u>\$104.72</u>	<u>\$2,617.90</u>

ATTACHMENT THREE  
 FEE SCHEDULE continued  
 OPTION YEAR TWO

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>ESTIMATED QUANTITY</u>	<u>UNIT COST</u>	<u>EXTENSION</u>
180	Toner- Smart Jet Printer Model Number HEWQ2612A or Approved Equal <u>HP Hew Q2612A</u> brand & stock	25 each	\$ <u>72.38</u>	\$ <u>1,809.47</u>
181	Toner- Smart Jet Printer Model Number HEWQ2613A or Approved Equal <u>HP Hew Q2613A</u> brand & stock	25 each	\$ <u>85.05</u>	\$ <u>2,126.25</u>
182	Toner- HP Laser Jet 35A Cartridge, Black, Model Number CB435A or Approved Equal <u>HP Hew CB435A</u> brand & stock	25 each	\$ <u>14.24</u>	\$ <u>1,606.05</u>
183	Toner- HP Laser Jet 1300 Model Number SOP200036P or Approved Equal <u>Elite 15102</u> brand & stock	25 each	\$ <u>33.68</u>	\$ <u>842.10</u>
184	Toner- Printer Cartridge Model Number Dell PK492 or Approved Equal <u>Dell Del 3302645</u> brand & stock	25 each	\$ <u>69.17</u>	\$ <u>1,729.21</u>
185	Toner- HP Printer Cartridge Model Number HP10A or Approved Equal <u>HP Hew Q2610A</u> brand & stock	25 each	\$ <u>146.18</u>	\$ <u>3,654.48</u>
186	Toner- HP Printer Cartridge Model Number HP11X or Approved Equal <u>HP Hew Q2611X</u> brand & stock	25 each	\$ <u>219.42</u>	\$ <u>5,485.53</u>
187	Toner- HP78A Ink Cartridge Black, Model Number CE278A or Approved Equal <u>HP Hew CE278A</u> brand & stock	25 each	\$ <u>72.84</u>	\$ <u>1,821.05</u>



ATTACHMENT THREE  
 FEE SCHEDULE continued  
 OPTION YEAR TWO

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>ESTIMATED QUANTITY</u>	<u>UNIT COST</u>	<u>EXTENSION</u>
188	Toner- HP78A Ink Cartridge Black, Model Number CB336WN or Approved Equal <i>HP Hew CB336WN</i> brand & stock	25 each	\$ <u>37.48</u>	\$ <u>937.11</u>
189	Toner- HP96 Ink Cartridge, Black Model Number C8767W or Approved Equal <i>HP Hew C8767WN</i> brand & stock	25 each	\$ <u>33.70</u>	\$ <u>842.37</u>
190	Toner- HP97 Ink Cartridge, Color Model Number C9363W or Approved Equal <i>HP Hew C9363WN</i> brand & stock	25 each	\$ <u>38.50</u>	\$ <u>962.50</u>
<b>TOTAL OPTION YEAR TWO</b>				\$ <u>122,088.30</u>
<b>TOTAL OPTION YEAR ONE</b>				\$ <u>117,139.80</u>
<b>TOTAL BASE YEAR</b>				\$ <u>112,439.60</u>
<b>GRAND TOTAL (ALL YEARS COMBINED)</b>				\$ <u>351,667.70</u>



## Appendix A – EON Online Overview

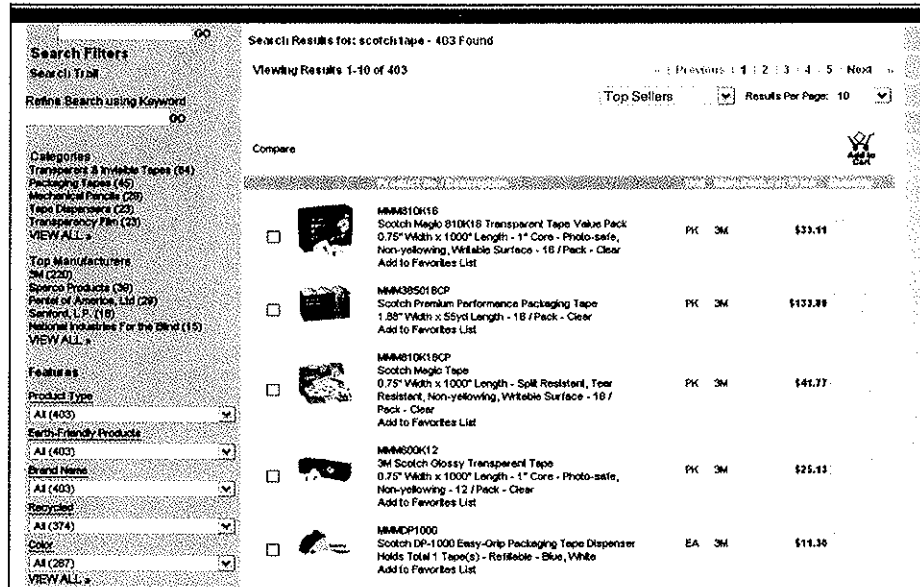
EON offers ordering via phone, fax or internet. Clients can contact Customer Service and/or their Dedicated Customer Service Representative directly to place orders; and for a simple ordering solution that maximizes control, efficiency, and accuracy, EON provides customized web ordering via its complete e-procurement solution, **EON Online**. [www.eonoffice.com](http://www.eonoffice.com)



Some of the features of EON Online include:

- **Complete online catalog.** Users can browse every category of office supply and furniture, view large and magnified product images, and find detailed product information in EON's online catalog. View online product demos, virtual tours, 360° views, and much more.
- **Deep product detail.** Each item at EON Online includes all available information on the product, and our "Compare" feature allows users to view those specifications side-by-side for the purposes of product comparison and evaluation. Large images, zoom and image rotation, video tutorials (where applicable), and many other features are available at the Product Detail page.
- **Multiple order placement methods.** From personal Favorites Lists to company-approved Requisition Forms, as well as quick order entry tools, users can order in the way most appealing to them.
- **Comprehensive Search Engine.** Our search engine is rich with data and images, and allows users to refine searches by many different criteria, including Earth-friendly and recycled products. The engine offers a "Compare" tool that allows users to view a

complete feature comparison of up to 4 different items. Many other tools are also included.



- **Searchable Order History.** A full year's worth of order history is available to authorized users online, complete with a search engine that allows you to find orders based on date, PO number, dollar amount, and more.

The screenshot shows an order search form with the following fields and options:

- Buttons: Held Orders, Pending Approval, Confirmed Orders, Shipped Orders, Rejected Orders, Order Search
- Radio buttons: Results include at least one of the values entered (selected), Results must include all the values entered
- P.O. Number: Contains [dropdown]
- Order Number: less than (<) [dropdown]
- Cart Name: Contains [dropdown]
- Product No: Contains [dropdown]
- Order Status: equal to (=) [dropdown], All selected [dropdown]
- Order Total: less than (<) [dropdown]
- Line with Total: less than (<) [dropdown]
- Order Date: mm/dd/yy [text input]
- Radio buttons: Orders for all login, Orders for my login (selected)
- Search button

- **Report Subscription.** The Report Subscription tool allows you to “subscribe” to reports via email on a regular basis—daily, weekly and/or monthly. Choose from a variety of reports such as Usage by Ship To, Charge Code Status, Order Approval Status, and more.
- **Charge Code Budgeting.** Charge Codes are a comprehensive budgeting and reporting tool that allow you to track and control users’ spending and project resources. Charge Codes can be created with specified dollar amounts, allowing you to tie users to specific

budgets; or codes can be left without dollar values and used for tracking and reporting purposes.

- **eDocuments.** All billing documents, including credits, are available online to specified administrators with EON Online's eDocuments feature. Up to a year's worth of billing history is available in eDocuments.
- **Online Print Solutions.** View shells and proofs and place orders for custom printed goods, all from your EON Online homepage.
- **Item Restrictions.** EON can block any item from ordering on the website, and we can also create approval processes for restricted items if desired.
- **Custom Item Codes.** EON can assign a custom item number or name to any product for a specific client, including for Warehouse Plan items and/or custom-inventoried products, for easy ordering.
- **And much more.** EON Online is more than just an online ordering site—it is a complete e-procurement solution with reporting, budgeting, history, account management tools, product education, and more. It is the total purchasing system for Today's Office.

EON has comprehensive **Order Approval** capabilities through its online solution, the Order Approval Wizard. The Wizard can accommodate virtually any type of order approval structure desired. EON's order approval system has the following features:

- 12 distinct conditions available to trigger approval (e.g., "Order contains items not on contract")
- The ability to incorporate an unlimited number of approvers
- The ability to approve in a hierarchy, such that once a person approves an order it goes to a second person to approve, then a third, etc.
- Email notification of orders awaiting approval, and when an approver logs in to EON Online, all orders awaiting approval are listed on his/her homepage
- The ability to include recipients to be CC'd on email notification
- Orders awaiting approval and rejected orders are included along with approved (confirmed) orders in Order History
- Reports are available to list approval status of orders for an entire account, a certain Ship To or Cost Center, a certain user, etc.
- Users of EON Online can build their own approval structures, EON can build them

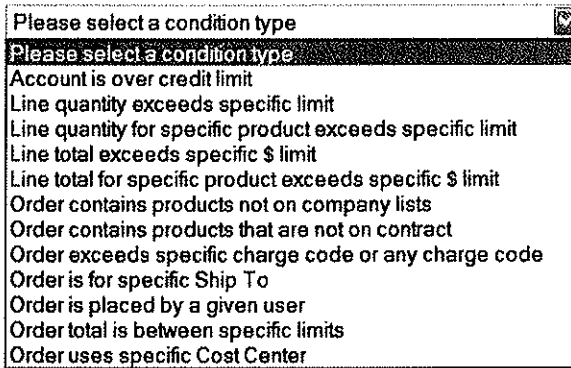
"Rules" are created in the Order Approval Wizard based on the 12 available conditions of approval. The conditions be used in combination; for example, approval can be triggered when an item is not on a company requisition form and the item is not on contract. Or approval can

be required when an order exceeds a certain dollar amount AND is placed by a certain user. The various rules available in the Order Approval Wizard are illustrated on the following page:

### Order Approval System - Establish Approval Conditions

Name: Colorado State

Approval Required When:



The screenshot shows a window titled "Please select a condition type" with a scrollable list of conditions. The conditions are:

- Account is over credit limit
- Line quantity exceeds specific limit
- Line quantity for specific product exceeds specific limit
- Line total exceeds specific \$ limit
- Line total for specific product exceeds specific \$ limit
- Order contains products not on company lists
- Order contains products that are not on contract
- Order exceeds specific charge code or any charge code
- Order is for specific Ship To
- Order is placed by a given user
- Order total is between specific limits
- Order uses specific Cost Center

If a rule requires approval when certain condition is met, then that rule will also include the proper person to approve the order when each condition is triggered. Different people can approve for different conditions and in combination for the same condition.

The order approval system in EON Online is extremely sophisticated and can accommodate any type of approval system. The system offers customers a comprehensive solution for managing office supply spend and restricting purchasing behavior.

With the Order Approval Wizard, EON can help customers create an approval program designed to generate a targeted level of savings on office products purchases by restricting spending and controlling the purchasing behavior of its users.

### Training for Current and Future End Users

EON provides end users with User Guides and complete training for using EON Online. The system is extremely simple and easy to use, so training is not very intensive. Training can be performed live or via webinar, in groups or in a one-on-one format. Live Chat Help is available during the business day for any type of question about EON Online, and users can also obtain support by calling EON Customer Service.

EON will work with your scheduling preferences to set up training sessions. We will establish a training schedule to meet your needs, and EON can visit every employee location to provide sessions. We will provide documentation and other support materials to aid in training.

## **Appendix B – Key Personnel Resumes**

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**Please see resumes included in this section.**

## **Pam Wagner, Senior Account Manager**

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### **Employment History**

2001-Present, Senior Account Manager, EON Office, Denver, CO

- Prospect and establish new customer accounts in the areas of office supplies, furniture, printer service, computer supplies, coffee service, printing, and other product/service categories
- Manage existing customer accounts and provide daily customer service
- Meet regularly with customers and provide any type of necessary assistance with stock inventory, delivery, order taking, training for online ordering system, etc.
- Participate in company sales meetings and functions

1994-2001, Senior Account Manager, Corporate Express Aurora, CO

- Senior Account Manager
- Prospected and established new customer accounts
- Managed existing customer accounts and provided daily customer service
- Met regularly with customers and performed stock room inventory, order taking, special delivery arrangements, etc.
- Worked on electronic ordering system with MCI, a beta system in the office supply industry
- Participated in company sales meetings and functions

1980-1994, Customer Service, Purchasing, Sales, Scott Rice, Denver, CO

- Customer Service to top sales reps
- Purchasing, Jr. buyer, inventoried 1500 items, order placement
- Purchasing Sr. buyer, managed Jr. buyer, responsible for negotiating pricing and maintaining inventory
- Sales, prospected and established new customer accounts

1977-1984, Order Fulfillment, Accounting, Sales Assistant, Capital Office Supply, Denver, CO

- Warehouse order fulfillment
- Accounts Payable
- Accounts Receivable
- Sales Assistant to top sales rep

### **Education**

Community College North - Chemistry

## **Dorothy Trujillo, Account Manager**

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### **Employment History**

2002-Present, Senior Account Manager, EON Office, Denver, CO

- Prospect and establish new customer accounts in the areas of office supplies, furniture, printer service, computer supplies, coffee service, printing, and other product/service categories
- Manage existing customer accounts and provide daily customer service
- Meet regularly with customers and provide any type of necessary assistance with stock inventory, delivery, order taking, training for online ordering system, etc.
- Participate in company sales meetings and functions

1995-2002, Customer Service Supervisor / Customer Service Manager, Office Depot, Denver, CO

- Supervised and managed Customer Service
- Managed work flow and trained Customer Service
- Wrote and gave Customer Service employees reviews
- Managed all Customer Service Telephone Reports
- Participated in and held Company Meetings

1994-1995, Customer Service Supervisor, Corporate Express, Aurora, CO

- Supervised Customer Service
- Trained personal on Customer Service Skills and on how to use the computer system
- Assisted Managers and Account Managers with their questions
- Assisted with the integration of two computer systems
- Participated in Customer Service meetings and functions

1981-1994, Cust. Svc, Data Entry Supervisor, Cust. Svc Supervisor, Scott Rice, Denver, CO

- Supervised Customer Service and Data Entry Department
- Trained personal, managed work flow, wrote and give employees reviews
- Trained Scott Rice personal in other locations to use the computer system
- Participated in company sales meetings and functions

1977-1980, Order Fulfillment, Accounting, Scott Rice, Denver, CO

- Warehouse order fulfillment
- Accounts Receivable
- Accounts/Collections

### **Education**

Adams City High School, 1968



## **Sarina Solano, Dedicated Customer Service Representative**

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### **Employment History**

2001-Present, Customer Service, EON Office, Denver, CO

- Answer incoming calls, process orders
- Perform product research
- Make outbound calls to customers for backorders, furniture orders, and general calls
- Facilitate customer returns
- Provide support for all aspects of online ordering
- Assist customers via live chat and email
- Oversee processing of special orders
- Team with and assist several Account Managers

2000-2001, Customer Service, US Office Products, Denver, CO

- Handled incoming and outgoing calls with customers
- Assistant to sales representatives
- Quoted sales prices
- Performed in-house M-text products to respond to customer requests
- Ordered supplies for customers, processed order forms
- Organized and Maintain office in house correspondence.
- Perform special projects upon request.
- Operate facsimile machine for customers.

1998-2000, Beauty Advisor, Trade Secret, Westminster, CO

- Operated cashier sales
- Scheduled appointments for the salon
- Managed new hires in various functions
- Assistant to manager, opened and closed store
- Performed inventory, ordered store supplies

1997-1998, Bridal Consultant, David's Bridal Westminster, CO

- Assisted future brides with dresses
- Operated cashier sales
- Organized and maintained dress racks

### **Education**

Arvada High School, 1998

Microsoft Word and Excel Training

## **Monique Behlke, Customer Service Manager**

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### **Employment History**

2001-Present, Customer Service Manager, EON Office, Denver, CO

- Oversee all functions of EON's Customer Service Department
- Supervise Customer Service Representatives
- Hold regular departmental meetings
- Assist customers with any service-related issues
- Communicate customer service issues with other departments

1998-2001, Customer Service Supervisor, US Office Products, Denver, CO

- Supervised 18 customer service representatives
- Provided oversight of USOP-Colorado Branch Customer Service Department
- Answered phones and processed orders
- Assisted customers with service-related issues

1997-1998, Sales Representative, Arctic Office Products, Anchorage, AK

- Sold office supplies, office machines and furniture through telemarketing and outside sales
- Achieved "Salesperson of the Month" in March 1998

1996-1997, Sales Representative/Sales Manager, Four Corners Office Products, Farmington, NM

- Managed all sales of office supplies
- Moved into district sales in 11/96; sold office supplies and toner to New Mexico and Reno, NV
- Worked with team quotas through telemarketing and outside sales

1991-1995, Sales Representative, Arctic Office Products, Anchorage, AK

- Sold office supplies, office machines and furniture through telemarketing and outside sales
- Brought over 30% of customer base from previous employer and maintained 300 accounts
- Increased sales volume by 42% in last year

1998-1991, Telemarketing Sales, Northern Office Supply, Anchorage, AK

- Promoted to position to sell office supplies and provide customer service support
- Maintained 150 accounts and made cold calls primarily to rural Alaska areas
- Achieved "Salesperson of the Month" in September 1990
- Top sales representative for 3 consecutive months when handling Exxon Valdez Oil Spill account

## **John Kittle, Vice President of Operations**

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### **Employment History**

2001-Present, Vice President of Operations, EON Office, Denver, CO

- Oversee all operational functions of the company
- Oversee delivery, warehouse, coffee service and machine service departments
- Supervise delivery drivers, machine service technicians, and warehouse manager
- Coordinate special deliveries, furniture installations, and rushes
- Manage truck fleet and all related responsibilities
- Administer and manage workers' compensation insurance for company

1996-2001, Operations Manager, US Office Products, Denver, CO

- Continued as Operations Manager for Colorado Branch of USOP after purchase of Mile High Office Supply
- Oversaw all operational functions of USOP - Colorado
- Oversaw delivery, warehouse, and coffee service departments
- Supervised delivery drivers, coffee service manager and warehouse manager
- Coordinated special deliveries, furniture installations, and rushes
- Managed truck fleet and all related responsibilities

1990-1996, Operations Manager, Mile High Office Supply, Denver, CO

- Oversaw all operational functions of the company (Denver branch only when USOP)
- Oversaw delivery, warehouse, and coffee service departments
- Supervised delivery drivers, coffee service manager and warehouse manager
- Coordinated special deliveries, furniture installations, and rushes
- Managed truck fleet and all related responsibilities

1983 – 1990, General Manager, Arapahoe Office Supply, Denver, CO

- Performed ordering and purchasing functions
- Filled and processed orders
- Delivered orders
- Oversaw retail store
- Performed customer service over the phone and in person

### **Education**

1988, Arapahoe Community College, Littleton, CO  
Associates Degree in Business Management

## **Darla Waldron, Accounting Manager**

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### **Employment History**

2008-Present, Accounting Manager/Controller, EON Office, Denver, CO

- Manage Accounting department consisting of five full-time employees
- Prepare payroll and administer benefits
- Responsible for reconciliations and documentation for preparation of financial statements
- Calculate commissions and process bi-weekly payroll

1998-2008, HR Administrator and Accounting Supervisor, Shamrock Foods Company, Commerce City, CO

- Managed all aspects of payroll, benefits, workers' compensation, and applicant tracking
- Provided support to managers in the administration of company policies
- Conducted educational sessions for associates regarding their benefits
- Coordinated all recruiting needs for the division
- Implemented applicant tracking procedures resulting in successful government audit
- Completed Six Sigma training and appointed to team focusing on associate retention
- Assisted Accounting department with comprehensive reconciliation project
- Supervised a Payroll/HR staff of three
- Responsible for the preparation of all monthly, quarterly, and year-end financial statements for the Colorado division.
- Managed all aspects of month-end financial closing
- Responsible for analysis and monthly reconciliation of general ledger accounts
- Handled all maintenance and troubleshooting on the accounting software
- Supervised an Accounting/Distribution staff of six

1994-1997, Accounting Manager/Corporate Assistant Secretary, Avanti Petroleum, Denver, CO

- Responsible for the management of the Accounting department for a company that owned and operated 97 retail convenience stores; reported directly to the Controller and CFO
- Assisted in the preparation and documentation of audit work papers for external auditors
- Responsible for maintaining and supervising all aspects of fuel accounting
- Coordinated the purchase of fuel for all locations
- Prepared monthly state fuel tax returns for three states exceeding \$1million
- Worked closely with the IRS to coordinate and record bulk fuel purchases and to receive fuel tax refunds
- Responsible for setup, training and implementation of all fuel accounting during acquisition of 30 stations
- Coordinated the daily funding of bank accounts

## **Jennifer Beam, Vice President of Sales**

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### **Employment History**

1/2010-Present, Vice President of Sales, EON Office, Denver, CO

- Oversee team of 30 professional sales representatives
- Participate in recruiting and hiring of sales representatives
- Assist with client proposals and presentations
- Participate in presentations and client business meetings as necessary
- Lead sales meetings and perform sales training
- Interface with departmental managers as a liaison to sales department

2001-2009, Various Positions, OfficeMax, Inc. Business to Business, Denver, CO

**DISTRICT SALES/BUSINESS RELATIONSHIP MANAGER, 2007-2009**

- Established, managed and increased a \$40,000,000 territory
- Provided ongoing training, motivation and sales development for 10 sales representatives
- Expanded product strategies and streamlined cross-selling for office supplies, paper, furniture services, print and document services and technology products and solutions
- Presented and negotiated renewal contracts with Fortune 500 companies and large national accounts at the C Level
- Proven success in establishing, maintaining, and growing high-level customer relationships with continual attention to business retention and expansion
- Responsible for recruiting, hiring, training, and developing a sales team of 8-10 direct reports
- Increased margin goals by 250 basis points on quarterly basis
- Conducted Quarterly Business Reviews with Senior Management
- Covered a 7 state region

**DISTRICT SALES MANAGER, 2006–2007**

- Developed and managed #1 Commercial sales team in the country - 2007
- Achieved 178% of quota after first 6 months
- Superior presentation, problem-solving and negotiation skills which resulted in 6 out of 6 reps over 110% of quota
- Proven record of planned growth and effective management of all aspects of the sales cycle

**DISTRICT SALES/BUSINESS DEVELOPMENT MANAGER, 2003 –2006**

- Consistently exceeded 100% of quota resulting in "Quota Club"

- Increased \$8,000,000 territory by 50% within two years
- Developed assertive, proactive, results-driven professionals with proven abilities to close sales, farm new customers and grow existing accounts
- Cultivated new leads through multiple sales channels and vertical markets such as healthcare, government, education and legal

#### **ACCOUNT EXECUTIVE, 2001 –2003**

- Exceeded quarterly quotas resulting in several “Excellence Awards”
- Two-time recipient of “Quick Start” award; achieved 115% of quota in the first quarter
- Identified new sales opportunities within existing account base and created customized solutions to meet customers’ needs
- Doubled sales volume from \$2,500,000 to \$6,000,000
- Responsible for own leads and uncovered new business potential by cold-calling and networking

1999-2001, National Account Executive, Nuvox Communications, Wilmington, NC

- Ranked #2 sales rep out of 178
- Continually achieved over 200% growth of overall yearly goals
- Responsible for training new sales representatives in a pleasant and professional manner

#### **Education**

LaSalle University, Philadelphia, PA  
Bachelor of Arts in Communications & English

Oxford University, Oxford, England  
Master’s Degree Program in Shakespeare



**ADDENDUM OF SOLICITATION**

**SOLICITATION NUMBER:** RFP 2013.027  
**SOLICITATION DATE:** Friday, March 22, 2013  
**DESCRIPTION:** Annual Office Supplies  
**ADDENDUM NUMBER:** One (1)  
**ADDENDUM DATE:** April 16, 2013

**The hour and date specified for receipt of RFP 2013.027 [ ] is [X] is not extended to the following new hour and date:**

The above-numbered solicitation is amended as set forth below. Bidders must acknowledge receipt of this addendum prior to the hour and date specified in the solicitation or as amended by signing this form below or by acknowledging receipt of this addendum on each copy of the bid submitted. **FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF BID PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR BID.** If by virtue of this addendum you desire to change a bid already submitted, such change may be made by letter, provided the letter makes reference to the solicitation and this addendum, and is received prior to the hour and date specified.

**DESCRIPTION OF ADDENDUM:**

- A. This Addendum is issued to provide the Questions and Answers received for Request for Proposal 2013.027 on/or before March 28, 2013 and the list of plan holders. Please review the attached questions and answers on the following pages before submitting your proposal.
  
- B. Except as provided herein, all terms and conditions of the solicitation remain unchanged and in full force and effect.

Purchasing Services

**ACKNOWLEDGEMENT:**

April 22, 2013  
(Signature/Date)  
Sam Wagner Sales Rep  
(Name and Title)  
EDN  
(Company Name)  
602 Tejon St Denver Co  
(Address) 80223

cc: IFB 2013.027

Attachment 4

CONTRACTOR'S CERTIFICATION OF COMPLIANCE

Pursuant to Colorado Revised Statute, § 8-17.5-101, *et. seq.*, as amended 5/13/08, as a prerequisite to entering into a contract for services with Adams County, Colorado, the undersigned Contractor hereby certifies that at the time of this certification, Contractor does not knowingly employ or contract with an illegal alien who will perform work under the attached contract for services and that the Contractor will participate in the E-Verify Program or Department program, as those terms are defined in C.R.S. § 8-17.5-101, *et. seq.* in order to confirm the employment eligibility of all employees who are newly hired for employment to perform work under the attached contract for services.

CONTRACTOR:

EDW Enterprises Inc  
Company Name

April 22, 2013  
Date

Pam Wagner  
Name (Print or Type)

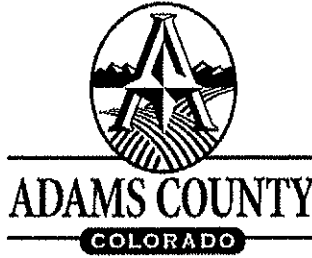
Pam Wagner  
Signature

Sales Rep  
Title

Note: Registration for the E-Verify Program can be completed at: <https://www.vis-dhs.com/employerregistration>. It is recommended that employers review the sample "memorandum of understanding" available at the website prior to registering



ATTACHMENT 5



RFP 2013.027  
ANNUAL OFFICE SUPPLIES

**OFFEROR'S STATEMENT/SIGNATURE PAGE**

I have read and fully understand all the special conditions herein set forth in the foregoing paragraphs, and by my signature set forth hereunder, I hereby agree to comply with all said special conditions as stated or implied. In consideration of the above statement, the following bid is hereby submitted.

WE THE UNDERSIGNED HEREBY ACKNOWLEDGE RECEIPT OF

Addenda # 1 through Addenda # 2  
(If None, Please write NONE)

EDN Enterprises Inc  
Company Name

April 22, 2013  
Date

600 Tregon St  
Address

Jennifer Beam VP of Sales  
Name and Signature of Authorized Person

Denver CO 80223  
City, State, Zip Code

Jennifer Beam  
Printed Name

Denver  
County

VP of Sales  
Title

720 570 5400  
Telephone

720 570 5470  
Fax

Jwagner@denoffice.com  
E-mail Address

**EXHIBIT A**  
(All Documents following this page of the Agreement)

Exhibit:

1. Adams County RFP 2013.027 Specifications and Statement of Services Solicitation

The remainder of this page left blank intentionally

**REQUEST FOR PROPOSAL  
2013.027**

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**ANNUAL OFFICE SUPPLIES**

**RFP Issue Date:** Friday, March 22, 2013

**RFP Questions Due:** Thursday, March 28, 2013  
at 2:00 p.m.

**RFP Opening Date:** Tuesday, April 23, 2013

**RFP Opening Time:** 4:00 p.m.

**RFP Opening Place:** Adams County Administration Bldg.  
4430 South Adams County Parkway,  
4<sup>th</sup> Floor, Purchasing Department  
Brighton, Colorado 80601



THE RFP OPENING WILL ONLY ANNOUNCE THE NAMES OF THE OFFERORS WHO SUBMITTED A PROPOSAL. ALL OFFERORS WILL BE NOTIFIED IF THERE ARE ANY QUESTIONS WITH THEIR RESPONSE. ALL OFFERORS WILL BE NOTIFIED OF THE AWARDED CONTRACTOR.

## STATEMENT AND SCOPE OF WORK

### I. STATEMENT OF WORK:

Adams County Colorado Board of Commissioners (BOCC) through its Purchasing Department are requesting proposals for Annual Office Supplies as outlined on the fee schedule, but not limited to other office supplies.

### II. SCOPE OF WORK:

#### Offeror will be Responsible for:

- Completing all office supplies orders within twenty- four (24) hours of request.
- Providing a firm pricing on all items listed on the Fee Schedule.
- Providing a discount for all items not listed on the Fee Schedule.
- Specifying how packets are sold for items, i.e. (ea, pkg., dz.) for purchase.
- Producing a quick reference catalog for all items listed on the fee schedule for the initial year and each option years annually to include:
  - A picture of each item with unit cost, how items are sold, and on #20 paper in black and white. The Quick Reference Catalog must list all items as outlined in the fee schedule. The catalog will be issued to all **departments** within the County.
- The offeror shall produce an Office Supply Requisition Notice form for all contracted line items and list how items are sold.
- Offeror shall provide hard copies of their standard office product and specialty catalogs as requested by the County.
- Offeror must have online ordering capability that is easy for users to reference and order products.
- Offeror must have the ability to accept P-Card payments and provide an online invoice and receipt.

#### Non-Contracted Items:

The offeror shall provide a discount published catalogue for all items not specifically listed. This proposed discount rate shall provide a minimum discount from a catalog or price list. This discount must be easy to interpret, so that, the County personnel can determine item pricing from their desk. This proposed discount will be made a part of the agreement as an attachment at the time of award.

## STATEMENT AND SCOPE OF WORK continued

### Delivery Program:

It is the intent of the County to administer the procurement, receiving, acceptance and payment in the most efficient and low cost manner while maintaining no inventories of office supplies. The receiving Departments should be able to identify and distribute individual orders without a close examination of all items and packing slips. The offeror shall implement a "fast track" delivery program in addition to the regular delivery program. The characteristics of each ideal program are specified below:

### Regular Delivery Program:

The offeror shall be issued individual purchase orders for delivery notices for items specified or unspecified herein. The County has the following needs:

- The offeror must have a large availability of items in stock or readily available to purchase in order to ensure reasonable deliveries.
- The offeror must provide a process to provide the County with the quick delivery approach for contracted items to be received within twenty-four (24) hours or ten (10) days of receipt of an Office Supply Requisition Notice form or a Purchase Order from the County.
- The offeror shall provide a process to eliminate or reduce the number of backorders.
- Invoices should reference the purchase order number or the requisition number.
- Each individual order should be individually identified and separately packaged.
- There shall be a liberal, generous and hassle-free return policy.

Fax Delivery Program: The offeror will be faxed an "Office Supply Requisition Notice Form", or online ordering for all purchases by the County. These notices will list all items specified on the fee schedule. The County will specify the quantity desired for each item. At the top of the form a six-digit account code will list the individual department that has ordered the items. At the bottom of the delivery notice there will be space to list three unspecified (items not specified in fee schedule) items. **The County has the following needs:**

- Delivery of contracted items should be within twenty-four (24) hours or one (1) day of receipt fax notice. Twenty-four (24) hours or one (1) day delivery is not a requirement if the delivery notice contains unspecified items (items not identified in Fee Schedule herein.) These orders should be processed in the quickest delivery approach.
- Invoices should reference the requisition number and the six digit originating department code with the departments identified. For example:
  - The offeror shall produce a quarterly report for the County Purchasing Department listing all items ordered, on contract and off contract, by department.
  - The quarterly report must list items ordered showing department, vendor listed price, contract price or non contract discounts price and grouped by like items.

**III. FEE SCHEDULE:**

The offeror must submit fees for the line items identified on the attached **Fee Schedules** for the initial year and two option years.

1. Offeror should submit a list of all items they propose to sell, including an approximate price list. All items and prices must be approved by the County.
2. Price Discount Fee: Offeror must include a flat discount fee for all non contracted items for each initial year and option years.

**IV. INDEPENDENT CONTRACTOR:**

Offeror shall perform its duties hereunder as an independent contractor and not as an employee. Neither Offeror nor any agent or employee of Offeror shall be deemed to be an agent or employee of the County. Offeror and its employees and agents are not entitled to unemployment insurance or workers compensation benefits through the County and the County shall not pay for or otherwise provide such coverage for Offeror or any of its agents or employees. Unemployment insurance benefits will be available to Offeror and its employees and agents only if such coverage is made available by Offeror or a third party. Offeror shall pay when due all applicable employment taxes and income taxes and local head taxes incurred pursuant to the Agreement. Offeror shall not have authorization, express or implied, to bind the County to any contract, liability or understanding, except as expressly set forth in the agreement. Contractor shall (a) provide and keep in force workers' compensation and unemployment compensation insurance in the amounts required by law, (b) provide proof thereof when requested by the County, and (c) be solely responsible for its acts and those of its employees and agents.

**V. HOURS OF WORK:**

The normal work hours at the site are from 8:00 a.m. to 4:30 p.m., Monday through Friday, excluding holidays. Access to the work site may be restricted to these hours and days.

**VI. TERM OF AGREEMENT:**

Award of this solicitation will be for an initial one (1) year and two (2) option years from the date of the issuance of the notice to proceed (NTP). The option year extensions are at the sole discretion of the County.

**VII. INSURANCE:**

Offeror shall not commence work under this solicitation until they have submitted to the County and received approval thereof, certificates of insurance showing that they have complied with the foregoing insurance.

The offeror will be required to procure and maintain, at his own expense and without cost to the County, the kinds and minimum amounts of insurance as follows:

- 7.1 Comprehensive General Liability, in the amount of not less than \$1,000,000 per person and \$2,000,000 general aggregate. Coverage to include:
  - Premises
  - Products/Completed Operations
  - Broad Form Comprehensive, General Liability
  - Adams County shall be named as Additional Insured

- 7.2 Comprehensive Automobile Liability, in the amount not less than \$1,000,000 dollars minimum combined coverage.
- 7.3 Employers Liability and Workers' Compensation. The offeror shall secure and maintain employer's liability and Workers' Compensation Insurance in compliance with the laws of the State of Colorado to protect them against any and all claims resulting from injuries to and death of workers engaged in work.
- 7.4 Professional Liability, offeror shall maintain Professional Liability (sometimes referred to as errors and omissions insurance) in amounts not less than \$500,000 dollars.
- 7.5 All referenced insurance policies and/or certificates of insurance shall be issued to include Adams County as an "additional insured." The name of the proposal or project must appear on the certificate of insurance.
- 7.6 Underwriters shall have no right of recovery or subrogation against Adams County; it being the intent of the parties that the insurance policies so affected shall protect both parties and be primary coverage for any and all losses covered by the described insurance.
- 7.7 The clause entitled "Other Insurance Provisions" contained in any policy including Adams County as an additional insured shall not apply to Adams County.
- 7.8 The insurance companies issuing the policy or policies shall have no response against Adams County for payment of any premiums due or for any assessments under any form of any policy. Any and all deductibles contained in any insurance policy shall be assumed by and at the sole risk of the offeror.
- 7.9 If any of the said policies shall be or at any time become unsatisfactory to the County as to form or substance, or if a company issuing any such policy shall be or at any time become unsatisfactory to the County, the offeror shall promptly obtain a new policy, submit the same to the Purchasing Department of Adams County for approval and thereafter submit a certificate of insurance as herein above provided.

Upon failure of the offeror to furnish, deliver and maintain such insurance as provided herein, this contract, at the election of the County, may be immediately declared suspended, discontinued or terminated. Failure of the offeror in obtaining and/or maintaining any required insurance shall not relieve the offeror from any liability under the agreement, nor shall the insurance requirements be construed to conflict with the obligations of the offeror concerning indemnification.

**VIII. COMPLIANCE WITH C.R.S. § 8-17.5-101, ET. SEQ. AS AMENDED 5/13/08:**

Pursuant to Colorado Revised Statute (C.R.S.), § 8-17.5-101, *et. seq.*, as amended 5/13/08, the Offeror shall meet the following requirements prior to signing this Agreement (public contract for service) and for the duration thereof:

The Offeror shall certify participation in the E-Verify Program (the electronic employment verification program that is authorized in 8 U.S.C. § 1324a and jointly administered by the United States Department of Homeland Security and the Social Security Administration, or its successor program) or the Department Program (the employment verification program established by the Colorado Department of Labor and Employment pursuant to C.R.S. § 8-17.5-102(5)) on the attached certification. The Offeror shall not knowingly employ or contract with an illegal alien to perform work under this public agreement for services.

The Offeror shall not enter into a contract with a subcontractor that fails to certify to the Offeror that the subcontractor shall not knowingly employ or contract with an illegal alien to perform work under this public agreement for services.

At the time of signing this public agreement for services, the Offeror has confirmed the employment eligibility of all employees who are newly hired for employment to perform work under this public agreement for services through participation in either the E-Verify Program or the Department Program.

The offeror shall not use either the E-Verify Program or the Department Program procedures to undertake pre-employment screening of job applicants while the public agreement for services is being performed.

If the offeror obtains actual knowledge that a subcontractor performing work under the public agreement for services knowingly employs or contracts with an illegal alien, the offeror shall: notify the subcontractor and the County within three days that the offeror has actual knowledge that the subcontractor is employing or contracting with an illegal alien; and terminate the subcontract with the subcontractor if within three (3) days of receiving the notice required pursuant to the previous paragraph, the subcontractor does not stop employing or contracting with the illegal alien; except that the offeror shall not terminate the agreement with the subcontractor if during such three days the subcontractor provides information to establish that the subcontractor has not knowingly employed or contracted with an illegal alien.

The offeror shall comply with any reasonable requests by the Department of Labor and Employment (the Department) made in the course of an investigation that the Department is undertaking pursuant to the authority established in C.R.S. § 8-17.5-102(5).

If offeror violates this section, of the Agreement, the County may terminate this agreement for breach of agreement. If the agreement is so terminated, the offeror shall be liable for actual and consequential damages to the County.



- IX. All proposals shall be enclosed in an envelope, sealed, and clearly labeled as follows:

PROPOSAL DOCUMENTS

Name of Firm  
RFP Number and Name of Project  
RFP Date and Time Due

X. **PROPOSAL PREPARATION INSTRUCTIONS:**

This section is intended to indicate the minimum items required with each respondent in order to be properly evaluated. At a minimum each proposal should include the following information. Please prepare your proposal utilizing the following format. Provide a complete response to each item and include at the front of your proposal.

Format

Offeror must submit sealed proposal in **one (1) CD original** and eleven (11) copies to the office of the Purchasing Agent, Adams County Administration Building, 4430 South Adams County Parkway, First Floor Reception Desk, Brighton, Colorado, 80601, up to **4:00 p.m., Tuesday, April 23, 2013**. Proposals may be mailed or delivered in person, but must be in a sealed envelope, labeled with Company name, RFP number with name of project and time of proposal opening. No proposals will be accepted after the time and date established for the solicitation, except by written addendum.

Submittal of Proposal Questions

All questions relating to RFP 2013.027 must be reduced to writing and sent to the County's Purchasing Department to the attention of the Purchasing Agent. Questions can be faxed, emailed or sent by U.S. Mail until the close of business on or **before Thursday, March 28 by 2:00 p.m.**

Proposal Instructions

Proposal should not exceed fifteen (15) pages, excluding the RFP required signed pages. Submitted only on single sided, single column typed 8.5" x 11" size. The page count limitation applies to the actual technical proposal contained in the submittal. The only exceptions to the page count are the front and back cover. There is a minimum twelve (12) point font requirement for the basic text of the entire proposal submittal. Any charts, graphs, table of organizations, etc., must be of readable size. Appendices can be used.

- Operating Experience. Clearly indicate the specific professional experience of the firm, demonstrating extensive experience in the industry. List the projects and indicate the length of each project.
- Delivery Services. Offeror should submit a detailed delivery schedule, including but not limited to, hours of services, items sold, prices, and plans for deliveries schedule.

All delivery schedule plans, and hours of operation are subject to the County Project Manager's prior written approval.

- Approach. Provide a response that demonstrates clear understanding of the purpose and objectives of the project, by which the offeror will perform the services outlined in the scope of work.

The County is looking to improve customer satisfaction with the services provided at facilities. Therefore, the County would like offeror to explain in their submissions the mechanisms they would use to measure customer satisfaction with the services offered with the purchase of office supplies.

- Key Personnel. Provide a complete list of key personnel who will be dedicated to this project and each person's role/responsibility with this project.
- Provide fee structure for each item listed on the Fee Schedule based upon a discount price structure or a percentage fee structure.
- At least three (3) references shall be provided for similar projects.
- A W-9 form shall be completed and returned with proposal and for each subcontractor, if applicable.

- XI. Issuance of this solicitation does not commit Adams County to award any agreement or to procure or contract for any equipment, materials or services.
- XII. Offeror shall submit fees for each line item on the Fee Schedule Form as referenced as in this document.
- XIII. Signed CONTRACTOR'S CERTIFICATION OF COMPLIANCE and Offeror's Signature Page as referenced as **(Attachments 4 and 5)**.
- XIV. Review the Sample Agreement (Exhibit A) for additional the terms and conditions that will become a part of the awarded agreement. Any questions regarding the agreement terms and conditions, please contact the Purchasing Agent at 720.523.6053.
- XV. Submitted proposal must be signed and dated.
- XVI. Whenever addendums are required, they must be acknowledged on the signature form in the appropriate space so designated and returned with the proposal.
- XVII. Proposals may not be withdrawn after date and hour set for closing. Failure to enter agreement or honor the purchase order will be cause for removal of offer's name from the Vendor's List for a period of twelve (12) months from the date of this proposal opening.
- XVIII. In submitting the proposal, the offeror agrees that acceptance of any or all proposals by the Purchasing Manager within a reasonable time or period constitutes an agreement. No delivery shall become due or be accepted unless a purchase order shall first have been issued by the Purchasing Department to include listed below items:
  - 18.1 The County assumes no responsibility for late deliveries of mail on behalf of the United States Post Office.
  - 18.2 The County assumes no responsibility for failure of any telephone equipment, either within its facilities or from outside causes.

- 18.3 The County assumes no responsibility for proposals being either opened early or improperly routed if the envelope is not clearly marked on the outside with the Company name, RFP number with the name of project and time of proposal opening.
- 18.4 In the event of a situation severe enough to cause the Adams County Board of Commissioners to close Adams County Offices for any reason, the Purchasing Manager has the prerogative of rescheduling the RFP opening time and date.
- 18.5 No offeror will be considered above all other offerors by having met the RFP opening time and date requirements to the exclusion of those who were unable to present their proposal due to a situation severe enough to cause the Commissioners to close the County Offices.
- 18.6 The Proposal fee schedules must be furnished on the form as supplied by the County (**Attachments 1 and 3- Fee Schedules**). Failure to submit fees on the form provided may be cause for rejection of the proposal. Proposal must be furnished exclusive of taxes. No award will be made to any person, firm or corporation that is in arrears upon any obligation to the County.
- 18.7 If submitting a joint venture proposal or a proposal involving a partnership arrangement, articles of partnership stating each partner's responsibilities shall be furnished and submitted with the proposal.
- 18.8 The County reserves the right to waive any irregularities or informalities, and the right to accept or reject any and all proposals, including but not limited to any proposal which does not meet bonding requirements, or proposal which do not furnish the quality, or offer the availability of materials, equipment or services as required by the specifications, description or scope of services, or bids from bidders who lack experience or financial responsibility, or proposal which are not made to form.
- 18.9 The County reserves the right not to an award to a single responsive, responsible offeror who submits the most technically acceptable proposal; and may require new proposals.
- 18.10 The Board of County Commissioners may rescind the award of any proposal within one week thereof or at its next regularly scheduled meeting; whichever is later, when the public interest will be served thereby.
- 18.11 Only sealed proposals received by the Purchasing Department will be accepted; Adams County Purchasing Agent, who may be reached at 720.523.6053
- 18.12 DEBRIEFING: Should your firm desire to come in for a debriefing, we will be happy to debrief you and help you become more competitive on future solicitations.

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**IX. EVALUATION FACTORS FOR AWARD**

Award will be made to the single responsive, responsible offeror who submits the most technically acceptable proposal.

A review committee consisting of members, appointed by the County, will make recommendations to the County management, and the County Board of Commissioners. The evaluation is based on the firm's qualifications. The committee may request additional information from offerors or request personal interviews with offerors.

The evaluation criteria are listed below in descending order of importance.

**CRITERIA**

1. Firm's timeframe, schedule of milestones and proposed completion of deliverables for the project.
2. Firm's experience, key personnel and experience and Qualifications.
3. Firm's fee structures.
4. Firm's demonstrated understanding of the project and proposed methodology.

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