

Overview for Contract

Prior to utilizing a contract, the user should read the contract in it's entirety.

DESCRIPTION

- ✓ Set up for purchase of Office Supplies (excluding furniture, software, computers, computer peripherals, fax machines, multifunctional print devices and janitorial supplies)
- ✓ Twenty-four (24) hour delivery service to the desk-top if desired.
- ✓ Core List of items most frequently used
- ✓ Non-Core List of items
- ✓ No minimum requirement for ordering
- ✓ Use of P-Card, Internet, SAP PO, fax and telephone ordering
- ✓ Dedicated customer service team for questions/answers
- ✓ Dedicated sales representatives for questions/answers

PRICING HIGHLIGHTS

- ✓ Core List Items more than 63% off list price
- ✓ Non-core items 63% off list price
- ✓ Toner cartridges 34% off list price

CONTRACT INFO

Contract Number & Title	Legacy #7510-12 SAP #4600010605 (formerly #4600010398; formerly 4600007367) Office Supplies
Number of Suppliers	One (1)
Validity Period	June 14, 2004 to May 30, 2007 (renewed through 2008)
DGS Point of Contact	Toniann D. Noss
Contact Phone#	717-783-2090
Email	tnoss@state.pa.us

PROCESS TO PURCHASE

- ✓ Purchases can be placed by:
 - ✓ Internet
 - ✓ SAP Purchase Order
 - ✓ Telephone
 - ✓ Fax Machine



**COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF GENERAL SERVICES
HARRISBURG**

INFORMATION UPDATE #1

OFFICE SUPPLY CONTRACT

Legacy #7510-12 -SAP # 4600007367

Buyer: Toniann D. Noss – 717-783-2090 or tnoss@state.pa.us

The Department of General Services, Bureau of Purchases has received numerous requests for items to be unrestricted for purchase through Office Max, A Boise Company. Because these are no longer isolated instances, but increasing daily in number, the following will be reinforced.

According to Exhibit A, Paragraph 1 of the Contract, the following items are excluded under this contract:

- ❖ Furniture
- ❖ Software
- ❖ Computers
- ❖ Computer Peripherals
- ❖ Fax Machines
- ❖ Multifunctional Print Devices
- ❖ Janitorial Supplies

(Envelopes are not specifically stated in the scope, however, there is an envelope contract and this should be checked before they are purchased from Office Max, as well as food and food service equipment.)

In keeping with the 'scope' of the Office Supply Contract, these items cannot be ordered from this Contract. In order to maintain contract integrity with existing contract suppliers, future requests for these items from the Office Supply Contract is and will be restricted.

If an agency does not meet minimum order requirements, they are not required to use the existing contracts and can purchase the item from another source, including Office Max, as long as procurement guidelines are followed. However, the agency should not order the item from the Contract or SAP Outline Agreement for Office Supplies as a contracted item. Office Max may still give them the same discount as offered on their contract for office supplies, however, they are not obligated to do so.

The agency may still use SAP to order the item that is 'under the minimum requirement' as a purchase not connected to an "outline agreement." They should indicate in the header text of the SAP purchase order the reason for making the "off contract" purchase in order to alleviate any payment issues with their Comptroller. If using the Procurement Card, the same documentation is needed.

Since many of the manufacturers/suppliers currently on statewide contracts will waive any shipping charges for orders under the minimum. The agency should check with the suppliers on these respective contracts first before making an "off contract" purchase.

OFFICE SUPPLY CONTRACT #7510-12

For All Using Agencies of the Commonwealth, COSTARS and Agencies not under the Governor's Jurisdiction.

Contract will **cover** all industry standard general supplies, xerographic copy paper and toner cartridges.

Specifically **excluded** are furniture, software, computers, computer peripherals, fax machines, multifunctional print devices, and janitorial supplies. These items will be restricted on the Boise website.

The contract will cover a three (3) year time frame with two (2) one-year (1)-renewal options.

Contract will be split into two (2) categories:

- ❖ **Core List:** Items used most by Commonwealth over the past years. These will be line item priced products.
- ❖ **Non-Core List:** All items not covered under the "Core List" that the supplier offers within their catalog. (Excluding items that are specifically excluded from the contract scope as stated above.) This will be a discount off catalog price. (63%)
 - **Toner Cartridges:** This includes new and remanufactured cartridges. This will be a discount off catalog price. (34%)

Contract will offer the following options:

- ❖ 24-hour desktop delivery. (Dock delivery where needed due to individual building security issues.)
- ❖ Training provided to users upon request. (Users guide attached to contract.)
- ❖ Monthly reporting will be available to each Agency.
- ❖ DGS and the Supplier will do quarterly reviews to evaluate usage trends.
- ❖ PIBH items will be included in contract.
- ❖ Ordering/Payment Options:
 - Pcard will be instituted against this contract for all orders under \$3,000.00.
 - Internet Purchasing. (Paper copy of catalog will be available for those who are not Internet accessible. CD's will be burned for agencies with no Internet accessibility to download to Intranet.)
 - Contract will be in SAP for PO availability if agency prefers that.

Please check with your warehouses first to determine if stock is still available on the items you currently procure there. As the warehouse stock becomes depleted, you can then order from Boise.



**COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF GENERAL SERVICES
HARRISBURG**

Commonwealth Purchasing through PIBH

To provide persons with severe disabilities with meaningful employment and training, the Commonwealth Procurement Code (Code) establishes a method for contracting for products manufactured by and services performed by persons with disabilities. Under this contracting method, Commonwealth agencies may contract with nonprofit agencies for persons with disabilities for these products and services if they are available at a price the Department of General Services (DGS) determines to be a fair market price. There is no requirement for Commonwealth agencies to use competitive bidding to procure these products and services.

To be eligible to participate in this program, nonprofit agencies for persons with disabilities must certify to DGS that persons with designated disabilities – visual impairment, mental retardation, or physical disability – will make an appreciable contribution to the manufacturing of the product or the performance of the service. In each case, DGS makes the final determination of eligibility. The nonprofit agencies must also be capable of manufacturing the product or performing the service in accordance with the Commonwealth's contract requirements.

DGS has designated Pennsylvania Industries for the Blind and Handicapped, commonly known as PIBH, as the central nonprofit agency to coordinate the marketing of all products and services available to Commonwealth agencies through the various nonprofit agencies for persons with disabilities. PIBH creates and provides an annual updated catalog of available products and services to Commonwealth agencies.

DGS monitors PIBH and the participating nonprofit agencies for compliance with the statutory requirements that agencies for persons with disabilities must fulfill in manufacturing products and performing services for Commonwealth agencies. DGS, in cooperation with the purchasing Commonwealth agency, is required to conduct annual compliance reviews of all Commonwealth contracts with agencies for persons with disabilities where the cost exceeds \$300,000 per year.

**CONTRACT
FOR THE
SUPPLY AND DELIVERY OF OFFICE SUPPLIES**

This **Contract For The Supply And Delivery Of Office Supplies** ("Contract") is entered into this 14 day of June, 2004, by and between the **Commonwealth of Pennsylvania** acting through the Department of General Services ("DGS") and Boise Cascade Corporation d/b/a Boise Office Solutions. ("Contractor").

WHEREAS, DGS issued a Request For Proposals for the Supply and Delivery of Office Supplies, RFP No. 2003-OS-01 ("RFP"); and

WHEREAS, Contractor submitted a proposal in response to the RFP; and

WHEREAS, Contractor's proposal was selected for the Best and Final Offer ("BAFO") phase of the RFP process; and

WHEREAS, DGS solicited BAFO cost submittals through the use of an online auction and Contractor submitted the lowest total cost; and

WHEREAS, in response to the DGS BAFO request, Contractor submitted a BAFO Disadvantaged Business ("Disadvantaged Business") submittal; and

WHEREAS, in response to preselection negotiations with DGS, Contractor submitted addenda to its Technical submittal and DB submittal; and

WHEREAS, DGS determined that Contractor's proposal was the most advantageous to the Commonwealth after taking into consideration all of the evaluation factors set forth in the RFP and selected Contractor for contract negotiations; and

WHEREAS, DGS and Contractor negotiated this Contract as their final and entire agreement in regard to the sale and delivery of office supplies to the Commonwealth.

NOW THEREFORE, intending to be legally bound hereby, DGS and Contractor agree as follows:

1. Contractor shall sell and manage, and Commonwealth executive and independent agencies shall purchase, office supplies in accordance with the terms and conditions of this Contract.

2. Contractor shall sell to and manage office supplies in accordance with the terms and conditions of this Contract for other Commonwealth agencies and for all local public procurement units, as that term is defined in Section 1901 of the Commonwealth Procurement Code, 62 Pa.C.S. §1901.
3. DGS and Contractor agree to be bound to the Special Terms and Conditions attached hereto as Exhibit A and made part of this Contract.
4. Contractor agrees to sell the Core Items listed in the Final Price Submittal, which is attached hereto as Exhibit B and made a part hereof, at the prices listed for those items in Exhibit B. These prices are subject to change only as provided in Section IV-4. B., Pricing Expectation, of the RFP. Non-Core Items shall be sold to the Commonwealth at a discount of sixty-four percent (64%) from the current United Stationers' office supplies catalog retail list prices
5. Contractor agrees to meet and maintain the commitments made to disadvantaged businesses made in the Final Disadvantaged Business Submittal, which is attached hereto as Exhibit C and made a part hereof. Any proposed change must be submitted to the DGS Bureau of Minority and Women Business Opportunities ("BMWBO"), which will make a recommendation as to a course of action to the contracting officer. Contractor shall complete the Prime Contractor's Quarterly Utilization Report and submit it to the contracting officer and BMWBO within ten (10) workdays at the end of each calendar quarter that the Contract is in effect.
6. The Contract is comprised of the following documents, which are listed in order of precedence in the event of a conflict between these documents:
 - a. The Special Terms and Conditions set forth in Exhibit A.
 - b. The Standard Contract Terms And Conditions For Department of General Services Statewide Contracts For Supplies – SAP, GSPUR12E(SAP) Rev. 1/17/03.
 - c. The Final Price Submittal, which is attached hereto as Exhibit B.
 - d. The Final Disadvantaged Business Submittal, which is attached hereto as Exhibit C.
 - e. The RFP, which is attached hereto as Exhibit D and made a part hereof.
 - f. Contractor's revisions to its Technical Submittal, which is attached hereto as Exhibit E and made a part hereof.

g. Contractor's original Technical Submittal, which is attached hereto as Exhibit F and made a part hereof.

IN WITNESS WHEREOF, the parties have signed this Contract.

Witness:

By: Louise Bonmont
(Assistant) Secretary

LOUISE Bonmont / 5-28-04
Printed Name/Date

Contractor:

Boise Office Solutions

By: Joseph F. Goerner
(Vice) President

Joseph F Goerner 5/28/04
Printed Name/Date *See Power of Attorney*

82-0477390
Federal I.D. Number

**Commonwealth of Pennsylvania
Department of General Services**

By: David P. Yarkin
David P. Yarkin
Deputy Secretary for Procurement

APPROVED AS TO FORM AND LEGALITY:

Gregory F. Allard 6/2/04
Office of Chief Counsel Date

Amy M. Elliott
Office of Attorney General Date

[Signature] 6/3/04
Office of General Counsel Date

APPROVED:

Carol Burkert 6/14/04
State Treasurer Date

For: **Barbara Hafer, Treasurer
Commonwealth of Pennsylvania**

Exhibit A

SPECIAL TERMS AND CONDITIONS

These SPECIAL TERMS AND CONDITIONS shall be a part of the Contract For The Supply And Delivery of Office Supplies between the **Commonwealth of Pennsylvania**, acting through the Department of General Services ("DGS") and **Boise Cascade Corporation d/b/a Boise Office Solutions** ("the Contractor").

1. CONTRACT SCOPE/OVERVIEW:

This Contract, Legacy No. 7510-12, (identified here and in other documents as the "Contract") will cover the requirements of Commonwealth agencies for Office Supplies. For the purpose of this Contract, "office supplies" includes: industry standard general supplies, xerographic copy paper and toner cartridges. Specifically excluded are furniture, software, computers, computer peripherals, fax machines, multifunctional print devices, and janitorial supplies.

2. TERM OF CONTRACT:

This Contract shall commence on the Effective Date, which will be fixed by DGS after the contract has been fully executed by Contractor and all approvals required by the Commonwealth contracting procedures are obtained, but shall be no earlier than June 1, 2004 and expire on May 31, 2007.

3. OPTION TO RENEW:

This Contract or any part of the contract may be renewed for an additional two (2) one (1) year terms by mutual agreement between the Commonwealth and Contractor. If the Contract is renewed, the same terms and conditions shall apply.

4. OPTION TO EXTEND:

DGS reserves the right, upon notice to Contractor, to extend this Contract or any part of the Contract up to three (3) months upon the same terms and conditions. This will be utilized to prevent a lapse in contract coverage and only for the time necessary, up to three (3) months, to enter into a new contract.

5. SERVICES TO BE PROVIDED UNDER THIS CONTRACT:

A. Implementation Process: Within two days after the Effective Date of this Contract, a joint implementation team will be formed between Contractor and the DGS. This team will prepare a customized implementation timetable and the objectives to be accomplished through the Contract. All tasks will be assigned due dates. The team will review these tasks weekly for updates and status until the implementation process is complete. The team will remain in place for at least ninety (90) days after the roll out date to monitor and ensure the program's success. Contractor and DGS shall perform the tasks assigned to them by the due dates established by the timetable.

B. Implementation Plan: An Implementation Plan that identifies the work elements of each task, the resources assigned to the task, and the time allotted to each

element and the deliverable items to be produced shall be created. Where appropriate, a PERT or GANTT chart display should be used to show project, task, and time relationship. The Implementation Plan shall address, without limitation, all of the following:

- Transition
 - PIBH products incorporation details
 - LCB special processes
 - Commonwealth warehouse inventory depletion
 - Core to Non-Core and inverse product categorization procedure
- Management Reporting and Billing
 - Purchasing Card interface, structure and procedures
 - Invoicing process
- Online Ordering and Setup
 - Internet and SAP punch-out catalog
- Delivery
 - Secured buildings and special facilities procedures
- Communications and Training
- Use/Disposition of Existing Inventories

Procedures mutually agreed upon by the parties resulting from the Implementation Process shall be documented in writing and will become a material part of this Exhibit and the Contract.

C. Quarterly or Semi-Annual Program Review: Contractor shall provide reports to DGS at the end of each calendar quarter of the contract term. The reports shall include:

1. Performance data
2. Usage data
3. Reporting processes
4. Process improvements and cost saving opportunities
5. Recap current year's accomplishments
6. Set goals for following year
7. Other areas as necessary

D. Guarantee of Next Day Delivery: All electronic, facsimile or telephone orders submitted to Contractor before 4:00 PM will be delivered to the location specified in the order on the next business day. All orders submitted after 4:00 PM will be considered "submitted" the following business day.

E. Order Accuracy: Contractor will provide at least a 98% order accuracy rate with at least a 90% order fill rate at next day delivery.

F. Return Policy: Products can be returned for full credit within 30 days from the date of purchase. If an item is received damaged or defective, Contractor will replace the item at no charge. Should an end-user encounter a warranty/return issue, the product will be returned to Contractor for full credit or a replacement and Contractor will return the product to the manufacturer. Items under \$20.00 will not be picked up, however, a full credit or replacement product will still be issued for these items.

G. Customer Service: A dedicated team will be assigned to the Commonwealth for account set up; order placement; product and pricing inquiries; special order placement; order tracking; and any questions that may arise. Specific toll-free phone and fax numbers will be generated specifically for the Commonwealth's account as well as a team of Customer Service associates. The Customer Service Support Teams will operate from 6:00 a.m. to 9:00 p.m. (CST) Monday through Friday and from 8:00 a.m. to 2:00 p.m. (CST) on Saturday.

6. COSTARS (Cooperative Sourcing to Achieve Reductions in Spend) Program:

Act 57 of May 15, 1998, as amended, permits local public procurement units to participate in those contracts for supplies, services, or construction entered into by the DGS that are made available to local public procurement units. A "local public procurement unit" is defined as: any political subdivision; public authority; educational, health, or other institution; and to the extent provided by law, any other entity, including a council of governments or an area government; nonprofit fire, rescue or ambulance company; and any nonprofit corporation operating a charitable hospital. Local public procurement units, which elect to participate in the contract, will order items directly from Contractor and will be responsible for payment directly to Contractor.

Those local public procurement units listed above which issue orders under the contract are intended beneficiaries under the contract and are real parties in interest with the right to sue and be sued without joining the Commonwealth or DGS as a party.

Contractor is required to participate in the Commonwealth's COSTARS Program and sell the awarded items at the same prices and/or discounts, and in accordance with the contractual terms and conditions, to those political subdivisions, public authorities and local public procurement units that are registered with the DGS and elect to participate in the contract through the COSTARS program. A list of these registered entities will be supplied to Contractor at the commencement of this contract. All updates will be coordinated between Contractor and Susan Plecker, COSTARS Systems Coordinator. No other entities may purchase from this Contract, unless registered with DGS.

Contractor shall furnish to the DGS COSTARS Division an electronic monthly usage report, preferably in spreadsheet format no later than the last day of the month. Reports shall be e-mailed to splecker@state.pa.us, as well as tnoss@state.pa.us. Each report shall indicate the name and address of Contractor, contract number, and period covered by the report. The following information shall be listed on the report for each order received:

- ❖ Item No.
- ❖ Material Code

- ❖ Description
- ❖ Quantity
- ❖ Unit Price
- ❖ Total Price
- ❖ Local Public Procurement Unit

Questions regarding the COSTARS program from Contractor and/or Local Public Procurement Units should be directed to Susan Plecker, COSTARS Systems Coordinator at 717-787-1105 or 1-866-768-7827.

7. Key Personnel:

The key personnel identified below shall be assigned to administer this Contract on behalf of the Contractor. These persons shall not be removed from their responsibilities in regard to administration of this Contract except for death, retirement, resignation or termination from Contractor or other unavoidable circumstance. All replacements and additions to key personnel assigned to administer this Contract shall be subject to the written approval of DGS, which approval shall not be unreasonably withheld.

Joe Gorman	General Manager
Maureen Els	District Sales Manager
Joe Groff	Sales Representative, Lead Implementation Coordinator
Phillip Sallusti	Sales Representative

8. PIBH (Pennsylvania Industries for the Blind and Handicapped):

Pennsylvania Industries for the Blind and Handicapped (PIBH) is the Pennsylvania marketing organization for agencies for persons with disabilities that utilize persons with disabilities in 75% of the direct labor of manufacturing supplies. Under this Contract, DGS will identify items to be furnished by Contractor to Commonwealth agencies using PIBH as the supplier/manufacturer. For these items, DGS will establish the sales price to be paid by Contractor to PIBH for each item based on the DGS fair market price evaluation.

When placing orders with Contractor, Commonwealth agencies will pay the same sales price for PIBH provided items that Contractor pays to PIBH. Except as provided below, Commonwealth agencies shall not pay any upcharge, surcharge or any additional payment to Contractor for PIBH provided items. If the total dollar volume of sales of PIBH-provided items sold through Contractor exceeds Six Hundred Forty Thousand Dollars (\$640,000) in any year of this contract, Commonwealth agrees that Contractor may add a mark-up to the price established for PIBH-provided items supplied during the remainder of the year. In calculating the mark-up, the amount of 10% shall be applied to the final price submitted by Contractor through the RFP process (or as negotiated for any renewal) for the equivalent Contract Core list item to arrive at the mark-up amount. The mark-up amount shall then be added to the price for the PIBH-provided item to arrive at the new price. Contractor will treat PIBH as one of its manufacturers/suppliers for purpose of payment and reporting. Commonwealth agencies will not hold Contractor responsible for any unsatisfactory performance by PIBH, but Contractor must immediately notify DGS when and if a PIBH performance problem arises.

9. CATALOGS: Contractor shall be required to provide an illustrated catalog and price list covering items in this contract to all agencies requesting it. A list of Commonwealth agencies is available upon request after notification of award. These catalogs shall be provided at no additional cost to the Commonwealth or its agencies. Catalogs shall be furnished with ten (10) calendar days after request.

10. MOVING ITEMS FROM NON-CORE TO CORE ITEM LIST:

Every three (3) months during the first year of the Contract and then every six (6) months in the following contract years, Contractor will conduct business reviews with DGS. One of the components of each business review shall be the examination of the quantities of items purchased from the non-core list. Following each review, non-core items shall, at the request of DGS, be moved from the non-core list to the core list. Prices for items moved to the core list will be established by Contractor, with the approval of DGS, at a price that is less than the price established by the discount for the non-core items. Contractor will also, at the request of DGS, remove low usage items from the core list to the non-core list at the quoted core-list price.

11. UPDATE OPTION AND APPLICATION:

A. Core Items Pricing: Contractor shall furnish the items contained in the Core items list, at the fixed pricing for the specific Unit of Measure (UOM) specified in Exhibit B. Core item pricing shall not change during the first twelve (12) months after the Effective Date of this Contract. After the twelve (12) months, and annually thereafter on the anniversary of the Contract, price change requests may, in the discretion of DGS, be approved. All price change requests must be submitted in writing forty-five (45) days prior to the expiration of the anniversary date of the Contract. All requests must be accompanied by appropriately documented market justification. Any price changes must be approved by DGS in writing in order to be effective.

B. Non-Core Items Pricing: For both the Non-core office supplies and Non-core toner cartridges, the discount in Exhibit B must remain firm for the entire life of the Contract period including any and all renewals and extensions.

12. Paper Price Adjustment:

It is recognized by the Commonwealth that during the term of this Contract there may be changes relative to the paper industry and material costs. Therefore, during the term of this Contract, Contractor shall adjust computer and copy paper prices based on the Resource Information systems, Inc. (RISI) Index. Unit prices for computer and copy paper included in this Contract shall be firm for the initial four (4) months of the Contract. After four (4) months, and thereafter on a quarterly basis for the duration of the Contract, including renewals and extensions, all unit prices will be subject to adjustments (increase/decrease) as described below. The sum total of all adjustments during the life of this Contract shall not exceed thirty percent (30%) above or below the initial unit prices.

The base prices shall be the Contract unit price(s). Adjustments in the prices shall be established by comparing the RISI Index for the month preceding the price change

month to the RISI index in February 2004. The new adjusted prices shall equal the base prices multiplied by the percentage change in the RISI Index from February 2004.

Boise will supply the Commonwealth with the RISI Index along with any current communications regarding the change in cost to paper.

13. PAPER STOCKS-LARGE ORDERS: Large paper stocks will be ordered on purchase orders issued ONLY by Central Management Information Center (CMIC) unless otherwise specified in writing from the DGS. Packing slips must accompany shipment. Orders are to be packed 40 cartons per skid and/or industry standard skid packing. The skids are to be shrink-wrapped. The Commodity Code and Purchase Order Number must be marked on each side of the shrink-wrapped skid. Shipment will be received Monday through Friday between the hours of 8:00 AM and 3:00 PM unless otherwise specified on Purchase Order.

14. PALLETS: Materials to be delivered on non-returnable wooden pallets for forklift unloading. Packaging is **NOT** to be over 58" in height, including height of pallet.

15. SUPPLY IDENTIFICATION NUMBER: Each item shown on the Purchase Order must be identified by its complete supply number. At no time may these numbers be changes without notification to the Commodity Manager in DGS.

16. MINIMUM ORDER: There is no minimum order for shipments qualifying for F.O.B. delivered prices.

17. DELIVERIES: All deliveries shall be F.O.B. destination to any location within the Commonwealth of Pennsylvania. All deliveries shall be securely packaged so as to avoid breakage or damage in accordance with standard industry practices. All deliveries will be inside delivery to the address specified on the field purchase order. No outside or curbside deliveries will be accepted.

18. CONTRACTING OFFICER: The Contracting Officer for this Contract is:

Toniann D. Noss

tnoss@state.pa.us

Bureau of Purchases

P.O. Box 8365

Harrisburg, PA 17105-8365

or

Bureau of Purchases

414 North Office Building

Harrisburg, PA 17125

Contractor shall direct all notices or inquiries to the Contracting Officer.

MC&ProductCode	UOM	Description	Vendor	CWOPA Core Price
A100044	EA	CEMENT,RBR,REMOVABL,4OZ	ELMERS	\$ 0.14
A1E527	EA	GLUESTICK,GEL,ELMERS,LG	ELMERS	\$ 0.21
A26539YW	PK	PAD,NOTE,YW,1.5 X2	3M	\$ 0.24
A26549YW	PD	PAD,NOTE,3 X3	3M	\$ 0.09
A26559YW	PD	PAD,NOTE,YW,3X5	3M	\$ 0.06
A26609YW	PD	PAD,NOTE,RULED,YW,4 X6	3M	\$ 0.12
A2680RYBG	PK	FLAG,200 1 INCH 4 PK,AST	3M	\$ 1.38
A276809	PK	PAGE,FLAGS, SIGN HERE	REDI-T	\$ 0.18
A545013	EA	TAPE,LBLR,1 2,BK WHT	DYMOPR	\$ 1.62
A55274	PK	LABEL,2.75X2.75,WE,80	AVERY	\$ 0.59
A55390	BX	TAG,NAME,LASER,WE,2X3.5	AVERY	\$ 1.96
A55692	PK	LABEL,CD DVD,LSR,WE	AVERY	\$ 1.50
A56466	PK	LABELS,LSR,RMVBL,.67X3.9	AVERY	\$ 1.94
A567820	PK	HOLDER,BDGE,VERT,PREPCH,	BAUGTN	\$ 0.42
A568820	EA	CORD,BADGE,RETRACT,GY	BAUGTN	\$ 0.24
A574461	BX	BADGE,NAME,CLIP,100 BX	AVERY	\$ 6.40
A592263	BX	BDGE,NAME,PLAIN,GN BRDR	C-LINE	\$ 0.22
A5MT909	RL	REINFORCMNT,	MACO	\$ 0.06
A5OM97509	BX	BADGE,NAME,HANG,50 BX	OFFICE	\$ 2.00
A5OM99058	BX	LABEL,ADRS,WE	OFFICE	\$ 1.25
A5TX2311	EA	TAPE,LBLR,1 2,BK WT	BROTHE	\$ 3.10
A5TZ231	EA	TAPE,LABLR,1 2 ,BK WHT	BROTHE	\$ 4.07
A6OM97345	BG	RUBBERBAND,80%,#117,1#BG	OFFICE	\$ 0.17
A6OM97347	BG	RUBBERBAND,80%,#18,1#BG	OFFICE	\$ 0.17
A6OM97349	BG	RUBBERBAND,80%,#32,1#BG	OFFICE	\$ 0.17
A6OM97351	BG	RUBBERBAND,80%,#64,1#BG	OFFICE	\$ 0.17
A826001B	RL	TAPE,MASKNG,1X60YD,36 CT	3M	\$ 0.15
A846073	RL	TAPE,KRAFT,GUM,3INX600FT	QUALPK	\$ 0.79
A85910129634	RL	TAPE,TRANS,.75X1296 INCH	3M	\$ 0.54
A889724MM	RL	TAPE,FILAMENT,24MMX55MM	3M	\$ 0.37
A8H127	EA	DISPENSER,TPE,3 4IN	3M	\$ 0.08
A910050	EA	MOISTENER,FNGERTIP,3 8OZ	LEE-PD	\$ 0.11
A91276	EA	FLUID,CORR,MULTIPURP,WE	SK MER	\$ 0.08
A91278	EA	PEN,CORRECTION,MULTI,WE	SK MER	\$ 0.19
A930550	RL	TPE,CORR,1 6 X600	AVERY	\$ 0.07
A9651	RL	TAPE,NOTE,WE,1 6X700 IN	3M	\$ 0.19
A9OM97430	BX	RUBBER,FINGER,LG,12 BX	OFFICE	\$ 0.11
B17012005	EA	PLANNER,6X8,JAN DEC,BK	ATAGLA	\$ 1.56
B17021405	EA	BOOK,APPT,DLY,8X11 J DEC	ATAGLA	\$ 3.86
B1E71750	EA	CAL,REFILL,YR,JAN DEC	ATAGLA	\$ 0.19
B1G21000	EA	BOOK,APPT,JAN DEC,BK	ATAGLA	\$ 1.25
B1SK2400	EA	CAL,PAD,22X17,JAN DEC	ATAGLA	\$ 0.45
B1SK4400	EA	BOOK,APPT,4X8,JAN DEC,BK	ATAGLA	\$ 1.05
B47010105	EA	BK,APT,ACAD,8X4.88,BK	MEADWE	\$ 1.14
B5H11029	EA	THESAURUS,BOOK,ROGETS II	HOUGHT	\$ 0.62
B5H15080	EA	DICTIONARY,WEBSTER,PPRBK	HOUGHT	\$ 0.62
E660004	EA	DRAWER,UNDRDSK,SPRSHLF,	KENSIN	\$ 4.29
E662083B	EA	REST,WRIST,KYBD,GEL,BK	ACCO	\$ 1.60
E665837	EA	FOOT,REST,ADJUSTABLE,PM	ELDON	\$ 2.96
E692041	EA	CUSHION,LUMBAR,GY	MASTRC	\$ 2.43
E692882	EA	FILTER,GLARE,16 17	FELLO	\$ 8.99
E6OM98557	EA	WRISTREST,MSE PAD,BK	OFFICE	\$ 0.93
E6OM98775	EA	FILTER,ANTI GLR,19 21	OFFICE	\$ 6.97
E82060M	EA	SCREEN,WALL MNT,60X60 IN	BRETFD	\$ 15.60
E990041	EA	RCK,COAT,4 HOOK,STEEL,BK	FELLO	\$ 1.76
F13524EOX	EA	POCKET,FILE,,LTR,3,5EXP	ESSELT	\$ 0.83
F1FM213	BX	FOLDER,LTR,FSTNR,50 BX	ESSELT	\$ 1.85
F1OM97182	BX	FOLDER,LTR,MLA,1 3,100BX	OFFICE	\$ 5.68
F1OM97184	BX	FOLDER,LGL,MLA,1 3,100BX	OFFICE	\$ 7.38

F1S26E	EA	POCKET,FILE,LEGAL,BULK	ESSELT	\$	0.56
F1S53E	EA	WALLET,REC,EXP,3.5	ESSELT	\$	0.19
F1S55E	EA	WALLET,REC,EXP,3.5	ESSELT	\$	1.18
F22051	BX	GUIDE,STD,LTR,SN,100 BX	ESSELT	\$	2.07
F250134	BX	GDE,BLNK TB,1 3C,LTR100	SMEAD	\$	1.94
F3OM97201	PK	CARD,INDX,3X5,WE,100PK	OFFICE	\$	0.07
F3OM97204	PK	CARD,INDEX,3X5,WE,100 PK	OFFICE	\$	0.07
F3OM97205	PK	CARD,INDEX,4X6,WE,100 PK	OFFICE	\$	0.11
F467071	EA	INDEX,TEL,BK,4X2,125CD	ELDOND	\$	1.15
F5OM97185	BX	FLDR,HANG,LTR,N TAB,25BX	OFFICE	\$	4.19
F5OM97188	BX	FLDR,HANG,LGL,N TAB,25BX	OFFICE	\$	0.88
F5OM97199	PK	TAB,FOLDER,1 3,CR,25PK	OFFICE	\$	0.09
F5OM97200	PK	TAB,FOLDER,1 5,CR,25PK	OFFICE	\$	0.09
F5OM97344	BX	FRAME,FILE,LETTER6 BX	OFFICE	\$	0.98
F705612	EA	CLIPBOARD,9X12.5,ECON,BN	SAUNDR	\$	0.11
F705613	EA	CLIPBOARD,9X15.5,ECON,BN	SAUNDR	\$	0.11
G8390007BLK	EA	CART,TRAVEL,HVYDTY,BK CE	STEBCO	\$	6.38
G855101	EA	CSE,COMP	MFRTBL	\$	4.95
G875106630015	EA	HDR,PS PD,BK,LTR,12X9.75	PIBH	\$	2.31
H135550	BX	STAPLES,HI CAP,2500 BX	SWING	\$	0.39
H137201	EA	REMOVER,STAPLE,HVYDTY,SR	ACCO	\$	0.76
H142115	EA	STAPLER,ELEC,DSKTOP,PM	SWING	\$	16.20
H173159	EA	STAPLER,HVY DUTY,BK	HUNT	\$	2.26
H179392	BX	STAPLES,1 2 IN LEG,5M BX	SWING	\$	0.66
H1OM97011	BX	STAPLES,STD,FULL,5000BX	OFFICE	\$	0.07
H1OM97112	EA	REMOVER,STAPLE,STAND	OFFICE	\$	0.03
H1OM97553	EA	STAPLER,FULL,BK,STRIP	OFFICE	\$	0.36
H274150	EA	PUNCH,PPR,3HOLE,30SHT,BK	SWING	\$	4.02
H2OM97113	EA	PUNCH,PPR 2 HOLE,	OFFICE	\$	0.50
H2OM97114	EA	PUNCH,PPR ADJ,BK,DESK	POINTE	\$	0.52
H399657797	EA	SHEARS,OFFCE,10.5 STST	FISKAR	\$	11.69
H3OM97451	EA	OPENER,LETTER,9 STEEL	POINTE	\$	0.05
H3OM97834	EA	SCISSORS,6 CONTRACT,STL	POINTE	\$	0.09
H412992	BX	FASTENER,PRONG,2IN,2PC	ACCO	\$	0.19
H468909	EA	CORD,NECK,NYLON,BK	BAUGTN	\$	0.04
H472190	BX	PUSH PIN,PLAS,100 BX,AST	ACCO	\$	0.10
H475301	PK	CLIP,WALL PANEL,20 PK,WE	ADVANT	\$	1.66
H487T	BX	PIN,T,#24,1.5 ,SR,100 BX	ADVANT	\$	0.36
H499911	BX	CLIP,PAPER,#1REG,100 BX	OFFMAT	\$	0.02
H499914	BX	CLIP,PPR,JUMBO,100 BX	OFFMAT	\$	0.05
H4OM97008	BX	CLIP,BINDER,MED 12 BX	OFFICE	\$	0.07
H4OM97413	BX	CLIP,BINDER,SMALL 12 BX	OFFICE	\$	0.03
H4OM97414	BX	CLIP,BINDER,LARGE 12 BX	OFFICE	\$	0.20
H4OM97423	BX	CLIP,BINDER,MINI 12 BX	OFFICE	\$	0.03
H4TT2OIC	BX	THUMB TACK,3 8 HD100 BX	OFFMAT	\$	0.04
J105011	EA	RULER,WOOD,SGL METL,12	ACME	\$	0.07
J105018	EA	RULER,WOOD,SGL METL,18	ACME	\$	0.13
J427E	EA	EASEL,HEAVY,DUTY,63	GBCOMM	\$	3.14
J471950430030	EA	BOARD,BULLTN,24X36,ALUM	PIBH	\$	15.92
J471950430050	EA	BOARD,BULLTN,36X48,ALUM	PIBH	\$	28.06
J471950430100	EA	BRD,BTN,48X72,WMC,W AF	PIBH	\$	59.46
J471950430201	EA	MARKER,BOARD,24 X36	PIBH	\$	16.70
K109158	EA	PLAQUE,CREATE,10.5X13,MY	VISUAL	\$	1.80
K171101000015	EA	PICTURE,FRM,8.5X11X.5,BK	PIBH	\$	3.92
K171101000017	EA	PICTURE,FRM,8.5X11X.5,WL	PIBH	\$	4.69
K1LT41	EA	PAD,RHINOLIN,BK,24WX19D	ARTIST	\$	2.25
K1SBL42	PK	PAPER,BLOT,19X24,BN,6 PK	ARTIST	\$	0.56
K1SP36	CT	FRAMES,FLDR,FILE,HANG,LG	SP RIC	\$	2.22
K315621	EA	TRY,STKABLE,LGL,EY	ELDON	\$	1.61
K318352	ST	HANGER,PARTITION,UNIV,SM	ELDON	\$	0.72
K3210020	EA	TRAY,SDLD,LTR,STCKBLE,BK	OFFMAT	\$	0.19

K3241005004		PR	BOOKEND,MTL,STD,5 H,BK	MAJOR		\$ 0.18
K30M98314		EA	SORTER,LRGE STEP,WIRE	USACRY		\$ 0.71
K40M99511		EA	LAMP,COMPACT DESK,BK	OFFICE		\$ 1.81
K50M97055		EA	CLOCK,WALL,BK,12 1 2	OFFICE		\$ 1.65
K50M97057		EA	CLOCK,CAREER,BK,8 CAREER	OFFICE		\$ 1.25
K61751760		EA	SHREDDER,DSKSDE,X CUT	GBCOMM		\$ 391.05
K629561		EA	WASTEBASKET,RCTGL,MED,BK	ELDON		\$ 0.38
K71760049		EA	OIL,SHREDDER,16 OZ	GBCOMM		\$ 2.25
K760051		EA	SHREDDER,PTBL,GPH	MFRTBL		\$ 6.56
L1701		BX	FILM,LASER,TRANS,50 BX	3M		\$ 1.37
L1707		BX	FILM,TRANSPARENCY,INKJET	3M		\$ 3.59
L1PP6900		BX	FILM,TRANS,UNIV,CLEAR	VUCOLO		\$ 6.75
L212906		EA	CVR,RPT,LTR,PSBD,RCYL,BK	ESSELT		\$ 0.15
L218115		EA	BNDR,SPINEVUE,SLNT D,1 C	CARDIN		\$ 0.42
L23747307		PK	LAM,SHEETS,CR,LTR,50PK	GBC		\$ 2.25
L25012500		BX	PORTFOLIO,2 PKT, AS,LTR	CENTIS		\$ 1.15
L271366		EA	CVR,RPT,LGL,HINGETOP,BK	ESSELT		\$ 0.25
L275300211070		EA	BINDER,RING,1 ,BK	PIBH		\$ 1.28
L275300211071		EA	BINDER,RING,1 ,BE	PIBH		\$ 1.28
L275300211075		EA	BINDER,RING,2 ,BK	PIBH		\$ 2.32
L275300211076		EA	BINDER,RING,2 ,BE	PIBH		\$ 2.32
L275300211080		EA	BINDER,RING,3 ,BK	PIBH		\$ 3.93
L275300213078		EA	BINDER,RING,3 ,WE,VIEW	PIBH		\$ 5.69
L2PV119ED50		BX	PROTECTOR,11X9,50 BX,CR	AVERYD		\$ 0.57
L311466		ST	INDEX,5 TAB,INSERT,CLEAR	AVERY		\$ 0.04
L311468		ST	INDEX,8 TAB,INSERT,CLEAR	AVERY		\$ 0.05
L361018		ST	INDEX,BNDR,LTR,10CLRD ST	CARDIN		\$ 0.30
L375302000015		EA	INDX,SHT ST,11X8.5,12 CT	PIBH		\$ 2.25
L30M97171		BX	INDEX,W LABEL,5TAB 25BOX	OFFICE		\$ 3.66
L30M97173		BX	INDEX,W LABEL,8TAB 25BX	OFFICE		\$ 4.30
L3UDL21331		ST	INDEX,ECON,1 31,LTR,RGBK	AVERY		\$ 0.44
L8301		EA	REST,SHOULDER,MINI BK	SOFTAL		\$ 0.62
L93251NBP		EA	FLASHLIGHT,ECONO,2D	EVEREA		\$ 0.18
L98132		PK	BATTERY,ALKALINE,D,2 PK	RAYOVC		\$ 1.71
L98154		PK	BATTERY,AA,ALKALINE,4PK	RAYOVC		\$ 1.90
L98244		PK	BATTERY,AAA,ALKALIN,4 PK	RAYOVC		\$ 1.90
L9A16044RVP		PK	BATTERY,4 PK,9V,VAL PACK	RAYOVC		\$ 5.37
L9MN1400R4Z		PK	BAT,ALKLN,C,1.5V,4 PK	DURACL		\$ 4.35
M112053		EA	CALCULATOR,PALM PRTR,WE	VICTOR		\$ 3.08
M1T186RTL		EA	CALC,STDNT,GRPHS	DIGITL		\$ 25.74
M1TI503SV		EA	CALC,HANDHELD,SUPERVIEW	TEXAS		\$ 0.48
M210230		EA	TYPEWRITER,ELECTRONIC	SMITHC		\$ 80.63
M6179030		PK	CASS,DCT,MNI,60M,3 PK	MAXELL		\$ 0.35
M620744		PK	TAPE,VHS,PREM,6 HOUR,4PK	SONY		\$ 0.77
M643130		EA	CASS,AUDIO,STAND,60MIN	SONY		\$ 0.06
M6TCM150		EA	RECORD,STD CASS,BK	SONCOR		\$ 3.27
N175206600001		BX	PEN,BLPT,BK FN,RND,W CAP	PIBH		\$ 1.54
N175206600002		BX	PEN,BLPT,BK MD,RND,W CAP	PIBH		\$ 1.54
N175206600003		BX	PEN,BLPT,BE FN,RND,W CAP	PIBH		\$ 1.54
N175206600004		BX	PEN,BLPT,BE MD,RND,W CAP	PIBH		\$ 1.54
N175206600005		BX	PEN,BALL,RD,FINE,W CAP	PIBH		\$ 1.54
N175206600006		BX	PEN,BALL,RD,MED,W CAP	PIBH		\$ 1.54
N222474		ST	SET,MARKR,FLPCHRT,4COLOR	SANFRD		\$ 0.34
N230002		EA	MARKER,RD,F,PERM	SANFRD		\$ 0.09
N230003		EA	MARKER,BE,F,PERM	SANFRD		\$ 0.09
N230004		EA	MARKER,GN,F,PERM	SANFRD		\$ 0.09
N230074		ST	MARKER,4 COLOR SET	SANFRD		\$ 0.37
N237001		EA	MARKER,PERM,ULTRAFINE,BK	SANFRD		\$ 0.09
N237002		EA	MARKER,PERM,ULTRAFINE,RD	SANFRD		\$ 0.09
N237003		EA	MARKER,PERM,ULTRAFINE,BE	SANFRD		\$ 0.09
N264326		EA	HIGHLIGHTER,4009,YW	FABERC		\$ 0.02

N275206100005	EA	HILITER,PEN STY,FL YW	PIBH	\$	0.53
N280074	ST	SET,DRYERASE,MKR,CHSL,4	SANFRD	\$	0.47
N2OM97468	EA	MARKER,PERM,BK	OFFICE	\$	0.07
N2OM97544	EA	MARKER,DRY ERASE,BK	OFFICE	\$	0.10
N2OM97545	EA	MARKER,DRY ERASE,RD	OFFICE	\$	0.10
N2OM97546	EA	MARKER,DRY ERASE,BE	OFFICE	\$	0.10
N2OM97547	EA	MARKER,DRY ERASE,GN	OFFICE	\$	0.10
N2OM97551	EA	MARKER,CHISEL,BK	OFFICE	\$	0.02
N2OM97552	EA	MARKER,CHISEL,RD	OFFICE	\$	0.02
N31817	EA	SHARPENER,PENCIL,GRAY	HUNT	\$	3.13
N389508	EA	SHARPENER,PENCIL,AST	CHARLE	\$	1.46
N4502H	TB	LEAD,PENCIL,7MM,2H,12 TU	PENDEL	\$	0.07
N475206800010	EA	PENCIL,MCH,ERSR,CP,.5MM	PIBH	\$	0.27
N475206800020	TB	KIT,LD&ERSR,REFILL,.5MM	PIBH	\$	0.37
N480049	PK	PENCIL,TOPNCHGRP,7.5PK	SANFRD	\$	0.29
N520045	DZ	PENCIL,CME,COL ERASE	FABERC	\$	0.46
N5OM97010	DZ	PENCIL,WOOD,#2,YW	POINTE	\$	0.08
N6OM97000	PK	ERASER,PENCIL,CP,PK,12PK	OFFICE	\$	0.06
N6OM97542	EA	ERASER,RETRACTABLE,BK	OFFICE	\$	0.09
N6OM97543	PK	ERASER,RT REFILL,2PK	OFFICE	\$	0.11
P1054901	RM	PPR,ASPEN 30,8.5X11 20#	BC-PTD	\$	2.42
P1054901CTN	CT	PPR,XERO,RCY,WE,LTR,10RM	BC-PTD	\$	24.21
P1054901P	RM	PPR,ASPEN 30,8.5X113HP	BC-PTD	\$	2.58
P1054901PCTN	CT	PAPER,XERO,RCY,8.5X11,P	BC-PTD	\$	25.79
P1054901PSKD	PL	PPR,8.5X11 RCY,3HP,400RM	BC-PTD	\$	1,031.58
P1054901SKD	PL	PAPER,RECYCLED,SKID	BC-PTD	\$	968.42
P1054901TRK	TC	PPR,RECY,LTR,FULL TRUCK	BC-PTD	\$	21,305.26
P1054904	RM	PPR,ASPEN 30,8.5X14 20#	BC-PTD	\$	3.22
P1054904CTN	CT	PAPER,XERO,RCY,8.5X14,P	BC-PTD	\$	32.21
P1054904SKD	PL	PPR,XRX,RCY,WE,LGL,SKID	BC-PTD	\$	966.32
P1054907	RM	PPR,ASPEN 30,11X17 20#	BC-PTD	\$	5.05
P1054907CTN	CT	PAPER,XERO,RCY,WE,11X17	BC-PTD	\$	25.26
P1054907SKD	PL	PAPER,XERO,RCY,WE,11X17	BC-PTD	\$	1,010.53
P139051	PK	CARD,BUS,BLANK,WE,35 PK	GEOGRH	\$	3.14
P139417	PK	COVER,DOCUMENT,BE,3 PK	GEOGRH	\$	2.60
P1B601011	BX	CARBON,PCL,BK,LTR,1C BX	NU-KOT	\$	8.76
P1BPI1047	RM	PAPER,PRES,INKJT,8.5X11	BC-PTD	\$	4.93
P210186	CT	ENVELOPE,SHPR,7.25X12	SEALDA	\$	1.12
P210190	CT	ENVELOPE,SHPR,10.5X16	SEALDA	\$	1.80
P250160	BX	ENVELOPE,2.25X3.5,KRAFT	QUALPK	\$	1.25
P264116	CT	MAILER,DISK,3.5,100 CT	QUALPK	\$	3.30
P286048	EA	ENVELOPE,PADDED,14.25X20	SEALED	\$	0.08
P2OM97221	BX	ENV,CAT,250 BX,10X13,28#	OFFICE	\$	2.41
P2OM97225	BX	ENV,CLASP 9X12,100BX	OFFICE	\$	0.89
P2OM98123	BX	ENV #10 WHT 500 COUNT OM	OFFICE	\$	3.38
P2OM98124	BX	ENV WIN #10 500CT OMX	OFFICE	\$	4.73
P2R1460	BX	ENV,TYVEK,9X12,PLN,100BX	INTERN	\$	21.24
P2R1580	BX	ENV,TYVK,10X13,PLN,100BX	INTERN	\$	4.03
P2R4202	BX	ENV,TYV,EXP,10X13,25 BX	INTERN	\$	2.59
P2R4492	CT	EPP,EXP,PLN,SDE,12X16X2	INTERN	\$	84.73
P305514	EA	NTBK,10.5X8,100SH	MEADCO	\$	0.17
P326022	PK	SHT,FILLER,11X8.5,WIDE	AMPAD	\$	1.14
P335618	PK	PAD,SCRATCH,8.5X11,6 PK	UNITED	\$	1.36
P3559	PK	PAD,EASEL,POST IT,2PK,WE	3M	\$	9.84
P356301	EA	BK,RCRD,80PG,9X7,BLU	REDFRM	\$	0.53
P357104	PK	PAD,SCRATCH,MEAD,3X5,WE	MEADCO	\$	0.76
P374130	EA	MEMO,POCKET,GREGG,70,4X8	TOPS	\$	0.18
P377922	EA	BK,COMP,GDE,50SHT,BE	ROARIN	\$	0.66
P3OM97291	CT	EASEL,PAD PLN,27X34 2 CT	OFFICE	\$	3.68
P3OM97302	BK	BOOK,PHONE,MSG,11X5,400	OFFICE	\$	0.20
P3OM97310	DZ	PAD,LEGAL RULE,WE,5X8 JR	OFFICE	\$	0.75

P3OM97311	DZ	PAD,SCRATCH,5X8	OFFICE	\$ 7.25
P3OM97315	DZ	PAD,LGL,RLD,CA,8.5X113 4	OFFICE	\$ 1.19
P3OM97319	DZ	PAD,LGL,RLD,WE,8.5X113 4	OFFICE	\$ 7.62
P3OM97322	DZ	PAD,LGL,CA,8.5X14,3 4	OFFICE	\$ 12.06
P3OM97326	EA	BOOK,STENO,6X9,GREGG,80	OFFICE	\$ 0.81
P4OM97636	RL	ROLL,ADD,2,1 4,X150,RCY	OFFICE	\$ 0.06
P500723	EA	FILE,MAG,ECONO STOR,WE	FELLO	\$ 0.09
P502228	PK	CARTON,SHPG,15X12X10,KFT	SP RIC	\$ 6.53
P570000	PK	CARTON,SHPG,12X10X4,KRAF	SP RIC	\$ 3.38
P5OM97210	CT	BOX,STOR ECO,LTR 12CT	OFFICE	\$ 2.38
P6OM97273	CT	PPR,CONT,1PT,9.5X11,20#	OFFICE	\$ 2.81
P6OM97284	CT	PPR,CBRLNLS,9.5X11,3PT,WE	OFFICE	\$ 5.49
R1012730	EA	DATER,LINE,#1.5,2000PLUS	CONSOL	\$ 0.30
R221381	EA	PAD,STAMP,FOAM RBR,BK,#1	AVERY	\$ 0.13
R258701	EA	INK,ROLL ON,BK,2 OZ.	SANFRD	\$ 0.20
R295102	EA	PAD,STAMP,FOAM,4.25,RD	SANFRD	\$ 0.19
S108A0476	EA	CTG,E320 E322,PREBATE	LEXMAR	\$ 62.10
S10905A003	EA	CARTRIDGE,BUBBLEJET,BC10	CANON	\$ 31.96
S10958A003	PK	INK TANK,REPLC COL KIT,B	CANON	\$ 14.70
S112A3160	EA	TONER,REMAN,T520 T522	LEXMAR	\$ 152.00
S112A5140	EA	TONER,REMAN,OPTRA T	LEXMAR	\$ 170.16
S112A5845	EA	TONER,OPTRA T,HYLD,PRES	LEXMAR	\$ 244.00
S112A6830	EA	TONER,T520 T522,BLACK	LEXMAR	\$ 125.00
S112A6835	EA	TONER,T520 T522,BLACK,HY	LEXMAR	\$ 244.00
S11382150	EA	CARTRIDGE,PRINT,DIA FINE	LEXMAR	\$ 244.00
S11382625	EA	CTG,LSR,OPTRA,HYIELD,BK	LEXMAR	\$ 204.50
S11382925	EA	CTG,17.6K,PRNT,S PREBTE	LEXMAR	\$ 172.50
S113T0101	EA	CARTRIDGE,PRT,OPTRAE310	LEXMAR	\$ 102.60
S1140127X	EA	CARTRIDGE,PTR,LSRJT4000	LEXMAR	\$ 67.95
S1140196A	EA	CTG,PRNT,HP,2100 2200,BK	LEXMAR	\$ 64.30
S128P2420	EA	TONER,IBM 1116,BK	IBM	\$ 109.74
S151626A	EA	CARTRIDGE,PRNT,BK,DSKJET	HEWLET	\$ 20.73
S151629A	EA	CARTRIDGE,BLK,INKJET	HEWLET	\$ 23.03
S151633M	EA	CARTRIDGE,BK,DJ DW 300	HEWLET	\$ 19.83
S151640A	EA	CARTRIDGE,PRINT,BLK	HEWLET	\$ 20.73
S151645A	EA	CTG,DESKJET,850C,855,BK	HEWLET	\$ 23.03
S151649A	EA	CARTRIDGE,TRI COLOR	HEWLET	\$ 22.97
S163H2401	EA	PRT CTG CRU,10,000 PG YI	IBM	\$ 156.20
S192298A	EA	TONER,HP LJ4 5,6800 YLD	HEWLET	\$ 73.08
S1C1823D	EA	CTG,PRINT,INKJT,TRICLR	HEWLET	\$ 25.59
S1C1823T	PK	CTG,INKJET,TRI COL,2 PK	HEWLET	\$ 39.03
S1C3909A	EA	TONER,HP LJ,5SI 5SIMX	HEWLET	\$ 133.37
S1C4153A	EA	LSR DRM KIT,YIELDS 50,00	HEWLET	\$ 120.06
S1C4153AR	EA	DRUM,LSR,KIT,BLK,REMAN	CARTRI	\$ 89.10
S1C4195A	EA	DRUM,KIT,C4191A,C4192A,C	HEWLET	\$ 62.64
S1C4196A	EA	LSR TRNSFR KIT,YIELDS 10	HEWLET	\$ 164.75
S1C4197A	EA	LSR FUSR,110V,YIELDS 100	HEWLET	\$ 193.43
S1C6578AN	EA	INK JET CTG,TRI COL,CYAN	HEWLET	\$ 46.71
S1C6578DN	EA	CTG,#78 COLOR,INKJET	HEWLET	\$ 25.59
S1C6615DN	EA	NO.15 BLK INKJT CTG FOR	HEWLET	\$ 21.75
S1C6625AN	EA	TRI COL INK CTG FOR THE	HEWLET	\$ 21.30
S1C7115A	EA	LSR,TONER,HP1200 1220	HEWLET	\$ 46.98
S1C8061X	EA	TONER,SMART,4100N,10KYLD	HEWLET	\$ 97.44
S1CL7085	EA	TRNSFRKIT,REMAN,HPC4196A	MITCHE	\$ 116.42
S1CTG4500D	EA	DRUM,KIT,REMAN,C4195A	CLOVER	\$ 44.07
S1CTGE320M	EA	CTG,MICR,E320 322 LXM	CLOVER	\$ 81.82
S1GB03A	EA	TONER,F HP,LJ,5MP,5P(VX)	GUYBRO	\$ 35.46
S1GB113	EA	TONER,F XEROX,4517,N17	GUYBRO	\$ 56.30
S1GB925	EA	TONER,LXMRK,OPTRAS,REMAN	GUYBRO	\$ 78.71
S1PIBH404939	EA	TONER,REMAN,OPTRA4049,HY	PIBH	\$ 129.09
S1PIBH92298A	EA	TONER,REMAN,HPLJ4 5	PIBH	\$ 67.68

S1PIBHC3903A	EA	TONER,REMAN,HPLJ5P 6P	PIBH	\$	58.70
S1PIBHC4092A	EA	TONER,REMAN,HPLJ11003200	PIBH	\$	42.64
S1PIBHC4096A	EA	TONER,REMAN,HP2100 2200	PIBH	\$	67.68
S1PIBHC4127A	EA	TONER,REMAN,HPLJ4000	PIBH	\$	75.13
S1PIBHC4129X	EA	TONER,REMAN,HP5000	PIBH	\$	112.82
S1PIBHC4182X	EA	TONER,REMAN,HP8100	PIBH	\$	128.61
S1PIBHC4191A	EA	TONER,REMAN,HP4500,BK	PIBH	\$	62.94
S1PIBHC4192A	EA	TONER,REMAN,HP4500,CN	PIBH	\$	84.61
S1PIBHC4193A	EA	TONER,REMAN,HP4500,MA	PIBH	\$	84.61
S1PIBHC4194A	EA	TONER,REMAN,HP4500,YW	PIBH	\$	84.61
S1PIBHC7115A	EA	TONER,REMAN,HP1000	PIBH	\$	51.44
S1PIBHC8061A	EA	TONER,REMAN,HP4100	PIBH	\$	90.70
S1RF215	EA	CTG,NUKOTE,RMN,C6615DN	NU-KOT	\$	13.50
S1RF223	EA	CTG,NKTE,REMAN,C1823,TRI	NU-KOT	\$	13.95
S1RF226	EA	CTG,NKTE,REMAN,51626A,BK	NU-KOT	\$	12.15
S1RF229	EA	CTG,NKTE,REMAN,51629A,BK	NU-KOT	\$	14.40
S1RF245	EA	CTG,NKTE,REMAN,51645A,BK	NU-KOT	\$	12.60
S1RF249	EA	CTG,NUKOTE RMN,51649A	NU-KOT	\$	15.75
S1RF278	EA	CTG,NKOTE,RMN,C6578,TRI	NU-KOT	\$	13.95
S21380999	EA	RIB,CORR,IBM WHLWRITER	LEXMAR	\$	5.76
S252106002	EA	RIBBON,COLOR,ML590,591	OKIDTA	\$	16.92
S51558A002AA	EA	TONER,FAX,CTG,FX 4,BK	CANUSA	\$	57.40
S5B398	EA	FAX,CTG,PPR,PRINT PC 201	NU-KOT	\$	13.05
S5CTG10	PK	CTG,COMP CANON,BCI 10	NERDAT	\$	3.13
S5GBFX4	EA	TONER,LSRCLS,L8500,9500	GUYBRO	\$	37.08
S5PC201	EA	FAX THERMAL PRINTING CTG	BROTHER	\$	18.00
S5PF100	BX	FAX THERMAL TRNSFR RIB,B	MURATE	\$	34.13
S612103	EA	CSE,DISK 3.5,40CAP,PY	MFR TBL	\$	0.71
S62400	EA	RISER,CRT,STACK,PY,1 IN.	VUCOLO	\$	0.77
S675206000060	EA	COMPUTER,MSE PD,CLR BLUE	PIBH	\$	1.23
S699780	PK	WIPES,ABSORBENT,20 PK	FELLO	\$	0.41
S6OM98948	PK	DUSTER,GAS 10OZ,2PACK	OFFICE	\$	1.70
S712882	BX	DISK,3.5,DS,FORM,10 BX	IMATIO	\$	0.81
S7183770	EA	1 2 TPE CTG,DLT TPE CLNI	MAXELL	\$	9.74
S7200025	EA	DATA CRG,4MM,HS 4 125S,1	MAXELL	\$	1.15
S726112088	EA	CTG,DATA,DLT4000,TK88	FUJI P	\$	25.05
S732605	PK	10PK ZIP 100MB SLEEVE PC	IOMEGA	\$	21.54
S761948	PK	HOLDER,CD,8 CPCTY,S PG	C-LINE	\$	0.77
S762903	BX	ENVELOPE,CD,SLEEVE,100BX	QUALPK	\$	1.52
S786269	BX	DSKT,DS HD,3.5,2MB	VERBTM	\$	0.75
S794728	PK	3PK DVD R 4.7GB 4X DIGTL	VERBTM	\$	1.68
S7DM100010	PK	MAILER,DISKETTE,5.25,10	FELLO	\$	1.01
S7OM96036	PK	CD JEW CSE SLIM 25 PK	OFFICE	\$	1.17
S7OM98535	BX	DISKETTES,3.5,DSHD,10 BX	OFFICE	\$	0.48
S7OM98542	BX	CDR,48X,700MB,80MIN,50BX	OFFICE	\$	3.56
S999000	EA	STRIP,POWER,6 OUTLET,PM	FELLO	\$	0.96
S999492	EA	CORD,CVR,3 4 SAFTY,GY	FELLO	\$	2.39
W351006	BX	BANDAGE,ADH,FABRIC,50 BX	ACME	\$	2.94
W38142	EA	KIT,1ST AID,25PPL,ALPURP	JONSON	\$	8.29



Commonwealth of Pennsylvania

BOISE[®]

OfficeMax[®]

Office Supply Ordering Guide

To order a Boise catalog please add to any order using part number- J9CATALOG04

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Welcome!

HARRISBURG, Pa., April 15 /PRNewswire/ -- PA Governor Edward G. Rendell today announced the awarding of the Commonwealth's strategically sourced office-supplies contract to Boise/OfficeMax.

Boise was selected through a competitive bid process as the supplier that meets CWOPA's business requirements and pricing targets. Among the advantages Boise Office Solutions brings to the Commonwealth:

- Savings of over \$9.65 million or 43% over previous contract
- On-line ordering for office supplies and paper through www.boiseoffice.com
- Next-day delivery of in-stock items if ordered by 4:00 p.m.
- Personalized customer service at 1.800.472.6473 and on-line technical support
- Boise has recently merged with OfficeMax and will provide a local presence to CWOPA locations

This packet provides detailed information on:

- Contacting Boise Customer Service
- Account number and Ship To code information
- Pin number
- How to place an order
- How to receive your order
- How to handle returns and discrepancies

Boise Customer Service Department

To contact our customer service team, call:

Boise Customer Service Phone
1.800.472.6473

Our Customer Service Representatives are available:

Monday - Friday: 7:00 am to 9:00 pm
Saturday: 8:00 am to 2:00 pm

Orders placed by 4:00 pm will be delivered the next business day.

Boise customer service representatives should be contacted to provide assistance to Commonwealth of PA customers with the following needs:

- Checking on stock availability
- Obtaining product information
- Obtaining shipping information
- Obtaining authorization to return merchandise
- Resolving any problems with orders
- Checking on the status of an order

Customer Numbers & Ship to Codes

When contacting Boise via Internet or phone, please reference you account number and ship to code. (Boise's terminology for ship to code is consignee code). The following is the Commonwealth of PA customer account numbers for Boise:

Account Numbers:

0605491- Boise account # for agencies reporting under the Governor.

0605436 – Boise account # for COSTAR agencies.

Some agencies have required individual account #'s based on their specific requirements. These agencies will be rolled out separately.

Consignee Codes (Ship to Codes)

A Ship To code appendix has been attached and is a list of all CWOPA locations that have been set up in Boise's system. If your location is not on the list or your address has changed please contact via email either Joe Groff at joe groff@boiseoffice.com or Philip Sallusti at philipsallusti@boiseoffice.com. The information needed would be:

- Complete shipping address
- Contact name
- Contact Phone #

The consignee code is a variation of the first six characters of your address and is used to pull up your physical address in Boise's system.

Pin Number

Boise assigns a 10 digit PIN or Personal Identification Number to all people who will be ordering. Utilizing the PIN allows our customer service team to have instant access to your account number, consignee code and your most recent transactions with Boise. Should you forget your PIN number please call 1.800.472.6473, press 0 and provide your name for customer service to look up your PIN.

Ordering Instructions

To access a list of the contract items, a blank order form, ordering guide, internet ordering guide and registration/account set up form, visit the DGS website. These attachments will be posted with the contract.

Commonwealth of PA's preferred method of ordering is via the Internet.

Ordering through the Internet:

1. Boise's online ordering website is www.boiseoffice.com. In order to use the Internet system, you must first be registered with a user name and password. If Boise has received your CWOPA registration account set up form you have already been assigned a username and password and can receive it at the training sessions or via email. You will also receive a user guide to instruct you on how to place an order.
2. If you need a username, download a CWOPA registration account set up form off the Commonwealth of PA Intranet and fill in all of the information. Submit the form via email either to Joe Groff at jogroff@boiseoffice.com or Philip Sallusti at philipsallusti@boiseoffice.com. Your form will be forwarded to the Boise Electronic Commerce Department and you will be emailed your username and password.
3. Please see appendix 1 for an internet ordering guide
4. For customer service while ordering online, contact:

Boise's E-Commerce Technical Support Desk
1-800-817-8132 option 2

These associates are specifically trained on the Boise website and can help you:

- Reset your password
 - Navigate the site
 - Change your username
 - Change your personal preferences
 - Created personal shopping lists
 - Search for products
5. You can also use the CALL ME BACK button on the website and someone from our E-Commerce Technical Support Desk will call you back or have an online chat with you while you are logged onto the site. When you contact through the CALL ME BACK button, they see the same screens you see and can help you search for products, with the ability to “push” screens out to you.
6. Boise will provide you with an email confirmation of your order. If you receive an acknowledgement showing that a crucial item has been backordered, please contact Boise Customer Service 1.800.472.6473 immediately. They may be able to source the item from somewhere else or help you find an alternate item to fill the order

Ordering via phone:

For placing phone orders please contact customer service at 1.800.472.6473. Enter your 10 digit pin #, or have your account and Ship To (consignee) code ready.

Ordering via fax:

For placing fax orders please complete the appropriate requisition form located in appendix 3 and fax to 1.800.572.6473. Please make sure all information is legible and complete.

Reporting Discrepancies

To report a short shipment or a damaged item, contact the Boise Customer Service Department at 1.800.472.6473. Have your packing slip in hand to provide them with the necessary information to ship the item immediately.

In the event that you are shipped the wrong item, please also contact Boise Customer Service Department at 1-800-47-BOISE. Provide them with the information on the packing slip and tell them which item was shipped incorrectly. They will arrange to have the incorrect item picked up and the correct item shipped to you.

Easy Return Procedures

We hope you are pleased with your order from Boise. If for any reason you are not satisfied with any product on your order, please follow these Easy Return instructions below. You may call in your return or submit it online. Please assist us by making your returns within 30 days of receipt of goods.

This EASY RETURN method DOES NOT APPLY to SPECIAL ORDER MERCHANDISE. Please contact your customer service representative for details.

To phone in a return:

1. Contact Boise Customer Service at 1.800.472.6473.
2. Provide your PIN, or your name and company name, the invoice number, and the item(s) you wish to return.
3. You will be issued an ATR number (Authorization To Return).

4. Simply write this ATR number on a piece of paper and adhere it to the outside of the box. **DO NOT WRITE ON THE ORIGINAL PACKAGING.**
5. Our delivery representative will pick up your return and credit will be issued upon receipt of the merchandise into our warehouse.

To complete a return request form online:

1. Log into Boise's Internet ordering system at www.boiseoffice.com.
2. Click on the CUSTOMER SERVICE link.
3. Click on the Return Request link under Customer Support.
4. Complete the online form.
5. Send to Boise and you will receive an email with your ATR number.

**Thank you for ordering from Boise. Please call us with any questions, comments or suggestions you may have.
1.800.472.6473**

1. Log In at <http://www.BoiseOffice.com>

Enter your username and password. Then, click on the **log in** button.

2. Setup Orders / Getting Started

To get your order started, choose a setup order method located on the left side of the screen.

- To create a **new order**, choose **Create a new order**. You may be asked to choose a cost center to begin the order. Choose it from the pull down menu.
- To use a **template**, choose it from the pull down menu titled **Repeat Orders**. You may be asked to choose a cost center to begin the order. Choose it from the pull down menu.
- To access an order you have **on hold**, choose it from the pull-down menu, **In Progress Orders**.
- To access a **previously placed order** to edit or place it, choose the order from the **Order History** pull down menu.

3. Start Shopping

Shop for products by choosing the "start shopping" button.

Shopping: Choose **Select a Shopping Method** to select ordering methods for adding items to your order / shopping cart.

Shopping Cart

Your shopping cart: Your shopping cart is always located to the left of your screen.

You will see the items in your cart once you begin clicking the **"add to order"** button.

At the top of the shopping cart you will see your account number, ship-to code and cost center displayed. Click **"Show Details"** to display the items, their quantity and the note pad for adding comments. If there is more than one cost center, click the down arrow next to the cost center to view the items.

You can click here to add a cost center

You can click here to add a comment.

To add comments to any item, click on the notepad, then type your comments. Choose the **"save comments"** button. A yellow note pad means comments have been added.

Blank Form

Enter the items that you would like to order into the Blank Form. Units of measure (U/M) are optional. When finished, click on **“add to order”**. Your items will be added to the order/shopping cart

If you made an error in the unit of measure or in the product code, you will be brought to a screen asking you to verify information and/or make corrections. Make your corrections in the fields provided, put a check mark in the **Add** box and choose **“add to order”** to put these items in your cart.

Shopping List

If more than one shopping list is available, select the one you wish to use and choose **“continue.”**

Enter the quantity desired into the “QTY” field. Then, click on **“add to order”** to add the items to your order/shopping cart.

Note: Your shopping list may contain more than one page of items. Use the "Previous" & "Next" options or the page numbers to navigate.

Catalog Drilldown

Select a catalog to search in the pull-down menu. Click on the category for the item that you wish to order. Then, click on the sub-category for the item that you wish to order. Example, “Briefcases, Pad Holder, and Portfolios”, “Computer Cases - Vinyl.”

Click on the product group for the item that you wish to order, e.g. “Classic Computer Briefcase.” If there are multiple pages of product groups, you may want to first click on the page numbers at the bottom of the screen to view other groupings within this subcategory.

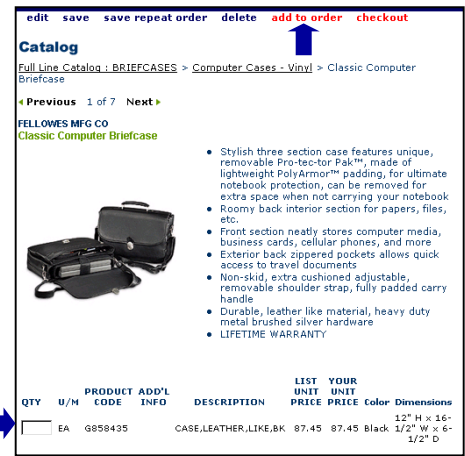
Enter your quantity desired into the “QTY” field. Then, click **“add to order”** to add the items to your order / shopping cart.

Quick Search

Enter a keyword or keywords into the "Quick Search" field. Then, click on the "go" button. Navigate through the search results list using the "Next" & "Previous" options. Click on an item's description to see an image, more details and the "QTY" field.

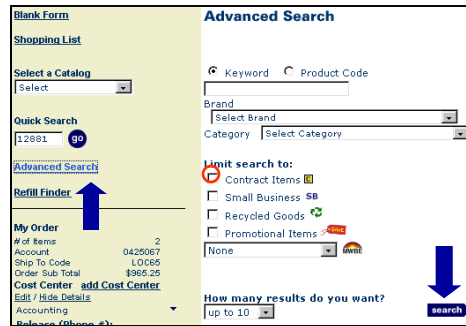


Enter your quantity desired into the "QTY" field. Then, click on the "add to order" button to add the item/s to your order/shopping cart.



Advanced Search

Click the [Advanced Search](#) link. Submit your search criteria using any of the methods available. To find items that match your description and are on your core list, click the box marked **Contract**. Then, click on the "search" button.

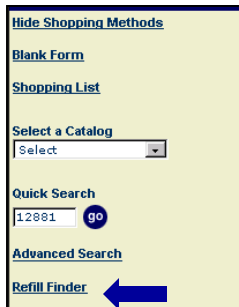


Enter your quantity desired into the "QTY" field. Then, click on the "add to order" button to add the item/s to your order/shopping cart.



Refill Finder

Click the [Refill Finder](#) link. Choose the link that describes your business machine. Click on the manufacturer. Click on the model number. Order the supplies you need by typing a quantity in the QTY field and clicking the "Add to order" button.



4. Using the top menu bar:

edit save save repeat order delete add to order checkout

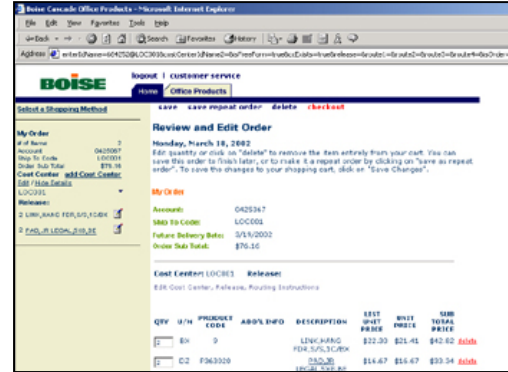
If you prefer to change or save your order you can use any of these options

Viewing or Changing the contents of your shopping cart:

edit save save repeat order delete add to order checkout

When you are in the shopping mode, you will always see the "edit" order option at the top of the screen (along with the "save", "save repeat order", and "delete" order options.) Click on the "edit" order option.

This screen allows you to: change quantities for items, (type in the new quantities) delete items off your order, (click the **delete** link) edit cost center information, and delete cost centers off your order. When you are finished, be sure to click on the **"save changes"** button. *You may need to scroll down to find it.*



Saving your Order

edit save save repeat order delete add to order checkout


Save will put your order on hold until you recall it. To recall it, you'll click in the "In Progress" pull down menu located on the "home" page.

To save the entire order as a template, choose **"save repeat order."** You'll be asked to name your template. To recall it later, you'll click in the **"Repeat Orders"** pull down menu located on the **"home"** page.

Placing your

edit save save repeat order delete back to shopping place order

My Order

of Reims 2
 Account 0425067
 Ship To Code LOC65
 Order Sub Total \$965.25
Cost Center [add Cost Center](#)
[Edit / Hide Details](#)
 Accounting
Release (Phone #):
 1.0 PAPER_XERO_WE,8.5X11,20#  
 In Stock?
 1 DISK_3.5_DS_HD_FRM_10/BX 
 In Stock?

Verify and / or modify your order processing information such as order acknowledgement and PO#.

Generate PO # (For Repeat Orders)

PO #

Future Delivery Date

Attention

Default Shipping Address
 BOISE CASCADE DEMO
 4300 SWINNER SUITE 100 MEMPHIS BRANCH
 MEMPHIS, TN 38118

Address Override
 Please complete this section only if you wish to override your shipping information.

Company Name

Address 1 Address 2

City State

Zip Selected State:

Order Comments 1

Order Comments 2





Confirmation (check one or both)

Send Fax Inform to: Fax Inform Number

Send email to: email

Credit Card

Type in credit card number, we accept:

(Numbers only. No dashes and no spaces.)

Expiration(mm/yyyy)

PC Code

-Green Dot means item is available for next day delivery.
 - Red Dot means item is not available for next day delivery.

If you use a Credit Card, you will see it in this screen.

To change your order, choose **"back to shopping"**. To send your order to Boise, choose **"place order"**.



For assistance with BoiseOffice.com call: 1-800-817-8132 and choose #2 for technical

5. Maintaining your Ordering Profile

The Preferences link is available when you are in the Home Page. If you are in an order, you must exit the order before you'll be able to access Preferences.



Username & Password:
Click on this tab if you want to change either of them.

Contact Information:
Click here to update your name, phone, fax & email address.

NOTES:

- If you have any problems while trying to place an order, please call 1-800-817-8132 Option 2.
- If you close your browser in the middle of an order, or your computer crashes, your order is not lost. Log back in and the system will tell you that you have an order that is not complete. You are able to “[continue shopping](#)” where you left off.
- Your “minimum” screen configuration must be 800 by 600 pixels.
- If you do not see certain items like prices, be sure to use the scroll bars to look at the entire window.
- For pricing questions, please contact your local Boise Office Sales Rep.
- For Return procedures, Training, or other Internet-Ordering questions, please use the “[customer care](#)” link or, contact:



For assistance with BoiseOffice.com call: 1-800-817-8132 and choose #2 for technical

CWOPA Information Form

Date:

General Information:

NAME of Agency				
ATTN, STE, Bldg				
ADDRESS				
CITY		PA		Zip
Contact Name				
Phone #		EXT:		
Fax Number				
E-Mail Address				

ADDITIONAL SHIP TO ADDRESSES

Are you shipping to additional addresses other than the address above? ___ YES or ___ No

If YES- please provide a list of your ship to addresses.

EMAIL COMPLETED FORM TO JOE GROFF - joegroff@boiseoffice.com

COMMONWEALTH OF PENNSYLVANIA



DEPARTMENT OF GENERAL SERVICES

REQUEST FOR PROPOSALS

RFP #: 2003-OS-01
RFP Issued: Tuesday, January 6, 2004
Short Description: Supply and Delivery of Office Supplies
Proposal Questions Due: Friday, January 16, 2004
Pre-Proposal Conference: Thursday, January 22, 2004 (Site to be determined)
Proposal Response Date: Thursday, February 5, 2004/11:00 AM
On-line Auction Event: To Be Announced
Buyer Name & Phone: Ann Kimmel / (717) 783-0764 Toniann Noss / (717) 783-2090
Issuing Office: Department of General Services, Bureau of Purchases
414 North Office Building, Harrisburg, PA 17125

Submit Proposals In A Sealed Envelope
Clearly Marked "Proposal-RFP #2003-OS-01", to:

Department of General Services
Bureau of Purchases
Bid Room & Vendor Services
c/o Ann Kimmel / Toniann Noss
Room 414 North Office Building
Commonwealth Ave. & North St.
Harrisburg, PA 17125

REQUEST FOR PROPOSALS FOR OFFICE SUPPLIES

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- D Open Catalog Interface
- E Reverse Auction Terms and Conditions

Unless included with this RFP, these appendices are available on-line at www.dgs.state.pa.us or by contacting the Bureau of Purchases Vendor Services Section (Fax No. 717-787-0725, Telephone No. 717 -787-2199 or 4705).

PART I

PURPOSE, BACKGROUND, AND SCOPE

I-1. Purpose. This Request For Proposals (RFP) provides interested contractors with sufficient information to enable them to prepare and submit proposals for consideration by the Commonwealth of Pennsylvania to satisfy a need for furnishing, delivering, and managing office supplies. The Commonwealth of Pennsylvania (CWOPA) is seeking proposals from suppliers that are capable of providing office supplies to CWOPA locations throughout the state. This RFP represents a strategic sourcing initiative to coordinate and aggregate spending policies for office supplies across all agencies.

I-2. Background and Problem Statement. CWOPA is facing significant budget constraints and intends to reduce its overall office supplies costs and improve its service levels through volume aggregation and contractor consolidation.

CWOPA agencies under the Governor's jurisdiction (executive agencies) currently spend over \$20 Million dollars per year on office supplies with more than 300 vendors. Executive agencies do not have sufficient ability to manage their office supplies spend and they are unable to leverage that spend with other CWOPA agencies. CWOPA is seeking a qualified contractor to help achieve the goal of reducing overall office supply costs, while improving services/delivery.

The contractor will also be required to furnish and manage office supplies for executive and independent agencies and must be willing to furnish and manage office supplies for state affiliated entities as well as entities under the COSTARS program. COSTARS is a service provided by the Department of General Services for Local Public Procurement Units located in Pennsylvania. Local Public Procurement Units are authorized by law to participate in or purchase from Department of General Services' statewide requirements contracts. Eligible Local Public Procurement Units are defined as:

- ❖ Any political subdivision
- ❖ Any public authority
- ❖ Any tax exempt, nonprofit educational or public health institution or organization
- ❖ Any nonprofit fire, rescue or ambulance company
- ❖ And to the extent provided by law, any other entity, including a council of governments or an area government that expends public funds for the procurement of supplies, services, and construction.

CWOPA is looking for contractor(s) with the ability to continuously identify and eliminate the non-value added activities within CWOPA agencies; the commitment to on-going cost reductions; and a desire to proactively communicate, collaborate, and offer solutions to reduce office supply costs.

I-3. Scope. This RFP contains instructions governing the submission of proposals and the information and documents to be included with the proposal; a description of the supplies and service to be provided; minimum requirements which must be met to be eligible for consideration; general evaluation criteria; other requirements to be met by each proposal and contract terms and conditions.

For the purposes of this RFP, office supplies is defined to include industry standard general supplies, xerographic copy paper and toner cartridges and specifically excludes furniture, software, computers, computer peripherals, fax machines, multifunctional print devices, and janitorial supplies.

I-4. Office Supplies Manufactured By Persons With Disabilities. Pennsylvania Industries for the Blind and Handicapped (PIBH) is the Pennsylvania marketing organization for agencies for persons with disabilities that utilize persons with disabilities in 75% of the direct labor of manufacturing supplies. Currently, about 3 percent of CWOPA's annual expenditures for office supplies are with PIBH, and CWOPA intends to work with PIBH and the selected contractor to retain PIBH's role as a manufacturer of office supplies for the

Commonwealth at the same or greater percentage. As a responsibility under the contract with CWOPA, the contractor will be expected to manage CWOPA orders for office supplies manufactured by persons with disabilities. Contractors should submit best pricing for ALL Core List items. CWOPA will use contractor's best pricing as part of its evaluation of fair market pricing for similar items from PIBH, but CWOPA will also consider other factors, recognizing that PIBH supplies are manufactured substantially by persons with disabilities, who are not otherwise employable. Assistance by the contractor to PIBH to allow PIBH to reduce its costs will be favorably considered.

Under the contract, CWOPA will identify items to be furnished by the contractor to Commonwealth agencies using PIBH as a supplier. For these items, CWOPA will establish the sales price to be paid by the contractor to PIBH for each item based on CWOPA's fair market price evaluation.

When placing orders with the contractor, CWOPA will pay the same sales price for PIBH provided items. The contractor will be expected to treat PIBH as one of its manufacturers/suppliers for purpose of payment and reporting. CWOPA will not hold the Contractor responsible for any unsatisfactory performance by PIBH, but the contractor must immediately notify DGS-BOP when and if a PIBH performance problem arises.

PART II

GENERAL INFORMATION

II-1. Issuing Office. This RFP is issued for CWOPA by the Department of General Services' Bureau of Purchases. DGS-BOP. **The Issuing Office is the sole point of contact in CWOPA for this RFP.** Please refer all inquiries to:

Ann Kimmel, Buyer – 717/783-0764 or akimmel@state.pa.us - fax: 717/783-6241
DGS-BOP, 414 North Office Building, Harrisburg, PA 17125
and/or
Toniann Noss, Buyer – 717/783-2090 or tnoss@state.pa.us - fax: 717/783-6241
DGS-BOP, 414 North Office Building, Harrisburg, PA 17125

II-2. Type of Contract. It is proposed that if a contract is entered into as a result of this RFP, it will be a fixed price contract on a core list of items and a percentage discount from catalog list price for non-core list items covered by the contract. It will contain the Standard Contract Terms and Conditions as shown in Appendix B.

II-3. Rejection of Proposals. CWOPA reserves the right to reject any and all proposals received as a result of this RFP, or to negotiate separately with competing qualified contractors. CWOPA reserves the right to waive technical deficiencies in any proposal.

II-4. Incurring Costs. CWOPA is not liable for any costs incurred by contractors prior to issuance of a contract.

II-5. Pre-proposal Conference. A pre-proposal conference will be held Wednesday, January 22, 2004 at 1:00 PM in the Harrisburg Metro Area (Site to be determined). Please check website for additional information. The purpose of this conference is to clarify any points in the RFP, which may not have been clearly understood. Questions should be forwarded to the Issuing Office by the close of business Friday, January 16, 2004 to ensure sufficient analysis can be made before an answer is supplied. Questions may also be asked at the conference. In view of the limited facilities available for the conference, it is requested representation be limited to three (3) individuals per contractor. The pre-proposal conference is for information only. Answers furnished during the conference will not be official until verified, in writing, by the Issuing Office. All questions and written answers will be issued as an addendum to and become part of this RFP.

II-6. Addenda to the RFP. If it becomes necessary to revise any part of this RFP before the proposal response date, addenda will be issued. All contractors that download this RFP from the DGS Internet site are responsible to check the site daily until the proposal response date in case addenda are posted.

II-7. Proposal Response Date. To be considered, proposals must arrive at the Issuing Office on or before the time and date specified on the cover page. Contractors mailing proposals should allow sufficient mail delivery time to ensure timely receipt of their proposals. If, due to inclement weather, natural disaster, or any other cause, the Commonwealth office location to which proposals are to be returned is closed on the proposal response date, the deadline for submission shall be automatically extended until the next Commonwealth business day on which the office is open, unless CWOPA otherwise notifies the contractors. The time for submission of proposals shall remain the same. Late proposals shall not be considered.

II-8. Proposals. To be considered, contractors must submit a complete proposal response to this RFP using the format described in PART IV. Except as provided in this RFP, contractors will not be given an opportunity to change any part of a proposal after submission.

II-9. Proposal Contents.

Proposals will be held in confidence and will not be revealed or discussed with competitors, unless disclosure is required (i) under the provisions of any Pennsylvania or United States statute or regulation; or (ii) by rule or order of any court of competent jurisdiction. If a contract is executed, however, the successful proposal submitted in response to this RFP shall be subject to disclosure. All material submitted with the proposal becomes the property of CWOPA and may be returned only at CWOPA's option. Proposals submitted to the CWOPA may be reviewed and evaluated by any person other than competing contractors at the discretion of the CWOPA. CWOPA has the right to use any or all ideas presented in any proposal. Selection or rejection of the proposal does not affect this right.

II-10. Information Concerning Disadvantaged Businesses.

CWOPA encourages participation by small disadvantaged businesses as prime contractors, joint ventures and subcontractors/suppliers and by socially disadvantaged businesses as prime contractors.

Small Disadvantaged businesses are small businesses that are owned or controlled by a majority of persons, not limited to members of minority groups, who have been deprived of the opportunity to develop and maintain a competitive position in the economy because of social disadvantages. The term includes: 1) Department of General Services Bureau of Minority and Women Business Opportunities (MWBO)-certified minority businesses enterprises (MBEs) and women business enterprises (WBEs) that qualify as small businesses and 2) United States Small Business Administration-certified 8.a. small disadvantaged business concerns.

Small businesses are businesses in the United States that are independently owned, are not dominant in their field of operation, employ no more than 100 persons and earn less than \$20 million in gross annual revenues (\$25 million in gross annual revenues for those businesses in the information technology sales or service business).

Socially disadvantaged businesses are businesses in the United States that MWBO determines are owned or controlled by a majority of persons, not limited to members of minority groups, who are subject to racial or ethnic prejudice or cultural bias, but which do not qualify as small businesses. In order for a business to qualify as "socially disadvantaged", the offeror must include in its proposal clear and convincing evidence to establish that the business has personally suffered racial or ethnic prejudice or cultural bias stemming from the business person's color, ethnic origin or gender.

Questions regarding this Program can be directed to:

Department of General Services
Bureau of Minority and Women Business Opportunities
Room 502, North Office Building
Harrisburg, PA 17125
gs-cabdinternet@state.pa.us
Phone: (717) 787-6708
FAX: (717) 772-0021

Program information and a database of MWBO-certified minority- and women-owned businesses can be accessed at www.dgs.state.pa.us, DGS Keyword: MWBO. The federal vendor database PRO-Net can be accessed at www.sba.gov (certified companies are so indicated).

II-11. Economy of Preparation.

Proposals should be prepared simply and economically, providing a straightforward, concise description of the contractor's ability to meet the requirements of the RFP. The contractor, in responding to the requirements of Part IV, Work Statement, shall describe how its performance shall meet or exceed these requirements. Each proposal response must be cross-referenced to the appropriate paragraph in Part IV. Mere reiteration of the requirements is strongly discouraged since that does not provide insight into the Contractor's understanding of and ability to provide the required services. Responses limited to "acknowledged", "agreed", or "concurred" will not receive strong consideration. Reference to publications may be provided (along with the relevant publication). However, the response must address the requirement without referring to external or supplemental information. Do not force the evaluator to read supplemental material to evaluate a requirement. Although the clarity and brevity of responses will not be evaluated, these factors may, however, affect the quality of the information conveyed by a proposal.

II-12. Discussions for Clarification. Contractors who submit proposals may be required to make an oral or written clarification of their proposals to CWOPA to ensure thorough mutual understanding and contractor responsiveness to the solicitation requirements. The Issuing Office will initiate requests for clarification.

II-13. Best and Final Offers.

To obtain best and final offers from contractors, CWOPA may, in its sole discretion, do one or more of the following: (a) enter into negotiations, including use of an online auction; (b) schedule oral presentations; and (c) request revised proposals.

II-14. Prime Contractor Responsibilities. The selected contractor will be required to assume responsibility for all office supplies furnished and all services offered in its proposal whether or not it provides them. Further, CWOPA will consider the selected contractor to be the sole point of contact with regard to contractual matters.

II-15. Subcontracting. CWOPA must approve in writing, the use of any subcontractors by the awarded contractor(s).

II-16. Debriefing Conferences. Contractors whose proposals are not selected will be notified of the name of the selected contractor and will be given the opportunity to be debriefed. The Issuing Office will schedule the time and location of the debriefing. The contractor will not be compared with other contractors, other than the position of its proposal in relation to all other proposals for each criterion for selection. Contractor's exercise of the opportunity to be debriefed shall not constitute the filing of a protest under Section II-24 hereof.

II-17. News Releases. News releases pertaining to this project will not be made without prior CWOPA approval, and then only in coordination with the Issuing Office.

II-18. CWOPA Participation. Unless specifically noted in this section, contractors must provide all services to complete the identified work. CWOPA may designate a commodity manager whose responsibility will be to work with the contractor(s) to oversee furnishing of office supplies and services provided for the entire term of the contract.

II-19. Cost Submittal. The cost submittal (Appendix C: Core List Pricing Worksheet), both the bound version and CD version, shall be placed in a separate sealed envelope within the sealed proposal and kept separate from the technical submittal. Failure to meet this requirement will result in automatic disqualification of the proposal.

II-20. Term of Contract. The term of the contract will commence on the effective date (as defined below) and will end three (3) years from the date of commencement, with the option for CWOPA to renew the contract for two (2) additional one year renewals. The effective date shall be fixed by the Issuing Office after the contract(s) has been fully executed by the contractor(s) and by CWOPA and all approvals required by CWOPA contracting procedures have been obtained.

II-21. Option to Extend. The Department of General Services (DGS) reserves the right, upon notice to the contractor(s), to extend the contract or any part of the contract for up to three (3) months upon the same terms and conditions. This will be utilized to prevent a lapse in Contract coverage and only for the time necessary, up to three (3) months, to enter into a new contract.

II-22. Political Subdivisions and Public Authorities and Other Local Public Procurement Units.

The selected contractor will be required to participate in the CWOPA's COSTARS Program and sell the awarded items at the same prices and/or discounts, and in accordance with the contractual terms and conditions, to those political subdivisions, public authorities and local public procurement units that elect to participate in the contract through the COSTARS program.

II-23. Contractor's Representations and Authorizations. Each contractor by submitting its proposal understands, represents, and acknowledges that:

- a. All information provided by, and representations made by, the contractor in the proposal are material and important and will be relied upon by the Issuing Office in awarding the contract(s). Any misstatement shall be treated as fraudulent concealment from the Issuing Office of the true facts relating to the submission of this proposal. A misrepresentation shall be punishable under 18 Pa. C.S. 4904.
- b. The price(s) and amount of this proposal have been arrived at independently and without consultation, communication or agreement with any other contractor or potential contractor.
- c. Neither the price(s) nor the amount of the proposal, and neither the approximate price(s) nor the approximate amount of this proposal, have been disclosed to any other firm or person who is a contractor or potential contractor, and they will not be disclosed on or before the proposal submission deadline specified in the cover letter to this RFP.
- d. No attempt has been made or will be made to induce any firm or person to refrain from submitting a proposal on this contract, or to submit a proposal higher than this proposal, or to submit any intentionally high or noncompetitive proposal or other form of complementary proposal.
- e. The proposal is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive proposal.

- f. To the best knowledge of the person signing the proposal for the contractor, the contractor, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any governmental agency and have not in the last four (4) years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding or proposing on any public contract, except as disclosed by the contractor in its proposal.
- g. To the best of the knowledge of the person signing the proposal for the contractor and except as otherwise disclosed by the contractor in its proposal, the contractor has no outstanding, delinquent obligations to the CWOPA including, but not limited to, any state tax liability not being contested on appeal or other obligation of the contractor that is owed to the CWOPA.
- h. The contractor is not currently under suspension or debarment by the CWOPA, or any other state, or the federal government, and if the contractor cannot certify, then it shall submit along with the proposal a written explanation of why such certification cannot be made.
- i. The contractor has not, under separate contract with the Issuing Office, made any recommendations to the Issuing Office concerning the need for the services described in the proposal or the specifications for the services described in the proposal.
- j. Each contractor, by submitting its proposal, authorizes all CWOPA agencies to release to the CWOPA information related to liabilities to the CWOPA including, but not limited to, taxes, unemployment compensation, and workers' compensation liabilities.
- k. Until the selected contractor receives a fully executed and approved written contract from the Issuing Office, there is no legal and valid contract in law or in equity, and the contractor should not begin to perform.

II-24. RFP Protest Procedure.

- a. **Who May File the Protest.** Any actual or prospective contractor who is aggrieved in connection with the solicitation or award of the contract may file a protest, in writing, with the Issuing Office.
- b. **Time and Place for Filing.**
 - (1) A protest by a party not submitting proposal must be filed within seven (7) days after the protesting party knew or should have known of the facts giving rise to the protest, no later than the proposal submission deadline specified in the cover letter to the RFP. Contractors who submit a proposal may file a protest within seven (7) days after the protesting contractor knew or should have known of the facts giving rise to the protest, but in no event may a protest be filed later than seven (7) days after the date of the notice of selection. The date of filing is the date of receipt of the protest.
 - (2) A protest must be in writing and filed with the Issuing Office.
- c. **Contents of Protest.** A protest shall state all grounds upon which the protesting party asserts the RFP or selection was improper. The protesting party may submit with the protest any documents or information it deems relevant.

- d. **Notice of Protest.** The Issuing Office shall notify the successful contractor of the protest if selection has been made. If the protest is received before selection and substantial issues are raised by the protest, all contractors who appear to have a substantial and reasonable prospect of selection shall be notified and may file their agreement/disagreement with the Issuing Office within five (5) days after receipt of notice of protest.

- e. **Stay of Procurement.** The head of the purchasing agency or designee will immediately decide upon receipt of a timely protest whether or not the award of a contract shall be delayed, or if the protest is timely received after the award, whether the performance of the contract should be suspended. The Issuing Office shall not proceed further with the solicitations or with the award of the contract and shall suspend performance under the contract, if awarded, unless: the head of the purchasing agency or designee makes a written determination that the protest is clearly without merit or that award of the contract without delay is necessary to protect the substantial interests of the Commonwealth.

- f. **Response and Reply.** Within 15 days of receipt of the protest, the Issuing Officer may submit to the head of the purchasing agency or designee and to the protesting party a response to the protest. The protesting party may file a reply to the response within ten days of the date of the response.

- g. **Procedures.** The head of the purchasing agency or designee shall review the protest and any response or reply. The Issuing Office may decide the merits of the protest on the written, submitted documentation; request and review any additional documents or information he deems necessary to render a determination; or, in his sole discretion, conduct a hearing.

- h. **Determination.** The head of the purchasing agency or designee shall promptly, but in no event later than 60 days from the filing of the protest, issue a written determination. The determination shall:
 - (1) State the reason for the decision.
 - (2) Inform the protesting contractor of its right to file an action in Commonwealth Court within fifteen (15) days of the mailing date of the decision.

The Issuing Office shall send a copy of the determination to the protesting party and any other person determined by the Issuing Office to be affected by the decision.

II-25. Terms for Participation in On-Line Auction Event.

In the likely event that CWOPA decides to negotiate pricing through an on-line auction event, qualified contractors shall receive an auction invitation and pricing package with full instructions, rules, price decrements, etc. from CWOPA. The General Terms for participation in the on-line auction event are contained in Appendix E. CWOPA will provide training for each qualified contractor in a telephonic training session using real time "mock" bidding to familiarize the qualified contractors' employees with the online auction system.

PART III

WORK STATEMENT

III-1. Overview.

CWOPA is seeking a contractor to partner with it in achieving its goal of reducing overall office supplies costs through volume aggregation, increasing its service levels and managing of office supplies spend. CWOPA intends to concentrate its spend on a core list of items and provide discounted pricing for non-core items to all state agencies and COSTARS Program participants.

III-2. Nature and Scope of the Project. CWOPA intends to reduce its overall costs and increase its service levels through volume aggregation and vendor consolidation. In Fiscal Year 2002 CWOPA spent over \$20 million dollars on office supplies for CWOPA agencies with more than 300 different suppliers. It is the intent of CWOPA to consolidate this business with contractor(s) that can provide enterprise-wide solutions in office supplies. FY2002 office supply orders averaged between \$180 and \$250. CWOPA recognizes the need for minimum order levels and is interested in collaboratively managing this with the selected contractor(s). This statement of work identifies the requirements for the provision of office supplies for all CWOPA agencies throughout the state, as well as those units participating in our COSTARS Program.

III-3. Requirements. Below is a summary of requirements for our office supplies and proprietary inventory program. Contractors must meet minimum qualifications as referenced in PART V of this RFP to be eligible to participate in the on-line auction event and to be eligible for award.

In order to qualify, contractors must be able to demonstrate the ability to provide all items in the defined lots of core-list items and serve the office supply needs of CWOPA across the entire state. They must provide information regarding the infrastructure and service performance history of their customer service network.

Contractors must be able to provide dedicated customer services including toll free telephone access. Account management capabilities are vital to the success of this program and contractors must be capable of assisting CWOPA in areas of reporting, compliance management and continuous improvement.

The cooperation of the selected contractor(s) shall be required in periodically managing the office supplies account to add, remove, or otherwise modify the items making up the core list. Contractors, at a minimum, must be capable of electronically reporting monthly account performance by total spend; by buying group/department or agency; amount of spend by product groups; and by core list items and outside of core list items.

Contractor(s) must be able to provide a secure web-site catalog tool with CWOPA specific pricing. They must be able to interface with CWOPA's SAP EBP system as described in Appendix D: Open Catalog Interface. They must also provide training on their web-site usage to the CWOPA office supplies requisitioners across the state as required.

CWOPA is interested in contractors' ability to provide coverage to the entire state, with ninety percent (90%) of orders delivered complete to the user's desktop within twenty-four hours. This should include all deliveries to CWOPA agencies and the members of COSTARS.

Contractor(s) shall actively participate in semi-annual business review meetings with CWOPA to evaluate past performance, address any issues and identify additional cost savings.

There are several payment mechanisms in place across CWOPA and contractors must be capable of transacting business in a variety of ways including but not necessarily limited to; manual and electronic purchase orders, paper based transactions, telephone & fax orders, credit card and procurement card transactions, and electronic funds transfers.

Contractor(s) must provide a product quality guarantee to CWOPA for all items purchased, including remanufactured toner cartridges.

III-4. Reports and Account Management. Usage reports will be supplied to the commodity manager on a monthly basis. These reports should include all CWOPA orders as well as all entities approved to use the contract by the CWOPA. These reports should capture items, services, origin of orders by buying group and agency, where orders were delivered, and financial information. The account codes to be used will be provided to the contractor(s) during implementation process of the contract. These reports should be easy to read and customer friendly. They will also be available electronically.

- a. **Status Report.** The selected contractor(s) will be required to prepare and submit a **quarterly** progress report covering activities, problems, and recommendations. The report should track progress against account performance goals.
- b. **Management Report.** The selected contractor(s) will be required to prepare and submit management reports that on-going account summaries which outline all CWOPA's purchases made over a defined time period.

III-5. Disadvantaged Business Contract Requirements.

All contracts containing disadvantaged business participation must also include a provision requiring the contractor to meet and maintain those commitments made to disadvantaged businesses at the time of proposal submittal or contract negotiation, unless a change in the commitment is approved by MWBO. All contracts containing disadvantaged business participation must include a provision requiring disadvantaged business subcontractors and disadvantaged businesses in a joint venture to perform at least 50 percent of the subcontract or disadvantaged business portion of the joint venture.

Commitments to disadvantaged businesses made at the time of proposal submittal or contract negotiation must be maintained throughout the term of the contract. Any proposed change must be submitted to MWBO which will make a recommendation as to a course of action to the contracting officer.

If a contract is assigned to another contractor, the new contractor must maintain the disadvantaged business participation of the original contract.

The contractor shall complete the Prime Contractor's Quarterly Utilization Report (or similar type document containing the same information) and submit it to the contracting officer of the agency that awarded the contract and MWBO within 10 workdays at the end of each quarter the contract is in force. If there was no activity, the form must also be completed, stating "No activity in this quarter." This information will be used to determine the actual dollar amount paid to disadvantaged business subcontractors and suppliers, and disadvantaged businesses involved in joint ventures. Also, it is a record of fulfillment of the commitment the contractor made and for which it received disadvantaged business points.

NOTE: EQUAL EMPLOYMENT OPPORTUNITY AND CONTRACT COMPLIANCE STATEMENTS REFERRING TO COMPANY EQUAL EMPLOYMENT OPPORTUNITY POLICIES OR PAST CONTRACT COMPLIANCE PRACTICES DO NOT CONSTITUTE PROOF OF DISADVANTAGED BUSINESS STATUS OR ENTITLE A CONTRACTOR TO RECEIVE CREDIT FOR DISADVANTAGED BUSINESS UTILIZATION.

III-6. Office Supplies Manufactured By Persons With Disabilities. Pennsylvania Industries for the Blind and Handicapped (PIBH) is the Pennsylvania marketing organization for agencies for persons with disabilities that utilize persons with disabilities in 75% of the direct labor of manufacturing supplies. Currently, about 3 percent of CWOPA's annual expenditures for office supplies are with PIBH, and CWOPA intends to work with PIBH and the selected contractor to retain PIBH's role as a manufacturer of office supplies for the Commonwealth at the same or greater percentage. As a responsibility under the contract with CWOPA, the contractor will be expected to manage CWOPA orders for office supplies manufactured by persons with disabilities. Contractors should submit best pricing for ALL Core List items. CWOPA will use contractor's best pricing as part of its evaluation of fair market pricing for similar items from PIBH, but CWOPA will also consider other factors, recognizing that PIBH supplies are manufactured substantially by persons with disabilities, who are not otherwise employable. Assistance by the contractor to PIBH to allow PIBH to reduce its costs will be favorably considered.

Under the contract, CWOPA will identify items to be furnished by the contractor to Commonwealth agencies using PIBH as a supplier. For these items, CWOPA will establish the sales price to be paid by the contractor to PIBH for each item based on CWOPA's fair market price evaluation.

When placing orders with the contractor, CWOPA will pay the same sales price for PIBH provided items. The contractor will be expected to treat PIBH as one of its manufacturers/suppliers for purpose of payment and reporting. CWOPA will not hold the Contractor responsible for any unsatisfactory performance by PIBH, but the contractor must immediately notify DGS-BOP when and if a PIBH performance problem arises.

PART IV

RESPONSE REQUIRED

Contractor proposals must be submitted in the format, including heading descriptions, outlined below. To be considered, the proposal must respond to all requirements in this part of the RFP. The contents of this RFP, your response to the RFP, and your proposal shall become part of any contract(s) entered into as a result of this RFP.

CWOPA reserves the right to request additional information which, in CWOPA's opinion, is necessary to assure that the contractor's competence, business organization, and financial resources are adequate to perform in accordance with the contract.

CWOPA may make such investigations as it sees fit to determine the ability of the contractor to perform the work, and the contractor shall furnish to CWOPA all such information and data for this purpose as requested by CWOPA. CWOPA reserves the right to reject any proposal if the evidence submitted by, or investigation of, such contractor fails to satisfy CWOPA that such contractor is properly qualified to carry out the obligations of the contract and to satisfactorily perform the work specified.

IV-1. Response Format. Each proposal shall consist of three (3) separately sealed submittals. The submittals are as follows:

- Technical Submittal, in response to Section IV-2 hereof (One (1) electronic copy (MS Word) of the technical proposal on CD and two (2) originals (marked "original") of the technical proposal and six (6) copies, binders required).
- Cost Submittal, in response to Section IV-4 hereof (One (1) electronic copy (MS Excel) of the cost data proposal on CD in the format of Appendix C: Core List Pricing Worksheet. This information **must be on a separate CD** than the technical proposal and **must be sealed with the separately bound cost proposal**)
- Disadvantaged Business Submittal, in response to Section IV-3 hereof, in a separate copy (please see the requirements for submission under Section IV-3.)

Contractors will make no other distribution of proposals. Each proposal page should be numbered for ease of reference. Proposals must be signed by an official authorized to bind the contractor to its provisions. For this RFP, the proposal must remain valid for at least one hundred twenty (120) days. Moreover, the contents of the proposal of the selected contractor(s) will become contractual obligations if a contract is entered into.

Each and every contractor submitting a proposal specifically waives any right to withdraw or modify it, except as hereinafter provided. Proposals may be withdrawn by written or telefax notice received at the Issuing Office's address for proposal delivery prior to the exact hour and date specified for proposal receipt. However, if the contractor chooses to attempt to provide such written notice by telefax transmission, the CWOPA shall not be responsible or liable for errors in telefax transmission. A proposal may also be withdrawn in person by a contractor or its authorized representative, provided its identity is made known and it signs a receipt for the proposal, but only if the withdrawal is made prior to the exact hour and date set for proposal receipt. A proposal may only be modified by the submission of a new sealed proposal or submission of a sealed modification that complies with the requirements of this RFP.

IV-2. Technical Submittal. This submittal shall contain the contractor's proposal for the provision of office supplies to CWOPA by addressing the requirements and conditions listed in this RFP. Contractors shall also include their answers to the questions listed in Appendix A: Minimum Qualifications and Proposal Response Questions, using the same numbering sequence as put forth in the appendix. Any other information thought to

be relevant, but not applicable to the enumerated questions, should be provided as an appendix to the technical proposal. Your technical proposal should be structured per the outline below:

Company Profile

CWOPA requires contractors to provide a company profile summary for the prime contractor and each proposed community-based sub-contractor or venture partner.

Customer Experience

CWOPA requires contractors to have prior experience in providing quality service and products in the business of office supplies. Provide evidence of experience in servicing other customers of the same or similar size as CWOPA.

Proposal Body

In this section, respond to the requirements as described in Part II of this RFP. Describe your company's ability to partner with CWOPA to achieve CWOPA goals and meet CWOPA Office Supplies requirements.

Responses to Questions

In this section provide responses to the questions in Appendix A: Minimum Qualifications and Proposal Response using the same numbering system as that put forth in the appendix. The questions in the Minimum Qualifications section should be answered with "yes" or "no" responses. The remaining questions should be answered with narrative responses.

IV-3. Disadvantaged Business Information.

To receive credit for being a Small Disadvantaged Business or a Socially Disadvantaged Business, entering into a joint venture agreement with a Small Disadvantaged Business or subcontracting with a Small Disadvantaged Business (including purchasing supplies and/or services through a purchase agreement), a company must include proof of Disadvantaged Business qualification in the Disadvantaged Business portion of the proposal:

- a. Small Disadvantaged Businesses qualifying as a result of MBE/WBE certification from MWBO must provide a photocopy of their MWBO certificate.
- b. Small Disadvantaged Businesses qualifying as a result of 8(a) certification from the U. S. Small Business Administration must submit proof of Small Business Administration Certification. The owners of such businesses must also submit proof of United States citizenship.
- c. All companies claiming Small Disadvantaged Business status, whether as a result of MWBO certification or Small Business Administration certification as an 8.a. disadvantaged business, and must attest to the fact that the business has 100 or fewer employees.
- d. All companies claiming Small Disadvantaged Business status, whether as a result of MWBO certification or Small Business Administration certification as an 8.a. disadvantaged business, must submit proof that their gross annual revenues are less than \$20,000,000 (\$25,000,000 for those businesses in the information technology sales or service business). This can be accomplished by including a recent tax or audited financial statement.

All companies claiming status as a Socially Disadvantaged Business must include in the Disadvantaged Business portion of the proposal clear and convincing evidence to establish that the business has personally suffered racial or ethnic prejudice or cultural bias stemming from the business person's color, ethnic origin or gender. The submitted evidence of prejudice or bias must:

- a. Be rooted in treatment which the business person has experienced in American society, not in other countries.
- b. Show prejudice or bias that is chronic and substantial, not fleeting or insignificant.
- c. Indicate that the business person's experience with the racial or ethnic prejudice or cultural bias has negatively impacted on his or her entry into and/or advancement in the business world.

MWBO shall determine whether the contractor has established that a business is socially disadvantaged by clear and convincing evidence.

In addition to these verifications, this portion of the proposal should include the following information:

- The name and telephone number of the project (contact) person for the Small Disadvantaged Business(s) or Socially Disadvantaged Business(s).
- The company name, address, telephone number of the prime contact person for each specific Small Disadvantaged Business or Socially Disadvantaged Business included in the proposal. The contractor must specify the Small Disadvantaged Business(s) or Socially Disadvantaged Business(s) to which it is making commitments. The contractor will not receive credit by stating that it will find a Small Disadvantaged Business or Socially Disadvantaged Business after the contract is awarded or by listing several companies and stating you will select one later.
- The specific work, goods, or services the Small Disadvantaged Business(s) or Socially Disadvantaged Business(s) will perform or provide.
- The location where the Small Disadvantaged Business(s) or Socially Disadvantaged Business(s) will perform these services.
- The timeframe for the Small Disadvantaged Business(s) or Socially Disadvantaged Business(s) to provide or deliver the goods or services.
- The amount of capital, if any, the Small Disadvantaged Business(s) or Socially Disadvantaged Business(s) will be expected to provide.
- The form and amount of compensation each Small Disadvantaged Business or Socially Disadvantaged Business will receive. In the Disadvantaged Business portion of the proposal, provide the estimated dollar value of the contract to each Small Disadvantaged Business or Socially Disadvantaged Business.
- The percent of the total value of services or products purchased/subcontracted under the proposal that will be provided by the Disadvantaged Business(s) or Socially Disadvantaged Business(s).
- In the case of a joint venture agreement, a copy of the agreement, signed by all parties, must be included in the Disadvantaged Business portion of the proposal. If subcontracting, a signed subcontract or letter of intent must be included in the Disadvantaged Business portion of the proposal.

The Disadvantaged Business portion of the proposal must be clearly identified as Disadvantaged Business information and sealed in an envelope separately from the remainder of the proposal. Only one copy of the Disadvantaged Business section is needed.

The dollar value of the commitment to each Small Disadvantaged Business or Socially Disadvantaged Business must be sealed in the same envelope with the Disadvantaged Business portion of the proposal. The selected contractor's Disadvantaged Business commitment amount, name of Disadvantaged Business, services to be provided including timeframe for performing services will be included as a contractual obligation when the contract is executed.

IV-4. Cost Submittal. The information requested in this section shall constitute the contractor's cost submittal. This portion of the proposal must be bound and sealed separately from the remainder of the proposal. The total cost you are proposing must be broken down into Core Items Pricing and Non-Core Items Pricing.

A. Definition (for each Lot):

- ❖ Core Items: The Core items (Appendix C) are a consolidated list of products that represents the most frequently used items and a majority of CWOPA annual spend on office supplies. The following information is provided for all items within the Core List: product manufacturer's name and item number, item description, unit of measure (UOM), and estimated annual usage (EAU).
- ❖ Non-Core Items: The Non-Core items represent the remaining value of office supplies estimated to be purchased annually by CWOPA. Due to the relative low volume of these numerous individual products, no item information is provided.

B. Pricing Expectation:

- ❖ Core Items Pricing: For the items contained in the Core items list, fixed pricing for the specific Unit of Measure (UOM) and for the first year of the contract is required. Pricing for the Core items will be initially submitted in the proposal. Reductions may be offered by contractors selected to participate in the on-line auction event. Core item pricing shall not change during the first twelve (12) months after the commencement date of the agreement. After the twelve (12) months, and annually thereafter on the anniversary of the contract, price change requests may be submitted to DGS. All price change requests must be submitted in writing forty-five days prior to the date the requested changes will take effect and must be accompanied by appropriately documented market justification. All price changes will be granted only with written DGS approval.

Paper Price Adjustment – It is recognized by CWOPA that during the term of this contract there may be changes relative to the paper industry and material costs. Therefore, during the term of this contract, CWOPA shall adjust computer and copy paper prices based on the Bureau of Labor Statistics' Producer Price Index (PPI) for Pulp, Paper and Allied Products, ground wood paper, uncoated wpu09130101. Unit prices for computer and copy paper included in this contract shall be firm for the initial six (6) months of the contract. After six (6) months, and thereafter on a semi-annual basis for the duration of the contract, including renewals, all unit prices will be subject to adjustments (increase/decrease). The sum total of all adjustments shall not exceed thirty percent (30%). The base price(s) shall be the contract unit price(s). The adjusted price(s) shall be computed by comparing the PPI for the month in which the bids are opened to the PPI six (6) months after bid opening, and at subsequent six (6) month intervals thereafter for the duration of the contract, including renewals. The adjusted price(s) shall equal the contract price(s) multiplied by the percentage change in the PPI. The percentage change in the PPI is calculated by dividing the index at the time of calculation by the index at the time the base price was established (commencement date of agreement).

- ❖ Non-Core Items Pricing: Contractors must provide a proposed percentage discount from current S.P. Richards' office supplies catalog retail list prices to be applied to these products to determine the final price when purchased. The use of current S.P. Richards' retail list price as a benchmark does not mean that contractors must use S.P. Richards as their vendor. The use of a single wholesaler's list price is for the sole purpose of having a consistent reference point for pricing analysis and comparison across contractors. **This discount must be guaranteed for the entire life of the contract period awarded.** This discount must be a positive discount and not a cost-adder to CWOPA. For each contractor, this discount will need to be identified in the Non-Core Item Discount cell of the Appendix C – Core List Pricing Worksheet document.

A separate Non-Core Discount will be necessary for each of the following categories of items:

- ❖ Office Supplies (items that do not fall into one of the two below categories)
- ❖ Toner Cartridges

C. On-line auction event:

Attached to this RFQ as Appendix C is "Core List Pricing Worksheet", which details the specific products and volumes of the contract which will be auctioned. Each contractor shall provide initial pricing for the items stated in Appendix C. All submitted prices are based on the terms and conditions outlined in this RFQ.

In the short term, CWOPA intends to evaluate contractors' pricing based on the exact list of Stock Keeping Units (SKUs) supplied in the Core List Pricing Worksheet. However, the CWOPA also intends to explore the value of switching to alternative or substitute products. To this end, a portion of the Core List Pricing Worksheet will allow for substitute items. In order for substitute items to be considered for approval, contractors must submit all requested information regarding substitute items as outlined by the "Substitute" Section in the Core List Pricing Worksheet. Depending on the results of this Core List Pricing Worksheet, CWOPA may approve the use of the substitute items. Approval will occur at a date to be specified by CWOPA in a future communication.

Upon submission of the prices with this RFP and Core List Pricing Worksheet, all prices will be considered firm for a period of one hundred twenty (120) days. Pricing submitted during the on-line auction event must remain firm for one hundred twenty (120) days following the event.

PART V

CRITERIA FOR SELECTION

Proposals will be reviewed and evaluated by a committee of qualified personnel selected by CWOPA. This committee will recommend for selection the proposal(s) that is determined to be the most advantageous to CWOPA using the criteria set forth below. An award will only be made to a contractor determined to be responsible in accordance with CWOPA Management Directive 215.9, Contractor Responsibility Program. CWOPA reserves the option to award a single contract or by lot, whichever is in the best interests of the CWOPA.

V-1. Mandatory Responsiveness Requirements. To be eligible for selection, a proposal must be (a) timely received from a contractor; (b) properly signed by the contractor; and (c) formatted such that all cost data is kept separate from and not included in the technical proposal.

V-2. Minimum Requirements. Only contractors that meet the minimum requirements identified in Appendix A will qualify to have the remainder of their proposal evaluated and to be a participant in the online pricing event.

V-3. Criteria. The following areas of consideration will be used in making the final selection:

- a. **Cost.** This criteria includes all costs associated with the procurement, delivery and management of office supplies. This area will be weighted heavily.
- b. **Qualifications and Experience.** This refers to the ability of the contractor to meet the contract requirements.
- c. **Soundness of Approach.** Emphasis here is on the techniques for delivery and managing CWOPA's office supplies and the infrastructure available to implement.
- d. **Disadvantaged Business Participation.** The following options will be considered as part of the final criteria for selection:

Priority Rank 1. Proposals submitted by Small Disadvantaged Businesses.

Priority Rank 2. Proposals submitted from a joint venture with a Small Disadvantaged Business as a joint venture partner.

Priority Rank 3. Proposals submitted with subcontracting commitments to Small Disadvantaged Businesses.

Priority Rank 4. Proposals submitted by Socially Disadvantaged Businesses.

Each proposal will be rated for its approach to enhancing the utilization of Small Disadvantaged Businesses and/or Socially Disadvantaged Businesses. Each approach will be evaluated, with Priority Rank 1 receiving the highest score and the succeeding options receiving scores in accordance with the above-listed priority ranking.

Minimum Qualifications and Proposal Response Questions

Minimum Requirements

Please check under "Yes" or "No" for each question in this section. Failure to respond to a question will be deemed as a "No" answer.

	YES	NO	
MQ1.	_____	_____	Have you submitted a complete response to this RFP using the proposal format provided in RFP Part IV?
MQ2.	_____	_____	Do you agree that unless your proposal arrives by 11:00 AM on the date and at the location specified in the RFP Cover Sheet, that it will not be considered?
MQ3.	_____	_____	Do you agree that your company's proposal will remain valid for at least one hundred twenty (120) calendar days from the proposal submission deadline or until a contract is executed, whichever is longer?
MQ4.	_____	_____	Do you agree to accept all of the terms and conditions of this RFP as stated in Appendix B: Standard Terms and Conditions and Appendix E: Reverse Auction Terms and Conditions?
MQ5.	_____	_____	Does your company have the ability to service the entire CWOPA and units of the COSTARS Program?
MQ6.	_____	_____	Does your company have the ability to provide a dedicated customer service team for CWOPA, including a toll-free telephone number?
MQ7.	_____	_____	Does your company have the ability to create a custom web-site with an e-catalog and custom pricing for CWOPA?
MQ8.	_____	_____	Does your company have the ability to integrate the custom web-site with CWOPA's current SAP procurement system?
MQ9.	_____	_____	Does your company have the ability to capture and report accounting information as required by CWOPA?
MQ10.	_____	_____	Does your company have the ability to deliver complete orders next day to the user's desktop, statewide, and at no extra charge, 90% of the time?
MQ11.	_____	_____	Will your company actively participate in semi-annual business review meetings with CWOPA to evaluate past performance, address any issues, and identify additional cost savings?
MQ12.	_____	_____	Does your company have the ability to provide all the core list items listed in Appendix C: Core List Pricing Worksheet?
MQ13.	_____	_____	Does your company have the ability to accept orders through manual and electronic purchase orders, online ordering, phone, and fax?
MQ14.	_____	_____	Does your company have the ability to accept payment through procurement card, credit card, check and EFT?

**Commonwealth of Pennsylvania
Department of General Services
Request For Proposal 2003-OS-01
Appendix A**

- MQ15. _____ _____ Will your company provide a product quality guarantee to CWOPA for all items purchased, including remanufactured toner cartridges?
- MQ16. _____ _____ Does your company have the ability to provide CWOPA with monthly usage reports with item, buying group, and spend detail?
- MQ17. _____ _____ Has the proposal been signed by an official authorized to bind the contractor to its provisions?
- MQ18. _____ _____ Is the proposal formatted such that all cost data is kept separate from and not included in the technical proposal?

General Information

- Q1. Vendor Contact Information (please provide contact information for one person responsible for coordinating your responses during the entire process).
- a. Contact's name
 - b. Contact's title
 - c. Telephone
 - d. Fax
 - e. Email
 - f. Street address
 - g. State
 - h. Zip Code
 - i. Country
- Q2. Company Overview.
- a. Company name
 - b. Company web-site address
 - c. Number of employees
 - d. Parent company name (if any)
 - e. Parent company web-site address
- Q3. Company Financial Information.
- a. What is your company's most recent total annual sales, and what portion of those sales were Office Supplies? Please provide most recent annual report, if available.
 - b. What percentage of your company's total Office Supplies sales are currently with CWOPA (enter %)?
 - c. What percentage of your company's total Office Supplies sales are within the public sector (enter %)?
- Q4. Please list three (3) customers, other than CWOPA, to which your company is presently under contract to provide office supply services. These customers should represent accounts of similar size to this RFP. This list should include the name and phone number of a contact person who can be called by the Evaluation Committee. If your company does not have such customers, please so state. If your

company has fewer than three such customers, please provide the information related to those customers that meet these criteria.

Service and Capabilities

- Q5. CWOPA is seeking a 98% order accuracy rate. Please indicate what your company's current order accuracy rates are for accounts of similar size to CWOPA?
- Q6. CWOPA is seeking at least a 90% order fill rate (orders filled next day without backorders). Please indicate what your company's current fill rates are for accounts of similar size to CWOPA?
- Q7. What is your company's average backorder response time for accounts of similar size to CWOPA? Will CWOPA users be notified if an item is backordered?
- Q8. Please describe the return and exchange policy that your company would apply to this contract.
- Q9. Please describe the customer service team that would be dedicated to CWOPA account, including the team structure and how CWOPA users will be able to contact your company for customer service. Please also describe how your company will resolve user problems, including escalation procedures.
- Q10. If awarded the contract, will your company actively participate in Semi-Annual Business Review meetings with CWOPA commodity manager to evaluate past performance, address any issues, and identify additional cost savings opportunities?
- Q11. Please describe your company's ability to provide monthly account management reports including spend by buying group and spend on and off the core list. Please also describe your ability to provide other ad hoc reports upon request.
- Q12. Can your company provide packing slips that show the order number, buying group, and location of delivery?
- Q13. Please describe the depth of your company's complete office supplies product catalog. How many SKUs are in the catalog? How often does content change?
- Q14. Please explain how your company can assist CWOPA in training its users in compliance to this contract.
- Q15. Please describe your company's disaster recovery capabilities.

Purchasing Technology Capabilities

- Q16. Has your company participated in any online reverse auctions?
- Q17. In order to interface with CWOPA's SAP Procurement system, the company awarded the contract must create an online catalog which can be accessed over the internet, that includes a CWOPA view with contract items, descriptions, pricing, etc. CWOPA users must be allowed to select items from the catalog and return the data to CWOPA EBP system. This online catalog must also be accessible over the internet by COSTARS participants or by users without access to SAP, and such users should be able to order online with a credit card or purchasing card. Specific requirements for the online catalog are described in Appendix D: Open Catalog Interface. Has your company created such a catalog before and is your company capable of creating such a customized electronic catalog? If yes, please indicate the lead time to create it if your company is awarded the contract.

Infrastructure

- Q18. Please describe your company's current infrastructure in the Commonwealth of Pennsylvania. Please also describe in detail what enhancements would be necessary to service the Commonwealth under this contract.

Quality

- Q19. Does your company have a formal continuous improvement program? If yes, please describe.
- Q20. Can your company provide a product quality guarantee to CWOPA for all items purchased? Please describe the guarantee.
- Q21. CWOPA expects certain product quality guarantees specifically for remanufactured toner cartridges. For instance, the company awarded the contract should guarantee that toner cartridges will not leak, run out of toner prematurely, or in any way negatively affect the operation of machines. Please describe the guarantee your company would provide for remanufactured toner cartridges.

Proprietary Items

- Q22. Is your company capable of handling/managing proprietary items? If so, please describe these services and any costs associated with them.

**STANDARD CONTRACT
TERMS AND CONDITIONS
FOR DEPARTMENT OF GENERAL SERVICES
STATEWIDE CONTRACTS FOR SUPPLIES - SAP**

1. TERM OF CONTRACT

The term of the Contract shall commence on the Effective Date (as defined below) and shall end on the Expiration Date identified in the Contract, subject to the other provisions of the Contract.

The Effective Date shall be: a) the date the Contract has been fully executed by the Contractor and by the Commonwealth and all approvals required by Commonwealth contracting procedures have been obtained or b) the date referenced in the Special Contract Terms and Conditions and whichever is later. The Contract shall not be a legally binding contract until after the fully-executed Contract has been sent to the Contractor.

The fully executed Contract shall not contain "ink" signatures by the Commonwealth. The Contractor understands and agrees that the receipt of an electronically-printed Contract with the printed name of the Commonwealth purchasing agent constitutes a binding, valid contract with the Commonwealth. The printed name of the purchasing agent on the Contract represents the signature of that individual who is authorized to bind the Commonwealth to the obligations contained in the Contract. The printed name also represents that all approvals required by Commonwealth contracting procedures have been obtained.

The Contractor shall not start performance until all of the following have occurred: a. the Effective Date has arrived; b. the Contractor has received a copy of the fully-executed Contract; and c. the Contractor has received a purchase order from a Commonwealth agency. The Commonwealth shall not be liable to pay the Contractor for any supply furnished or work performed or expenses incurred before the Effective Date or before the Contractor receives a copy of the fully-executed Contract or before the Contractor has received a purchase order. Except as

otherwise provided in Paragraph 3, no Commonwealth employee has the authority to verbally direct the commencement of any work or delivery of any supply under this Contract prior to the Effective Date.

The Commonwealth reserves the right, upon notice to the Contractor, to extend the term of the Contract, or any part of the Contract, for up to three (3) months upon the same terms and conditions. This will be utilized to prevent a lapse in Contract coverage and only for the time necessary, up to three (3) months, to enter into a new Contract.

2. ESTIMATED QUANTITIES

It shall be understood and agreed that any quantities listed in the Contract are estimated only and may be increased or decreased in accordance with the actual requirements of the Commonwealth and that the Commonwealth in accepting any bid or portion thereof, contracts only and agrees to purchase only in such quantities as represent the actual requirements of the Commonwealth. The Commonwealth reserves the right to purchase items covered under the Contract through a separate procurement procedure, whenever the Department of General Services deems it to be in the best interest of the Commonwealth.

3. PURCHASE ORDERS

Commonwealth agencies may issue purchase orders against the Contract. These orders constitute the Contractor's authority to make delivery. All purchase orders received by the Contractor up to and including the expiration date of the Contract are acceptable and must be performed in accordance with the Contract. Contractors are not permitted to accept purchase orders which require performance extended beyond those performance time periods specified in the Contract but in no event longer than ninety (90) days after the expiration date of the

Contract period. Each purchase order will be deemed to incorporate the terms and conditions set forth in the Contract.

Purchase orders will not include an "ink" signature by the Commonwealth. The electronically-printed name of the purchaser represents the signature of that individual who has the authority, on behalf of the Commonwealth, to authorize the Contractor to proceed.

Purchase orders may be issued electronically or through facsimile equipment. The electronic transmission of a purchase order shall require acknowledgement of receipt of the transmission by the Contractor. Receipt of the electronic or facsimile transmission of the purchase order shall constitute receipt of an order. Orders received by the Contractor after 4:00 p.m. will be considered received the following business day.

The Commonwealth and the Contractor specifically agree as follows:

- a. No handwritten signature shall be required in order for the purchase order to be legally enforceable.
- b. Upon receipt of an order, the Contractor shall promptly and properly transmit an acknowledgement in return. Any order which is issued electronically shall not give rise to any obligation to deliver on the part of the Contractor, or any obligation to receive and pay for delivered products on the part of the Commonwealth agency, unless and until the Commonwealth agency transmitting the order has properly received an acknowledgement.
- c. The parties agree that no writing shall be required in order to make the order legally binding, notwithstanding contrary requirements in any law. The parties hereby agree not to contest the validity or enforceability of a genuine purchase order or acknowledgement issued electronically under the provisions of a statute of frauds or any other applicable law relating to whether

certain agreements be in writing and signed by the party bound thereby. Any genuine purchase order or acknowledgement issued electronically, if introduced as evidence on paper in any judicial, arbitration, mediation, or administrative proceedings, will be admissible as between the parties to the same extent and under the same conditions as other business records originated and maintained in documentary form. Neither party shall contest the admissibility of copies of genuine purchase orders or acknowledgements under either the business records exception to the hearsay rule or the best evidence rule on the basis that the order or acknowledgement were not in writing or signed by the parties. A purchase order or acknowledgement shall be deemed to be genuine for all purposes if it is transmitted to the location designated for such documents.

- d. Each party will immediately take steps to verify any document that appears to be obviously garbled in transmission or improperly formatted to include re-transmission of any such document if necessary.

Purchase orders under three thousand dollars (\$3,000) in total amount may also be made in person or by telephone using a Commonwealth Procurement VISA Card. When an order is placed by telephone, the Commonwealth agency shall provide the agency name, employee name, credit card number, and expiration date of the card. Contractors agree to accept payment through the use of the Commonwealth Procurement VISA card.

4. INDEPENDENT CONTRACTOR

In performing the obligations required by the Contract, the Contractor will act as an independent contractor and not as an employee or agent of the Commonwealth.

5. COMPLIANCE WITH LAW

The Contractor shall comply with all applicable federal and state laws and regulations and local ordinances in the performance of the Contract.

6. ENVIRONMENTAL PROVISIONS

In the performance of the Contract, the Contractor shall minimize pollution and shall strictly comply with all applicable environmental laws and regulations.

7. POST-CONSUMER RECYCLED CONTENT

Except as specifically waived by the Department of General Services in writing, any products which are provided to the Commonwealth as a part of the performance of the Contract must meet the minimum percentage levels for total recycled content as specified in Exhibits A-1 through A-8 to these Standard Contract Terms and Conditions.

8. COMPENSATION/INVOICES

The Contractor shall be required to furnish the awarded item(s) at the price(s) quoted in the Contract. All item(s) shall be delivered within the time period(s) specified in the Contract. The Contractor shall be compensated only for item(s) which are delivered and accepted by the Commonwealth.

Unless otherwise specified or unless the Contractor has been authorized by the Commonwealth for Evaluated Receipt Settlement or Vendor Self-Invoicing, the Contractor shall send an itemized invoice to the agency at the address referenced on the purchase order promptly after the item(s) are delivered. The invoice should include only amounts due under the purchase order. The purchase order number must be included on all invoices.

9. PAYMENT

a. The Commonwealth shall put forth reasonable efforts to make payment by the required payment date. The required payment date is: (a) the date on which payment is due under the terms of the Contract; (b) thirty (30) days after a proper invoice actually is received at the "Bill To" address on the

contract purchase order, if a date on which payment is due is not specified in the Contract (a "proper" invoice is not received until the Commonwealth accepts the item(s) as satisfactorily performed); or (c) the payment date specified on the invoice if later than the dates established by (a) and (b) above. Payment may be delayed if the payment amount on an invoice is not based upon the price(s) as stated in the Contract. If any payment is not made within fifteen (15) days after the required payment date, the Commonwealth may pay interest as determined by the Secretary of Budget in accordance with Act No. 266 of 1982 and regulations promulgated pursuant thereto. Payment should not be construed by the Contractor as acceptance of the item(s) furnished by the Contractor. The Commonwealth reserves the right to conduct further testing and inspection after payment, but within a reasonable time after delivery, and to reject the item(s) if such post payment testing or inspection discloses a defect or a failure to meet specifications. The Contractor agrees that the Commonwealth may set off the amount of any state tax liability or other obligation of the Contractor or its subsidiaries to the Commonwealth against any payments due the Contractor under any contract with the Commonwealth.

b. The Commonwealth shall have the option of using the Commonwealth Purchasing Card to make purchases under the Contract. The Commonwealth Purchasing Card is similar to a credit card in that there will be a small fee which the Contractor will be required to pay and the Contractor will receive payment directly from the card issuer rather than the Commonwealth. Any and all fees related to this type of payment are the responsibility of the Contractor. In no case will the Commonwealth allow increases in prices to offset credit card fees paid by the Contractor or any other charges incurred by the

Contractor, unless specifically stated in the terms of the Contract.

10. TAXES

The Commonwealth is exempt from all excise taxes imposed by the Internal Revenue Service and has accordingly registered with the Internal Revenue Service to make tax free purchases under Registration No. 2374001-K. With the exception of purchases of the following items, no exemption certificates are required and none will be issued: undyed diesel fuel, tires, trucks, gas guzzler emergency vehicles, and sports fishing equipment. The Commonwealth is also exempt from Pennsylvania state sales tax, local sales tax, public transportation assistance taxes and fees and vehicle rental tax. The Department of Revenue regulations provide that exemption certificates are not required for sales made to governmental entities and none will be issued. Nothing in this paragraph is meant to exempt a construction contractor from the payment of any of these taxes or fees which are required to be paid with respect to the purchase, use, rental, or lease of tangible personal property or taxable services used or transferred in connection with the performance of a construction contract.

11. WARRANTY

The Contractor warrants that all item(s) furnished by the Contractor, its agents and subcontractors shall be free and clear of any defects in workmanship or materials. The Contractor shall pass through to the Commonwealth the manufacturer's warranty for all parts or supplies provided under the Contract. The Contractor shall correct any problem with the service and/or replace any defective part with a part of equivalent or superior quality without any additional cost to the Commonwealth.

12. DELIVERY

All item(s) shall be delivered F.O.B. Destination. The Contractor agrees to bear the risk of loss, injury, or destruction of the item(s) ordered prior to receipt of the items by the Commonwealth. Such loss, injury, or destruction shall not release the Contractor from any contractual obligations. Except as

otherwise provided in Paragraph 20, all item(s) must be delivered within the time period specified on the contract purchase order. Time is of the essence and, in addition to any other remedies, the contract purchase order is subject to termination for failure to deliver as specified. Unless otherwise stated by the Contractor in its Bid or indicated in the Special Contract Terms and Conditions, delivery must be made within thirty (30) days after award of the Contract Purchase Order.

13. PATENT, COPYRIGHT, AND TRADEMARK INDEMNITY

The Contractor warrants that it is the sole owner or author of, or has entered into a suitable legal agreement concerning either: a) the design of the item(s) or the process provided or used in the performance of the purchase order which is covered by a patent, copyright, or trademark registration or other right duly authorized by state or federal law or b) any copyrighted matter in any report document or other material provided to the Commonwealth under the purchase order. The Contractor shall defend any suit or proceeding brought against the Commonwealth on account of any alleged patent, copyright or trademark infringement in the United States of the item(s) provided or used in the performance of the Contract. This is upon condition that the Commonwealth shall provide prompt notification in writing of such suit or proceeding; full right, authorization and opportunity to conduct the defense thereof; and full information and all reasonable cooperation for the defense of same. As principles of governmental or public law are involved, the Commonwealth may participate in or choose to conduct, in its sole discretion, the defense of any such action. If information and assistance are furnished by the Commonwealth at the Contractor's written request, it shall be at the Contractor's expense, but the responsibility for such expense shall be only that within the Contractor's written authorization.

The Contractor shall indemnify and hold the Commonwealth harmless from all damages, costs, and expenses, including attorney's fees that the Contractor or the Commonwealth may pay or incur by reason of any infringement or violation of the rights occurring

to any holder of copyright, trademark, or patent interests and rights in any item(s) provided or used in the performance of the purchase order. If any of the item(s) provided by the Contractor are held in such suit or proceeding to constitute infringement and the use is enjoined, the Contractor shall, at its own expense and at its option, either procure the right to continue use of such infringement item(s), replace them with noninfringement equal performance item(s) or modify them so that they are no longer infringing. If the Contractor is unable to do any of the preceding, the Contractor agrees to remove all the equipment or software which is obtained contemporaneously with the infringing item(s), or, at the option of the Commonwealth, only those items of equipment or software which are held to be infringing, and to pay the Commonwealth: 1) any amounts paid by the Commonwealth towards the item(s) of the product, less straight line depreciation; 2) any license fee paid by the Commonwealth for the use of any software, less a reasonable amount for the period of usage; and 3) the pro rata portion of any maintenance fee representing the time remaining in any period of maintenance paid for. The obligations of the Contractor under this paragraph continue without time limit. No costs or expenses shall be incurred for the account of the Contractor without its written consent.

14. OWNERSHIP RIGHTS

The Commonwealth shall have unrestricted authority to reproduce, distribute, and use any submitted report, data, or material, and any software or modifications and any associated documentation that is designed or developed and delivered to the Commonwealth as part of the performance of the Contract.

15. ASSIGNMENT OF ANTITRUST CLAIMS

The Contractor and the Commonwealth recognize that in actual economic practice, overcharges by the Contractor's suppliers resulting from violations of state or federal antitrust laws are in fact borne by the Commonwealth. As part of the consideration for the award of the Contract, and intending to be legally bound, the Contractor assigns to the Commonwealth all right, title and interest

in and to any claims the Contractor now has, or may acquire, under state or federal antitrust laws relating to the supplies and services which are the subject of the Contract.

16. HOLD HARMLESS PROVISION

The Contractor shall hold the Commonwealth harmless from and indemnify the Commonwealth against any and all claims, demands and actions based upon or arising out of any activities performed by the Contractor and its employees and agents under this Contract and shall, at the request of the Commonwealth, defend any and all actions brought against the Commonwealth based upon any such claims or demands.

17. AUDIT PROVISIONS

The Commonwealth shall have the right, at reasonable times and at a site designated by the Commonwealth, to audit the books, documents and records of the Contractor to the extent that the books, documents and records relate to costs or pricing data for the Contract. The Contractor agrees to maintain records which will support the prices charged and costs incurred for the Contract.

The Contractor shall preserve books, documents, and records that relate to costs or pricing data for the Contract for a period of three (3) years from date of final payment. The Contractor shall give full and free access to all records to the Commonwealth and/or their authorized representatives.

18. INSPECTION AND REJECTION

No item(s) received by the Commonwealth shall be deemed accepted until the Commonwealth has had a reasonable opportunity to inspect the item(s). Any item(s) which is discovered to be defective or fails to conform to the specifications may be rejected upon initial inspection or at any later time if the defects contained in the item(s) or the noncompliance with the specifications were not reasonably ascertainable upon the initial inspection. It shall thereupon become the duty of the Contractor to remove rejected item(s) from the premises without expense to

the Commonwealth within fifteen (15) days after notification. Rejected item(s) left longer than fifteen (15) days will be regarded as abandoned, and the Commonwealth shall have the right to dispose of them as its own property and shall retain that portion of the proceeds of any sale which represents the Commonwealth's costs and expenses in regard to the storage and sale of the item(s). Upon notice of rejection, the Contractor shall immediately replace all such rejected item(s) with others conforming to the specifications and which are not defective. If the Contractor fails, neglects or refuses to do so, the Commonwealth shall then have the right to procure a corresponding quantity of such item(s), and deduct from any monies due or that may thereafter become due to the Contractor, the difference between the price stated in the Contract and the actual cost thereof to the Commonwealth.

19. DEFAULT

a. The Commonwealth may, subject to the provisions of Paragraph 20, Force Majeure, and in addition to its other rights under the Contract, declare the Contractor in default by written notice thereof to the Contractor, and terminate (as provided in Paragraph 21, Termination Provisions) the whole or any part of this Contract including a purchase order, for any of the following reasons:

- 1) Failure to deliver the awarded item(s) within the time specified in the Contract or contract purchase order or as otherwise specified;
- 2) Improper delivery;
- 3) Failure to provide an item(s) which is in conformance with the specifications referenced in the Invitation For Bids;
- 4) Delivery of a defective item;
- 5) Failure or refusal to remove and replace any item(s) rejected as defective or

nonconforming within fifteen (15) days after notification;

- 6) Insolvency or bankruptcy;
 - 7) Assignment made for the benefit of creditors;
 - 8) Failure to protect, to repair, or to make good any damage or injury to property; or
 - 9) Breach of any provision of this Contract.
- b. In the event that the Commonwealth terminates this Contract in whole or in part as provided in Subparagraph a. above, the Commonwealth may procure, upon such terms and in such manner as it determines, on item(s) similar or identical to those so terminated, and the Contractor shall be liable to the Commonwealth for any reasonable excess costs for such similar or identical item(s) included within the terminated part of the Contract.

c. If the Contract is terminated in whole or in part as provided in Subparagraph a. above, the Commonwealth, in addition to any other rights provided in this paragraph, may require the Contractor to transfer title and deliver immediately to the Commonwealth in the manner and to the extent directed by the Department of General Services, such partially manufactured or delivered item(s) as the Contractor has specifically produced or specifically acquired for the performance of such part of the Contract as has been terminated. Except as provided below, payment for any partially manufactured or delivered item(s) accepted by the Commonwealth shall be in an amount agreed upon by the Contractor and the Commonwealth. The Commonwealth may withhold from amounts otherwise due the Contractor for such partially manufactured or delivered item(s), such sum as the Commonwealth determines to be

necessary to protect the Commonwealth against loss.

- d. The rights and remedies of the Commonwealth provided in this paragraph shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.
- e. The Commonwealth's failure to exercise any rights or remedies provided in this paragraph shall not be construed to be a waiver by the Commonwealth of its rights and remedies in regard to the event of default or any succeeding event of default.
- f. Following exhaustion of the Contractor's administrative remedies as set forth in Paragraph 22, the Contractor's exclusive remedy shall be to seek damages in the Board of Claims.

20. FORCE MAJEURE

Neither party will incur any liability to the other if its performance of any obligation under this Contract is prevented or delayed by causes beyond its control and without the fault or negligence of either party. Causes beyond a party's control may include, but are not limited to, acts of God or war, changes in controlling law, regulations, orders or the requirements of any governmental entity, severe weather conditions, civil disorders, natural disasters, fire, epidemics and quarantines, general strikes throughout the trade, and freight embargoes.

The Contractor shall notify the Commonwealth orally within five (5) days and in writing within ten (10) days of the date on which the Contractor becomes aware, or should have reasonably become aware, that such cause would prevent or delay its performance. Such notification shall (i) describe fully such cause(s) and its effect on performance, (ii) state whether performance under the contract is prevented or delayed and (iii) if performance is delayed, state a reasonable estimate of the duration of the delay. The Contractor shall have the burden of proving that such cause(s)

delayed or prevented its performance despite its diligent efforts to perform and shall produce such supporting documentation as the Commonwealth may reasonably request. After receipt of such notification, the Commonwealth may elect either to cancel the Contract or to extend the time for performance as reasonably necessary to compensate for the Contractor's delay.

In the event of a declared emergency by competent governmental authorities, the Commonwealth by notice to the Contractor, may suspend all or a portion of the Contract.

21. TERMINATION PROVISIONS

The Commonwealth has the right to terminate this Contract for any of the following reasons. Termination shall be effective upon written notice to the Contractor.

a. **TERMINATION FOR CONVENIENCE:** The Commonwealth shall have the right to terminate the Contract or a purchase order for its convenience if the Commonwealth determines termination to be in its best interest. The Contractor shall be paid for work satisfactorily completed prior to the effective date of the termination, but in no event shall the Contractor be entitled to recover loss of profits.

b. **NON-APPROPRIATION:** The Commonwealth's obligation to make payments during any Commonwealth fiscal year succeeding the current fiscal year shall be subject to availability and appropriation of funds. When funds (state and/or federal) are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal year period, the Commonwealth shall have the right to terminate the Contract or purchase order. The Contractor shall be reimbursed for the reasonable value of any nonrecurring costs incurred but not amortized in the price of the supplies or services delivered under the contract or purchase order. Such reimbursement shall not include loss of profit, loss of use of money, or administrative or

overhead costs. The reimbursement amount may be paid from any appropriations available for that purpose.

- c. **TERMINATION FOR CAUSE:** The Commonwealth shall have the right to terminate the Contract for Contractor default under Paragraph 19, Default, upon written notice to the Contractor. The Commonwealth shall also have the right, upon written notice to the Contractor, to terminate the Contract or a purchase order for other cause as specified in this Contract or by law. If it is later determined that the Commonwealth erred in terminating the Contract or a contract purchase order for cause, then, at the Commonwealth's discretion, the Contract shall be deemed to have been terminated for convenience under the Subparagraph 21.a.

22. **CONTRACT CONTROVERSIES**

- a. In the event of a controversy or claim arising from the Contract, the Contractor must, within six months after the cause of action accrues, file a written claim with the contracting officer for a determination. The claim shall state all grounds upon which the Contractor asserts a controversy exists. If the Contractor fails to file a claim or files an untimely claim, the Contractor is deemed to have waived its right to assert a claim in any forum.
- b. The contracting officer shall review timely-filed claims and issue a final determination, in writing, regarding the claim. The final determination shall be issued within 120 days of the receipt of the claim, unless extended by consent of the contracting officer and the Contractor. The contracting officer shall send his/her written determination to the Contractor. If the contracting officer fails to issue a final determination within the 120 days (unless extended by consent of the parties), the claim shall be deemed denied. The contracting officer's

determination shall be the final order of the purchasing agency.

- c. Within fifteen (15) days of the mailing date of the determination denying a claim or within 135 days of filing a claim if, no extension is agreed to by the parties, whichever occurs first, the Contractor may file a statement of claim with the Commonwealth Board of Claims. Pending a final judicial resolution of a controversy or claim, the Contractor shall proceed diligently with the performance of the Contract in a manner consistent with the determination of the contracting officer and the Commonwealth shall compensate the Contractor pursuant to the terms of the Contract.

23. **ASSIGNABILITY AND SUBCONTRACTING**

- a. Subject to the terms and conditions of this Paragraph 23, the Contract shall be binding upon the parties and their respective successors and assigns.
- b. The Contractor shall not subcontract with any person or entity to perform all or any part of the work to be performed under the Contract without the prior written consent of the Department of General Services, which consent may be withheld at the sole and absolute discretion of the Department of General Services.
- c. The Contractor may not assign, in whole or in part, the Contract or its rights, duties, obligations, or responsibilities hereunder without the prior written consent of the Department of General Services, which consent may be withheld at the sole and absolute discretion of the Department of General Services.
- d. Notwithstanding the foregoing, the Contractor may, without the consent of the Department of General Services, assign its rights to payment to be received under the Contract or a contract purchase order, provided that the Contractor provides written notice of such assignment to the Buyer

and the ordering Commonwealth agency together with a written acknowledgement from the assignee that any such payments are subject to all of the terms and conditions of the Contract.

- e. For the purposes of the Contract, the term "assign" shall include, but shall not be limited to, the sale, gift, assignment, pledge, or other transfer of any ownership interest in the Contractor provided, however, that the term shall not apply to the sale or other transfer of stock of a publicly traded company.
- f. Any assignment consented to by the Department of General Services shall be evidenced by a written assignment agreement executed by the Contractor and its assignee in which the assignee agrees to be legally bound by all of the terms and conditions of the Contract and to assume the duties, obligations, and responsibilities being assigned.
- g. A change of name by the Contractor, following which the Contractor's federal identification number remains unchanged, shall not be considered to be an assignment hereunder. The Contractor shall give the Buyer written notice of any such change of name.

24. NONDISCRIMINATION/SEXUAL HARASSMENT CLAUSE

During the term of the Contract, Contractor agrees as follows:

- a. In the hiring of any employees for the manufacture of supplies, performance of work, or any other activity required under the Contract or any subcontract, the Contractor, subcontractor or any person acting on behalf of the Contractor or subcontractor shall not by reason of gender, race, creed, or color discriminate against any citizen of this Commonwealth who is qualified and available to perform the work to which the employment relates.

- b. Neither the Contractor nor any subcontractor nor any person on their behalf shall in any manner discriminate against or intimidate any employee involved in the manufacture of supplies, the performance of work or any other activity required under the Contract on account of gender, race, creed, or color.
- c. The Contractor and subcontractors shall establish and maintain a written sexual harassment policy and shall inform its employees of the policy. The policy must contain a notice that sexual harassment will not be tolerated and employees who practice it will be disciplined.
- d. The Contractor shall not discriminate by reason of gender, race, creed, or color against any subcontractor or supplier who is qualified to perform the work to which the contract relates.
- e. The Contractor and each subcontractor shall furnish all necessary employment documents and records to and permit access to its books, records, and accounts by the contracting officer and the Department of General Services' Bureau of Contract Administration and Business Development for purposes of investigation to ascertain compliance with the provisions of this Nondiscrimination/Sexual Harassment Clause. If the Contractor or any subcontractor does not possess documents or records reflecting the necessary information requested, it shall furnish such information on reporting forms supplied by the contracting officer or the Bureau of Contract Administration and Business Development.
- f. The Contractor shall include the provisions of this Nondiscrimination/Sexual Harassment Clause in every subcontract so that such provisions will be binding upon each subcontractor.

g. The Commonwealth may cancel or terminate the Contract, and all money due or to become due under the Contract may be forfeited for a violation of the terms and conditions of this Nondiscrimination/Sexual Harassment Clause. In addition, the agency may proceed with debarment or suspension and may place the Contractor in the Contractor Responsibility File.

- a) Ownership of more than a five percent interest in any business; or
- b) Holding a position as an officer, director, trustee, partner, employee, or the like, or holding any position of management.

25. CONTRACTOR INTEGRITY PROVISIONS

a. For purposes of this clause only, the words "confidential information," "consent," "contractor," "financial interest," and "gratuity" shall have the following definitions.

- 1) **Confidential information** means information that is not public knowledge, or available to the public on request, disclosure of which would give an unfair, unethical, or illegal advantage to another desiring to contract with the Commonwealth.
- 2) **Consent** means written permission signed by a duly authorized officer or employee of the Commonwealth, provided that where the material facts have been disclosed, in writing, by prequalification, bid, proposal, or contractual terms, the Commonwealth shall be deemed to have consented by virtue of execution of this agreement.
- 3) **Contractor** means the individual or entity that has entered into the Contract with the Commonwealth, including directors, officers, partners, managers, key employees and owners of more than a five percent interest.
- 4) **Financial interest** means:

5) **Gratuity** means any payment of more than nominal monetary value in the form of cash, travel, entertainment, gifts, meals, lodging, loans, subscriptions, advances, deposits of money, services, employment, or contracts of any kind.

- b. The Contractor shall maintain the highest standards of integrity in the performance of the Contract and shall take no action in violation of state or federal laws, regulations, or other requirements that govern contracting with the Commonwealth.
- c. The Contractor shall not disclose to others any confidential information gained by virtue of the Contract.
- d. The Contractor shall not, in connection with this or any other agreement with the Commonwealth, directly, or indirectly, offer, confer, or agree to confer any pecuniary benefit on anyone as consideration for the decision, opinion, recommendation, vote, other exercise of discretion, or violation of a known legal duty by any officer or employee of the Commonwealth.
- e. The Contractor shall not, in connection with this or any other agreement with the Commonwealth, directly or indirectly, offer, give, or agree or promise to give to anyone any gratuity for the benefit of or at the direction or request of any officer or employee of the Commonwealth.

- f. Except with the consent of the Commonwealth, neither the Contractor nor anyone in privity with him or her shall accept or agree to accept from, or give or agree to give to, any person, any gratuity from any person in connection with the performance of work under the Contract except as provided therein.
- g. Except with the consent of the Commonwealth, the Contractor shall not have a financial interest in any other contractor, subcontractor, or supplier providing services, labor, or material on this project.
- h. The Contractor, upon being informed that any violation of these provisions has occurred or may occur, shall immediately notify the Commonwealth in writing.
- i. The Contractor, by execution of the Contract and by the submission of any bills or invoices for payment pursuant thereto, certifies, and represents that he or she has not violated any of these provisions.
- j. The Contractor, upon the inquiry or request of the Inspector General of the Commonwealth or any of that official's agents or representatives, shall provide, or if appropriate, make promptly available for inspection or copying, any information of any type or form deemed relevant by the Inspector General to the Contractor's integrity or responsibility, as those terms are defined by the Commonwealth's statutes, regulations, or management directives. Such information may include, but shall not be limited to, the Contractor's business or financial records, documents or files of any type or form which refers to or concern the Contract. Such information shall be retained by the Contractor for a period of three years beyond the termination of the Contract unless otherwise provided by law.
- k. For violation of any of the above provisions, the Commonwealth may

terminate this and any other agreement with the Contractor, claim liquidated damages in an amount equal to the value of anything received in breach of these provisions, claim damages for all expenses incurred in obtaining another Contractor to complete performance hereunder, and debar and suspend the Contractor from doing business with the Commonwealth. These rights and remedies are cumulative, and the use or nonuse of any one shall not preclude the use of all or any other. These rights and remedies are in addition to those the Commonwealth may have under law, statute, regulation, or otherwise.

26. CONTRACTOR RESPONSIBILITY PROVISIONS

- a. The Contractor certifies, for itself and all its subcontractors, that as of the date of its execution of the bid/contract, that neither the Contractor, nor any subcontractors, nor any suppliers are under suspension or debarment by the Commonwealth or any governmental entity, instrumentality, or authority and, if the Contractor cannot so certify, then it agrees to submit, along with its Bid, a written explanation of why such certification cannot be made.
- b. The Contractor must also certify, in writing, that as of the date of its execution of the bid/contract, it has no tax liabilities or other Commonwealth obligations.
- c. The Contractor's obligations pursuant to these provisions are ongoing from and after the effective date of the contract through the termination date thereof. Accordingly, the Contractor shall have an obligation to inform the Commonwealth if, at any time during the term of the Contract, it becomes delinquent in the payment of taxes, or other Commonwealth obligations, or if it or any of its subcontractors are suspended or debarred by the

Commonwealth, the federal government, or any other state or governmental entity. Such notification shall be made within 15 days of the date of suspension or debarment.

- d. The failure of the Contractor to notify the Commonwealth of its suspension or debarment by the Commonwealth, any other state, or the federal government shall constitute an event of default of the Contract with the Commonwealth.
- e. The Contractor agrees to reimburse the Commonwealth for the reasonable costs of investigation incurred by the Office of State Inspector General for investigations of the Contractor's compliance with the terms of this or any other agreement between the Contractor and the Commonwealth, which results in the suspension or debarment of the Contractor. Such costs shall include, but shall not be limited to, salaries of investigators, including overtime; travel and lodging expenses; and expert witness and documentary fees. The Contractor shall not be responsible for investigative costs for investigations that do not result in the Contractor's suspension or debarment.
- f. The Contractor may obtain a current list of suspended and debarred Commonwealth contractors by either searching the internet at <http://www.dgs.state.pa.us/debarment.htm> or contacting the:

Department of General Services
Office of Chief Counsel
603 North Office Building
Harrisburg, PA 17125
Telephone No. (717) 783-6472
FAX No. (717) 787-9138

27. AMERICANS WITH DISABILITIES ACT

- a. Pursuant to federal regulations promulgated under the authority of The Americans With Disabilities Act, 28 C.F.R. § 35.101 et seq., the Contractor understands and agrees that it shall

not cause any individual with a disability to be excluded from participation in this Contract or from activities provided for under this Contract on the basis of the disability. As a condition of accepting this contract, the Contractor agrees to comply with the "General Prohibitions Against Discrimination," 28 C.F.R. § 35.130, and all other regulations promulgated under Title II of The Americans With Disabilities Act which are applicable to all benefits, services, programs, and activities provided by the Commonwealth of Pennsylvania through contracts with outside contractors.

- b. The Contractor shall be responsible for and agrees to indemnify and hold harmless the Commonwealth of Pennsylvania from all losses, damages, expenses, claims, demands, suits, and actions brought by any party against the Commonwealth of Pennsylvania as a result of the Contractor's failure to comply with the provisions of subparagraph a above.

28. HAZARDOUS SUBSTANCES

The Contractor shall provide information to the Commonwealth about the identity and hazards of hazardous substances supplied or used by the Contractor in the performance of the Contract. The Contractor must comply with Act 159 of October 5, 1984, known as the "Worker and Community Right to Know Act" (the "Act") and the regulations promulgated pursuant thereto at 4 Pa. Code Section 301.1 et seq.

- a. Labeling. The Contractor shall insure that each individual product (as well as the carton, container or package in which the product is shipped) of any of the following substances (as defined by the Act and the regulations) supplied by the Contractor is clearly labeled, tagged or marked with the information listed in Paragraph (1) through (4):

- 1) Hazardous substances:

- | | |
|--|--|
| <p>a) The chemical name or common name,</p> <p>b) A hazard warning, and</p> <p>c) The name, address, and telephone number of the manufacturer.</p> | <p>c) The name, address, and telephone number of the manufacturer, and</p> <p>d) The chemical name or common name of either the top five substances by volume or those substances consisting of 5.0% or more of the mixture.</p> |
| <p>2) Hazardous mixtures:</p> <p>a) The common name, but if none exists, then the trade name,</p> <p>b) The chemical or common name of special hazardous substances comprising .01% or more of the mixture,</p> <p>c) The chemical or common name of hazardous substances consisting 1.0% or more of the mixture,</p> <p>d) A hazard warning, and</p> <p>e) The name, address, and telephone number of the manufacturer.</p> | <p>A common name or trade name may be used only if the use of the name more easily or readily identifies the true nature of the hazardous substance, hazardous mixture, single chemical, or mixture involved.</p> <p>Container labels shall provide a warning as to the specific nature of the hazard arising from the substance in the container.</p> <p>The hazard warning shall be given in conformity with one of the nationally recognized and accepted systems of providing warnings, and hazard warnings shall be consistent with one or more of the recognized systems throughout the workplace. Examples are:</p> <ul style="list-style-type: none"> • NFPA 704, Identification of the Fire Hazards of Materials. • National Paint and Coatings Association: Hazardous Materials Identification System. • American Society for Testing and Materials, Safety |
| <p>3) Single chemicals:</p> <p>a) The chemical name or the common name,</p> <p>b) A hazard warning, if appropriate, and</p> <p>c) The name, address, and telephone number of the manufacturer.</p> | |
| <p>4) Chemical Mixtures:</p> <p>a) The common name, but if none exists, then the trade name,</p> <p>b) A hazard warning, if appropriate,</p> | |

Alert Pictorial
Chart.

- American National Standard Institute, Inc., for the Precautionary Labeling of Hazardous Industrial Chemicals.

Labels must be legible and prominently affixed to and displayed on the product and the carton, container, or package so that employees can easily identify the substance or mixture present therein.

- b. Material Safety Data Sheet. The contractor shall provide Material Safety Data Sheets (MSDS) with the information required by the Act and the regulations for each hazardous substance or hazardous mixture. The Commonwealth must be provided an appropriate MSDS with the initial shipment and with the first shipment after an MSDS is updated or product changed. For any other chemical, the contractor shall provide an appropriate MSDS, if the manufacturer, importer, or supplier produces or possesses the MSDS. The contractor shall also notify the Commonwealth when a substance or mixture is subject to the provisions of the Act. Material Safety Data Sheets may be attached to the carton, container, or package mailed to the Commonwealth at the time of shipment.

29. COVENANT AGAINST CONTINGENT FEES

The Contractor warrants that no person or selling agency has been employed or retained to solicit or secure the contract purchase order upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by the Contractor for the purpose of securing business. For breach

or violation of this warranty, the Commonwealth shall have the right to terminate the contract purchase order without liability or in its discretion to deduct from the contract price or consideration, or otherwise recover the full amount of such commission, percentage, brokerage, or contingent fee.

30. APPLICABLE LAW

The Contract shall be governed by and interpreted and enforced in accordance with the laws of the Commonwealth of Pennsylvania (without regard to any conflict of laws provisions) and the decisions of the Pennsylvania courts. The Contractor consents to the jurisdiction of any court of the Commonwealth of Pennsylvania and any federal courts in Pennsylvania, waiving any claim or defense that such forum is not convenient or proper. The Contractor agrees that any such court shall have in personam jurisdiction over it, and consents to service of process in any manner authorized by Pennsylvania law.

31. INTEGRATION

The RFQ - Invitation For Bids form and the Contract form, including all documents referenced on the forms, as well as the purchase orders constitute the entire agreement between the parties. No agent, representative, employee or officer of either the Commonwealth or the Contractor has authority to make, or has made, any statement, agreement or representation, oral or written, in connection with the Contract, which in any way can be deemed to modify, add to or detract from, or otherwise change or alter its terms and conditions. No negotiations between the parties, nor any custom or usage, shall be permitted to modify or contradict any of the terms and conditions of the Contract. No modifications, alterations, changes, or waiver to the Contract or any of its terms shall be valid or binding unless accomplished by a written amendment signed by both parties or by a change order signed by the Commonwealth. All such amendments and change orders will be made using the appropriate Commonwealth form.

32. CHANGE ORDERS

The Commonwealth reserves the right to issue change orders at any time during the term of the Contract or any renewals or extensions thereof: 1) to increase or decrease the quantities resulting from variations between any estimated quantities in the Contract and actual quantities; 2) to make changes to the supply within the scope of the Contract; 3) to exercise an option to purchase or early payment option; 4) to notify the Contractor that the Commonwealth is exercising any Contract renewal or extension option; or 5) to modify the time of performance that does not alter the scope of the Contract to extend the completion date beyond the Expiration Date of the Contract or any renewals or extensions thereof. Any such change order shall be in writing signed by: a. the contracting officer shown on the Contract form, or b. the agency contracting officer for changes to purchase orders. The change order shall be effective as of the date appearing on the change order, unless the change order specifies a later effective date. Such increases, decreases, changes, modifications or exercises of purchase options will not invalidate the Contract, nor, if performance security is being furnished in conjunction with the Contract, release the security obligation. The Contractor agrees to provide the supply in accordance with the change order. Any dispute by the Contractor in regard to the performance required under any change order shall be handled through Paragraph 22, "Contract Controversies".

For purposes of this Contract, "change order" is defined as a written order signed by the Department of General Services contracting officer (or agency contracting officer for changes to purchase orders) directing the Contractor to make changes authorized under this clause.

EXHIBIT A-1
CONSTRUCTION PRODUCTS
RECYCLED CONTENT

(A) **REQUIREMENT**

All construction products offered by the bidder, or included in the final product offered by the bidder, and sold to the Commonwealth **must** contain the minimum percentage of post-consumer and recovered material content as shown below for the applicable products:

Construction Products	Material	% of Post-Consumer Materials	% of Total Recovered Materials
Structural Fiberboard	Recovered Materials	-	80
Laminated Paperboard	Post-consumer Paper	100	-
Rock Wool Insulation	Slag	-	75
Fiberglass Insulation	Glass Cullet	-	20
Cellulose Insulation (loose-fill and spray-on)	Post-consumer Paper	75	-
Perlite Composite Board Insulation	Post-consumer Paper	23	-
Plastic Rigid Foam, Polyisocyanurate/ Polyurethane: Rigid Foam Insulation	Recovered Material	-	9
Foam-in-Place Insulation	Recovered Material	-	5
Glass Fiber Reinforced Insulation	Recovered Material	-	6
Phenolic Rigid Foam Insulation	Recovered Material	-	5
Floor Tiles (heavy duty/commercial use)	Rubber	90	-
	Plastic	-	90
Patio Blocks	Rubber or Rubber Blends	90	-
	Plastic or Plastic Blends	-	90
Polyester Carpet Fiber Face	Polyethylene terephthalate (PET) resin	25	-
Latex Paint: --Consolidated ¹ --Reprocessed ² ----White, Off-White, Pastel Colors ----Grey, Brown, Earthtones, and Other Dark Colors	Recovered Material	100	-
	Recovered Material	20	-
	Recovered Material	50	-
Shower and Restroom Dividers/Partitions:	Plastic	20	-
	Steel ⁴	16	9
		67	33
Carpet Cushion: --Bonded Polyurethane --Jute --Synthetic Fibers --Rubber	Old Carpet Cushion	15	-
	Burlap	40	-
	Carpet Fabrication Scrap	-	100
	Tire Rubber	60	-
Railroad Grade Crossing Surfaces --Concrete --Rubber ³ --Steel ⁴	Coal Fly Ash	-	15
	Tire Rubber	-	85
	Steel	16	9
		67	33

"Post-consumer" material is "material or finished product that has served its intended use and has been diverted or recovered from waste destined for disposal, having completed its life as a consumer item. Post-consumer material is part of the broader category of recovered material."

"Recovered Materials" refers to waste materials and by-products which have been recovered or diverted from solid waste, but does not include those materials and by-products generated from, and commonly reused within, an original manufacturing process

¹ Consolidated latex paint used for covering graffiti, where color and consistency of performance are not primary concerns.

² Reprocessed latex paint used for interior and exterior architectural applications such as wallboard, ceiling, and trim; gutterboards; and concrete, stucco, masonry, wood, and metal surfaces.

³The recommended recovered materials content for rubber railroad grade crossing surfaces are based on the weight of the raw materials, exclusive of any additives such as binders or additives

⁴ The recommended recovered materials content levels for steel in this table reflect the fact that the designated items can be made from steel manufactured from either a Basic Oxygen Furnace (BOF) or an Electric Arc Furnace (EAF). Steel from the BOF process contains 25-30% total recovered materials, of which 16% is post-consumer steel. Steel from the EAF process contains a total of 100% recovered steel, of which 67% is post-consumer.

(B) **BIDDER'S CERTIFICATION**

Bidder certifies that the construction product(s) which the bidder is offering contains the required minimum percentage of post-consumer and recovered material content as shown above for the product.

(C) **MANUFACTURER/MILL CERTIFICATION**

In addition to the Bidders Certification in Subsection (B), a manufacturer certification must be completed and signed by the manufacturer before payment will be made to the successful bidder for the delivered items. The enclosed **Manufacturer/Mill** Certification form must be used. Bidders are not required to submit the completed and signed **Manufacturer/Mill** Certification form with their bids. **THE COMMONWEALTH SHALL HAVE NO OBLIGATION TO PAY FOR THE ITEM(S) UNTIL A PROPERLY COMPLETED AND SIGNED MANUFACTURER/MILL CERTIFICATION IS SUBMITTED FOR THE DELIVERED ITEM.**

(D) **ENFORCEMENT**

Awarded bidders may be required, after delivery of the construction product(s), to provide the Commonwealth with documentary evidence that the construction product(s) were in fact produced with the required minimum percentage of post-consumer and recovered material content.

EXHIBIT A-2
VEHICULAR PRODUCTS
RECYCLED CONTENT

(A) **REQUIREMENT**

All vehicular products offered by the bidder, or included in the final product offered by the bidder, and sold to the Commonwealth **must** contain the minimum percentage of post-consumer and recovered material content as shown below for the applicable products:

Vehicular Product	Requirements
Re-Refined Oil	25% re-refined oil base stock for engine lubricating oils, hydraulic fluids, and gear oils.

"Post-consumer" material is "material or finished product that has served its intended use and has been diverted or recovered from waste destined for disposal, having completed its life as a consumer item. Post-consumer material is part of the broader category of recovered material."

"Recovered Materials" refers to waste materials and by-products which have been recovered or diverted from solid waste, but does not include those materials and by-products generated from, and commonly reused within, an original manufacturing process.

"Re-refined oil" is oil that is manufactured with a minimum of twenty-five percent basestock made from used oil that has been recovered and processed to make it reusable as oil. Once the oil has been refined, no difference can be detected between re-refined and virgin oil.

(B) **BIDDER'S CERTIFICATION**

Bidder certifies that the vehicular product(s) which the bidder is offering contains the required minimum percentage of post-consumer and recovered material content as shown above for the product.

(C) **MANUFACTURER/MILL CERTIFICATION**

In addition to the Bidders Certification in Subsection (B), a manufacturer certification must be completed and signed by the manufacturer before payment will be made to the successful bidder for the delivered items. The enclosed **Manufacturer/Mill** Certification form must be used. Bidders are **not** required to submit the completed and signed **Manufacturer/Mill** Certification form with their bids. **THE COMMONWEALTH SHALL HAVE NO OBLIGATION TO PAY FOR THE ITEM(S) UNTIL A PROPERLY COMPLETED AND SIGNED MANUFACTURER/MILL CERTIFICATION IS SUBMITTED FOR THE REFERENCED ITEM.**

(D) **ENFORCEMENT**

Awarded bidders may be required, after delivery of the vehicular product(s), to provide the Commonwealth with documentary evidence that the vehicular product(s) were in fact produced with the required minimum percentage of post-consumer and recovered material content.

EXHIBIT A-3
PAPER PRODUCTS
RECYCLED CONTENT

(A) **REQUIREMENT**

All paper offered by the bidder, or included in the final product offered by the bidder, and sold to the Commonwealth **must** contain the minimum percentage of post-consumer content as shown below for the applicable products:

Item	Notes	Post-Consumer Content (%)
Printing and Writing Papers		
Reprographic	Business papers such as bond, electrostatic, copy, mimeo, duplicator and reproduction	30
Offset	Used for book publishing, commercial printing, direct mail, technical documents, and manuals	30
Tablet	Office paper such as note pads and notebooks	30
Forms bond	Bond type papers used for business forms such as continuous, cash register, sales book, unit sets, and computer printout, excluding carbonless	30
Envelope	Wove Kraft, white and colored (including manila) Kraft, unbleached Excludes custom envelopes	30 10 10
Cotton fiber	High-quality papers used for stationery, invitations, currency, ledgers, maps, and other specialty items	30
Text and cover	Premium papers used for cover stock, books, and stationery and matching envelopes	30
Supercalendered	Groundwood paper used for advertising and mail order inserts, catalogs, and some magazines	10
Machine finished groundwood	Groundwood paper used in magazines and catalogs	10
Papeteries	Used for invitations and greeting cards	30
Check safety	Used in the manufacture of commercial and government checks	10
Coated	Used for annual reports, posters, brochures, and magazines. Have gloss, dull, or matte finishes	10
Carbonless	Used for multiple-impact copy forms	30
File folders	Manila or colored	30
Dyed filing products	Used for multicolored hanging folders and wallet files	20
Index and card stock	Used for index cards and postcards	20
Pressboard	High-strength paperboard used in binders and report covers	20
Tags and tickets	Used for toll and lottery tickets, licenses, and	20

	identification and tabulating cards	
Newsprint		
Newsprint	Groundwood paper used in newspapers	20
Commercial Sanitary Tissue Products		
Bathroom tissue	Used in rolls or sheets	20
Paper towels	Used in rolls or sheets	40
Paper napkins	Used in food service applications	30
Facial tissue	Used for personal care	10
General-purpose industrial wipers	Used in cleaning and wiping applications	40
Paperboard and Packaging Products		
Corrugated containers (<300 psi) (300 psi)	Used for packaging and shipping a variety of goods	25 25
Solid fiber boxes	Used for specialized packaging needs such as dynamite packaging and army ration boxes	40
Folding cartons	Used to package a wide variety of foods, household products, cosmetics, pharmaceuticals, detergent, and hardware	40
Industrial paperboard	Used to create tubes, cores, cans and drums	45
Miscellaneous	Includes "chipboard" pad backings, book covers, covered binders, mailing tubes, game boards, and puzzles	75
Padded mailers	Made from kraft paper that is usually brown but can be bleached white	5
Carrierboard	A type of folding carton designed for multipack beverage cartons	10
Brown papers	Used for bags and wrapping paper	5
Miscellaneous Paper Products		
Tray liners	Used to line food service trays. Often contain printed information.	50

"Post-consumer" content is "material or finished product that has served its intended use and has been diverted or recovered from waste destined for disposal, having completed its life as a consumer item. Post-consumer content is part of the broader category of recovered material."

The Commonwealth of Pennsylvania recognizes that paper products are universally made with scrap material recovered from the manufacturing process; use of such materials is a standard practice, both efficient and economical for the paper maker; therefore, bidders of paper products need not certify that their products are made with "pre-consumer," "recovered," or "secondary" paper fiber.

(B) **BIDDER'S CERTIFICATION**

Bidder certifies that the paper product(s) which the bidder is offering contains the required minimum percentage of post-consumer content as shown above for the product.

(C) **MANUFACTURER/MILL CERTIFICATION**

In addition to the Bidders Certification in Subsection (B), a mill certification must be completed and signed by the mill before payment will be made to the successful bidder for the delivered items. The enclosed **Manufacturer/Mill** Certification form must be used. Bidders are not required to submit the completed and signed **Manufacturer/Mill** Certification form with their bids. **THE COMMONWEALTH SHALL HAVE NO OBLIGATION TO PAY FOR THE ITEM(S) UNTIL A PROPERLY COMPLETED AND SIGNED MANUFACTURER/MILL CERTIFICATION IS SUBMITTED FOR THE DELIVERED ITEM.**

(D) **ENFORCEMENT**

Awarded bidders may be required, after delivery of the paper product(s), to provide the Commonwealth with documentary evidence that the paper product(s) were in fact produced with the required minimum percentage of post-consumer content.

EXHIBIT A-4
LANDSCAPING PRODUCTS
RECYCLED CONTENT

(A) **REQUIREMENT**

All landscaping products offered by the bidder, or included in the final product offered by the bidder, and sold to the Commonwealth **must** contain the minimum percentage of post-consumer and recovered material content as shown below for the applicable products:

Landscaping Products	Recovered Material Content
Hydraulic Mulch: -----Paper -----Wood/Paper	100% (post-consumer) 100% (total)
Compost Made From Yard Trimmings and/or Food Waste	Purchase or use compost made from yard trimmings, leaves, grass clippings and/or food wastes for applications such as landscaping, seeding of grass or other plants, as nutritious mulch under trees and shrubs, and in erosion control and soil reclamation. DGS further recommends implementing a composting system for these materials when agencies have an adequate volume and sufficient space.
Garden Hose: -----Rubber and/or Plastic Soaker Hose: -----Rubber and/or Plastic	60% (post-consumer) 60% (post-consumer)
Lawn and Garden Edging: -----Rubber and/or Plastic	30% (post-consumer)/30-100% (total)
Landscaping Timber and Posts: -----HDPE -----Mixed Plastics/Sawdust -----HDPE/Fiberglass -----Other mixed Resins	25% (post-consumer) + 50% (recovered) 50% (post-consumer) + 50% (recovered) 75% (post-consumer) + 20% (recovered) 50% (post-consumer) + 45% (recovered)

"Post-consumer" material is "material or finished product that has served its intended use and has been diverted or recovered from waste destined for disposal, having completed its life as a consumer item. Post-consumer material is part of the broader category of recovered material."

"Recovered Materials" refers to waste materials and by-products which have been recovered or diverted from solid waste, but does not include those materials and by-products generated from, and commonly reused within, an original manufacturing process

(B) **BIDDER'S CERTIFICATION**

Bidder certifies that the landscaping product(s) which the bidder is offering contains the required minimum percentage of post-consumer and recovered material content as shown above for the product.

(C) **MANUFACTURER/MILL CERTIFICATION**

In addition to the Bidders Certification in Subsection (B), a manufacturer certification must be completed and signed by the manufacturer before payment will be made to the successful bidder for the delivered items. The enclosed **Manufacturer/Mill** Certification form must be used. Bidders are not required to submit the completed and signed **Manufacturer/Mill** Certification form with their bids. **THE COMMONWEALTH SHALL HAVE NO OBLIGATION TO PAY FOR THE ITEM(S) UNTIL A PROPERLY COMPLETED AND SIGNED MANUFACTURER/MILL CERTIFICATION IS SUBMITTED FOR THE DELIVERED ITEM.**

(D) **ENFORCEMENT**

Awarded bidders may be required, after delivery of the landscaping product(s), to provide the Commonwealth with documentary evidence that the landscaping product(s) were in fact produced with the required minimum percentage of post-consumer and recovered material content.

**EXHIBIT A-5
MISCELLANEOUS PRODUCTS
RECYCLED CONTENT**

(A) REQUIREMENT

All miscellaneous products offered by the bidder, or included in the final product offered by the bidder, and sold to the Commonwealth **must** contain the minimum percentage of post-consumer and recovered material content as shown below for the applicable products:

Miscellaneous Products	Recovered Material Content
Awards and Plaques -----Glass -----Wood -----Paper -----Plastic and Plastic/Wood Composites	75% (post-consumer) + 25% (recovered) 100% (total) 40% (post-consumer) 50% (post-consumer) + 45% (recovered)
Industrial Drums -----Steel ¹ -----Plastic (HDPE) -----Fiber (paper)	16% (post-consumer) + 9% (recovered) 30% (post-consumer) 100% (post-consumer)
Mats -----Rubber -----Plastic -----Rubber/Plastic Composite	75% (post-consumer) + 10% (recovered) 10% (post-consumer) + 90% (recovered) 100% (post-consumer)
Pallets -----Wood -----Plastic -----Thermoformed -----Paperboard	95% (post-consumer) 100% (post-consumer) 25% (post-consumer) 50% (post-consumer)
Signage -----Plastic -----Aluminum -----Plastic Sign Posts/Supports -----Steel Sign Posts/Supports ²	80% (post-consumer) 25% (post-consumer) 80% (post-consumer) 16% (post-consumer) + 9% (recovered) 67% (post-consumer) + 33% (recovered)
Sorbents -----Paper -----Textiles -----Plastics -----Wood ³ -----Other Organics/Multimaterials ⁴	90% (post-consumer) + 10% (recovered) 95% (post-consumer) 25% (total) 100% (total) 100% (total)
Manual-Grade Strapping -----Polyester -----Polypropylene -----Steel ²	50% (post-consumer) 10% (total) 16% (post-consumer) + 9% (recovered) 67% (post-consumer) + 33% (recovered)

"Post-consumer" material is "material or finished product that has served its intended use and has been diverted or recovered from waste destined for disposal, having completed its life as a consumer item. Post-consumer material is part of the broader category of recovered material."

"Recovered Materials" refers to waste materials and by-products which have been recovered or diverted from solid waste, but does not include those materials and by-products generated from, and commonly reused within, an original manufacturing process

¹Steel used in steel drums is manufactured using the Basic Oxygen Furnace (BOF) process, which contains 25-30% total recovered material, of which 16% is post-consumer steel. Steel used in manual-grade strapping is manufactured using either the BOF process or the Electric Arc Furnace (EAF) process, which contains 100% total recovered materials, of which 67% is post-consumer steel.

² The recommended recovered materials content levels for steel in this table reflect the fact that the designated items can be made from steel manufactured in either a Basic Oxygen Furnace (BOF) or an Electric Arc Furnace (EAF). Steel from the BOF process contains 25-30% total recovered materials, of which 16% is post-consumer steel. Steel from the EAF process contains a total of 100% recovered steel, of which 67% is post-consumer.

³ "Wood" includes materials such as sawdust and lumber mill trimmings.

⁴ Examples of other organics include, but are not limited to, peanut hulls and corn stover. An example of multimaterial sorbents would include, but not be limited to, a polymer and cellulose fiber combination.

² The recommended recovered materials content levels for steel in this table reflect the fact that the designated items can be made from steel manufactured in either a Basic Oxygen Furnace (BOF) or an Electric Arc Furnace (EAF). Steel from the BOF process contains 25-30% total recovered materials, of which 16% is post-consumer steel. Steel from the EAF process contains a total of 100% recovered steel, of which 67% is post-consumer.

(B) **BIDDER'S CERTIFICATION**

Bidder certifies that the miscellaneous product(s) which the bidder is offering contains the required minimum percentage of post-consumer and recovered material content as shown above for the product.

(C) **MANUFACTURER/MILL CERTIFICATION**

In addition to the Bidders Certification in Subsection (B), a manufacturer certification must be completed and signed by the manufacturer before payment will be made to the successful bidder for the delivered items. The enclosed **Manufacturer/Mill** Certification form must be used. Bidders are not required to submit the completed and signed **Manufacturer/Mill** Certification form with their bids. **THE COMMONWEALTH SHALL HAVE NO OBLIGATION TO PAY FOR THE ITEM(S) UNTIL A PROPERLY COMPLETED AND SIGNED MANUFACTURER/MILL CERTIFICATION IS SUBMITTED FOR THE DELIVERED ITEM.**

(D) **ENFORCEMENT**

Awarded bidders may be required, after delivery of the miscellaneous product(s), to provide the Commonwealth with documentary evidence that the miscellaneous product(s) were in fact produced with the required minimum percentage of post-consumer and recovered material content.

EXHIBIT A-6
NONPAPER OFFICE PRODUCTS
RECYCLED CONTENT

(A) **REQUIREMENT**

All nonpaper office products offered by the bidder, or included in the final product offered by the bidder, and sold to the Commonwealth **must** contain the minimum percentage of post-consumer and recovered material content as shown below for the applicable products:

Nonpaper Office Product	Recovered Material Content
Recycling Containers and Waste Receptacles: -----Plastic -----Steel ¹ -----Paper -----Corrugated -----Solid Fiber Boxes -----Industrial Paperboard	20% (post-consumer) 16% (post-consumer) +9% (recovered) 25% (post-consumer) 40% (post-consumer) 40% (post-consumer) + 60% (recovered)
Plastic Desktop Accessories (polystyrene) including desk organizers, sorters, and trays, and memo, note, and pencil holders.	25% (post-consumer)
Binders: -----Plastic-Covered -----Paper-Covered -----Pressboard -----Solid Plastic -----HDPE -----PE -----PET -----Misc. Plastics	25% 75% (post-consumer) +15% (recovered) 20% (post-consumer) + 30% (recovered) 90% (post-consumer) 30% (post-consumer) 100% (post-consumer) 80% (post-consumer)
Trash Bags (plastic)	10% (post-consumer)
Toner Cartridges	Return used toner cartridges for remanufacturing and reuse or purchase a remanufactured or recycled-content replacement cartridge.
Printer Ribbons	Procure printer ribbon reinking or reloading services or procure reinked or reloaded printer ribbons.
Plastic Envelopes	25% (post-consumer)
Plastic Clipboards: -----HDPE -----PS -----Misc. Plastics	90% (post-consumer) 50% (post-consumer) 15% (post-consumer)
Plastic File Folders -----HDPE	90% (post-consumer)
Plastic Clip Portfolios -----HDPE	90% (post-consumer)
Plastic Presentation Folders -----HDPE	90% (post-consumer)

"Post-consumer" material is "material or finished product that has served its intended use and has been diverted or recovered from waste destined for disposal, having completed its life as a consumer item. Post-consumer material is part of the broader category of recovered material."

¹ The recommended recovered materials content levels for steel in this table reflect the fact that the designated item is made from steel manufactured from in a Basic Oxygen Furnace (BOF). Steel from the BOF process contains 25-30% total recovered materials, of which 16% is post-consumer steel.

"Recovered Materials" refers to waste materials and by-products which have been recovered or diverted from solid waste, but does not include those materials and by-products generated from, and commonly reused within, an original manufacturing process

(B) **BIDDER'S CERTIFICATION**

Bidder certifies that the nonpaper office products which the bidder is offering contains the required minimum percentage of post-consumer and recovered material content as shown above for the product.

(C) **MANUFACTURER/MILL CERTIFICATION**

In addition to the Bidders Certification in Subsection (B), a manufacturer certification must be completed and signed by the manufacturer before payment will be made to the successful bidder for the delivered items. The enclosed **Manufacturer/Mill** Certification form must be used. Bidders are not required to submit the completed and signed **Manufacturer/Mill** Certification form with their bids. **THE COMMONWEALTH SHALL HAVE NO OBLIGATION TO PAY FOR THE ITEM(S) UNTIL A PROPERLY COMPLETED AND SIGNED MANUFACTURER/MILL CERTIFICATION IS SUBMITTED FOR THE DELIVERED ITEM.**

(D) **ENFORCEMENT**

Awarded bidders may be required, after delivery of the paper, to provide the Commonwealth with documentary evidence that the nonpaper office product(s) were in fact produced with the required minimum percentage of post-consumer and recovered material content.

EXHIBIT A-7
PARK & RECREATION PRODUCTS
RECYCLED CONTENT

(A) **REQUIREMENT**

All park and recreation products offered by the bidder, or included in the final product offered by the bidder, and sold to the Commonwealth **must** contain the minimum percentage of post-consumer and recovered material content as shown below for the applicable products:

Park & Recreation Product	Recovered Material Content ¹
Park Benches & Picnic Tables:	
-----Plastic ²	90% (post-consumer) + 10% (recovered)
-----Plastic Composites	50% (post-consumer) + 50% (recovered)
-----Aluminum	25% (post-consumer)
-----Concrete	15% (total)
-----Steel ³	16% (post-consumer) + 9% (recovered)
	67% (post-consumer) + 33% (recovered)
Plastic Fencing for Specified Uses⁴	60% (post-consumer) + 30% (recovered)
Playground Equipment	
-----Plastic ³	90% (post-consumer) + 10% (recovered)
-----Plastic Composites	50% (post-consumer) + 45% (recovered)
-----Steel ⁴	16% (post-consumer) + 9% (recovered)
	67% (post-consumer) + 33% (recovered)
-----Aluminum	25% (post-consumer)
Playground Surfaces:	
-----Plastic or Rubber	90% (post-consumer)
Running Tracks:	
-----Plastic or Rubber	90% (post-consumer)

"Post-consumer" material is "material or finished product that has served its intended use and has been diverted or recovered from waste destined for disposal, having completed its life as a consumer item. Post-consumer material is part of the broader category of recovered material."

"Recovered Materials" refers to waste materials and by-products which have been recovered or diverted from solid waste, but does not include those materials and by-products generated from, and commonly reused within, an original manufacturing process

(B) **BIDDER'S CERTIFICATION**

Bidder certifies that the park and recreational product(s) which the bidder is offering contains the required minimum percentage of post-consumer and recovered material content as shown above for the product.

(C) **MANUFACTURER/MILL CERTIFICATION**

In addition to the Bidders Certification in Subsection (B), a manufacturer certification must be completed and signed by the manufacturer before payment will be made to the successful bidder for the delivered items. The enclosed **Manufacturer/Mill** Certification form must be used. Bidders are not required to submit the completed and signed **Manufacturer/Mill** Certification form with their bids. **THE COMMONWEALTH SHALL HAVE NO OBLIGATION TO PAY FOR THE ITEM(S) UNTIL A PROPERLY COMPLETED AND SIGNED MANUFACTURER/MILL CERTIFICATION IS SUBMITTED FOR THE DELIVERED ITEM.**

(D) **ENFORCEMENT**

Awarded bidders may be required, after delivery of the park and recreational product(s), to provide the Commonwealth with documentary evidence that the park and recreational product(s) were in fact produced with the required minimum percentage of post-consumer and recovered material content.

¹ The recommended recovered materials content levels are based on the dry weight of the raw materials, exclusive of any additives such as adhesives, binders, or coloring agents.

² "Plastic" includes both single and mixed plastic resins. Park benches and picnic tables made with recovered plastic may also contain other recovered materials such as sawdust, wood, or fiberglass. The percentage of these materials contained in the product would also count toward the recovered materials content level of the item.

³ The recommended recovered materials content levels for steel in this table reflect the fact that the designated items can be made from steel manufactured from either a Basic Oxygen Furnace (BOF) or an Electric Arc Furnace (AF). Steel from the BOF process contains 25-30% total recovered materials, of which 16% is post-consumer steel. Steel from the EAF process contains a total of 100% recovered steel, of which 67% is post-consumer.

⁴ Designation includes fencing containing recovered plastic for use in controlling snow or sand drifting and as a warning/safety barrier in construction or other applications.

EXHIBIT A-8
TRANSPORTATION PRODUCTS
RECYCLED CONTENT

(A) **REQUIREMENT**

All transportation products offered by the bidder, or included in the final product offered by the bidder, and sold to the Commonwealth **must** contain the minimum percentage of post-consumer and recovered material content as shown below for the applicable products:

Transportation Products	Recovered Material Content ¹
Traffic Cones: -----Plastic (PVC and LDPE) -----Crumb Rubber	50% (recovered) 50% (recovered)
Traffic Barricades (type I and II only): -----Plastic (HDPE, LDPE, PET) -----Steel ² -----Fiberglass	80% (post-consumer) + 20% (recovered) 16% (post-consumer) + 9% (recovered) 67% (post-consumer) + 33% (recovered) 100% (recovered)
Parking Stops: -----Plastic and/or Rubber -----Concrete Containing Coal Fly Ash -----Concrete Containing Ground Granulated Blast Furnace Slag	100% (recovered) 20% (recovered) 15% when used as a partial cement replacement as an admixture in concrete. 25% (recovered)
Traffic Control Devices: -----Channelizers: -----Plastic -----Rubber (base only) -----Delineators: -----Plastic -----Rubber (base only) -----Steel (base only) ² -----Flexible Delineators	25% (post-consumer) 100% (post-consumer) 25% (post-consumer) 100% (post-consumer) 16% (post-consumer) + 9% (recovered) 67% (post-consumer) + 33% (recovered) 25% (post-consumer)

"Post-consumer" material is "material or finished product that has served its intended use and has been diverted or recovered from waste destined for disposal, having completed its life as a consumer item. Post-consumer material is part of the broader category of recovered material."

"Recovered Materials" refers to waste materials and by-products which have been recovered or diverted from solid waste, but does not include those materials and by-products generated from, and commonly reused within, an original manufacturing process

(B) **BIDDER'S CERTIFICATION**

Bidder certifies that the transportation product(s) which the bidder is offering contains the required minimum percentage of post-consumer and recovered material content as shown above for the product.

(C) **MANUFACTURER/MILL CERTIFICATION**

In addition to the Bidders Certification in Subsection (B), a manufacturer certification must be completed and signed by the manufacturer before payment will be made to the successful bidder for the delivered items. The enclosed **Manufacturer/Mill** Certification form must be used. Bidders are not required to submit the completed and signed **Manufacturer/Mill** Certification form with their bids. **THE COMMONWEALTH SHALL HAVE NO OBLIGATION TO PAY FOR THE ITEM(S) UNTIL A PROPERLY COMPLETED AND SIGNED MANUFACTURER/MILL CERTIFICATION IS SUBMITTED FOR THE DELIVERED ITEM.**

(D) **ENFORCEMENT**

Awarded bidders may be required, after delivery of the transportation product(s), to provide the Commonwealth with documentary evidence that the transportation product(s) were in fact produced with the required minimum percentage of post-consumer and recovered material content.

¹ Content levels are based on the dry weight of the raw materials, exclusive of any additives such as adhesives, binders, or coloring agents.

² The recommended recovered materials content levels for steel in this table reflect the fact that the designated items can be made from steel manufactured from either a Basic Oxygen Furnace (BOF) or an Electric Arc Furnace (EAF). Steel from the BOF process contains 25-30% total recovered materials, of which 16% is post-consumer steel. Steel from the EAF process contains a total of 100% recovered steel, of which 67% is post-consumer.

MANUFACTURER/MILL CERTIFICATION

(To be submitted with invoice for each order)

TO BE COMPLETED BY MANUFACTURER/MILL:

NAME OF **MANUFACTURER/MILL:** _____

ADDRESS OF **MANUFACTURER/MILL:** _____

FEDERAL EMPLOYER I.D. NO.: _____

CONTRACT OR REQUISITION NO. _____

NAME OF CONTRACTOR: _____

ADDRESS OF CONTRACTOR: _____

Type of product(s) which the **manufacturer/mill** furnished to the contractor: _____

CERTIFICATION: I, the undersigned officer of the above-named **manufacturer/mill**, do hereby certify that I am authorized to provide this certification on behalf of the above-named **manufacturer/mill** and that the **type of product(s)** listed above which my company furnished to the contractor named above for the referenced contract or purchase requisition, contained not less than _____% post-consumer materials and _____% recovered materials as those terms are defined in the invitation for bids. I understand that this document is subject to the provisions of the Unsworn Falsification of Authorities Act (18 P.S. Section 4904).

Signature

Name of Signatory

Title

Date

Attachment C: Core List Pricing Worksheet

CWOPA has identified the items on the Worksheet I to be the core list of office supply products that are most often used by the executive and other agencies. Completion of this worksheet will indicate your ability to provide the scope of these products to CWOPA. It is required that unit pricing is entered into the appropriate column for each of the items. For the toner items on the core list, CWOPA has identified the OEM part number for each cartridge. For each OEM part, a re-manufactured part for the same machine is listed immediately below, and the manufacturer's name and part number have been left blank. Enter the manufacturer's name, part number, and price of the re-manufactured cartridge that your company will provide for the same machine as the OEM part listed above it. On Worksheet II, enter the discount from S.P. Richards catalog price that you will provide for all other office supplies and toner in your catalog. The award for office supplies will be a lot award and failure to include pricing for any items will prohibit your ability to be awarded that lot.

CWOPA is interested in your company's unique ability to provide economical substitutes for the identified core list items. You may propose substitutes for the core items, but in doing so, you must also provide manufacturer's name, part number, description, unit of measure, pricing and reference link or page to the recommended product. Acceptance of recommended substitute items will be solely at the discretion of the DGS-BOP.

Part I: Core List Items

Please enter your proposed unit price for the exact core items listed in Column F. You may also enter, in Columns G through K, information regarding substitute products that you are proposing to provide instead of the core list items (see the Instructions for more information). For re-manufactured toner items, enter a manufacturer's name in Column B and a part number in Column C.

Item Description	Manufacturer	Manufacturer Part Number	UOM	Estimated Annual Usage	Unit Price	Proposed Substitute Product Manufacturer	Proposed Substitute Manufacturer Part Number	UOM	Unit Price (Proposed Product)	Web Site or Catalog Page Reference for Substitute Product
Badge Holders, Clip Style, Top Loading, 3-1/2"x2-1/4", Clear	SPARCO PRODUCTS	SPR19180	BX	300						
Plain Insert Badge Refill, Fits 2-1/4"x3-1/2" Holder, White	EVERY CONSUMER PRODUCTS	AVE05390	BX	200						
Name Badge, 3-1/2"x2-1/4", Green Border	C-LINE PRODUCTS	CL192263	BX	700						
Name Badges, Hanging Style, 3"x4", Plain White	SPARCO PRODUCTS	SPR016165	BX	400						
23" Neck Cord, Nylon, Black	BAUMGARTEN'S	BAU68908	EA	3000						
Badge Holder, Vertical Style, 2-3/8"Wx3-3/8"H, Clear	BAUMGARTEN'S	BAU67820	PK	800						
Card Reel With Belt Clip, Stretches 23", Gray	BAUMGARTEN'S	BAU68820	EA	3200						
9 Volt Alkaline Battery, 4-Pack	DURACELL	DURMN1604VR4Z	PK	6400						
AAA Alkaline Battery, 4 Ea/Pk	RAYOVAK	RAY8154	PK	33800						
AAA Energizer Alkaline Batteries, 4 EA/PK	EVEREADY	EVEE92BP4	PK	14200						
C Alkaline Battery, 4 Ea/Pk	DURACELL	DURMN1400R4Z	PK	6100						
D Size Energizer Alkaline Battery, 2 Ea/Pk	EVEREADY	EVEE95BP2	PK	29600						
Economy Ring Binder, 1" Capacity, 11"x8-1/2", Black	EVERY CONSUMER PRODUCTS	AVE03301	EA	48700						
Economy Ring Binder, 2" Capacity, 11"x8-1/2", Black	EVERY CONSUMER PRODUCTS	AVE03501	EA	46000						
Clearvue Locking D-Ring Binder, 2" Cap, 11"x8-1/2", White	CARDINAL BRANDS/EAGLE OPG	CRD19030	EA	15700						
Economy Ring Binder, 3" Capacity, 11"x8-1/2", Black	EVERY CONSUMER PRODUCTS	AVE03602	EA	2950						
Spinevue Poly Binder, 8-1/2" x 11", 1" Capacity, Clear	CARDINAL BRANDS/EAGLE OPG	CRD18115	EA	45600						
Clearvue Locking D-Ring Binder, 3" Cap, 11"x8-1/2", White	CARDINAL BRANDS/EAGLE OPG	CRD19040	EA	6900						
Economy Ring Binder, 1" Capacity, 11"x8-1/2", Blue	EVERY CONSUMER PRODUCTS	AVE03300	EA	28200						
Economy Ring Binder, 2" Capacity, 11"x8-1/2", Blue	EVERY CONSUMER PRODUCTS	AVE03500	EA	14700						
Non-Skid Steel Bookend, 5-15/16"x8-3/16"x9", Black	MMF INDUSTRIES	MMF241005004	PR	500						
Shipping Carton, 12"Wx10"Dx4"H, Kraft, 25/PK	SPARCO PRODUCTS	SPR70000	PK	170						
Shipping Carton, 15"Wx12"Dx10"H, Kraft, 25/PK	SPARCO PRODUCTS	SPR02228	PK	1000						
Economy Storage Box, Ltr/Lql, 12"Wx15"Dx10"H, White, 12/CT	SPARCO PRODUCTS	SPR02227	CT	19700						
Cork Board, 3x2, Aluminum Frame	SPARCO PRODUCTS	SPR19764	EA	500						
Cork Board, 4x3, Aluminum Frame	SPARCO PRODUCTS	SPR19765	EA	500						
Cork Bulletin board, Aluminum Frame, 4x6'	QUARTET MFG.	QRTECKA406	EA	100						
Blank Business Cards, 65 lb., 8-1/2"x11", White	GEOGRAPHICS	GEO39051	PK	1500						
Hand Held Compact Calculator, 2-1/2"Lx4-1/4"Wx3/8"H, Black	VICTOR TECHNOLOGIES	VCT900	EA	1100						
12 Dgt, Dsktp Pmt/Dsply Calculator, 5-3/16"x8-5/16"x2-1/8"	SHARP	SHREL1750P	EA	700						
Graphics Student Calculator, 3-1/2"Wx7-1/3"Dx1"H, Black	TEXAS INSTRUMENTS	TEXTI86RTL	EA	25						
Daily Planner, 4-7/8" x 8", 12 Months, Wirebound, Black	AT-A-GLANCE	AAGSK4400	EA	8600						
Monthly Planner Pad, Exec Series, Recycled, Dated, 17"x22"	VISUAL ORGANIZERS	VIOHT1500	EA	61600						
24 Hour Weekly Appointment Book, Page Size: 8-1/2"x11", Black	AT-A-GLANCE	AAG7021405	EA	4100						
Monthly Planner, Classic Size, 6-7/8"x8-3/4", Black	AT-A-GLANCE	AAG701200504	EA	48500						
Daily Quicknote Pad Refill, 3-1/2"x6", Blue/Yellow	AT-A-GLANCE	AAG51750	EA	43600						
Weekly Appointment Book, 14 Month, 8"x4-7/8", Black	AT-A-GLANCE	AAG7010105	EA	29800						
Telephone/Address Book Weekly Planner, 4-7/8"x8", Black	AT-A-GLANCE	AAGG21000	EA	600						
Luggage Cart, Holds 250 lb., Open Dim: 15-1/2"Wx19"Dx44-1/2"H	STEBCO PRODUCTS	STB380007BLK	EA	100						
Normal Bias Audio Cassette, 60 Minute	MAXELL	MAXUR60	EA	36000						
Micro Audio Cassette, 60 Minutes	MAXELL	MAXMC60UR3PK	PK	1600						
VHS Video Tape, 6 Hours	SONY CORPORATION	SONT120V	EA	10700						
Standard Cassette Recorder, 3-1/2"Wx1-1/2"Dx4-3/8"H, Black	SONY CORPORATION	SONTCM150	EA	70						
CD-R, Spindle, Branded, 80 Min/700MB, 50 Pack	COMPUCESSORY	CCS72250	PK	1300						
Compact Disc, Rewritable, 4-10X Speed, 74 Min/650MB Capacity, 5/PK	IMATION	IMN41424	PK	3700						
DVD+RW DataLife Plus, 4.7GB/120 Minutes	VERBATIM	VER93717	EA	300						
DVD-R, 4.7 GB, Branded	COMPUCESSORY	CCS35555	EA	900						
CD/DVD Slim Jewel Case, Clear	IMATION	IMN41017	PK	900						
CD Holder Refill, Holds 8 Compact Disc Per Page, Clear	C-LINE PRODUCTS	CL161948	PK	800						
Paper CD/DVD Sleeve, 24 lb, White Wove	QUALITY PARK PRODUCTS	QUA62903	BX	90						
Anti-Static Mailer For 5 1/4" Disks And CD With Case	FELLOWES MANUFACTURING CO	FELDM100010	PK	1600						
Chairmat W/Average Lip, 45"Wx53"L, Lip 25"Wx12"L, Clear	SPARCO PRODUCTS	SPR02157	EA	1000						
Large Binder Clip, 2" Wide, 1" Capacity, Black/Silver	SPARCO PRODUCTS	SPR87010	BX	15300						
Small Binder Clip, 3/4" Wide, 3/8" Capacity, Black/Silver	SPARCO PRODUCTS	SPR87002	BX	103000						
Medium Binder Clip, 1-1/4" Wide, 5/8" Capacity, Black/Silver	SPARCO PRODUCTS	SPR87005	BX	49600						
Mini Binder Clip, 9/16" Wide, 1/4" Capacity, Black	SPARCO PRODUCTS	SPR02300	BX	8400						
Regular Gem Clip, Size 1, Regular, .033 Wire Gauge, Silver	SPARCO PRODUCTS	SPR85001	BX	61200						
Regular Gem Clip, Jumbo, Regular, .045 Wire Gauge, Silver	SPARCO PRODUCTS	SPR85009	BX	65700						
Hardboard Clipboard, Legal, 9"x15-1/2", Brown/Silver Clip	SPARCO PRODUCTS	SPR00896	EA	5500						
Hardboard Clipboard, Letter, 9"x12-1/2", Brown/Silver Clip	SPARCO PRODUCTS	SPR00895	EA	5900						
Electric Wall Clock, Round, 12", Brown/White	SPARCO PRODUCTS	SPR01456	EA	400						
Career Quartz Wall Clock, Round, 8-1/2", Black/White	SPARCO PRODUCTS	SPR02628	EA	600						
Coat Rack, Wall Mount, 4 Hooks, Black, 16-1/2"Wx4-1/2"Dx8"H	FELLOWES MANUFACTURING CO	FEL90041	EA	40						
Computer Case, Front Zipper Pocket, Shoulder Strap, Nylon BK	COMPUCESSORY	CCS55101	EA	200						
Clip Copy Holder, Swing Arm Can Rotate 360 Degrees, PY	COMPUCESSORY	CCS22100	EA	600						
Cord Covers, 3/4", Gray	FELLOWES MANUFACTURING CO	FEL99492	EA	100						
Snake N Squeeze Correctable Pen, Fast Drying, White	BIC CORPORATION	BICWOSQP11	EA	30700						
Latex Correction Fluid, 18 ml, White	PAPERMATE	PAP59001	EA	66100						
Correctable Typewriter Ribbon, F/Wheel/Writer 3/5/6/20/30/50	LEXMARK / IBM	LEX1380999	EA	5700						

Permanent Marker, Chisel Point, Red Ink	SPARCO PRODUCTS	SPR01520	BX	600						
Sharpie Permanent Marker, Fine Point, Black Ink	SANFORD CORPORATION	SAN30001	EA	120100						
Sharpie Permanent Marker, Fine Point, Red Ink	SANFORD CORPORATION	SAN30002	EA	15000						
Sharpie Permanent Marker, Ultra-Fine Point, Blue Ink	SANFORD CORPORATION	SAN37003	EA	5400						
Sharpie Permanent Marker, Fine Point, Blue Ink	SANFORD CORPORATION	SAN30003	EA	12800						
Expo 2 Dry Erase Marker, Chisel Point, Black	SANFORD CORPORATION	SAN80001	EA	2200						
Expo 2 Dry Erase Marker, Chisel Point, Blue	SANFORD CORPORATION	SAN80003	EA	900						
Expo 2 Dry Erase Marker, Chisel Point, 4 Color Set	SANFORD CORPORATION	SAN80074	ST	1200						
Expo 2 Dry Erase Marker, Chisel Point, Green	SANFORD CORPORATION	SAN80004	EA	4100						
Expo 2 Dry Erase Marker, Chisel Point, Red	SANFORD CORPORATION	SAN80002	EA	1300						
Sharpie Permanent Marker, Fine Point, Green Ink	SANFORD CORPORATION	SAN30004	EA	3400						
Sharpie Permanent Marker, Ultra-Fine Point, Black Ink	SANFORD CORPORATION	SAN37001	EA	9100						
Sharpie Permanent Marker, Ultra-Fine Point, Red Ink	SANFORD CORPORATION	SAN37002	EA	1800						
Flip Chart Marker Set, Bullet Point, BK/BL/RD/GN	SANFORD CORPORATION	SAN22474	PK	500						
Sharpie Permanent Marker Set, Fine Point, 4 Assorted Colors	SANFORD CORPORATION	SAN30074	ST	500						
Vuryser 1 Monitor Stand, 11-1/4"Wx11-1/4"Dx1"H, Bone GY	VURYTE	VUR2400	EA	200						
Economy Mouse Pad, 8-1/2"Wx9-1/2"D, Blue	COMPUCESSORY	CCS23605	EA	2000						
Air Duster Cleaner, 10 oz., 2-Pack	COMPUCESSORY	CCS24302	PK	3400						
Datawipes Cleaning Wipes	READRIGHT/DIV AVANTUS COR	REARR1250	PK	1000						
Composition Book, Ruled, 50 sheets, Blue Marble Cover	Roaring Spring Paper Products	ROA77922	EA	6000						
Steno Book, 60 Sheets, Gregg Rule, Green Tint	TOPS BUSINESS FORMS	TOP8001	PK	36200						
Recycled Easel Pad, Plain, 27"x34", 50 Sheets, White	NATURE SAVER	NAT00876	CT	800						
Scratch Pad, 3" x 5", 100-Count, White	MEAD PAPER PRODUCTS	MEA57104	PK	17100						
Scratch Pad, 5"x 8", 100-Count, White	MEAD PAPER PRODUCTS	MEA57108	PK	7500						
Micro Perforated Pad, Legal Rule, 8-1/2"x11-3/4", White	SPARCO PRODUCTS	SPRW2011	PK	20000						
Memorandum Pads, Plain, 16 lb., 8-1/2"x11", White	SPARCO PRODUCTS	SPR5081SP	PK	500						
Single Page Record Book, 80 Pages, 9-1/4"x7", Blue	EVERY CONSUMER PRODUCTS	AVE56301	EA	1000						
Micro Perforated Pad, Legal Rule, 8-1/2"x11-3/4", Canary	SPARCO PRODUCTS	SPR2011	PK	2000						
Micro Perforated Pad, Jr. Legal Rule, 5"x8", White	SPARCO PRODUCTS	SPRW2058	PK	3100						
Micro Perforated Pad, Legal Rule, 8-1/2"x14", Canary	SPARCO PRODUCTS	SPR2014	PK	13900						
"While You Were Out" Book, 11"x5-1/2", WE/CY Paper,BE/RD Ink	TOPS BUSINESS FORMS	TOP4002	EA	1600						
Spiral Notebook, Wide Rule, 3 HP, 100 Shts, 8-1/2"x10-1/2"	MEAD PAPER PRODUCTS	MEA05514	EA	1900						
Reporter's Notebook, Gregg Ruled, 70 Shts, 4"x8", White	SPARCO PRODUCTS	SPRG48	PK	100						
Post-It Easel Pad, Plain, 30 Shts, 25"x30", WE	MINNESOTA MINING & MFG CO	MMM559	CT	300						
Geocycle Recycled Office Paper, 20 lb., 11"x17", White	GEORGA PACIFIC	GEP226003	RM/PK	22000						
Geocycle Recycled Office Paper, 3HP, 20 lb., 8-1/2"x11", White	GEORGA PACIFIC	GEP226002	RM/PK	4800						
Geocycle Recycled Office Paper, 20 lb., 8-1/2"x11", White	GEORGA PACIFIC	GEP992787	RM/PK	2879400						
Blotting Paper, 24"Wx19"D, Brown	Artistic Desk Pad	AOPSBL42	PK	1200						
Adding Machine Rolls, Convenience Pack, 2-1/4"x150", White (12 Rolls/PK)	SPARCO PRODUCTS	SPR22147	PK	6500						
Inkjet Paper, 24 lb., 8-1/2"x11", White	GREAT WHITE CONSUMER	GWCR6000	RM/PK	13500						
Geocycle Recycled Office Paper, 20 lb., 8-1/2"x14", White	GEORGA PACIFIC	GEP226001	RM/PK	80600						
Carbon Pencil Paper, 8-1/2"x11-1/2", 100 Sheets, Blue	NUKOTE INTERNATIONAL	NUKB601011	BX	700						
Computer Paper, Plain, 20 lb., 9-1/2"x11", White	SPARCO PRODUCTS	SPR02171	CT	500						
Filler Paper, Wide Rule, 15 Sub, 11"x8-1/2", White	SPARCO PRODUCTS	AMP26022	PK	600						
Computer Paper, Plain, 3 Parts, 9-1/2"x11", WE/YW/PK	SPARCO PRODUCTS	SPR01385	CT	60						
Round Sic Pen, Fine Point, Black Ink/White Barrel	BIC CORPORATION	BICGSF11BK	BX	23800						
Round Sic Pen, Medium Point, Black Ink/White Barrel	BIC CORPORATION	BICGSM11BK	BX	35300						
Round Sic Pen, Fine Point, Blue Ink/White Barrel	BIC CORPORATION	BICGSF11BE	BX	7300						
Round Sic Pen, Medium Point, Blue Ink/White Barrel	BIC CORPORATION	BICGSM11BE	BX	9000						
Round Sic Pen, Fine Point, Red Ink/White Barrel	BIC CORPORATION	BICGSF11RD	BX	2500						
Round Sic Pen, Medium Point, Red Ink/White Barrel	BIC CORPORATION	BICGSM11RD	BX	6400						
Hi-Polymer Lead, 0.7 Millimeter, 2H, Medium, Black	PENTEL	PEN502H	TB	10500						
Hi-Polymer Lead, 0.5 Millimeter, 2H, Fine, Black	PENTEL	PENC5052H	TB	11900						
Sparco Pencil, #2 Lead Grade, Yellow	SPARCO PRODUCTS	SPR5052	BX	37900						
Ticonderoga Eraser Tipped Checking Pencils, Red	DIXON TICONDEROGA	DIX14259	BX	900						
Mechanical Pencils, 0.7mm, Assorted,	PAPERMATE	PAP80049	PK	2200						
Mechanical Pencils, 0.5mm, Silver,	PAPERMATE	PAP80055	BX	6600						
Mini Phone Shoulder Rest, Black	SOFTALK INC.	SOF301	EA	500						
Award Plaques, 13"Wx10-1/2H", Mahogany	NU-DELL PLASTICS CORP.	NUD18813M	EA	200						
Letter Size Economy Pad Holder, 12.60"x9.45"x0.2", Black	SPARCO PRODUCTS	SPR01724	EA	1200						
Westport Padholder, Letter Size, Calculator, Pen Loop, BY	HAZEL	HAZ34145	EA	3600						
Saver Adhesive Notes, 1-1/2"x2", Yellow	SPARCO PRODUCTS	SPR19796	PK	22500						
Saver Adhesive Notes, 3"x3", Yellow	SPARCO PRODUCTS	SPR19803	PD	409400						
Saver Adhesive Notes, 3"x5", Yellow	SPARCO PRODUCTS	SPR19804	PD	178400						
Adhesive Note Pads, Ruled, 4"x6", Yellow	SPARCO PRODUCTS	SPR70402	PD	3100						
2 Hole Punch, 1/4" Size, 2-3/4" Center, 20 Sht Cap, Black	SPARCO PRODUCTS	SPR00785	EA	500						
Adjustable 3 Hole Punch, Adjustable, 1/4" Size, 8 Sht Cap,BK	SPARCO PRODUCTS	SPR00786	EA	1300						
Economy Heavy Duty Punch, 1-3 HP, 9/32",Adjustable,24 Cap,BK	SWINGLINE	SWI74150	EA	200						
Push Pins, 3/8" Point, 1/2" Heads, Assorted Colors	SPARCO PRODUCTS	SPR81001	BX	5200						
Thumb Tacks, 3/8" Point, Steel	OFFICEMATE	OIC92912	BX	2400						
Reinforcements, 1/4" Diameter, Punched Holes, White	MACO	MACMT909	BX	4500						
Thermal Transfer Ribbon For Plain Paper Fax Machine	MURATA BUSINESS SYSTEMS	MURPF100	PK	30						
Printer Ribbon, For Microline 590/591, 4 Color	OKIDATA CORPORATION	OKI52106002	EA	200						
Correctable Typewriter Ribbon, F/Wheel/Writer 3/5/6/20/30/50	LEXMARK / IBM	LEX1380999	EA	2400						
Card File, Transparent Cover, 8 Dvdrs, 125 Cap, 2-1/4"x4", BK	ROCKLAND INDUSTRIES	ROL67071	EA	300						
Open Rng Rubber Bands, 1 lb. Bag, Sz 18, 3"x1/32"x1/16"	SPARCO PRODUCTS	SPR51018	BG	2600						
Open Rng Rubber Bands, 1 lb. Bag, Sz 32, 3"x1/32"x1/8"	SPARCO PRODUCTS	SPR51032	BG	1200						
Open Rng Rubber Bands, 1 lb. Bag, Sz 64, 3-1/2"x1/32"x1/4"	SPARCO PRODUCTS	SPR51064	BG	2100						
Open Rng Rubber Bands, 1 lb. Bag, Sz 117, 7"x1/16"x1/8"	SPARCO PRODUCTS	SPR510117B	BG	600						
Metal Edge Wood Office Ruler, 18" Long	ACME	ACM05018	EA	2500						

Toner Cartridge, Page Yield 6,800, Black	HEWLETT PACKARD CO.	HEW92298A	EA	300					
Re-manufactured Toner Cartridge, Page Yield 6,800, Black			EA	100					
Inkjet Printer Cartridge, Yield 650 Pages, Black	HEWLETT PACKARD CO.	HEW51629A	EA	1200					
Re-manufactured Inkjet Printer Cartridge, Yield 650 Pages, Black			EA	300					
Inkjet Cartridge For HP Color Inkjet Printers, Ylds 690 Pgs	HEWLETT PACKARD CO.	HEWC1823D	EA	1100					
Re-manufactured Inkjet Cartridge For HP Color Inkjet Printers, Ylds 690 Pgs			EA	300					
Toner Cartridge, For LaserJet C4182X, Yields 20,000 Page	HEWLETT PACKARD CO.	HEWC4182X	EA	150					
Re-manufactured Toner Cartridge, For LaserJet C4182X, Yields 20,000 Page			EA	50					
Toner, For Network Printer 17	IBM	IBM63H2401	EA	250					
Re-manufactured Toner, For Network Printer 17			EA	50					
Ultra Precise Toner Cartridge, F/LaserJet 1200/1220, Black	HEWLETT PACKARD CO.	HEWC7115A	EA	600					
Re-manufactured Ultra Precise Toner Cartridge, F/LaserJet 1200/1220, Black			EA	100					
Prebate Print Cartridge, For Lexmark T520/T522	LEXMARK / IBM	LEX12A6830	EA	150					
Re-manufactured Prebate Print Cartridge, For Lexmark T520/T522			EA	50					
LaserJet 4500 Toner Cartridge, Yields 9,000 Pages, Black	HEWLETT PACKARD CO.	HEWC4191A	EA	300					
Re-manufactured LaserJet 4500 Toner Cartridge, Yields 9,000 Pages, Black			EA	100					
Toner Cartridge, For LaserJet 4000 Series/4050 Series	HEWLETT PACKARD CO.	HEWC4127A	EA	300					
Re-manufactured Toner Cartridge, For LaserJet 4000 Series/4050 Series			EA	100					
Toner Cartridge, HP 4500 Series Printer, Yld 6000 Pg, Yellow	HEWLETT PACKARD CO.	HEWC4194A	EA	150					
Re-manufactured Toner Cartridge, HP 4500 Series Printer, Yld 6000 Pg, Yellow			EA	50					
Microfine Toner Cartridge, F/LaserJet 5SINX/5S, Yld 15,000 Pg	HEWLETT PACKARD CO.	HEWC3909A	EA	150					
Re-manufactured Microfine Toner Cartridge, F/LaserJet 5SINX/5S, Yld 15,000 Pg			EA	50					
DeskJet/DeskWriter Print Cartridge, Yields 794 Pages, Black	HEWLETT PACKARD CO.	HEW51626A	EA	800					
Re-manufactured DeskJet/DeskWriter Print Cartridge, Yields 794 Pages, Black			EA	200					
Oprota S Laser Cartridge, 17.6 KB, Black	LEXMARK / IBM	LEX1382625	EA	80					
Re-manufactured Oprota S Laser Cartridge, 17.6 KB, Black			EA	20					
Toner Cartridge, HP 4500 Series Printer, Yld 6,000 Pg, Cyan	HEWLETT PACKARD CO.	HEWC4192A	EA	150					
Re-manufactured Toner Cartridge, HP 4500 Series Printer, Yld 6,000 Pg, Cyan			EA	50					
Ultra Precise Toner Cartridge For LaserJet 5000 Series	HEWLETT PACKARD CO.	HEWC4129X	EA	150					
Re-manufactured Ultra Precise Toner Cartridge For LaserJet 5000 Series			EA	50					
Toner Cartridge, HP 4500 Series Printer, Yld 6000 Pg, Magenta	HEWLETT PACKARD CO.	HEWC4193A	EA	80					
Re-manufactured Toner Cartridge, HP 4500 Series Printer, Yld 6000 Pg, Magenta			EA	20					
Drum Kit, For Color LaserJet 8500/8500DN/8550/8550DN	HEWLETT PACKARD CO.	HEWC4153A	EA	80					
Re-manufactured Drum Kit, For Color LaserJet 8500/8500DN/8550/8550DN			EA	20					
Fuser Kit, For Color LaserJet 4500 Series Printers, 110V	HEWLETT PACKARD CO.	HEWC4197A	EA	80					
Re-manufactured Fuser Kit, For Color LaserJet 4500 Series Printers, 110V			EA	20					
Inkjet Printer Cartridge, F/Deskjet 350 Mobile CLR, Tri-Color	HEWLETT PACKARD CO.	HEW51649A	EA	500					
Re-manufactured Inkjet Printer Cartridge, F/Deskjet 350 Mobile CLR, Tri-Color			EA	100					
Printer Cartridge, Use In Oprota E310 And E312, Ylds 6,000 Pg	LEXMARK / IBM	LEX13T0101	EA	80					
Re-manufactured Printer Cartridge, Use In Oprota E310 And E312, Ylds 6,000 Pg			EA	20					
BubbleJet Ink Cartridge, For BJ30/BJ50/70/80/85, Black	CANON	CNMBC10	EA	2400					
Re-manufactured BubbleJet Ink Cartridge, For BJ30/BJ50/70/80/85, Black			EA	600					
Drum Kit, For Color LaserJet 4500/4500DN/4500N	HEWLETT PACKARD CO.	HEWC4195A	EA	150					
Re-manufactured Drum Kit, For Color LaserJet 4500/4500DN/4500N			EA	50					
Brother Fax Cartridge, For Intellifax, 450 Page Yield	BROTHER	BRTPC201	EA	700					
Re-manufactured Brother Fax Cartridge, For Intellifax, 450 Page Yield			EA	200					
Mobile Ink Jet Print Cartridge, Yields 595 Pages, Black	HEWLETT PACKARD CO.	HEW51633M	EA	800					
Re-manufactured Mobile Ink Jet Print Cartridge, Yields 595 Pages, Black			EA	200					
Fax Toner, Use In L9800/L9500/ L9000	CANON USA, INC.	CNMF4	EA	150					
Re-manufactured Fax Toner, Use In L9800/L9500/ L9000			EA	50					
BubbleJet Ink Cartridge, For BJC50/70/80/85, Tri Color	CANON USA, INC.	CNMBC11	EA	1200					
Re-manufactured BubbleJet Ink Cartridge, For BJC50/70/80/85, Tri Color			EA	300					
HP 51640 Series Inkjet Print Cartridge, Yields 1122 Pages, BK	HEWLETT PACKARD CO.	HEW51640A	EA	400					
Re-manufactured HP 51640 Series Inkjet Print Cartridge, Yields 1122 Pages, BK			EA	100					
Toner Cartridge, For LaserJet 1100 Series, Yields 2500 Pages	HEWLETT PACKARD CO.	HEWC4092A	EA	150					
Re-manufactured Toner Cartridge, For LaserJet 1100 Series, Yields 2500 Pages			EA	50					
Inkjet Printer Cartridge For DeskJet 840C/842C, Yld 430 Pg, BK	HEWLETT PACKARD CO.	HEWC6625AN	EA	300					
Re-manufactured Inkjet Printer Cartridge, For DeskJet 840C/842C, Yld 430 Pg, BK			EA	100					
Print Cartridge F/E320/E322 Printers, Yield 3000 Pages, BK Ink	LEXMARK / IBM	LEX08A0476	EA	150					
Re-manufactured Print Cartridge F/E320/E322 Printers, Yield 3000 Pages, BK Ink			EA	50					
No. 23 Color Ink Jet Cartridge, Twin Pack, Yields 1380 Pgs	HEWLETT PACKARD CO.	HEWC1823T	EA	200					
Re-manufactured No. 23 Color Ink Jet Cartridge, Twin Pack, Yields 1380 Pgs			EA	50					

Part II: Discount Off List Items

Proposed % Discount	
Catalog Items	<p>Please enter the percentage discount off S.P. Richards List Price for all catalog items, excluding core list items, toner items, and all exclusions described in the RFP in the box to the left.</p>
Toner Items	<p>Please enter the percentage discount off S.P. Richards List Price for all printer and fax machine toner items, excluding those included in the core list, in the box to the left.</p>



Open Catalog Interface

Release 3.0



Open Catalog Interface

Introduction

The Commonwealth of Pennsylvania has purchased the SAP enterprise resource planning software (SAP R/3). It includes an electronic procurement system used for requisitioning called EBP. This system allows the Commonwealth employees to purchase items from a vendor's catalog online via the Internet.

Vendors Participants

- Create an online catalog, which can be accessed over the Internet.
- Include a Commonwealth of Pennsylvania view with their contract items, descriptions, prices, etc.
- Allow the selection of items from the catalog and return the data to the Commonwealth EBP system in the format described in this document.

Commonwealth Employees

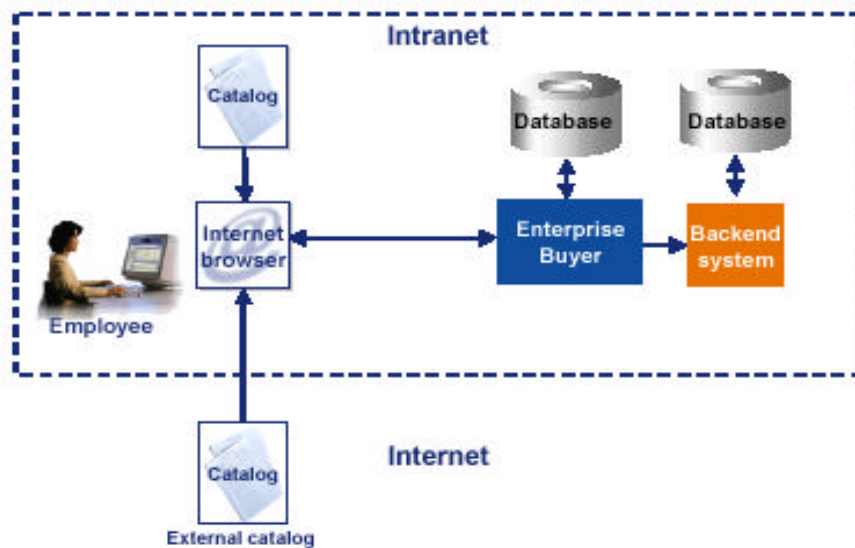
- Access the external vendor online catalog via the Internet from their internal EBP system
- Select items for purchase from the external vendor's catalog
- Return to their EBP system with items selected in the format described
- Create in their EBP system purchase requisitions, which evolve into purchase orders in SAP R/3 to be sent to the vendor.

OCI Purpose

The Open Catalog Interface (OCI) is the interface between the vendor's catalog and EBP system. SAP's Open Catalog Interface uses standard internet protocols

Integration

The graphic below shows how catalogs are integrated with Enterprise Buyer.



Open Catalog Interface: Structure

Structure

The vendor catalog interface consists of two sections: the outbound and the inbound section.

Outbound Section

The outbound section defines the information being sent from the EBP system to the vendor's catalog application. This includes such information as catalog URL and log on data.

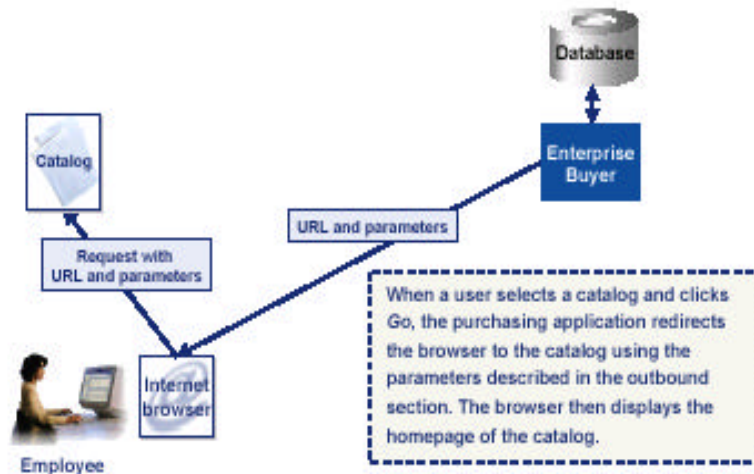
Inbound Section

The inbound section consists of information being sent from the vendor's catalog application to the EBP application. This section contains data on the items selected in the catalog, such as item descriptions, quantities ordered, and prices.

Open Catalog Interface: Outbound Section

Open Catalog Interface: Outbound Section

The following graphic shows how the purchasing application redirects the browser from Enterprise Buyer to the catalog using the parameters of the outbound section:



Outbound Section

The information originates in the EBP system. The standard catalog call method is an HTTP POST.

The EBP application constructs a URL call to the vendor's catalog and redirects the browser to this URL. The CGI script of the vendor's catalog application then has to parse and decode this information.

Field Values

Many of the field names and values are dependent on the particular catalog application

Every Field contains a name and a value (contents column) and has a type. Possible types are:

URL - The URL of the catalog or link to the information

SAP field – such as language

Fixed value – the value this field contains is transferred

Return URL – The URL used to return to EBP from the catalog

-
- The field structure is shown in the following table. The catalog-specific information is defined directly after the catalog URL and the ~OkCode and ~Target, and ~Caller fields directly after the Return URL field.
 - Typically, field values are entered as literals. For example, the LOGIN field can have a system value of the user logon ID or a literal value such as GUEST.
 - The name/value pair OCI_VERSION="<release>" (for example, OCI_VERSION="3.0") is passed to the catalog. This indicates that the EBP system involved is a release 3.0 system
 - The outbound data is structured as described in the table below. In this table, *FIXED* indicated that the field name will be as specified whereas *VARIBLE* indicates that the field name is catalog specific.

OUTBOUND SECTION

Description	Mandatory	Catalog Specific	Field Name	Field Name is fixed or variable	Meaning
Catalog URL	Yes	Yes	<blank>	Fixed	The URL of the vendor's catalog. This should refer to the location of the vendor's catalog CGI script.
All catalog	As relevant when a user ID and password is required	Yes		Variable	The set of catalog specific fields. An example of catalog specific fields is provided in the table below.
Return URL	Yes	No	HOOK_URL	Variable	The URL used to return to the Commonwealth's EBP application from the catalog.
OK code	Yes	No	~OkCode	Fixed	Contains the transaction code indicating that the <i>function Add Items to SAP Shopping Basket</i> is to be performed. This will be set to ADDI.
Target	Yes	No	~TARGET	Fixed	Specifies the frame to which a catalog is to return in a frame-based environment. If this field is not set the vendor's catalog must provide a default target of _top.
Caller	Yes	No	~CALLER	Fixed	Indicated that the data was sent by an external catalog. Content must be set to CTLG.

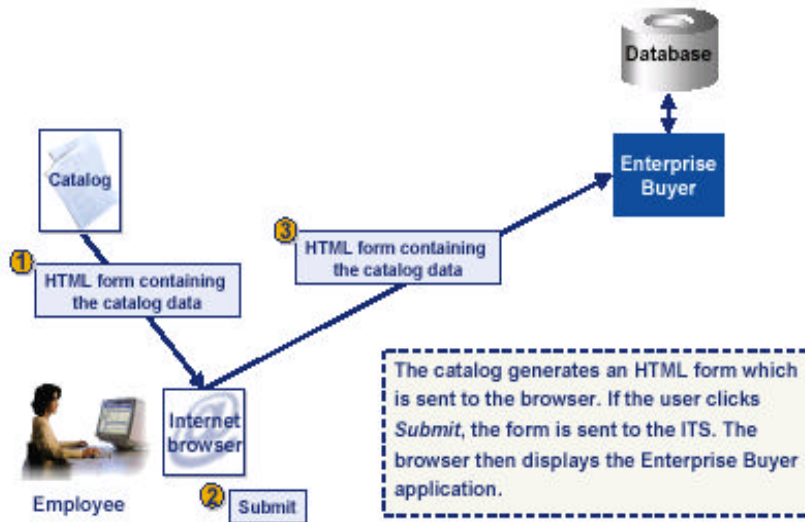
Catalog Specific Fields

Description	Field Name	Field Name is fixed/variable	Meaning
Request type	REQ	Variable	Requests a login when the catalog is first accessed.
Login	USERNAME	Variable	The user ID for logging into the catalog
Password	PASSWORD	Variable	The login password
Database identifier	SERVICE	Variable	The database identifier. This may be required for some catalogs

Open Catalog Interface: Inbound Section

HTML version

The following graphic illustrates the data flow of the inbound section:



Inbound Section

The inbound section consists of information that is sent to the Commonwealth's EBP system by the vendor's catalog application.

For each item selected in the catalog and sent to EBP, all mandatory fields have to be sent along with the relevant optional fields

POST Method

The fields can be sent back to the purchasing application by the POST method.

Note the following:

- Fields should not contain leading spaces or zeroes
- All numeric fields that allow fractional amounts must explicitly include the decimal point “.” At the correct byte position.
- Apart from the decimal point, numeric fields may **NOT** include commas or any other non-numeric characters.
- The inbound section should be sent back to EBP as an HTML version.
- The relevancy of optional fields will be discussed with each vendor.

Multiple Items selected from the Catalog

To handle multiple items selected in the catalog, each field name must be an array using the bracket subscript convention as per the C programming language. Subscripts must start at 1 (not zero). For example, the description of an item would be returned as a name such as “NEW_ITEM-DESCRIPTION [1]. Please refer the example included.

INBOUND SECTION

Item	Name	Required/Optional/Not Allowed	Details	Type Length
Description	NEW_ITEM-DESCRIPTION[n]	Required	The description of the item to be ordered	CHAR - 40
Product master	NEW_ITEM-MATNR[n]	Optional	The SAP product master number in the buyer system	CHAR - 18
Product group	NEW_ITEM-MATGROUP[n]	Required	The SAP product group. Choices will be provided	CHAR - 10
Quantity	NEW_ITEM-QUANTITY[n]	Required	Quantity to add. There can be a maximum of 11 digits to the left of the decimal point, and there must be 2 digits to the right. The decimal point “.” should be included.	CHAR - 15
Unit of measure	NEW_ITEM-UNIT[n]	Required	Unit of measure of the item. Must be the standard ISO code. A list will be provided.	CHAR - 3
Price	NEW_ITEM-PRICE[n]	Required	Price of the item in the catalog. There can be a maximum of 11 digits to the left of the decimal point, and there must be 2 digits to the right. The decimal point “.” should be included.	CHAR - 15
Price unit	NEW_ITEM-PRICEUNIT[n]	Required	The number of units that must be purchased at the given price. This quantity defaults to one.	CHAR - 9
Currency	NEW_ITEM-CURRENCY[n]	Required	Must be “USD”.	CHAR - 5
Lead time	NEW_ITEM-LEADTIME[n]	Optional	Number of days from today until the product will be available. If not specified, no assumptions will be made about the lead-time.	CHAR - 5
Vendor	NEW_ITEM-VENDOR[n]	Required	Vendor number will be provided.	CHAR - 10
Vendor product number	NEW_ITEM-VENDORMAT[n]	Optional	The vendor part number of the product.	CHAR - 22
Manufacturer's code	NEW_ITEM-MANUFACTCODE[n]	Optional	The manufacturer's code in the buyer system	CHAR - 10
Manufacturer's product number	NEW_ITEM-MANUFACTMAT[n]	Optional	The manufacturer's part number of the product.	CHAR - 40

Contract number	NEW_ITEM- CONTRACT[n]	Required	The number of the contract with the vendor. It will be provided	CHAR - 10
Item of a contract	NEW_ITEM- CONTRACT_ITEM[n]	Required	The number of an item within a contract with the vendor. It relates to material group and will be provided.	CHAR - 5
Service flag	NEW_ITEM-SERVICE[n]	Not Allowed	A flag, which indicates if the line refers to a service or to goods.	CHAR - 1
Quotation	NEW_ITEM- EXT_QUOTE_ID[n]	Optional	A reference to an external quotation ID. Example: The catalog is able to create a quotation in the selling system. This is a reference to this quotation.	CHAR - 35
Quotation item	NEW_ITEM- EXT_QUOTE_ITEM[n]	Optional	A reference to an external quotation item. Example: The catalog is able to create a quotation in the selling system. This is a reference to this quotation.	CHAR - 10
Product ID	NEW_ITEM- EXT_PRODUCT_ID[n]	Optional	Key to identify a product in the catalog for the vendor.	CHAR - 40
Description	NEW_ITEM- LONGTEXT_n:132[] (see Note below)	Optional	Vendor product or commodity code and additional lines of description.	CHAR - No restriction
Attachment	NEW_ITEM- ATTACHMENT	Not Allowed	The field contains a URL to an attachment.	CHAR - 255
Attachment title	NEW_ITEM- ATTACHMENT_TITLE	Not Allowed	If the attachment title is transferred, this field contains this title. Otherwise, the field contains the file name taken from the field NEW_ITEM-ATTACHMENT.	CHAR - 255
Attachment purpose	NEW_ITEM- ATTACHMENT_PURPOSE	Not Allowed	If an attachment refers to a configuration, for a PC or car, for example, this field contains the letter C.	CHAR - 1
External schema type	NEW_ITEM- EXT_SCHEMA_TYPE	Optional	This field contains a schema name, as it appears in the procurement system.	CHAR - 10
External category ID	NEW_ITEM- EXT_CATEGORY_ID	Optional	Unique key for a category ID of the vendor's catalog.	CHAR - 60
External category	NEW_ITEM- EXT_CATEGORY	Optional	Unique key for a category ID of the vendor's catalog.	CHAR - 40

Customer-specific field	NEW_ITEM-CUST_FIELD1[n]	Optional	Customer-specific field, which may be handled in a business add-in in the Enterprise Buyer system	CHAR - 10
Customer-specific field	NEW_ITEM-CUST_FIELD2[n]	Optional	As above	CHAR - 10
Customer-specific field	NEW_ITEM-CUST_FIELD3[n]	Optional	As above	CHAR - 10
Customer-specific field	NEW_ITEM-CUST_FIELD4[n]	Optional	As above	CHAR - 20
Customer-specific field	NEW_ITEM-CUST_FIELD5[n]	Optional	As above	CHAR - 50

The field NEW_ITEM-LONGTEXT forms an exception. In this case, the index must be attached with an underscore followed by 132 and empty brackets: NEW_ITEM-LONGTEXT_n:132[] (see also the [Example of a Catalog Interface](#)).

Example of a Catalog Interface

The following excerpts are examples of the HTML source code generated by the vendor's catalog engine after a user has finished selecting items for a shopping cart. The source code can be extracted and displayed in a Web browser.

HTML example

In the HTML version, all the line items are placed as name/value pairs in an HTML form as shown below. This can be done as text or hidden fields. The parameter `HOOK_URL` has to be placed in the action parameter of that form, so that the HTML form can be sent to the Commonwealth's EBP system.

HTML Form (*interface.asp*):

```
<HTML>
<HEAD>
<HEAD>
<H1>SAP Open Catalog Interface: HTML - Example</H1>
</HEAD>

<P>This is an example, what needs to be generated by the catalog engine,
if the user is done with picking items in his shopping basket.</P>
<P>View the source of this file to see all the text inputs.</P>

<BODY bgcolor="#DED6C2">

<FORM action="<%=Request.QueryString("HOOK_URL")%>" method=post target=_top>
<input type="hidden" name="~caller" value="CTLG">

<!--For more information about the interface fields please refer to the catalogue interface description-->

<!--Item number 1-->
<input type="hidden" name="NEW_ITEM-DESCRIPTION[1]" value = "Pen, Easytouch, Medium, Black">
<input type="hidden" name="NEW_ITEM-MATNR[1]" value = "">
<input type="hidden" name="NEW_ITEM-MATGROUP[1]" value = "083000">
<input type="hidden" name="NEW_ITEM-QUANTITY[1]" value = "1">
<input type="hidden" name="NEW_ITEM-UNIT[1]" value = "EA">
<input type="hidden" name="NEW_ITEM-PRICE[1]" value = "0.50">
<input type="hidden" name="NEW_ITEM-PRICEUNIT[1]" value = "1">
<input type="hidden" name="NEW_ITEM-CURRENCY[1]" value = "USD">
<input type="hidden" name="NEW_ITEM-LEADTIME[1]" value = "1">
<input type="hidden" name="NEW_ITEM-VENDOR[1]" value = "100155">
<input type="hidden" name="NEW_ITEM-VENDORMAT[1]" value = "">
<input type="hidden" name="NEW_ITEM-MANUFACTCODE[1]" value = "">
<input type="hidden" name="NEW_ITEM-MANUFACTMAT[1]" value = "">
<input type="hidden" name="NEW_ITEM-CONTRACT[1]" value = "4600000488">
<input type="hidden" name="NEW_ITEM-CONTRACT_ITEM[1]" value = "60">
```

```
<input type="hidden" name="NEW_ITEM-SERVICE[1]" value = "">
<input type="hidden" name="NEW_ITEM-EXT_QUOTE_ID[1]" value = "">
<input type="hidden" name="NEW_ITEM-EXT_QUOTE_ITEM[1]" value = "">
<input type="hidden" name="NEW_ITEM-EXT_PRODUCT_ID[1]" value = "">
<input type="hidden" name="NEW_ITEM-LONGTEXT_1:132[]" value = "">
<input type="hidden" name="NEW_ITEM-LONGTEXT_1:132[]" value = " longtext_1: 22-44-11 Sailor
Nagahara Negoro Ovals ">
<input type="hidden" name="NEW_ITEM-CUST_FIELD1[1]" value = "">
<input type="hidden" name="NEW_ITEM-CUST_FIELD2[1]" value = "">
<input type="hidden" name="NEW_ITEM-CUST_FIELD3[1]" value = "">
<input type="hidden" name="NEW_ITEM-CUST_FIELD4[1]" value = "">
<input type="hidden" name="NEW_ITEM-CUST_FIELD5[1]" value = "">

<!--Item number 2-->
<input type="hidden" name="NEW_ITEM-DESCRIPTION[2]" value = "Palm Pilot, the second item">
<input type="hidden" name="NEW_ITEM-MATNR[2]" value = "">
<input type="hidden" name="NEW_ITEM-MATGROUP[2]" value = "083001">
<input type="hidden" name="NEW_ITEM-QUANTITY[2]" value = "1">
<input type="hidden" name="NEW_ITEM-UNIT[2]" value = "EA">
<input type="hidden" name="NEW_ITEM-PRICE[2]" value = "225">
<input type="hidden" name="NEW_ITEM-PRICEUNIT[2]" value = "1">
<input type="hidden" name="NEW_ITEM-CURRENCY[2]" value = "USD">
<input type="hidden" name="NEW_ITEM-LEADTIME[2]" value = "1">
<input type="hidden" name="NEW_ITEM-VENDOR[2]" value = "100155">
<input type="hidden" name="NEW_ITEM-VENDORMAT[2]" value = "">
<input type="hidden" name="NEW_ITEM-MANUFACTCODE[2]" value = "">
<input type="hidden" name="NEW_ITEM-MANUFACTMAT[2]" value = "">
<input type="hidden" name="NEW_ITEM-CONTRACT[2]" value = "4600000488">
<input type="hidden" name="NEW_ITEM-CONTRACT_ITEM[2]" value = "10">
<input type="hidden" name="NEW_ITEM-SERVICE[2]" value = "">
<input type="hidden" name="NEW_ITEM-EXT_QUOTE_ID[2]" value = "">
<input type="hidden" name="NEW_ITEM-EXT_QUOTE_ITEM[2]" value = "">
<input type="hidden" name="NEW_ITEM-EXT_PRODUCT_ID[2]" value = "67689">
<input type="hidden" name="NEW_ITEM-LONGTEXT_1:132[]" value = " longtext_1: 556678 Palm
m515 Personal Organizer Palm OS, 16 MB Installed memory, 16-bit (64k colors)">
<input type="hidden" name="NEW_ITEM-CUST_FIELD1[2]" value = "">
<input type="hidden" name="NEW_ITEM-CUST_FIELD2[2]" value = "">
<input type="hidden" name="NEW_ITEM-CUST_FIELD3[2]" value = "">
<input type="hidden" name="NEW_ITEM-CUST_FIELD4[2]" value = "">
<input type="hidden" name="NEW_ITEM-CUST_FIELD5[2]" value = "">

<!--and so on...-->

<input type="submit" value="Transfer Items to B2B shopping basket" id=submit1 name=submit1><br>

</FORM>
&copy; 2000, SAP AG
</BODY>
</HTML>
```

On-Line Auction Event Terms And Conditions

1. On-Line Auction Event Terms

- a. The contractor releases CWOPA, its agencies, officers, employees, contractors and consultants from any liability with respect to the online auction event or the conduct of any participant in the online auction event, regardless of whether such liability arises under contract, tort, or any other theory. The contractor acknowledges that it is under no coercion to agree to this term.
- b. The pricing results of the reverse auction, will become, at CWOPA's sole discretion, part of the final contract(s) between CWOPA and the selected contractor(s).
- c. CWOPA intends to use the online auction process for soliciting prices as described in the Request For Proposals. The Commonwealth is not acting as an auctioneer.
- d. Prices which contractors submit for the online auction event are legally binding quotations without qualification. Quotations may not be cancelled or withdrawn except as specified in these terms or in the notice of auction.
- e. Prices are accepted only for complete Lots (the complete basket of line items that make up a Lot). No partial Lot bids are permitted.
- f. Contractors agree to submit prices online only through the auction website provided by CWOPA and not to submit prices via any other mechanism including but not limited to U.S. mail, courier, fax, E-mail, or orally unless specifically requested by CWOPA.
- g. Any contractor experiencing difficulties during an online auction event must notify CWOPA immediately. "Difficulties" include any technical problem which interferes with the contractor's ability to participate in the online auction event and may include, but is not limited to: data entry errors, software problems, or hardware problems. Contractors will have five minutes after experiencing difficulties to notify CWOPA of any problems. If the lot has closed, and CWOPA judges that any Contractor has been disadvantaged by a difficulty, CWOPA reserves the right to open the lot after the problem has been corrected.
- h. Contractors must maintain security of passwords against unauthorized use.
- i. Only those contractors who have received a notice of the auction will be eligible to participate in the online auction event.
- j. Prices submitted to the auction site or submitted through the offline spreadsheet shall not be withdrawn or modified by the contractor for a period of one hundred twenty (120) days from the close of the auction.
- k. If the contractor is selected for award, it agrees that the prices submitted through the online auction will be valid for the duration of the contract.

- l. In submitting a proposal and participating in the reverse auction, the contractor understands that CWOPA will not award the contract based solely upon the lowest price submitted during the auction.
- m. CWOPA reserves the right to revise the closing date of the auction, cancel auctions, change posted quantities, remove items from sale, and re-offer items that were previously withdrawn. CWOPA also reserves the right to extend auctions at any time at its sole discretion. CWOPA also reserves the right to reject all prices received through the online auction.
- n. CWOPA reserves the right to revise these terms at any time by Addendum. Certain provisions of these terms may be superseded by expressly designated legal notices or terms located on particular pages at the auction web site.

2. Auction Site Terms

- a. The auction web site and this service are provided "as is" and without any warranty, express, implied or statutory, including, but not limited to the implied warranties of title, merchantability, fitness for a particular purpose and non-infringement.
- b. CWOPA and its contractors and consultants make no warranty that the information on the auction site is accurate, that the auction site will be uninterrupted, timely, secure, or error free. CWOPA and its contractors and consultants make no warranty as to the results that may be obtained from the auction site or that defects, if any, in the software will be corrected.
- c. No advice or information, whether oral or written, obtained by the contractor from CWOPA, its contractors or consultants, or through the auction site shall create any warranty not expressly stated herein.
- d. In no event shall CWOPA or its contractors or consultants be liable for lost profits or any special, incidental or consequential damages arising out of or in connection with the website (including suspension or interruption of service), or the services provided for the online auction event (however arising, including negligence).
- e. Without limiting any other remedies, CWOPA may suspend or terminate a contractor's access to the website if the contractor is suspected (by conviction, settlement, insurance or escrow investigation, or otherwise) to have engaged in fraudulent activity in connection with the site.

3. Contractor Response to the Commonwealth

- a. Each contractor's response will consist of two components: an off-line component that the contractor must enter into a Microsoft Excel spreadsheet provided by CWOPA and an online component that the contractor will enter into the auction tool. During the auction, the contractor will enter prices into the online system for the purchase price (in U.S. Dollars) calculated by the off-line tool. The Off-line Pricing Worksheet shall include detailed instructions specific to

the auction. The prices that contractors enter into the online auction tool will be for 100% of the volume contained in each lot of the Off-Line Bidder Pricing Worksheet that the contractor participates in.

- b. Contractors must submit an initial quotation into the online tool during the first 10 minutes of the online event for each lot for which the Qualified Contractor intends to bid. This quotation is required to be equivalent to the amount reflected in the contractor's Off-Line Bidder Worksheet. CWOPA maintains the right to retract the Contractor's access to the system and quotation activity for failing to comply with this rule.
- c. For the contractor's quotation to be complete, the contractor must complete ALL fields in the offline spreadsheet and submit the completed spreadsheet via e-mail to CWOPA, within 24 hours of the close of the auction. The final pricing in the worksheet submitted to CWOPA must be consistent with the contractor's final quotation submitted during the live online auction.
- d. If these components are not satisfied, CWOPA may, in its sole discretion, reject the contractor's proposal. After the contractor has submitted the spreadsheet via e-mail, the contractor will receive a confirmation through e-mail that it has been received. If the contractor does not receive a confirmation e-mail, the contractor should contact CWOPA.

4. Auction Configuration Details

- a. Auction Configuration details will be communicated to Qualified Contractors at a later date.

5. Surrogate Bidding

- a. In the event that a contractor cannot access the auction site during the event, surrogate bidding will be available. When using surrogate bidding the following provisions will apply:
 - 1. The contractor must have a technical problem that would otherwise not allow them to place a quotation to the online tool. All other requests for a surrogate quotation will be rejected.
 - 2. There will be no pause to the auction for surrogate bidding. Surrogate quotation will be received until time has expired for the auction (including any extension periods).
 - 3. The contractor understands that surrogate bidding is an alternative only to be used in the event in the event that the contractor experiences a technical failure on the contractor's system. Whether it is placed directly, or through the surrogate process, a quotation is not official until it is entered into the online tool.
 - 4. CWOPA is not responsible for and does not guarantee a quotation can be placed until that quotation's confirmation within the online tool.
- b. To place a surrogate quotation must follow these steps:
 - 1. The contractors will call a conference number provided prior to the event.

2. The Moderator will receive each call and immediately connect the contractor with the Event Manager on a private recorded line.
 3. The contractor will state the following:
 - a. Person's name
 - b. Identity of the contractor
 - c. Technical problem (reason for surrogate quotation)
 - d. Surrogate quotation amount
 4. The Event Manager will validate the contractor's responses, and confirm the quotation amount to be entered into the tool.
 5. The Event Manager will then confirm that the quotation has been placed at the specified amount.
 6. The Event Manager shall remain on the line with the contractor to facilitate the contractor's continuing participation in the event, until the event is completed, or until the contractor is able to re-establish a direct connection.
- c. If the contractor is able to re-gain access to the site, its "Surrogate Quotation" will be reflected in its quotation history. If the quotation amount indicated on the live auction site does not match the verbal confirmation the contractor received from the Event Manager, the contractor must immediately notify the Event Manager of the error.
- d. In the event that the auction site is not operational for the any contractors, the auction will be paused or rescheduled at a later date and the contractors will be notified via e-mail and telephone.
- e. Neither CWOPA nor its contractors shall be deemed to be the contractor's agent for purposes of submitting quotations. Rather, CWOPA or its contractors shall simply be deemed to have provided an administrative service in entering the contractor's quotations into the auction process via the surrogate bidding mechanism.

If surrogate bidding becomes necessary for a contractor, the person who will call and speak with the Event Manager will be recorded. The signature(s) below indicate that person(s) has consented to such audio-recording and publication for the sole purpose of verifying the contents of the call.

You will need to sign and return this page with your completed proposal.

Signature of person who will call and have their voice recorded during surrogate bidding.

Signature of person who will call and have their voice recorded during surrogate bidding.

Recycling Program for Toner and Ink Jet Cartridges

The new Office Supply contract now provides Commonwealth agencies with an opportunity to improve our toner and ink jet cartridge recycling program. OfficeMax has agreed to collect used cartridges (copier, facsimile, printer, and ink jet) when making deliveries to Commonwealth agencies and will pass them on to Operation Good Brother, who has been collecting our cartridges for the past few years on behalf of PIBH. Operation Good Brother sorts the cartridges and passes them onto Schuylkill Cartridge King, an agency for persons with disabilities who then remanufactures the cartridges and sells the remanufactured cartridges to Commonwealth agencies via OfficeMax.

Therefore, the Department of General Services recommends that all Commonwealth Agencies participate in this program by following the procedures below.

Procedure for recycling toner cartridges:

If OfficeMax or George Courier Service (GCS) delivers your office supplies, you may proceed as follows:

- Please package the used cartridge in the box in which the replacement arrives using a plastic bag if provided and packaging material; seal with tape. (Do not store any cartridges in direct sunlight, outdoors, or in an area where temperatures can get very hot in the summer time. This will cause damage to the cartridges, rendering them unusable.)
- Clearly mark the outside of the box with the following statement: **Return cartridge to OfficeMax Warehouse for collection by Operation Good Brother.**
- When OfficeMax (or GCS) makes its next delivery, give them the box. **Do not contact OfficeMax or GCS for a special pick-up.**
- OfficeMax will accumulate quantities of cartridges at their warehouses around the State, and Operation Good Brother will pick them up.
- Any questions related to the recycling program may be directed to **John Rarig, Recycling Coordinator**, Department of General Services, 717-772-2300, or jrarig@state.pa.us.

If another carrier other than OfficeMax/GCS delivers your office supplies, you may proceed as follows:

- Contact Operation Good-Brother and request prepaid UPS merchandise return labels. You should request the labels by

completing the form on the Operation Good-Brother website, <http://www.good-brother.org/>, or you may contact Operation Good-Brother at telephone 800-290-4444, Ext. 108. **(You should only contact Operation Good-Brother by telephone if you do not have access to the internet.)**

- To help contain the shipping costs, Operation Good-Brother requests that you package and ship the empty cartridges in accordance to the following instructions:
 - a. Collect all your empties (copier, facsimile, printer and ink jet). Do not store any cartridges in direct sunlight, outdoors, or in an area where temperatures can get very hot in the summer time. This will cause damage to the cartridges, rendering them unusable.
 - b. Place smaller cartridges inside larger toner boxes.
 - c. You can also place empties (with or without original boxes) in one large box up to 70 pounds.
 - d. Tape together a minimum of 4-10 empty cartridges.
 - e. Affix one (1) prepaid UPS merchandise return label per bundle.
 - f. Give the package to your UPS delivery person on his or her next visit.
- Any questions related to the recycling program may be directed to **John Rarig, Recycling Coordinator**, Department of General Services, 717-772-2300, or jrarig@state.pa.us.

Contract Reference Number: 7510-12
SAP Number: 4600007367
Change Number: 1
Change Effective Date: 10/12/04

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF GENERAL SERVICES
HARRISBURG

For: All using Agencies of the Commonwealth
Subject: Office Supplies
Contract Period: Beginning June 1, 2004 and Ending May 31, 2007
Buyer Name: Toniann D. Noss – 717-783-2090 or tnoss@state.pa.us

CHANGE SUMMARY: Office Max, A Boise Company, is adjusting the paper price in accordance to the Paper Price Adjustment Clause in the Contract. The following changes apply:

Line Item	Description	Unit Price	Carton Price	Increase %	New Unit Price	New Carton Price
1840	Aspen 30 Recycled Office Paper, 20 lb., 11"X17", White	\$ 3.80	\$ 19.00	14.4%	\$ 4.35	\$ 21.74
1850	Aspen 30 Recycled Office Paper, 3HP, 20 lb., 8 1/2"X11", White	\$ 2.05	\$ 20.50	14.4%	\$ 2.35	\$ 23.45
1860	Aspen 30 Recycled Office Paper, 20 lb., 8 1/2"X11", White	\$ 1.90	\$ 19.00	14.4%	\$ 2.17	\$ 21.74
1900	Aspen 30 Recycled Office Paper, 20 lb., 8 1/2"X14", White	\$ 2.42	\$ 24.20	14.4%	\$ 2.77	\$ 27.68

ALL OTHER TERMS AND CONDITIONS OF THIS AGREEMENT NOT CHANGED BY THIS CHANGE NOTICE REMAIN AS ORGINALLY WRITTEN.

Contract Reference Number: 7510-12
SAP Number: 4600007367
Change Number: 2
Change Effective Date: 11/03/04

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF GENERAL SERVICES
HARRISBURG

For: All using Agencies of the Commonwealth
Subject: Office Supplies
Contract Period: Beginning June 1, 2004 and Ending May 31, 2007
Buyer Name: Toniann D. Noss – 717-783-2090 or tnoss@state.pa.us

CHANGE SUMMARY:

This is to notify all Using Agencies of the Commonwealth that the paper price adjustment in Change Number 1 has been corrected to reflect the following:

Line Item	Description	Unit Price	Carton Price	Increase %	New Unit Price	New Carton Price
1840	Aspen 30 Recycled Office Paper, 20 lb., 11"X17", White	\$ 3.80	\$ 19.00	14.4%	\$ 4.347	\$ 21.74
1850	Aspen 30 Recycled Office Paper, 3HP, 20 lb., 8 1/2"X11", White	\$ 2.05	\$ 20.50	14.4%	\$ 2.345	\$ 23.45
1860	Aspen 30 Recycled Office Paper, 20 lb., 8 1/2"X11", White	\$ 1.90	\$ 19.00	14.4%	\$ 2.174	\$ 21.74
1900	Aspen 30 Recycled Office Paper, 20 lb., 8 1/2"X14", White	\$ 2.42	\$ 24.20	14.4%	\$ 2.768	\$ 27.68

ALL OTHER TERMS AND CONDITIONS OF THIS AGREEMENT NOT CHANGED BY THIS CHANGE NOTICE REMAIN AS ORIGINALLY WRITTEN.

Contract Reference Number: 7510-12
SAP Number: 4600007367
Change Number: 3
Change Effective Date: January 3, 2005

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF GENERAL SERVICES
HARRISBURG

For: All using Agencies of the Commonwealth
Subject: Office Supplies
Contract Period: Beginning June 1, 2004 and Ending May 31, 2007
Buyer Name: Toniann D. Noss – 717-783-2090 or tnoss@state.pa.us

CHANGE SUMMARY: OfficeMax is adjusting the paper price in accordance to the Paper Price Adjustment Clause in the Contract. The following changes apply:

Line Item	Description	Unit Price	Carton Price	Increase %	New Unit Price	Two Decimal Rounded Unit Price	New Carton Price	Two Decimal Rounded Carton Price
1840	Aspen 30 Recycled Office Paper, 20 lb., 11"X17", White	\$ 4.347	\$ 21.74	1.18%	\$ 4.398	4.40	\$ 21.99	21.99
1850	Aspen 30 Recycled Office Paper, 3HP, 20 lb., 8 1/2"X11", White	\$ 2.345	\$ 23.45	1.18%	\$ 2.373	2.37	\$ 23.73	23.73
1860	Aspen 30 Recycled Office Paper, 20 lb., 8 1/2"X11", White	\$ 2.174	\$ 21.74	1.18%	\$ 2.200	2.20	\$ 22.00	22.00
1900	Aspen 30 Recycled Office Paper, 20 lb., 8 1/2"X14", White	\$ 2.768	\$ 27.68	1.18%	\$ 2.801	2.80	\$ 28.01	28.01

ALL OTHER TERMS AND CONDITIONS OF THIS AGREEMENT NOT CHANGED BY THIS CHANGE NOTICE REMAIN AS ORGINALLY WRITTEN.

Contract Reference Number: 7510-12
SAP Number: 4600007367
Change Number: 4
Change Effective Date: January 5, 2005

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF GENERAL SERVICES
HARRISBURG

For: All using Agencies of the Commonwealth
Subject: Office Supplies
Contract Period: Beginning June 1, 2004 and Ending May 31, 2007
Buyer Name: Toniann D. Noss – 717-783-2090 or tnoss@state.pa.us

CHANGE SUMMARY: OfficeMax has submitted the **2005 Office Products Catalog** in accordance with the 'Update Option and Application' Clause; Section B. 'Non-Core Items Pricing' in the Contract. The new catalog **effective date is January 2005.**

ALL OTHER TERMS AND CONDITIONS OF THIS AGREEMENT NOT CHANGED BY THIS CHANGE NOTICE REMAIN AS ORIGINALLY WRITTEN.

Contract Reference Number: 7510-12
 SAP Number: 4600007367
 Change Number: 5
 Change Effective Date: January 20, 2005

**COMMONWEALTH OF PENNSYLVANIA
 DEPARTMENT OF GENERAL SERVICES
 HARRISBURG**

For: All using Agencies of the Commonwealth
 Subject: Office Supplies
 Contract Period: Beginning June 14, 2004 and Ending May 31, 2007
 Buyer Name: Toniann D. Noss – 717-783-2090 or tnoss@state.pa.us

CHANGE SUMMARY: PIBH product item numbers have been incorporated into the Contract. Please use the updated item numbers when ordering.

Line #	Boise Item Description	Block or Delete Boise Item Number	Replace with PIBH Item Number
130	Economy Ring Binder, 1" Capacity, 11"x8-1/2", Black	L2C1181-BK	L27530-0211070
140	Economy Ring Binder, 2" Capacity, 11"x8-1/2", Black	L2C1182-BK	L27530-0211075
150	Clearvue Locking D-Ring Binder, 2" Cap, 11"x8-1/2", White	CRD19030	L27530-0211080
160	Economy Ring Binder, 3" Capacity, 11"x8-1/2", Black	L219030	7530-0211-080
180	Clearvue Locking D-Ring Binder, 3" Cap, 11"x8-1/2", White	L2VS11-30-WE	L27530-0213078
190	Economy Ring Binder, 1" Capacity, 11"x8-1/2", Blue	L2C1181-BE	L27530-0211071
200	Economy Ring Binder, 2" Capacity, 11"x8-1/2", Blue	L2C1182-BE	L27530-021176
250	Cork Board, 3'x2', Aluminum Frame	J42303	J47195-0430030
260	Cork Board, 4'x3', Aluminum Frame	J42304	J47195-0430050
270	Cork Bulletin board, Aluminum Frame, 4'x6'	J4ECKA406	J47195-0430100
900	Dryerase Board, Aluminum Frame, 2'x3'	J498318	J47195-0430201
1220	Wood Frame, 8-1/2"x11", Walnut	K102322	K17110-1000017
1260	Brite Liner Highlighter, Pocket Clip, Yellow Ink	N2BL11-YW	N27520-6100005
1660	Economy Mouse Pad, 8-1/2"Wx9-1/2"D, Blue	S623605	S67520-6000060
1950	Round Stic Pen, Fine Point, Black Ink/White Barrel	N197180	N17520-6600001
1960	Round Stic Pen, Medium Point, Black Ink/White Barrel	N197179	N17520-6600002
1970	Round Stic Pen, Fine Point, Blue Ink/White Barrel	N197176	N17520-6600003
1980	Round Stic Pen, Medium Point, Blue Ink/White Barrel	N197175	N17520-6600004
1990	Round Stic Pen, Fine Point, Red Ink/White Barrel	N197178	N17520-6600005
2000	Round Stic Pen, Medium Point, Red Ink/White Barrel	N197177	N17520-6600006
2020	Hi-Polymer Lead, 0.5 Millimeter, 2H, Fine, Black	N4C505-2H	N47520-6800020

2060	Mechanical Pencils, 0.5mm, Silver,	N480055	N47520-6800010
2090	Letter Size Economy Pad Holder, 12.60"x9.45"x0.2", Black	G897427	G87510-6630015
2830	Remanufactured Toner Cartridge for HP 2100se/m/tn, 2200d/dt/dtn - Black, C4096A, 5000, Laser Cartridge	S1GB96A	S1PIBH-C4096A
2850	Remanufactured Toner Cartridge for HP LaserJet 4000, 4050 n/tn/t, Canon 400 Series - Black, C4127A, 6000, Laser Cartridge	S1GB27A	S1PIBHC4127A
2970	Remanufactured Toner Cartridges for HP LaserJet 4100 Series - Black, C8061A, 6000, Laser Cartridge	S1GB61X	S1PIBHC8061A
2990	Remanufactured Toner Cartridge for Lexmark Optra 4049 - Black, High Yield Toner	S1GB150	S1PIBH404939
3070	Remanufactured Toner Cartridge for HP 5MP, 5P Series, 6P/MP Series - Black, C3903A, 4000, Laser Cartridge	S1GB03A	S1PIBHC3903A
3110	Remanufactured Toner Cartridge for HP 4/M, 4+/M+, 5/N/M/se (Black Toner) - Black, 92298A, 6800, High-Yield Laser Cartridge	S1GB98A	S1PIBH92298A
3170	Remanufactured Toner Cartridge for HP 8100 Series, 8150/n/dn/hn - Black, C4182X, 20,000, High-Yield Laser Cartridge	S1GB82X	S1PIBHC4182X
3210	Remanufactured Toner Cartridges for HP 1000/1200(se), 1200n, 1220(se), 3300, 3310, 3320, 3330 mfp - Black, C7115A, 2500, Laser Cartridge	S1GB15A	S1PIBHC7115A
3250	Remanufactured Toner Cartridges for HP Color LaserJet 4500(n)(dn), 4550(n)(dn)hdn - Black, C4191A, 9000, Laser Cartridge	S1GB91AB	S1PIBHC4191A
3270	Remanufactured Toner Cartridge for HP LaserJet 4000, 4050 n/tn/t, Canon 400 Series - Black, C4127A, 6000, Laser Cartridge	S1GB27A	S1PIBHC4127A
3290	Remanufactured Toner Cartridges for HP Color LaserJet 4500(n)(dn), 4550(n)(dn)hdn - Yellow, C4194A, 6000, Laser Cartridge	S1GB94AY	S1PIBHC4194A
3310	Remanufactured Toner Cartridges for HP LaserJet 5Si, 8000 - Black, C3909A, 14,600, Laser Cartridge	S1GB09A	S1PIBHC3909A
3370	Remanufactured Toner Cartridges for HP Color LaserJet 4500(n)(dn), 4550(n)(dn)hdn - Cyan, C4192A, 6000, Laser Cartridge	S1GB92AC	S1PIBHC4192A
3390	Remanufactured Toner Cartridge for HP 5000 Series, 5000/n/dn/gn, 5100 Series, 5100/dtn/tn - Black, C4129X, 10,000, High-Yield Laser Cartridge	S1GB29X	S1PIBHC4129X
3410	Remanufactured Toner Cartridges for HP Color LaserJet 4500(n)(dn), 4550(n)(dn)hdn - Magenta, C4193A, 6000, Laser Cartridge	S1GB93AM	S1PIBHC4193A

3650	Remanufactured Toner Cartridge for HP LaserJet 1100se, 1100a, 3200se - Black, C4092A, 2500, Laser Cartridge	S1GB92A	S1PIBHC4092A
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ALL OTHER TERMS AND CONDITIONS OF THIS AGREEMENT NOT CHANGED BY THIS CHANGE NOTICE REMAIN AS ORIGINALLY WRITTEN.

Contract Reference Number: 7510-12
SAP Number: 4600007367
Change Number: 6
Change Effective Date: January 20, 2005

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF GENERAL SERVICES
HARRISBURG

For: All using Agencies of the Commonwealth
Subject: Office Supplies
Contract Period: Beginning June 14, 2004 and Ending May 31, 2007
Buyer Name: Toniann D. Noss – 717-783-2090 or tnoss@state.pa.us

CHANGE SUMMARY:

It is no longer necessary to go through Office Max for custom stamps or custom signage. Please procure these items locally.

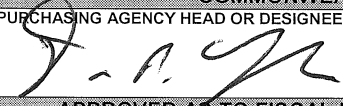
ALL OTHER TERMS AND CONDITIONS OF THIS AGREEMENT NOT CHANGED BY THIS CHANGE NOTICE REMAIN AS ORIGINALLY WRITTEN.

**AMENDMENT
TO
STATEWIDE CONTRACT FOR SUPPLIES**

ISSUING OFFICE Department of General Services Bureau of Procurement 414 North Office Building Harrisburg, PA 17125	CONTRACTOR'S NAME Office Max 3001 Frost Road Bristol, PA 19007	SP NO. Legacy #7510-12 SAP#4600007367
	CONTACT PERSON Joseph A. Gorman PHONE NO. 215-826-2004 or joegorman@OfficeMax.com FAX NO. 610-857-3298	AMENDMENT NO. 1
	CONTRACTOR'S FEDERAL ID NO. OR SOC. SEC. NO. 82-0477390	AMENDMENT EFFECTIVE DATE: April 1, 2005
	CONTRACTING OFFICER: Toniann D. Noss PHONE NO: 717-783-2090 or tnoss@state.pa.us FAX NO. 717-783-6241	EXPIRATION DATE OF CONTRACT May 31, 2007
		ADJUSTED CONTRACT NOT TO EXCEED FIGURE No change

AMENDMENT DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL PRICE
THE ABOVE-REFERENCED STATEWIDE CONTRACT FOR SUPPLIES IS AMENDED BY: Upon full-execution and release, this Amendment #1 will change the Paper Price Adjustment from the RISI Index to the Pulp and Paper Index effective April 1, 2005. The final adjustment to pricing using the RISI Index occurred on January 1, 2005. Beginning April 1, 2005, the Pulp & Paper Index will be used to calculate quarterly increases/decreases, using the January 2005 PPI index as the baseline going forward. The first price adjustment using the PPI index will take effect May 1, 2005, referencing the April 2005 index. Effective April 1, 2005, Paragraph 12 of the Contract will read as follows: 12. Paper Price Adjustment: It is recognized by the Commonwealth that during the term of this Contract there may be changes relative to the paper industry and material costs. Therefore, during the term of this Contract, Contractor shall adjust computer and copy paper prices based on the Pulp and Paper Network Paper Price Index for Printing and Writing Paper, 20# Bond cutsize (83-84 Bright) High. Unit prices for computer and copy paper included in this Contract shall be firm for the initial four (4) months of the Contract. After four (4) months, and thereafter on a quarterly basis for the duration of the Contract, including renewals and extensions, all unit prices will be subject to adjustments (increase/decrease) as described below. The sum total of all adjustments during the life of this Contract shall not exceed thirty percent (30%) above or below the initial unit prices. The base prices shall be the Contract unit price(s) that took effect January 1, 2005. Adjustments in the prices shall be established by comparing the Pulp and Paper Network Paper Price Index for the month immediately preceding the month in which the price change will take effect to the Pulp and Paper Network Paper Price Index in January 2005. The new adjusted prices shall equal the base prices multiplied by the percentage change in the Pulp and Paper Network Paper Price Index from January 2005. The Commonwealth of Pennsylvania, Department of General Services will obtain the Pulp and Paper Network Paper Price Index. Any additional information or current communications required by DGS to support any increase/decrease in pricing shall be provided by Office Max to justify any change in cost to paper.			
CHECK HERE IF CONTINUED ON PAGE 2 <input type="checkbox"/>			AMENDMENT TOTAL 0.00

This Amendment is in addition to, and not in substitution of prior amendments, and except as specifically amended herein, all other terms and conditions of the Statewide Contract for Supplies shall remain unchanged and in full force and effect. Intending to be legally bound hereby, the parties have executed this Amendment. The Amendment Effective Date shall be fixed by the Contracting Officer after the Amendment has been fully executed by the Contractor and by the Commonwealth and all approvals required by Commonwealth contracting procedures have been obtained. The Amendment shall not be legally binding until after the Amendment Effective Date is affixed and the fully-executed Amendment has been sent to the Contractor.

▼ COMMONWEALTH SIGNATURE ▼		▼ CONTRACTOR'S SIGNATURE (IN INK) ▼	
PURCHASING AGENCY HEAD OR DESIGNEE  DATE 5/19/05	PRESIDENT/VICE PRESIDENT/MANAGER/PARTNER/OWNER DATE 5-10-05	(SIGN BELOW, PRINT NAME, AND CIRCLE TITLE) Joseph Gorman VICE PRESIDENT	SECRETARY/ASSISTANT SECRETARY/TREASURER/ASSISTANT TREASURER DATE (SIGN BELOW, PRINT NAME, AND CIRCLE TITLE)
APPROVED AS TO FISCAL RESPONSIBILITY, BUDGETARY ▼ APPROPRIATENESS AND AVAILABILITY OF FUNDS ▼		APPROVED AS TO FORM AND LEGALITY	
COMPTROLLER DATE	▼ COMMONWEALTH ATTORNEY APPROVALS ▼		APPROVED AS TO FORM AND LEGALITY

Contract Reference Number: 7510-12/4600007367
Change Number: 7
Change Effective Date: 07/01/2005

**COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF GENERAL SERVICES
HARRISBURG**

For: All using Agencies of the Commonwealth
Subject: Office Supplies
Contract Period: Beginning 06/14/2004 and Ending 05/31/2007
Buyer Name: Terry Rohrer/44

CHANGE SUMMARY: The Core List pricing has been changed. The new pricing is effective 7/1/2005.

ALL OTHER TERMS AND CONDITIONS OF THIS AGREEMENT NOT CHANGED BY THIS CHANGE NOTICE REMAIN AS ORIGINALLY WRITTEN.

Contract Reference Number: (#7510-12) 4600007367
Collective Number:
Change Number: #8
Change Effective Date: 01/01/2006

**COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF GENERAL SERVICES
HARRISBURG**

For: All using Agencies of the Commonwealth
Subject: Office Supplies
Contract Period: Beginning June 1, 2004 and Ending May 31, 2007
Buyer Name: Toniann D. Noss/717-783-2090 or tnoss@state.pa.us

CHANGE SUMMARY: This change notice is to inform all users that the Commodity Specialist for this contract has changed and all correspondence, comments or concerns should be directed to:

Toniann D. Noss
Department of General Services
Bureau of Procurement
555 Walnut Street, 6th Floor
Harrisburg, PA 17101
Telephone: 717-783-2090 Fax: 717-783-6241
E-mail: Tnoss@state.pa.us

Additionally, OfficeMax has decreased the pricing on the following paper-related items resulting from a lower PPI index#:

OfficeMax #	SAP Line Item #	Short Text	UOM	WAS	NOW
P1054901	1860	Paper,GEO,Rcycld,20lb,8-1/2x11,WHT	REAM	2.42	2.37
P1054901CTN		Paper,GEO,Rcycld,20lb,8-1/2x11,WHT	CARTON	24.21	23.70
P1054901SKD		Paper,GEO,Rcycld,20lb,8-1/2x11,WHT	PALATE	968.42	948.00
P1054901TRK		Paper,GEO,Rcycld,20lb,8-1/2x11,WHT	TRUCKLOAD	21,842.11	20,856.00
P1054901P	1850	Paper,GEO,Rcycld,3HP,20lb,8-1/2x11,WHT	REAM	2.58	2.53
P1054901PCTN		Paper,GEO,Rcycld,3HP,20lb,8-1/2x11,WHT	CARTON	25.79	25.30
P1054901PSKD		Paper,GEO,Rcycld,3HP,20lb,8-1/2x11,WHT	PALATE	1,031.58	1,012.00
P1054907	1840	Paper,GEO,Rcycld,20lb,11x17,WHT	REAM	5.05	4.95
P1054904	1900	Paper,GEO,Rcycld,20lb,8-1/2x14,WHT	REAM	3.22	3.15
P1054904CTN		Paper,GEO,Rcycld,20lb,8-1/2x14,WHT	CARTON	32.21	31.50
P1054904SKD		Paper,GEO,Rcycld,20lb,8-1/2x14,WHT	PALATE	966.32	945.00

ALL OTHER TERMS AND CONDITIONS OF THIS AGREEMENT NOT CHANGED BY THIS CHANGE NOTICE REMAIN AS ORIGINALLY WRITTEN.

Contract Reference Number: 7510-12
SAP Number: 4600007367
Change Number: Nine (9)
Change Effective Date: 02/01/06

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF GENERAL SERVICES
HARRISBURG

For: All using Agencies of the Commonwealth
Subject: Office Supplies
Contract Period: Beginning June 14, 2004 and Ending May 31, 2007
Buyer Name: Toniann D. Noss/717-783-2090 or tnoss@state.pa.us

CHANGE SUMMARY: This is to notify all using agencies that 19 additional items have been added to the core list of this contract for your use. They are as follows:

PART NUMBER	SAP #	SAP Contract line #	CWOPA Non-Core Price	New Price	Non-Core extended	New Price Extended	PRODUCT DESCRIPTION	VENDOR	UOM
F1S24E	298685	3760	\$ 0.61	\$ 0.56	\$ 8,336.87	\$ 7,625.19	FILE POCKET,LTR,STR,BULK	ESSELT	EA
N230001	298686	3770	\$ 0.64	\$ 0.59	\$ 9,229.96	\$ 8,442.04	MARKER,BK,F,PERM	SANFRD	EA
N195301	298687	3780	\$ 0.89	\$ 0.82	\$ 7,841.19	\$ 7,171.82	PEN,FLXGRP,RETRCTBLE,BK	GILLET	EA
A80M97814	298688	3790	\$ 0.85	\$ 0.78	\$ 6,328.32	\$ 5,788.10	TAPE,INVISIBLE,3/4X1296	OFFICE	RL
N195801	298689	3800	\$ 0.89	\$ 0.82	\$ 6,516.79	\$ 5,960.47	PEN,RETRCT,F,BK,BALL PT	SANFRD	EA
A80M97799	298690	3810	\$ 0.69	\$ 0.63	\$ 5,805.09	\$ 5,309.53	TAPE,SEALG,48MMX50,6P	OFFICE	RL
A80M97816	298691	3820	\$ 0.72	\$ 0.66	\$ 5,430.63	\$ 4,967.04	TAPE,TRANS,3/4X1296	OFFICE	RL
P286006	298692	3830	\$ 0.36	\$ 0.33	\$ 3,419.08	\$ 3,127.21	ENV,SELFSL,10.5X16,100C	SEALDA	EA
P285985	298693	3840	\$ 0.29	\$ 0.27	\$ 3,395.84	\$ 3,105.95	ENVELOPE,PADDED,9.5X14.5	SEALED	EA
S112A7462	298694	3850	\$ 328.46	\$ 312.44	\$ 209,618.18	\$ 199,392.90	CTG,RETURN PRO,YLD21K,BK	LEXMAR	EA
S163H3005	298695	3860	\$ 116.23	\$ 110.56	\$ 170,669.03	\$ 162,343.72	PRT CTG,5,000 PG YIELD	IBM	EA
S112A7465	298696	3870	\$ 354.49	\$ 337.20	\$ 128,775.52	\$ 122,493.79	CTG,XHI-YLD,RET PRO,BK	LEXMAR	EA
S1C6656AN	298697	3880	\$ 19.73	\$ 18.77	\$ 73,527.61	\$ 69,940.90	CTG,INK,56,BK,DJ,5550/51	HEWLET	EA
S1C9720A	298698	3890	\$ 151.69	\$ 144.29	\$ 64,207.22	\$ 61,075.16	LASER,CTG LJ,4600 SMART	HEWLET	EA
S1C9721A	298699	3900	\$ 205.23	\$ 195.22	\$ 58,210.91	\$ 55,371.35	TONER,CTG,LJ4600 SMART,CY	HEWLET	EA
S1C9723A	298700	3910	\$ 205.23	\$ 195.22	\$ 53,957.03	\$ 51,324.98	TONER,CTG LJ,4600 SMART,MA	HEWLET	EA
S1C9722A	298701	3920	\$ 205.23	\$ 195.22	\$ 53,285.37	\$ 50,686.08	TONER,CTG LJ,4600 SMART,YW	HEWLET	EA
S112A7460	298702	3930	\$ 108.97	\$ 103.66	\$ 39,706.29	\$ 37,769.40	CTG,RETURN PRO,YLD5K,BK	LEXMAR	EA
S1C6657AN	298703	3940	\$ 32.81	\$ 31.21	\$ 43,950.38	\$ 41,806.46	CTG,INK NO 57,P100 3CLR	HEWLET	EA

ALL OTHER TERMS AND CONDITIONS OF THIS AGREEMENT NOT CHANGED BY THIS CHANGE NOTICE
 REMAIN AS ORGINALLY WRITTEN.

Contract Reference Number: 7510.12
 Collective Number:
 SAP Contract Number:4600007367
 Change Number: 10
 Change Effective Date:03/20/2006

**COMMONWEALTH OF PENNSYLVANIA
 DEPARTMENT OF GENERAL SERVICES
 HARRISBURG**

For: All using Agencies of the Commonwealth
Subject: Office Supplies
Contract Period: Beginning June 1, 2004 and Ending May 31, 2007
Buyer Name: Toniann Noss (717) 783-2090 tnoss@state.pa.us

**CHANGE SUMMARY: Please see Office Max price changes per PIBH Operational agreement on the following items:
 Effective Date March 20, 2006**

OfficeMax Item Number	Description	Oun
L27530-0211-052	BINDER,0.5",ROUND RING,NO PCKTS,11X8.5,RED	EA
L27530-0211-050	BINDER,0.5",ROUND RING,NO PCKTS,11X8.5,BLK	EA
L27530-0211-051	BINDER,0.5",ROUND RING,NO PCKTS,11X8.5,BLU	EA
L27530-0211-053	BINDER,0.5",ROUND RING,NO PCKTS,11X8.5,WHT	EA
L27530-0213-010	BINDER,1",D-RING,CONFERENCE,PCKTS,11X8.5,WHT	EA
L27530-0211-071	BINDER,1",ROUND RING,11X8.5,BLU	EA
L27530-0212-010	BINDER,1",ROUND RING,CLR FRONT OVERLAY,PCKTS,11X8.5,BLK	EA
L27530-0212-030	BINDER,1",ROUND RING,CLR FRONT OVERLAY,PCKTS,11X8.5,BLU	EA
L27530-0212-040	BINDER,1",ROUND RING,CLR FRONT OVERLAY,PCKTS,11X8.5,RED	EA
L27530-0212-050	BINDER,1",ROUND RING,CLR FRONT OVERLAY,PCKTS,11X8.5,WHT	EA
L27530-0211-005	BINDER,1",ROUND RING,LBL HLDR,PCKTS,11X8.5,BLK	EA

L27530-0211-015	BINDER,1",ROUND RING,LBL HLDR,PCKTS,11X8.5,BLU	EA
L27530-0211-025	BINDER,1",ROUND RING,LBL HLDR,PCKTS,11X8.5,RED	EA
L27530-0211-035	BINDER,1",ROUND RING,LBL HLDR,PCKTS,11X8.5,WHT	EA
L27530-0211-070	BINDER,1",ROUND RING,PCKTS,11X8.5,BLK	EA
L27530-0211-072	BINDER,1",ROUND RING,PCKTS,11X8.5,RED	EA
L27530-0211-073	BINDER,1",ROUND RING,PCKTS,11X8.5,WHT	EA
L27530-0211-055	BINDER,1.5",ROUND RING,PCKTS,11X8.5,BLK	EA
L27530-0211-056	BINDER,1.5",ROUND RING,PCKTS,11X8.5,BLU	EA
L27530-0211-057	BINDER,1.5",ROUND RING,PCKTS,11X8.5,RED	EA
L27530-0211-058	BINDER,1.5",ROUND RING,PCKTS,11X8.5,WHT	EA
L27530-0213-020	BINDER,2",D-RING,CLR V,11X8.5,WHT	EA
L27530-0211-076	BINDER,2",ROUND RING,11X8.5,BLU	EA
L27530-0212-020	BINDER,2",ROUND RING,CLR FRONT OVERLAY,PCKTS,11X8.5,BLK	EA
L27530-0212-035	BINDER,2",ROUND RING,CLR FRONT OVERLAY,PCKTS,11X8.5,BLU	EA
L27530-0212-045	BINDER,2",ROUND RING,CLR FRONT OVERLAY,PCKTS,11X8.5,RED	EA
L27530-0212-055	BINDER,2",ROUND RING,CLR FRONT OVERLAY,PCKTS,11X8.5,WHT	EA
L27530-0211-010	BINDER,2",ROUND RING,LBL HLDR,PCKTS,11X8.5,BLK	EA
L27530-0211-020	BINDER,2",ROUND RING,LBL HLDR,PCKTS,11X8.5,BLU	EA
L27530-0211-030	BINDER,2",ROUND RING,LBL HLDR,PCKTS,11X8.5,RED	EA
L27530-0211-040	BINDER,2",ROUND RING,LBL HLDR,PCKTS,11X8.5,WHT	EA
L27530-0211-075	BINDER,2",ROUND RING,PCKTS,11X8.5,BLK	EA
L27530-0211-077	BINDER,2",ROUND RING,PCKTS,11X8.5,RED	EA
L27530-0211-078	BINDER,2",ROUND RING,PCKTS,11X8.5,WHT	EA
L27530-0211-080	BINDER,3",D-RING,11X8.5,BLK	EA
L27530-0213-078	BINDER,3",D-RING,CLVR,11X8.5,WHT	EA

L27530-0213-075	BINDER,3",D-RING,CONFERENCE,PCKTS,11X8.5, BLK	EA
L27530-0213-076	BINDER,3",D-RING,CONFERENCE,PCKTS,11X8.5,BLU	EA
L27530-0213-077	BINDER,3",D-RING,CONFERENCE,PCKTS,11X8.5,RED	EA
L27530-0211-060	BINDER,3",D-RING,PCKTS,11X8.5,BLK	EA
L27530-0211-061	BINDER,3",D-RING,PCKTS,11X8.5,BLU	EA
L27530-0211-081	BINDER,3",D-RING,PCKTS,11X8.5,BLU	EA
L27530-0211-062	BINDER,3",D-RING,PCKTS,11X8.5,RED	EA
L27530-0211-082	BINDER,3",D-RING,PCKTS,11X8.5,RED	EA
L27530-0211-063	BINDER,3",D-RING,PCKTS,11X8.5,WHT	EA
L27530-0211-083	BINDER,3",D-RING,PCKTS,11X8.5,WHT	EA
J47195-0430-010	BOARD,BULLETIN,CORK,18X24,ALUM FRM	EA
J47195-0430-020	BOARD,BULLETIN,CORK,24X24,ALUM FRM	EA
J47195-0430-030	BOARD,BULLETIN,CORK,36X24,ALUM FRM	EA
J47195-0430-040	BOARD,BULLETIN,CORK,36X36,ALUM FRM	EA
J47195-0430-060	BOARD,BULLETIN,CORK,36X60,ALUM FRM	EA
J47195-0430-070	BOARD,BULLETIN,CORK,36X72,ALUM FRM	EA
J47195-0430-050	BOARD,BULLETIN,CORK,48X36,ALUM FRM	EA
J47195-0430-080	BOARD,BULLETIN,CORK,48X48,ALUM FRM	EA
J47195-0430-090	BOARD,BULLETIN,CORK,48X60,ALUM FRM	EA
J47195-0430-100	BOARD,BULLETIN,CORK,48X72,ALUM FRM	EA
J47195-0430-201	BOARD,BULLETIN,DRYERASE,24X36,ALUM FRM	EA
J47195-0430-300	BOARD,CORK-DRY ERASE,12X22,ALUM FRM	EA
J47195-0430-200	BOARD,DRY ERASE,18X24,ALUM FRM,PEN&HLDR	EA
J47195-0430-202	BOARD,DRY ERASE,36X36,ALUM FRM,PEN&HLDR	EA
J47195-0430-203	BOARD,DRY ERASE,36X48,ALUM FRM,PEN&HLDR	EA
J47195-0430-204	BOARD,DRY ERASE,36X60,ALUM FRM,PEN&HLDR	EA
J47195-0430-205	BOARD,DRY ERASE,48X48,ALUM FRM,PEN&HLDR	EA
J47195-0430-206	BOARD,DRY ERASE,48X72,ALUM FRM,PEN&HLDR	EA
S1PIBH-1382150	CARTRIDGE,TONER,REMAN,1382150,BLK	EA
S1PIBH-92274A	CARTRIDGE,TONER,REMAN,92274A,BLK	EA
S1PIBH-92275A	CARTRIDGE,TONER,REMAN,92275A,BLK	EA
S1PIBH-92291A	CARTRIDGE,TONER,REMAN,92291A,BLK	EA
S1PIBH-92295A	CARTRIDGE,TONER,REMAN,92295A,BLK	EA

S1PIBH-92298A	CARTRIDGE,TONER,REMAN,92298A,BLK	EA
S1PIBH-C3903A	CARTRIDGE,TONER,REMAN,C3903A,BLK	EA
S1PIBH-C3906A	CARTRIDGE,TONER,REMAN,C3906A,BLK	EA
S1PIBH-C3909A	CARTRIDGE,TONER,REMAN,C3909A,BLK	EA
S1PIBH-C4092A	CARTRIDGE,TONER,REMAN,C4092A,BLK	EA
S1PIBH-C4096A	CARTRIDGE,TONER,REMAN,C4096A,BLK	EA
S1PIBH-C4127X	CARTRIDGE,TONER,REMAN,C4127X,BLK	EA
S1PIBH-C4129X	CARTRIDGE,TONER,REMAN,C4129X,BLK	EA
S1PIBH-C4182X	CARTRIDGE,TONER,REMAN,C4182X,BLK	EA
S1PIBH-C4191A	CARTRIDGE,TONER,REMAN,C4191A,BLK	EA
S1PIBH-C4192A	CARTRIDGE,TONER,REMAN,C4192A,BLK	EA
S1PIBH-C4193A	CARTRIDGE,TONER,REMAN,C4193A,BLK	EA
S1PIBH-C4194A	CARTRIDGE,TONER,REMAN,C4194A,BLK	EA
S1PIBH-C7115A	CARTRIDGE,TONER,REMAN,C7115A,BLK	EA
S1PIBH-C8061A	CARTRIDGE,TONER,REMAN,C8061A,BLK	EA
S1PIBH-Q1338A	CARTRIDGE,TONER,REMAN,Q1338A,BLK	EA
E97220-4710-208	CHAIRMAT,VINYL,36X48,RECTANGULAR,NO LIP	EA
E97220-4710-305	CHAIRMAT,VINYL,36X48,SEC RIGHT LIP 20X10	EA
E97220-4710-005	CHAIRMAT,VINYL,36X48,SINGLE LIP,20X10	EA
E97220-4710-306	CHAIRMAT,VINYL,36X48,SEC LEFT LIP,20X10	EA
E97220-4710-105	CHAIRMAT,VINYL,45X53,DOUBLE LIP 20X10	EA
E97220-4710-212	CHAIRMAT,VINYL,45X53,RECTANGULAR,NO LIP	EA
E97220-4710-010	CHAIRMAT,VINYL,45X53,SINGLE LIP,20X10	EA
E97220-4710-311	CHAIRMAT,VINYL,48X48,SEC LEFT LIP 20X10	EA
E97220-4710-316	CHAIRMAT,VINYL,48X48,SEC LEFT LIP 30X10	EA
E97220-4710-310	CHAIRMAT,VINYL,48X48,SEC RIGHT LIP 20X10	EA
E97220-4710-315	CHAIRMAT,VINYL,48X48,SEC RIGHT LIP 30X10	EA
E97220-4710-110	CHAIRMAT,VINYL,48X60,DOUBLE LIP 20X10	EA
E97220-4710-115	CHAIRMAT,VINYL,48X60,DOUBLE LIP 30X10	EA
E97220-4710-225	CHAIRMAT,VINYL,48X60,RECTANGULAR,NO LIP	EA
E97220-4710-020	CHAIRMAT,VINYL,48X60,SINGLE LIP,30X10	EA
E97220-4710-317	CHAIRMAT,VINYL,48X72,RECTANGULAR,NO LIP	EA
E97220-4710-025	CHAIRMAT,VINYL,60X48,SINGLE LIP,30X10	EA
E97220-4710-318	CHAIRMAT,VINYL,60X60,RECTANGULAR,NO LIP	EA
S67510-7300-060	CLEANER,COMPUTER,12-32 BTLS/CS	EA

K17110-1000-020	FRAME,PICTURE,WOOD,11X14,BLK	EA
K17210-1000-065	FRAME,PICTURE,WOOD,11X14,DBL BLU MAT,BLK	EA
K17210-1000-066	FRAME,PICTURE,WOOD,11X14,DBL BLU MAT,BLK	EA
K17210-1000-060	FRAME,PICTURE,WOOD,11X14,SNGL BLU MAT,BLK	EA
K17210-1000-061	FRAME,PICTURE,WOOD,11X14,SNGL BLU MAT,WLNT	EA
K17110-1000-022	FRAME,PICTURE,WOOD,11X14,WLNT	EA
K17110-1000-025	FRAME,PICTURE,WOOD,16X20,BLK	EA
K17110-1000-027	FRAME,PICTURE,WOOD,16X20,WLNT	EA
K17110-1000-015	FRAME,PICTURE,WOOD,8-1/2X11,BLK	EA
K17110-1000-010	FRAME,PICTURE,WOOD,8X10,BLK	EA
K17110-1000-012	FRAME,PICTURE,WOOD,8X10,WLNT	EA
K17110-1000-030	FRAME,PICTURE,WOOD,9X12X2,DELUXE MLD,WLNT	EA
K17110-1000-017	FRAME,PICTURE,WOOD,WLNT,8.5X11.5	EA
N27520-6100-005	HIGHLIGHTER,PEN STYLE,PCKT CLP,YEL	BOX
G87510-6630-045	HOLDER,PAD,VINYL,LGL,15X9.75,BLK	EA
G87510-6630-040	HOLDER,PAD,VINYL,LGL,15X9.75,BRN	EA
G87510-6630-015	HOLDER,PAD,VINYL,LTR,12X9.75,BLK	EA
G87510-6630-010	HOLDER,PAD,VINYL,LTR,12X9.75,BRN	EA
G87510-6630-050	HOLDER,PAD,VINYL,MEMO,9X6.5	EA
G87510-6630-035	HOLDER,PAD,VINYL,MEMO,9X6.5,BLK	EA
G87510-6630-030	HOLDER,PAD,VINYL,MEMO,9X6.5,BRN	EA
N17520-6601-175	HOLDER,PEN-PENCIL,CHARLIES PARKER	EA
L37530-2000-015	INDEX SHEET,ALPHA,11X8.5,BUFF	EA
L37530-2000-010	INDEX SHEET,ALPHA,9.5X6,BUFF	EA
L37530-2000-020	INDEX SHEET,ALPHLA,8.5X11,BUFF	EA
A57530-1750-210	LABELS,FOLDER,LSR,WHT,2/3X3-7/16,1500/BX	BOX
A57530-1750-220	LABELS,MAILING,LSR,CLR,1/2X1-3/4,2000/BX	BOX
A57530-1750-215	LABELS,MAILING,LSR,CLR,1X2-3/4,1500/BX	BOX
A57530-1750-216	LABELS,MAILING,LSR,CLR,1X4-1/8,1000/BX	BOX
A57530-1750-218	LABELS,MAILING,LSR,CLR,2X4-1/8,500/BX	BOX
A57530-1750-203	LABELS,MAILING,LSR,WHT,1/2X1-3/4,8000/BX	BOX
A57530-1750-200	LABELS,MAILING,LSR,WHT,1X2-5/8,3000/BX	BOX
A57530-1750-201	LABELS,MAILING,LSR,WHT,1X4,2000/BX	BOX
A57530-1750-202	LABELS,MAILING,LSR,WHT,2X4,1000/BX	BOX
A57530-1750-217	LABELS,MAILNG,LSR,CLR,1-1/3X4-1/8,700/BX	BOX

A57530-1750-219	LABELS,MAILNG,LSR,CLR,3-1/3X4-1/8,300/BX	BOX
N47520-6800-020	LEAD,PENCIL REFILL,W/2-ERASERS,0.5 MM	EA
K17520-6000-010	PAD,DESK,BLK LTHR CRNRS,19.25X24.25	EA
K17520-6000-020	PAD,DESK,BRN LTHR CRNRS,19.25X24.25	EA
S67520-6000-060	PAD,MOUSE,8.75X9.25,BLU	EA
S67520-6000-065	PAD,MOUSE,ANTISTATIC,8.75x9.25,RED	EA
N17520-6601-180	PEN,BALLPOINT,BENDABLE,4",MED,BLK	CASE
N17520-6600-001	PEN,BALLPOINT,CAP,FN,BLK	BOX
N17520-6600-003	PEN,BALLPOINT,CAP,FN,BLU	BOX
N17520-6600-005	PEN,BALLPOINT,CAP,FN,RED	BOX
N17520-6600-002	PEN,BALLPOINT,CAP,MED,BLK	BOX
N17520-6600-004	PEN,BALLPOINT,CAP,MED,BLU	BOX
N17520-6600-006	PEN,BALLPOINT,CAP,MED,RED	BOX
N17520-6600-166	PEN,BALLPOINT,EXEC,REFILLABLE,MED,BLK	EA
N17520-6600-167	PEN,BALLPOINT,EXEC,REFILLABLE,MED,BLU	EA
N17520-6600-010	PEN,BALLPOINT,OCTAGON,ERASER,FN,BLK	BOX
N17520-6600-012	PEN,BALLPOINT,OCTAGON,ERASER,FN,BLU	BOX
N17520-6600-011	PEN,BALLPOINT,OCTAGON,ERASER,MED,BLK	BOX
N17520-6600-013	PEN,BALLPOINT,OCTAGON,ERASER,MED,BLU	BOX
N17520-6600-186	PEN,BALLPOINT,RTRCTBL,GRIP,FN,BLK	BOX
N17520-6600-188	PEN,BALLPOINT,RTRCTBL,GRIP,FN,BLU	BOX
N17520-6600-185	PEN,BALLPOINT,RTRCTBL,GRIP,MED,BLK	BOX
N17520-6600-187	PEN,BALLPOINT,RTRCTBL,GRIP,MED,BLU	BOX
N17520-6600-060	PEN,BALLPOINT,RTRCTBL,MTL TIP,MED,BLK	BOX
N17520-6600-159	PEN,BALLPOINT,RTRCTBL,SOFT-GRIP,BLU	BOX
N17520-6600-156	PEN,BALLPOINT,RTRCTBL,SOFT-GRIP,FN,BLK	BOX
N17520-6600-158	PEN,BALLPOINT,RTRCTBL,SOFT-GRIP,FN,BLU	BOX
N17520-6600-160	PEN,BALLPOINT,RTRCTBL,SOFT-GRIP,FN,RED	BOX
N17520-6600-157	PEN,BALLPOINT,RTRCTBL,SOFT-GRIP,MED,BLK	BOX
N17520-6600-161	PEN,BALLPOINT,RTRCTBL,SOFT-GRIP,MED,RED	BOX
N17520-6600-105	PEN,BALLPOINT,RTRCTBL,TWIST CAP,FN,BLK	BOX
N17520-6600-115	PEN,BALLPOINT,RTRCTBL,TWIST CAP,FN,BLU	BOX
N17520-6600-135	PEN,BALLPOINT,RTRCTBL,TWIST CAP,FN,GRN	BOX
N17520-6600-125	PEN,BALLPOINT,RTRCTBL,TWIST CAP,FN,RED	BOX
N17520-6600-065	PEN,BALLPOINT,RTRCTBL,TWIST CAP,MED,BLK	BOX
N17520-6600-075	PEN,BALLPOINT,RTRCTBL,TWIST CAP,MED,BLU	BOX

N17520-6600-095	PEN,BALLPOINT,RTRCTBL,TWIST CAP,MED,GRN	BOX
N17520-6600-085	PEN,BALLPOINT,RTRCTBL,TWIST CAP,MED,RED	BOX
N17520-6600-180	PEN,BALLPOINT,RTRCTBL,WIDE BODY,MED,BLK	EA
N17520-6600-181	PEN,BALLPOINT,RTRCTBL,WIDE BODY,MED,BLU	EA
N17520-6600-150	PEN,BALLPOINT,SOFT-GRIP,CAP,FN,BLK	BOX
N17520-6600-152	PEN,BALLPOINT,SOFT-GRIP,CAP,FN,BLU	BOX
N17520-6600-154	PEN,BALLPOINT,SOFT-GRIP,CAP,FN,RED	BOX
N17520-6600-151	PEN,BALLPOINT,SOFT-GRIP,CAP,MED,BLK	BOX
N17520-6600-153	PEN,BALLPOINT,SOFT-GRIP,CAP,MED,BLU	BOX
N17520-6600-155	PEN,BALLPOINT,SOFT-GRIP,CAP,MED,RED	BOX
N17520-6600-190	PEN,ROLLERBALL,GEL STICK,GRIP,MED,BLK	BOX
N17520-6600-191	PEN,ROLLERBALL,GEL STICK,GRIP,MED,BLU	BOX
N17520-6600-193	PEN,ROLLERBALL,GEL STICK,GRIP,MED,PUR	BOX
N17520-6600-192	PEN,ROLLERBALL,GEL STICK,GRIP,MED,RED	BOX
N17520-6600-198	PEN,ROLLERBALL,GEL,RTRCTBL,GRIP,FN,BLK	EA
N17520-6600-199	PEN,ROLLERBALL,GEL,RTRCTBL,GRIP,FN,BLU	EA
N17520-6600-200	PEN,ROLLERBALL,GEL,RTRCTBL,GRIP,FN,RED	EA
N17520-6600-195	PEN,ROLLERBALL,GEL,RTRCTBL,GRIP,MED,BLK	EA
N17520-6600-196	PEN,ROLLERBALL,GEL,RTRCTBL,GRIP,MED,BLU	EA
N17520-6600-197	PEN,ROLLERBALL,GEL,RTRCTBL,GRIP,MED,RED	EA
N17520-6505-154	PEN,ROLLERBALL,SOFT-GRIP,CAP,FN,BLK	EA
N17520-6505-155	PEN,ROLLERBALL,SOFT-GRIP,CAP,FN,BLU	EA
N17520-6505-158	PEN,ROLLERBALL,SOFT-GRIP,CAP,MED,BLK	EA
N17520-6505-159	PEN,ROLLERBALL,SOFT-GRIP,CAP,MED,BLU	EA
N47520-6800-010	PENCIL,MECHANICAL,PCKT CLIP,0.5 MM	BOX
B23333-3000-010	PLANNER,APPT BOOK,COVER ONLY,6 RING,BLK	EA
B23333-3336-045	PLANNER,TIME MGMT SYSTEM,VELCRO CLSR,BLK	EA
B23333-3336-047	PLANNER,TIME MGMT SYSTEM,VELCRO CLSR,BUR	EA
B23333-3336-046	PLANNER,TIME MGMT SYSTEM,VELCRO CLSR,NAVY	EA
B23333-3336-048	PLANNER,TIME MGMT SYSTEM,ZIPPER CLSR,BLK	EA
B23333-3336-050	PLANNER,TIME MGMT SYSTEM,ZIPPER CLSR,BUR	EA
B23333-3336-049	PLANNER,TIME MGMT SYSTEM,ZIPPER CLSR,NAVY	EA
L27510-6625-010	PORTFOLIO,VINYL,ZIPPER,16X12.25,BLK	EA
L27510-6625-030	PORTFOLIO,VINYL,ZIPPER,16X12.25,BLU	EA
N17520-6600-175	REFILL,BALLPOINT EXEC PEN,MED,BLK	EA

N17520-6600-176	REFILL,BALLPOINT EXEC PEN,MED,BLU	EA
B23333-3336-020	REFILL,PLANNER,APPT BOOK,5.5X6.5	EA
B23333-3336-055	REFILL,PLANNER,TIME MGMT SYSTEM	EA
W39925-0700-025	SIGN,ADA,MAN,8X8	EA
W39925-0700-030	SIGN,ADA,MAN,BRAILLE,8X8	EA
W39925-0700-035	SIGN,ADA,MAN,WHEELCHAIR,8X8	EA
W39925-0700-040	SIGN,ADA,MAN,WHEELCHAIR,BRAILLE,8X8	EA
W39925-0700-005	SIGN,ADA,UNISEX,8X8	EA
W39925-0700-010	SIGN,ADA,UNISEX,BRAILLE,8X8	EA
W39925-0700-015	SIGN,ADA,UNISEX,WHEELCHAIR,8X8	EA
W39925-0700-020	SIGN,ADA,UNISEX,WHEELCHAIR,BRAILLE,8X8	EA
W39925-0700-045	SIGN,ADA,WOMAN,8X8	EA
W39925-0700-050	SIGN,ADA,WOMAN,BRAILLE,8X8	EA
W39925-0700-055	SIGN,ADA,WOMAN,WHEELCHAIR,8X8	EA
W39925-0700-060	SIGN,ADA,WOMAN,WHEELCHAIR,BRAILLE,8X8	EA
S67510-7300-050	SPRAY,ANTI-STATIC,32-OZ BTL	EA

ALL OTHER TERMS AND CONDITIONS OF THIS AGREEMENT NOT CHANGED BY THIS CHANGE NOTICE REMAIN AS ORIGINALLY WRITTEN.

Contract Reference Number: 7510-12
 SAP Number: 4600007367
 Change Number: Eleven (11)
 Change Effective Date: 03/23/06

COMMONWEALTH OF PENNSYLVANIA
 DEPARTMENT OF GENERAL SERVICES
 HARRISBURG

For: All using Agencies of the Commonwealth
Subject: Office Supplies
Contract Period: Beginning June 14, 2004 and Ending May 31, 2007
Buyer Name: Toniann D. Noss/717-783-2090 or tnoss@state.pa.us

CHANGE SUMMARY: This is to notify all using agencies that the following 125 items are being mapped to a core list item. If any of these items are ordered, you will automatically be shipped and billed the item that is relative on the core list.

Product Code	Supplier	Description	ALTERNATE PRODUCT CODE
L271006	ESSELTE PENDAFLEX	CVR,RPT,LTRPSBD,RCYL,BK	L212906
P1OX9001-CTN	BOISE CASCADE CORP. -	PAPER,XERO,WE,8.5X11,20#	P1054901-CTN
A9WOSQP11	BIC CORPORATION	PEN,CORRECTN,WITE OUT	A91278
A9ZL31-W	PENTEL OF AMERICA LTD.	PEN,CORCTN,WE,FN,MTL TIP	A91278
P1OX9001-SKD	BOISE CASCADE CORP. -	PAPER,XERO,8.5X11,20#,WE	P1054901-SKD
P235210	UNITED STATIONERS/ITASCA	ENV,#10,WE,WOVE,24#	P20M98123
K321102-0	OFFICEMATE INT CORP	TRAY,LGL,SIDE,STACK,BK	K315621
L3CI2138C	AVERY DENNISON	INDEX,BDR,11X8.5,8 CLEAR	L311468
A55162	AVERY DENNISON	LABEL,ADD,LASR4X1.3,1400	A50M99058
A55262	AVERY DENNISON	LABEL,LSR,1-1/3X4,WE,350	A50M99058
A55962	AVERY DENNISON	LBL,LSR,ADRS,1-1/3X4,WE	A50M99058
P285949	SEALED AIR	ENVELOPE,PADDED,8.5X12	P210186
N512242	SANFORD CORP.	PENCIL,RECYCLED,WOOD	N50M97010
N6ZE21C	PENTEL OF AMERICA LTD.	ERASER,CLIC,BE	N60M97542
N6ZER-2	PENTEL OF AMERICA LTD.	REFILL,CLIC ERASER,2/PK	N60M97543
P320-057	AMERICAN PAD & PAPER LLC	PAD,JR LEGAL,5X8,WE	P30M97310
P320-065	AMERICAN PAD & PAPER LLC	PAD,LEGAL,8.5X11,WE	P30M97319
P376-711	DIVERSAFILE	PAD,LEGAL8.5X,11WE	P30M97319
P320-332	AMERICAN PAD & PAPER LLC	PAD,LEGAL,WE,8.5X11	P30M97319
P318055	AMERICAN PAD & PAPER LLC	PAD,LEGAL,8.5X11	P30M97319
P30M97312	AMERICAN PAD & PAPER LLC	BOOK,STENO,6X9,GREGG,60	P30M97326

P3OM97333	AMERICAN PAD & PAPER LLC	BOOK,STENO,6X9,GRG,RECYL	P3OM97326
P325-473	AMERICAN PAD & PAPER LLC	BOOK,STENO,CY	P3OM97326
P512772	FELLOWES INC.	BOX,STOR,RECY,12X10X15	P5OM97210
N213601	SANFORD CORP.	MARKER,BK,F,PERM,INDUST	N2OM97468
N297468	EXPEDITORS INTERNATIONAL	MARKER,PERM,FINE,BLACK	N2OM97468
N238201	SANFORD CORP.	MARKER,SHARPIE,CHISEL,BK	N2OM97551
N208887	AVERY DENNISON	MARKER,CHISEL TIP,RD,LGE	N2OM97552
H135108	ACCO INTERNATIONAL	STAPLES,STND,SF1	H1OM97011
H1SBS19-1/4-CP	STANLEY FASTENING	STAPLES,CHISEL,5M/BX	H1OM97011
H140501	ACCO INTERNATIONAL	STAPLER,FULLSTRIP,BLACK	H1OM97553
H154501	ACCO INTERNATIONAL	STAPLER,FULLSTRIP,BK,545	H1OM97553
H144401	ACCO INTERNATIONAL	STAPLER,444,FULL,BK	H1OM97553
S712881	IMATION ENTERPRISES	DISK,3.5,DS,HD,FRM,10/BX	S7OM98535
S732024581	MEMOREX PRODUCTS, INC.	DISC,CDR 48X,100 SPINDLE	S7OM98542
S717262	IMATION ENTERPRISES	DISC,CDR,52X,100SPINDL,SR	S7OM98542
H410210	UNITED STATIONERS/ITASCA	CLP,BINDER,MEDIUM	H4OM97008
H410200	UNITED STATIONERS/ITASCA	CLP,BINDER,SML	H4OM97413
H472500	ACCO INTERNATIONAL	CLIP,PPR,JUMBO,#4,100/BX	H499914
H472580	ACCO INTERNATIONAL	CLIP,PPR,JUMBO,.048 GA	H499914
H472220	UNITED STATIONERS/ITASCA	CLP,JUM,SMOOTH,1C/BX	H499914
H472360	ACCO INTERNATIONAL	CLIP,PPR,GEM,#1,100/BX	H499911
H472380	ACCO INTERNATIONAL	CLIP,PPR,#1,.034,GA	H499911
P3OM97301	AMERICAN PAD & PAPER LLC	PAD,SCRATCH,3X5	P357104
A2680-9	3M CONSUMER & OFFICE MKT	TAPE,FLAGS,SIGNATURE	A276809
A505729	AVERY DENNISON	LABEL,REINFORC, WE,200	A5MT-909
J110375	ACME UNITED CORPORATION	RULER,METRIC,12IN,S/EDGE	J105011
N2OM97470	0900 OMAX POWERMAX	MARKER,PERM,BU	N230003
N2OM97469	0900 OMAX POWERMAX	MARKER,PERM,RD	N230002
P1OX9001	BOISE CASCADE CORP. -	PPR,X-9 20#,8.5X11,WE	P1054901
P1HPBC11	SOUTH COAST PAPER	PPR,HPBUS COPY,8.5X11	P1054901
P13R721	XEROX CORPORATION	PAPER,XEROX,8.5X11,20LB	P1054901
P1054922	BOISE CASCADE CORP. -	PPR,ASPEN 100,8.5X11 20#	P1054901
P1CC2201	BOISE CASCADE CORP. -	PPR,PRO-88 20#,8.5X11,WE	P1054901
P13R2047	XEROX CORPORATION	PAPER,8.5X11,WE,4200 DP	P1054901
P1OX9004	BOISE CASCADE CORP. -	PPR,X-9 20#,8.5X14,WE	P1054904
N224000	AVERY DENNISON	HIGHLIGHTER,FLUORESCENT,YW	N264326
N264324	SANFORD CORP.	HIGHLIGHTER,4009,FYW	N264326
N225025	SANFORD CORP.	HIGHLIGHTER,MAJOR,FYW	N264326
N225005	SANFORD CORP.	HIGHLIGHTER,MAJOR,YW	N264326
A2653-YW	3M CONSUMER & OFFICE MKT	PAD,NOTE,YW1.5X2,12PD/PK	A26539-YW
A2653RP-YW	3M CONSUMER & OFFICE MKT	POST-IT,RECY,1.5X2,YW,12	A26539-YW
A2655-YW	3M CONSUMER & OFFICE MKT	PAD,NOTE,YW,3X5	A26559-YW
A2655RP-YW	3M CONSUMER & OFFICE MKT	POST-IT,RECY,3X5,YW	A26559-YW

L9824-12RVP	SPECTRUM BRANDS	BATTERY,AAA,ALKLN,12/PK	L9824-4
L9815-24PP	SPECTRUM BRANDS	BATTERY,AA,ALKALINE,24P	L9815-4
L9815-12RVP	SPECTRUM BRANDS	BATTERY,12 PK,AA,VAL PAK	L9815-4
L9813-8RVP	SPECTRUM BRANDS	BATTERY,8 PK,D,VALUE PK	L9813-2
H4OM97440	0900 OMAX POWERMAX	FASTENER,PRONG 2",50BX	H412992
H470022	ACCO INTERNATIONAL	FASTENER,PRONG,2",50/BX	H412992
H274350	ACCO INTERNATIONAL	PUNCH,PPR,HVYDTY,3HOLE	H274150
A2OM97804	3M CONSUMER & OFFICE MKT	NOTE,RMV,4X6,YW	A26609-YW
A2660RP-YW	3M CONSUMER & OFFICE MKT	POST-IT,RECY,4X6,YW	A26609-YW
A2660-YW	3M CONSUMER & OFFICE MKT	PAD,NOTE,RULED,YW,4X6	A26609-YW
P1HPC3HP	UNITED STATIONERS/ITASCA	PPR,HPOFFICE,3HP,87BR20#	P1054901-P
P13R2193	XEROX CORPORATION	PAPER,LTR,4024,3HP,20LB	P1054901-P
L271606	ESSELTE PENDAFLEX	CVR,RPT,LGL,HINGETOP,BK	L271366
A9WOFWB12WHI	BIC CORPORATION	FLUID,WITEOUT,WATER BASE	A91276
A956401	SANFORD CORP.	FLUID,CORRECT, WE,1/2 OZ	A91276
A9WOFQD12WHI	BIC CORPORATION	FLUID,WITE OUT,QUICKDRY	A91276
A959001	SANFORD CORP.	FLUID,CORRCTN,WTRBASE,WT	A91276
A9284-11	SANFORD CORP.	FLUID,CORRECT,WE,1/2 OZ	A91276
A956301	SANFORD CORP.	FLUID,CORRECT,MULTI,WE	A91276
A9WOFEC12WHI	BIC CORPORATION	FLUID,WITE OUT,XTRA COVR	A91276
A9WOFSM12WHI	BIC CORPORATION	FLUID,WTEOUT,SPRSMH,W/FB	A91276
S192274A	HEWLETT PACKARD CO (SUPP	TONER,CARTRIDGE,LJ4L,4ML	S1PIBH-92274A
S192291A	HEWLETT PACKARD CO (SUPP	TONER,HPLJ,3SI,4SI	S1PIBH-92291A
S192295A	HEWLETT PACKARD CO (SUPP	TONER,HPLJ,II,III,IIID	S1PIBH-92295A
S1140198A	LEXMARK INTERNATIONAL	TONER,PRINT,HPLSR,4/PLUS	S1PIBH-92298A
S1C3906A	HEWLETT PACKARD CO (SUPP	TONER,LSRJ,HP5L&6L,1/CT	S1PIBH-C3906A
S1OM98859	CLOVER TECHNOLOGIES GROU	CTG,CMPTBL,LEX1382925,BK	S1GB925
A8232-1	3M CONSUMER & OFFICE MKT	TAPE,MASKING,1X60 YD	A82600-1B
F1S72101	MONARCH NORTHWOOD	POCKET,FILE,3.50,EXP,LGL	F1S26E
F185363	ESSELTE PENDAFLEX	FILE,POCKET,LGL,3.5 EXP	F1S26E
F11526E-OX	ESSELTE PENDAFLEX	FILE,PKT,LGL, 3.5",BX25	F1S26E
N2BL11-YW	BIC CORPORATION	HIGHLIGHTER, YW,F	N275206100-005
N227005	SANFORD CORP.	HIGHLIGHTER, YW,F	N275206100-005
N2B411YW	BIC CORPORATION	HIGHLIGHTER,,PEN STYLE	N275206100-005
N227025	SANFORD CORP.	HIGHLIGHTER,FYW,F	N275206100-005
A8600-1296-3/4	3M CONSUMER & OFFICE MKT	TAPE,CELLO,#600,3/4X1296	A85910-1296-34
B1GG2500-00	MEADWESTVACO	CAL,PAD,YR,JAN-DEC,BK	B1SK24-00
S1CL7020	MITCHELL SNOW, INC. (MSI	TONER,REMAN,3909A,CLASIC	S1PIBH-C3909A
S1GB92A	GUY BROWN PRODUCTS	TONER,F/HP,LSRJ,1100,BK	S1PIBH-C4092A
S1GB96A	GUY BROWN PRODUCTS	TONER,F/HP,LSRJ,2100,BK	S1PIBH-C4096A
S1OM98881	CLOVER TECHNOLOGIES GROU	CTG,CMPTBL,HPC4096A,BK	S1PIBH-C4096A
S1Q8100	UNITED STATIONERS/ITASCA	TONER,HP C4182X	S1PIBH-C4182X
S1C4191A	HEWLETT PACKARD CO (SUPP	TONER,LSJ 4500,BLACK	S1PIBH-C4191A

S1C4192A	HEWLETT PACKARD CO (SUPP
S1C4193A	HEWLETT PACKARD CO (SUPP
S1C4194A	HEWLETT PACKARD CO (SUPP
S1Q1338A	HEWLETT PACKARD CO (SUPP
S1OM98891	CLOVER TECHNOLOGIES GROU
L3S56435C	SIMON MARKETING
L3CI2135C	AVERY DENNISON
L9814-8RVP	SPECTRUM BRANDS
A1OM97373	0900 OMAX POWERMAX
A100196	AVERY DENNISON
A53748022	GBC OFFICE PRODUCTS
F174520	ESSELTE PENDAFLEX
F17521/3	ESSELTE PENDAFLEX
F181-3000	DIVERSAFILE
F17531/3	ESSELTE PENDAFLEX
A6OM97356	0900 OMAX POWERMAX
A6OM97358	0900 OMAX POWERMAX
P238390	QUALITY PARK

CTG,LSRJ,CLR,LJ4500,CYN
CTG,MAGENTA,LSRJ,LJ4500
TONER,LSJ 4500,YELLOW
LASERJET,GNUIN HP,Q1338A
CTG,CMPTBL,HP Q1338A,BK
DIVIDERS,5TAB,11X8.5,CR
INDEX,BDR,11X8.5,5 CLEAR
BATTERY,8 PK,C,VALUE PK
GLUESTICK,1.23OZ,PERM,CR
GLUE,STICK,PERM,1.27 OZ
HOLDER,ID,RETRCT,BK,25BX
FOLDER,1/3,LTR,MLA,100BX
FOLDER,LTR,1/3,MLA,100BX
FLDR,1/3 CUT,ASST
FOLDER,LGL,1/3,MLA,100BX
RUBBERBAND,80%,#32,.25LB
RUBBERBAND,80%,#64,.25LB
ENVELOPE,9X12,WE,CLASP

S1PIBH-C4192A
S1PIBH-C4193A
S1PIBH-C4194A
S1PIBH-Q1338A
S1PIBH-Q1338A
L311466
L311466
L9MN1400R4Z
A1E527
A1E527
A568820
F1OM97182
F1OM97182
F1OM97182
F1OM97184
A6OM97349
A6OM97351
P2OM97225

All other terms and conditions remain the same.

Contract Reference Number: 7510-12
SAP Number: 4600007367
Change Number: Twelve (12)
Change Effective Date: 03/31/06

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF GENERAL SERVICES
HARRISBURG

For: All using Agencies of the Commonwealth
Subject: Office Supplies
Contract Period: Beginning June 14, 2004 and Ending May 31, 2007
Buyer Name: Toniann D. Noss/717-783-2090 or tnoss@state.pa.us

CHANGE SUMMARY: This is to notify all using agencies that the following 582 items are being added to the core list. Please note that at this time they will not be entered into the SAP system as line items at this time. They can, however, be purchased via the Internet site set up for CWOPA use.

MFG SKU	PRODUCT DESCRIPTION	UOM	New Customer Price
A2630-6PK	POST-IT,RULED,3X3,6PK,YW	PK	4.99
A2635-YW	PAD,NOTE,YW,LINES,3X5	PD	1.11
A2654-12SSCY	PAD,POST-IT 3X3 12,YW	PK	9.51
A2654RP-YW	POST-IT,RECY,3X3,YW	PD	0.84
A2654-YW	PAD,NOTE,YW,3X3	PD	0.80
A2656RP-YW	POST-IT,RECY,2X3,YW	PD	0.63
A2675-YL	NOTE,POST-IT,4X4LINED,YW	PD	3.58
A2R330-YW	PAD,POST-IT,REFILL3X3,YW	PD	0.84
A502920	BADGE,PHO ID,HLD 50/BX	BX	24.80
A530252	LABEL,ADD 11/8X3,2RL/BX	BX	13.94
A54031	LABEL,TAB,3.5X15/16,WE	BX	50.45
A55160	LABEL,ADD,LSR,1X2 5/8 3K	BX	20.39
A55161	LABEL,ADD,LASER,1X4,2000	BX	22.11
A55163	LABEL,ADD,LASER,2X4,1000	BX	22.77
A55260	LABEL,LSR,2.5X1,WE,750	PK	6.64
A55366	LABEL,LASER,FLDR,WE,1X3	BX	22.77
A55960	LABEL,LSR,ADDRSS,1X3,WE	BX	49.76
A78J8	CUP,FOAM,8Z,25/PK	PK	0.46
A8105	TAPE,MAGIC,TRANS,.75X300	RL	0.83

A8142	TAPE,MAILING,W/DISP,CR	RL	1.73
A8144	TAPE,TRANS,1/2"X450"	RL	0.66
A82600-2B	TAPE,MASKING,2X60	RL	2.31
A83650-4	TAPE,STORAGE,2"W,4/PK	PK	8.25
A83710-2-CR	TAPE,SEALING,CLEAR,2 IN	RL	0.76
A83710-2-TN	TAPE,SEALING,TN,2INX55YD	RL	0.76
A83750-2-CR	TAPE,SEALING,CR,48MMX50M	RL	3.78
A83750-2-TN	TAPE,FILM,TN,55MMX50M	RL	3.78
A83750RD-CR	TAPE,DISP,REFILLABLE,CR	RL	3.86
A83850-1	TAPE,PKG,2",X55YDS,CR	RL	3.78
A83900	TAPE,DUCT,GENERAL,2"W	RL	4.13
A8600-2592-1	TAPE,CELLO,#600,1X2592	RL	4.18
A8810-1296-3/4	TAPE,MAGIC,#810,3/4X1296	RL	1.95
A8810K16	TAPE,MAGIC 3/4",VALUEPK	PK	24.53
A8810-P10K	TAPE,VALUEPACK,3/4",10PK	PK	16.12
A8C-38-BK	DISPENSER,TAPE,BK	EA	1.90
A8OM97107	DISPENSER,TAPE,DESK,BK	EA	1.34
A8OM97813	TAPE,INVISIBLE,1/2X1296	RL	0.60
A8OM97821	TAPE,TRAN 3CORE,1X2592	RL	2.55
A906604	FILM,CORRCTN,DISPSBL	EA	1.90
A946065	MOISTENER,W/ADHESIVE,ENV	EA	1.01
A968620	TAPE,CORRECTION,MONO,WE	EA	1.88
A968676	TPE,CORRECTION,MONO,2PK	PK	3.64
A980047	FILM,COR,SGL LN,REFILL	EA	2.13
A9802	TAPE,CORRECTION,5MMX10M	EA	0.90
A9OM97384	MOISTENER,BOTTLE,CR	EA	0.24
A9OM97786	TAPE,CORRECTION,WE	EA	1.28
A9OM97789	TAPE,CORRECTION,WE,10 PK	PK	10.40
A9WOELP11	FILM,CORRECT+TAPE,PEN,WE	EA	1.70
A9WOTAPP11	TPE,CORRECTION,WITE-OUT	EA	1.42
B170-260-05	PLANNER,9X11,JAN-JAN,BK	EA	8.37
B1G200-00	BOOK,APPT,JAN-DEC,BK	EA	5.48
B1G400-00	PLANNER,6X8,JAN-DEC,BK	EA	6.00
B1G547-00	PLANNER,6X8,JAN-DEC,BK	EA	17.07
B1PM12-28	CAL,WALL 24X36,J-DEC,BE	EA	5.45
B1SD374-13	DIARY,7X9,RD,JAN-DEC	EA	27.89
B1SD387-13	DIARY,5X7,RD,JAN-DEC	EA	14.28
B1SD389-13	DIARY,5X8,JAN-DEC,RD	EA	14.55
E550254L	25"4 DRWR LTR FILE PUTTY	EA	112.94

E693841	KEYBOARD,ADJUST,PUTTY	EA	54.80
E6AF100XL	SCREEN,GLARE,16-19"	EA	64.94
E6HF300XXL	ANTI-GLR 19 21 POLARIZING STD FLTR	EA	119.04
E740912	CART,MAIL,34.5X19X39.25	EA	189.77
E740914	CART,MAIL,27X19X39.25	EA	134.11
E74500-88-BG	CART,UTILITY,16X30",BGE	EA	130.02
E7L330	TRUCK,BOOK, BGE,3SHF	EA	221.69
E888342	CART,AV,ADJST HGT,42"W CAB,BLK	EA	247.81
E888753	CART,42IN,PLASTIC,BK	EA	98.80
E94052	TRUCK,STOWAWAY,SR,XL HND	EA	110.24
E94074	TRUCK,HAND,3WAY,CONVERT	EA	324.70
E964429	CHAIRMAT,ECONCLEAT,46X60	EA	27.39
E964483	CHAIRMAT,WKSTN,L,CR	EA	49.13
E986201	TRUCK,HAND,8WAY,CONVERT	EA	124.67
F11056EL-OX	WALLET,LGL,3.5EXP,ELASTC	EA	1.78
F11157R	FLDR,CLASS,PBD,LTR,1PART	EA	1.47
F11257BL	FOLDER,CLASS,LTR,BE,10BX	EA	2.00
F11257GR	FOLDER,CLASS,LTR,GN,10BX	EA	2.00
F11257LB	FOLDER,CLSS,LTR,LBE,10BX	EA	2.00
F11524EB-OX	POCKET,FILE,LTR,BE,3.5EX	EA	1.03
F11524EG-OX	POCKET,FILE,LTR,GN,3.5EX	EA	1.03
F11524E-OX	FILE,PKT,LTR,3.5" BX25	BX	17.39
F11524ER-OX	POCKET,FILE,LTR,RD,3.5EX	EA	1.03
F11524ET-2/5OX	FILE,PKT,2/5,RD,3.5 EXP	EA	1.22
F11524EY-OX	POCKET,FILE,LTR,YW,3.5EX	EA	1.03
F11534G-OX	FILE,PKT,LTR,5.25",BX10	BX	7.99
F1153F13	FOLDER,1/3,LTR,PSB,25/BX	BX	25.42
F12257BL	FOLDER,CLASS,LGL,BE,10BX	EA	2.26
F13534G-OX	FILE POCKET,LTR,STR 5.25	EA	1.22
F13536G-OX	FILE POCKET,LGL,STR,5.25	EA	1.35
F135449	FILE,POCKET,LTR,7EXP,RD	EA	2.37
F135469	FILE,POCKET,LGL,7EXP,RD	EA	3.24
F148430	FLDR,CTLS,WTRSHD1/3,MLA	BX	10.40
F17521/2	FOLDER,LTR,1/2,MLA,100BX	BX	6.92
F17521/5	FOLDER,LTR,1/5,MLA,100BX	BX	6.95
F185343	FILE,POCKET,LTR,3.5EXP	EA	1.55
F185545	FILE,POCKET,LTR,5.25 EXP	EA	1.83
F185565	FILE,POCKET,LGL,5.25 EXP	EA	2.09
F10M97183	FOLDER,LTR,MLA,1/5,100BX	BX	5.98

F1R152-BGR	FOLDER,LTR,STR,GN,100BX	BX	14.70
F1R7521/5	FOLDER,1/5,MLA,LTR,100/B	BX	9.96
F1S14C	FILE,PCKT,EXP,1.75LTR	EA	0.53
F1S16C	POCKET,REC,FILE,LGL,5PC	EA	0.60
F1S34G	FILE,POCKET,EXP,5.25	EA	0.67
F1S36G	FOLDER,REC,LGL,5PC	EA	0.76
F1S59707	FLDR,6SECTION,LTR,RD	EA	1.58
F1S60407	FLDR,CLASSIF,LTR,RD	EA	1.72
F1S60901	FOLDER,CLASS,LTR,6PRT,GN	EA	1.72
F1S71100	POCKET,FILE,1.75,EXP,LTR	EA	0.64
F1S71101	POCKET,FILE,3.50,EXP,LTR	EA	0.69
F1S71111	POCKET,FILE,5.25,EXP,LTR	EA	1.01
F1S72111	POCKET,FILE,5.25,EXP,LGL	EA	1.11
F1S84308	WALLET,FILE 4,RD,FIBER	EA	2.48
F1S85308	WALLET,FILE 4,ATTORNEY	EA	2.66
F35371	LASER,BUS CARDS,WE,2X3.5	PK	7.61
F3OM97206	CRD,INDXBLNK,WE,5X8,100P	PK	1.18
F509217	POCKET,FILE,HNG,LTR,4PK	PK	7.71
F581601	FLDR,HG LT1/3,25/BX,GN	BX	6.11
F581602	FLDR,HG LT1/5,25/BX,GN	BX	5.61
F5OM97186	FLDR,HNG,LTR,1/3TAB,25BX	BX	5.90
F5OM97187	FLDR,HNG,LTR,1/5TAB,25BX	BX	5.58
F7AH-8512	HOLDER,FORM,ALUM,8.5X12	EA	14.43
F802002	POCKET,ENDTAB,LTR,3.5,BE	EA	1.73
F802009	POCKET,ENDTAB,LTR,3.5,YW	EA	1.73
F812812	FILE,PKT,LTR,3.5EX,25BX	BX	30.08
F812822	FILE,PKT,LTR,3.5EX,10BX	BX	12.73
F812832	FILE,PKTCONVERT,LTR,MLA	BX	33.07
F895363	FILE,ETAB,LTR,5.25 EXP	BX	25.27
F895565	POCKET,ETAB,LGL,5.25"EXP	BX	27.37
F8H1524E-OX	FILE,PCKT,END,TAB3.5"EXP	EA	1.41
F8H1526E-OX	FILE,PCKT,END,TAB,3.5EXP	EA	1.39
H169270	STAPLER,ELEC,70SH,HVYDTY	EA	212.43
H190002	STAPLER,HVYDTY,X-CAP,BK	EA	36.93
H274060	PUNCH,2HOLE,40SH,CAP,BK	EA	29.06
H3OM97450	OPENER,LETTER,2X2	EA	0.37
H499912	CLIP,PPR,1",NON SKID	BX	0.11
H499915	CLIP,PAPER,GIANT,NONSKD	BX	0.32
J42363	BOARD,CORK,AM,1DR,24X36	EA	171.00

J42363L	BOARD,FABRIC,2X3,1-DR,GY	EA	184.31
J4351900	EASEL,FLOOR,TBLTOP,BK	EA	112.11
J450E	EASEL,FLOOR,ALUM,66"H	EA	37.87
J481E	BOARD,WRITE,29X40,W/EASL	EA	120.31
J4S538	BOARD,DRYERASE,96X48	EA	136.69
J4TE548A	BRD,TOTL ERAS,96X48,AM	EA	183.29
K321032	TRAY,FRNTLOAD,BK,LTR	EA	2.48
K3550-4	FILE,DESK,VERT,5-PKT,BK	EA	11.71
K6109992	LINER,TRASH,33 GAL BK	CT	45.82
K636056	BAG,F/1608,1616,50/CT	CT	16.87
K6PS4209K	LINER,TRSH,16GL,500CT,BK	CT	38.83
K6RX653XG	LINER,TRSH,60GL,100CT,GY	CT	33.75
K6TI3340S	LINER,TRSH,33GL,100CT,SR	CT	25.40
K734120	SHREDDER,120,STRIP-CUT	EA	287.27
K734125	SHREDDER,125,CONFETTI	EA	339.59
K736180	SHREDDER,CONFETTI 2,CCL	EA	176.53
K738221	SHREDDER,PAPER,STRGT CUT	EA	391.92
K738225	SHREDDER,220,CROSS-CUT	EA	444.24
K738320	SHREDDER,PAPER,STRGT CUT	EA	732.03
K738325	SHREDDER,PAPER,CROSS CUT	EA	836.69
K738380	SHREDDER,PAPER,STRGT CUT	EA	1,019.83
K738385	SHREDDER,PAPER,CROSS CUT	EA	1,002.23
K738420	SHRDDR,420,STRGHTCUT,GY	EA	1,150.64
K738425	SHREDDER,420,CROSSCUT,GY	EA	1,255.29
K738480	SHREDDER,PAPER,STRGT CUT	EA	1,464.59
K738485	SHREDDER,480,CROSSCUT,GY	EA	1,613.64
L217014	BINDER,3RG,VIEW,1IN,BE	EA	2.57
L21701460	LAMINATOR,HEAT,SEAL,H400	EA	216.33
L227170	MACHINE,BINDING,COMB	EA	1,625.86
L23745022	POUCH,LAM,LTR,3MIL,100PK	PK	22.16
L275243	PKT,BNDR 5PK,CR	PK	1.58
L279586	BINDER,EZD,5",RD,PREMIER	EA	19.40
L279886	BINDER,D-RING,5",BE	EA	19.40
L288010	BINDER,VIEW,1",ROUND,WE	EA	2.77
L2CV11-05-WE	BINDER,VIEW,1/2CAP,WE	EA	1.48
L2CV11-10-WE	BINDER,VIEW,1-CAP,WE	EA	1.48
L2CV11-15-WE	BINDER,VIEW,1.5-CAP,WE	EA	1.83
L2CV11-20-WE	BINDER,VIEW,2-CAP,WE	EA	2.24
L2MBV11-30WE	BINDER,VALUEVIEW,3",WE	EA	3.88

L2OM97151	BINDER,3/RG,BK,11X8.5,1	EA	1.11
L2OM97155	BINDER,3/RG,BE,11X8.5,2	EA	2.06
L2OM97157	BINDER,3/RG,BK,11X8.5,2	EA	2.06
L2TE11-CR	ORGANIZER,FOLIO,CR,13X9	EA	1.33
L2VB11-25-WE	BINDER,3/RG, WE,11X8.5,Z	EA	7.73
L311125	INDEX,A-Z,MULTI	ST	3.04
L311132	INDEX,F/3RG,8WE,8.5X11	ST	1.64
L311135	INDEX,F/3RG,10CLR,8.5X11	ST	2.02
L311370	INDEX,LTR,SIDE,TAB,1-25	ST	1.52
L323075	INDEX,5-TAB,WE11X8.5ERAS	ST	0.69
L323078	INDEX,8-TAB,WE11X8.5ERAS	ST	1.00
L359102	INDEX TAB,WE,PLAIN,50/PK	PK	1.40
L3CI2135	INDEX,BDR,11X8.5,5 COLOR	ST	0.49
L3CI2138	INDEX,BDR,11X8.5,8 COLOR	ST	0.73
L3EW2135	INDEX,XTRAWIDE,AD,5 TAB	ST	0.88
L3L-213	INDEX,RGBDRA-Z,11X9,25ST	ST	1.98
L3WI2135	INDX,BDR,11X8.5,WH,5COLR	ST	0.73
L3WI2135C	INDX,BDR,11X8.5,WH,5 CLR	ST	0.73
L3WI2138C	INDX,BDR,11X8.5,WH,8 CLR	ST	1.20
L8CS50	HEADSET,CORDLS,SYSTEM,SV	EA	214.46
L9DL123ABPK	LITHI BATT 3.0 VOLT	EA	4.67
M1EL-2192RII	CALC,DESKTOP,PRINTNG,BGE	EA	42.73
M1EL2630PIII	CALC,DESKTOP,PRNTNG,BGE	EA	70.27
M2EM530	TYPEWRITER,ELEC,W/DICT	EA	343.37
M2EM630	TYPEWRITER,COM,GY,W/DSPL	EA	481.93
M2ML300	TYPEWRITER,16 CHAR,LCD	EA	125.30
M601201834	CAMERA,QKSNAP,35MM FLSH	EA	5.72
M6623965	FILM,600,COLOR,20EXP,2PK	BX	23.25
M6624242	FILM,SPECTRA,20EXP,2/PK	BX	23.25
M6640172	FILM,600 CAMERA,10B	BX	100.60
M6643877	FILM,600COLOR,40EXP,4/PK	BX	42.65
M6M-2000A	TRANSCRIBER,RECORD,MICRO	EA	173.35
N108451	PEN,.5MM,ROLLER,BK	DZ	4.05
N114001	PEN,ROLLER,GEL,.7MM,BLK	EA	0.51
N115001	PEN,GEL,RTRCTBLE,BK	EA	0.96
N125104	PEN,ROLLINGBALL,V5,XF,GN	EA	0.99
N130000	PEN,BALLPT,RETRACT,F,BK	EA	0.89
N130005	PEN,BALLPT,RETRACT,M,BK	EA	0.89
N131002	PEN,RLRBLL,GELINK,XFNE,BK	EA	0.92

N131003	PEN,RLRBLL,GELINK,XFNE,BE	EA	0.92
N131020	PEN,RLRBLL,GELINK,FPT,BK	EA	0.92
N131021	PEN,RLRBLL,GELINK,FPT,BE	EA	0.92
N131022	PEN,RLRBLL,GELINK,FPT,RD	EA	0.92
N132002	PEN,BALL,EASYTOUCH,FN,BE	DZ	5.49
N132010	PEN,BALL,EASYTCH,MED,BK	DZ	5.49
N132011	PEN,BALL,EASYTCH,MED,BE	DZ	5.49
N132210	PEN,BALL,RETRACT,FINE,BK	DZ	7.08
N132211	PEN,BALL,RETRACT,FINE,BE	DZ	7.08
N132220	PEN,BALL,RETRACT,MED,BK	DZ	7.08
N132221	PEN,BALL,RETRACT,MED,BE	DZ	7.08
N135011	PEN,BALL POINT,BK,FINE	DZ	6.94
N135334	PEN,ROLLING,PRECISEV5,BK	EA	0.99
N135335	PEN,ROLLING,PRECISEV5,BE	EA	0.99
N135336	PEN,ROLLING,PRECISEV5,RD	EA	0.99
N135346	PEN,ROLLING,PRECISEV7,BK	EA	0.99
N135349	PEN,ROLLING,PRECISEV7,BE	EA	0.99
N135352	PEN,ROLLING,PRECISEV7,RD	EA	0.99
N138600	PEN,P500,GEL XFINE,BK	EA	0.99
N138610	PEN,P700 GEL,FINE,BK	EA	0.99
N144110	PEN,JIMNIE,RBALL MD,BK	EA	0.77
N160040	PEN,ROLLER,MICR ONYX,BK	EA	0.28
N160041	PEN,ROLLER,MICR ONYX,BE	EA	0.28
N160042	PEN,ROLLER,MICRO ONYX,RD	EA	0.28
N160101	PEN,BK,F,STANDARD	DZ	7.95
N160126	PEN,UNI/VISION,BK,FINE	EA	1.13
N160134	PEN,UNI/VISION,BE,FINE	EA	1.13
N160143	PEN,ROLLER BALL,ONYX,BK	EA	0.28
N160144	PEN,ROLLER BALL,ONYX,RD	EA	0.28
N160145	PEN,ROLLER BALL,ONYX,BE	EA	0.28
N160151	PEN,BK,XF,MICRO	DZ	7.95
N160629	PEN,UNIBALL,MICRO,BK	EA	1.34
N161101	PEN,MEDPT,BE,COMFORTMATE	DZ	3.59
N161301	PEN,MEDPT,BK,COMFORTMATE	DZ	3.59
N163301	PEN,BALLPT,MED RETRAC,BK	DZ	5.06
N163801	PEN,BALLPTFINE,RETRAC,BK	DZ	4.92
N164301	PEN,BALLPT,RET,COMFRT,BK	DZ	7.08
N165450	PEN,UNIGEL,GRIP STCK,BK	EA	0.86
N165800	PEN,UNIBALL,GEL IMPCT,BK	EA	1.48

N169055	PEN,RBALL,SIGNO,GEL,BE	DZ	5.31
N177215	REFILL,F/BPS FINE,2PK,BK	PK	0.60
N177240	REFIL,GEL,DRGRP,F,2PK,BK	PK	1.01
N185580	PEN,FLXGRP ELT,MD RT,BK	EA	0.58
N187112	PEN,BPT,STCK,DYNGRP,FN,BE	DZ	5.49
N187301	PEN,DISP,MED BALL,BK	DZ	9.54
N188079	PEN,STK,WRITBROGRP,MED,BK	DZ	1.61
N195101	PEN,FLXGRP,RETRCTBLE,BE	DZ	9.69
N196101	PEN,BALL,FLEXGRIP,M,BE	DZ	7.81
N196201	PEN,BALL,FLEXGRIP,M,RD	DZ	7.81
N196301	PEN,BALL,FLEXGRIP,M,BK	DZ	7.81
N196701	PEN,BALL,FLEXGRIP,F,RD	DZ	7.81
N196801	PEN,BALL,FLEXGRIP,F,BK	DZ	7.81
N1BK90-A	PEN,BALL,RSVP,FINE,BK	DZ	4.71
N1BK90-C	PEN,BALL,RSVP,FINE,BE	DZ	4.71
N1BK91-A	PEN,BALL,RSVP,MED,BK	DZ	4.71
N1BK91-V	PEN,BALL,RSVP,MED,VT	DZ	4.71
N1BK92-A	PEN,RSVP,RTRCT,BALLPT,BK	DZ	6.19
N1BK92-C	PEN,RSVP,RTRCT,BALLPT,BE	DZ	6.19
N1BLN35-A	PEN,ENERGEL RT,BK,.5MM	EA	1.02
N1GRE11-BK	PEN,ROLLER,GRIP,0.7,BLK	EA	0.49
N1GREM11-BK	PEN,ROLLER,GRIP,0.5,BLK	EA	0.49
N1GSF11-BK	PEN,BALL,BK,F,BIC,ROUND	DZ	1.07
N1GSFG11-BK	PEN,BPT,RNDSTC,GRP,FN,BK	DZ	1.61
N1GSM11-BK	PEN,BALL,BK,M,BIC,ROUND	DZ	1.07
N1GSMG11-BK	PEN,MED,ROUNDSTIC,BK	DZ	1.61
N1MS11-BK	PEN,BALL,BK,M,BIC CRYSTL	DZ	1.81
N1OM97179	PEN,BALL,MED,BK	DZ	0.78
N1OM97180	PEN,BALL,FINE,BK	DZ	0.78
N1OM97461	REFILL,CHAIN PEN,BK,MED	EA	0.60
N1OM97462	PEN,CHAIN,MED,BK	EA	1.63
N1OM97520	PEN,RLR,MED,BK	EA	0.83
N1RF11-BE	PEN,MICRO FINE,ROLLER,BE	DZ	3.33
N1RF11-BK	PEN,MICRO FINE,ROLLER,BK	DZ	3.33
N1RLC11BE	PEN,ROLLER,GEL,MM,BLUE	EA	0.64
N1RLC11BK	PEN,ROLLER,GEL,MM,BLK	EA	0.64
N1RM11-BE	PEN,ROLLER,FINE,BE	DZ	3.33
N1RM11-BK	PEN,ROLLER,FINE,BK	DZ	3.33
N1RN11BK	PEN,RBALL,GEL,INTNSTY,BK	EA	0.65

N1SCSF11-BK	PEN,BALLPT,RETRACT,F,BK	DZ	4.84
N1SCSM11-BE	PEN,BALLPT,RETRACT,M,BE	DZ	4.84
N1SCSM11-RD	PEN,BALLPT,RETRACT,M,RD	DZ	4.84
N1SCWB11-BE	PEN,BALL PT,WIDE MED,BE	EA	0.53
N1SCWB11-BK	PEN,BALL PT,WIDE MED,BK	EA	0.53
N1SGSM11-BE	PEN,MED,BALLPT,BE,SFTFEL	DZ	3.47
N1SGSM11-BK	PEN,MED,BALLPT,BK,SFTFEL	DZ	3.47
N1VCG11-BE	PEN,BALLPT,RET,ATLNTS,BE	DZ	6.65
N1VCG11-RD	PEN,BALLPT,RETR,MED,RED	DZ	6.65
N1VLG11-BE	PEN,BALL,VELOVTY,M,BE	EA	0.64
N1VLG11-BK	PEN,BALL,VELOVTY,M,BK	EA	0.64
N213801	MARKER,BK,XF,PERM,INDUST	EA	0.61
N221825	HILIGHTER,ACCNT INSPR,FYW	EA	0.64
N224010	HILIGHTER,FLUORESCENT,PK	DZ	4.48
N224020	HILIGHTER,FLUORESCENT,GN	DZ	4.48
N224050	HILIGHTER,FLUORESCENT,OE	DZ	4.48
N225009	HIGHLIGHTER,MAJOR,PK	DZ	4.92
N225010	HIGHLIGHTER,MAJOR,TQE	DZ	4.92
N225019	HIGHLIGHTER,MAJOR,LV	DZ	4.92
N225026	HIGHLIGHTER,MAJOR,FLG	DZ	4.92
N227006	HIGHLIGHTER, OE,F	DZ	4.92
N227009	HIGHLIGHTER, PK,F	DZ	4.92
N227010	HIGHLIGHTER, BE,F	DZ	4.92
N230008	MARKER,SHRPE,FN,PE,PERM	DZ	6.94
N231001	PEN,PORS,XF,BK,ESPRESSO	EA	1.10
N232001	TIP,SNFRD,SHRPIE TWN,BK	EA	1.06
N233001	MARKER,SUPER,SHARPIE,BK	EA	0.88
N235001	MARKER,BK,XF,PERM	EA	0.60
N235003	MARKER,BE,XF,PERM	EA	0.60
N238011	PEN,POROUS,FELT,BLACK	EA	0.13
N238012	PEN,POROUS,FELT,RED	EA	0.13
N238013	PEN,POROUS,FELT,BLUE	EA	0.13
N263601	MARKER,PAINT, BK,M	EA	1.66
N264327	HIGHLIGHTER,4009,PK	DZ	1.45
N264328	HIGHLIGHTER,4009,BE	DZ	1.45
N264329	HIGHLIGHTER,4009,GN	DZ	1.45
N281505	ERASER,WHITE BOARD	EA	1.63
N284101	PEN,PORS,MED,BE,FLAIR	EA	0.84
N284201	PEN,PORS,MED,RD,FLAIR	EA	0.84

N284301	PEN,PORS,MED,BK,FLAIR	EA	0.84
N2BLMG11YW	HILIGHTER,BRITE GRIPXL,YW	DZ	4.63
N2GBL11-YW	HILIGHTER,BRTLNR,GRP,FYW	EA	0.36
N2GDE11-BK	MARKER,WHTBRD,GRP,BK	EA	0.46
N2GPM11-BK	MARKER,PERM,GRIP,BLACK	DZ	4.34
N2GPM11-RD	MARKER,PERM,GRIP,RED	DZ	4.34
N2OM97493	HIGHLIGHTER,FL,YW	EA	0.63
N450-9-HB	LEAD,PENCL,.9MM,HB,15/TB	TB	0.49
N450-HB	LEAD,PENCL,.7MM,HB,12/TB	TB	0.42
N464881	ERASER,F/ZEZE,5-TUBE	TB	0.54
N4A125A	PENCIL,MECH,BK,.5MM	EA	0.97
N4A127C	PENCIL,MECH,DBE,.7 MM	EA	0.97
N4AL25TA	PENCIL,ICY,BK,.5MM	EA	0.67
N4C505-HB	LEAD,REFIL,HB,.5MM,12/TB	TB	0.42
N4C525-HB	LEAD,REFIL,HB,.5MM,12/TB	TB	0.75
N4MPAG11	PENCIL,.7MM,ATLANTIS,BK	EA	0.66
N4MPG11	PENCIL,MECH,GRIP,.7MM	DZ	3.98
N4OM97040	PENCIL,LEAD,.7MM,30TB	TB	0.75
N4PDE-1	ERASER,F/PD345,5/TB	TB	0.80
N673201	ERASER,PENCIL,LGE BLOCK	DZ	4.63
P1235249	PPR,INDEX 90#,008327	PK	3.75
P13R11540	PAP,EXPRS,CLR,DGTL,8.5X11	RM	6.84
P1BEL-0111	PAPER,LASER,22#,WE,EVDAY	RM	3.45
P1BPL-0111	PAPER,LASER,24#,WE,PRES	RM	4.70
P1BPL-0117	PAPER,LASER,24#,WE,PRES	RM	9.40
P1CC2241	PPR,X-9,24#,92,WE,8.5X11	RM	3.40
P1HPM1120	PAPER,HP,MULTI,20#,WE	RM	3.13
P1MP1050	PPR,8.5X11,WE,X-9+,20#	RM	2.61
P1MP-2201-BE	PAPER,BOND,BE,8.5X11,20#	RM	3.31
P1MP-2201-GD	PAPER,BOND,GRD8.5X11,20#	RM	3.31
P1MP-2201-GN	PAPER,BOND,GN,8.5X11,20#	RM	3.31
P1MP-2201-PK	PPR,PASTEL 20#,8.5X11,PK	RM	3.31
P1MP-2201-SN	PPR,PASTEL 20#,8.5X11,SN	RM	3.31
P1MP-2241-BE	PPR,PASTEL 24#,8.5X11,BE	RM	3.88
P1MP-2241-CY	PPR,PASTEL 24#,8.5X11,CY	RM	3.59
P1MP-2241-GN	PPR,PASTEL 24#,8.5X11,GN	RM	3.98
P1MP-2241-PK	PPR,PASTEL 24#,8.5X11,PK	RM	3.98
P1OM44001	PPR,MXBRT MP,8.5X11 20#	RM	2.89
P241485	ENVELOPE,9X12,WE,RECYCL	BX	19.29

P286027	ENVELOPE,PADDED,12.5X19	EA	0.47
P2OM97220	ENV,CAT,250BX,9.5X12.5	BX	17.01
P2OM97241	ENV,CAT,250BX,WE,9X12	BX	15.73
P2R4497	ENV,TYVEK,12X16X4,EXP	CT	74.33
P326-250	BOOK,COMB,80/SH,W/RULE	EA	2.37
P326-252	NTBK,WIRLESS,LTR,80SH	EA	2.37
P3OM97316	PAD,WIDE,RLD,WE,8.5X11	DZ	8.28
P3OM97317	PAD,RULED,8.5X11,WE	PK	8.61
P3OM97325	BOOK,STENO,6X9,PITMAN,80	EA	0.98
P3OM97492	NOTEBOOK,NARROW,BK,3X5	EA	0.70
P4OM97629	ROLL,ADD,WE5PK,2-1/4X200	PK	4.16
P4OM97630	ROLL,ADD,2-1/4X128,WE	RL	0.34
P4OM97631	ROLL,ADD,WE,2-1/4X165	RL	0.43
P512153	BOX,LTR/LGL,W/SEPLD,25CT	CT	60.84
P5OM97207	BOX,STOR ECON,LTR 12 CT	CT	26.60
P783977	FILM,STRTCH,18"X1500',4C	CT	77.25
S1006R90303	TONER,PHSER1235,HICP,BK	EA	97.17
S1006R90304	TONER,PHSER1235,HICP,CYN	EA	217.97
S1006R90306	TONER,PHSER1235,HICP,YW	EA	217.97
S1013R90132	BLK IMAGING DRM FOR PHASER 1235	EA	118.08
S1013R90133	CYAN IMAGING DRM FOR PHASER 1235	EA	131.57
S1013R90135	YEL IMAGING DRM FOR PHASER 1235	EA	131.57
S1016-1801-00	LSR TONER,MGN TA,HIGH CAP,10,000 PG YIELD	EA	244.94
S1016-1802-00	LSR TONER,YEL,HIGH CAP,10,000 PAGES YIEL	EA	244.94
S1016-1825-00	COLORSTIX KIT,5-STICKS CYAN PLUS 2 FREE	BX	181.51
S1016-1973-00	CTG,PHSR 7300,CYN	EA	180.17
S1016-1974-00	CTG,PHSR 7300,MA	EA	180.17
S1016-1975-00	CTG,PHSR 7300,YW	EA	180.17
S1016-1980-00	CTG,PH 7300 HC,BK	EA	141.52
S1016-1997-00	TONER,7300 IMG UNIT KIT	KT	471.71
S1016-2005-00	TONER,PHASER6200,CYN	EA	170.22
S1016-2006-00	TONER,TONER PHASER6200,MA	EA	170.22
S101P6897	TONER,INFOPRINT 12 TONER	EA	157.91
S10956A003	TANK,INK,REPL,BCI-10,3PK	PK	14.68
S10957A003	INK JET CTG,BLK,BCI-11,REPLC CTG FOR BC-	PK	10.15
S1106R00668	TONER,CTG,PHASER 6250,CYN	EA	107.91
S1106R00669	TONER,CTG,PHASER 6250,MA	EA	107.91
S1106R00670	TONER,CTG,PHASER 6250,YW	EA	107.91
S1106R00688	CTG,HI-CAP,PHS 3450	EA	179.85

S1108R00605	INK,8400 3 STICKS)CYN	BX	90.34
S1108R00606	INK,8400 3 STICKS)MA	BX	90.34
S1108R00607	INK,8400 3 STICKS)YW	BX	90.34
S1108R00608	INK,8400 6 STICKS)BK	BX	90.61
S110B041C	CTG,PRINT,C750,PREBT,CY	EA	201.08
S110B041K	CTG,PRINT,C750,PREBTE,BK	EA	111.83
S110B041M	CTG,PRINT,C750,PREBTE,MA	EA	201.08
S110B041Y	CTG,PRINT,C750,PREBTE,YW	EA	201.08
S110B042C	CTG,PRINT,C750,HI-YLD,CY	EA	339.25
S110B042K	CTG,PRINT,C750,HI-YLD,BK	EA	159.14
S110N0016	CTG,INK,#16,BK	EA	24.19
S110N0026	CTG,INK,#26,COLOR	EA	26.34
S1113R00195	CART,PRNT,DOCUPRNTN4525	EA	248.77
S112A0825	LSR TONER,BLK,23,000 PG YIELD,PREBATE LS	EA	243.01
S112A1450	KIT,PHOTOCONDUCTR,1200N	EA	106.67
S112A1451	CART,TONER,1200N,MAGENTA	EA	153.12
S112A1452	CART,TONER,1200N,CYAN	EA	153.12
S112A1453	CART,TONER,1200N,YELLOW	EA	153.12
S112A1454	CART,TONER,1200N,BLACK	EA	112.90
S112A1455	KIT,PHOTOCOND,TRI-COLOR	EA	284.95
S112A1970	CTG,#70 HI-RES,INK,BK	EA	25.81
S112A1975	INK JET CTG,BLK,HI RESOLUTION WATERPROOF	EA	30.91
S112A5745	CARTRIDGE,HIYLD,OPTRAT	EA	311.83
S112A5840	TONER,OPTRAT,STD,PREBATE	EA	181.72
S112A6735	TONER,T520/T522,BLACK,HY	EA	313.98
S112A6765	TONER,LEXMRK,T620/622,HY	EA	347.31
S112A6860	TONER,PREBATE,T620/T622	EA	153.19
S112A6865	TONER,PREBATE,T620/T622	EA	290.43
S112A7305	HIGH YIELD PRT CTG FOR E321 E323	EA	131.40
S112A7362	CTG,HI-YLD,21K,BK	EA	325.74
S112A7365	CTG,XHI-YD,32K PAGES,BK	EA	351.08
S112A7405	HIGH YIELD PREBATE PRT CTG FOR E321 E323	EA	109.89
S112A7468	CTG,HI-YD LBL,RET PRO,BK	EA	275.48
S112A8305	CARTRIDGE,HI-YLD,TONER	EA	120.43
S112B0090	TONER,W820,HIYLD,30K,BK	EA	232.26
S112L0250	OPTRA W810 TONER 20K CTG	EA	120.43
S112L0251	KIT,PHOTO,CONDUCTOR,BK	EA	405.38
S112N0768	CTG,PRINT,C910,CYAN	EA	275.27
S112N0769	CTG,PRINT,C910,MAGENTA	EA	275.27

S112N0770	CTG,PRINT,C910,YELLOW	EA	275.27
S112N0771	CTG,PRINT,C910,BLACK	EA	175.27
S11380200	TONER,IBM 4019,HI YIELD	EA	222.58
S11380850	CARTRIDGE,PRINT,4039	EA	222.58
S11380950	CART,LASERPRINT,4039	EA	267.02
S11382100	CARTRIDGE,PRINT,DIA-FINE	EA	210.64
S11382920	CTG,PRINT,PREEBATE,BK	EA	169.35
S1140198X	TONER,PRINT,HPLSR,4/PLUS	EA	74.09
S115G041C	C752 CYAN RET PROG CART C752N C752DN C75	EA	172.04
S115G041M	C752 MGNTA RET PROG CART C752N C752DN C7	EA	172.04
S115G041Y	C752 YEL RET PROG CART C752N C752DN C752	EA	172.04
S115G042C	C752 CYAN HIGH RTRN PRG CART C752N C752D	EA	344.09
S115G042K	C752 BLK HIGH RET PRG CART C752N C752DN	EA	145.91
S115G042M	C752 MGNTA HIGH RTRN PRG CART C752N,C752	EA	344.09
S115G042Y	C752 YEL HIGH RTRN PRG CART C752N C752DN	EA	344.09
S115M0120	CTG,#20 HI-RES,COLOR INK	EA	30.38
S115W0900	TONER,OPTRA C720,CYAN	EA	168.82
S115W0901	TONER,OPTRA C720,MAGENTA	EA	168.82
S115W0902	TONER,OPTRA C720,YELLOW	EA	168.82
S115W0903	TONER,OPTRA C720,BLACK	EA	112.90
S115W0904	DEVELOPER,OPTRA,C720	EA	141.94
S116G0055	CTG,INKJET,BK,HI-YIELD	EA	37.10
S117G0050	CARTRIDGE,PTR,HIRESOL,BK	EA	24.19
S117G0060	CARTRIDGE,PTR,CLR,HIRESL	EA	28.23
S117G0152	CARTRIDGE,PRT,OPTRAM,6K	EA	107.26
S117G0154	CARTRIDGE,HGHYLD,OPTRAM	EA	223.66
S120-122	CTG,TONER,LSR,HIGH,6M-PG	EA	94.57
S128P1882	TONER,CT INFOPRINT 1145	EA	251.89
S128P1883	KIT,USAGE,INFPT 1145	EA	539.20
S128P2010	LSR TONER CTG,HIGH YIELD,RET PROG,30,000	EA	308.32
S141963001	TONER,CTG TYPC4,YW,10KYIEL	EA	141.18
S141963002	CTG,TONER TYPEC4,YLD10K,MA	EA	141.18
S141963003	CTG,TONER,TYPEC4,YD10K,CYN	EA	141.18
S141963004	CTG,TONER,TYPEC4,YLD10K,BK	EA	72.04
S142102901	LSR TONER,BLK,TYPE 9,6,000 PG YIELD	EA	43.23
S142103001	BLK TONER CTG FOR B4200 PTR	EA	23.87
S142127401	TONER,YEL F/C5100	EA	113.71
S151641A	CTG,DSKJT,850C,855,MULTI	EA	25.45
S169G7382	TONER,IP 2000,VER 2,2/BX	BX	236.75

S169G8256	CTG,TONER,OPTRA-E,BK	EA	66.24
S169G8257	UNIT,PHOTOCONDCT,OPTRA-E	EA	92.04
S175P4302	TONER,IBM TONER BK	EA	368.05
S175P4303	TONER,IP 1332 TONER	EA	286.52
S18190A003	CARTRIDGE,INKJT,BK,BCI15	PK	10.09
S18191A003	CARTRIDGE,INKJET,BCI-15	EA	17.74
S190H0748	TONER,INFOPRINT 20,BK	EA	184.13
S190H3566	TONER,INFOPRINT 32/40,BK	EA	248.06
S192298X	TONER,HP LJ4/5,8800 YLD	EA	90.56
S1C4149A	LSR TONER,BLK,17,000 PG YIELD	EA	93.55
S1C4150A	LSR TONER,CYAN,8,500 PG YIELD	EA	143.77
S1C4151A	LSR TONER,MGNTA,8,500 PG YIELD	EA	145.31
S1C4152A	LSR TONER,YEL,8,500 PG YIELD	EA	143.77
S1C4836AN	INKJET,CTG,HP 11,CYAN	EA	26.83
S1C4837AN	INKJET,CTG,HP 11,MAGENTA	EA	26.83
S1C4838AN	INKJET,CTG,HP 11,YELLOW	EA	26.83
S1C4844A	HP BLK INK CART FOR-HP2000 SER 1430PG CA	EA	26.83
S1C4871A	CTG,INK,350ML,BLACK	EA	106.66
S1C5010DN#140	INKJT CTG,COL,#14,23 ML,470 PG YIELD	EA	23.77
S1C5011DN	INKJT CTG,BLK,#14,26 ML,830 PG YIELD	EA	17.92
S1C6628AN	CTG,PRINT,INKJET,NO19,BK	EA	24.76
S1C8543X	TONER,LASER,9000/SERIES	EA	226.39
S1C8727AN	CTG,INK NO 27,BK DJ3320	EA	15.17
S1C8728AN	CTG,INK NO 28,3-CLR 3320	EA	17.78
S1C9363WN#140	INKCART,#97 TRICOLOR 14ML	EA	27.52
S1C9700A	TONER,SMART,LJ2500,BK	EA	72.05
S1C9704A	DRUM,IMAGING,LJ2500	EA	150.72
S1C9730A	LSR TONER,BLK,13,000 PG YIELD	EA	182.02
S1C9731A	LSR TONER,CYAN,12,000 PG YIELD	EA	255.45
S1C9732A	LSR TONER,YEL,12,000 PG YIELD	EA	255.45
S1C9733A	LSR TONER,MGNTA,12,000 PG YIELD	EA	255.45
S1CTG39/49M	CTG,MICR 39/49,LXMK,IBM	EA	90.32
S1GB15X	CTG,REMAN,HP,C7115X	EA	55.86
S1OM98887	CTG,COMP,HP C7115X,BK	EA	55.86
S1OM98902	CTG,CMPTBL,HPC9720A,BK	EA	107.53
S1OM98903	CTG,CMPTBL,HP C9723A,MA	EA	146.24
S1OM98904	CTG,CPMTBL,HP C9722A	EA	146.24
S1OM98905	CTG,CMPTBL,HP C9721A,CN	EA	146.24
S1Q1339A	LASERJET,GNUIN HP,Q1339A	EA	167.14

S1Q2610A	CARTRIDGE,TONER,BK	EA	97.49
S1Q2612A	CTG,HP Q2612A,2K YIELD	EA	58.53
S1Q2613A	CARTRIDGE,TONER,BK,13A	EA	58.62
S1Q2613X	CARTRIDGE,TONER,BK,13X	EA	73.28
S1Q2670A	CTG,HP CLJ3500,	EA	114.75
S1Q2671A	CTG,LJ,3500N,3550N,CY	EA	114.13
S1Q2672A	CTG,LJ,3500N,3550N,YW	EA	114.13
S1Q2673A	CTG,LJ,3500N,3550N,MA	EA	114.13
S1Q2681A	CTG,HPQ2681A,6000YLD,CY	EA	147.81
S1Q2682A	CTG,HP Q2682A,6000YLD,YW	EA	147.81
S1Q2683A	CTG,HPQ2683A,6000YLD,MA	EA	147.81
S1Q5942A	CTG,HP LASER,42A,BK	EA	120.94
S1Q5942X	CTG,HP LSR,42XHIYLD,BK	EA	183.26
S1Q5949A	CTG,HP LASER,49A,BK	EA	58.62
S1Q5949X	CTG,HP LSR,BK,49X HIYLD	EA	113.71
S1Q6511A	CTG,HP LASER,11A,BK	EA	101.66
S1S189108	CTG,EPSON,BK,S189108	EA	19.68
S1S191089	CTG,EPSON,COLOR,S191089	EA	19.68
S1T003011	CTG,INKJT,FOR SC900,BK	EA	23.12
S1T005011	CTG,INK,FOR,SC900,COLOR	EA	27.96
S21030	RIBB,COR,F/AX10,12,15,20	EA	2.96
S21337765	TAPE,LIFT OFF,F/WW3&5	EA	5.32
S27020	RIBB,CORR,F/EM-80,85,100	EA	3.24
S5106R404	FAX TONER,BLK,3,000 PG YIELD	EA	42.30
S51557A002BA	TONER,FAX,CTG,FX-3,BK	EA	60.25
S54910-312	TONER,01/02,YLD 7,500	EA	114.54
S5DK120	DRM UNIT,20,000 PAGES	EA	79.59
S5DR200	DRUM,FAX,REPLACEMENT	EA	130.74
S5DR250	DRUM,PPF2800,2900,3800	EA	130.74
S5DR400	DRUM,20KPG YLD,PPF4750	EA	111.77
S5FO-29ND	TONER,2950M/3800M,Y3000	EA	53.09
S5FO-45ND	FAX TONER,BLK CTG,5,600 PG YIELD	EA	58.66
S5FO-47DR	FAX IMAGING UNIT,DRM	EA	69.08
S5FO-47ND	FAX TONER,BLK CTG	EA	69.60
S5PK04	FAX PROCESS KIT,TONER,DRM,DEV,	EA	194.68
S5TN250	TONER,PPF2800,2900,3800	EA	23.03
S5TN430	TONER,LSR,PPF4750,5750	EA	41.22
S5TN460	TONER,HL1240,1250,1270N	EA	57.53
S5TN5000PF	CARTRIDGE,TONER,BROTHER	EA	23.03

S5TS120	FAX TONER CTG,BLK,5,500 PG YIELD	EA	69.46
S5TYPE-150	TONER,FAX,RICOH,4700L	EA	74.61
S5UG3221	TONER,UF-490	EA	57.52
S5UG5510	TONER,UF-790	EA	144.73
S699702	CLNR,SCREEN,WET/DRY,12PK	PK	3.07
S712381	DISC,CD-RW,1X-4X,700MB	EA	0.76
S716598	CART,ULTRIUM,GEN2 W/CASE	EA	59.78
S717276	DISC,CDR,52X,100SP,THR,SR	PK	41.57
S726300001	TAPE,DATA,SDLT,220GB	EA	51.54
S999089	STRIP,POWER,7-OUT,12'CRD	EA	10.04
S9P6B	SRGARST 6 OUTLET	EA	5.13
W301633	WIPES,CLOROX,DISINFECT	EA	4.51
W32910/M	GLOVES,MULTI-PUR,BE,MED.	BX	5.54
W503623-20	TOWEL,C-FOLD	CT	35.75
W521400	TISSUE,FACL,LENX,2PL,WE	BX	1.42
W547410	TISSUE,FACIAL,WE,100/BX	BX	0.96
W5DER9652	SANITIZER,HAND PUMP,8OZ	EA	3.13

All other terms and conditions remain the same.

Contract Reference Number: 7510-12
SAP Number: 4600007367
Change Number: Thirteen (13)
Change Effective Date: 03/01/2006

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF GENERAL SERVICES
HARRISBURG

For: All using Agencies of the Commonwealth
Subject: Office Supplies
Contract Period: Beginning June 1, 2004 and Ending May 31, 2007
Buyer Name: Toniann D. Noss/717-783-2090 or tnoss@state.pa.us

CHANGE SUMMARY: This change notice is to inform all users that there is new pricing on the following paper-related items:

OfficeMax #	SAP Line Item #	Short Text	UOM	WAS	NOW
P1054901	1860	Paper,GEO,Rcycld,20lb,8-1/2x11,WHT	REAM	2.37	2.53
P1054901CTN		Paper,GEO,Rcycld,20lb,8-1/2x11,WHT	CARTON	23.70	25.30
P1054901SKD		Paper,GEO,Rcycld,20lb,8-1/2x11,WHT	PALATE	948.00	1,012.00
P1054901TRK		Paper,GEO,Rcycld,20lb,8-1/2x11,WHT	TRUCKLOAD	20,856.00	22,264.00
P1054901P	1850	Paper,GEO,Rcycld,3HP,20lb,8-1/2x11,WHT	REAM	2.53	2.70
P1054901PCTN		Paper,GEO,Rcycld,3HP,20lb,8-1/2x11,WHT	CARTON	25.30	27.01
P1054901PSKD		Paper,GEO,Rcycld,3HP,20lb,8-1/2x11,WHT	PALATE	1,012.00	1,080.40
P1054907	1840	Paper,GEO,Rcycld,20lb,11x17,WHT	REAM	4.95	5.28
P1054904	1900	Paper,GEO,Rcycld,20lb,8-1/2x14,WHT	REAM	3.15	3.36
P1054904CTN		Paper,GEO,Rcycld,20lb,8-1/2x14,WHT	CARTON	31.50	33.63
P1054904SKD		Paper,GEO,Rcycld,20lb,8-1/2x14,WHT	PALATE	945.00	1,345.20

ALL OTHER TERMS AND CONDITIONS OF THIS AGREEMENT NOT CHANGED BY THIS CHANGE NOTICE REMAIN AS ORGINALLY WRITTEN.

Contract Reference Number: 7510-12
SAP Number: 4600007367
Change Number: Fourteen (14)
Change Effective Date: 05/01/2006

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF GENERAL SERVICES
HARRISBURG

For: All using Agencies of the Commonwealth
Subject: Office Supplies
Contract Period: Beginning June 1, 2004 and Ending May 31, 2007
Buyer Name: Toniann D. Noss/717-783-2090 or tnoss@state.pa.us

CHANGE SUMMARY: This change notice is to inform all users that there is new pricing on the following paper-related items:

OfficeMax #	SAP Line Item #	Short Text	UOM	WAS	NOW
P1054901	1860	Paper,GEO,Rcycld,20lb,8-1/2x11,WHT	REAM	2.53	2.65
P1054901CTN		Paper,GEO,Rcycld,20lb,8-1/2x11,WHT	CARTON	25.30	26.50
P1054901SKD		Paper,GEO,Rcycld,20lb,8-1/2x11,WHT	PALATE	1,012.00	1,060.00
P1054901TRK		Paper,GEO,Rcycld,20lb,8-1/2x11,WHT	TRUCKLOAD	22,264.00	23,320.00
P1054901P	1850	Paper,GEO,Rcycld,3HP,20lb,8-1/2x11,WHT	REAM	2.70	2.83
P1054901PCTN		Paper,GEO,Rcycld,3HP,20lb,8-1/2x11,WHT	CARTON	27.01	28.28
P1054901PSKD		Paper,GEO,Rcycld,3HP,20lb,8-1/2x11,WHT	PALATE	1,080.40	1,131.20
P1054907	1840	Paper,GEO,Rcycld,20lb,11x17,WHT	REAM	5.28	5.53
P1054904	1900	Paper,GEO,Rcycld,20lb,8-1/2x14,WHT	REAM	3.36	3.52
P1054904CTN		Paper,GEO,Rcycld,20lb,8-1/2x14,WHT	CARTON	33.63	35.19
P1054904SKD		Paper,GEO,Rcycld,20lb,8-1/2x14,WHT	PALATE	1,345.20	1,407.60

ALL OTHER TERMS AND CONDITIONS OF THIS AGREEMENT NOT CHANGED BY THIS CHANGE NOTICE REMAIN AS ORGINALLY WRITTEN.

Contract Reference Number: 7510-12
SAP Number: 4600007367
(NOW 4600010398)
Change Number: Fifteen (15)
Change Effective Date: 06/26/2006

**COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF GENERAL SERVICES
HARRISBURG**

For: All using Agencies of the Commonwealth
Subject: Office Supplies
Contract Period: Beginning June 1, 2004 and Ending May 31, 2007
Buyer Name: Toniann D. Noss/717-783-2090 or tnoss@state.pa.us

CHANGE SUMMARY: This change notice is to inform all using agencies that the SAP Contract Number for this contract has been changed to 4600010398. The Legacy Number, 7510-12 is the same. All terms and conditions, and all other references have also remained the same. The Vendor Number has changed to 169643, which now reflects Office Max.

ALL OTHER TERMS AND CONDITIONS OF THIS AGREEMENT NOT CHANGED BY THIS CHANGE NOTICE REMAIN AS ORIGINALLY WRITTEN.

Contract Reference Number: 7510-12
SAP Number: 4600010398
(Formerly 4600007367)
Change Number: Sixteen (16)
Change Effective Date: 07/01/2007

**COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF GENERAL SERVICES
HARRISBURG**

For: All using Agencies of the Commonwealth
Subject: Office Supplies
Contract Period: Beginning June 1, 2004 and Ending May 31, 2007 (renewed through May 31, 2008)
Buyer Name: Toniann D. Noss/717-783-2090 or tnoss@state.pa.us

CHANGE SUMMARY: This change notice is to inform all using agencies that the Commonwealth is renewing this contract for another year through May 31, 2008.

ALL OTHER TERMS AND CONDITIONS OF THIS AGREEMENT NOT CHANGED BY THIS CHANGE NOTICE REMAIN AS ORIGINALLY WRITTEN.

Contract Reference Number: 7510-12
SAP Number: 4600010605
(Formerly 4600010398)
(Formerly 4600007367)
Change Number: Seventeen (17)
Change Effective Date: 08/16/2006

**COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF GENERAL SERVICES
HARRISBURG**

For: All using Agencies of the Commonwealth
Subject: Office Supplies
Contract Period: Beginning June 1, 2004 and Ending May 31, 2007
(renewed through May 31, 2008)
Buyer Name: Toniann D. Noss/717-783-2090 or tnoss@state.pa.us

CHANGE SUMMARY: This change notice is to inform all using agencies that the SAP contract number has been changed for this contract to 4600010605. Additionally, the SAP vendor number has been changed to 171263.

ALL OTHER TERMS AND CONDITIONS OF THIS AGREEMENT NOT CHANGED BY THIS CHANGE NOTICE REMAIN AS ORIGINALLY WRITTEN.

Contract Reference Number: 7510-12
Collective Number: N/A
SAP Contract Number: 4600010605
Change Number: Eighteen (18)
Change Effective Date: 08/23/06

**COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF GENERAL SERVICES
HARRISBURG**

For: All using Agencies of the Commonwealth
Subject: Office Supplies
Contract Period: Beginning June 14, 2004 and Ending May 30, 2007 (extended through May 30, 2008)
Commodity Specialist Name: **Toniann D. Noss - tnoss@state.pa.us or 717-783-2090**

CHANGE SUMMARY:

This change notice is to inform all using agencies that two additional items have been added to the core list. They are:

- Lexmark #64415XA – 32K Extra HY for T644 Printer – SAP Line Item #3980 - \$306.00
- Lexmark #X644X11A – 32K Extra HY for X644/X646 Printers – SAP Line Item #3990 - \$314.82

ALL OTHER TERMS AND CONDITIONS OF THIS AGREEMENT NOT CHANGED BY THIS CHANGE NOTICE REMAIN AS ORIGINALLY WRITTEN.