



## City of Charlotte

Charlotte-Mecklenburg  
Government Center  
600 East 4th Street  
Charlotte, NC 28202

Agenda Date: 12/9/2019

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**Agenda #:** 24.**File #:** 15-12241 **Type:** Consent Item

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**Citywide Office Supplies****Action:**

- A. Approve a unit price contract to the lowest responsive bidder Staples Contract & Commercial LLC for the purchase of office supplies for an initial term of three years, and**
- B. Authorize the City Manager to renew the contract for up to two, one-year terms with possible price adjustments and to amend the contract consistent with the purpose for which the contract was approved.**

**Staff Resource(s):**Phil Reiger, General Services  
Kay Elmore, General Services**Explanation**

- This contract will provide numerous office supplies including, but not limited to, consumables (e.g. pens, labels, index cards), cleaning supplies, folders, binders and accessories, paper products, copy paper, toner, IT peripherals (e.g. keyboards, privacy screens), equipment, furniture, and other miscellaneous supplies.
- On April 3, 2019, the city issued an Invitation to Bid on behalf of the Charlotte Cooperative Purchasing Alliance; three bids were received.
- Staples Contract & Commercial LLC was selected as the lowest responsive, responsible bidder.
- Total annual expenditures are estimated to be \$1,000,000.

**Charlotte Business INclusion**Established MWSBE Goal: 10.00%  
Committed MWSBE Goal: 10.30%

Staples Contract & Commercial LLC exceeded the established MWSBE goal, and has committed 10.30% (\$103,000) of the total office supplies contract to the following certified firms (Part B: Section 2 of the Charlotte Business INclusion Policy):

- Delivery & Distribution Solutions, LLC (MBE) - \$63,000 annually, \$315,000 contract term
- S&B Computer and Office Products (MBE) - \$40,000 annually, \$200,000 contract term

**Fiscal Note**

Funding: Various Departments' Operating Budgets

**STATE OF NORTH CAROLINA  
COUNTY OF MECKLENBURG**

**CONTRACT NO. 2020000461  
CONTRACT TO PROVIDE  
OFFICE SUPPLIES**

This Contract (the "Contract") is entered into as of this 11th day of May 2020 (the "Effective Date"), by and between Staples Contract & Commercial LLC, a limited liability corporation doing business in North Carolina (the "Company"), and the City of Charlotte, a North Carolina municipal corporation (the "City").

**STATEMENT OF BACKGROUND AND INTENT**

- A. The City on behalf of itself, South Carolina entities to include Beaufort County, Buffalo-Mt. Pisgah Fire Department, Burton Fire District, Cherokee Springs Fire Department, City of Charleston, City of Greenville, City of Greer, City of Marion, City of Mullins, City of Myrtle Beach, City of North Myrtle Beach, City of Spartanburg, City of West Columbia, County of Lexington, Darlington County, Duncan Fire Department, Florence County, Georgetown County, Horry County, Lancaster County, Oconee County, Richland County School District One, Rock Hill School District Three, Surfside Beach Fire Department, Town of Aynor, Town of Pamplico, and Ware Shoals Fire Department, and all local government agencies and non-federal government agencies within Arizona, California, Connecticut, District of Columbia, Florida, Georgia, Illinois, Maryland, Massachusetts, Michigan, Missouri, New York, North Carolina, Ohio, Tennessee, Texas, Virginia, Washington, and West Virginia, any city, county, local government, school district, private K-12 school, technical or vocational school, higher education institution (including community colleges, colleges and universities, both private and public), other government agencies or nonprofit organizations that elect to access the Contract (herein "Participating Public Agency") through the Charlotte Cooperative Purchasing Alliance (CCPA) issued an Invitation to Bid (ITB # 269-2019-081) dated **APRIL 3, 2019** requesting Bids from qualified firms to provide the City and other public agencies supported under this Contract with office supplies, hereafter referred to as ("Products"). This Invitation to Bid, together with all attachments and any amendments, is referred to herein as the "ITB."
- B. The Company submitted a Bid in response to ITB # 269-2019-081 on May 16, 2019. This Bid, together with all attachments and separately sealed confidential trade secrets, is referred to herein as the "Bid."
- C. The City awarded this Contract on December 9, 2019 to the Company to provide Office Supplies to the City and Participating Public Agencies all in accordance with the terms and conditions set forth herein.

**NOW, THEREFORE**, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, and in further consideration of the covenants and conditions contained in this Contract, the parties agree as follows:

**A G R E E M E N T**

- a. **INCORPORATION OF EXHIBITS.** The following exhibits are attached to this Contract and incorporated into and made a part of this Contract by reference:
- Exhibit A: Pricing Sheet
  - Exhibit B: Specifications
  - Exhibit C: Bid Response Forms
  - Exhibit D: Federal Contract Terms and Conditions

Each reference to this Contract shall be deemed to include all Exhibits. With the exception of Exhibit D (Federal Contract Terms and Conditions), any conflict between language in an Exhibit to this Contract and the main body of this Contract shall be resolved in favor of the main body of this Contract. Notwithstanding anything contained in this Contract or any Exhibit to the contrary, in the event of a conflict between the language of Exhibit D and the main body of this Contract or any other Exhibit to this Contract, the language of Exhibit D shall prevail. Each reference to Staples Contract & Commercial LLC in the Exhibits and Appendices shall be deemed to mean the Company.

- b. **DEFINITIONS.** The following terms shall have the following meanings for purposes of this Contract (including all exhibits):
- 2.1 **EFFECTIVE DATE.** The term “Effective Date” refers to the effective date identified in the first paragraph of this Contract.
  - 2.2 **PARTICIPATING PUBLIC AGENCY.** The term “Participating Public Agency” shall mean all local government agencies and non-federal government agencies within Arizona, California, Connecticut, District of Columbia, Florida, Georgia, Illinois, Maryland, Massachusetts, Michigan, Missouri, New York, North Carolina, Ohio, South Carolina, Tennessee, Texas, Virginia, Washington, West Virginia, and Wisconsin, any city, county, local government, school district, private K-12 school, technical or vocational school, higher education institution (including community colleges, colleges and universities, both private and public), other state agencies or nonprofit organizations providing services on behalf of government agencies and have the authority to purchase from another public agency’s competitively solicited contract.
  - 2.3 **PRODUCTS.** The term “Products” shall mean Office Supplies and all other related items the Company agreed to provide to the City in its Bid.
  - 2.4 **SERVICES.** The term “Services” shall include all services that the Company agreed to provide to the City in its Bid.
3. **TERM.** The initial term of this Contract will be for three (3) year from the Effective Date with an option to renew for two (2) additional one-year terms. This Contract may be extended only by a written amendment to this Contract signed by both parties.
4. **AGREEMENT TO PROVIDE PRODUCTS AND SERVICES.**
- 4.1 The Company shall provide the Products and Services in accordance with the terms and conditions set forth in this Contract and the attached Exhibits when ordered from time to time by the City. Except as set forth Exhibit A, the prices set forth in Exhibit A constitute all charges payable by the City for the Products and Services, and all labor, materials, equipment, transportation, facilities, storage, information technology, permits, and licenses necessary for the Company to provide the Products and Services. The Company shall perform any Services for the City on site at the City’s facilities in Charlotte, North Carolina, except as otherwise stated in this Contract or agreed in writing by the City.
  - 4.2 **Placement of Orders:** All orders will be placed by personnel designated by the City on an as needed basis for the quantity required at the time during the term of this Contract.
5. **OPTIONS AND ACCESSORIES.** The City may, in its discretion, purchase from the Company options and accessories beyond what is called for in the Specifications, provided that such purchase does not create unfairness so as to defeat the purpose of the bid statutes, and provided the City is authorized by law to make such purchases without a formal bid process.
6. **DOCUMENTATION.** The company will provide for all Products purchased under this Contract written or electronic documentation that is complete and accurate, and sufficient to enable City and

Participating Public Agency employees with ordinary skills and experience to utilize such Products for the purpose for which the City is acquiring them.

7. **ADMINISTRATIVE FEE.** The Company shall pay the City a quarterly administrative fee in the amount of **1%** of all CCPA Program Spend by the City and Participating Public Agencies during the term of the Contract. The Administrative Fee shall be paid no later than thirty (30) days after both parties mutually agree to the quarterly report outlining the CCPA spend.
8. **COMPENSATION.** The City shall pay the Company for the Products and Services delivered in compliance with the specifications at the unit prices set forth in Exhibit A. This amount **constitutes** the maximum fees and charges payable to the Company in the aggregate under this Contract and will not be increased except by a written amendment duly executed by both parties in compliance with the price adjustment provisions set forth in Exhibit A. The Company shall not be entitled to charge the City any prices, fees or other amounts that are not listed in Exhibit A.
9. **PRICE ADJUSTMENT.**
  - 9.1 Discounts shall be firm for the life of the contract. The fixed unit price(s) stated in this Contract shall be firm for the first annual term of this Contract. At least sixty (60) days prior to the end of such twelve (12) month period, the Company shall submit in writing to City Procurement any proposed price adjustments (increases/decreases) for review. Price increases will only be considered for those items with a published manufacturer's price increase. The Company shall provide a comparison of previous year prices and proposed new prices, showing the percent (%) difference. Price increases will not be considered more than once annually unless the City approves a price adjustment in writing in accordance with the following terms:
    - 9.1.1 Price increases shall only be allowed when justified in the City's sole discretion based on legitimate, bona fide increases in the cost of materials. No adjustment shall be made to compensate the Company for inefficiency in operation, increase in labor costs, or for additional profit.
    - 9.1.2 To obtain approval for a price increase, the Company shall submit a written request to the City Procurement representative, at the address listed below, together with written documentation sufficient to demonstrate that the increase is necessary based on a legitimate increase in the cost of materials. The request must state and fully justify the proposed price increase per unit over the price originally proposed.  
City of Charlotte  
General Services Department / City Procurement  
600 East Fourth Street  
Charlotte, NC 28202
    - 9.1.3 No proposed price increase shall be valid unless accepted by the City in writing. The City may approve such price increase for the remaining term of this Contract or for a shorter specified period, in the City's sole discretion. If the City rejects such price increase, the Company shall continue performance of this Contract.
    - 9.1.4 If the City approves a price increase pursuant to this Section and the market factors justifying the increase shift so that the increase is no longer justified, the City shall have the right to terminate the price increase and revert back to the prices that were in effect immediately prior to the increase. The Company shall notify the City in writing if the market factors on which the City granted the increase change such that the City's reasons for granting the increase longer apply.

9.2 If the Company's unit prices for any Products and/or Services should decrease, the Company shall provide the affected Products and/or Services at the lower discounted price. The Company will provide the City with prompt written notice of all decreases in unit prices.

9.3 If a Product becomes unavailable, or if a new Product becomes available, the Company will promptly send the City a proposed revised version of Exhibit A. The City reserves the right to add or delete items to this Contract if particular items should become discontinued or an upgraded item becomes available to the industry market. Any new or replacement items added may be subject to bid statute requirements. At no additional cost to the City, the Company may substitute any Product or Service to be provided by the Company, if the substitute meets or exceeds the Specifications, is compatible with the City's operating environment and is of equivalent or better quality to the City. Any substitution will be reflected in a written signed change order.

10. **BILLING.** Each invoice sent by the Company shall include all reports, information and data required by this Contract (including the Exhibits) necessary to entitle the Company to the requested payment. The Company shall send one (1) copy only of each invoice to [cocap@charlottenc.gov](mailto:cocap@charlottenc.gov). The Company shall not mail invoices that have been sent via e-mail.

The City is not tax exempt from sales tax. The Company shall include all applicable State and County sales taxes on the invoice and not combined with the cost of the goods.

Payment of invoices shall be due within sixty (60) days after the City has received all of the following: (a) an accurate, properly submitted invoice; (b) all reports due for the month covered by the invoice; and (c) any other information reasonably requested by the City to verify the charges contained in the invoice.

11. **CONTRACT MONITORING.** The City shall have the right to audit the Company's compliance with the terms and conditions of the Contract at such times as the City deems appropriate. Unless the City elects to terminate the Contract, the Company shall develop a written action plan to correct any Contract deficiency identified during these compliance audits, and shall submit such plan to the City within thirty (30) days of notification of non-compliance.

12. **REPORTING.** The Company shall provide such written reports of purchasing and expenditures as are required by the City, including without limitation any reports described in the Specifications and Exhibit C.

13. **AUDIT.** During the term of the Contract and for a period of three (3) years after termination or expiration of this Contract for any reason, the City shall have the right to audit, either itself or through a third party, all books and records (including but not limited to the technical records) and facilities of the Company necessary to evaluate Company's compliance with the terms and conditions of the Contract or the City's payment obligations. The City shall pay its own expenses, relating to such audits, but shall not have to pay any expenses or additional costs of the Company. However, if non-compliance is found that would have cost the City in excess of \$5,000 but for the audit, then the Company shall be required to reimburse the City for the cost of the audit.

14. **GENERAL WARRANTIES.** Company represents and warrants that:

14.1 It is a limited liability corporation, validly existing and in good standing under the laws of the state of Delaware, and is qualified to do business in North Carolina;

14.2 It has all the requisite corporate power and authority to execute, deliver and perform its obligations under this Contract;

- 14.3 The execution, delivery, and performance of this Contract have been duly authorized by Company;
  - 14.4 No approval, authorization or consent of any governmental or regulatory authority is required to be obtained or made by it in order for it to enter into and perform its obligations under this Contract;
  - 14.5 In connection with its obligations under this Contract, it shall comply with all applicable federal, state and local laws and regulations and shall obtain all applicable permits and licenses; and
  - 14.6 The Company shall not violate any agreement with any third party by entering into or performing this Contract.
- 15. ADDITIONAL REPRESENTATIONS AND WARRANTIES.** Company represents warrants and covenants that:
- 15.1 The Products and Services shall comply with all requirements set forth in this Contract, including but not limited to the attached Exhibits;
  - 15.2 All work performed by the Company and/or its subcontractors pursuant to this Contract shall meet industry accepted standards, and shall be performed in a professional and workmanlike manner by staff with the necessary skills, experience and knowledge;
  - 15.3 Neither the Services, nor any Products provided by the Company under this Contract will infringe or misappropriate any patent, copyright, trademark or trade secret rights of any third party; and
  - 15.4 The Company and each of its subcontractors have complied and shall comply in all material respects with all applicable federal, state and local laws, regulations and guidelines relating to the performance of this Contract or to the products and services delivered hereunder, including but not limited to E-Verify, and shall obtain all applicable verifications, permits, and licenses.
- 16. COMPLIANCE WITH LAWS.** All Products and Services delivered under this Contract shall be in compliance with all applicable federal, state and local laws, regulations and ordinances. In performing the Contract, the Company shall obtain and maintain all licenses and permits, and comply with all federal, state and local laws, regulations and ordinances.
- 17. DELIVERY TIME.** When delivery time is requested in the ITB, (whether in the form of a specific delivery date or maximum number of days for delivery) time is of the essence. The Company's Bid shall be deemed a binding commitment of the Company to meet the delivery time stated herein unless the Bid specifically takes exception. If such delivery time is not met, the City shall be entitled to terminate the Contract immediately for default and/or exercise any other remedies available at law or in equity.
- 18. QUALITY.** Unless this Contract specifically states otherwise for a particular item, all components used to manufacture or construct any supplies, materials or equipment or Products provided under this Contract shall be: (a) new; (b) the latest model; (c) of the best quality and highest grade workmanship; and (d) in compliance with all applicable federal, state and local laws, regulations and requirements. By "new", the City means that the item has been recently produced and has not been previously sold or used.

Whenever this Contract states that a Product or Service shall be in accordance with laws, ordinances, building codes, underwriter's codes, applicable A.S.T.M. regulations or similar expressions, the requirements of such laws, ordinances, etc., shall be construed to be minimum requirements that are in addition to any other requirements that may be stated in this Contract.

19. **DESIGN AND/OR MANUFACTURER REQUIREMENT.** All Products and Services shall meet the Specifications set forth in Section 3 of the ITB.
20. **INSPECTION AT COMPANY'S SITE.** The City reserves the right to inspect the equipment, plant, store or other facilities of the Company during the Contract term from time to time as the City deems necessary to confirm that such equipment, plant, store or other facilities conform with the Specifications and are adequate and suitable for proper and effective performance of the Contract. Such inspections shall be conducted during normal business hours and upon at least three (3) days' notice to the Company (except that a store may be inspected at any time during regular store hours without notice).
20. **PREPARATION FOR DELIVERY.**
  - 20.1 **Condition and Packaging.** All containers/packaging shall be suitable for handling, storage or shipment, without damage to the contents. The Company shall make shipments using the minimum number of containers consistent with the requirements of safe transit, available mode of transportation routing. The Company will be responsible for confirming that packing is sufficient to assure that all the materials arrive at the correct destination in an undamaged condition ready for their intended use.
  - 20.2 **Marking.** All cartons shall be clearly identified with the City purchase order number and the name of the department making the purchase. Packing lists must be affixed to each carton identifying all contents included in the carton. If more than one carton is shipped, each carton must be numbered and must state the number of that carton in relation to the total number of cartons shipped (i.e. 1 of 4, 2 of 4, etc.).
  - 20.3 **Shipping.** The Company shall follow all shipping instructions included in the ITB, the City's purchase order or in the Contract.
21. **ACCEPTANCE OF PRODUCTS/SERVICES.** The Products delivered under this Contract shall remain the property of the Company until the City physically inspects, actually uses and accepts the Products. In the event Products provided to the City do not comply with the Contract, the City shall be entitled to terminate the Contract upon written notice to the Company and return such Products (and any related goods) to the Company at the Company's expense. In the event the Services provided under this Contract do not comply with the Contract, the City reserves the right to cancel the Service and rescind any related purchase of products upon written notice to the Company. The remedies stated in this Section are in addition to and without limitation of any other remedies that the City may have under the Contract, at law or in equity.
22. **GUARANTEE.** Unless otherwise specified by the City, the Company unconditionally guarantees the materials and workmanship on all Products and Services. If, within the guarantee period any defects occur due to a faulty Product or Services (including without limitation a failure to comply with the Specifications), the Company at its expense, shall repair or adjust the condition, or replace the Product and/or Services to the complete satisfaction of the City. These repairs, replacements or adjustments shall be made only at such time as will be designated by the City to ensure the least impact to the operation of City business.
23. **NO LIENS.** All Products shall be delivered and shall remain free and clear of all liens and encumbrances.
24. **MANUFACTURER OR DEALER ADVERTISEMENT.** No manufacturer or dealer shall advertise on Products delivered to the City without prior approval by the City.
25. **RIGHT TO COVER.** If the Company fails to comply with any term or condition of the Contract or the Company's response to the ITB, the City may take any of the following actions with or without terminating the Contract, and in addition to and without limiting any other remedies it may have:

- a. Employ such means as it may deem advisable and appropriate to obtain the applicable Products and/or Services (or reasonable substitutes) from a third party; and
- b. Recover from the Company the difference between what the City paid for such Products and/or Services on the open market and the price of such Products and/or Services under the Contract or the Company's response to the ITB.

**26. RIGHT TO WITHHOLD PAYMENT.** If Company breaches any provision of the Contract, the City shall have the right to withhold all payments due to the Company until such breach has been fully cured.

**27. OTHER REMEDIES.** Upon breach of the Contract, each party may seek all legal and equitable remedies to which it is entitled. The remedies set forth herein shall be deemed cumulative and not exclusive and may be exercised successively or concurrently, in addition to any other available remedy.

**28. TERMINATION.**

28.1 **TERMINATION WITHOUT CAUSE.** The City may terminate this Contract at any time without cause by giving sixty (60) days written notice to the Company. The Company may terminate this Contract at any time without cause by giving one hundred and eighty (180) days written notice to the City.

28.2 **TERMINATION FOR DEFAULT BY EITHER PARTY.** By giving written notice to the other party, either party may terminate this Contract upon the occurrence of one or more of the following events:

28.2.1 The other party violates or fails to perform any covenant, provision, obligation, term or condition contained in this Contract, provided that, unless otherwise stated in this Contract, such failure or violation shall not be cause for termination if both of the following conditions are satisfied: (i) such default is reasonably susceptible to cure; and (ii) the other party cures such default within thirty (30) days of receipt of written notice of default from the non-defaulting party; or

28.2.2 The other party attempts to assign, terminate or cancel this Contract contrary to the terms hereof; or

28.2.3 The other party ceases to do business as a going concern, makes an assignment for the benefit of creditors, admits in writing its inability to pay debts as they become due, files a petition in bankruptcy or has an involuntary bankruptcy petition filed against it (except in connection with a reorganization under which the business of such party is continued and performance of all its obligations under this Contract shall continue), or if a receiver, trustee or liquidator is appointed for it or any substantial part of other party's assets or properties.

Any notice of default pursuant to this Section shall identify and state the party's intent to terminate this Contract if the default is not cured within the specified period.

28.3 **ADDITIONAL GROUNDS FOR DEFAULT TERMINATION BY THE CITY.** By giving written notice to the Company, the City may also terminate this Contract upon the occurrence of one or more of the following events (which shall each constitute grounds for termination without a cure period and without the occurrence of any of the other events of default previously listed):

28.3.1 The Company makes or allows to be made any material written misrepresentation or provides any materially misleading written information in connection with this



Contract, Company's Bid, or any covenant, agreement, obligation, term or condition contained in this Contract; or

- 28.3.2 The Company takes or fails to take any action which constitutes grounds for immediate termination under the terms of this Contract, including but not limited to failure to obtain or maintain the insurance policies and endorsements as required by this Contract, or failure to provide the proof of insurance as required by this Contract.
- 28.4 NO EFFECT ON TAXES, FEES, CHARGES, OR REPORTS. Any termination of the Contract shall not relieve the Company of the obligation to pay any fees, taxes or other charges then due to the City, nor relieve the Company of the obligation to file any daily, monthly, quarterly or annual reports covering the period to termination nor relieve the Company from any claim for damages previously accrued or then accruing against the Company.
- 28.5 OBLIGATIONS UPON EXPIRATION OR TERMINATION. Upon expiration or termination of this Contract, the Company shall promptly (a) return to the City all computer programs, files, documentation, data, media, related material and any other recording devices, information, or compact discs that are owned by the City; (b) provide the City with sufficient data necessary to migrate to a new vendor, or allow the City or a new vendor access to the systems, software, infrastructure, or processes of the Company that are necessary to migrate to a new vendor; and (c) refund to the City all pre-paid sums for Products or Services that have been cancelled and will not be delivered.
- 28.6 NO SUSPENSION. In the event that the City disputes in good faith an allegation of default by the Company, notwithstanding anything to the contrary in this Contract, the Company agrees that it will not terminate this Contract or suspend or limit the delivery of Products or Services or any warranties or repossess, disable or render unusable any Software supplied by the Company, unless (i) the parties agree in writing, or (ii) an order of a court of competent jurisdiction determines otherwise.
- 28.7 AUTHORITY TO TERMINATE. The City Manager or their designee is authorized to terminate this Contract on behalf of the City.
- 28.8 TRANSITION SERVICES UPON TERMINATION. Upon termination or expiration of this Contract, the Company shall cooperate with the City to assist with the orderly transfer of the Products, Services, functions and operations provided by the Company hereunder to another provider or to the City as determined by the City in its sole discretion. The transition services that the Company shall perform if requested by the City include but are not limited to:
- 28.8.1 Working with the City to jointly develop a mutually agreed upon transition services plan to facilitate the termination of the Services; and
- 28.8.2 Notifying all affected vendors and subcontractors of the Company of transition activities;
- 28.8.3 Performing the transition service plan activities;
- 28.8.4 Answering questions regarding the products and services on an as-needed basis; and
- 28.8.5 Providing such other reasonable services needed to effectuate an orderly transition to a new system.
29. **NO DELAY DAMAGES.** Under no circumstances shall the City be liable to the Company for any damages arising from delay, whether caused by the City or not.

- 30. MULTIPLE CONTRACT AWARDS.** This Contract is not exclusive. The City reserves the right to award multiple contracts for the Products and Services required by this Contract if the City deems multiple Contracts to be in the City's best interest.
- 31. RELATIONSHIP OF THE PARTIES.** The relationship of the parties established by this Contract is solely that of independent contractors, and nothing contained in this Contract shall be construed to (i) give any party the power to direct or control the day-to-day activities of the other; (ii) constitute such parties as partners, joint ventures, co-owners or otherwise as participants in a joint or common undertaking; (iii) make either party an agent of the other for any purpose whatsoever, or (iv) give either party the authority to act for, bind, or otherwise create or assume any obligation on behalf of the other. Nothing herein shall be deemed to eliminate any fiduciary duty on the part of the Company to the City that may arise under law or under the terms of this Contract.
- 32. INDEMNIFICATION.** To the fullest extent permitted by law, the Company shall indemnify, defend and hold harmless each of the "Indemnitees" (as defined below) from and against any and all "Charges" (as defined below) paid or incurred any of them as a result of any claims, demands, lawsuits, actions, or proceedings: (i) alleging violation, misappropriation or infringement of any copyright, trademark, patent, trade secret or other proprietary rights with respect to the Work or any Products or deliverables provided to the City pursuant to this Contract ("Infringement Claims"); (ii) seeking payment for labor or materials purchased or supplied by the Company or its subcontractors in connection with this Contract; or (iii) arising from the Company's failure to perform its obligations under this Contract, or from any act of negligence or willful misconduct by the Company or any of its agents, employees or subcontractors relating to this Contract, including but not limited to any liability caused by an accident or other occurrence resulting in bodily injury, death, sickness or disease to any person(s) or damage or destruction to any property, real or personal, tangible or intangible; or (iv) arising from a violation of any federal, state or local law, regulation or ordinance by the Company or any its subcontractors (including without limitation E-Verify or other immigration laws); or (v) arising from any claim that the Company or an employee or subcontractor of the Company is an employee of the City, including but not limited to claims relating to worker's compensation, failure to withhold taxes and the like. For purposes of this Section: (a) the term "Indemnitees" means the City, any federal agency that funds all or part of this Contract, and each of the City's and such federal agency's officers, officials, employees, agents and independent contractors (excluding the Company); and (b) the term "Charges" means any and all losses, damages, costs, expenses (including reasonable attorneys' fees), obligations, duties, fines, penalties, royalties, interest charges and other liabilities (including settlement amounts) or any other legal theory or principle, in connection with an Infringement Claim.
- 33. INSURANCE.** Throughout the term of the Contract, the Company shall comply with the insurance requirements described in this Section. In the event the Company fails to procure and maintain each type of insurance required by this Section, or in the event the Company fails to provide the City with the required certificates of insurance, the City shall be entitled to terminate the Contract immediately upon written notice to the Company.

The Company agrees to purchase and maintain the following insurance coverage during the life of the Contract with an insurance company having a minimum A.M. Best Rating of A- VIII and authorized to do business in the State of North Carolina:

- a. Automobile Liability: Bodily injury and property damage liability covering all owned, non-owned, and hired automobiles for limits of not less than \$1,000,000 bodily injury each person, each accident; and, \$1,000,000 property damage, or \$1,000,000 combined single limit each occurrence/aggregate.
- b. Commercial General Liability: Bodily injury and property damage liability as shall protect the successful Company and any subcontractor performing work under the Contract from

claims of bodily injury or property damage which arise from performance of the Contract, whether such work is performed by the Company, any subcontractor or anyone directly or indirectly employed by either, for which Company is legally liable. The amounts of such insurance shall not be less than \$1,000,000 bodily injury each occurrence/aggregate and \$1,000,000 property damage each occurrence/aggregate or \$1,000,000 bodily injury and property damage combined single limits each occurrence/aggregate. This insurance shall include coverage for products, services, completed operations, personal injury liability and contractual liability.

- c. Workers' Compensation: Meeting the statutory requirements of the State of North Carolina and Employers Liability - \$100,000 per accident limit, \$500,000 disease per policy limit, \$100,000 disease each employee limit, providing coverage for employees and owners.

The City shall be named as additional insured under the commercial general liability insurance for operations or services rendered under this Contract. The Company's insurance shall be primary of any self-funding and/or insurance otherwise carried by the City for loss or damages arising from the Company's operations under this agreement. Notwithstanding the minimum limits of coverage set forth herein, the Company shall name the City as additional insured for the full limits of insurance coverage, including but not limited to any excess policy coverage, purchased by the Company. The Company shall and does waive all rights of subrogation against the City and each of the Indemnitees, as defined in Section 5.1.

The Company shall not commence any work in connection with the Contract until it has obtained all of the types of insurance set forth in this Section, and such insurance has been approved by the City. The Company shall not allow any subcontractor to commence work on its subcontract until subcontractor has obtained insurance coverages substantially consistent with the risks of the products or services provided by such subcontractor. The Company shall, at its own expense, request and maintain evidence of insurance for each such subcontractor; and upon request, submit evidence of each such subcontractor's insurance coverage to the City.

All insurance policies shall be with insurers qualified and doing business in North Carolina recognized by the Secretary of State and the Insurance Commissioner's Office. The Company shall furnish the City with proof of insurance coverage by certificates of insurance accompanying the Contract.

The Company shall provide the City with thirty (30) days written notice prior to cancellation or non-renewal of the required coverages to the extent a gap in coverage would be reasonably expected to occur. All insurance certificates must include this Contract number in the description field.

The City shall be exempt from, and in no way liable for any sums of money that may represent a deductible in any insurance policy. The payment of such deductible shall be the sole responsibility of the Company and/or subcontractor providing such insurance.

- 34. **COMMERCIAL NON-DISCRIMINATION.** As a condition of entering into this Contract, the Company represents and warrants that it will fully comply with the City's Commercial Non-Discrimination Policy, as described in Section 2, Article V of the Charlotte City Code, and consents to be bound by the award of any arbitration conducted thereunder. As part of such compliance, the Company shall not discriminate on the basis of race, gender, religion, national origin, ethnicity, age or disability in the solicitation, selection, hiring, or treatment of subcontractors, vendors or suppliers in connection with a City contract or contract solicitation process, nor shall the Company retaliate against any person or entity for reporting instances of such discrimination. The Company shall provide equal opportunity for subcontractors, vendors and suppliers to participate in all of its subcontracting and supply opportunities on City contracts, provided that nothing contained in this clause shall prohibit or limit otherwise lawful efforts to remedy the effects of marketplace

discrimination that has occurred or is occurring in the marketplace. The Company understands and agrees that a violation of this clause shall be considered a material breach of this Contract and may result in termination of this Contract, disqualification of the Company from participating in City contracts or other sanctions.

As a condition of entering into this Contract, the Company agrees to: (a) promptly provide to the City in a format specified by the City all information and documentation that may be requested by the City from time to time regarding the solicitation, selection, treatment and payment of subcontractors in connection with this Contract; and (b) if requested, provide to the City within sixty days after the request a truthful and complete list of the names of all subcontractors, vendors, and suppliers that the Company has used on City contracts in the past five years, including the total dollar amount paid by the Company on each subcontract or supply contract. The Company further agrees to fully cooperate in any investigation conducted by the City pursuant to the City's Non-Discrimination Policy, to provide any documents relevant to such investigation that are requested by the City, and to be bound by the award of any arbitration conducted under such Policy.

The Company agrees to provide to the City from time to time on the City's request, payment affidavits detailing the amounts paid by the Company to subcontractors and suppliers in connection with this Contract within a certain period of time. Such affidavits shall be in the format specified by the City from time to time

The Company understands and agrees that violation of this Commercial Non-Discrimination provision shall be considered a material breach of this Contract and may result in contract termination, disqualification of the Company from participating in City contracts and other sanctions.

35. **COMPANY WILL NOT SELL OR DISCLOSE DATA.** The Company will treat as confidential information all data provided by the City in connection with this agreement. City data processed by the Company shall remain the exclusive property of the City. The Company will not reproduce, copy, duplicate, disclose, or in any way treat the data supplied by the City in any manner except that contemplated by this agreement.
36. **WORK ON CITY'S PREMISES.** The Company will ensure that its employees and agents shall, whenever on the City's premises, obey all instructions and directions issued by the City's project manager with respect to work on the City's premises. The Company agrees that its personnel and the personnel of its subcontractors will comply with all rules, regulations and security procedures of the City when on the city's premises.
37. **BACKGROUND CHECKS.** The Company agrees that it has conducted or will conduct background checks on all personnel who will be working at the Charlotte service facility or delivering Products or Services under the Contract. The Company will conduct such background checks prior to the personnel commencing work hereunder, whether as part of the Company's standard pre-employment screening practices or otherwise. The Company will complete a background check on an annual basis for each person working at the Charlotte facility. Background check will include at a minimum:
  - a. Criminal records search,
  - b. Identification verification; and
  - c. Proof of authorization to work in the United States.

The Company agrees if any personnel does not meet the background qualifications, he/she shall not be assigned to perform services under this Contract. The Company will notify the City immediately if a background check reveals any conviction(s). If there is any question as to whether any personnel meets the background qualifications, prior to assignment of any Services under this Contract, the Company shall contact the City immediately.

38. **RESERVED.**

**39. NOTICES.** Any notice, consent or other communication required or contemplated by this Contract shall be in writing, and shall be delivered in person, by U.S. mail, by overnight courier, by electronic mail or by telefax to the intended recipient at the address set forth below. Notice shall be effective upon the date of receipt by the intended recipient; provided that any notice which is sent by telefax or electronic mail shall also be simultaneously sent by mail deposited with the U.S. Postal Service or by overnight courier. Each party may change its address for notification purposes by giving the other party written notice of the new address and the date upon which it shall become effective.

Communications that relate to any breach, default, termination, delay in performance, prevention of performance, modification, extension, amendment, or waiver of any provision of this Contract shall be sent to:

<b>For the Company:</b>	<b>For the City:</b>
Jody Attias	Kay Elmore
Staples Contract & Commercial LLC	City of Charlotte
5600 77 Center Drive	City Procurement
Suite 180	600 East Fourth Street, 9 <sup>th</sup> Floor
Charlotte, NC 28277	Charlotte, NC 28202
Phone: 877-826-7755	Phone: 704-336-2524
Fax: 704-969-5160	Fax: 704-632-8252
E-mail: <a href="mailto:jody.attias@staples.com">jody.attias@staples.com</a>	E-mail: <a href="mailto:kelfmore@charlottenc.gov">kelfmore@charlottenc.gov</a>

<b>With Copy To:</b>	<b>With Copy To:</b>
	Adam Jones
Staples Contract & Commercial LLC	City of Charlotte
Attn: General Counsel (re: City of Charlotte)	City Attorney's Office
500 Staples Drive	600 East Fourth Street, 15 <sup>th</sup> Floor
Framingham, MA 01702	Charlotte, NC 28202
Phone: 508-253-5000	Phone: 704-336-3012
E-mail: N/A	E-mail: <a href="mailto:amjones@charlottenc.gov">amjones@charlottenc.gov</a>

All other notices shall be sent to the other party's Project Manager at the most recent address provided in writing by the other party.

**40. SUBCONTRACTING.** The Company shall not subcontract any of its obligations under this Contract without the City's prior written consent. In the event the City does consent in writing to a subcontracting arrangement, Company shall be the prime contractor and shall remain fully responsible for performance of all obligations which it is required to perform under this Contract. Any subcontract entered into by Company shall name the City as a third party beneficiary.

**41. FORCE MAJEURE.** Neither party shall be liable for any failure or delay in the performance of its obligations pursuant to the Contract, and such failure or delay shall not be deemed a default of the Contract or grounds for termination hereunder if all of the following conditions are satisfied:

If such failure or delay:

- a. Could not have been prevented by reasonable precaution;
- b. Cannot reasonably be circumvented by the non-performing party through the use of alternate sources, work-around plans, or other means; and
- c. If, and to the extent, such failure or delay is caused, directly or indirectly, by fire, flood, earthquake, hurricane, elements of nature or acts of God, acts of war, terrorism, riots, civil disorders, rebellions or revolutions or court order.

An event that satisfies all of the conditions set forth above shall be referred to as a “Force Majeure Event.” Upon the occurrence of a Force Majeure Event, the affected party shall be excused from any further performance of those of its obligations which are affected by the Force Majeure Event for as long as (a) such Force Majeure Event continues and (b) the affected party continues to use reasonable efforts to recommence performance whenever and to whatever extent possible without delay.

Upon the occurrence of a Force Majeure Event, the affected party shall promptly notify the other by telephone (to be confirmed by written notice within five (5) days of the inception of the failure or delay) of the occurrence of a Force Majeure Event and shall describe in reasonable detail the nature of the Force Majeure Event. If any Force Majeure Event prevents the Company from performing its obligations for more than fifteen (15) days, the City shall have the right to terminate the Contract by written notice to the Company.

Notwithstanding anything contained herein to the contrary, strikes, slow-downs, walkouts, lockouts, and industrial disputes of the Company or its subcontractors shall not constitute “Force Majeure Events” and are not excused under this provision. Nothing in the preceding Force Majeure provisions shall relieve the successful Company of any obligation it may have regarding disaster recovery, whether under the Contract or at law.

#### **43. CONFIDENTIALITY.**

43.1. DEFINITIONS. As used in this Contract, the term “Confidential Information” shall mean any information, in any medium, whether written, oral or electronic, not generally known in the relevant trade or industry, that is obtained from the City or any of its suppliers, contractors or licensors which falls within any of the following general categories:

- 43.1.1. Trade secrets. For purposes of this Contract, trade secrets consist of information of the City or any of its suppliers, contractors or licensors: (a) that derives value from being secret; and (b) that the owner has taken reasonable steps to keep confidential. Examples of trade secrets include information relating to proprietary software, new technology, new products or services, flow charts or diagrams that show how things work, manuals that tell how things work and business processes and procedures.
- 43.1.2. Information of the City or its suppliers, contractors or licensors marked “Confidential” or “Proprietary.”
- 43.1.3. Information relating to criminal investigations conducted by the City, and records of criminal intelligence information compiled by the City.
- 43.1.4. Information contained in the City’s personnel files, as defined by N.C. Gen. Stat. 160A-168. This consists of all information gathered by the City about employees, except for that information which is a matter of public record under North Carolina law.
- 43.1.5. Citizen or employee social security numbers collected by the City.
- 43.1.6. Computer security information of the City, including all security features of electronic data processing, or information technology systems, telecommunications networks and electronic security systems. This encompasses but is not limited to passwords and security standards, procedures, processes, configurations, software and codes.
- 43.1.7. Local tax records of the City that contains information about a taxpayer’s income or receipts.
- 43.1.8. Any attorney / client privileged information disclosed by either party.

- 43.1.9. Any data collected from a person applying for financial or other types of assistance, including but not limited to their income, bank accounts, savings accounts, etc.
- 43.1.10. The name or address of individual home owners who, based on their income, have received a rehabilitation grant to repair their home.
- 43.1.11. Building plans of city-owned buildings or structures, as well as any detailed security plans.
- 43.1.12. Billing information of customers compiled and maintained in connection with the City providing utility services.
- 43.1.13. Other information that is exempt from disclosure under the North Carolina public records laws.

Categories 43.1.3 through 43.1.13 above constitute “Highly Restricted Information,” as well as Confidential Information. The Company acknowledges that certain Highly Restricted Information is subject to legal restrictions beyond those imposed by this Contract, and agrees that: (a) all provisions in this Contract applicable to Confidential Information shall apply to Highly Restricted Information; and (b) the Company will also comply with any more restrictive instructions or written policies that may be provided by the City from time to time to protect the confidentiality of Highly Restricted Information.

The parties acknowledge that in addition to information disclosed or revealed after the date of this Contract, the Confidential Information shall include information disclosed or revealed within one year prior to the date of this Contract.

43.2. RESTRICTIONS. Company shall keep the Confidential Information in the strictest confidence, in the manner set forth below:

- 43.2.1. Company shall not copy, modify, enhance, compile or assemble (or reverse compile or disassemble), or reverse engineer Confidential Information, except as authorized by the City in writing.
- 43.2.2. Company shall not, directly or indirectly, disclose, divulge, reveal, report or transfer Confidential Information to any third party, other than an agent, subcontractor or vendor of the City or Company having a need to know such Confidential Information for purpose of performing work contemplated by written agreements between the City and the Company, and who has executed a confidentiality agreement incorporating substantially the form of this the Contract. Company shall not directly or indirectly, disclose, divulge, reveal, report or transfer Highly Restricted to any third party without the City’s prior written consent.
- 43.2.3. Company shall not use any Confidential Information for its own benefit or for the benefit of a third party, except to the extent such use is authorized by this Contract or other written agreements between the parties hereto, or is for the purpose for which such Confidential Information is being disclosed.
- 43.2.4. Company shall not remove any proprietary legends or notices, including copyright notices, appearing on or in the Confidential Information.
- 43.2.5. Company shall use reasonable efforts (including but not limited to seeking injunctive relief where reasonably necessary) to prohibit its employees, vendors, agents and subcontractors from using or disclosing the Confidential Information in a manner not permitted by this Contract.

- 43.2.6. In the event that any demand is made in litigation, arbitration or any other proceeding for disclosure of Confidential Information, Company shall assert this Contract as a ground for refusing the demand and, if necessary, shall seek a protective order or other appropriate relief to prevent or restrict and protect any disclosure of Confidential Information.
- 43.2.7. All materials which constitute, reveal or derive from Confidential Information shall be kept confidential to the extent disclosure of such materials would reveal Confidential Information, and unless otherwise agreed, all such materials shall be returned to the City or destroyed upon satisfaction of the purpose of the disclosure of such information.
- 43.2.8. Company shall restrict employee access to the Confidential Information to those employees having a need to know for purposes of their jobs.
- 43.2.9. Company shall take reasonable measures to prevent the use or disclosure of Confidential Information by its employees in a manner not permitted by this Contract. The Company shall have each of its employees who will have access to the Confidential Information sign a confidentiality agreement which provides the City and its vendors, licensors, subcontractors, employees and taxpayers the same level of protection as provided by this Contract.
- 43.3. EXCEPTIONS. The City agrees that Company shall have no obligation with respect to any Confidential Information that the Company can establish:
  - 43.3.1. Was already known to Company prior to being disclosed by the City;
  - 43.3.2. Was or becomes publicly known through no wrongful act of Company;
  - 43.3.3. Was rightfully obtained by Company from a third party without similar restriction and without breach hereof;
  - 43.3.4. Was used or disclosed by Company with the prior written authorization of the City;
  - 43.3.5. Was disclosed pursuant to the requirement or request of a governmental agency, which disclosure cannot be made in confidence, provided that, in such instance, Company shall first give to the City notice of such requirement or request;
  - 43.3.6. Was disclosed pursuant to the order of a court of competent jurisdiction or a lawfully issued subpoena, provided that the Company shall take reasonable steps to obtain an agreement or protective order providing that this Contract will be applicable to all disclosures under the court order or subpoena.

**44. MISCELLANEOUS.**

- 44.1 ENTIRE AGREEMENT. This Contract, including all Exhibits and Attachments constitute the entire agreement between the parties with respect to the subject matter herein. There are no other representations, understandings, or agreements between the parties with respect to such subject matter. This Contract supersedes all prior agreements, negotiations, representations and proposals, written or oral. Notwithstanding the foregoing, the parties agree that the ITB and the Bid are relevant in resolving any ambiguities that may exist with respect to the language of this Contract
- 44.2 AMENDMENT. No amendment or change to this Contract shall be valid unless in writing and signed by the party against whom enforcement is sought. Amendments that involve or increase in the amounts payable by the City may require execution by a Department Director, the City Manager, or an Assistant City Manager; depending on the amount. Some increases may also require approval by City Council.



- 44.3 GOVERNING LAW AND JURISDICTION. North Carolina law shall govern the interpretation and enforcement of this Contract, and any other matters relating to this Contract (all without regard to North Carolina conflicts of law principles). All legal actions or other proceedings relating to this Contract shall be brought in a state or federal court sitting in Mecklenburg County, North Carolina. By execution of this Contract, the parties submit to the jurisdiction of such courts and hereby irrevocably waive any and all objections which they may have with respect to venue in any court sitting in Mecklenburg County, North Carolina.
- 44.4 BINDING NATURE AND ASSIGNMENT. This Contract shall bind the parties and their successors and permitted assigns. Neither party may assign this Contract without the prior written consent of the other. Any assignment attempted without the written consent of the other party shall be void. For purposes of this Section, a Change in Control, as defined in Section 42.8 constitutes an assignment.
- 44.5 SEVERABILITY. The invalidity of one or more of the phrases, sentences, clauses or sections contained in this Contract or the Exhibits shall not affect the validity of the remaining portion of this Contract or Exhibits so long as the material purposes of this Contract can be determined and effectuated. If any provision of this Contract or Exhibit is held to be unenforceable, then both parties shall be relieved of all obligations arising under such provision, but only to the extent that such provision is unenforceable, and this Contract shall be deemed amended by modifying such provision to the extent necessary to make it enforceable while preserving its intent.
- 44.6 NO PUBLICITY. No advertising, sales promotion or other materials of the Company or its agents or representations may identify or reference this Contract or the City in any manner without the prior written consent of the City. Notwithstanding the foregoing, the parties agree that the Company may list the City as a reference in responses to requests for proposals, and may identify the City as a customer in presentations to potential customers.
- 44.7 WAIVER. No delay or omission by either party to exercise any right or power it has under this Contract shall impair or be construed as a waiver of such right or power. A waiver by either party of any covenant or breach of this Contract shall not constitute or operate as a waiver of any succeeding breach of that covenant or of any other covenant. No waiver of any provision of this Contract shall be effective unless in writing and signed by the party waiving the rights.
- 44.8 CHANGE IN CONTROL. In the event of a change in "Control" of the Company (as defined below), the City shall have the option of terminating this Contract by written notice to the Company. The Company shall notify the City within ten days of the occurrence of a change in control. As used in this Contract, the term "Control" shall mean the possession, direct or indirect, of either (i) the ownership of or ability to direct the voting of, as the case may be fifty-one percent (51%) or more of the equity interests, value or voting power in the Company or (ii) the power to direct or cause the direction of the management and policies of the Company whether through the ownership of voting securities, by contract or otherwise.
- 44.9 NO BRIBERY. The Company certifies that neither it, any of its affiliates or subcontractors, nor any employees of any of the foregoing has bribed or attempted to bribe an officer or employee of the City in connection with this Contract.
- 44.10 FAMILIARITY AND COMPLIANCE WITH LAWS AND ORDINANCES. The Company agrees to make itself aware of and comply with all local, state and federal ordinances, statutes, laws, rules and regulations applicable to the Services. The Company further agrees that it will at all times during the term of this Contract be in compliance with all applicable

federal, state and/or local laws regarding employment practices. Such laws will include, but shall not be limited to workers' compensation, the Fair Labor Standards Act (FLSA), the Americans with Disabilities Act (ADA), the Family and Medical Leave Act (FMLA) and all OSHA regulations applicable to the work.

44.11 TAXES. The Company shall pay all applicable federal, state and local taxes which may be chargeable against the Products and/or Services.

44.12 SURVIVAL OF PROVISIONS. Those Sections of the Contract and the Exhibits, which by their nature would reasonably be expected to continue after the termination of the Contract shall survive the termination of the Contract, including but not limited to the following:

Section 3	“Term”
Section 14	“General Warranties”
Section 15	“Additional Representations and Warranties”
Section 22	“Guarantee”
Section 27	“Other Remedies”
Section 28	“Termination”
Section 32	“Indemnification”
Section 33	“Insurance”
Section 39	“Notices”
Section 43	“Confidentiality”
Section 44	“Miscellaneous”

44.13 NON-APPROPRIATION OF FUNDS. If City Council does not appropriate the funding needed by the City to make payments under this Contract for a given fiscal year, the City will not be obligated to pay amounts due beyond the end of the last fiscal year for which funds were appropriated. In such event, the City will promptly notify the Company of the non-appropriation and this Contract will be terminated at the end of the last fiscal year for which funds were appropriated. No act or omission by the City, which is attributable to non-appropriation of funds shall constitute a breach of or default under this Contract.

44.14 NC REQUIRED TERMS. The following terms are incorporated into this Contract for compliance with state law:

44.14.1 E-Verify. Company will comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes, and shall require each of its subcontractors to do so as well.

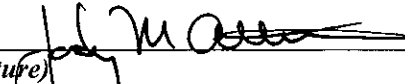
44.14.2 NC Prohibition on Contracts with Companies that Invest in Iran or Boycott Israel. Company certifies that: (i) it is not identified on the Final Divestment List or any other list of prohibited investments created by the NC State Treasurer pursuant to N.C.G.S. 147-86.58 (collectively, the “Treasurer’s IDA List”); (ii) it has not been designated by the NC State Treasurer pursuant to N.C.G.S. 147-86.81 as a company engaged in the boycott of Israel (such designation being referred to as the “Treasurer’s IB List”); and (iii) it will not take any action causing it to appear on the Treasurer’s IDA List or the Treasurer’s IB List during the term of this Contract. In signing this Contract Company further agrees, as an independent obligation, separate and apart from this Contract, to reimburse the City for any and all damages, costs and attorneys’ fees incurred by the City in connection with any claim that this Contract or any part thereof is void due to Company appearing on the Treasurer’s IDA List or the Treasurer’s IB List at any time before or during the term of this Contract.

- 44.15 PRE-AUDIT. No pre-audit certificate is required under N.C. Gen. Stat. 159-28(a) because this Contract is for an indefinite quantity with no minimum purchase requirement. Notwithstanding anything contained herein to the contrary, this Contract does not require the City to purchase a single product or service, and a decision by the City to not make any purchase hereunder will violate neither this Contract nor any implied duty of good faith and fair dealing. The City has no financial obligation under this Contract absent the City's execution of a valid and binding purchase order or contract addendum containing a pre-audit certificate.”

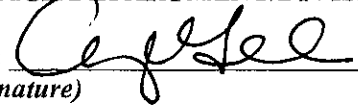
*[Signature Page Follows]*

IN WITNESS WHEREOF, and in acknowledgement that the parties hereto have read and understood each and every provision hereof, the parties have caused this Contract to be executed as of the date first written above.

**STAPLES CONTRACT & COMMERCIAL LLC**

BY:   
(signature)  
PRINT NAME: Jody M. Attias  
TITLE: Regional Vice President  
DATE: 10/30/19

**CITY OF CHARLOTTE:  
CITY MANAGER'S OFFICE  
OFFICE/DEPARTMENT/DIVISION**

BY:   
(signature)  
PRINT NAME: Angela C. Lee  
TITLE: Asst. City Manager  
DATE: 12/23/19

**EXHIBIT A – PRICING SHEET**  
**FORM 5 OF ITB #269-2019-081**

**Payment Term:**

- The City of Charlotte will receive Net 60.
- All other Participating Public Agencies will receive Net 30.

STAPLES - CONTRACT 202000XXXX  
OFFICE SUPPLIES  
NATIONAL BRAND - PRICING SHEET - EXHIBIT A

Index	Category	Staples Product Number	Staples Product Description	Mfg Name	Mfg Number	UPC Code	UOM	Pack Qty	Unit Price
1	OFFICE ESSENTIALS	504829	SCOTCH DBLSIDED SINGLE 47X450I	3M CO	137DM-2	021200523595	PK	2	\$ 4.56
2	MAILROOM/SHIPPING	495492	SCOTCH SHIP TAPE 2 X 800 6PK	3M CO	142-6	051131862838	PK	6	\$ 13.29
3	OFFICE ESSENTIALS	505149	SCISSOR STRAIGHT 8 BLE	ACME UNITED CORP.	41218	73577412187	EA	1	\$ 3.28
4	OFFICE ESSENTIALS	684679	COMMAND MED HOOKS 6PK	3M CO	17001-VP-6PK	051131949379	PK	6	\$ 7.89
5	OFFICE ESSENTIALS	703457	COMMAND MEDIUM MOUNTING STRIPS	3M CO	17021P	051131851245	PK	9	\$ 2.39
6	OFFICE ESSENTIALS	563844	COMMAND PSTR STRIP W/ADHSV12PK	3M CO	17024	051131659889	PK	12	\$ 1.95
7	OFFICE ESSENTIALS	793178	COMMAND POSTER STRIP VALUE PK	3M CO	17024-VP	051131847644	PK	48	\$ 7.03
8	OFFICE ESSENTIALS	729035	COMMAND BRUSH NICKEL HOOK LG	3M CO	17053BN	051135806449	EA	1	\$ 5.44
9	OFFICE ESSENTIALS	703445	COMMAND MED PIC HANGING STRIPS	3M CO	17201-OF	051131830318	PK	3	\$ 3.06
10	OFFICE ESSENTIALS	884356	COMMAND LARGE PICTURE HANGING	3M CO	17206	051141322698	PK	4	\$ 3.65
11	OFFICE ESSENTIALS	884315	COMMAD PIC HANGING STRIPS LG	3M CO	17206BLK	051141320861	PK	4	\$ 3.17
12	PC ACCESSORIES	703425	COMMAND STRPS & CORD BUNDLERS	3M CO	17304	051131830493	PK	2	\$ 3.69
13	MAILROOM/SHIPPING	572352	TAPE MASKING GENRL PURPOSE .75	3M CO	2025-24C	051131870178	RL	1	\$ 0.91
14	MAILROOM/SHIPPING	029688	TAPE 234 MASKING 1/2X60	3M CO	234-12	051138947903	RL	1	\$ 5.69
15	MAILROOM/SHIPPING	949951	3M DUCT TAPE BLACK	3M CO	2930-C	051131980044	RL	1	\$ 3.21
16	MAILROOM/SHIPPING	614377	311 SCOTCH ACRYLIC TPE 2X110Y	3M CO	311	021200882920	CS	36	\$ 139.99
17	OFFICE ESSENTIALS	649280	TAPE DOUBLE -SIDED W/DISPENSER	3M CO	3136	051131673366	PK	3	\$ 4.94
18	MAILROOM/SHIPPING	037499	SCOTCH WASHI PURPLE 15MM	3M CO	3437-PUR	051141964607	RL	1	\$ 2.18
19	MAILROOM/SHIPPING	428331	SCOTCH 2INX50IN TAPE 6PK	3M CO	3750-6	051141917641	PK	6	\$ 21.00
20	MAILROOM/SHIPPING	940365	SCOTCH GREENER 1.88X49.2 TAPE	3M CO	3750G-6	051141945767	PK	6	\$ 35.14
21	MAILROOM/SHIPPING	483072	SCTCH PKGING TAPE 48MMX50M 6PK	3M CO	3850	051131835429	PK	6	\$ 21.10
23	PRESENTATION	506790	EASEL POST-IT SELF ADHESVE 2PK	3M CO	559-PK2	021200707261	CT	2	\$ 31.80
24	PRESENTATION	506790	EASEL POST-IT SELF ADHESVE 2PK	3M CO	559-SS	021200707452	PD	1	\$ 15.90
25	PRESENTATION	760951	EASEL PAD POST-IT 25X30 6/PK	3M CO	559VAD6PK	051131979340	PK	6	\$ 85.25
26	PRESENTATION	751342	POST-IT EASEL PAD W/DRY ERASE	3M CO	563 DE	053200029777	PD	1	\$ 19.61
27	PRESENTATION	376300	EASEL PAD TABLETOP PRIMARY RUL	3M CO	563PRL	051141340920	EA	1	\$ 18.68
28	PRESENTATION	428893	POST-IT TABLE TOP EASEL PD WHT	3M CO	563R	021200596384	EA	1	\$ 16.74
29	CLEAN/PERSONAL CARE	333666	3M SPRAY DESK CLEANER	3M CO	573	021200103841	EA	1	\$ 4.58
30	OFFICE ESSENTIALS	504761	TAPE HILAND CELLO REF .75X1296	3M CO	5910-3/4X1296"	021200074431	RL	1	\$ 0.65
31	OFFICE ESSENTIALS	756716	SCOTCH 600 TRANSP TAPE 12PK	3M CO	600K12	021200472701	PK	12	\$ 22.60
32	OFFICE ESSENTIALS	331179	TRANSPARENT GREENER TAPE 3/4IN	3M CO	612-12P	051141929620	PK	12	\$ 16.00
33	OFFICE ESSENTIALS	567882	POST-IT SS 1 7/8 X 17/8 YEL	3M CO	622-10SSCY	021200531415	PK	10	\$ 5.13
34	OFFICE ESSENTIALS	332866	2X2 MARRAKESH SS 8PK	3M CO	622-8SSAN	051141325033	PK	8	\$ 5.69
35	OFFICE ESSENTIALS	332974	2X2 JWL POP SUPERSTICKY 8PK	3M CO	622-8SSAU	051141325040	PK	8	\$ 5.69
36	OFFICE ESSENTIALS	039912	POST-IT NOTES RULED 3X3 YW	3M CO	630-6PK	021200591891	PK	6	\$ 6.63
37	OFFICE ESSENTIALS	448902	POST IT RULED 3X5 CAPE TOWN	3M CO	635-5AN	021200714412	PK	5	\$ 7.63
38	OFFICE ESSENTIALS	873960	POSTIT NOTES 3X5 JAIPUR ULTRA	3M CO	635-5AU	021200729690	PK	5	\$ 7.63
39	OFFICE ESSENTIALS	197368	POST-IT 3X5 RULED YELLOW 12PK	3M CO	635YW	051141346878	DZ	12	\$ 18.66
40	WRITING	129676	POST-IT CORRECT TAPE 2 LINE 1	3M CO	652	021200178443	RL	1	\$ 1.93
41	OFFICE ESSENTIALS	823295	PAD POSTIT 1.5X2 YW 12/PACK	3M CO	6539	021200003257	PK	12	\$ 1.87
42	OFFICE ESSENTIALS	421818	POST-IT 1.5X2 CAPE TOWN 12PK	3M CO	653AN	021200705137	DZ	12	\$ 5.73
43	OFFICE ESSENTIALS	490633	NOTES 1.5X2 12PK ASST PASTEL	3M CO	653-AST	021200418211	PK	12	\$ 4.85
44	OFFICE ESSENTIALS	679951	POST-IT 1.5X2 ULTRA 12PK	3M CO	653AU	021200719653	PK	12	\$ 5.40
45	OFFICE ESSENTIALS	129957	POST-IT 1 3/8 X 1 7/8CNRY 12PK	3M CO	653YW	021200003226	PK	12	\$ 4.79
46	OFFICE ESSENTIALS	562896	POST-IT SUPER STICKY NOTES	3M CO	654-12SSCY	021200531217	PK	12	\$ 9.90
47	OFFICE ESSENTIALS	2105804	3X3 POST-IT NOTES MIAMI 12PK	3M CO	654-12SSMIA	051125006705	PK	12	\$ 15.33
48	OFFICE ESSENTIALS	689314	POSTIT 3X3 SS FRMR MKT 12	3M CO	654-12SSNRP	051131973510	PK	12	\$ 13.44
49	OFFICE ESSENTIALS	650741	POST-IT SS 3X3 RIO 12PK	3M CO	654-12SSUC	021200473739	PK	12	\$ 13.61
50	OFFICE ESSENTIALS	564229	POST-IT 3X3 CAPE TOWN NOTES 14	3M CO	654-14AN	021200531385	PK	14	\$ 12.26
51	OFFICE ESSENTIALS	564231	POST-IT 3X3 JAIPUR NOTES	3M CO	654-14AU	021200531392	PK	14	\$ 12.26

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Index	Category	Staples Product Number	Staples Product Description	Mfg Name	Mfg Number	UPC Code	UOM	Pack Qty	Unit Price
52	OFFICE ESSENTIALS	1611322	POST IT NOTES CAPETOWN 3X3	3M CO	654-18CTCP	051141998688	PK	18	\$ 21.53
53	OFFICE ESSENTIALS	885276	POSTIT RECY 3X3 CABPK FRMR MKT	3M CO	654-24NH-CP	051141911434	PK	24	\$ 23.93
54	OFFICE ESSENTIALS	077278	POST-IT SS NOTES 3X3 RIO CAB	3M CO	654-24SSAU	051141985831	PK	24	\$ 22.66
55	OFFICE ESSENTIALS	077278	POST-IT SS NOTES 3X3 RIO CAB	3M CO	654-24SSAU-CP	051141374888	PK	24	\$ 22.66
56	OFFICE ESSENTIALS	860982	POST-IT SS TROP NOTES 24PK RCY	3M CO	654-24SST-CP	051141911410	PK	24	\$ 24.24
57	OFFICE ESSENTIALS	284190	POST-IT 3X3 CAPE TOWN 5PK	3M CO	654-5PK	021200699313	PK	5	\$ 5.24
58	OFFICE ESSENTIALS	812844	PAD POSTIT 3X3 YELLOW 100 SHEE	3M CO	6549YW	021200663482	DZ	12	\$ 4.17
59	OFFICE ESSENTIALS	704404	POST-IT 3X3 SUNW PIER 24	3M CO	654R-24CP-AP	051135811320	PK	24	\$ 17.99
60	OFFICE ESSENTIALS	704406	POST-IT 3X3 YELLOW 24	3M CO	654R-24CP-CY	051131983526	PK	24	\$ 13.88
61	OFFICE ESSENTIALS	470401	POST-IT 3X5 JAIPUR	3M CO	655-5UC	021200716737	PK	5	\$ 6.89
62	OFFICE ESSENTIALS	823320	PAD POSTIT 3X5 YELLOW 100 SHTS	3M CO	6559YW	051141232904	PK	12	\$ 5.03
63	OFFICE ESSENTIALS	490620	POST IT RECYCL 3X5 HELSINKI	3M CO	655-RP-A	021200418198	PK	5	\$ 6.68
64	OFFICE ESSENTIALS	351884	POST IT REC 3X5 YEL	3M CO	655RP-YW	051141232935	DZ	12	\$ 14.64
65	OFFICE ESSENTIALS	483081	POSTIT NOTE 4X6 CAPE TOWN LND	3M CO	660-3AN	021200590054	PK	3	\$ 6.90
66	OFFICE ESSENTIALS	2095552	4X6 POST IT LINED MIAMI 3PK	3M CO	660-3SSMIA	051125006224	PK	3	\$ 8.25
67	OFFICE ESSENTIALS	689320	POST-IT 4X6 REC SS LND FRM 3PK	3M CO	660-3SSNRP	051131973527	PK	3	\$ 7.22
68	OFFICE ESSENTIALS	631344	POST-IT 4X6 REC SS LND TROP 3P	3M CO	660-3SST	021200469107	PK	3	\$ 7.22
69	OFFICE ESSENTIALS	586112	POST-IT 4X6 SS LND RIO 3PK	3M CO	660-3SSUC	021200469077	PK	3	\$ 6.76
70	OFFICE ESSENTIALS	801063	4X6 LINED YW NOTES	3M CO	660-5PK	021200705625	PK	5	\$ 11.13
71	OFFICE ESSENTIALS	558253	POST-IT 4X6 S.S.CNRY LINED 5PK	3M CO	660-5SSCY	021200531248	PK	5	\$ 9.47
72	OFFICE ESSENTIALS	2095552	4X6 POST IT LINED MIAMI 3PK	3M CO	660-5SSMIA	051125006842	PK	5	\$ 13.75
73	OFFICE ESSENTIALS	586112	POST-IT 4X6 SS LND RIO 3PK	3M CO	660-5SSUC	021200469060	PK	5	\$ 6.76
74	OFFICE ESSENTIALS	801063	4X6 LINED YW NOTES	3M CO	660-8PK	076308724924	PK	8	\$ 11.13
75	OFFICE ESSENTIALS	448910	POST-IT 4X6 GRNR LND PASTEL 5P	3M CO	660-RP-A	021200702198	PK	5	\$ 12.54
76	OFFICE ESSENTIALS	727095	SCOTCH 2SIDE TAPE 1/2X25YD 2PK	3M CO	665-2PK	051131968981	PK	2	\$ 9.15
77	OFFICE ESSENTIALS	431996	POST-IT PAGE MARKERS BRT 10PK	3M CO	670-10AB	051141944784	PK	1	\$ 3.60
78	OFFICE ESSENTIALS	844308	POST-IT .5X2 PG MRKR ULTRA 5PK	3M CO	670-5AU	021200588501	PK	5	\$ 3.75
79	OFFICE ESSENTIALS	650742	POST-IT S.S 4X4 YW 12PK LINED	3M CO	675-12SSCP	051131945920	PK	12	\$ 16.72
80	OFFICE ESSENTIALS	562867	POST-IT 4X4 SS LND CNRY 6P	3M CO	675-6SSCY	021200531262	PK	6	\$ 8.43
81	OFFICE ESSENTIALS	689370	POSTIT 4X4 SSFRMR MKTE 6PK	3M CO	675-6SSNRP	051131973534	PK	6	\$ 10.37
82	OFFICE ESSENTIALS	586113	POST-IT 4X4 SS LND RIO 6PK	3M CO	675-6SSUC	021200469084	PK	6	\$ 9.74
83	OFFICE ESSENTIALS	24373005	SUPER STICKY NOTES	3M CO	676-ALYR	051141361383	PK	4	\$ 88.40
84	OFFICE ESSENTIALS	660502	GRP DSP SIGN FLAGS	3M CO	680-HVSHR	051131968097	EA	1	\$ 8.00
85	OFFICE ESSENTIALS	379115	POST-IT FLAGS NOTARIZE 2PK	3M CO	680-NZ2	021200471834	PK	2	\$ 4.65
86	OFFICE ESSENTIALS	751544	POST IT FLAGS 1 PORT PACK	3M CO	680-PGOP2	053200020156	PK	4	\$ 7.05
87	OFFICE ESSENTIALS	599339	POST-IT(R) FLAGS	3M CO	680-PPBGVA	021200522819	PK	5	\$ 6.60
88	OFFICE ESSENTIALS	254672	POST-IT 1INCH RED FLAGS 2PK	3M CO	680-RD2	021200690884	PK	2	\$ 3.30
89	OFFICE ESSENTIALS	751536	POST IT FLAGS 1 PORT PACK	3M CO	680-RYGB2	053200020170	PK	4	\$ 7.05
90	OFFICE ESSENTIALS	448886	POST-IT 1IN SIGN HERE YLW 2PK	3M CO	680-SH2	021200698491	PK	2	\$ 3.80
91	OFFICE ESSENTIALS	642248	POST-IT 1INSIGNHERE PKW/ARROWS	3M CO	680-SH4VA	051131945036	PK	4	\$ 8.03
92	OFFICE ESSENTIALS	254656	POST-IT 1INCH YELLOW FLAGS 2PK	3M CO	680-YW2	021200690907	PK	2	\$ 3.30
93	OFFICE ESSENTIALS	428552	POST-IT 1/2 FLAG PRIMARY 4PK	3M CO	683-4	021200503474	PK	140	\$ 3.91
94	OFFICE ESSENTIALS	428553	POST-IT 1/2 FLAG BRIGHTS 4PK	3M CO	683-4AB	021200503498	PK	4	\$ 3.04
95	OFFICE ESSENTIALS	584878	POSTIT 1/2FLAGS AST CLRS 280PK	3M CO	683-VAD1	021200980619	EA	1	\$ 7.81
96	OFFICE ESSENTIALS	592837	POST-IT S.S MEETING NOTES 6X8	3M CO	6845-SSP	021200507274	PK	4	\$ 9.70
97	OFFICE ESSENTIALS	660499	POST-IT MEET NOTE RIO 8X6 LND	3M CO	6845-SSPL	051131945654	PK	4	\$ 10.84
98	OFFICE ESSENTIALS	379415	POST-IT ARROW FLAGS-BRIGHT	3M CO	684-ARR2	021200595578	PK	100	\$ 2.46
99	OFFICE ESSENTIALS	437773	POST-IT FLAGS ARROW FLAGS PRIM	3M CO	684ARR3	021200503511	PK	4	\$ 2.55
100	OFFICE ESSENTIALS	439110	POST-IT FLAGS ARROW BRT COLORS	3M CO	684-ARR4	021200503535	PK	4	\$ 2.45
101	OFFICE ESSENTIALS	844290	POST-IT .5IN SIGN HERE AST 4PK	3M CO	684-SH	021200725432	PK	4	\$ 3.72

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Index	Category	Staples Product Number	Staples Product Description	Mfg Name	Mfg Number	UPC Code	UOM	Pack Qty	Unit Price
102	OFFICE ESSENTIALS	1678506	SIGN HERE FLAGS 1/2IN 100PK	3M CO	684-SH-OPBLA	051141403489	EA	100	\$ 3.00
103	OFFICE ESSENTIALS	325254	POST-IT 2IN ANGLD TAB PRIME 24	3M CO	686A-ALYR	051141339153	PK	4	\$ 2.65
104	OFFICE ESSENTIALS	867131	POST-IT 2IN DUR TAB PRIME 24PK	3M CO	686-ALYR	051141921419	PK	24	\$ 2.44
105	OFFICE ESSENTIALS	1174247	SELFSTIC REMOVABLE MARKING TAB	3M CO	686-ALYR1IN	051141368719	PK	6	\$ 5.83
106	OFFICE ESSENTIALS	599397	POST-IT 2IN TAB TIP PRIME 24PK	3M CO	686F-1	021200506727	PK	24	\$ 1.99
107	OFFICE ESSENTIALS	646619	POST-IT 1IN TAB TIP G/B/R 66PK	3M CO	686L-GBR	051131945524	PK	66	\$ 4.12
108	OFFICE ESSENTIALS	462642	POST-IT 1IN DUR TAB P/G/O 66PK	3M CO	686-PGO	021200516979	PK	66	\$ 5.06
109	OFFICE ESSENTIALS	460017	POST-IT 3IN DUR TAB BRIGHTS 24	3M CO	686-PLOY3IN	051141936925	PK	24	\$ 3.11
110	OFFICE ESSENTIALS	470972	POST-IT 2IN DUR TAB PUR-PNK 24	3M CO	686-PWAV	051141355405	PK	24	\$ 2.44
111	OFFICE ESSENTIALS	956975	4PK BRIGHT SOLID TABS	3M CO	686-RALY	051141350356	PK	4	\$ 6.41
112	OFFICE ESSENTIALS	1174242	2 INCH DURABLE TABS	3M CO	686-RIO2	051141985657	PK	30	\$ 2.93
113	OFFICE ESSENTIALS	453599	POST-IT 1IN DUR TAB R/Y/B 66PK	3M CO	686-RYB	021200513985	PK	3	\$ 5.06
114	OFFICE ESSENTIALS	727357	SCOTCH MAGIC TAPE 3/4X72YD 2PK	3M CO	810-2P34-72	051131999121	PK	2	\$ 10.20
115	OFFICE ESSENTIALS	376423	MAGIC TAPE 3/4 IN X 1000 IN	3M CO	810K12	051131966864	PK	12	\$ 23.60
116	OFFICE ESSENTIALS	512320	TAPE SCOTCH MAGIC 3/4X1000	3M CO	810K-16	021200526671	PK	16	\$ 29.11
117	OFFICE ESSENTIALS	489211	SCOTCHMAGIC TAPE 3/4X1000 10PK	3M CO	810P10K	021200510694	PK	10	\$ 19.33
118	OFFICE ESSENTIALS	894633	SCOTCH MAGIC TAPE 3/4X800 6PK	3M CO	810S6	051141313924	PK	6	\$ 10.47
119	OFFICE ESSENTIALS	329504	SCOTCH MAGIC GREENER TAPE 3/4	3M CO	812-10P	051141334080	PK	10	\$ 14.35
120	OFFICE ESSENTIALS	321475	SCOTCH GREENER MAGIC TAPE 3/4	3M CO	812-24P	051141955780	PK	24	\$ 30.30
121	OFFICE ESSENTIALS	356839	GREENER TAPE AND DISPENSER	3M CO	812-6P38	051141334073	PK	6	\$ 13.25
122	OFFICE ESSENTIALS	602158	SCOTCH ADHESIVE PUTTY 2OZ	3M CO	860	021200978159	EA	1	\$ 0.99
123	MAILROOM/SHIPPING	949969	3M DUCT TAPE RED	3M CO	920-RED-C	051141914770	RL	1	\$ 3.01
124	CLEAN/PERSONAL CARE	366006	SPONGE NON-SCRATCH 3PK	3M CO	97033	051141254081	PK	3	\$ 2.87
125	PC ACCESSORIES	683899	3M UNDER-DESK KEYBOARD TRAY	3M CO	AKT90LE	021200472879	EA	1	\$ 155.95
126	OFFICE ESSENTIALS	567884	C60 TAPE DISPENSER ASST COLORS	3M CO	C18-B-0	076308933517	EA	1	\$ 2.79
127	OFFICE ESSENTIALS	817196	TAPE DSPR DESK 1 CORE BLACK EA	3M CO	C38-BK	021200661044	EA	1	\$ 2.19
128	OFFICE ESSENTIALS	567884	C60 TAPE DISPENSER ASST COLORS	3M CO	C60-BKOD	051131966277	EA	1	\$ 2.79
129	OFFICE ESSENTIALS	567885	C60 TAPE DISPENSER SILVER	3M CO	C60-ST	021200977084	EA	1	\$ 3.21
130	PC ACCESSORIES	896776	WIPE SCREEN NTBK 24/CT	3M CO	CL630	021200528798	PK	24	\$ 4.49
131	PC ACCESSORIES	562401	3M DOCUMENT HOLDER	3M CO	DH24OMB	021200528972	EA	1	\$ 5.69
132	PC ACCESSORIES	811716	COPYHOLDER DESKTOP BLACK	3M CO	DH34OMB	021200530531	EA	1	\$ 12.54
133	OFFICE ESSENTIALS	458419	POST-IT 3X3 POP DISP	3M CO	DS330-BK	021200513596	EA	1	\$ 8.43
134	OFFICE ESSENTIALS	653409	POST-IT 3X3 POPUP DISP W NOTES	3M CO	DS330-SSVA	051131966390	PK	12	\$ 14.18
135	OFFICE ESSENTIALS	24299626	POST-IT EXTRM NOTES 3X3-32CBNT	3M CO	EXTRM33-32CBNT	638060081341	PK	12	\$ 30.50
136	PC ACCESSORIES	159045	3M GPF14.0W GOLD WIDESCREEEN NO	3M CO	GPF14.0W	051128788875	EA	1	\$ 42.02
137	OFFICE ESSENTIALS	619669	HAND TAPE DISPENSER	3M CO	H-127	021200186752	EA	1	\$ 0.98
138	MAILROOM/SHIPPING	671461	HIGHLAND BOX SEALING DISPENSER	3M CO	HB903	051131069978	EA	1	\$ 11.57
139	OFFICE ESSENTIALS	649280	TAPE DOUBLE -SIDED W/DISPENSER	3M CO	MMM136	021200010323	EA	1	\$ 1.65
140	OFFICE ESSENTIALS	703427	COMMAND STRIPS & MICRO HOOKS	3M CO	MMM17066ES	051131832947	PK	3	\$ 2.08
141	OFFICE ESSENTIALS	703447	COMMAND MED PIC HANGING STRIP	3M CO	MMM172014PKES	051141321011	PK	4	\$ 3.73
142	OFFICE ESSENTIALS	561233	CORE FOR C15/C38 DISPENSER WT	3M CO	MMM1CORE	021200224744	EA	1	\$ 0.26
143	OFFICE ESSENTIALS	490943	POSTIT 4X6 LND MARSEILLE 5PK	3M CO	MMM660-5PK-AST	021200418266	PK	5	\$ 9.68
144	OFFICE ESSENTIALS	130500	SCOTCH 1/2 X25YD DOUBLE	3M CO	MMM66512900	021200171031	RL	1	\$ 4.97
145	OFFICE ESSENTIALS	462642	POST-IT 1IN DUR TAB P/G/O 66PK	3M CO	MMM686PGOT	051141340142	PK	36	\$ 2.76
146	OFFICE ESSENTIALS	392920	NOTE HOLDER PHOTO FRAME	3M CO	MMM654BK	051141966441	EA	1	\$ 6.48
147	PC ACCESSORIES	605355	FILTER PRIVACY19IN LCD DISPLAY	3M CO	PF19.00	051128744802	EA	1	\$ 70.74
148	PC ACCESSORIES	368931	3M PF21.5W PRV FILTER	3M CO	PF21.5W9	051128788530	EA	1	\$ 66.90
149	PC ACCESSORIES	854133	FILTER PRIVACY 22 EACH	3M CO	PF220W1B	051128787144	EA	1	\$ 71.95
150	PC ACCESSORIES	813232	24IN WDSCRN LCD PRIVACY FILTER	3M CO	PF24.0W9	051128797181	EA	1	\$ 73.99
151	PC ACCESSORIES	792163	LT WEIGHT LCD PRIVACYFILTER22W	3M CO	PF322W	051128788356	EA	1	\$ 129.00



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Index	Category	Staples Product Number	Staples Product Description	Mfg Name	Mfg Number	UPC Code	UOM	Pack Qty	Unit Price
152	OFFICE ESSENTIALS	725654	POST-IT 3X3 POP SS JWLPOP 10PK	3M CO	R330-10SSAU	051135808917	PK	10	\$ 13.33
153	OFFICE ESSENTIALS	2095555	POST-IT 3X3 POP MIAMI 10PK	3M CO	R330-10SSMIA	051125006859	PK	10	\$ 13.31
155	OFFICE ESSENTIALS	751226	POST IT SS POPUP TROPIC BRZ	3M CO	R330-10SSST	053200019792	PK	10	\$ 11.56
156	OFFICE ESSENTIALS	504023	POST-IT 3X3 POP CAPE TOWN	3M CO	R330-12AN	021200527406	PK	12	\$ 12.64
157	OFFICE ESSENTIALS	653415	POSTIT 3X3 SS POPUP CANARY 12	3M CO	R330-12SSCY	051131966369	PK	12	\$ 11.52
158	OFFICE ESSENTIALS	783683	POSTIT POP UP 3X3 CNRY/CAPE	3M CO	R330-14-4B	051135810873	PK	18	\$ 13.64
159	OFFICE ESSENTIALS	803226	3X3 VALUE PACK 7YW/7CAPE TOWN	3M CO	R330-14YWWM	051131996113	PK	14	\$ 14.27
160	OFFICE ESSENTIALS	689324	POSTIT 3X3POPOP CABPK ULTRA 18	3M CO	R330-18AUCP	051131971554	PK	18	\$ 19.53
161	OFFICE ESSENTIALS	689540	POSTIT 3X3 POP-UP TROPICAL 6	3M CO	R330-6SST	051131973053	PK	6	\$ 8.38
162	OFFICE ESSENTIALS	885271	POST-IT GREENER 3X3 SUN P12PK	3M CO	R330RP-12AP	051141916316	PK	12	\$ 14.87
163	OFFICE ESSENTIALS	751535	POST IT POP UP NOTE PACK RCYL	3M CO	R330RP-12YW	053200022969	PK	12	\$ 13.24
164	OFFICE ESSENTIALS	650741	POST-IT SS 3X3 RIO 12PK	3M CO	R330-SSAU-ALT	076308724788	PK	10	\$ 11.34
165	OFFICE ESSENTIALS	385323	POST-IT 3X3 POP SS LND CNRY 6	3M CO	R-335	021200434839	PK	6	\$ 6.65
166	OFFICE ESSENTIALS	642260	POST-IT 4X4 POP SS LND CNRY 5P	3M CO	R440-YWSS	021200474651	PK	5	\$ 8.26
167	BINDERS	2121406	SCOTCH THERMAL LAM POUCH 100PK	3M CO	TP3854-100	051141943435	PK	100	\$ 14.67
168	OFFICE ACCESSORIES	812077	POCKET DSPLY 8.5X11 EA	3M CO	WL-854C	021200506925	EA	1	\$ 3.00
169	WRITING	146050	CROSS REFILL ROLLER MED BLK 1	A T CROSS COMPANY	8523	073228080246	EA	1	\$ 3.33
171	DATED AND FORMS	2732535	2019 ATAGLNC APPT BK MNTH 9X11	ACCO BRANDS	702600519	038576062993	EA	1	\$ 10.50
172	DATED AND FORMS	2732533	2019 ATAGLNC WKLY BLACK 8X11	ACCO BRANDS	709500519	038576067899	EA	1	\$ 20.47
173	DATED AND FORMS	24324701	RY19 AAG QUICKNOTES WKLY 8X11	ACCO BRANDS	769500519	038576365698	EA	1	\$ 25.62
174	DATED AND FORMS	24318938	2019 ATAGLNC PLAN BK DAILY 6X9	ACCO BRANDS	7062013019	038576311992	EA	1	\$ 12.30
175	DATED AND FORMS	24318946	2019 AAG NOTEBK W/REF GRAY 6X9	ACCO BRANDS	7062103019	696227953924	EA	1	\$ 11.06
176	DATED AND FORMS	487568	CAMB ACTION PLNR 11X8 3/8 80CR	ACCO BRANDS	06064	043100060642	EA	1	\$ 5.27
177	DATED AND FORMS	567752	CAMBRIDGE LIMITED #06066	ACCO BRANDS	06066	043100060666	EA	1	\$ 8.77
178	DATED AND FORMS	731282	CAMB TWN WIRE NB11X8 3/8 80 NR	ACCO BRANDS	06100	077711061002	EA	1	\$ 11.42
179	DATED AND FORMS	731305	CAMBR MEETING NB 11X8 7/8 80CR	ACCO BRANDS	06132	043100061328	EA	1	\$ 2.90
180	SCHOOL SUPPLIES	256511	5 STAR 1 SUB NTBK 11X8.5CR 100	ACCO BRANDS	06206	043100062066	EA	1	\$ 4.06
181	DATED AND FORMS	599758	CAMB TWN WRE NB 9.5X6 5/8 80CR	ACCO BRANDS	06672	043100066729	EA	1	\$ 6.01
182	DATED AND FORMS	24318982	2019 ATAGLNC MARAKESH WK 8X11	ACCO BRANDS	182-905-19	038576399891	EA	1	\$ 14.53
183	BINDERS	503243	REPT COVR PRSBD 3 IN LTR DKBLE	ACCO BRANDS	25973	050505259731	EA	1	\$ 1.84
184	BINDERS	503250	REPT COVR PRSBD 3 IN LTR XRD	ACCO BRANDS	25979	050505259793	EA	1	\$ 1.84
185	BINDERS	392217	SBG HEAT SEAL LETTER POUCH	ACCO BRANDS	3200716B	033816023956	BX	100	\$ 33.99
186	OFFICE ESSENTIALS	493340	SWINGLINE STANDARD STAPLES 5PK	ACCO BRANDS	35101	074711351010	PK	1	\$ 4.25
187	OFFICE ESSENTIALS	108985	SF4 SPEEDPOINT STAPLES 5000CT	ACCO BRANDS	35450	074711354509	BX	5000	\$ 1.90
188	OFFICE ESSENTIALS	854518	2-60 HEAVY DUTY STAPLES 2500CT	ACCO BRANDS	35550	074711355506	BX	2500	\$ 4.25
189	OFFICE ESSENTIALS	752463	OPTIMA PREMIUM STAPLES	ACCO BRANDS	35556	074711355568	BX	1	\$ 4.29
190	BINDERS	489445	GBC SELF-ADHESV LTR SHTS 50 PK	ACCO BRANDS	3747307B	695976267337	PK	50	\$ 12.90
191	BINDERS	494771	GBC CLEAR SELF SEAL PCHE/SHTS	ACCO BRANDS	3747308B	823019809132	PK	10	\$ 6.69
192	OFFICE ESSENTIALS	504308	STAPLER METAL FULL BK	ACCO BRANDS	44401	074711444019	EA	1	\$ 6.50
193	SCHOOL SUPPLIES	573061	NOTEBOOK 5 STAR RECYCLED 7X5	ACCO BRANDS-USA LLC	45616	43100456162	EA	1	\$ 3.10
194	SCHOOL SUPPLIES	811057	NTBK MEMO 3X5 NARROW RULED W	TOPS BUSINESS FORMS	8050	25932805011	EA	1	\$ 0.95
195	BINDERS	899841	COVER PRESSBOARD 11X17 BK	ESSELTE AMERICA	13206	78787132061	EA	1	\$ 3.08
196	OFFICE ESSENTIALS	752465	OPTIMA 20 ELECTRIC STAPLER	ACCO BRANDS	48208	074711482080	EA	1	\$ 46.99
197	OFFICE ESSENTIALS	200428	MODEL #50050 STPLS CARTRIDGE	ACCO BRANDS	50050	074711500500	EA	1	\$ 7.12
198	DATED AND FORMS	24319054	2019 ATAGLNC PAPERFLOWER 22X17	ACCO BRANDS	5035-19	038576388895	EA	1	\$ 9.75
199	PRESENTATION	519264	EASEL LTWT ALUMINUM 38-66	ACCO BRANDS	50E	034138500002	EA	1	\$ 44.87
200	OFFICE ESSENTIALS	506170	RUBBER FINGR AMBER XLG SIZE 13	COSCO IND. INC.	098199	74711540339	BX	12	\$ 0.85
201	OFFICE ESSENTIALS	506162	RUBBER FINGER #12A LG DZ	COSCO IND. INC.	098130	74711540322	BX	12	\$ 0.79
202	OFFICE ESSENTIALS	506170	RUBBER FINGR AMBER XLG SIZE 13	COSCO IND. INC.	098199	74711540339	BX	12	\$ 0.85
203	OFFICE ESSENTIALS	506154	RUBBER FINGER #11 1/2 MED DZ	COSCO IND. INC.	098173	74711540353	BX	12	\$ 0.85

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Index	Category	Staples Product Number	Staples Product Description	Mfg Name	Mfg Number	UPC Code	UOM	Pack Qty	Unit Price
204	BINDERS	387221	BINDER DATA 11X8.5 EXRED	ACCO BRANDS	54129	050505541294	EA	1	\$ 8.02
205	OFFICE ESSENTIALS	504274	STAPLER DESKTOP BLACK 545	ACCO BRANDS	54501	074711545013	EA	1	\$ 3.95
206	OFFICE ESSENTIALS	272120	BLACK #545 STAPLER PACK	ACCO BRANDS	54567	074711545679	EA	1	\$ 6.35
207	DATED AND FORMS	2732484	2019 ATAGLNC MNTH RECY BK 9X11	ACCO BRANDS	70260G0519	038576063495	EA	1	\$ 15.25
208	DATED AND FORMS	806658	BOOK APPT MO 8.5X11 BK 2009	ACCO BRANDS	70950G0519	038576262195	EA	1	\$ 40.59
209	OFFICE ESSENTIALS	472480	STAPLES #1 PPR CLP 1000CT	ACCO BRANDS	72380	050505723805	PK	10	\$ 1.15
210	OFFICE ESSENTIALS	472506	STAPLES JMB PPR CLP 1000CT	ACCO BRANDS	72580	050505725809	PK	10	\$ 3.37
211	OFFICE ESSENTIALS	386309	STAPLER 747 ACCENT BLACK	GENERAL BINDING CORP ACCO	57074741G	74711747417	EA	1	\$ 9.30
212	OFFICE ESSENTIALS	264184	BLACK #747 FULL STRIP STAPLER	GENERAL BINDING CORP ACCO	74701	74711747011	EA	1	\$ 13.73
213	PRESENTATION	703356	QRTET 2X3 EURO DRY ERSE ALUM	ACCO BRANDS	79378	034138793787	EA	1	\$ 40.86
214	OFFICE ESSENTIALS	587393	STAPLE H/DTY 3/8IN 5M/BX	ACCO BRANDS	79398	074711793988	BX	5000	\$ 7.19
215	BINDERS	821172	BNDR DURABLE 8.5X5.5 LH 2 BL	EVERY PRODUCTS CORPORATION	AVE27554	77711275546	EA	1	\$ 6.62
216	DATED AND FORMS	924172	DAILY ATAGLNC LINED/REF BK 6X9	ACCO BRANDS	80-6124-05	038576295452	EA	1	\$ 14.81
217	DATED AND FORMS	806658	BOOK APPT MO 8.5X11 BK 2009	ACCO BRANDS	80-6204-30	038576028005	EA	1	\$ 40.59
218	DATED AND FORMS	24318992	2019 AAG BLUE DESKPAD CALENDAR	ACCO BRANDS	89701-19	038576070295	EA	1	\$ 13.20
219	DATED AND FORMS	24318975	2019 ATAGLNC SEASCAPE 22X17	ACCO BRANDS	89803-19	038576070691	EA	1	\$ 16.08
220	OFFICE ESSENTIALS	486510	LIGHT TOUCH HD STPLS 2500CT	ACCO BRANDS	90009	074711900096	EA	1	\$ 4.89
221	DATED AND FORMS	2732478	2019 AAG PURPLE WKLY 8X11	ACCO BRANDS	938P-905-19	038576420397	EA	1	\$ 21.64
223	DATED AND FORMS	2732535	2019 ATAGLNC APPT BK MNTH 9X11	ACCO BRANDS	A1152-19	031699009890	EA	1	\$ 10.50
224	DATED AND FORMS	2732498	2019 AAG QUARTER ERASABL 24X36	ACCO BRANDS	A123-19	038576261693	EA	1	\$ 18.59
225	BINDERS	614451	BINDER FLEXIBLE 1 IN BLUE	EVERY PRODUCTS CORPORATION	17675	77711176751	EA	1	\$ 2.96
226	OFFICE ESSENTIALS	669768	BINDER CLIPS - LARGE	ACCO BRANDS	A7072100B	050505721009	DZ	12	\$ 3.65
227	OFFICE ESSENTIALS	816124	20/20L PAPER PUNCH	ACCO BRANDS	A7074030J	050505740307	EA	1	\$ 20.00
228	OFFICE ESSENTIALS	937157	SMARTTOUCH 3-HOLE PUNCH 20 SHT	ACCO BRANDS	A7074133	050505741335	EA	1	\$ 16.14
229	OFFICE ESSENTIALS	936984	SMARTTOUCH 2-HOLE PUNCH 20 SHT	ACCO BRANDS	A7074135	450000000003	EA	1	\$ 12.36
230	BINDERS	503292	REPT COVR 3 IN CAPA LTR RD	ACCO BRANDS	ACC25078	050505250783	EA	1	\$ 2.53
231	BINDERS	503334	REPORT COVER PRSBD 3IN LTR XRD	ACCO BRANDS	ACC25079	050505250790	EA	1	\$ 2.53
232	BINDERS	976154	STPLS STAN BINDER 1IN GRN	ACCO BRANDS	ACC39716	050505397167	EA	1	\$ 2.52
233	BINDERS	387184	BINDER ACCO HIDE 1IN EXEC RED	ACCO BRANDS	ACC39719	050505397198	EA	1	\$ 2.80
234	BINDERS	377375	BINDER DATA UB 8.5X11 LTBLE	ACCO BRANDS	ACC54052	050505540525	EA	1	\$ 12.45
235	OFFICE ESSENTIALS	707358	ACCO SLV PAPER CLIPS STD 100	ACCO BRANDS	ACC72365	050505723652	BX	100	\$ 0.33
236	OFFICE ESSENTIALS	433359	#1 IDEAL CLAMPS	ACCO BRANDS	ACC72610	050505726103	BX	12	\$ 0.97
237	PRESENTATION	689623	CUBE DRY-ERASE BOARDS 14X11	ACCO BRANDS	ARC1411	034138038840	EA	1	\$ 17.83
238	DATED AND FORMS	652379	BLK/RED POLY NTBK 8.5X6 140 CR	ACCO BRANDS	C67009	870875000081	EA	1	\$ 6.21
239	DATED AND FORMS	2732529	2019 ATAGLNC SCENIC 12X17	ACCO BRANDS	DMW2002819	038576069091	EA	1	\$ 10.52
240	DATED AND FORMS	AAGDMW30028	CALENDAR,WALL,FLOWER GARDEN	ACCO BRANDS	DMW3002819	038576069299	EA	1	\$ 17.18
241	DATED AND FORMS	527085	AAG 17-STYLE DESK CAL BASE	ACCO BRANDS	E17-00	038576104785	EA	1	\$ 10.18
242	DATED AND FORMS	652467	BLACK N RED HRD COVER PERSONAL	ACCO BRANDS	E66857	870875000180	EA	1	\$ 6.59
243	DATED AND FORMS	653102	BLK/RED POLYNB8.25X11.75 140CR	ACCO BRANDS	E67008	870875000074	EA	1	\$ 5.08
244	DATED AND FORMS	24295438	2019 AAG DAILY DESK REFILL 3X6	ACCO BRANDS	E7175019	038576267398	EA	1	\$ 1.60
245	DATED AND FORMS	24319031	2019 AAG DLY RECYC RFL 3 X 6	ACCO BRANDS	E717R5019	038576267497	EA	1	\$ 3.14
246	DATED AND FORMS	24328220	RY19 AAG DAILY TAB REFILL 3X6	ACCO BRANDS	E717T5019	038576423893	EA	1	\$ 5.72
247	DATED AND FORMS	24329973	RY19 AAG DAILY REFILL 3X4	ACCO BRANDS	E9195019	726084326873	EA	1	\$ 7.91
248	DATED AND FORMS	2732462	2019 DAYMNR WKLY PLNR BLK 5X8	ACCO BRANDS	G2000019	038576286795	EA	1	\$ 10.34
249	DATED AND FORMS	24376554	AY20 BS TWIGGY DAILY 7X9	BLUE SKY THE COLOR OF IMAGINATION L	114398	699931143988	EA	1	\$ 11.99
250	DATED AND FORMS	24318971	2019 ATAGLNC HRDCOVER MNTH 7X9	ACCO BRANDS	G400H0019	038576446199	EA	1	\$ 14.02
251	DATED AND FORMS	2732561	2019 DAYMNR WKLY BLACK 7X9	ACCO BRANDS	G5900019	038576290099	EA	1	\$ 14.34
252	DATED AND FORMS	2732526	2019 ATAGLNC PROF GRAY WK 5X8	ACCO BRANDS	GC4700719	696592161313	EA	1	\$ 17.23
253	DATED AND FORMS	674490	BLACK N RED HRD CVR 8.5X11	ACCO BRANDS	K67030	870875000173	EA	1	\$ 10.62
254	SCHOOL SUPPLIES	887571	NTBK 7X5 5/8 2 COLG RILD AST	ACCO BRANDS	MEA06542	043100065425	EA	1	\$ 2.65

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Index	Category	Staples Product Number	Staples Product Description	Mfg Name	Mfg Number	UPC Code	UOM	Pack Qty	Unit Price
255	DATED AND FORMS	MEA06982	NOTEBOOK,MEETING,LIMITD,CMB	ACCO BRANDS	MEA06982	043100069829	EA	1	\$ 9.39
256	SCHOOL SUPPLIES	813518	NTBK WIREBOUND SIDE 5X3 60SHEE	REDIFORM	RED31220	73333312201	EA	1	\$ 0.39
257	SCHOOL SUPPLIES	381087	GFBR PAD MICRO 8.5X11 WHT	TOPS BUSINESS FORMS	20815	74319208150	EA	1	\$ 2.99
258	DATED AND FORMS	2732518	2019 PLANAMTH MTH WAL 12X27	ACCO BRANDS	PM112819	038576427396	EA	1	\$ 12.17
259	DATED AND FORMS	24319029	2019 AAG YR PLNMO WALL 24X36	ACCO BRANDS	PM122819	038576427594	EA	1	\$ 10.61
260	DATED AND FORMS	2732519	2019 AAG MTH PLNMO WALL 8X11	ACCO BRANDS	PM12819	038576427792	EA	1	\$ 6.04
261	DATED AND FORMS	2732557	2019 AAG 3-MNTH REF WALL 23X12	ACCO BRANDS	PM142819	038576427891	EA	1	\$ 11.43
262	DATED AND FORMS	2732556	2019 ATAGLNC WALL 11X8	ACCO BRANDS	PM1702819	038576428096	EA	1	\$ 6.83
263	DATED AND FORMS	2732516	2019 ATAGLNC ERAS BLU 24X36	ACCO BRANDS	PM2002819	038576428492	EA	1	\$ 19.20
264	DATED AND FORMS	AAGA1152	PLANNER,WALL,REVRSA,32X48	ACCO BRANDS	PM2122819	038576429093	EA	1	\$ 143.40
265	DATED AND FORMS	2732517	2019 AAG MTH PLNMO WAL 12X17	ACCO BRANDS	PM22819	038576429390	EA	1	\$ 9.61
266	DATED AND FORMS	2732514	2019 AAG WALL CAL ERAS 24 X 36	ACCO BRANDS	PM2682819	038576429598	EA	1	\$ 16.64
267	DATED AND FORMS	2732454	2019 AAG MTH PLNMO WAL 15X22	ACCO BRANDS	PM32819	038576430693	EA	1	\$ 12.47
268	DATED AND FORMS	2732539	2019 AAG MNTH PLNMO WAL 20X30	ACCO BRANDS	PM42819	038576431195	EA	1	\$ 17.83
269	DATED AND FORMS	2732524	2019 AAG MNTH QN WALL 11 X 8	ACCO BRANDS	PM502819	038576366299	EA	1	\$ 7.11
270	DATED AND FORMS	2732548	2019 ATAGLNC MNTH WALL 15X12	ACCO BRANDS	PM82819	038576431690	EA	1	\$ 9.47
271	OFFICE ESSENTIALS	108985	SF4 SPEEDPOINT STAPLES 5000CT	ACCO BRANDS	S7035481	074711354813	PK	5	\$ 1.90
272	DATED AND FORMS	2732559	2019 STND DIARY JOURNAL 5X71/2	ACCO BRANDS	SD3871319	038576263499	EA	1	\$ 26.47
273	DATED AND FORMS	2732521	2019 DAYMNR MTH BLACK 8X11	ACCO BRANDS	SK20019	696535327783	EA	1	\$ 8.45
274	DATED AND FORMS	2732476	2019 AAG PURPLE FLORAL 22X17	ACCO BRANDS	SK38-704-19	038576421493	EA	1	\$ 12.17
275	DATED AND FORMS	2732553	2019 DAYMNR WKLY APPT BLK 5X8	ACCO BRANDS	SK410019	038576291591	EA	1	\$ 8.17
276	DATED AND FORMS	2732450	2019 DAYMNR DAILY APPT BK 5X8	ACCO BRANDS	SK440019	038576291690	EA	1	\$ 12.39
277	DATED AND FORMS	2732453	2019 AAG QUICKNOTES 22X17	ACCO BRANDS	SK7000019	038576367395	EA	1	\$ 10.97
278	DATED AND FORMS	24328226	RY19 AAG SUCCESS DESKPAD 22X17	ACCO BRANDS	ST240019	038576436596	EA	1	\$ 5.82
279	DATED AND FORMS	24318940	2019 AAG WK APPT RFL&BASE 5X7	ACCO BRANDS	SW700X0019	038576437197	EA	1	\$ 16.75
280	OFFICE ESSENTIALS	112284	5000CT STANDARD STAPLES	ACCO BRANDS	SWI35108	074711351089	BX	5000	\$ 0.45
282	BINDERS	435485	BINDER RING 1IN BK 8.5X11	ACCO BRANDS	W368-14NBPP	078910368152	EA	1	\$ 2.75
283	BINDERS	318329	HEAVY DUTY BINDER 2IN BLUE	EVERY PRODUCTS CORPORATION	79882	73333798821	EA	1	\$ 6.67
284	BINDERS	379128	DURABLE BINDER 1.5IN BLUE	EVERY PRODUCTS CORPORATION	27351	77711273511	EA	1	\$ 3.15
285	BINDERS	114033	SLANT RING BINDER 3 BLK	EVERY PRODUCTS CORPORATION	07701	77711077010	EA	1	\$ 5.27
288	OFFICE ESSENTIALS	071284	STAPLE REMOVER JAW	ACCO BRANDS	SWI38101	074711381017	EA	1	\$ 3.05
289	BINDERS	326850	DURABLE BINDER 1IN BURGUNDY	EVERY PRODUCTS CORPORATION	27252	77711272521	EA	1	\$ 2.61
291	OFFICE ESSENTIALS	738401	JUNIOR 5 IN PNTD SCISSORS 2PK	ACME UNITED CORP	13132	073577131323	PK	2	\$ 0.99
292	OFFICE ESSENTIALS	483539	JUNIOR 5IN BLUNT SCISSORS 2PK	ACME UNITED CORP	13168	073577131682	EA	1	\$ 0.63
293	OFFICE ESSENTIALS	488010	TITANIUM SHEARS 8IN STRAIGHT	ACME UNITED CORP	13529	073577135291	EA	1	\$ 6.84
294	OFFICE ESSENTIALS	569577	SCISSORS TITANIUM 8IN STRT 2PK	ACME UNITED CORP	13901	073577139015	PK	2	\$ 10.39
295	CLEAN/PERSONAL CARE	841239	ADVIL TABLETS 50CT 2PK	PFIZER INC. DBA PFIZER	015489	305730154895	BX	50	\$ 12.91
296	OFFICE ESSENTIALS	329493	8IN KLEENEARTH STRAIGHT SCISSO	ACME UNITED CORP	15179	073577151796	PK	2	\$ 5.89
297	OFFICE ESSENTIALS	704080	SHEAR STNSTL 4051-8	ACME UNITED CORP.	10703	0	EA	1	\$ 2.71
299	OFFICE ESSENTIALS	229690	ACME 3PK SCISSORS	ACME UNITED CORP	ACM13404	073577134041	EA	1	\$ 2.03
300	OFFICE ESSENTIALS	792774	LETTER OPENER MICROBAN BLACK	ACME UNITED CORP	ACM14821	073577148215	EA	1	\$ 3.16
301	OFFICE ESSENTIALS	ACM45016	RULER,PLASTIC,SHATTRPRF6"	ACME UNITED CORP	ACM45016	073577450165	EA	1	\$ 0.94
302	CLEAN/PERSONAL CARE	411986	ALEVE 50 (SINGLE) PACKS	MECHANICAL SERVANTS LLC	7534-50X12-SBA	76635660261	BX	50	\$ 21.51
303	TONERS/OTHER IMAGING	413840	REPLACEMENT RIBBON FOR 175	ACROPRINT TIME RECORDER CO	ACP390121000	033297047755	EA	1	\$ 13.64
304	STORAGE	1124335	PACK N ROLL 48 POCKET CART	OLYMPIA TOOLS INTERNATIONAL, INC.	85-506	883652855064	EA	1	\$ 52.46
306	OFFICE ACCESSORIES	613500	TRAY SIDELOAD LTR REGENERATION	ELDON RUBBERMAID	86028	30402860285	PK	6	\$ 17.87
308	SCHOOL SUPPLIES	1954938	BOX PENCIL 8.5X5.5 CLR	ADVANTUS CORP	65343	024591653438	EA	1	\$ 2.25
309	LABELS	890377	CARD REEL AST 4/PK	ADVANTUS CORP	75464	091141754648	PK	1	\$ 10.18
310	OFFICE ESSENTIALS	891001	CLIP PANEL WALL AST 20/PK	ADVANTUS CORP	ADV75338	091141753382	PK	1	\$ 7.12
311	CLEAN/PERSONAL CARE	538983	TRASH BAGS 55-60GAL RECYC 100C	AEP INDUSTRIES	WBIRNW6050	041215250071	CA	100	\$ 35.88

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Index	Category	Staples Product Number	Staples Product Description	Mfg Name	Mfg Number	UPC Code	UOM	Pack Qty	Unit Price
312	OFFICE ESSENTIALS	516054	RUBBERBANDS #117B BIG RD	ALLIANCE RUBBER CO	07755	071815077556	PK	24	\$ 0.96
313	OFFICE ESSENTIALS	509906	FILE RUBBER BANDS 7X1/8 AST	ALLIANCE RUBBER CO	07806	071815078065	PK	50	\$ 3.79
314	OFFICE ESSENTIALS	599993	RUBBERBAND #64 3.5X1/4IN 1# BX	ALLIANCE RUBBER CO	20645	071815206451	BX	490	\$ 5.85
315	OFFICE ESSENTIALS	891002	RUBRBAND CREPE #117B 1POUND/BO	ALLIANCE RUBBER CO	21405	071815214050	BX	315	\$ 5.85
316	OFFICE ESSENTIALS	1138214	#117B 7X0125 BE RUBBER BAND	ALLIANCE RUBBER CO	42179	071815421793	BX	40	\$ 1.60
317	PC ACCESSORIES	382954	MOUSE PAD BLUE	HANDSTANDS PROMO LLC	382954	718103829540	EA	1	\$ 0.76
318	PC ACCESSORIES	382955	MOUSE PAD BLACK	HANDSTANDS PROMO LLC	382955	718103829557	EA	1	\$ 0.59
319	PC ACCESSORIES	136620	SPLS BEADED KYRD WRTST BLA	HANDSTANDS PROMO LLC	23943	718103190831	EA	1	\$ 3.99
320	PC ACCESSORIES	926582	SPLS BEACH SCENE MOUSE PAD	HANDSTANDS PROMO LLC	52094	718103155854	EA	1	\$ 1.25
321	PC ACCESSORIES	047490	NATURESMART? MOUSE PAD BLUE	ALLSOP INC	30182	035286301824	EA	1	\$ 6.26
322	PC ACCESSORIES	1592349	ERGOPRNE GEL MOUSE PD BLK	ALLSOP INC	30191	035286301916	EA	1	\$ 8.90
323	PC ACCESSORIES	047529	MOUSE PAD WITH WRIST RESTBLACK	ALLSOP INC	30203	035286302036	EA	1	\$ 6.90
324	PC ACCESSORIES	659107	FELLOWES BLACK WRIST REST	FELLOWES	9178201	43859503377	EA	1	\$ 8.56
325	PC ACCESSORIES	919006	MEMORY FOAM MS PAD W/ WR BE	ALLSOP INC	30206	035286302067	EA	1	\$ 8.45
326	PC ACCESSORIES	646017	PALM SUPPORT	KELLY COMPUTER SUPPLIES	50175	762984501750	EA	1	\$ 5.99
327	BREAKROOM	1105490	27LB CAPACITY ICE MAKER	ALMO FULFILLMENT SVCS SOUTH	MCIM22SV	665679004416	EA	1	\$ 172.89
328	OFFICE ESSENTIALS	508752	STAPLER FULL-STRP DEKTP BLK	AMAX INC	02257	077914022572	EA	1	\$ 13.39
329	OFFICE ESSENTIALS	112284	5000CT STANDARD STAPLES	GENERAL BINDING CORP ACCO	35108	74711351089	BX	5000	\$ 0.45
330	OFFICE ESSENTIALS	504183	BOSTICH PREM STPLS CHISEL 1/4	AMAX INC	191/4CP	077914007128	BX	5000	\$ 0.49
331	OFFICE ESSENTIALS	1132301	GRAY/BLK 12-SHEET 3-HOLE PNCH	AMAX INC	2101	842048021018	EA	1	\$ 12.99
332	OFFICE ESSENTIALS	1698257	ANTIMICROBIAL STAPLER BLACK	AMAX INC	B210R-BLK	077914058083	EA	1	\$ 5.00
333	OFFICE ESSENTIALS	364408	BOSTITCH ELECTRIC STPLR VALUE	AMAX INC	B8E VALUE	077914032434	EA	1	\$ 31.80
334	OFFICE ESSENTIALS	471544	MAGNETIC PUSH STYLE STPLR RMV	AMAX INC	BOS40000MBLK	077914034629	EA	1	\$ 2.91
335	WRITING	582170	HD ELECTRIC PENCIL SHARPENER	AMAX INC	EPS8HD-BLK	077914037736	EA	1	\$ 15.05
336	OFFICE ESSENTIALS	504183	BOSTICH PREM STPLS CHISEL 1/4	AMAX INC	SB10	077914007104	BX	5000	\$ 0.49
337	OFFICE ESSENTIALS	112235	BOSTITCH B8 STAPLES 5000CT	AMAX INC	STCRP21151/4	077914007180	BX	5000	\$ 1.71
338	WRITING	850448	MONO-CORRECTION TAPE	AMERICAN TOMBOW INC	68620	085014686204	EA	1	\$ 1.94
339	WRITING	458456	MONO CORRECTION TAPE 4	AMERICAN TOMBOW INC	68626	085014686266	PK	4	\$ 7.39
340	WRITING	503868	REFILLABLE CORRECTION TAPE	AMERICAN TOMBOW INC	68665	085014686655	EA	1	\$ 2.22
341	WRITING	503869	REFILL F/CORRECTION TAPE 68665	AMERICAN TOMBOW INC	68666	085014686662	EA	1	\$ 1.45
342	WRITING	503867	RETRO MONO CORRECTION TAPE	AMERICAN TOMBOW INC	68679	085014686792	PK	4	\$ 7.39
343	WRITING	820898	TAPE CORRECT 1/6 WE 10/PK	AMERICAN TOMBOW INC	68722	085014687225	PK	10	\$ 10.38
344	TONERS/OTHER IMAGING	IM1UK4637	SP C250A BLACK PRINT CARTRIDGE	ARLINGTON INDUSTRIES	RIC407539	026649075391	EA	1	\$ 53.59
345	LABELS	165787	3TAB FILE FLDR LBL	AVERY PRODUCTS CORPORATION	05202	072782052027	PK	252	\$ 1.43
346	LABELS	166744	COLOR CODE 3/4IN ORNG LBL	AVERY PRODUCTS CORPORATION	05465	072782054656	PK	1008	\$ 2.83
347	LABELS	166751	COLOR CODE 3/4 RED LBL	AVERY PRODUCTS CORPORATION	05466	072782054663	PK	1008	\$ 2.83
348	LABELS	297705	COLOR CODE 3/4IN ASST LBL	AVERY PRODUCTS CORPORATION	05472	072782054724	PK	1008	\$ 2.67
349	BINDERS	668479	TAB DIVID 5TAB INDX INSRT CLRD	AVERY PRODUCTS CORPORATION	11109	072782111090	ST	5	\$ 0.21
350	BINDERS	668484	TAB DIVID 5 TAB INDX INSRT CL	AVERY PRODUCTS CORPORATION	11110	072782111106	ST	5	\$ 0.21
351	BINDERS	668485	TAB DIVID 8TAB INDX INSRT CLRD	AVERY PRODUCTS CORPORATION	11111	072878211113	ST	1	\$ 0.53
352	BINDERS	668487	TAB DIVID 8TAB INDX INSRT CL	AVERY PRODUCTS CORPORATION	11112	072782111120	ST	8	\$ 0.29
353	BINDERS	257386	READY INDEX A-Z COLOR 1PK	AVERY PRODUCTS CORPORATION	11125	072782111250	ST	1	\$ 4.07
354	BINDERS	257451	READY INDEX JAN-DEC COLOR 1 PK	AVERY PRODUCTS CORPORATION	11127	072782111274	ST	1	\$ 3.45
355	BINDERS	257444	READY INDEX 1-31 TAB MULTI CLR	AVERY PRODUCTS CORPORATION	11129	072782111298	ST	1	\$ 5.28
356	BINDERS	257410	AVERY READY INDEX TOC 10 MULTI	AVERY PRODUCTS CORPORATION	11135	072782111359	ST	1	\$ 3.05
357	FILING	559179	TAB 11137 INSERT WRKSAVR 1/3	AVERY PRODUCTS CORPORATION	11137	072782111373	PK	100	\$ 0.35
358	BINDERS	257402	AVERY READY INDEX TOC 12 TAB	AVERY PRODUCTS CORPORATION	11141	072782111410	ST	1	\$ 3.39
359	BINDERS	257394	READY INDEX MULTI COLOR 15 TAB	AVERY PRODUCTS CORPORATION	11143	072782111434	ST	1	\$ 3.75
360	BINDERS	384286	READY INDEX 8 TAB 6 PACK	AVERY PRODUCTS CORPORATION	11186	072782111861	ST	6	\$ 9.43
361	BINDERS	384285	READY INDEX TOC STAB COLOR 6PK	AVERY PRODUCTS CORPORATION	11187	072782111878	ST	6	\$ 5.70

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Index	Category	Staples Product Number	Staples Product Description	Mfg Name	Mfg Number	UPC Code	UOM	Pack Qty	Unit Price
362	BINDERS	512430	READY INDEX 15 TAB MULTI 6 PK	AVERY PRODUCTS CORPORATION	11197	072782111977	ST	6	\$ 14.99
363	BINDERS	069971	TABS EXTRA WIDE 8 INSERTABLE C	AVERY PRODUCTS CORPORATION	11222	072782112226	ST	1	\$ 2.06
364	BINDERS	752005	AVERY 16TAB DBL COLUMN DIVIDER	AVERY PRODUCTS CORPORATION	11320	072782113209	EA	1	\$ 3.42
365	BINDERS	257360	INDEX MAKER 5 TAB CLEAR 5 PK	AVERY PRODUCTS CORPORATION	11436	072782114367	ST	5	\$ 14.21
366	BINDERS	257352	INDEX MAKER 8 TAB CLEAR 5 PK	AVERY PRODUCTS CORPORATION	11437	072782114374	ST	5	\$ 16.29
367	BINDERS	791749	INDEX MAKER BULK 5 TABS LTR WE	AVERY PRODUCTS CORPORATION	11446	072782114466	ST	25	\$ 47.25
368	BINDERS	486110	5-TAB INSERT POLY DIVIDER	AVERY PRODUCTS CORPORATION	11900	072782119003	ST	1	\$ 0.84
369	BINDERS	491831	8-TAB INSERT POLY DIVIDER	AVERY PRODUCTS CORPORATION	11901	072782119010	ST	1	\$ 1.03
370	BINDERS	486148	INSERTABLE TAB DIVIDER 5-TAB	AVERY PRODUCTS CORPORATION	11902	072782119027	ST	5	\$ 1.36
371	BINDERS	486149	INSERTABLE TAB DIVIDER 8-TABS	AVERY PRODUCTS CORPORATION	11903	072782119034	ST	8	\$ 1.85
372	BINDERS	476882	5-TAB INSERT DBL PKT DIVIDER	AVERY PRODUCTS CORPORATION	11906	072782119065	ST	5	\$ 1.67
373	BINDERS	476883	8-TAB INSERT DBL PKT DIVIDER	AVERY PRODUCTS CORPORATION	11907	072782119072	ST	8	\$ 2.22
374	BINDERS	257436	AVERY READY INDEX TOC 5 MULTI	AVERY PRODUCTS CORPORATION	13153	072782131531	EA	1	\$ 1.69
375	BINDERS	2609236	LARGE WHITE LABEL DIVIDER 5TAB	AVERY PRODUCTS CORPORATION	14436	072782144364	ST	1	\$ 3.10
376	LABELS	765339	AVY 1X 2 5/8 CLR LSR LBL 10SH	AVERY PRODUCTS CORPORATION	15660	072782156602	PK	300	\$ 8.61
377	BINDERS	641851	AVERY DURABLE WRITE ON 8-TAB	AVERY PRODUCTS CORPORATION	16171	068000342360	PK	1	\$ 1.81
378	BINDERS	012224	INDEX S-151 TAB CLEAR	AVERY PRODUCTS CORPORATION	16230	072782162306	PK	25	\$ 2.59
379	BINDERS	113373	AVRY 2IN TAB LASER INSERTABLE	AVERY PRODUCTS CORPORATION	16241	072782162412	PK	25	\$ 2.29
380	BINDERS	511947	AVRYPRINTABLE TABS 1.75 IN WE	AVERY PRODUCTS CORPORATION	16282	072782162825	PK	80	\$ 3.23
381	BINDERS	511949	AVRY PRINTABLE TABS 1.75 ASST	AVERY PRODUCTS CORPORATION	16283	072782162832	PK	80	\$ 3.22
382	BINDERS	162107	AVERY BIGTAB WRITEONDIVIDERS 8	AVERY PRODUCTS CORPORATION	23078	72782230784	EA	1	\$ 0.39
383	BINDERS	462713	AVERY BIGTAB WRITON DIVIDERS 8	AVERY PRODUCTS CORPORATION	16371	072782163716	EA	1	\$ 0.55
384	BINDERS	515186	1IN VUSION RING BINDER BLUE	AVERY PRODUCTS CORPORATION	17685	077711176850	EA	1	\$ 3.08
385	BINDERS	515187	1IN VUSION RING BINDER BLACK	AVERY PRODUCTS CORPORATION	17686	077711176867	EA	1	\$ 3.47
386	BINDERS	162099	AVERY BIGTAB 5TAB DIVIDERS WHT	AVERY PRODUCTS CORPORATION	23075	072782230753	ST	5	\$ 0.29
387	BINDERS	162107	AVERY BIGTAB WRITEONDIVIDERS 8	AVERY PRODUCTS CORPORATION	23078	072782230784	ST	1	\$ 0.39
388	BINDERS	462713	AVERY BIGTAB WRITON DIVIDERS 8	AVERY PRODUCTS CORPORATION	23079	072782230791	ST	1	\$ 0.55
389	BINDERS	502336	TAB DIVID CPR REINF 5TAB CL	AVERY PRODUCTS CORPORATION	23281	072782232818	ST	1	\$ 0.34
390	BINDERS	502351	TAB DIVID CPR REINF 8TAB CL	AVERY PRODUCTS CORPORATION	23285	072782232856	ST	1	\$ 0.95
391	LABELS	587437	CARDTXTRD HALF FOLD30WE	AVERY PRODUCTS CORPORATION	3378	072782033781	BX	30	\$ 10.11
392	LABELS	287102	AVY CMPTR LBL 5000-3 1/2X15/16	AVERY PRODUCTS CORPORATION	4013	072782040130	BX	5000	\$ 10.35
393	LABELS	469189	MULTI 1 1/8X3 1/2 LBL	AVERY PRODUCTS CORPORATION	4150	072782041502	BX	260	\$ 7.67
394	WRITING	AVE49988	PEN, RBALL, EGEL, RT, MED ,BK	AVERY PRODUCTS CORPORATION	49988	071709499884	DZ	12	\$ 24.36
395	LABELS	502726	AVERY EXLG FILEFOLDER WHT25SHT	AVERY PRODUCTS CORPORATION	5027	072782050276	PK	450	\$ 12.90
396	LABELS	618374	AVY LSR LBL 2UP 100 SH INTERNT	AVERY PRODUCTS CORPORATION	5126	072782051266	PK	200	\$ 28.62
397	LABELS	404293	NAME BDG BLUE BORDER LBL	AVERY PRODUCTS CORPORATION	5144	072782051440	PK	100	\$ 0.65
398	LABELS	404319	NAME BDG LBL	AVERY PRODUCTS CORPORATION	5147	072782051471	PK	100	\$ 1.47
399	LABELS	209882	AVY LSR LBL 3000PK 1X2 5/8	AVERY PRODUCTS CORPORATION	5160	072782051600	BX	3000	\$ 16.90
400	LABELS	209890	AVY LSR LBL 20UP 100-1 X 4	AVERY PRODUCTS CORPORATION	5161	072782051617	BX	2000	\$ 27.84
401	LABELS	209908	AVY LSR LBL 14UP 100-1 1/3 X 4	AVERY PRODUCTS CORPORATION	5162	072782051624	BX	1400	\$ 23.90
402	LABELS	260273	AVY LSR LBL 10UP 100-2 X 4	AVERY PRODUCTS CORPORATION	5163	072782051631	BX	1000	\$ 17.55
403	LABELS	404145	AVY LSR LBL 1 UP 100 FULL SHT	AVERY PRODUCTS CORPORATION	5165	072782051655	BX	100	\$ 23.90
404	LABELS	209999	AVY LSR LBL 30UP 25-1 X 2 5/8	AVERY PRODUCTS CORPORATION	5260	072782052607	PK	750	\$ 6.98
405	LABELS	538371	TENT CARDS EMBSD DUAL WHT 100	AVERY PRODUCTS CORPORATION	5305	072782053055	BX	100	\$ 12.19
406	LABELS	466045	LASER TENT CRD LARGE 50PK 1UP	AVERY PRODUCTS CORPORATION	5309	072782053093	BX	50	\$ 12.16
407	LABELS	465930	AVY INK/LSR 30UP 50 FILE FLDR	AVERY PRODUCTS CORPORATION	5366	072782053666	PK	1500	\$ 23.90
408	LABELS	415471	BUS-CARD LASER WHITE 250	AVERY PRODUCTS CORPORATION	5371	072782053710	PK	250	\$ 7.27
409	LABELS	432484	BUS-CARD LASER IVORY 250	AVERY PRODUCTS CORPORATION	5376	072782053765	BX	250	\$ 7.33
410	LABELS	538355	BADGE LSR NO HLD 3X4 WE	AVERY PRODUCTS CORPORATION	5392	072782053925	BX	300	\$ 11.63
411	LABELS	465914	AVRY LSR LBL NAME BADGE 400	AVERY PRODUCTS CORPORATION	5395	072782053956	BX	400	\$ 29.68

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412	LABELS	260281	AVY 1X2 5/8 CLR LSR LBL 50SH	AVERY PRODUCTS CORPORATION	5660	072782056605	BX	1500	\$ 22.40
413	LABELS	404095	POST CARD LASER WHITE 100	AVERY PRODUCTS CORPORATION	5689	072782056896	BX	200	\$ 23.22
414	LABELS	443685	LASER CD/DVD WHITE 20PK 2UP	AVERY PRODUCTS CORPORATION	5692	072782056926	PK	40	\$ 11.48
415	LABELS	166322	REINFORCEMENTS 200CT CLEAR	AVERY PRODUCTS CORPORATION	5721	031113298473	PK	200	\$ 0.67
416	LABELS	166306	REINFORCEMENTS 200CT WHITE	AVERY PRODUCTS CORPORATION	5729	072782057299	PK	200	\$ 0.70
417	LABELS	409623	NOTE SEAL GOLD LBL	AVERY PRODUCTS CORPORATION	5868	072782058685	PK	44	\$ 1.71
418	BINDERS	503433	REPT COVR QUIK FILE TRANSP CL	AVERY PRODUCTS CORPORATION	72311	077711723115	PK	12	\$ 3.22
419	BINDERS	831239	PROTECTOR SHEET DISPLAY 10/PAC	AVERY PRODUCTS CORPORATION	74404	077711744042	PK	10	\$ 3.79
420	BINDERS	721456	3-RING BINDER POCKETS CLR	AVERY PRODUCTS CORPORATION	75243	077711752436	PK	5	\$ 2.90
421	BINDERS	721455	BINDER POCKETS	AVERY PRODUCTS CORPORATION	75254	077711752542	PK	5	\$ 2.90
422	LABELS	415489	AVY 1X2 5/8 IJ LBL 25SH	AVERY PRODUCTS CORPORATION	8160	072782885601	PK	750	\$ 6.99
423	LABELS	469833	AVY INK LBL 10UP 25-2 X 4	AVERY PRODUCTS CORPORATION	8163	072782081638	BX	250	\$ 6.99
424	LABELS	779330	IJ FILE FOLDER WHT 25PK 30UP	AVERY PRODUCTS CORPORATION	8366	072782083663	PK	750	\$ 12.90
425	LABELS	833798	POSTCARD INKJET WHITE 200	AVERY PRODUCTS CORPORATION	8387	072782083878	BX	200	\$ 11.61
426	LABELS	389951	AVRY NAME BADGE INK 160	AVERY PRODUCTS CORPORATION	8395	072782083953	PK	160	\$ 11.96
427	LABELS	475348	BUS-CARD INKJET IVY CE IK-CRD	AVERY PRODUCTS CORPORATION	8876	072782088767	PK	200	\$ 8.24
428	OFFICE ESSENTIALS	390848	LRG REG PERM GLUESTICK 6PK	AVERY PRODUCTS CORPORATION	98073	071709980733	PK	6	\$ 6.18
429	LABELS	165803	3TAB FILE FLDR DARK RED LBL	AVERY PRODUCTS CORPORATION	AVE05201	072782052010	PK	252	\$ 1.43
430	BINDERS	520064	BINDER VIEW 1 WE	AVERY PRODUCTS CORPORATION	AVE05711	077711057111	EA	1	\$ 1.89
431	BINDERS	377595	REINFORCEMENT	AVERY PRODUCTS CORPORATION	AVE06734	072782067342	PK	560	\$ 1.90
432	WRITING	827928	HILITER DESK STYLE YELLOW DOZE	AVERY PRODUCTS CORPORATION	AVE07742	071709077426	DZ	12	\$ 4.79
433	LABELS	2609601	READY INDEX NEW COMTEMSTAB	AVERY PRODUCTS CORPORATION	AVE11840	072782118402	ST	1	\$ 2.69
434	BINDERS	820936	DURABLE VIEW BINDER 1.5IN WE	AVERY PRODUCTS CORPORATION	AVE17022	077711170223	EA	1	\$ 3.59
435	MAILROOM/SHIPPING	166850	CARTERS #1 FOAM STAMP PAD BLK	AVERY PRODUCTS CORPORATION	AVE21381	071709213817	EA	1	\$ 0.55
436	LABELS	469825	PRINTER LABELS CLR 1 1/8X3 1/2	AVERY PRODUCTS CORPORATION	AVE4151	072782041519	BX	120	\$ 7.89
437	LABELS	404293	NAME BDG BLUE BORDER LBL	AVERY PRODUCTS CORPORATION	AVE45144	072782451448	PK	40	\$ 0.26
438	BINDERS	811820	FLDR 2 POCKET UNLAMINATED 25/P	AVERY PRODUCTS CORPORATION	AVE47985	163229491001	BX	25	\$ 6.51
439	LABELS	864676	TRUEBLOCKWHITESHIPPLABEL4X6	AVERY PRODUCTS CORPORATION	AVE5292	072782052928	PK	20	\$ 2.16
440	BINDERS	518336	TRIANGLE-SHAPED SHEET LIFTERS	AVERY PRODUCTS CORPORATION	AVE75225	077711752252	PK	50	\$ 0.91
441	LABELS	163217	RESEALABLE BADGE HLDR CLR 50PK	ADVANTUS CORPORATION	75524	91141755249	PK	50	\$ 27.03
442	SCHOOL SUPPLIES	BAU41010	RING,KEY,CARRYBINER	BAUMGARTENS	BAU41010	085288410109	EA	1	\$ 2.00
443	LABELS	2774019	QUICK CLIP CRD REEL-OVAL-BLACK	BAUMGARTENS	BAU68754	085288687549	EA	1	\$ 3.99
444	LABELS	2662039	CARDHOLDER ID REEL 3PK RD	BAUMGARTENS	BAU68769	085288687693	PK	3	\$ 5.69
445	LABELS	2657906	BADGEID REELHVYDITYBKAL	BAUMGARTENS	BAU68814	085288688140	EA	1	\$ 3.60
446	LABELS	806497	REEL ID CARD W/CLIP EACH	BAUMGARTENS	BAU68844	085288688447	EA	1	\$ 2.43
447	OFFICE ESSENTIALS	901580	WRIST COIL W/KEYRNG RD	BAUMGARTENS	BAUKC7000	085288670008	EA	1	\$ 1.95
448	CLEAN/PERSONAL CARE	560727	DISP LEN CLEANINGSTAT PREMOIST	PROTECTIVE IND PROD INC	252-LCT100	80449006917	PK	100	\$ 5.02
449	MOBILITY	1662841	BELKIN VENT MOUNT 4 SMARTPHONE	BELKIN INTERNATIONAL	F7U017BT	745883730636	EA	1	\$ 19.11
450	PC ACCESSORIES	382554	GELFLEX BLACK MOUSE PAD	BELKIN INTERNATIONAL	F8E262-BLK	722868234358	EA	1	\$ 5.80
451	MOBILITY	181022	BELKIN 4FT MIXIT LGHT BLACK	BELKIN INTERNATIONAL	F8J023BT04-BLK	722868959640	EA	1	\$ 14.16
453	PRESENTATION	069367	MAGNET DATA CDS 1X2 25 BK	BI SILQUE VISUAL COMM	FM1310-001	560375068130	PK	25	\$ 4.06
454	WRITING	501320	HIGHLIGHTER BRITE LINER BRBLE	BIC CORP	BL11-BLU	070330655522	DZ	12	\$ 2.69
455	WRITING	104869	BIC BRITE LINER HILI YLW 12PK	BIC CORP	BL11YEL	070330655508	DZ	12	\$ 3.50
456	WRITING	861425	BRITE LINER HIHLIGHTER 24 PK	BIC CORP	BL241-AST	070330341289	BX	24	\$ 7.00
457	WRITING	330628	BRITE LINER NON GRIP 5 PK AST	BIC CORP	BLP51W-AST	070330908376	PK	5	\$ 2.11
458	WRITING	104869	BIC BRITE LINER HILI YLW 12PK	BIC CORP	BLP51W-YEL	070330305106	ST	5	\$ 1.46
459	WRITING	343116	BU3 GRIP RET. BLK BALL PEN	BIC CORP	BU311-BLK	070330186187	DZ	12	\$ 3.56
460	WRITING	219243	BIC CLIC STIC BLK 24/PK	BIC CORP	CSM241BLK	070330196483	BX	24	\$ 8.80
461	WRITING	123679	BIC ROUND STIC FN BLUE DZ	BIC CORP	GSF11BLU	070330201309	DZ	12	\$ 0.69
462	WRITING	395892	BIC RND STIC GRP BP FINE BK DZ	BIC CORP	GSFG11-BK	070330139022	DZ	12	\$ 1.80

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Index	Category	Staples Product Number	Staples Product Description	Mfg Name	Mfg Number	UPC Code	UOM	Pack Qty	Unit Price
463	WRITING	123372	BIC ROUND STIC MED BLK DZ	BIC CORP	GSM11BLK	070330201194	DZ	12	\$ 0.70
464	WRITING	123315	BIC ROUND STIC MED BLUE DZ	BIC CORP	GSM11BLU	070330201200	DZ	12	\$ 0.89
465	WRITING	123455	BIC ROUND STIC MED RED	BIC CORP	GSM11RED	070330201187	DZ	12	\$ 1.11
466	WRITING	031307	BIC ROUNDSTIC BP MED BLUE 60	BIC CORP	GSM609BE	070330131613	BX	60	\$ 5.20
467	WRITING	442901	BIC ROUNDSTIC BP MED BLK 60	BIC CORP	GSM60-BLACK	070330131620	BX	60	\$ 4.39
468	WRITING	409908	ECOLUTIONS ROUNDSTIC BLK 50PK	BIC CORP	GSM609-BLK	070330189867	PK	50	\$ 4.50
469	WRITING	409335	ECOLUTIONS ROUNDSTIC BLU 50PK	BIC CORP	GSM609-BLU	070330189874	BX	50	\$ 5.38
470	WRITING	409908	ECOLUTIONS ROUNDSTIC BLK 50PK	BIC CORP	GSM609-RED	070330195141	PK	50	\$ 4.50
471	WRITING	382242	ROUND STIC GRIP BP MED BLUE 12	BIC CORP	GSMG11BE	070330137257	DZ	12	\$ 1.80
472	WRITING	382241	ROUNDSTIC GRIP BP MED BLACK 12	BIC CORP	GSMG11BK	070330137264	DZ	12	\$ 1.80
473	WRITING	395895	BIC RND STIC GRP BP MED RD DZ	BIC CORP	GSMG11RD	070330138896	DZ	12	\$ 1.80
474	WRITING	104927	BIC MECHANICAL 0.7MM ASST DZ	BIC CORP	MP11	070330900851	DZ	12	\$ 2.99
475	WRITING	859026	BIC ECOLUTION PENCIL .7MM 12PK	BIC CORP	MPE11-BLK	070330420892	DZ	12	\$ 3.23
476	WRITING	711520	BIC-MATIC 0.7MM MECHANICAL 24	BIC CORP	MPLP241	070330406964	PK	24	\$ 5.63
477	WRITING	730950	BIC MECH PENCILS 0.9MM 24PK	BIC CORP	MPLWP241	070330417144	PK	24	\$ 4.87
478	WRITING	123885	PEN BALLPT CRISTAL MEDBLK	BIC CORP	MS11BLK	070330101272	DZ	12	\$ 2.14
479	WRITING	123836	BIC CLASSIC STIC MED BLUE DZ	BIC CORP	MS11-BLU	070330101265	DZ	12	\$ 2.14
480	WRITING	123919	CRISTAL PEN DOZEN RED	BIC CORP	MS11-RED	070330101364	DZ	12	\$ 2.14
481	WRITING	495366	VELOCITY GEL RETRACTABLE PEN	BIC CORP	RLC11BE	070330315648	DZ	12	\$ 6.95
482	WRITING	495367	BIC VELOCITY RET BLACK	BIC CORP	RLC11BLK	070330315631	DZ	12	\$ 6.95
483	WRITING	502918	BIC VELOCITY RET RED	BIC CORP	RLC11RED	070330315655	PK	12	\$ 6.95
484	WRITING	219242	VELOCITY GEL PEN BLK 24PK	BIC CORP	RLC241-BK	070330196513	BX	24	\$ 12.92
485	WRITING	495367	BIC VELOCITY RET BLACK	BIC CORP	RLCP41 BLK	070330314405	PK	4	\$ 2.32
486	WRITING	374791	BIC VELOCITY GEL 4PK RED	BIC CORP	RLCP41-RED	070330344334	PK	4	\$ 2.48
487	WRITING	463828	BIC SOFT FEEL RET BP MD BLK 12	BIC CORP	SCSM11-BLK	070330914360	DZ	12	\$ 5.03
488	WRITING	434934	BIC VELOCITY RT BP MED BLK DZ	BIC CORP	VLG11BLK	070330162648	DZ	12	\$ 7.17
489	WRITING	892143	BIC VELOCITY RT BP BOLD BLK 12	BIC CORP	VLGB11-BLK	638458721392	BX	12	\$ 7.17
490	WRITING	485150	WITEOUT EXACTLINER CORRECTION	BIC CORP	WOELP11-M-WHI	070330507432	EA	1	\$ 1.99
491	WRITING	502850	BIC WITE-OUT EXACT LNR TAPE 4	BIC CORP	WOELP418-WHI	070330508156	PK	4	\$ 7.79
492	WRITING	419036	BIC WITE-OUT QUICK DRY DZ	BIC CORP	WOFQD12-WHI	070330506060	DZ	12	\$ 10.72
493	WRITING	419044	BIC WITE-OUT QUICK DRY 3	BIC CORP	WOFQD3WHI24	070330506039	PK	3	\$ 3.28
494	WRITING	781671	BIC WITE-OUT QUICK DRY 2PK	BIC CORP	WOFQDP24	070330506022	PK	2	\$ 1.87
495	WRITING	482490	BIC WITE-OUT MICRO TAPE 2	BIC CORP	WOMTP21-WHI	070330507548	PK	2	\$ 2.95
496	WRITING	450852	WITE OUT SHAKE & SQUZE COR PEN	BIC CORP	WOSQPP21-WHI	070330506954	PK	2	\$ 1.39
497	WRITING	483018	BIC WITE-OUT CORECTION TAPE 10	BIC CORP	WOTAP10	070330507906	PK	10	\$ 9.88
498	WRITING	783349	BIC WITE OUT BCA TAPE 2PK	BIC CORP	WOTAP2SGK-WHI	070330514980	PK	2	\$ 3.38
499	WRITING	482491	BIC WITE-OUT CORRECTION TAPE 2	BIC CORP	WOTAPP21	070330505926	PK	2	\$ 2.95
500	WRITING	385550	BIC WITE-OUT CORRECT TAPE 4	BIC CORP	WOTAPP418	070330505896	PK	1	\$ 5.84
501	OFFICE ESSENTIALS	249755	20 SNAP-HOOK KEY TAGS	BLOCK AND CO INC	201-3000-06	078541303065	PK	20	\$ 3.45
502	OFFICE ESSENTIALS	652412	WRIST COIL W/KEY RING	BLOCK AND CO INC	201450004	078541374546	EA	1	\$ 2.00
503	OFFICE ESSENTIALS	444504	WRIST COILS ASSORTED COLORS	BLOCK AND CO INC	20145AP47	078541374553	EA	1	\$ 2.00
504	DATED AND FORMS	24375724	RY19 BS KNIGHTS MTHLY 8X10	BLUE SKY COLOR OF IMAGINATION	100007-19	069931900833	EA	1	\$ 16.77
505	DATED AND FORMS	24295951	RY19 PASSAGES 8X11 WKMO PLR	BLUE SKY COLOR OF IMAGINATION	100008-19	699931900536	EA	1	\$ 11.41
506	DATED AND FORMS	24375722	RY19 BS PASSAGES WKLY 8.5X11	BLUE SKY COLOR OF IMAGINATION	100009-19	699931900567	EA	1	\$ 14.49
507	ELECTRONIC STORAGE	IM1TC0528	32GB ULTRA USB 3.0 AM	BLUWIRE GROUP LLC	SNDMCRDCRUZER32GB-ZZ	619659053857	EA	1	\$ 14.24
509	MAILROOM/SHIPPING	496188	4.75X2.375 (#5) MANILA TAGS	BOX PARTNERS	G30051	743806114952	CA	1000	\$ 25.03
510	CLEAN/PERSONAL CARE	1882550	ODOR ELIMINATR ORANGE/LEMON	BPG INTERNATIONAL	BRI900013	893484000334	EA	1	\$ 3.98
511	CLEAN/PERSONAL CARE	1869806	SCENTED OIL HAWAIIAN BLSSM EA	BPG INTERNATIONAL	BRI900021	893484000310	EA	1	\$ 4.13
512	LABELS	569102	BROTHER DK1201 ADDRESS LABELS	BROTHER INTL CORP	DK1201	012502611639	PK	400	\$ 7.88
513	TONERS/OTHER IMAGING	1005400	BROTHER DR630 DRUM UNIT	BROTHER INTL CORP	DR630	012401632957	EA	1	\$ 65.90

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Index	Category	Staples Product Number	Staples Product Description	Mfg Name	Mfg Number	UPC Code	UOM	Pack Qty	Unit Price
514	INKJET CARTRIDGES	069096	BROTHER LC101BKS BLACK INK	BROTHER INTL CORP	LC101BKS	012502635833	EA	1	\$ 11.29
515	INKJET CARTRIDGES	1789505	BROTHER LC201CL COLOR INK 3PK	BROTHER INTL CORP	LC2013PKS	012502641179	EA	1	\$ 19.96
516	INKJET CARTRIDGES	1738544	BROTHER LC201BKS BLACK INK	BROTHER INTL CORP	LC201BKS	012502641124	EA	1	\$ 10.98
517	INKJET CARTRIDGES	1787199	BROTHER LC201C CYAN INK	BROTHER INTL CORP	LC201C	012502640561	EA	1	\$ 7.19
518	INKJET CARTRIDGES	1787200	BROTHER LC201M MAGENTA INK	BROTHER INTL CORP	LC201M	012502640578	EA	1	\$ 7.19
519	INKJET CARTRIDGES	1787198	BROTHER LC201Y YELLOW INK	BROTHER INTL CORP	LC201Y	012502640585	EA	1	\$ 7.18
520	INKJET CARTRIDGES	1106359	BROTHER LC203BKS HY BLACK INK	BROTHER INTL CORP	LC203BKS	012502639015	EA	1	\$ 18.56
521	LABELS	730788	BROTHER BLACK/WHITE TAPE 1/2IN	BROTHER INTL CORP	M231	012502053736	EA	1	\$ 5.78
522	LABELS	676701	BROTHER 1/2 BLK/WHITE 2PK TAPE	BROTHER INTL CORP	M2312PK	012502539384	PK	2	\$ 10.63
523	LABELS	1640573	BROTHER PT-D210 LABELER	BROTHER INTL CORP	PTD210	012502640349	EA	1	\$ 29.99
524	TONERS/OTHER IMAGING	147220	BROTHER TN221BK BLACK TONER	BROTHER INTL CORP	TN221BK	012502634836	EA	1	\$ 60.27
525	TONERS/OTHER IMAGING	889139	BROTHER TN420 BLACK TONER	BROTHER INTL CORP	TN420	012502626763	EA	1	\$ 31.55
526	TONERS/OTHER IMAGING	889863	BROTHER TN450 HY BLACK TONER	BROTHER INTL CORP	TN450	012502626770	EA	1	\$ 45.50
527	TONERS/OTHER IMAGING	1005410	BROTHER TN630 BLACK TONER	BROTHER INTL CORP	TN630	012502638902	EA	1	\$ 29.80
528	TONERS/OTHER IMAGING	1005409	BROTHER TN660 BLK TONER HY	BROTHER INTL CORP	TN660	012502638919	EA	1	\$ 45.50
529	TONERS/OTHER IMAGING	392466	BROTHER TN430 BLACK TONER	BROTHER INTL CORP	TN730	012502649267	EA	1	\$ 48.84
530	LABELS	917877	BROTHER TZE-211 6MM BLK ON WHT	BROTHER INTL CORP	TZE211	012502625650	EA	1	\$ 7.67
531	LABELS	917878	BROTHER TZE-221 9MM BLK ON WHT	BROTHER INTL CORP	TZE221	012502625674	EA	1	\$ 8.50
532	LABELS	917860	P-TOUCH TAPE 1/2IN BLK/WHT	BROTHER INTL CORP	TZE-231	012502625698	EA	1	\$ 10.72
533	LABELS	917881	BROTHER TZE-2312PK 12MM BKWHT	BROTHER INTL CORP	TZE2312PK	012502625711	PK	2	\$ 17.11
534	LABELS	917883	P-TCH TAPE 3/4IN BLK/WHT	BROTHER INTL CORP	TZE-241	012502625742	EA	1	\$ 11.09
535	LABELS	917883	P-TCH TAPE 3/4IN BLK/WHT	BROTHER INTL CORP	TZE-251	012502625780	EA	1	\$ 11.09
536	LABELS	917920	BROTHER TZE-355 24MM WHT ON BK	BROTHER INTL CORP	TZE-355	012502625889	EA	1	\$ 18.05
537	LABELS	917902	P-TCH TAPE 3/4IN BLK/YELLOW	BROTHER INTL CORP	TZE641	642893631475	EA	1	\$ 14.74
538	LABELS	917867	BROTHER TZE-S231 12MM BKWHT ES	BROTHER INTL CORP	TZES231CS	012502626299	EA	1	\$ 10.40
539	PC ACCESSORIES	570951	IMAK Mousesupport BLACK	BROWNMED	A10165	649833101654	EA	1	\$ 4.48
540	DATED AND FORMS	2655428	8.5X11 SLANTED SIGN CLR VERT	BURNES HOME ACCENTS	DAXN270985VT	076795308379	EA	1	\$ 1.66
548	BINDERS	321653	ECONOMY BINDER 1IN BLK	AVERY PRODUCTS CORPORATION	03301	77711033016	EA	1	\$ 1.58
554	AUDIO AND VIDEO	CIICA2	HEADPHONE WITH STORAGE BAG	CALIFONE INTERNATIONAL	CIICA2	610356504000	EA	1	\$ 8.62
555	INKJET CARTRIDGES	1804228	CANON PGI270XL PIGMENT BLK 2PK	CANON USA INC	0319C001	013803254020	EA	1	\$ 21.70
556	INKJET CARTRIDGES	730039	CANON PGI-35 BLACK INK	CANON USA INC	1509B002	013803067682	EA	1	\$ 12.49
557	INKJET CARTRIDGES	810131	CANON PGI35/CLI-36 2 BLK/1CLR	CANON USA INC	1509B007	660685004856	PK	2	\$ 31.49
558	INKJET CARTRIDGES	660707	CANON CLI-36 COLOR INK	CANON USA INC	1511B002	013803067699	EA	1	\$ 15.55
559	INKJET CARTRIDGES	757289	CANON PG210XL HY BLACK INK	CANON USA INC	2973B001	013803098990	EA	1	\$ 22.21
560	INKJET CARTRIDGES	891800	CANON CLI-226C CYAN INK	CANON USA INC	4547B001	013803124309	EA	1	\$ 12.99
561	INKJET CARTRIDGES	891801	CANON CLI-226 MAGENTA INK	CANON USA INC	4548B001	013803124286	EA	1	\$ 12.99
562	INKJET CARTRIDGES	891802	CANON CLI-226 YELLOW INK	CANON USA INC	4549B001	071020044909	EA	1	\$ 12.99
563	INKJET CARTRIDGES	642213	CANON PG-240XXL FINE BLK INK	CANON USA INC	5204B001	013803134940	EA	1	\$ 35.99
564	INKJET CARTRIDGES	398500	CANON PG-240XL HY BLACK INK	CANON USA INC	5206B001	013803134957	EA	1	\$ 20.68
565	INKJET CARTRIDGES	752960	CANON PG240XL/CL241XL PVP 2PK	CANON USA INC	5206B005	660685040960	EA	1	\$ 45.95
566	INKJET CARTRIDGES	398493	CANON CL-241XL HY COLOR INK	CANON USA INC	5208B001	013803134971	EA	1	\$ 28.78
567	INKJET CARTRIDGES	117157	CANON PGI-250XL PIGMENT BLK HY	CANON USA INC	6432B001	013803151343	EA	1	\$ 22.48
568	INKJET CARTRIDGES	117160	CANON CLI-251XL CYAN INK HY	CANON USA INC	6449B001	013803151398	EA	1	\$ 17.98
569	INKJET CARTRIDGES	117158	CANON CLI-251XL YELLOW INK HY	CANON USA INC	6451B001	013803151534	EA	1	\$ 17.98
570	INKJET CARTRIDGES	222447	CANON PG-245 BLACK INK CARTRID	CANON USA INC	8279B001	013803215533	EA	1	\$ 14.90
571	BREAKROOM	324789	TRUVIA SWEETENER 140 CT	CARGILL INC	TRU8844	013600000929	BX	80	\$ 6.06
572	OFFICE ESSENTIALS	208015	SUREGRIP 2X SOFT GRIP	CARSON OPTICAL INC	SG-10	750668001504	EA	1	\$ 13.29
574	BUSINESS MACHINES	464265	CASIO PRINTING CALCULATOR	CASIO AMERICA INC	HR-100TM	079767174835	EA	1	\$ 44.74
575	BUSINESS MACHINES	753170	CASIO DESKTOP DISPLAY CALC	CASIO AMERICA INC	MS-80S	079767187385	EA	1	\$ 6.99
576	BUSINESS MACHINES	753171	CASIO 8 DIGIT DISPLAY CALC	CASIO AMERICA INC	SL-300SV	079767167813	EA	1	\$ 3.59



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Index	Category	Staples Product Number	Staples Product Description	Mfg Name	Mfg Number	UPC Code	UOM	Pack Qty	Unit Price
578	ELECTRONIC STORAGE	100079	CENTON DATASTICK PRO MULTI-PK	CENTON ELECTRONICS INC	DSP8GB10PK	731969101681	EA	1	\$ 5.00
580	BREAKROOM	571863	NESTLE PURE LIFE .5L 24/CT DEP	CG ROXANE LLC	075140245147	075140245147	CA	24	\$ 9.78
581	BREAKROOM	886985	NESTLE PURE LIFE 8OZ 24/CT DEP	CG ROXANE LLC	075140285082	075140285082	CT	1	\$ 3.68
582	BINDERS	492591	JOB TICKET HOLDER 8-1/2 X11	CLINE PRODUCTS INC	46911	038944469119	BX	25	\$ 17.16
583	PC ACCESSORIES	563903	HOLDER CD SELF ADHESIVE	CLINE PRODUCTS INC	CL170568	038944705682	PK	5	\$ 3.20
584	CLEAN/PERSONAL CARE	732218	GREENWORKS CLNR SPRAY 32OZ	CLOROX COMPANY	CLO00456	044600004563	EA	1	\$ 2.80
585	CLEAN/PERSONAL CARE	457787	CLOROX DSNFCT WIPE 35CT FRESH	CLOROX COMPANY	CLO01593EA	044600015934	EA	1	\$ 2.95
586	CLEAN/PERSONAL CARE	478292	CLOROX DSNFCT WIPE 35CT CITRUS	CLOROX COMPANY	CLO01594CT	044600015948	CT	12	\$ 32.28
587	CLEAN/PERSONAL CARE	180989	CLOROX WIPES VALUE PK 2X75CT	CLOROX COMPANY	CLO01599	044600015996	PK	2	\$ 7.99
588	CLEAN/PERSONAL CARE	815927	WIPE DISINFCT LEMON SCENT	CLOROX COMPANY	CLO15948CT	044600159482	CT	6	\$ 31.96
589	CLEAN/PERSONAL CARE	616321	CLOROX DSNFCT WIPE 75CT LMNFRS	CLOROX COMPANY	CLO15948EA	044600159485	EA	1	\$ 3.99
590	CLEAN/PERSONAL CARE	815929	WIPE DISINFCT FRESH SCENT	CLOROX COMPANY	CLO15949CT	10044600159499	CT	6	\$ 25.99
591	CLEAN/PERSONAL CARE	616319	CLOROX DSNFCT WIPE 75CT FRESH	CLOROX COMPANY	CLO15949EA	044600159492	EA	1	\$ 3.99
592	CLEAN/PERSONAL CARE	369657	CLOROX WIPES VALUE PK 3/35CT	CLOROX COMPANY	CLO30112	044600301129	PK	3	\$ 5.99
593	CLEAN/PERSONAL CARE	1949018	CLOROX WIPES VALUE PK 3/75CT	CLOROX COMPANY	CLO30208	044600302089	PK	1	\$ 10.99
594	CLEAN/PERSONAL CARE	787360	GREENWORKS WIPES 62CT	CLOROX COMPANY	CLO30380	044600303802	EA	1	\$ 5.33
595	CLEAN/PERSONAL CARE	951384	CLOROX LIQ BLEACH REG 64OZ	CLOROX COMPANY	CLO30769CT	10044600307692	CT	1	\$ 29.36
596	CLEAN/PERSONAL CARE	951361	CLOROX GERMICIDAL BLEACH 121OZ	CLOROX COMPANY	CLO30966EA	044600309668	EA	1	\$ 6.09
597	CLEAN/PERSONAL CARE	219211	CLOROX 4IN1 DSNFCT SPRAY 14OZ	CLOROX COMPANY	CLO31043	044600310435	EA	1	\$ 4.10
598	CLEAN/PERSONAL CARE	2483532	DISINFCT WIPES 35 WIPES/PK-3PK	CLOROX COMPANY	CLO31128	044600311289	PK	4	\$ 4.35
599	CLEAN/PERSONAL CARE	2608981	SCENTIVA DSNFCT WIPE LAV 70/PK	CLOROX COMPANY	CLO31629	044600316291	EA	1	\$ 5.05
600	CLEAN/PERSONAL CARE	395581	FORMULA 409 CLNR DEGRSER 32OZ	CLOROX COMPANY	CLO35306EA	044600353067	EA	1	\$ 2.79
601	BREAKROOM	910179	COKE 2-12PK 12OZ CANS	COCA COLA BOTTLERS SALES SVCS CO	115583CA	049000025675	CA	24	\$ 13.80
602	BREAKROOM	910177	DIETCOKE 12OZ CANS (2) 12PKS	COCA COLA BOTTLERS SALES SVCS CO	115584CA	049000010633	CA	24	\$ 13.80
603	BREAKROOM	910177	DIETCOKE 12OZ CANS (2) 12PKS	COCA COLA BOTTLERS SALES SVCS CO	DTCKE20	049000000450	EA	1	\$ 1.15
604	CLEAN/PERSONAL CARE	2529670	SOFTSOAP ANTIBC 11.25 CRISPCLN	COLGATE-PALMOLIVE CO.	CPC03562	074182445713	EA	1	\$ 2.81
605	CLEAN/PERSONAL CARE	202648	SOFTSOAP HND SOAP ALOE 7.5OZ	COLGATE-PALMOLIVE CO.	CPC04968	074182260125	EA	1	\$ 1.63
606	CLEAN/PERSONAL CARE	666991	DISH SOAP AJAX LIQ ORANGE 28OZ	COLGATE-PALMOLIVE CO.	CPC44678	035000446787	EA	1	\$ 2.45
607	CLEAN/PERSONAL CARE	318323	AJAX ORANGE ANTIBACTERIAL 52 O	COLGATE-PALMOLIVE CO.	CPC49860	035000498601	EA	1	\$ 3.66
608	MAILROOM/SHIPPING	520149	SELF-INKING 20ML RED	COSCO INDUSTRIES	COS032960	039956329606	EA	1	\$ 3.29
609	MAILROOM/SHIPPING	520147	SELF-INKING 20ML BLACK	COSCO INDUSTRIES	COS032962	039956329620	EA	1	\$ 2.92
610	SCHOOL SUPPLIES	387512	CHALK ANTIDUST LOWDUST WHITE	CRAYOLA LLC	50-1402	071662014025	BX	12	\$ 0.39
611	SCHOOL SUPPLIES	413440	CRAYOLA CRAYONS 8/BX LG SIZE	CRAYOLA LLC	52-0080	071662200800	BX	8	\$ 1.71
612	SCHOOL SUPPLIES	299198	CRAYOLA CRAYONS 24PK	CRAYOLA LLC	53-3024	071662000240	EA	1	\$ 1.18
613	SCHOOL SUPPLIES	860124	CRAYOLA 10CT CLASSIC MKR	CRAYOLA LLC	58-7722	071662077228	PK	10	\$ 2.61
614	SCHOOL SUPPLIES	381809	CRAYOLA 10CT T/L CLASSIC MARKR	CRAYOLA LLC	58-7726	071662077266	BX	10	\$ 2.60
615	SCHOOL SUPPLIES	582763	CRAYOLA WASHABLE FINE MULTI 20	CRAYOLA LLC	58-8106	071662081065	BX	20	\$ 3.21
616	SCHOOL SUPPLIES	300525	CRAYOLA 12/BX COLORED PENCILS	CRAYOLA LLC	68-4012	071662040123	BX	12	\$ 1.43
617	SCHOOL SUPPLIES	475715	CRAYOLA 24/BX COLORED PENCILS	CRAYOLA LLC	68-4024	071662040246	BX	24	\$ 2.93
618	BREAKROOM	724688	SUGAR IN THE RAW 200PK	CUMBERLAND PACKING CORP	FOL50319	044800003199	BX	200	\$ 7.92
619	PC ACCESSORIES	2442575	WRLSS OPTCL MOUSE BLU/BLK	D&H DISTRIBUTING	179416	766623179416	EA	1	\$ 8.99
620	MOBILITY	1290021	IPHONE6 47 HALO BLACK	I-BLASON LLC	IP6-47-HALO-BK	796762319565	EA	1	\$ 20.30
621	BREAKROOM	949512	HOLMES BLIZZARD OSCILLATINGFAN	D&H DISTRIBUTING	HAOF90UC	048894160554	EA	1	\$ 27.16
622	BREAKROOM	637947	CUP FOAM 10OZ 25 /40	DART CONTAINER CORP	DCC10J10BG	041594536421	BG	1	\$ 0.74
623	BREAKROOM	721690	BASIX 12 OZ FOAM BOWL WHITE 8	DART CONTAINER CORP	DCC12BWWQRPK	041594866368	PK	125	\$ 5.31
624	BREAKROOM	418668	12 OZ FOAM CUP 1000 PER CASE	DART CONTAINER CORP	DCC12J12	10071280010062	CT	1000	\$ 36.92
625	OFFICE ACCESSORIES	810961	DEFLECTO CUBE- X DIVIDERS	DEFLECTO LLC	350201	079916023762	EA	1	\$ 9.75
626	OFFICE ACCESSORIES	810968	DEFLECTO CUBE-4 DRAWERS	DEFLECTO LLC	350301	079916023779	EA	1	\$ 13.50
627	OFFICE ACCESSORIES	24380806	TR BUSINESS CARD HOLDER BLACK	DEFLECTO LLC	70101	079916799995	EA	1	\$ 0.16
628	OFFICE ACCESSORIES	817235	RACK LITERATURE MAGZ CL 9-1/4X	DEFLECTO LLC	77001	079916770017	EA	1	\$ 6.29

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Index	Category	Staples Product Number	Staples Product Description	Mfg Name	Mfg Number	UPC Code	UOM	Pack Qty	Unit Price
629	OFFICE ACCESSORIES	817243	RACK LITERATURE LEAFLET CL 4-3	DEFLECTO LLC	77501	079916775012	EA	1	\$ 3.07
630	SEATING	567297	45X53 ECNMY STD LIP CHRMAT	ES ROBBINS CORP	20239-CC	718103142731	EA	1	\$ 22.99
631	DATED AND FORMS	940626	CONTEMP LEAFLET 3 TIER HOLD BL	DEFLECTO LLC	DEF693604	079916028057	EA	1	\$ 11.23
632	OFFICE ACCESSORIES	805379	MESH PARTIN ADDTNS FILE POCKET	FELLOWES	7702701	43859555239	EA	1	\$ 14.10
633	BREAKROOM	855300	12OZ PERFECTOUCH CUP 1000/CS	DIXIE CONSUMER PRODUCTS LLC	5342CD	00078731985781	CA	20	\$ 89.77
634	BREAKROOM	221354	PERFECTOUCH INSULATED CUPS 12	DIXIE CONSUMER PRODUCTS LLC	5342CDSBPPK	078731953445	PK	1	\$ 16.98
635	CLEAN/PERSONAL CARE	356460	PERFECTOUCH 12OZ CUP/LID COMBO	DIXIE CONSUMER PRODUCTS LLC	5342COMBO600	078731941463	PK	50	\$ 9.71
636	BREAKROOM	478405	CUP HOT PERFECT TOUCH 12OZ	DIXIE CONSUMER PRODUCTS LLC	5342DXPK	078731989208	PK	1	\$ 2.33
637	BREAKROOM	478407	CUP HOT PERFECT TOUCH 16 OZ	DIXIE CONSUMER PRODUCTS LLC	5356CD	00078731987204	PK	50	\$ 5.59
638	BREAKROOM	821596	LID DOME 12-16 OZ HOT CUP W	DIXIE CONSUMER PRODUCTS LLC	9542500DXPK	400224828860	PK	1	\$ 2.27
639	BREAKROOM	783575	PETE 16-18 OZ PLSTIC COLD CUP	DIXIE CONSUMER PRODUCTS LLC	CP16DX	078731885395	PK	1	\$ 1.96
640	BREAKROOM	328422	ULTRALUX 6 7/8 INCH PAPER PLAT	DIXIE CONSUMER PRODUCTS LLC	DXEUX7WSPK	078731940353	PK	1	\$ 5.38
641	BREAKROOM	344161	PATH 8.5IN PLATE DISP BX	DIXIE CONSUMER PRODUCTS LLC	DXEUX9PATHPB	078731940377	BX	300	\$ 23.09
642	BREAKROOM	778661	5.25 ASSORTED BEVERAGE STIRRER	BERK ENTERPRISES INC	1241202	22361874380	BX	1000	\$ 1.23
643	BREAKROOM	328426	ULTRAHEAVYWEIGHT 12 OZ PAPERBO	DIXIE CONSUMER PRODUCTS LLC	SXB12WSEA	078731940315	EA	1	\$ 9.51
644	BREAKROOM	328425	ULTRA PAPER PLATES 10 1/16 INC	DIXIE CONSUMER PRODUCTS LLC	SXP10PATH	078731940681	PK	1	\$ 15.45
645	BREAKROOM	328424	ULTRA PLATES 8 1/2 INCH	DIXIE CONSUMER PRODUCTS LLC	SXP9PATHPK	078731940711	PK	1	\$ 13.08
646	WRITING	573932	PENCILS WCDS ORIOLE#2 PRESHARP	DIXON TICONDEROGA CO	12886	072067128867	DZ	12	\$ 0.81
647	WRITING	487129	TICONDEROGA PENCIL #2	DIXON TICONDEROGA CO	13812	072067138125	PK	12	\$ 1.29
648	WRITING	731727	TICONDEROGA #2 PRESHARPENED 18	DIXON TICONDEROGA CO	13818	072067138187	BX	18	\$ 2.50
649	WRITING	372797	TICONDEROGA #2 PRESHARP 30PK	DIXON TICONDEROGA CO	13830	072067138309	BX	30	\$ 5.83
650	WRITING	487129	TICONDEROGA PENCIL #2	DIXON TICONDEROGA CO	13882	072067138828	DZ	12	\$ 1.29
651	WRITING	505711	TICONDEROGA YELLOW #2 PENCL 24	DIXON TICONDEROGA CO	13924	072067139245	BX	24	\$ 4.10
652	WRITING	601593	PENCIL DIXON NO.2 144CT YW	DIXON TICONDEROGA CO	14412	072067144126	PK	144	\$ 11.00
653	WRITING	116012	TICONDEROGA GOLF PENCL YEL 144	DIXON TICONDEROGA CO	14998	072067149985	PK	144	\$ 3.80
654	SCHOOL SUPPLIES	501890	CHALK ASST	DIXON TICONDEROGA CO	61400	072067614001	BX	12	\$ 0.25
655	DATED AND FORMS	475384	NOTARY PUBLIC RECORD BOOK	DOME PUBLISHING CO INC	880	078509008803	EA	1	\$ 10.85
656	SCHOOL SUPPLIES	2658702	NOTEBOOKWRBNDPORT-A-DSK	DOMINION BLUELINE	RED31186	073333311860	EA	1	\$ 3.39
657	DATED AND FORMS	912043	BOOK RECORD 12.25X7.25 150/SHE	DOMINION BLUELINE	RED56111	077925561114	EA	1	\$ 10.64
658	SCHOOL SUPPLIES	399166	DURAFLEX POLY NOTEBOOK BLACK	DOMINION BLUELINE	REDB4182	069775365905	EA	1	\$ 7.69
660	PAPER	490947	PASTELS 8.5X11 BLUE PAPER RM	INTERNATIONAL PAPER	14786	759598318027	RM	500	\$ 4.57
661	PAPER	490948	PASTELS 8.5X11 CANARY PAPER RM	INTERNATIONAL PAPER	14787	759598318041	RM	500	\$ 4.55
662	PAPER	490935	PASTELS 8.5X11 PINK PAPER RM	INTERNATIONAL PAPER	14779	759598318072	RM	500	\$ 4.57
663	PAPER	490944	PASTELS 8.5X11 GOLD PAPER RM	INTERNATIONAL PAPER	14788	759598318058	RM	500	\$ 4.57
664	PAPER	490950	PASTELS 8.5X11 CREAM PAPER RM	INTERNATIONAL PAPER	14789	759598328019	RM	500	\$ 4.70
665	MILITARY STORES	386058	PAPER RECYCLED	DOMTAR PAPER CO LLC	3R06296	952053029678	CA	10	\$ 45.88
666	PAPER	678826	PASTELS 8.5X11 LILAC PAPER RM	INTERNATIONAL PAPER	14782	718103076258	RM	500	\$ 4.55
667	PAPER	678824	PASTELS 8.5X11 SALMON PAPER RM	INTERNATIONAL PAPER	14783	718103076265	RM	500	\$ 4.69
668	PAPER	733072	BRIGHTS 8.5X11 BLUE RM	NEENAH PAPER INC	20101	718103087155	RM	500	\$ 8.71
669	PAPER	490936	PASTELS 8.5X11 GREEN PAPER RM	INTERNATIONAL PAPER	14781	759598318065	RM	500	\$ 4.57
670	WRITING	914970	3PK COUNTERFEIT PEN	DRI MARK PRODUCTS INC	3513B	070889035134	PK	3	\$ 6.49
671	WRITING	607458	PEN COUNTERFEIT DETECTOR	DRI MARK PRODUCTS INC	351R	070889035165	DZ	12	\$ 21.86
672	CLEAN/PERSONAL CARE	618854	DURACELL COPPERTOP AAA16 DBLWD	DURACELL COMPANY	80283370	041333740645	EA	1	\$ 5.90
673	CLEAN/PERSONAL CARE	202133	DURACELL ION 4000 CEF CHARGER	DURACELL COMPANY	CEF27	041333657943	EA	1	\$ 18.69
674	CLEAN/PERSONAL CARE	287201	WATCH/CALC 1.35 VOLT D303/357	DURACELL COMPANY	D303/357B3P10	041333674483	EA	3	\$ 1.95
675	CLEAN/PERSONAL CARE	734194	DURACELL 3VOLT LITHIUM 2PK	DURACELL COMPANY	DL123AB2PK	041333212104	EA	1	\$ 6.55
676	CLEAN/PERSONAL CARE	223917	LI123A 3 VOLT LITHIUM BATTERY	DURACELL COMPANY	DL123ABPK	041333112107	EA	1	\$ 3.59
677	CLEAN/PERSONAL CARE	220061	BATTERY ELECTRNC DL2032 RPK	DURACELL COMPANY	DL2032B4PK	041333663913	PK	1	\$ 3.87
678	CLEAN/PERSONAL CARE	273151	DL2032 3 VOLT LITHIUM BATTERY	DURACELL COMPANY	DL2032BPK	041333103105	EA	1	\$ 0.49
679	CLEAN/PERSONAL CARE	318956	COPPERTOP BATTERY D 4 PK	DURACELL COMPANY	MN1300R4Z	041333430010	PK	4	\$ 7.81

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680	CLEAN/PERSONAL CARE	581672	DURACELL COPPERTOP AA16 DBLWD	DURACELL COMPANY	MN1500B16	041333704647	EA	1	\$ 12.65
681	CLEAN/PERSONAL CARE	703715	BATTERY AA ALKALINE 20PK	DURACELL COMPANY	MN1500B20Z	041333003290	PK	20	\$ 15.20
682	CLEAN/PERSONAL CARE	867474	BATTERY AA ALKALINE 24PK	DURACELL COMPANY	MN1500B240001	041333270357	PK	24	\$ 15.50
683	CLEAN/PERSONAL CARE	318923	COPPERTOP BATTERY AA 8 PK	DURACELL COMPANY	MN1500B8Z	041333037615	PK	1	\$ 7.26
684	CLEAN/PERSONAL CARE	464050	BATTERY ALKALINE AA 36PK	DURACELL COMPANY	MN15P36	041333658797	PK	36	\$ 12.99
685	CLEAN/PERSONAL CARE	503573	COPPERTOP 9 VOLT BATTERY	DURACELL COMPANY	MN16B4DW	041333935645	EA	1	\$ 13.76
686	CLEAN/PERSONAL CARE	846026	DURACELL COPPERTOP AAA 20PK	DURACELL COMPANY	MN2400B20Z	041333015484	PK	20	\$ 13.35
687	CLEAN/PERSONAL CARE	867473	BATTERY AAA ALKALINE 24PK	DURACELL COMPANY	MN2400B40002	041333002132	PK	24	\$ 18.14
688	CLEAN/PERSONAL CARE	318949	COPPERTOP BATTERY AAA 4PK	DURACELL COMPANY	MN2400B4Z	041333424019	EA	4	\$ 3.66
689	CLEAN/PERSONAL CARE	041302	BATTERY ALKALINE AAA 36PK	DURACELL COMPANY	MN24P36	041333665313	BX	36	\$ 24.78
690	CLEAN/PERSONAL CARE	446848	DURACELL AAAA ULTRA-2PK	DURACELL COMPANY	MX2500B2PK	041333662879	PK	2	\$ 2.47
691	CLEAN/PERSONAL CARE	062170	DURACELL ION RECHARGE AAA 4PK	DURACELL COMPANY	NL2400B4N001	041333661605	EA	4	\$ 11.23
692	CLEAN/PERSONAL CARE	1020307	BATTERY QUANTUM ALK D 12BX	DURACELL COMPANY	QU1300	041333665146	BX	12	\$ 24.07
693	CLEAN/PERSONAL CARE	1020304	BATTERY QUANTUM ALK C 12BX	DURACELL COMPANY	QU1400B5TBCD	041333665177	PK	5	\$ 10.08
694	CLEAN/PERSONAL CARE	202181	BATTERY QUANTUM ALK AA 16PK	DURACELL COMPANY	QU1500B16Z11	041333662350	EA	16	\$ 14.56
695	CLEAN/PERSONAL CARE	202174	BATTERY QUANTUM ALK AA 24PK	DURACELL COMPANY	QU1500B20Z10	041333663432	PK	20	\$ 17.20
696	CLEAN/PERSONAL CARE	1027134	DURACELL QUANTUM 9V 2PK	DURACELL COMPANY	QU1604B2BCD	041333665214	EA	2	\$ 8.77
697	CLEAN/PERSONAL CARE	202173	BATTERY QUANTUM ALK AAA 24PK	DURACELL COMPANY	QU2400B20Z10	041333663456	PK	20	\$ 17.33
698	CLEAN/PERSONAL CARE	700937	DISH LIQUID FREE & CLEAR 25 OZ	LAGASSE BROS INC	SEV 2273	732913227334	EA	1	\$ 4.67
699	BREAKROOM	990205	ECOPRODUCTS PLATE 9 HVYWT 50PK	ECO-PRODUCTS INC	ECOPEP013PK	644632902549	PK	1	\$ 6.99
700	BREAKROOM	778674	5.5 WOOD BEVERAGE STIRRERS	BERK ENTERPRISES INC	9041290	22361878302	PK	1000	\$ 2.11
701	WRITING	359265	*D*SHARPENER BLK	ELMERS PRODUCTS INC	1818	079946102390	EA	1	\$ 15.82
702	OFFICE ESSENTIALS	346361	ELMER S SCHOOL GLUE 4OZ EACH	ELMERS PRODUCTS INC	E304	026000003049	EA	1	\$ 0.75
703	OFFICE ESSENTIALS	831987	ELMERS GLUE STICK 30PK	ELMERS PRODUCTS INC	E556	026000005562	PK	30	\$ 8.85
705	OFFICE ESSENTIALS	473595	ELMERS RUBBER CEMENT-4.1OZ	ELMERS PRODUCTS INC	E904	026000009041	EA	1	\$ 1.19
706	OFFICE ESSENTIALS	385861	2OZ MOUNTING PUTTY	SHURTECH BRANDS LLC	PTY-2	75353015117	EA	1	\$ 1.36
707	OFFICE ESSENTIALS	601642	GLUE SCHOOL 1-1/4 OZ WE	ELMERS PRODUCTS INC	EPIE301	026000003018	EA	1	\$ 0.75
708	PC ACCESSORIES	24054825	FOOT REST	EMS MIND READER LLC	FTLINE-BLK	887530008566	EA	1	\$ 19.90
709	PC ACCESSORIES	2599057	ADJUSTABLE HEIGHT FOOT REST	EMS MIND READER LLC	FTREST-BLK	887530007637	EA	1	\$ 22.11
710	OFFICE ACCESSORIES	24328189	DESK SUPPLIES ORGANIZER	EMS MIND READER LLC	MESHMINI-BLK	887530012440	EA	1	\$ 16.37
711	OFFICE ACCESSORIES	2599042	MONITOR STAND WITH DRAWER	EMS MIND READER LLC	MESHMONSTA-BLK	887530007781	EA	1	\$ 22.11
712	CLEAN/PERSONAL CARE	867474	BATTERY AA ALKALINE 24PK	DURACELL DISTRIBUTING INC.	MN1500B240001	0	PK	24	\$ 15.50
713	CLEAN/PERSONAL CARE	618854	DURACELL COPPERTOP AAA16 DBLWD	DURACELL DISTRIBUTING INC.	MN24B16	41333704645	PK	16	\$ 5.90
714	CLEAN/PERSONAL CARE	503532	DURACELL COPPERTOP C 8PK	DURACELL DISTRIBUTING INC.	MN14RT8Z	41333884011	PK	8	\$ 13.41
715	CLEAN/PERSONAL CARE	867474	BATTERY AA ALKALINE 24PK	DURACELL DISTRIBUTING INC.	MN1500B240001	0	PK	24	\$ 15.50
716	CLEAN/PERSONAL CARE	581672	DURACELL COPPERTOP AA16 DBLWD	DURACELL DISTRIBUTING INC.	MN1500B16	41333704647	PK	16	\$ 12.65
717	CLEAN/PERSONAL CARE	318923	COPPERTOP BATTERY AA 8 PK	DURACELL DISTRIBUTING INC.	MN1500B8Z	41333825014	PK	8	\$ 7.26
718	CLEAN/PERSONAL CARE	464050	BATTERY ALKALINE AA 36PK	DURACELL DISTRIBUTING INC.	MN15P36	20041333658791	PK	36	\$ 12.99
719	CLEAN/PERSONAL CARE	384333	COPPERTOP AAA BATTERY 12PK	DURACELL DISTRIBUTING INC.	MN24RT12Z	41333186641	PK	12	\$ 9.76
720	CLEAN/PERSONAL CARE	479074	PROCELL AAA CELL BATTERY	DURACELL DISTRIBUTING INC.	PC2400/PC2400BK	41333257488	PK	24	\$ 5.19
721	CLEAN/PERSONAL CARE	618854	DURACELL COPPERTOP AAA16 DBLWD	DURACELL DISTRIBUTING INC.	MN24B16	41333704645	PK	16	\$ 5.90
722	CLEAN/PERSONAL CARE	411934	COPPERTOP BATTERY AAA 8 PK	DURACELL DISTRIBUTING INC.	MN2400B8Z	41333844015	PK	8	\$ 7.29
723	CLEAN/PERSONAL CARE	273151	DL2032 3 VOLT LITHIUM BATTERY	DURACELL DISTRIBUTING INC.	DL2032BPK	41333103105	EA	1	\$ 0.49
725	CLEAN/PERSONAL CARE	479069	DURACELL PROCELL 9VOLT BATTERY	DURACELL DISTRIBUTING INC.	PC1604/PC1604BK	41333526485	BX	12	\$ 8.29
726	CLEAN/PERSONAL CARE	479067	PROCELL AA CELL BATTERY	DURACELL DISTRIBUTING INC.	PC1500BKD01	41333245485	BX	24	\$ 5.19
727	CLEAN/PERSONAL CARE	479074	PROCELL AAA CELL BATTERY	DURACELL DISTRIBUTING INC.	PC2400/PC2400BK	41333257488	BX	24	\$ 5.19
728	CLEAN/PERSONAL CARE	410699	PROCELL C CELL BATTERY	DURACELL DISTRIBUTING INC.	PC1400	41333114408	BX	12	\$ 7.41
729	CLEAN/PERSONAL CARE	410698	PROCELL D CELL BATTERY	DURACELL DISTRIBUTING INC.	PC1300	41333513409	BX	12	\$ 9.64
730	CLEAN/PERSONAL CARE	384338	DURACELL BATTERY DL2032B2	DURACELL DISTRIBUTING INC.	DL2032B2PK	41333542102	PK	2	\$ 1.38
731	CLEAN/PERSONAL CARE	503573	COPPERTOP 9 VOLT BATTERY	DURACELL DISTRIBUTING INC.	MN16RT4Z	41333446011	PK	4	\$ 13.76

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732	CLEAN/PERSONAL CARE	806364	3.0 VOLT LITHIUM PHOTO CELL	DURACELL DISTRIBUTING INC.	DLCR2BPK	41333005102	EA	1	\$ 3.58
733	CLEAN/PERSONAL CARE	2661305	EVEL25IN.1 EVR 2D ECON LT NO B	ENERGIZER BATTERY INC	EVEL152S	039800120830	PK	2	\$ 4.34
734	INKJET CARTRIDGES	886245	EPSON 126 XL BLACK INK	EPSON AMERICA INC	T126120-S	010343876286	EA	1	\$ 14.90
735	INKJET CARTRIDGES	1241924	EPSON T220 HY BLK/STD CMY 4PK	EPSON AMERICA INC	T220XL-BCS	010343915763	EA	1	\$ 45.95
736	INKJET CARTRIDGES	1018551	EPSON 252 COLOR C/M/Y INK 3PK	EPSON AMERICA INC	T252520-S	010343910324	EA	1	\$ 27.90
737	INKJET CARTRIDGES	1017452	EPSON 252 HY BLACK INK	EPSON AMERICA INC	T252XL120-S	010343910331	EA	1	\$ 28.90
738	INKJET CARTRIDGES	1241918	EPSON 252 HY BLK/STD CMY 4PK	EPSON AMERICA INC	T252XL-BCS	010343910584	EA	1	\$ 64.40
739	CLEAN/PERSONAL CARE	2402530	WINDEX MULTI-SURF DSNFCT 26OZ	DIVERSEY, INC.	CB703469	19800703462	EA	1	\$ 4.27
740	PC ACCESSORIES	683908	GEL MOUSEPAD WRISTREST/LARGE	3M CORPORATION	MW310LE	51135807101	EA	1	\$ 12.99
741	STORAGE	402760	STORAGE BOX 9.5X6X24	FELLOWES MFG CO	00022	077511000225	PK	12	\$ 6.98
742	STORAGE	563125	BOX STOR-ALL LETTER WHT 12/CT	FELLOWES MFG CO	00701	10077511007016	CT	12	\$ 54.95
743	STORAGE	478887	BOX FILE LTR/LGL WHITE 12/CT	FELLOWES MFG CO	00703	10077511007030	CT	12	\$ 30.57
744	STORAGE	018368	QUICK-STOR-LETTER/LEGAL SIZE	FELLOWES MFG CO	00789	077511007897	PK	12	\$ 39.00
745	STORAGE	406451	BANKERS BOX R-KIVE FILE BOX	FELLOWES MFG CO	07242	50077511072425	CA	12	\$ 45.87
746	STORAGE	495818	BOX FILE LTR/LGL KRAFT 12/CT	FELLOWES MFG CO	12770EA	077511007705	EA	1	\$ 2.94
748	PC ACCESSORIES	485999	FELLOWES FOOTREST	FELLOWES MFG CO	48121	077511481215	EA	1	\$ 13.53
749	PC ACCESSORIES	574166	MOUSE PAD OPTICAL SRV BLACK	KELLY COMPUTER SUPPLIES	81106	762984811064	EA	1	\$ 3.29
750	OFFICE ACCESSORIES	806697	FILE PARTIT TRPLE	FELLOWES MFG CO	75901	077511759017	EA	1	\$ 23.74
751	PC ACCESSORIES	478445	CRTSTALS MOUSEPAD/WRIST BLUE	FELLOWES MFG CO	91141	077511911415	EA	1	\$ 11.28
752	PC ACCESSORIES	818542	GEL WRIST REST PLATINUM	FELLOWES MFG CO	9117901	043859588701	EA	1	\$ 12.57
753	PC ACCESSORIES	102280	SANDY BEACH PHOTO GEL MOUSEPAD	FELLOWES MFG CO	FEL9179301	043859622313	EA	1	\$ 11.38
754	PC ACCESSORIES	934806	PLUSH TOUCH WRIST REST	FELLOWES MFG CO	FEL9252101	043859638819	EA	1	\$ 12.33
755	OFFICE ESSENTIALS	1143508	8 ALL-PURPOSE SCISSOR	FISKARS CORP	FSK01004249J	020335026575	EA	1	\$ 4.30
756	OFFICE ESSENTIALS	285320	FISKARS NO.7 STUDENT SCISSORS	FISKARS CORP	FSK1294587097J	078484094587	EA	1	\$ 1.66
757	OFFICE ESSENTIALS	505099	SCISSOR STRAIGHT 8 OG	ACME UNITED CORP.	41318	73577413184	EA	1	\$ 4.29
758	OFFICE ESSENTIALS	320820	5IN KIDS SCISSORS BLUNT TIP	ACME UNITED CORP.	13130	73577131309	EA	1	\$ 1.95
759	OFFICE ESSENTIALS	320814	5IN KIDS SCISSORS POINTED	FISKARS CORP	FSK94307097J	078484094303	EA	1	\$ 0.99
760	PRESENTATION	FLP10912	BOARD, DRY ERASE, 9X12	FLIPSIDE PRODUCTS INC	FLP10912	727638109126	EA	1	\$ 25.90
761	BREAKROOM	278409	WELCHS MIXED FRUIT SNACKS 66	G AND J HOLDINGS LLC	209-00320	034856121664	EA	1	\$ 24.51
762	BREAKROOM	24148304	GO ORGANICALL FRUIT SNACK 42CT	G AND J HOLDINGS LLC	209-00325	016000433137	EA	1	\$ 27.05
763	BREAKROOM	184110	MARS MIX 52OZ 1CT	G AND J HOLDINGS LLC	220-00016	040000501015	EA	1	\$ 25.08
764	BREAKROOM	1385198	NABISCO COOKIE/CRACKER 36 CT.	G AND J HOLDINGS LLC	220-00086	044000042202	PK	40	\$ 28.73
766	BREAKROOM	1508124	FRITO LAY VARIETY BAGS	G AND J HOLDINGS LLC	295-00006	028400239356	PK	30	\$ 21.10
767	STATIONERY & CARDS	484783	GRTNR CERT HOLDER 9.5X12 BLK 6	GARTNER STUDIOS INC	35003	634680350034	PK	6	\$ 5.21
768	SEATING	163321	GE 53W ENERGY EFFICIENT SW 4PK	GENERAL ELECTRIC CO	66248	043168662482	PK	4	\$ 7.20
769	SEATING	840348	50/100/150 WATT 3-WAY BULB	GENERAL ELECTRIC CO	97494	043168385404	EA	1	\$ 1.97
770	BREAKROOM	618557	NATRE VALEY CRNCHY GRNOLA HNY	GENERAL MILLS INC	GNNMSN3353	016000335301	BX	18	\$ 8.33
771	CLEAN/PERSONAL CARE	375853	PURELL HD SNTZR 20OZ	GENUINE JOE	GJO10451	035255104517	EA	1	\$ 9.48
772	CLEAN/PERSONAL CARE	1507695	SLEEVE CUP CORRUGATED	GENUINE JOE	GJO19049PK	035255190497	PK	20	\$ 18.43
773	BREAKROOM	778661	5.25 ASSORTED BEVERAGE STIRRER	BERK ENTERPRISES INC	1241202	22361874380	BX	1000	\$ 1.23
774	BREAKROOM	958985	ECOPRODUCT 9OZ RPET COLD CUP	ECO-PRODUCTS, PBC	ECOEPCR9PK	644632902297	PK	50	\$ 6.28
775	CLEAN/PERSONAL CARE	GJOZ20RAYEA	MOP, 20OZ, RAYON, CUTEND	GENUINE JOE	GJOZ16RAYEA	035255071673	EA	1	\$ 10.44
778	CLEAN/PERSONAL CARE	498872	TOWEL NON-PERF 350 RL NL	GEORGIA PACIFIC CORP	26401	073310264011	CT	12	\$ 29.81
779	CLEAN/PERSONAL CARE	661996	PREFERENCE PAPER TOWEL	GEORGIA PACIFIC CORP	GPC27300RL	073310273006	RL	30	\$ 1.43
780	CLEAN/PERSONAL CARE	673654	PURELL HD SNTZR WIPES 100BX	GOJO INDUSTRIES INC	9119-04-CMR01	073852041644	EA	1	\$ 0.81
781	CLEAN/PERSONAL CARE	653331	PURELL ALOE HD SNTZR 4OZ	GOJO INDUSTRIES INC	963124	073852096316	EA	1	\$ 1.99
782	CLEAN/PERSONAL CARE	320863	PURELL ORGNL HD SNTZR 8OZ	GOJO INDUSTRIES INC	9652-12	073852096521	EA	1	\$ 2.99
783	CLEAN/PERSONAL CARE	2517656	PURELL HD SNTZR 8OZ	GOJO INDUSTRIES INC	9674-06-ECDECO	073852062380	PK	4	\$ 20.30
784	CLEAN/PERSONAL CARE	916721	PURELL NXT GEL HD SNTZR 1000ML	GOJO INDUSTRIES INC	GOJ 215608EA	073852021561	EA	1	\$ 8.44
785	CLEAN/PERSONAL CARE	764756	PURELL OCEAN AA HD SNTZR 8OZ	GOJO INDUSTRIES INC	GOJ 301212CT	073852013214	EA	1	\$ 4.34

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786	CLEAN/PERSONAL CARE	764108	PURELL SRPG BLM HD SNTZR 8OZ	GOJO INDUSTRIES INC	GOJ 3014-12	073852013221	EA	1	\$ 3.98
787	CLEAN/PERSONAL CARE	916723	PURELL TFX GEL HD SNTZR 1200ML	GOJO INDUSTRIES INC	GOJ 5456-04	073852009620	EA	1	\$ 17.34
788	CLEAN/PERSONAL CARE	704069	PURELL FOAM HD SNTZR 535ML	GOJO INDUSTRIES INC	GOJ 5792-04	073852008852	EA	1	\$ 17.99
789	CLEAN/PERSONAL CARE	673654	PURELL HD SNTZR WIPES 100BX	GOJO INDUSTRIES INC	GOJ 9022-10	073852009866	EA	1	\$ 5.41
790	CLEAN/PERSONAL CARE	1668053	WIPES SANITIZING COTTON	GOJO INDUSTRIES INC	GOJ 9025-12	073852019513	EA	1	\$ 85.00
791	CLEAN/PERSONAL CARE	309478	PURELL HAND SANTZR WIPES 100PK	GOJO INDUSTRIES INC	GOJ 9111-12	073852028645	EA	1	\$ 5.68
792	CLEAN/PERSONAL CARE	401141	PURELL HD SNTZR WIPES 270PK	GOJO INDUSTRIES INC	GOJ 9113-06	073852028638	EA	1	\$ 10.99
793	CLEAN/PERSONAL CARE	320863	PURELL ORGNL HD SNTZR 8OZ	GOJO INDUSTRIES INC	GOJ 9552-12	073852014471	EA	1	\$ 2.99
794	CLEAN/PERSONAL CARE	824874	PURELL ALOE HD SNTZR 8OZ	GOJO INDUSTRIES INC	GOJ 9674-12	073852096743	EA	1	\$ 3.98
795	CLEAN/PERSONAL CARE	375853	PURELL HD SNTZR 20OZ	GOJO INDUSTRIES INC	GOJ302312EA	073852030204	EA	1	\$ 9.48
796	CLEAN/PERSONAL CARE	844713	PURELL HD SNTZR 12OZ	GOJO INDUSTRIES INC	GOJ3659-12	073852021912	EA	1	\$ 4.83
797	CLEAN/PERSONAL CARE	816050	GOJO HVDYTY ORG HND CLNR 1 GAL	GOJO INDUSTRIES INC	GOJ962504	073852006452	EA	1	\$ 17.86
799	OFFICE ESSENTIALS	859450	GOIRLLA SUPER GLUE 15G	GORILLA GLUE CO	7805035	052427780508	EA	1	\$ 3.92
800	STATIONERY & CARDS	926456	CREST CERTIFICATE COVER BLK	GREAT PAPERS	498013-5263	601952031175	PK	5	\$ 2.93
801	STATIONERY & CARDS	926455	CREST CER COVER RED 12X9.375	GREAT PAPERS	903031	601952571008	EA	1	\$ 2.93
802	BREAKROOM	555068	SPLENDA 100 CT SWEETNER	HEARTLAND LLC	20002	722776200025	BX	100	\$ 4.66
803	BREAKROOM	563033	SPLENDA NO CALORIE SWEETNER	HEARTLAND LLC	20041	885376729836	BX	400	\$ 12.63
804	CLEAN/PERSONAL CARE	422982	HARD HAT 4 PT SUSP WHITE	HONEYWELL INTERNATIONAL	NSPA59010000	821812674285	EA	1	\$ 5.95
805	BREAKROOM	740695	SALT & PEPPER SHAKER SET	HORMEL FOODS CORP	MKLSN16010	719098160106	EA	1	\$ 3.24
807	DATED AND FORMS	HOD333	CALENDAR,WALL,15.5X22,BE/GY	HOUSE OF DOOLITTLE	HOD333	040983311441	EA	1	\$ 17.89
808	INKJET CARTRIDGES	603555	HP 45 BLACK INK CARTRIDGE	HP INC	51645A#140	088698585177	EA	1	\$ 42.79
809	INKJET CARTRIDGES	108230	HP 950XL HYBLK/951 CMY CLR 4PK	HP INC	C2P01FN#140	713789975307	EA	1	\$ 84.95
810	INKJET CARTRIDGES	1182804	HP 62 BLACK INK CARTRIDGE	HP INC	C2P04AN#140	888182992272	EA	1	\$ 15.87
811	INKJET CARTRIDGES	1182803	HP 62XL HY BLACK INK	HP INC	C2P05AN#140	888182992289	EA	1	\$ 34.75
812	INKJET CARTRIDGES	1182801	HP 62XL HY TRI-COLOR INK CART	HP INC	C2P07AN#140	888182992302	EA	1	\$ 37.66
813	INKJET CARTRIDGES	574850	HP 78XL HY TRI-COLOR INK	HP INC	C6578AN#140	088698993033	EA	1	\$ 77.04
814	INKJET CARTRIDGES	392486	HP 78 COLOR INK	HP INC	C6578DN#140	088698750285	EA	1	\$ 45.21
815	INKJET CARTRIDGES	194020	HP GENERIC BLACK INK CART	HP INC	C6602A	725184302138	EA	1	\$ 13.42
816	INKJET CARTRIDGES	491208	HP 56 BLACK INK CARTRIDGE	HP INC	C6656AN#140	725184712326	EA	1	\$ 25.18
817	INKJET CARTRIDGES	610342	HP 02 BLACK INK CARTRIDGE	HP INC	C8721WN#140	829160920979	EA	1	\$ 26.41
818	INKJET CARTRIDGES	491205	HP 27 BLACK INK CARTRIDGE	HP INC	C8727AN#140	808736183871	EA	1	\$ 24.71
819	INKJET CARTRIDGES	573984	HP 96 BLACK INK	HP INC	C8767WN#140	829160306667	EA	1	\$ 39.18
820	INKJET CARTRIDGES	610348	HP 02 CYAN INK	HP INC	C8771WN#140	829160921006	EA	1	\$ 13.46
821	INKJET CARTRIDGES	610353	HP 02 MAGENTA INK	HP INC	C8772WN#140	829160921037	EA	1	\$ 13.46
822	INKJET CARTRIDGES	591215	HP 96 BLK/97 CLR INK 2PK	HP INC	C9353FN#140	882780668058	PK	2	\$ 70.40
823	INKJET CARTRIDGES	573985	HP 97 TRI-COLOR INK	HP INC	C9363WN#140	829160306704	EA	1	\$ 44.57
824	INKJET CARTRIDGES	617545	HP 98 BLACK INK	HP INC	C9364WN#140	829160708447	EA	1	\$ 28.90
825	INKJET CARTRIDGES	769953	HP 72 PRINTHEAD GRAY/BLACK	HP INC	C9380A	808736779593	EA	1	\$ 66.12
826	INKJET CARTRIDGES	653971	HP 98 BLK/95 CLR INK 2PK	HP INC	CB327FN#140	882780668256	PK	2	\$ 60.43
827	TONERS/OTHER IMAGING	735305	HP 125A BLACK TONER CARTRIDGE	HP INC	CB540A	808736839174	EA	1	\$ 61.91
828	TONERS/OTHER IMAGING	735511	HP 64A BLACK TONER CARTRIDGE	HP INC	CC364A	883585007592	EA	1	\$ 132.79
829	TONERS/OTHER IMAGING	754631	HP 304A BLACK TONER CART	HP INC	CC530A	883585301492	EA	1	\$ 95.04
830	INKJET CARTRIDGES	731585	HP 901 BLACK INK CARTRIDGE	HP INC	CC653AN#140	883585702596	EA	1	\$ 13.54
831	INKJET CARTRIDGES	731627	HP 901 TRI-COLOR INK	HP INC	CC656AN#140	883585702619	EA	1	\$ 25.21
832	INKJET CARTRIDGES	683796	HP 74 BLK/75 CLR INK 2PK	HP INC	CC659FN#140	883585179497	PK	2	\$ 38.13
833	INKJET CARTRIDGES	775313	HP 920XL HY BLACK INK CART	HP INC	CD975AN#140	884420736769	EA	1	\$ 33.34
834	TONERS/OTHER IMAGING	760038	HP 504A BLACK TONER CART	HP INC	CE250A	883585595686	EA	1	\$ 106.09
835	TONERS/OTHER IMAGING	804574	HP 55A BLACK TONER CART	HP INC	CE255A	884420133698	EA	1	\$ 112.67
836	TONERS/OTHER IMAGING	804573	HP 55X HY BLACK TONER	HP INC	CE255X	884420133704	EA	1	\$ 205.64
837	TONERS/OTHER IMAGING	853300	HP 78A BLACK TONER CARTRIDGE	HP INC	CE259A	884962419069	PK	3	\$ 60.48

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Index	Category	Staples Product Number	Staples Product Description	Mfg Name	Mfg Number	UPC Code	UOM	Pack Qty	Unit Price
838	TONERS/OTHER IMAGING	853300	HP 78A BLACK TONER CARTRIDGE	HP INC	CE278A	884420588702	EA	1	\$ 60.48
839	TONERS/OTHER IMAGING	853301	HP 85A BLACK TONER CARTRIDGE	HP INC	CE285A	884420588689	EA	1	\$ 53.83
840	TONERS/OTHER IMAGING	414393	HP 85A BLACK TONER 2PK	HP INC	CE285D	886111645114	PK	2	\$ 102.01
841	TONERS/OTHER IMAGING	891406	HP 128A BLACK TONER CARTRIDGE	HP INC	CE320A	884420854500	EA	1	\$ 55.61
842	TONERS/OTHER IMAGING	891405	HP 128A CYAN TONER CARTRIDGE	HP INC	CE321A	884420854517	EA	1	\$ 52.91
843	TONERS/OTHER IMAGING	891404	HP 128A YELLOW TONER CART	HP INC	CE322A	884420854524	EA	1	\$ 52.91
844	TONERS/OTHER IMAGING	927589	HP 90A BLACK TONER CART	HP INC	CE390A	884962517758	EA	1	\$ 129.95
845	TONERS/OTHER IMAGING	397921	HP 507A BLACK TONER (CE400A)	HP INC	CE400A	884962554555	EA	1	\$ 114.46
846	TONERS/OTHER IMAGING	397919	HP 507A CYAN TONER	HP INC	CE401A	884962554579	EA	1	\$ 170.47
847	TONERS/OTHER IMAGING	397918	HP 507A YELLOW TONER	HP INC	CE402A	884962554586	EA	1	\$ 170.47
848	TONERS/OTHER IMAGING	397917	HP 507A MAGENTA TONER	HP INC	CE403A	884962554593	EA	1	\$ 165.95
849	TONERS/OTHER IMAGING	423879	HP 305A BLACK TONER CARTRIDGE	HP INC	CE410A	884962772348	EA	1	\$ 64.60
850	TONERS/OTHER IMAGING	426038	HP 305X HY BLACK TONER	HP INC	CE410X	884962772355	EA	1	\$ 79.34
851	TONERS/OTHER IMAGING	423878	HP 305A CYAN TONER CART	HP INC	CE411A	884962772362	EA	1	\$ 92.02
852	TONERS/OTHER IMAGING	423877	HP 305A YELLOW TONER CARTRIDGE	HP INC	CE412A	884962772379	EA	1	\$ 92.02
853	TONERS/OTHER IMAGING	423887	HP 305A MAGENTA TONER CART	HP INC	CE413A	884962772386	EA	1	\$ 92.02
854	TONERS/OTHER IMAGING	760476	HP 05A BLACK TONER CART	HP INC	CE505A	883585695775	EA	1	\$ 68.29
855	TONERS/OTHER IMAGING	332849	HP 05A BLACK TONER 2PK	HP INC	CE505D	886111645091	EA	1	\$ 121.95
856	TONERS/OTHER IMAGING	954077	HP 131A BLACK TONER CARTRIDGE	HP INC	CF210A	886111334957	EA	1	\$ 52.50
857	TONERS/OTHER IMAGING	954076	HP 131A CYAN TONER CARTRIDGE	HP INC	CF211A	886111334971	EA	1	\$ 65.78
858	TONERS/OTHER IMAGING	954075	HP 131A YELLOW TONER CARTRIDGE	HP INC	CF212A	886111334988	EA	1	\$ 65.78
859	TONERS/OTHER IMAGING	954084	HP 131A MAGENTA TONER	HP INC	CF213A	886111334995	EA	1	\$ 65.78
860	TONERS/OTHER IMAGING	2465721	HP 30A BLACK TONER CARTRIDGE	HP INC	CF230A	889894797452	EA	1	\$ 59.77
861	TONERS/OTHER IMAGING	2596065	HP 410A CMY TN 3PK	HP INC	CF251AM	190780321331	PK	3	\$ 269.20
862	TONERS/OTHER IMAGING	665699	HP 80A BLACK TONER CARTRIDGE	HP INC	CF280A	886111144143	EA	1	\$ 79.80
863	TONERS/OTHER IMAGING	308826	HP 83A BLACK TONER CARTRIDGE	HP INC	CF283A	886112397692	EA	1	\$ 49.32
864	TONERS/OTHER IMAGING	1546288	HP 83A TONER BLACK 2/PK	HP INC	CF283AD	888793635179	EA	1	\$ 90.48
865	TONERS/OTHER IMAGING	189521	HP 305A C/M/Y COLOR TONER 3/PK	HP INC	CF370AM	887111403049	PK	3	\$ 279.95
866	TONERS/OTHER IMAGING	160001	HP 312A BLACK TONER CARTRIDGE	HP INC	CF380A	887111367747	EA	1	\$ 69.66
867	TONERS/OTHER IMAGING	1585358	HP 201A LASERJET TONR CART BLK	HP INC	CF400A	888793237946	EA	1	\$ 53.00
868	TONERS/OTHER IMAGING	1585362	HP 201A LASERJET TONR CART YEL	HP INC	CF402A	888793237960	EA	1	\$ 64.02
869	TONERS/OTHER IMAGING	1585360	HP 201A LASERJET TONR CART MAG	HP INC	CF403A	888793237977	EA	1	\$ 64.02
870	TONERS/OTHER IMAGING	1878689	HP 410A BLACK TONER CARTRIDGE	HP INC	CF410A	888793807507	EA	1	\$ 65.85
871	TONERS/OTHER IMAGING	1878688	HP 410X HI YIELD TONER BLK	HP INC	CF410X	888793807545	EA	1	\$ 106.65
872	TONERS/OTHER IMAGING	1878687	HP 410A CYAN TONER CARTRIDGE	HP INC	CF411A	888793807514	EA	1	\$ 84.00
873	TONERS/OTHER IMAGING	1878760	HP 410A YELLOW TONER CARTRIDGE	HP INC	CF412A	888793807521	EA	1	\$ 84.00
874	TONERS/OTHER IMAGING	1878565	HP 410A MAGTA TONER CARTRIDGE	HP INC	CF413A	888793807538	EA	1	\$ 84.00
875	TONERS/OTHER IMAGING	2758187	HP 202A BLACK ORIGINAL LASER	HP INC	CF500A	190781107002	EA	1	\$ 61.74
876	SPECIALTY PAPER	863054	HP PREMIUM PRES LASER 120G	HP INC	CG988A	884962248607	PK	250	\$ 9.99
877	INKJET CARTRIDGES	863056	HP 61 BLACK INK	HP INC	CH561WN#140	884962983607	EA	1	\$ 15.78
878	INKJET CARTRIDGES	863061	HP 61 TRI-COLOR INK	HP INC	CH562WN#140	884962983614	EA	1	\$ 22.92
879	INKJET CARTRIDGES	863057	HP 61XL HY BLACK INK	HP INC	CH563WN#140	884962983621	EA	1	\$ 32.67
880	INKJET CARTRIDGES	863058	HP 61XL HY TRI-COLOR INK	HP INC	CH564WN#140	884962983638	EA	1	\$ 37.00
881	INKJET CARTRIDGES	364837	HP 950XL HY BLACK INK CART	HP INC	CN045AN#140	886111609680	EA	1	\$ 31.99
882	INKJET CARTRIDGES	364831	HP 951XL HY CYAN INK CART	HP INC	CN046AN#140	886111609697	EA	1	\$ 24.99
883	INKJET CARTRIDGES	364830	HP 951XL HY MAGENTA INK CART	HP INC	CN047AN#140	886111609703	EA	1	\$ 24.99
884	INKJET CARTRIDGES	364832	HP 951XL HY YELLOW INK CART	HP INC	CN048AN#140	886111609710	EA	1	\$ 24.99
885	INKJET CARTRIDGES	364842	HP 950 BLACK INK	HP INC	CN049AN#140	886111609635	EA	1	\$ 26.72
886	INKJET CARTRIDGES	364844	HP 951 CYAN INK	HP INC	CN050AN#140	886111609642	EA	1	\$ 19.08
887	INKJET CARTRIDGES	364843	HP 951 MAGENTA INK	HP INC	CN051AN#140	886111609659	EA	1	\$ 19.08

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888	INKJET CARTRIDGES	364841	HP 951 YELLOW INK	HP INC	CN052AN#140	886111609666	EA	1	\$ 19.08
889	INKJET CARTRIDGES	423882	HP 932XL HY BLACK INK CART	HP INC	CN053AN#140	886111601387	EA	1	\$ 31.68
890	INKJET CARTRIDGES	423881	HP 933XL HY CYAN INK CART	HP INC	CN054AN#140	886111601394	EA	1	\$ 16.55
891	INKJET CARTRIDGES	423880	HP 933XL HY MAGENTA INK CART	HP INC	CN055AN#140	886111601400	EA	1	\$ 16.55
892	INKJET CARTRIDGES	423890	HP 933XL HY YELLOW INK CART	HP INC	CN056AN#140	886111601417	EA	1	\$ 16.55
893	INKJET CARTRIDGES	423886	HP 933 CYAN INK	HP INC	CN058AN#140	886111601349	EA	1	\$ 10.50
894	INKJET CARTRIDGES	423885	HP 933 MAGENTA INK	HP INC	CN059AN#140	886111601356	EA	1	\$ 10.50
895	INKJET CARTRIDGES	423883	HP 933 YELLOW INK	HP INC	CN060AN#140	886111601363	EA	1	\$ 10.50
896	INKJET CARTRIDGES	917829	HP 564XL HY BLACK INK	HP INC	CN684WN#140	886111234295	EA	1	\$ 23.94
897	INKJET CARTRIDGES	902679	HP 61 BLACK/TRI COLOR CART 2PK	HP INC	CR259FN#140	885631805961	PK	2	\$ 34.83
898	INKJET CARTRIDGES	364836	HP 951 C/M/Y COLOR INK 3PK	HP INC	CR314FN#140	886111609673	PK	3	\$ 53.50
899	INKJET CARTRIDGES	357000	HP61 BLACK INK CART 2/PK	HP INC	CZ073FN#140	886111705573	EA	1	\$ 30.26
900	INKJET CARTRIDGES	364981	HP 61XL HYBK/61 STD TRICLR 2PK	HP INC	CZ138FN#140	886112115883	PK	2	\$ 47.00
901	INKJET CARTRIDGES	2002713	HP 952XL HY BLACK INK CART	HP INC	F6U19AN#140	889296858096	EA	1	\$ 36.29
902	INKJET CARTRIDGES	1611539	HP 63 BLACK INK CARTRIDGE	HP INC	F6U62AN#140	889296267409	EA	1	\$ 17.09
903	INKJET CARTRIDGES	1611537	HP 63XL HY TRICOLOR INK CART	HP INC	F6U63AN#140	889296267416	EA	1	\$ 34.86
904	INKJET CARTRIDGES	1611435	HP 63XL HY BLACK INK CARTRIDGE	HP INC	F6U64AN#140	889296267423	EA	1	\$ 31.39
905	PC ACCESSORIES	1980581	HP WIRELESS OPTCAL MOUSE X3000	HP INC	H2C22AA#ABL	886112723279	EA	1	\$ 14.93
906	SPECIALTY PAPER	380519	PAPER BRT WHITE 36IN ROLL WE	HP INC	HEWC1861A	088698188385	EA	1	\$ 65.90
907	SPECIALTY PAPER	1641011	PAPER 36X100 SATIN	HP INC	HEWC6030C	025184196837	RL	1	\$ 111.10
909	PRINTERS	1775790	HP OFFICEJET 3830 ALL-IN-ONE	HP INC	K7V40A#B1H	00889296063285	EA	1	\$ 49.99
910	INKJET CARTRIDGES	1611434	HP 63 BLK/TRI-COLOR INK 2PK	HP INC	LOR46AN#140	889296267430	EA	1	\$ 39.78
911	INKJET CARTRIDGES	1612062	HP 63XL HYBLK/63 TRI-CLR 2PK	HP INC	LOR48AN#140	889296267430	EA	1	\$ 50.43
912	INKJET CARTRIDGES	1611433	HP 932 BLACK INK 2PK	HP INC	LOS27AN#140	889296332329	PK	2	\$ 36.07
913	INKJET CARTRIDGES	1981039	HP 564 C/M/Y COLOR INK 3PK	HP INC	N9H57FN#140	889894153562	EA	1	\$ 39.22
914	INKJET CARTRIDGES	1789466	HP 60XL HYBLK/60 TRI-CLR 2PK	HP INC	N9H59FN#140	889894153586	EA	1	\$ 64.07
915	INKJET CARTRIDGES	1989983	HP564XL HY BLK/564 STD CMY 4PK	HP INC	N9H60FN#140	889894153593	EA	1	\$ 57.10
916	INKJET CARTRIDGES	1981400	HP932XL/933 HY BLK/STD CMY 4PK	HP INC	N9H62FN#140	889894153616	EA	1	\$ 65.73
917	INKJET CARTRIDGES	1789468	HP 60 BLK/TRI-COLOR INK 2PK	HP INC	N9H63FN#140	889894153623	EA	1	\$ 41.01
918	INKJET CARTRIDGES	1789477	HP 62 BLACK/COLOR INK 2PK	HP INC	N9H64FN#140	889894153630	EA	1	\$ 34.59
919	INKJET CARTRIDGES	1789476	HP 62XL HYBLK/62 CLR INK 2PK	HP INC	N9H67FN#140	889894153661	EA	1	\$ 49.23
920	INKJET CARTRIDGES	2030289	HP 952XL/952 HYBLK/STDCLR 4PK	HP INC	N9K28AN#140	889894824653	EA	1	\$ 85.39
921	TONERS/OTHER IMAGING	516331	HP 12A BLACK TONER CART	HP INC	Q2612A	808736558136	EA	1	\$ 57.50
922	TONERS/OTHER IMAGING	683795	HP 12A BLACK TONER 2PK	HP INC	Q2612D	886111124879	PK	2	\$ 115.83
923	TONERS/OTHER IMAGING	577292	HP 42A BLACK TONER CART	HP INC	Q5942A	829160221755	EA	1	\$ 164.99
924	TONERS/OTHER IMAGING	577281	HP 49A TONER	HP INC	Q5949A	829160319551	EA	1	\$ 72.99
925	TONERS/OTHER IMAGING	656499	HP 53A BLACK TONER CARTRIDGE	HP INC	Q7553A	882780389267	EA	1	\$ 84.00
926	INKJET CARTRIDGES	2030290	HP 65 BLK/TRICLR COMBO INK 2PK	HP INC	TOA36AN#140	889894900760	EA	1	\$ 25.39
927	INKJET CARTRIDGES	2145184	HP902XL HYBLK/902 CMY INK 4PK	HP INC	TOA39AN#140	889894999474	EA	1	\$ 61.34
928	PRINTERS	2256786	HP OFFICEJET PRO 6978 AIO	HP INC	TOF29A#B1H	889894925961	EA	1	\$ 89.99
929	INKJET CARTRIDGES	2140574	HP 902XL HY BLACK INK CART	HP INC	T6M14AN#140	889894982827	EA	1	\$ 36.07
930	BREAKROOM	478831	CHINET 8-3/4 ROUND PLATES	HUHTAMAKI AMERICAS	HUH21237	037700212372	PK	125	\$ 15.73
931	FURNITURE	214918	TABLECOVER 6 FT COVER BK	ICEBERG ENTERPRISES	16521	674785165218	EA	1	\$ 19.95
932	TONERS/OTHER IMAGING	223214	PR-40 INK ROLL BLACK	IDG LLC	11202	010736112021	EA	1	\$ 1.37
933	TONERS/OTHER IMAGING	814624	PR-42 2PK BLK/RED INKROLL	IDG LLC	11204	010736112045	PK	2	\$ 3.04
934	TONERS/OTHER IMAGING	867590	RIBN UNIVS CALCULATOR-EPC ECR	IDG LLC	11209	010736112090	EA	1	\$ 1.55
935	TONERS/OTHER IMAGING	814665	UNIV T.S. B/R 2PK RIBBON SPOOL	IDG LLC	11210	010736112106	PK	2	\$ 2.79
936	TONERS/OTHER IMAGING	676288	CALC SPOOL VALUE 6PK BLK/RED	IDG LLC	11216	010736112168	PK	6	\$ 3.75
937	TONERS/OTHER IMAGING	829986	INDEX MAKER CLR LBL 8TAB COLOR	IDG LLC	11407	726084300750	PK	25	\$ 88.75
938	CLEAN/PERSONAL CARE	072218	BP HALFFOLD TOILET SEAT COVERS	IMPACT PRODUCTS LLC	25177673	622514034106	CT	250	\$ 28.26

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940	PC ACCESSORIES	862287	LOGITECH M100 MOUSE BLK	LOGITECH INC.	910-001601	97855063953	EA	1	\$ 6.09
941	AUDIO AND VIDEO	458100	MAXELL STEREO EARBUDS	INGRAM MICRO D, INC.	190560	25215190247	EA	1	\$ 2.39
942	LABELS	443699	LABELS WHTF FILE FOLDERS 30576	SANFORD, L.P.	30576	71701305763	EA	1	\$ 7.39
944	PC ACCESSORIES	1134311	HDMI/DVI-D VIDEO MONITOR CBL	INGRAM MICRO INC	D88918	065030809597	EA	1	\$ 15.15
945	ELECTRONIC STORAGE	099823	SD/MICROSD/MMC CARD RDR/WRITER	INGRAM MICRO INC	DM4050	881317507693	EA	1	\$ 9.95
946	PC ACCESSORIES	799526	KPH7 PORTABLE HEADPHONES	D&H DISTRIBUTING CO.	KPH7	21299181003	EA	1	\$ 3.52
947	PC ACCESSORIES	198904	9 PORTABLE 35MBPS SERVCE ROUTR	INGRAM MICRO INC	PF8312	790069367618	EA	1	\$ 129.56
948	PC ACCESSORIES	IM1RA5151	3FT 1M CERTIFIED LIGHTNING 8PI	4XEM	4XLIGHTNING3	873791006298	EA	1	\$ 9.27
949	MOBILITY	2614140	SDCIT8GB	KINGSTON TECHNOLOGY (NSP)	SDCIT8GB	740617253276	EA	1	\$ 7.59
950	ELECTRONIC STORAGE	721860	VERBATIM STORE N GO V3 USB 3.0	VERBATIM CORP	49171	23942491712	EA	1	\$ 6.69
951	PAPER	122374	COPYPLUS 8.5X11 COPY CS	INTERNATIONAL PAPER	105620	010199005007	RM	1	\$ 4.39
952	PAPER	814186	HP 8.5X11 MULTI 20/96 RM	INTERNATIONAL PAPER	115100	764025930000	RM	500	\$ 4.30
953	PAPER	893760	RECYCLED GW WHT 20# CS	INTERNATIONAL PAPER	86700	780366867003	CA	10	\$ 37.99
954	PAPER	122374	COPYPLUS 8.5X11 COPY CS	INTERNATIONAL PAPER	HAM105007-CTN	010199105004	CA	10	\$ 43.90
955	PAPER	852388	HP 8.5X11 BRT WHT IJ 24/97 RM	INTERNATIONAL PAPER	HPB1124	764025203005	RM	500	\$ 7.78
956	PAPER	814178	HP 8.5X11 MULTI 20/96 CS	INTERNATIONAL PAPER	HPM1120	764025930017	CA	10	\$ 42.90
957	PAPER	397160	HP PREM CHOICE 8.5X11 32/98 RM	INTERNATIONAL PAPER	HPU1132	764025971119	RM	500	\$ 11.87
959	STORAGE	1823517	54 QUART STACKPULL BOX CLEAR	IRIS USA INC	100245	762016444086	EA	1	\$ 9.98
960	STORAGE	1823479	12 QUART STACKPULL BOX CLEAR	IRIS USA INC	100300	762016444109	EA	1	\$ 7.59
961	STORAGE	1387208	16QT WEATHERTIGHT STORAGE BX	IRIS USA INC	394011	762016448800	EA	1	\$ 11.72
962	BREAKROOM	1684921	FOLGERS CLASSIC ROAST 30.5 OZ	J M SMUCKER CO.	FOL0529C	025500005188	EA	1	\$ 9.43
963	BREAKROOM	495726	FOLGERS CLASSIC ROAST FILTER	J M SMUCKER CO.	FOL06239	10025500062393	CA	40	\$ 22.97
964	BREAKROOM	1684921	FOLGERS CLASSIC ROAST 30.5 OZ	J M SMUCKER CO.	FOL20421	025500204215	EA	1	\$ 9.43
965	MAILROOM/SHIPPING	362519	#5 COIN WHITE ENVELOPE - 25/PK	JAM PAPER	16211217	608729147701	PK	25	\$ 3.48
966	MAILROOM/SHIPPING	1227683	8 5X11 BLUE 110LB CVR 50PK	JAM PAPER	216916789	799418484273	BX	50	\$ 9.69
967	FILING	262994	LEGAL BKLT GREEN B&S PL ENV-12	JAM PAPER	219B1GR	610074230731	PK	12	\$ 22.11
968	MAILROOM/SHIPPING	1588528	#12 COMRCLSTYENV BROWNKRFT50PK	JAM PAPER	80762	608729143208	PK	25	\$ 5.44
969	MAILROOM/SHIPPING	1227830	7 COIN BROWN KRAFT 25PK	JAM PAPER	95125	608729147763	PK	25	\$ 3.47
970	PC ACCESSORIES	1591151	GOTLT PWRSTRP BLK 6FT CRD	JASCO PRODUCTS CO	14088	657379386084	EA	1	\$ 11.75
972	PC ACCESSORIES	1591077	6-OTLT SRG PRTCR 10FTCRD	JASCO PRODUCTS CO	14092	043180140920	EA	1	\$ 16.90
973	TELEPHONES	716312	12 COIL CORD BLACK	JASCO PRODUCTS CO	27639	030878276399	EA	1	\$ 1.18
974	PC ACCESSORIES	171661	6 OUTLET 540 JOULE SURG SUPRSR	INGRAM MICRO D, INC.	M23247	731304253211	EA	1	\$ 22.90
975	CLEAN/PERSONAL CARE	556241	BANDAGE 4444 ADHESIVE FLEX	JOHNSON AND JOHNSON CONSMR INC	004444	381370044444	BX	100	\$ 5.80
976	CLEAN/PERSONAL CARE	117178	BAND-AID FLEXIBLE FABRIC	JOHNSON AND JOHNSON CONSMR INC	115078	695924366273	BX	100	\$ 5.80
977	CLEAN/PERSONAL CARE	487348	TYLENOL EXTRA STRNGTH 2PK 50BX	JOHNSON AND JOHNSON CONSMR INC	44910	300450449108	BX	50	\$ 15.38
978	BREAKROOM	716070	PLANTERS SALTED PEANUTS 12/P	KAR'S NUTS	KARSN08386	077034083866	BX	24	\$ 15.40
979	BREAKROOM	2437109	KARS TRAIL MIX VARIETY 18CT	KAR'S NUTS	KARSN08826	077034088250	BX	18	\$ 23.59
980	BREAKROOM	2180603	AUSTIN CRACKERS COOKIES 45/CT	KELLOGG NA CO	KEB10023	079783485700	CT	45	\$ 11.17
981	BREAKROOM	1499111	RCE KRSPIES TREATS MINIS 50/CT	KELLOGG NA CO	KEB12346	038000120619	BX	50	\$ 7.78
982	PC ACCESSORIES	1666505	BLU DUO GEL KEYBOARD WRIST	KENSINGTON COMPUTER PRODUCTS	KMW62397	085896623977	EA	1	\$ 18.71
983	PC ACCESSORIES	1661108	BLUE DUO GEL WAVE MOUSE REST	KENSINGTON COMPUTER PRODUCTS	KMW62401	085896624011	EA	1	\$ 12.60
984	BREAKROOM	325417	COFFEE DONUT SHOP 24BX	KEURIG GREEN MOUNTAIN	099555061106	099555061109	BX	24	\$ 13.82
985	BREAKROOM	465494	KCUP SWISS MISS HOT COCOA 24CT	KEURIG GREEN MOUNTAIN	120198	099555012514	BX	16	\$ 9.49
986	BREAKROOM	801949	COFFEE CARIBOU BLND K-CUP 24BX	KEURIG GREEN MOUNTAIN	120204	099555009927	BX	18	\$ 10.37
987	BREAKROOM	325417	COFFEE DONUT SHOP 24BX	KEURIG GREEN MOUNTAIN	120216	834259007325	BX	18	\$ 10.37
988	BREAKROOM	719434	KCUP GM BRKFSTBLEND DECAF 24BX	KEURIG GREEN MOUNTAIN	120231	099555007206	BX	18	\$ 9.45
989	BREAKROOM	707196	KCUP GM BREAKFAST BLEND 24BX	KEURIG GREEN MOUNTAIN	120232	099555005202	BX	18	\$ 8.42
990	BREAKROOM	1440262	STRBCKS FRNCH ROAST KCUP 24/PK	KEURIG GREEN MOUNTAIN	120927	099555095173	BX	16	\$ 10.66
991	BREAKROOM	719421	KCUP GM SUMATRAN RESERVE 24BX	KEURIG GREEN MOUNTAIN	120935	099555095111	BX	16	\$ 8.38
992	BREAKROOM	325417	COFFEE DONUT SHOP 24BX	KEURIG GREEN MOUNTAIN	120971	881334006599	BX	16	\$ 9.21



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993	BREAKROOM	719463	TCUP GM MANDARIN ORANGE	KEURIG GREEN MOUNTAIN	14735	099555147353	BX	24	\$ 11.98
994	BREAKROOM	2518072	KCUP DUNKIN DONUTS ORIG 24BX	KEURIG GREEN MOUNTAIN	400845	881334008456	BX	24	\$ 14.98
995	BREAKROOM	865670	COFFEE KCUP DARK MAGIC 96CT	KEURIG GREEN MOUNTAIN	4061	099555040616	BX	1	\$ 11.87
996	BREAKROOM	737170	KCUP GM DOUBLE BLACK 24BX	KEURIG GREEN MOUNTAIN	4066	099555040661	BX	1	\$ 13.82
997	BREAKROOM	707194	KCUP GM CLMBIAN FAIRTRADE 24BX	KEURIG GREEN MOUNTAIN	6003	885925424182	BX	24	\$ 11.99
998	BREAKROOM	325417	COFFEE DONUT SHOP 24BX	KEURIG GREEN MOUNTAIN	60052-101	834259007056	BX	24	\$ 13.82
999	BREAKROOM	958104	BIGELOW EARL GREY 24CT K-CUP	KEURIG GREEN MOUNTAIN	6082	611247354544	BX	24	\$ 12.64
1000	BREAKROOM	414639	KCUP GM HOT APPLE CIDER 24BX	KEURIG GREEN MOUNTAIN	6201	099555062014	BX	24	\$ 14.85
1001	BREAKROOM	719465	KCUP GM REGULAR VARIETY22BX	KEURIG GREEN MOUNTAIN	6501	099555065015	BX	22	\$ 12.60
1002	BREAKROOM	707196	KCUP GM BREAKFAST BLEND 24BX	KEURIG GREEN MOUNTAIN	6520	099555065206	BX	24	\$ 11.22
1003	BREAKROOM	848905	DONUTHOUSE LITE ROAST KCUP 24B	KEURIG GREEN MOUNTAIN	6534	099555065340	BX	24	\$ 10.93
1004	BREAKROOM	719418	KCUP GM VERMNT CNTRY BLND 24BX	KEURIG GREEN MOUNTAIN	6602	099555066029	BX	24	\$ 11.99
1005	BREAKROOM	719416	KCUP GM SOUTHERN PECAN 24BX	KEURIG GREEN MOUNTAIN	6772	099555067729	BX	24	\$ 13.82
1006	BREAKROOM	719614	KCUP GM HAZELNUT COFFEE 24BX	KEURIG GREEN MOUNTAIN	6792	099555067927	BX	24	\$ 12.60
1007	BREAKROOM	719434	KCUP GM BRKFSTBLEND DECAF 24BX	KEURIG GREEN MOUNTAIN	7522	099555075229	BX	24	\$ 12.60
1008	BREAKROOM	801954	COFFEE CARIBOU DMB K-CUP 24BX	KEURIG GREEN MOUNTAIN	GMT6994	738759921108	BX	24	\$ 11.99
1009	CLEAN/PERSONAL CARE	1013131	BLEACH PUR BRIGHT 1 GL 3CT	KIK CUSTOM PRODUCTS	KIK8635042CT	20059647210147	CA	6	\$ 20.34
1010	CLEAN/PERSONAL CARE	923273	10 PK FACIAL TISSUE 100/BX	KIMBERLY CLARK PROFESSIONAL	21005	036000214000	PK	5	\$ 5.00
1011	CLEAN/PERSONAL CARE	819333	NATURALS FACIAL TISSUE	KIMBERLY CLARK PROFESSIONAL	21601	10036000216018	CA	48	\$ 59.99
1012	CLEAN/PERSONAL CARE	812440	CLOTH CLEANER WIPE TERI POP-UP	KIMBERLY CLARK PROFESSIONAL	34790	036000347906	BX	126	\$ 7.58
1013	CLEAN/PERSONAL CARE	712586	KLEENEX POP UP BOX HAND TOWEL	KIMBERLY CLARK PROFESSIONAL	KCC01701	036000017014	BX	1	\$ 3.48
1014	CLEAN/PERSONAL CARE	923273	10 PK FACIAL TISSUE 100/BX	KIMBERLY CLARK PROFESSIONAL	KCC21005PK	036000214000	PK	5	\$ 5.00
1015	CLEAN/PERSONAL CARE	483115	KLEENEX BOUTIQ 3PK FACIAL TISS	KIMBERLY CLARK PROFESSIONAL	KCC21200	036000212006	PK	3	\$ 4.66
1016	CLEAN/PERSONAL CARE	826830	TISSUE FACIAL BOUTIQ 6/PK	KIMBERLY CLARK PROFESSIONAL	KCC21271	036000212716	PK	1	\$ 9.00
1017	CLEAN/PERSONAL CARE	752602	KLEENEX ANTIVIRAL 3PK	KIMBERLY CLARK PROFESSIONAL	KCC21286	036000212860	PK	3	\$ 7.05
1018	CLEAN/PERSONAL CARE	332971	KLEENEX LOTION FACIAL TISSUE	KIMBERLY CLARK PROFESSIONAL	KCC25829BX	036000258295	EA	1	\$ 1.69
1019	CLEAN/PERSONAL CARE	390733	KLEENEX LOTION 4PK FACIAL TISS	KIMBERLY CLARK PROFESSIONAL	KCC25834	036000258349	PK	4	\$ 7.34
1020	CLEAN/PERSONAL CARE	752602	KLEENEX ANTIVIRAL 3PK	KIMBERLY CLARK PROFESSIONAL	KCC46465	036000464658	PK	4	\$ 9.40
1021	CLEAN/PERSONAL CARE	673279	SAFESKIN PRPLE NITRILE GLOVES	KIMBERLY CLARK PROFESSIONAL	KCC55082	036000550825	BX	100	\$ 15.20
1022	OFFICE ESSENTIALS	506121	MOISTENER FINGERTIP 3/8OZ	LEE PRODUCTS CO	10050	084417100508	EA	1	\$ 0.87
1023	OFFICE ESSENTIALS	901561	MOISTENER FNGRTIP 3/8OZ 3/PK	LEE PRODUCTS CO	10053	084417100539	PK	3	\$ 2.83
1024	OFFICE ESSENTIALS	913154	HYGIENIC SORTKWIK 1-3/4 OZ/2PK	LEE PRODUCTS CO	10132/20132	084417101321	PK	2	\$ 4.56
1025	OFFICE ESSENTIALS	745899	LEE PRODUCTS FINGERTIP PAD	LEE PRODUCTS CO	717061	093775030273	EA	1	\$ 5.24
1026	OFFICE ESSENTIALS	371965	MOISTENER SORTKWIK 1OZ PNK	LEE PRODUCTS CO	LEE10400	084417104001	EA	1	\$ 1.33
1028	ELECTRONIC STORAGE	2420553	LEXAR 32GB S75 JUMPDR GRAY	LEXAR INTERNATIONAL	LJDS75-32GABNL	843367140060	EA	1	\$ 10.27
1031	SEATING	280119	SERTA BACK IN MOTION EXEC BLK	MILLWORK HOLDINGS CO INC	CHR200095	840391207769	EA	1	\$ 239.95
1032	BREAKROOM	782455	STARBURST ORIGINAL 41 OZ BAG	LIBERTY DISTRIBUTION CO LLC	111006	040000226499	EA	1	\$ 8.33
1033	BREAKROOM	689496	JOLLY RANCHER ASST BAG 3.75LB	LIBERTY DISTRIBUTION CO LLC	111011	010700156808	BG	1	\$ 10.50
1034	BREAKROOM	689510	LIFESAVERS WINTOGREEN BAG 50OZ	LIBERTY DISTRIBUTION CO LLC	112100	022000011251	EA	1	\$ 9.62
1035	BREAKROOM	344887	MINIMOOS 1/2 AND 1/2 CREAMER	LIBERTY DISTRIBUTION CO LLC	112696	041271008319	BX	180	\$ 13.14
1036	BREAKROOM	935439	PEPPERMINT PUFFS BAG CANDY	LIBERTY DISTRIBUTION CO LLC	112861	075044005021	EA	1	\$ 8.32
1037	BREAKROOM	354596	LIFESAVERS PEPOMINT 41 OZ BAG	LIBERTY DISTRIBUTION CO LLC	114712	022000011244	EA	1	\$ 8.44
1038	BREAKROOM	2537244	ID FRENCHVAN LIQ CREAMER 192/CT	LIBERTY DISTRIBUTION CO LLC	115018	041271025590	CA	1	\$ 17.25
1039	BREAKROOM	603621	HOT COCOA-SWISS MISS	LIBERTY DISTRIBUTION CO LLC	116116	070920474915	BX	50	\$ 8.13
1041	FILING	902955	ENVL POLY VELCRO 13 X9 3/8 CL	LION OFFICE PRODUCTS	LIO22080CR	030203220882	EA	1	\$ 4.01
1043	OFFICE ESSENTIALS	LIOCS20015BC	CLIP,BINDER,X-LARGE,6" WIDE	LION OFFICE PRODUCTS	LIOCS20015BC	030203890542	EA	1	\$ 4.49
1044	FURNITURE	24174391	35-INCH DESK RISER BLACK-M2B	LOCTEK INC	M2B	853020006930	EA	1	\$ 225.00
1045	PC ACCESSORIES	807870	LOGI WIRELESS PRESENTER R400	LOGITECH INC	910-001354	097855061614	EA	1	\$ 35.99
1046	PC ACCESSORIES	862371	LOGITECH M310 WRLSS MOUSE SLVR	LOGITECH INC	910-001675	097855066237	EA	1	\$ 25.58
1047	PC ACCESSORIES	886654	WIRELESS TRACKBALL M570	LOGITECH INC	910-001799	097855070098	EA	1	\$ 39.80

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1048	PC ACCESSORIES	869261	LOGITECH M510 WIRELESS MOUSE	LOGITECH INC	910-001822	097855066596	EA	1	\$ 19.95
1049	PC ACCESSORIES	100288	LOGITECH WIRELESS MOUSE M185	LOGITECH INC	910-002225	097855074126	EA	1	\$ 19.75
1050	PC ACCESSORIES	366209	LOGI M325 WIRLSS MOUSE SILVER	LOGITECH INC	910-002332	097855073891	EA	1	\$ 22.80
1051	PC ACCESSORIES	366208	LOGITECH M325 WIRLESS MSE BLUE	LOGITECH INC	910-002650	097855080592	EA	1	\$ 19.20
1052	PC ACCESSORIES	366207	LOGITECH M325 WIRELESS MSE RED	LOGITECH INC	910-002651	097855080608	EA	1	\$ 19.75
1053	PC ACCESSORIES	784551	LOGITECH M325 BLACK	LOGITECH INC	910-002974	097855086457	EA	1	\$ 19.20
1054	PC ACCESSORIES	797070	LOGI WRLS MOUS M325 VIVID VIOL	LOGITECH INC	910-003120	097855086600	EA	1	\$ 19.75
1055	PC ACCESSORIES	243132	LOGI WIRELESS MOUSE M310 BLACK	LOGITECH INC	910-004277	097855107084	EA	1	\$ 25.55
1056	PC ACCESSORIES	823326	LOGI WIRELESS WAVE KEYBOARD K3	LOGITECH INC	920-001996	097855060877	EA	1	\$ 34.95
1057	PC ACCESSORIES	701218	LOGITECH MK550 COMBO	LOGITECH INC	920-002555	097855066701	EA	1	\$ 44.95
1058	PC ACCESSORIES	792257	LOGITECH WIRELESS MK320	LOGITECH INC	920-002836	097855068590	EA	1	\$ 37.99
1059	PC ACCESSORIES	784615	LOGI K360 WRLESS KEYBOARD	LOGITECH INC	920-004088	097855085368	EA	1	\$ 22.49
1060	PC ACCESSORIES	057256	LOGITECH WIRELESS COMBO MK270	LOGITECH INC	920-004536	097855089816	EA	1	\$ 19.95
1061	PC ACCESSORIES	1572435	LOGITECH WIRELESS COMBO MK345	LOGITECH INC	920-006481	097855107879	EA	1	\$ 47.49
1062	PC ACCESSORIES	2622126	LOGITECH MK235	LOGITECH INC	920-007897	097855120182	EA	1	\$ 24.85
1063	PC ACCESSORIES	896998	LOGITECH Z130 PC SPEAKERS	LOGITECH INC	980-000417	097855065759	EA	1	\$ 16.71
1064	MAILROOM/SHIPPING	871026	ACCUSTAMP2 SHUTTER SCAN W/MB	LOOKOUT SALES	035618	039956356183	EA	1	\$ 5.40
1065	SCHOOL SUPPLIES	382108	1/8IN GLOSS TAPE-BLACK	LOOKOUT SALES	098077	039956980777	EA	1	\$ 0.29
1066	NON CODE	LLR18578	GLIDE,FLOOR,FELT,3/4"	LORELL	LLR18577	035255185776	CG	24	\$ 2.60
1067	FURNITURE	2400393	RISER DESK ADJ SIT TO STAND	LORELL	LLR81974	035255819749	EA	1	\$ 175.95
1068	OFFICE ACCESSORIES	1506576	HOLDER PAPER CLIP MESH	LORELL	LLR84150	035255841504	EA	1	\$ 4.14
1069	OFFICE ACCESSORIES	1505317	HOLDER CARD BUSINESS MSH	LORELL	LLR84151	035255841511	EA	1	\$ 7.97
1070	OFFICE ACCESSORIES	967777	DESK ORGANIZER W/ SMRTPHN HOLD	LORELL	LLR95255	035255952552	EA	1	\$ 39.21
1071	FILING	428257	FOLDER CLASSIFICATION 6 SEC BL	LSC COMMUNICATIONS US LLC	1257BL	078787363151	BX	10	\$ 40.68
1072	FILING	428258	CLASS FLDR TOP TAB 2 DIV 10BX	LSC COMMUNICATIONS US LLC	1257SC	078787363458	BX	10	\$ 33.22
1073	FILING	828116	FILE PKT LTR 5.25 EXP	LSC COMMUNICATIONS US LLC	1534G-OX	078787153455	BX	10	\$ 14.25
1074	BINDERS	442541	HOLD IT DATA DISK POCKET	LSC COMMUNICATIONS US LLC	21700	083086217005	BG	10	\$ 3.71
1075	FILING	783480	FOLDR ENDTB CLASS 2X LTR DKBLE	SMEAD MANUFACTURING	26784	30086486267848	BX	10	\$ 53.20
1076	BINDERS	404831	BINDER CLEARVUE D-RING 1IN WHT	LSC COMMUNICATIONS US LLC	26300CB	083086263002	EA	1	\$ 4.13
1077	BINDERS	643105	XTRALIFE CLEARVUE 2 LOCKING D	LSC COMMUNICATIONS US LLC	26321	083086263217	EA	1	\$ 5.98
1078	BINDERS	329283	XTRALIFE CLEARVUE NONSTICK 6IN	LSC COMMUNICATIONS US LLC	26360	083086263606	EA	1	\$ 37.19
1079	SCHOOL SUPPLIES	296608	3X5 RULED INDX CRD 100 CT	LSC COMMUNICATIONS US LLC	31EE	078787031043	PK	100	\$ 0.39
1080	BINDERS	751486	1.5 TOUCHGARD ANTIM BINDER	AVERY PRODUCTS CORPORATION	17142	77711171428	EA	1	\$ 7.91
1081	BINDERS	652114	BNDR AMIC RR INSERT 3 IN WHT	SAMSILL INC.	18287	50362182876	EA	1	\$ 15.12
1082	FILING	811180	FLDR LTR 11PT MLA 1/3 CUT CUTL	SMEAD MANUFACTURING	10343	86486103435	BX	100	\$ 19.29
1083	BINDERS	507288	2-POCKET PORT BLUE 25/BOX	LSC COMMUNICATIONS US LLC	5062523	096809120421	BX	25	\$ 12.82
1084	BINDERS	507307	2-POCKET PORT RED 2/BOX	LSC COMMUNICATIONS US LLC	5062558	096809120438	BX	25	\$ 13.45
1086	BINDERS	080420	PORTFOLIO 57510 2 POCKET ORG	LSC COMMUNICATIONS US LLC	57510EE	806792091574	BX	25	\$ 6.20
1087	BINDERS	905663	2 POCKET PORT GREEN 10PK	ESSELTE AMERICA	13379-US	78787575738	PK	10	\$ 3.22
1088	BINDERS	905705	2 POCKET PORT BLACK 10 PK	ESSELTE AMERICA	13376-US	78787575769	PK	10	\$ 3.21
1089	BINDERS	905721	2 POCKET PORT YELLOW 10 PK	ESSELTE AMERICA	13385-US	78787575790	PK	10	\$ 3.17
1091	FILING	668264	GLOBE WEIS PRESSBRD FLDR LTR	LSC COMMUNICATIONS US LLC	615F21-3BLU	078973615163	BX	25	\$ 31.86
1092	DATED AND FORMS	811069	PAD PLANNER LGL 20# ASSORTED 2	LSC COMMUNICATIONS US LLC	63116	025932631160	PK	6	\$ 10.99
1093	DATED AND FORMS	462878	PAD PERF LTR 8.5X11.75 CA IMP	LSC COMMUNICATIONS US LLC	63400	025932634000	DZ	12	\$ 21.99
1094	DATED AND FORMS	811128	PAD LEGAL RULED PERFORATED LET	LSC COMMUNICATIONS US LLC	63410	025932634109	DZ	12	\$ 8.99
1095	DATED AND FORMS	807346	CANVAS TUFF RECORD BOOK 150 PG	LSC COMMUNICATIONS US LLC	66-150-R	072156664016	EA	1	\$ 8.99
1096	DATED AND FORMS	709048	BOOK JOURNAL 300 12X5X7.75	LSC COMMUNICATIONS US LLC	66-300-J	072156664238	EA	1	\$ 29.79
1097	DATED AND FORMS	508639	RCRD BK 500PG 35LN	LSC COMMUNICATIONS US LLC	66-500-R	072156664054	EA	1	\$ 32.99
1098	DATED AND FORMS	015592	BOOK 67-1/8 300-R RECORD	LSC COMMUNICATIONS US LLC	67 1/8-300-R	072156674039	EA	1	\$ 38.49
1100	DATED AND FORMS	587219	PAD RECYC 5X8 12PK WE	LSC COMMUNICATIONS US LLC	74830	025932748301	DZ	12	\$ 10.07

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1101	DATED AND FORMS	811132	PAD LEGAL RULED 8.5X11.75 WHIT	LSC COMMUNICATIONS US LLC	74880	025932748806	DZ	12	\$ 20.49
1103	DATED AND FORMS	811050	NTBK STENO GREGG GREEN 80 SHEE	LSC COMMUNICATIONS US LLC	8021	025932802119	DZ	12	\$ 15.00
1104	DATED AND FORMS	811050	NTBK STENO GREGG GREEN 80 SHEE	LSC COMMUNICATIONS US LLC	8021EA	074319252740	EA	1	\$ 1.25
1105	DATED AND FORMS	2655669	BOOK STENO 6X9 GREGG AST	LSC COMMUNICATIONS US LLC	80220	025932802201	PK	4	\$ 23.60
1106	DATED AND FORMS	586996	BOOK STENO GREGG 4/PK OD	LSC COMMUNICATIONS US LLC	80264	025932802645	PK	4	\$ 11.00
1107	DATED AND FORMS	587008	BOOK STENO GREGG 4/PK BE	LSC COMMUNICATIONS US LLC	80284	025932802843	PK	4	\$ 7.90
1108	DATED AND FORMS	539361	MESSAGE PAD WYWO PINK	LSC COMMUNICATIONS US LLC	9711D	087958097122	DZ	12	\$ 4.17
1110	MAILROOM/SHIPPING	710905	ENVELOPE WHITE WOVE	LSC COMMUNICATIONS US LLC	COLO125	026900901254	BX	500	\$ 11.46
1111	MAILROOM/SHIPPING	823108	ENVL CSP 9X12 KFT	LSC COMMUNICATIONS US LLC	COLO990	026900909908	BX	100	\$ 9.16
1112	DATED AND FORMS	196329	2 PART MONEY/RENT RECEIPT BOOK	LSC COMMUNICATIONS US LLC	DC1182	087958211825	EA	1	\$ 6.11
1113	DATED AND FORMS	301762	2-PART 2.75X5.1 MONEY/RENT RCP	LSC COMMUNICATIONS US LLC	DC2501	087958225013	EA	1	\$ 1.40
1114	DATED AND FORMS	448240	SALES ORDER BOOK - 3PK	LSC COMMUNICATIONS US LLC	DC4705	087958470529	EA	1	\$ 2.02
1115	FILING	493214	POCKET 100%RECY 5 1/4 EXP LTR	LSC COMMUNICATIONS US LLC	E1534G	078787770157	PK	10	\$ 14.50
1116	FILING	060318	GUIDE PN925 1/5 FILE LTR A-Z	LSC COMMUNICATIONS US LLC	PN925	078787922556	PK	25	\$ 12.06
1117	MAILROOM/SHIPPING	377345	ENV CAT SELF SEAL 9.5X12.5	LSC COMMUNICATIONS US LLC	QUA43662	085227436627	BX	250	\$ 45.99
1118	MAILROOM/SHIPPING	649920	ENVELOPE MOISTENER W/ADHESIVE	LSC COMMUNICATIONS US LLC	QUA46065	085227460653	EA	1	\$ 1.47
1119	MAILROOM/SHIPPING	323354	DAB N SEAL 50ML 4-PACK	LSC COMMUNICATIONS US LLC	QUA46071	085227460714	PK	4	\$ 4.55
1120	MAILROOM/SHIPPING	638561	#5-1/2 COIN ENVL 3-1/8X5-1/2	LSC COMMUNICATIONS US LLC	QUA50562	085227505620	BX	500	\$ 27.75
1121	MAILROOM/SHIPPING	518057	CD/DVD ENVELOPE	LSC COMMUNICATIONS US LLC	QUA62903	852276290360	BX	100	\$ 11.53
1122	MAILROOM/SHIPPING	458290	10X13 PERSONAL CONF INTER ENV	LSC COMMUNICATIONS US LLC	QUA63778	085227637789	BX	100	\$ 28.30
1123	MAILROOM/SHIPPING	817218	ENVL #10 24# WHITE 500/BOX	LSC COMMUNICATIONS US LLC	QUA90020	085227900203	BX	500	\$ 19.00
1124	DATED AND FORMS	484045	VOICE-MAIL LOG BOOK - 2 PACK	LSC COMMUNICATIONS US LLC	S8796	087958187960	EA	1	\$ 3.34
1125	DATED AND FORMS	356188	2 PART SPIRAL RECEIPT BOOK	LSC COMMUNICATIONS US LLC	SC1152	087958115222	EA	1	\$ 4.54
1126	DATED AND FORMS	194506	PHONE MESSAGE BK 2PK	LSC COMMUNICATIONS US LLC	SC1154-5D	087958711547	PK	5	\$ 16.35
1127	DATED AND FORMS	301754	2 PART SPIRAL RCPT BK 200 SETS	LSC COMMUNICATIONS US LLC	SC1182	087958118223	EA	1	\$ 4.42
1128	DATED AND FORMS	366338	BOOK TELEPHONE MESSAGE 400	LSC COMMUNICATIONS US LLC	SC1187D	087958711875	EA	1	\$ 7.13
1129	FILING	508611	PERSONNEL FOLDERS VERT BL	LSC COMMUNICATIONS US LLC	SER-1-BL	078787012417	BX	10	\$ 61.00
1130	FILING	502519	FOLDERS CLASSIFICATION HANGING	LSC COMMUNICATIONS US LLC	SER-2-BL	078787012516	EA	1	\$ 5.99
1131	DATED AND FORMS	306647	3-PART 8.4 X11 RECEIPT BK BOUND	LSC COMMUNICATIONS US LLC	TC1182	087958311822	EA	1	\$ 5.20
1132	DATED AND FORMS	372623	3 PART MONEY/RENT RECEIPT BOOK	LSC COMMUNICATIONS US LLC	TC2701	087958270136	EA	1	\$ 2.14
1133	DATED AND FORMS	196105	3-PART 4.2X7.4 SALES ORDER BK	LSC COMMUNICATIONS US LLC	TC4705	087958470536	EA	1	\$ 2.14
1134	MAILROOM/SHIPPING	377517	ENVELOPE CLASP 32LB 6X9	LSC COMMUNICATIONS US LLC	37755	085227377555	BX	100	\$ 15.08
1135	MAILROOM/SHIPPING	823287	ENVL CLASP 28# 10X13 KRAFT 100	LSC COMMUNICATIONS US LLC	37892	085227378927	BX	100	\$ 11.09
1136	CLEAN/PERSONAL CARE	808385	TISSUE FACIAL SURPASS 2PLY REC	KIMBERLY CLARK CORP	21340	0	CA	30	\$ 31.93
1137	FURNITURE	446781	DOORSTOP-BIG-BRN	MASTER MFG CO INC	00920	034238009207	EA	1	\$ 2.71
1138	FURNITURE	446773	DOORSTOP-BIG-GREY	MASTER MFG CO INC	00941	034238009412	EA	1	\$ 2.71
1139	FURNITURE	446591	DOORSTOP GIANT BR.	MASTER MFG CO INC	00964	034238009641	EA	1	\$ 4.38
1140	CLEAN/PERSONAL CARE	422728	1-9/16 IN SOLID BRASS PADLOCK	MASTER MFG CO INC	MLK140D	071649375507	EA	1	\$ 7.36
1141	CLEAN/PERSONAL CARE	MLK4688DBLU	LOCK,BLUE,TSA,CABLE	MASTER MFG CO INC	MLK4688DBLU	071649152719	EA	1	\$ 39.56
1144	PC ACCESSORIES	712196	SPLS ELECTRONICS DUSTER 10OZ	FALCON SAFETY PRODUCTS	SPL10ENFR-1	86216170003	EA	1	\$ 2.55
1146	CLEAN/PERSONAL CARE	343057	ALCOHOL PREP PAD 200BX	MEDLINE INDUSTRIES	MIICUR45581RBI	080196302843	BX	200	\$ 2.95
1147	CLEAN/PERSONAL CARE	931433	NITRL DISP GLOVE PF MD 100BX	TRADEX INTERNATIONAL	NMD5201	699320452042	BX	100	\$ 4.25
1149	CLEAN/PERSONAL CARE	113472	GAU SPNG 12PLY STER LFS	MEDLINE INDUSTRIES	MIINON21424	080196690681	BX	50	\$ 3.08
1150	CLEAN/PERSONAL CARE	071355	3/4 X 3 FABRIC BANDAGES	ACME UNITED CORP.	H119	92265081191	BX	100	\$ 5.18
1151	CLEAN/PERSONAL CARE	1258213	DISH SOAP PUMP CLEMTNE 18OZ	METHOD PRODUCTS	MTH00734	817939007341	EA	1	\$ 3.21
1152	CLEAN/PERSONAL CARE	1258213	DISH SOAP PUMP CLEMTNE 18OZ	METHOD PRODUCTS	MTH00735	817939007358	EA	1	\$ 3.21
1153	CLEAN/PERSONAL CARE	673782	METHOD TEA/ALOE FOAMWASH 10OZ	METHOD PRODUCTS	MTH01162	817939011621	EA	1	\$ 3.34
1154	PC ACCESSORIES	617433	NATURAL ERGO KEYBOARD 4000	MICROSOFT CORP	B2M-00012	882224015462	EA	1	\$ 35.00
1156	MILITARY STORES	321653	ECONOMY BINDER 1IN BLK	NATIONAL INDUSTRIES FOR THE BLIND	NSN2784131	071503770189	EA	1	\$ 1.58
1157	DATED AND FORMS	902894	7530 PAD MEMO MINI DOZEN	NATIONAL INDUSTRIES FOR THE BLIND	NSN4547392	071503760098	DZ	12	\$ 12.54

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Index	Category	Staples Product Number	Staples Product Description	Mfg Name	Mfg Number	UPC Code	UOM	Pack Qty	Unit Price
1158	CLEAN/PERSONAL CARE	721707	24 OZ BOTTLE/SPRAYER 3PK	NATIONAL INDUSTRIES FOR THE BLIND	NSN5770210	071503284815	PK	4	\$ 4.77
1159	PC ACCESSORIES	199299	SOFTALK SHOULDRREST MICRBN BLK	ARTISTIC OFFICE PRODUCTS	00101M	26281005015	EA	1	\$ 5.67
1162	PAPER	507447	BRIGHT NEO ASST. LTR 65# 250CT	NEENAH PAPER INC	21004	759598210048	PK	250	\$ 11.87
1163	PAPER	507445	ASBR 8.5X11 ASST NEON PAPER RM	NEENAH PAPER INC	21289	759598212899	RM	500	\$ 9.69
1164	PAPER	508021	PAPER CARD STOCK STARDUST WHIT	NEENAH PAPER INC	21408	759598214084	PK	250	\$ 9.69
1165	PAPER	507430	ASTROBRIGHT GREEN 8.5X11	NEENAH PAPER INC	21558	759598215586	RM	500	\$ 9.20
1167	PAPER	404620	PAPER COLORED CARD TERRA GREEN	NEENAH PAPER INC	21788	759598217818	PK	250	\$ 11.00
1168	PAPER	485378	ASTROPARCHE NATURAL CARD STOCK	NEENAH PAPER INC	26428	759598264287	PK	250	\$ 9.69
1169	PAPER	599532	EXACT INDEX 90 LB	NEENAH PAPER INC	40311	759598403112	PK	250	\$ 10.45
1170	PAPER	490887	8.5X11 WHITE CARD STOCK 250	INTERNATIONAL PAPER	49701	759598487013	PK	250	\$ 4.92
1171	PAPER	816034	CARDSTOCK 110# LTR BE	NEENAH PAPER INC	48528	759598485217	PK	250	\$ 11.22
1172	PAPER	599531	EXACT INDEX 90 LB	NEENAH PAPER INC	49141	759598485415	PK	250	\$ 8.90
1173	PAPER	457781	67# EXACT VELLUM BRISTOL LTR	NEENAH PAPER INC	80218	759598813102	PK	250	\$ 10.27
1174	PAPER	812254	PAPER VELLUM BRISTOL 67# CARDS	NEENAH PAPER INC	81368	759598813607	PK	250	\$ 6.43
1175	PAPER	496791	#65 CARDSTOCK	NEENAH PAPER INC	91904	759598911013	PK	250	\$ 9.69
1176	STATIONERY & CARDS	479057	FINE PARCH PPR IVR 500CT 24LB	NEENAH PAPER INC	984C/2/4	083514805309	BX	500	\$ 15.86
1177	PAPER	490882	STAPLES WHITE COVER STOCK	NEENAH PAPER INC	98722	759598987223	PK	50	\$ 1.26
1178	STATIONERY & CARDS	709134	SOU HOLDER NAVY MATTE 10PK	NEENAH PAPER INC	98869	759598988695	EA	1	\$ 7.08
1179	STATIONERY & CARDS	709122	SOU CERTIFICATE IVORY MATTE 15	NEENAH PAPER INC	CT1R	083514886414	PK	15	\$ 7.08
1180	STATIONERY & CARDS	898073	CERT HOLDER 80LB BLACK 10CT	NEENAH PAPER INC	PF18	083514898349	PK	10	\$ 7.08
1181	STATIONERY & CARDS	709169	SOU JACKETS NAVY/GOLD MATTE 5	NEENAH PAPER INC	PF6	083514898295	PK	5	\$ 9.32
1182	STATIONERY & CARDS	709134	SOU HOLDER NAVY MATTE 10PK	NEENAH PAPER INC	PF8	083514898332	PK	10	\$ 7.08
1183	PAPER	958673	PAPER ASTROBRIGHTORBIT OE	NEENAH PAPER INC	WAU22761	759598217610	PK	1	\$ 9.00
1184	BREAKROOM	765448	COFFEE-MATE LIQUID PUMP ORIGI	NESTLE PROFESSIONAL	NE513799	050000114757	EA	1	\$ 19.29
1185	BREAKROOM	522569	NESTLE HOT COCOA PACKETS	NESTLE PROFESSIONAL	NES25485	050000143740	BX	50	\$ 10.44
1186	BREAKROOM	616673	COFFEE MATE ORIGINAL 22OZ SZ	NESTLE PROFESSIONAL	NES30212	050000302123	EA	1	\$ 4.75
1187	BREAKROOM	765443	COFFEE-MATE LIQ PUMP FRNCH VA	NESTLE PROFESSIONAL	NES31803	050000800032	EA	1	\$ 19.29
1188	BREAKROOM	765454	COFFEE-MATE LIQD PUMP HAZELNU	NESTLE PROFESSIONAL	NES31831	050000800049	EA	1	\$ 19.29
1189	BREAKROOM	910546	CREAMER FRENCH VANILLA 180BX	NESTLE PROFESSIONAL	NES35070	1005000350701	CA	180	\$ 18.60
1190	BREAKROOM	425043	HAZELNUT NON-DAIRY CREAMER	NESTLE PROFESSIONAL	NES35080	10050000350800	CA	180	\$ 19.15
1191	BREAKROOM	470743	COFFEEMATE CREAMER 50CT	NESTLE PROFESSIONAL	NES35110	050000351107	BX	50	\$ 4.25
1192	BREAKROOM	2432877	COFFEEMATE ORIG CREAMER 180/CT	NESTLE PROFESSIONAL	NES35120	10050000351203	CA	180	\$ 14.02
1193	BREAKROOM	424961	COFFEEMATE FRNCH VAN 50CT	NESTLE PROFESSIONAL	NES35170	050000351701	BX	50	\$ 5.32
1194	BREAKROOM	425043	HAZELNUT NON-DAIRY CREAMER	NESTLE PROFESSIONAL	NES35180	050000351800	BX	50	\$ 5.32
1195	BREAKROOM	608021	FR VANILLA SUGAR FREE CREAMER	NESTLE PROFESSIONAL	NES91757	050000425693	BX	50	\$ 5.32
1196	BREAKROOM	886985	NESTLE PURE LIFE 8OZ 24/CT DEP	NESTLE WATERS NORTH AMERICA	11476087	068274432279	CA	24	\$ 3.15
1197	BREAKROOM	571863	NESTLE PURE LIFE .5L 24/CT DEP	NESTLE WATERS NORTH AMERICA	12273782	068274934711	CA	24	\$ 9.78
1198	FURNITURE	390836	10.5X13 PLAQUE IN INSTANT MAHO	NIELSEN BAINBRIDGE	DAXN100MT	076795244219	EA	1	\$ 15.71
1199	FURNITURE	390833	8.5X11 AWARD PLAQUE WALNUT	NIELSEN BAINBRIDGE	DAXN15818T	076795158189	EA	1	\$ 18.52
1200	FURNITURE	408502	CONCAVE DOC FRAME 8.5X11 SILVR	NIELSEN BAINBRIDGE	DAXN1818N2T	076795266242	EA	1	\$ 10.44
1201	PC ACCESSORIES	047441	CLEANING WIPECLEAN SCENT WHITE	NORAZZA INC	END11506	810598011506	EA	1	\$ 8.83
1202	BREAKROOM	1680287	SNACK JAR STARLIGHT MINTS 5 LB	NUTREX CORP	31360	790736220727	BG	1	\$ 6.50
1203	BREAKROOM	1680097	SNACK JAR ASST FAVORITES 5 LBS	NUTREX CORP	31361	696551276263	EA	1	\$ 7.51
1204	BREAKROOM	2609707	SNYDERS MINI PRETZEL 32OZ	OFFICE SNAX	OFX00082	856924000820	EA	1	\$ 5.17
1206	OFFICE ESSENTIALS	472480	STAPLES #1 PPR CLP 100OCT	OFFICEMATE INTL	99911	042491999111	BX	100	\$ 1.15
1207	OFFICE ACCESSORIES	465848	DEFLECTO VERTICAL FILING CLEAR	DEFLECT-O CORP.	63001	79916630014	EA	1	\$ 6.44
1212	OFFICE ESSENTIALS	078854	PUNCH 90095 3 HOLE OMI BLACK	OFFICEMATE INTL	90095	042491900957	EA	1	\$ 6.92
1213	OFFICE ESSENTIALS	887178	BNDR CLIP MINI 12BX	OFFICEMATE INTL	99010	042491990101	BX	12	\$ 0.25
1215	OFFICE ESSENTIALS	900923	BNDR CLIP MED	OFFICEMATE INTL	99050	042491990507	BX	12	\$ 1.14
1216	OFFICE ESSENTIALS	079685	BINDER CLIPS LG	OFFICEMATE INTL	99100	042491991009	BX	12	\$ 3.18

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1218	OFFICE ESSENTIALS	614312	PUSH PINS TRANSLUCENT 200CT	OFFICEMATE INTL	OIC35710	042491357102	PK	200	\$ 1.90
1219	OFFICE ESSENTIALS	112284	5000CT STANDARD STAPLES	OFFICEMATE INTL	OIC91900	042491919003	BX	5000	\$ 0.45
1220	PRESENTATION	614314	MAGNETS HD ASSORTED COLORS	OFFICEMATE INTL	OIC92501	042491925011	PK	30	\$ 12.61
1222	BUSINESS MACHINES	1307440	DVR W/4GB BUILT IN MEMORY	OLYMPUS AMERICA INC	V405281BU000	050332191105	EA	1	\$ 32.99
1223	BUSINESS MACHINES	1001150	SONY ICDBX140 VOICE RECORDER	TECH DATA CORP.	ICDBX140	27242876002	EA	1	\$ 29.10
1224	CLEAN/PERSONAL CARE	422712	1000X3 CAUTION CAUTION TAPE	ORS NASCO INC	272-71-1001	015812711013	EA	1	\$ 11.58
1225	SCHOOL SUPPLIES	402652	9 X 12 CONSTRUCTION PAPER BLK	PACON CORP	103607EA	084001036077	PK	50	\$ 1.12
1226	SCHOOL SUPPLIES	432851	CONST PAPER ASSORTED 9X12 50PK	PACON CORP	103637EA	084001036374	PK	50	\$ 1.63
1227	WRITING	720364	QUADRILLE GRAPH PAPER 8.5X11	PACON CORP	2862	045173028628	PK	500	\$ 4.77
1228	SCHOOL SUPPLIES	812181	PPR CONST 12X18 GW WE	PACON CORP	9207	045173092070	PK	25	\$ 2.45
1229	SCHOOL SUPPLIES	CKC716001	STEMS,CHENLLE,6MM,STRPD,AST	PACON CORP	CKC711004	021196711044	PK	12	\$ 3.98
1230	CLEAN/PERSONAL CARE	541444	SANI-CLOTH PLUS WIPES	UNIMED	Q89072	0	EA	1	\$ 6.55
1231	CLEAN/PERSONAL CARE	601106	DISPOSABLE WIPES 160-COUNT	UNIMED	PSSC077172	0	EA	1	\$ 7.55
1232	WRITING	617944	LEAD REFILL HB .7MM 12/TUBE	PENTEL OF AMERICA LTD	50-HB	072512007686	TB	12	\$ 0.39
1233	WRITING	485726	E.SHARP 0.5MM PENCIL	PENTEL OF AMERICA LTD	AZ125A	072512150528	DZ	12	\$ 9.59
1234	WRITING	485729	E.SHARP 0.7MM PENCIL	PENTEL OF AMERICA LTD	AZ127C	072512152508	DZ	12	\$ 8.95
1235	WRITING	612916	PEN BALLPINT BLK BARREL & INK	PENTEL OF AMERICA LTD	BK440-A	072512198285	DZ	12	\$ 3.30
1236	WRITING	612919	PEN BALLPINT BLUE BARREL & INK	PENTEL OF AMERICA LTD	BK440C	072512198346	DZ	12	\$ 3.30
1237	WRITING	551705	PEN RSVP FINE PT RED DOZEN	PENTEL OF AMERICA LTD	BK90-B	072512068632	DZ	12	\$ 5.38
1238	WRITING	551689	PENTEL RSVP FN PT PEN BLK DZ	PENTEL OF AMERICA LTD	BK90BP5A-D2	072512076972	PK	5	\$ 2.24
1239	WRITING	508432	PENTEL RSVP FN PT PEN BLUE DZ	PENTEL OF AMERICA LTD	BK90C-D12	072512068663	DZ	12	\$ 5.38
1240	WRITING	551689	PENTEL RSVP FN PT PEN BLK DZ	PENTEL OF AMERICA LTD	BK90PCA-D12	072512068601	DZ	12	\$ 5.38
1241	WRITING	370868	PEN BALLPOINT RSVP MED RD DZ	PENTEL OF AMERICA LTD	BK91-B	072512070529	DZ	12	\$ 5.36
1242	WRITING	370850	PENTEL R.S.V.P. MED BLACK 12	PENTEL OF AMERICA LTD	BK91PC12A	072512123782	DZ	12	\$ 5.38
1243	WRITING	370843	PENTEL R.S.V.P. MED BLUE 12	PENTEL OF AMERICA LTD	BK91PC12C	072512172575	DZ	12	\$ 5.38
1244	WRITING	808401	RSVP RETRACTABLE BALLPOINT PE	PENTEL OF AMERICA LTD	BK93-A	072512234594	DZ	12	\$ 6.83
1245	WRITING	807882	RSVP RETRACTABLE BALLPOINT PE	PENTEL OF AMERICA LTD	BK93-C	072512234655	DZ	12	\$ 6.83
1246	WRITING	639710	PENTEL ENERGEL RTX .7MM	PENTEL OF AMERICA LTD	BL77-A	072512200544	DZ	12	\$ 16.81
1247	WRITING	409634	ENERGEL DEULXE RT GEL BLK 6PK	PENTEL OF AMERICA LTD	BL77BP6M	072512228845	PK	6	\$ 9.63
1248	WRITING	816462	PENTEL ENERGEL RT FN BLK 3PK	PENTEL OF AMERICA LTD	BLN75BP3A	072512234105	PK	3	\$ 3.31
1249	WRITING	639711	PENTEL ENERGEL RTX .7MM	PENTEL OF AMERICA LTD	BLN77-A	655003806328	DZ	12	\$ 11.65
1250	WRITING	639673	PENTEL ENERGEL RTX .7MM	PENTEL OF AMERICA LTD	BLN77-C	072512201060	DZ	12	\$ 16.80
1251	WRITING	253187	PENTEL LEAD REFIL .5MM HB 3/30	PENTEL OF AMERICA LTD	C258PHB3-D3	072512045329	PK	3	\$ 2.76
1252	WRITING	396786	PENTEL LEAD REFIL .7MM HB 3/30	PENTEL OF AMERICA LTD	C278PHB3-D3	072512076378	PK	3	\$ 3.25
1253	WRITING	617928	LEAD REFILL 2B .5MM	PENTEL OF AMERICA LTD	C505BP32B-K6	072512059609	EA	1	\$ 1.47
1254	WRITING	617936	LEAD REFILL HB .5MM 12/TUBE	PENTEL OF AMERICA LTD	C505-HBEA	072512007457	TB	12	\$ 0.41
1255	WRITING	816150	WOW RT GEL PEN BLACK	PENTEL OF AMERICA LTD	K437A	072512238745	DZ	12	\$ 5.21
1256	WRITING	816145	WOW RT GEL PEN MED BLUE	PENTEL OF AMERICA LTD	K437C	072512238806	DZ	12	\$ 5.21
1257	WRITING	790128	PENTEL HYPER-G RT GEL BLK	PENTEL OF AMERICA LTD	KL257-A	072512230060	DZ	12	\$ 15.62
1258	WRITING	804362	REFILL ENRGL MTL .7MM BE	PENTEL OF AMERICA LTD	LR7C	072512167106	EA	1	\$ 0.45
1259	WRITING	366070	6.5X9.5 BKLET WHITE ENV- 25/PK	PENTEL OF AMERICA LTD	LRN7BP2A	072512259337	PK	2	\$ 4.66
1260	WRITING	499657	SHARP K .5MM PENCIL BLK	PENTEL OF AMERICA LTD	P205A	072512005422	EA	1	\$ 2.62
1261	WRITING	434350	PENTEL SHARP .5MM 2	PENTEL OF AMERICA LTD	P205BP2-D2	072512044902	PK	2	\$ 5.65
1262	WRITING	499673	SHARP 0.7MM PENCIL BLUE	PENTEL OF AMERICA LTD	P207C	072512005507	EA	1	\$ 2.89
1263	WRITING	560828	ENRGL RET REFILL .7MM RED EA	PENTEL OF AMERICA LTD	PENLR7B	072512167076	EA	1	\$ 0.41
1264	WRITING	560830	ENRGL RET REFILL .7MM BLU	PENTEL OF AMERICA LTD	PENLRN7C	072512167373	EA	1	\$ 0.60
1265	WRITING	434348	PENTEL TWIST-ERASE III .7MM 2	PENTEL OF AMERICA LTD	QE517BP2-D2	072512127599	PK	2	\$ 5.36
1266	WRITING	435366	TWIST ERASE III 09 BLUE	PENTEL OF AMERICA LTD	QE519BP2-K6	072512150009	PK	2	\$ 4.78
1267	WRITING	264291	PENTEL CLIC ERASER 3	PENTEL OF AMERICA LTD	ZE21BP24-D24	072512030769	PK	4	\$ 3.09
1268	WRITING	521930	PEN CORRECT FN PT 12ML WE	PENTEL OF AMERICA LTD	ZL31-W	072512051436	EA	1	\$ 1.91

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1269	SCHOOL SUPPLIES	352369	CRAYOLA 8/BX BRD WASH MKR	CRAYOLA LLC	58-7808	71662078089	PK	8	\$ 2.61
1270	WRITING	495324	PRECISE GEL RETRACT ROLLER PEN	PILOT CORP OF AMERICA	15001	072838150011	DZ	12	\$ 10.15
1271	WRITING	567422	PILOT PRECISE PV-5 ASST 7PK	PILOT CORP OF AMERICA	26015	072838260154	PK	7	\$ 8.48
1272	WRITING	666245	PILOT PRECISE V5 RT BLK 3PK	PILOT CORP OF AMERICA	26052	072838260529	PK	3	\$ 4.19
1273	WRITING	658923	PILOT PRECISE RT RB BLK 12PK	PILOT CORP OF AMERICA	26062	072838260628	DZ	12	\$ 16.74
1274	WRITING	379117	PEN BALLPT RETRACTABLE BK FN	PILOT CORP OF AMERICA	30000	072838300003	DZ	12	\$ 9.73
1275	WRITING	379120	PEN BALLPT RETRACTABLE BK MD	PILOT CORP OF AMERICA	30005	072838300058	DZ	12	\$ 12.82
1276	WRITING	430729	PILOT G-2 RT GEL XFN BLK DZ	PILOT CORP OF AMERICA	31002	072838310026	DZ	12	\$ 10.03
1277	WRITING	430730	G2 GEL ROLLING BP XF BL DZ	PILOT CORP OF AMERICA	31003	072838310033	DZ	12	\$ 10.03
1278	WRITING	429174	PILOT G2 RET FINE BLACK 12	PILOT CORP OF AMERICA	31020	072838310200	DZ	12	\$ 9.35
1279	WRITING	424575	PILOT G2 RT FINE BLU 12	PILOT CORP OF AMERICA	31021	072838310217	DZ	12	\$ 10.03
1280	WRITING	424576	PEN G2 RETRACTABLE RED	PILOT CORP OF AMERICA	31022	072838310224	DZ	12	\$ 10.03
1281	WRITING	441836	PILOT G-2 FINE BLK 4PK	PILOT CORP OF AMERICA	31057	072838310576	PK	4	\$ 3.48
1282	WRITING	441837	PILOT G2 .7MM FINE BLU 4	PILOT CORP OF AMERICA	31058	072838310583	PK	4	\$ 3.98
1283	WRITING	648103	PILOT G2 RETRACT GEL BOLD BE DZ	PILOT CORP OF AMERICA	31084	072838316851	PK	4	\$ 3.34
1284	WRITING	589057	PILOT G2 ASSORTED COLORS 8PK	PILOT CORP OF AMERICA	31128	072838311283	PK	8	\$ 8.03
1285	WRITING	429174	PILOT G2 RET FINE BLACK 12	PILOT CORP OF AMERICA	31136	072838311368	DZ	12	\$ 9.35
1286	WRITING	424576	PEN G2 RETRACTABLE RED	PILOT CORP OF AMERICA	31191	072838316844	PK	4	\$ 3.34
1287	WRITING	648102	PILOT G2 RETRACT GEL BOLD BK DZ	PILOT CORP OF AMERICA	31254	072838316875	PK	4	\$ 3.15
1288	WRITING	648102	PILOT G2 RETRACT GEL BOLD BK DZ	PILOT CORP OF AMERICA	31256	072838312563	DZ	12	\$ 9.45
1289	WRITING	648103	PILOT G2 RETRACT GEL BOLD BE DZ	PILOT CORP OF AMERICA	31257	072838312570	DZ	12	\$ 10.03
1290	WRITING	648104	PILOT G2 RETRACT GEL BOLD RD DZ	PILOT CORP OF AMERICA	31258	072838312587	DZ	12	\$ 10.03
1291	WRITING	858150	PILOT G27 GEL BCA BLACK INK	PILOT CORP OF AMERICA	31332	072838313324	DZ	12	\$ 13.78
1292	WRITING	938400	FRIXION ERASABLE GEL RT BLK	PILOT CORP OF AMERICA	31450	072838314505	DZ	12	\$ 19.82
1293	WRITING	938543	FRIXION ERASABLE GEL RT BLUE	PILOT CORP OF AMERICA	314512	072838314512	DZ	12	\$ 19.85
1294	WRITING	938949	FRIXION ERASABLE GEL RT RED	PILOT CORP OF AMERICA	31452	072838314529	DZ	12	\$ 19.82
1295	WRITING	938400	FRIXION ERASABLE GEL RT BLK	PILOT CORP OF AMERICA	31464	072838314642	PK	3	\$ 4.96
1296	WRITING	403895	EASY TOUCH RETRACTABLE FINE PT	PILOT CORP OF AMERICA	32210	072838322104	DZ	12	\$ 8.14
1297	WRITING	403902	EASYTOUCH RETRACTABLE FINE PT	PILOT CORP OF AMERICA	32211	072838322111	DZ	12	\$ 8.15
1298	WRITING	474357	PILOT EASY TOUCH RT MD BLK 12	PILOT CORP OF AMERICA	32220	072838322203	DZ	12	\$ 6.30
1299	WRITING	485668	PEN RET BLPT EASYTCH MD BLE DZ	PILOT CORP OF AMERICA	32221	072838322210	DZ	12	\$ 6.30
1300	WRITING	862274	BOTTLE TO PEN GEL RT 12PK BLK	PILOT CORP OF AMERICA	33600	072838336002	DZ	12	\$ 10.99
1301	WRITING	864813	BOTTLE TO PEN GEL RT 12PK BLUE	PILOT CORP OF AMERICA	33601	072838336019	DZ	12	\$ 13.92
1302	WRITING	343155	B2P RT BALLPOINT FINE BLACK	PILOT CORP OF AMERICA	34600	072838346001	DZ	12	\$ 8.57
1303	WRITING	343211	B2P RT BALLPOINT FINE BLUE	PILOT CORP OF AMERICA	34601	072838346018	DZ	12	\$ 8.51
1304	WRITING	343157	B2P RT BALLPOINT MEDIUM BLACK	PILOT CORP OF AMERICA	34800	072838348005	DZ	12	\$ 8.48
1305	WRITING	343213	B2P RT BALLPOINT MEDIUM BLUE	PILOT CORP OF AMERICA	34801	072838348012	DZ	12	\$ 8.49
1306	WRITING	343212	B2P RT BALLPOINT FINE RED	PILOT CORP OF AMERICA	34802	072838348029	DZ	12	\$ 8.49
1307	WRITING	205112	PEN ROLLER PRECISE XFN PT BK	PILOT CORP OF AMERICA	35334	072838353344	DZ	12	\$ 13.69
1308	WRITING	205120	PRECISE RB PVS XFN BLU DZ	PILOT CORP OF AMERICA	35335	072838353351	DZ	12	\$ 14.39
1309	WRITING	302257	PILOT PRECISE ROLL XFN RED DZ	PILOT CORP OF AMERICA	35336	072838353368	DZ	12	\$ 14.37
1310	WRITING	441751	P700 GEL ROLLER FN BLK DZ	PILOT CORP OF AMERICA	38610	072838386106	DZ	12	\$ 10.73
1311	WRITING	396411	PILOT G2 REFILLS GEL FN BLK 2K	PILOT CORP OF AMERICA	77240	072838772404	PK	2	\$ 0.99
1312	WRITING	396412	PILOT G2 GEL REFILL FN BLUE 2	PILOT CORP OF AMERICA	77241	072838772411	PK	2	\$ 0.99
1313	WRITING	440530	G2 GEL INK BP REF RED F 2PK	PILOT CORP OF AMERICA	77242	072838772428	PK	2	\$ 0.99
1314	WRITING	962246	G2 GEL RB REFILL BLK BOLD 2/PK	PILOT CORP OF AMERICA	77289	072838772893	PK	2	\$ 1.75
1315	WRITING	563186	G6 RETRACTABLE GEL INK PEN	PILOT CORP OF AMERICA	PIL31401DZ	072838314017	DZ	12	\$ 14.11
1316	CLEAN/PERSONAL CARE	2798424	LINER 40X46 GN COMP 1ML 100/CT	PITT PLASTICS INC	BS45G	048063149755	CA	100	\$ 75.99
1317	TELEPHONES	568903	HEADSET NOISE CANCELLING SUPRA	PLANTRONICS INC	64336-31	017229117358	EA	1	\$ 61.90

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Index	Category	Staples Product Number	Staples Product Description	Mfg Name	Mfg Number	UPC Code	UOM	Pack Qty	Unit Price
1318	OFFICE ESSENTIALS	513465	BAG CASH VINYL ZIP 6 X 11 BLE	MAJOR METAL FAB CO.(MMF INDUSTRIES)	2340416W38	78541106130	EA	1	\$ 2.11
1319	WRITING	750946	SECURE-A-PEN ANTIMICR PEN BLK	MAJOR METAL FAB CO.(MMF INDUSTRIES)	28904	78541289048	EA	1	\$ 1.92
1320	WRITING	502803	ANTIMICROBIAL DLX COUNTER PEN	PM COMPANY	PMC05062	089243050621	EA	1	\$ 4.65
1321	WRITING	502804	ANTIMICROBIAL DLX PEN REFILL	PM COMPANY	PMC05064	089243050645	EA	1	\$ 1.74
1325	ELECTRONIC STORAGE	1149498	HP 128GB V150 USB DRIVE	PNY TECHNOLOGIES INC	P-FD128HP150-GE	751492572178	EA	1	\$ 37.99
1327	ELECTRONIC STORAGE	906142	CRUZER GLIDE FLASH DRIVE 16GB	PNY TECHNOLOGIES INC	P-FD16GHP150-GE	751492572147	EA	1	\$ 11.05
1328	ELECTRONIC STORAGE	2071292	LEXAR 2 PK 16GB S50 USB 2.0	PNY TECHNOLOGIES INC	P-FD16GODM-GE	751492609041	EA	1	\$ 5.00
1330	ELECTRONIC STORAGE	2824191	HP 32GB USB 3.0 FLASH DRIVE	PNY TECHNOLOGIES INC	P-FD32GHP900-GE	751492603445	EA	1	\$ 22.82
1331	ELECTRONIC STORAGE	24303035	PNY 32GB RETRACT USB 2.0	PNY TECHNOLOGIES INC	P-FD32GODM-GE	751492609058	EA	1	\$ 9.04
1332	ELECTRONIC STORAGE	2824190	HP 64GB USB 3.0 FLASH DRIVE	PNY TECHNOLOGIES INC	P-FD64GHP900-GE	751492603452	EA	1	\$ 38.38
1333	ELECTRONIC STORAGE	1668535	SBG MICROSD CLASS 10 32GB	PNY TECHNOLOGIES INC	P-SDU32U185EL-GE	098378936847	EA	1	\$ 13.29
1334	CLEAN/PERSONAL CARE	438368	DEODORANT FEBREZE	PROCTER AND GAMBLE DISTRIBUTING	03259	037000032595	EA	1	\$ 7.29
1335	CLEAN/PERSONAL CARE	735935	TIDE LIQUID 2X CONCENTRATE	PROCTER AND GAMBLE DISTRIBUTING	13878	037000138785	EA	1	\$ 11.67
1336	CLEAN/PERSONAL CARE	908293	FEBREZE S&R LINEN & SKY	PROCTER AND GAMBLE DISTRIBUTING	29215	037000292159	EA	1	\$ 3.15
1337	CLEAN/PERSONAL CARE	1917288	PUFFS PLUS 4PK FACIAL TISSUE	PROCTER AND GAMBLE DISTRIBUTING	34899	037000348993	PK	4	\$ 5.19
1338	CLEAN/PERSONAL CARE	885325	DAWN ANTI-BACTERL ORANGE 34OZ	PROCTER AND GAMBLE DISTRIBUTING	42906	037000429067	EA	1	\$ 5.77
1339	CLEAN/PERSONAL CARE	595558	P&G DAWN DISHWASH LIQUID 38OZ	PROCTER AND GAMBLE DISTRIBUTING	45112EA	037000451129	EA	1	\$ 5.17
1340	CLEAN/PERSONAL CARE	24386792	DAWN ULTRA AB ORANGE 8/40OZ	PROCTER AND GAMBLE DISTRIBUTING	74704	037000747048	EA	1	\$ 5.99
1341	CLEAN/PERSONAL CARE	445267	PUFFS BASIC FAMILY 3PK	PROCTER AND GAMBLE DISTRIBUTING	84381	037000876151	PK	3	\$ 5.59
1343	CLEAN/PERSONAL CARE	836386	CLOTH SWIFR WET RFL 12/BX	PROCTER AND GAMBLE DISTRIBUTING	95531	037000955313	BX	1	\$ 4.65
1344	CLEAN/PERSONAL CARE	2519631	FEBREZE AIR SPRING/RENEW 8.8OZ	PROCTER AND GAMBLE DISTRIBUTING	96254	037000962540	EA	1	\$ 3.64
1345	CLEAN/PERSONAL CARE	2519632	FEBREZE AIR MEADOWS/RAIN8.8OZ	PROCTER AND GAMBLE DISTRIBUTING	96255	037000962557	EA	1	\$ 3.63
1346	CLEAN/PERSONAL CARE	2519628	FEBREZE AIR HAWAIIAN 8.8OZ	PROCTER AND GAMBLE DISTRIBUTING	96260EA	037000962601	EA	1	\$ 3.65
1347	CLEAN/PERSONAL CARE	2519626	FEBREZE W/GAIN ORIG 2PK 8.8OZ	PROCTER AND GAMBLE DISTRIBUTING	97810	037000978107	PK	2	\$ 5.69
1348	CLEAN/PERSONAL CARE	2360385	SWIFFER DUSTER STARTKIT W/5PK	PROCTER AND GAMBLE DISTRIBUTING	PGC11804CT	037000118046	EA	1	\$ 3.99
1349	CLEAN/PERSONAL CARE	2180767	COMET DEODORZ CLNSR PWDR 24/CT	PROCTER AND GAMBLE DISTRIBUTING	PGC32987CT	037000329876	CA	24	\$ 47.49
1350	CLEAN/PERSONAL CARE	PGC82707	CLEANER,MR CLEAN,24OZ,YL	PROCTER AND GAMBLE DISTRIBUTING	PGC82707	037000827078	EA	1	\$ 3.32
1351	CLEAN/PERSONAL CARE	2519629	FEBREZE AIR LINEN/SKY 8.8OZ	PROCTER AND GAMBLE DISTRIBUTING	PGC96256	037000962564	EA	1	\$ 3.65
1352	BREAKROOM	401758	CHEWY GRANOLA BAR CHOCO CHIP 8	QUAKER OATS	QKR31188	030000311882	BX	8	\$ 2.86
1354	BREAKROOM	610317	BIGELOW GREEN TEA 28/BOX	R C BIGELOW INC	00388	072310003880	BX	28	\$ 3.58
1355	BREAKROOM	913730	BIGELOW I LOVE LEMON TEA 28/BX	R C BIGELOW INC	10399	072310003996	BX	28	\$ 3.58
1356	BREAKROOM	390221	BIGELOW ASST TEA 64 PACK	R C BIGELOW INC	10568	072310105683	BX	64	\$ 10.64
1357	STORAGE	791523	0.14L REALLY USEFUL BX ASORTED	REALLY USEFUL PRODUCTS LTD	0.14C	060024807660	EA	1	\$ 0.55
1358	STORAGE	791523	0.14L REALLY USEFUL BX ASORTED	REALLY USEFUL PRODUCTS LTD	0.55C	060024805550	EA	1	\$ 0.55
1359	STORAGE	1843845	5.5QT LTCHNG STORAGE BIN	F&M TOOL AND PLASTICS, INC.	601328	718103246576	EA	1	\$ 2.47
1360	STORAGE	24376994	61.5QT LOCKING LID PLASTIC ST	SUNTERRACE CASUAL	FG916240701	718103316071	EA	1	\$ 11.44
1361	STORAGE	899356	REALLY USEFUL 8.1L BOX CLEAR	REALLY USEFUL PRODUCTS LTD	8.1C	060231631171	EA	1	\$ 8.05
1362	STORAGE	673234	REALLY USEFUL 9L BOX CLEAR	REALLY USEFUL PRODUCTS LTD	9C	060024808100	EA	1	\$ 8.44
1364	CLEAN/PERSONAL CARE	445350	19OZ LYSOL DISINFECTANT SPRAY	RECKITT BENCKISER PLC	RAC04650EA	036241046507	EA	1	\$ 5.65
1365	CLEAN/PERSONAL CARE	263236	LYSOL SPRAY FRESH SCENT 19 OZ	RECKITT BENCKISER PLC	RAC04675EA	036241046750	EA	1	\$ 5.90
1366	CLEAN/PERSONAL CARE	1489955	AIR FRESH 8OZ LAV CHAM	RECKITT BENCKISER PLC	RAC05762	062338057620	EA	1	\$ 1.00
1367	CLEAN/PERSONAL CARE	596173	LYSL DISFEC SPRAY COUNTRY 19OZ	RECKITT BENCKISER PLC	RAC74276EA	036241046255	EA	1	\$ 7.69
1368	CLEAN/PERSONAL CARE	751160	LYSOL SPRAY CRISP LINEN 19 OZ	RECKITT BENCKISER PLC	RAC74828CT	036241748286	CT	12	\$ 70.80
1369	CLEAN/PERSONAL CARE	751160	LYSOL SPRAY CRISP LINEN 19 OZ	RECKITT BENCKISER PLC	RAC74828EA	036241748289	EA	1	\$ 5.90
1370	BREAKROOM	662280	LYSOL 4 IN 1 LEMON CLNR 32OZ	RECKITT BENCKISER PLC	RAC75352EA	019200753524	EA	1	\$ 3.96
1371	CLEAN/PERSONAL CARE	619437	LYSOL DISINFCTNT SPRY SPRNG WT	RECKITT BENCKISER PLC	RAC76075EA	036241760755	EA	1	\$ 6.99
1372	CLEAN/PERSONAL CARE	712230	NEUTRA AIR FRESH SCENT 10OZ.	RECKITT BENCKISER PLC	RAC76938	019200769389	EA	1	\$ 2.50
1373	CLEAN/PERSONAL CARE	653319	FRESHENER LYSOL FRSH 10OZ	RECKITT BENCKISER PLC	RAC76940	019200769402	EA	1	\$ 2.50

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1374	CLEAN/PERSONAL CARE	1667924	FRESHNER AIRWICK FRSH WTR	RECKITT BENCKISER PLC	RAC77002	062338770024	EA	1	\$ 1.00
1375	CLEAN/PERSONAL CARE	814333	WIPE LYSOL SANITZG L/LIME480CT	RECKITT BENCKISER PLC	RAC77182CT	10019200771822	CT	6	\$ 37.81
1376	CLEAN/PERSONAL CARE	599668	LYSOL SANITIZING WIPES 80CT	RECKITT BENCKISER PLC	RAC77182EA	019200771825	EA	1	\$ 6.26
1377	CLEAN/PERSONAL CARE	633754	LYSOL SANITIZING WIPE FRSH80PK	RECKITT BENCKISER PLC	RAC77925EA	019200779258	EA	1	\$ 4.45
1378	CLEAN/PERSONAL CARE	674106	LYSOL SANITIZING WIPES LEMLME	RECKITT BENCKISER PLC	RAC78849CT	019200788493	CT	6	\$ 35.94
1379	CLEAN/PERSONAL CARE	674106	LYSOL SANITIZING WIPES LEMLME	RECKITT BENCKISER PLC	RAC78849EA	019200788496	EA	1	\$ 5.99
1380	CLEAN/PERSONAL CARE	869358	NEUTRA AIR MORNING LINEN	RECKITT BENCKISER PLC	RAC79196	019200791960	EA	1	\$ 2.59
1381	CLEAN/PERSONAL CARE	752032	AIRWICK REFILL FRESH WATERS	RECKITT BENCKISER PLC	RAC79553	062338795539	EA	1	\$ 5.55
1382	CLEAN/PERSONAL CARE	455923	SCENTD OIL TWIN REFIL FRSH WTR	RECKITT BENCKISER PLC	RAC79717	062338797175	PK	2	\$ 5.31
1383	CLEAN/PERSONAL CARE	501741	LYSOL SANITIZING WIPES	RECKITT BENCKISER PLC	RAC81146	019200811460	EA	1	\$ 3.34
1384	CLEAN/PERSONAL CARE	665464	LYSOL DSF DUAL WIPE CITRS 75PK	RECKITT BENCKISER PLC	RAC81700	019200817004	EA	1	\$ 6.26
1385	CLEAN/PERSONAL CARE	950423	LYSOL WIPES 3X35CT	RECKITT BENCKISER PLC	RAC82159	019200821599	PK	3	\$ 7.21
1386	CLEAN/PERSONAL CARE	619437	LYSOL DISINFCTNT SPRY SPRNG WT	RECKITT BENCKISER PLC	RAC84044	036241840440	EA	1	\$ 6.99
1387	CLEAN/PERSONAL CARE	164208	LYSOL DISFT WIPES LMN/LM80-3PK	RECKITT BENCKISER PLC	RAC84251	019200842518	PK	3	\$ 9.99
1388	CLEAN/PERSONAL CARE	598395	LYSOL SPRAY LAVENDER 19OZ	RECKITT BENCKISER PLC	RAC89097	036241890971	EA	1	\$ 6.93
1389	CLEAN/PERSONAL CARE	309972	LYSOL DISNF WIPE ERLY MORN80PK	RECKITT BENCKISER PLC	RAC89347	019200893473	EA	1	\$ 6.30
1390	CLEAN/PERSONAL CARE	1385578	LYSOL SANITZG WIPE OCEAN 110PK	RECKITT BENCKISER PLC	RAC93010	019200930109	EA	1	\$ 7.97
1391	CLEAN/PERSONAL CARE	2104978	DISNF MIST LAVENDR AEROSL 15OZ	RECKITT BENCKISER PLC	RAC94121	019200941211	EA	1	\$ 8.48
1392	SCHOOL SUPPLIES	813517	NTBK WIREBOUND END 3X5 60SHEET	REDI FORM OFFICE PRODUCTS	31120	073333311204	EA	1	\$ 0.66
1393	SCHOOL SUPPLIES	813532	NTBK STENO GREGG GREEN 60SHEET	REDI FORM OFFICE PRODUCTS	36646	073333366464	EA	1	\$ 1.08
1394	DATED AND FORMS	790429	TEXHIDE SERIES ACCOUNT BK	REDI FORM OFFICE PRODUCTS	56231	073333562316	EA	1	\$ 19.97
1395	DATED AND FORMS	505185	NOTEPRO DAILY ORGNZR 9.25X7.25	REDI FORM OFFICE PRODUCTS	A29C.81	069775333935	EA	1	\$ 9.94
1396	DATED AND FORMS	2728668	22X17 DESK PAD	REDI FORM OFFICE PRODUCTS	C1731-19	069775904296	EA	1	\$ 4.05
1397	DATED AND FORMS	2732522	2019 AAG DESKPAD 17 3/4X10 7/8	ACCO BRANDS USA LLC	SK14-00-19	38576432994	EA	1	\$ 6.70
1399	DATED AND FORMS	2728650	DURAFLEX 9X7 MONTHLY	REDI FORM OFFICE PRODUCTS	CB1200V.BLK-19	069775945497	EA	1	\$ 12.35
1400	DATED AND FORMS	2728645	DURAFLEX 11X8.5 MONTHLY	REDI FORM OFFICE PRODUCTS	CB1262V.BLK-19	069775944896	EA	1	\$ 10.84
1401	DATED AND FORMS	2728642	ECOLOGIX 11X8.5 MONTHLY	REDI FORM OFFICE PRODUCTS	CB435W.BLK-19	069775934699	EA	1	\$ 10.22
1402	DATED AND FORMS	2728637	DURAFLEX 11X8.5 WEEKLY	REDI FORM OFFICE PRODUCTS	CB950V.BLK-19	069775945190	EA	1	\$ 14.48
1403	DATED AND FORMS	495141	DAVINCI JOURNAL	REDI FORM OFFICE PRODUCTS	REDA8005	069775332921	EA	1	\$ 7.19
1404	OFFICE ESSENTIALS	512663	SEENOTES 5COLOR ARROWS W/CLIP	REDI-TAG CORP	RTG31118	012534311187	EA	1	\$ 1.29
1405	OFFICE ESSENTIALS	395506	2IN SLF STICK INDX FLAG 48ASST	REDI-TAG CORP	RTG33248	012534332489	PK	48	\$ 1.10
1406	STATIONERY & CARDS	709132	SOU CERTIFICATE IVORY MATTE 25	ROYAL CONSUMER PRODUCTS LLC	39087	022473390877	PK	25	\$ 5.89
1407	STATIONERY & CARDS	445896	BLNK CERTIF 1X8-1/2 GOLD BDER	ROYAL CONSUMER PRODUCTS LLC	39451	022473394516	PK	25	\$ 3.74
1408	STATIONERY & CARDS	041158	BLANK CERTIFI 11X8-1/2 GRN BD	ROYAL CONSUMER PRODUCTS LLC	39452	022473394523	PK	25	\$ 6.43
1409	STATIONERY & CARDS	041159	BLNK CERTIF 11X8-1/2 GOLD FOIL	ROYAL CONSUMER PRODUCTS LLC	44407	022473444075	PK	12	\$ 6.64
1413	STATIONERY & CARDS	653693	BLACK DOC COVERS 6/PK	ROYAL CONSUMER PRODUCTS LLC	47401	071064474014	PK	6	\$ 9.49
1415	STATIONERY & CARDS	1027121	GEO DOC COVER 12.25X9.5 GRAY 6	ROYAL CONSUMER PRODUCTS LLC	49323	071064493237	PK	6	\$ 11.39
1416	CLEAN/PERSONAL CARE	758215	WASTECAN 7GAL BLU RECY PLASTIC	RUBBERMAID COMMERCIAL	295673	086876194173	EA	1	\$ 4.79
1417	CLEAN/PERSONAL CARE	488309	WASTECAN 7GAL GRAY PLASTIC	RUBBERMAID COMMERCIAL	16328	027386163280	PK	3	\$ 14.37
1418	CLEAN/PERSONAL CARE	815629	WASTECAN 3.5GAL BLACK PLASTIC	RUBBERMAID COMMERCIAL	FG295500BLA	086876026061	EA	1	\$ 2.83
1419	CLEAN/PERSONAL CARE	2707554	WASTECAN 7GAL BLACK PLASTIC	RUBBERMAID COMMERCIAL	FG295600BLA	086876018837	EA	1	\$ 3.53
1420	CLEAN/PERSONAL CARE	851609	SUPERSTITCH MOP 1IN BL MD	RUBBERMAID COMMERCIAL	FGD21206BL00	689998907029	EA	1	\$ 7.78
1421	CLEAN/PERSONAL CARE	851643	SUPERSTICH COTTON 1IN WH LG	RUBBERMAID COMMERCIAL	FGD21306WH00	086876064773	EA	1	\$ 8.24
1422	CLEAN/PERSONAL CARE	848943	INVADER SIDE GATE WET MOP LG	RUBBERMAID COMMERCIAL	H116	086876045956	EA	1	\$ 13.83
1423	CLEAN/PERSONAL CARE	323182	WINDEX ELECTRONICS WIPES	SC JOHNSON & SON	642517	19800702271	EA	1	\$ 115.50
1424	CLEAN/PERSONAL CARE	638779	PLEDGE MULTISURFACE WIPES 25PK	S C JOHNSON & SON	SJN644080	046500214622	EA	1	\$ 4.15
1425	CLEAN/PERSONAL CARE	323182	WINDEX ELECTRONICS WIPES	S C JOHNSON & SON	SJN679592	019800701956	EA	1	\$ 4.62
1426	CLEAN/PERSONAL CARE	458110	ZIPLOC 1 GALLON STORAE BAGS	S C JOHNSON & SON	SJN682257	019800946029	BX	250	\$ 28.36
1427	CLEAN/PERSONAL CARE	1601001	PLEDGE AERO FURN SPRAY 9.7OZ	S C JOHNSON & SON	SJN697831	046500723728	EA	1	\$ 5.25
1428	OFFICE ESSENTIALS	027881	SUGGESTION BOX CARD WHITE	SAFCO PRODUCTS	SAF4231	073555423105	PK	25	\$ 7.86



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1429	WRITING	710856	SHARPIE RT UF MARKERS BK DZ	SANFORD LP	1735790	071641338012	DZ	12	\$ 18.67
1430	LABELS	492757	2PK PPR BLK-WHITE FOR LETRATAG	SANFORD LP	10697	071701106971	PK	2	\$ 4.71
1431	WRITING	037927	SHARPIE FINE INDUSTRIAL BK DZ	SANFORD LP	13601	071641136014	DZ	12	\$ 8.68
1432	WRITING	036619	MARKER 15001 PERMANENT BLACK	SANFORD LP	15001	071641150010	DZ	12	\$ 11.98
1433	WRITING	125310	VIS-A-VIS OVERHD MARKER ASST 8	SANFORD LP	16078	071641160781	PK	8	\$ 6.74
1434	WRITING	124826	VIS-A-VIS FN BLK WET ERASE DZ	SANFORD LP	16665	071641166653	PK	5	\$ 3.96
1435	LABELS	517212	DYMO BLACK ON CLEAR TAPE	SANFORD LP	16952	071701169525	EA	1	\$ 3.88
1436	WRITING	675198	UNIBALL VISION NEEDLE PT PEN	SANFORD LP	1734918	070530505764	DZ	12	\$ 20.89
1438	WRITING	730419	SHARPIE PEN BLK 4PK	SANFORD LP	1742661	071641000476	PK	4	\$ 4.10
1439	WRITING	741186	SHARPIE PEN BLACK FINE DOZEN	SANFORD LP	1742663	071641000490	DZ	12	\$ 14.99
1440	WRITING	752350	DRYLINE GRIP RECYL CORR TAPE	SANFORD LP	1744480	041540003427	PK	2	\$ 4.69
1441	WRITING	752370	PAPERMATE GEL RT PEN	SANFORD LP	1746324	071641001183	DZ	12	\$ 9.77
1442	WRITING	752354	PAPERMATE GEL RT PEN	SANFORD LP	1746326	071641001206	DZ	12	\$ 9.78
1443	OFFICE ACCESSORIES	744907	OVAL PENCIL CUP MESH BK	SANFORD LP	1746466	030402000322	EA	1	\$ 10.92
1444	WRITING	807747	EXPO NON TOXIC CLEANER 22OZ	SANFORD LP	1752229	071641010697	EA	1	\$ 5.45
1445	WRITING	045998	PEN 1MM BOLD BLACK DOZEN	SANFORD LP	1753365	071641011236	DZ	12	\$ 9.85
1446	WRITING	438167	HILITER LIQ ACCENT PEN YL DZ	SANFORD LP	1754463	071641244252	DZ	12	\$ 9.50
1447	WRITING	892694	UNI-BALL JETSTREAM 101 BLACK	SANFORD LP	1768011	070530002355	DZ	12	\$ 9.36
1448	WRITING	894451	PROFILE EITE BALLPOINT PEN	SANFORD LP	1776372	041540005247	DZ	12	\$ 11.26
1449	WRITING	1027467	UNIBALL 207 .38MM OS BLK DZ	SANFORD LP	1790922	070530003598	DZ	12	\$ 12.64
1450	WRITING	411532	UNI-BALL 207 RT GEL MICRO BK 4	SANFORD LP	1790927	070530003321	PK	4	\$ 4.26
1451	WRITING	412744	LIQUID PAPER DRYLINE ULTRA 3PK	SANFORD LP	1818799	041540006824	PK	3	\$ 6.35
1452	WRITING	1015831	EXPO LOW ODOR UF 8PK AST	SANFORD LP	1884309	071641072961	PK	8	\$ 6.56
1453	WRITING	271674	SHARPIE 36CT FINE BLACK BOX	SANFORD LP	1884739	071641072817	PK	1	\$ 18.99
1454	SCHOOL SUPPLIES	224287	MR. SKETCH SCENTED MARK AST DZ	SANFORD LP	1905069	071641204720	ST	12	\$ 6.05
1455	WRITING	240797	SHARPIE CLEARVIEW HL 3/CD ASST	SANFORD LP	1912767	071641074897	PK	3	\$ 3.63
1456	WRITING	1706689	SHARPWRI MECH PENCIL YLW 36PK	SANFORD LP	1921221	071641084674	BX	36	\$ 9.34
1457	LABELS	079511	TAPE 45013 BLACK ON WHITE	SANFORD LP	1926208	071701002389	PK	2	\$ 20.28
1458	WRITING	569443	SHARPIE FINE COLOR BURST 24CD	SANFORD LP	1927350	071641319936	PK	24	\$ 16.06
1459	WRITING	569444	SHARPIE 24CT UF COLOR BURST	SANFORD LP	1927351	071641328938	PK	24	\$ 16.46
1460	WRITING	1971262	EXPO MAGNETIC CHISEL 4CT BLK	SANFORD LP	1944729	071641099357	PK	4	\$ 4.83
1461	WRITING	1910452	EXPO MAGNETIC CHISEL 8PK ASST	SANFORD LP	1944741	071641099371	PK	8	\$ 9.47
1462	WRITING	043782	PEN 1MM MEDIUM RED DOZEN	SANFORD LP	1951252	071641102965	DZ	12	\$ 2.69
1463	WRITING	343569	INK JOY 300 RT BLUE MEDIUM	SANFORD LP	1951259	071641103054	DZ	12	\$ 4.13
1464	WRITING	472478	PAPERMATE INKJOY 550 RT BLK DZ	SANFORD LP	1951345	071641103115	DZ	12	\$ 11.26
1465	WRITING	343339	INK JOY 700 WHITE RT MED BLK	SANFORD LP	1951347	071641103146	PK	12	\$ 12.64
1466	WRITING	1231065	PAPER MATE INKJOY 300RT 36-PK	SANFORD LP	1951378	071641103351	PK	36	\$ 10.68
1467	WRITING	1706660	INKJOY GEL ASSORTED 14PK 0.7MM	SANFORD LP	1951636	071641099623	PK	14	\$ 16.47
1468	WRITING	2636683	PM INKJOY GEL 0.5 12OS BLACK	SANFORD LP	1951711	071641100770	PK	10	\$ 13.26
1469	WRITING	2409176	PM INKJOY GEL 0.7 DZ BLACK	SANFORD LP	1951719	071641100107	DZ	12	\$ 15.91
1470	WRITING	612884	PM PROFILE BP BLK DZN	SANFORD LP	1960664	041540894711	PK	4	\$ 2.46
1471	WRITING	501155	MARKER FLIPCHART BULLET 8 AST	SANFORD LP	22478	071641224780	PK	8	\$ 4.99
1472	WRITING	429443	FLIP CHART MARKER 8 COLOR SET	SANFORD LP	22480	071641224803	ST	8	\$ 6.49
1473	WRITING	608000	PENCIL 372-2 BLK WAR R BLACK	SANFORD LP	2254	070735022547	DZ	12	\$ 1.29
1474	WRITING	521163	LIQUID ACCENT ASSORTED 10	SANFORD LP	24415	071641244153	PK	10	\$ 9.48
1475	WRITING	051165	HI-LITER 25025 BROAD TIP F/YE	SANFORD LP	25025	071641250253	DZ	12	\$ 5.78
1476	WRITING	739318	MAJOR ACCENT HIGHLIGHT ASST-DZ	SANFORD LP	25053	071641250536	DZ	12	\$ 6.41
1477	WRITING	224303	MAJOR ACCENT 6-COLOR ASST	SANFORD LP	25076	071641250765	ST	6	\$ 2.92
1478	WRITING	224303	MAJOR ACCENT 6-COLOR ASST	SANFORD LP	25145	071641251458	PK	12	\$ 5.84
1479	WRITING	282467	SHARPIE ACCENT TANK HL 4CT YLW	SANFORD LP	25164PP	071641251649	PK	4	\$ 1.90

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1480	WRITING	827927	HILITER POCKET ACCENT FLUORESC	SANFORD LP	27006	071641270060	DZ	12	\$ 6.25
1481	WRITING	049027	HIGHLIGHTER POCKET ACCENT PK	SANFORD LP	27009	071641270091	DZ	12	\$ 6.28
1482	WRITING	051168	SHARPIE ACCENT POCKET YEL DZ	SANFORD LP	27025	071641270251	DZ	12	\$ 6.28
1483	WRITING	049030	HI-LITER 27026 ACCENT PCKT	SANFORD LP	27026	071641270268	DZ	12	\$ 6.25
1484	WRITING	764950	SHARPIE POCKET ACCENT ASST 12P	SANFORD LP	27145	638084832868	PK	12	\$ 6.36
1485	WRITING	559221	SHARPIE ACCENT RT YELLOW DZ	SANFORD LP	28025	071641280250	DZ	12	\$ 9.66
1486	WRITING	614200	ACCENT RT HIGHLIGHTERS ASST 8	SANFORD LP	28101	071641281011	PK	8	\$ 7.58
1487	WRITING	559221	SHARPIE ACCENT RT YELLOW DZ	SANFORD LP	28124	726084763623	PK	3	\$ 2.42
1488	WRITING	521164	ACCENT RETRACT CHISEL ASST 5PK	SANFORD LP	28175	071641281752	PK	5	\$ 4.81
1489	WRITING	125328	SHARPIE FINE PERM BLACK 12/DZ	SANFORD LP	30001	071641300019	DZ	12	\$ 7.09
1490	WRITING	125369	SHARPIE MARKER FINE RED DZ	SANFORD LP	30002	071641300026	DZ	12	\$ 7.04
1491	WRITING	125401	SHARPIE MARKER FINE BLU DZ	SANFORD LP	30003	071641300033	DZ	12	\$ 7.04
1492	WRITING	780510	SHARPIE MARKER FINE GRN DZ	SANFORD LP	30004	071641300040	DZ	12	\$ 7.20
1493	WRITING	507130	SHARPIE PERM FN BLACK 1PK	SANFORD LP	30051	071641300514	EA	1	\$ 1.07
1494	WRITING	463710	SHARPIE FINE PERM ASST 12/DZ	SANFORD LP	30075	78525016315	PK	12	\$ 7.35
1495	LABELS	385581	LABEL ADDRESS WHT 2 ROLLS/130	SANFORD LP	30251	071701302519	BX	260	\$ 6.76
1496	LABELS	377179	LABELS ADDRESS LABELWRITER-WE	SANFORD LP	30252	097043302529	BX	2	\$ 14.99
1497	LABELS	377180	LABELS ADDRESS LABELWRITER CL	SANFORD LP	30254	097043302543	BX	130	\$ 5.97
1498	LABELS	377181	LABELS SHIP LABELWRITER WE	SANFORD LP	30256	097043302567	RL	300	\$ 14.91
1499	WRITING	107250	SHARPWRITER MECH PENCL .7MM 12	SANFORD LP	30301	041540303015	DZ	12	\$ 2.99
1500	LABELS	391614	LABELWRITER LBL5 FILE FLDR WHT	SANFORD LP	30327	071701303271	BX	260	\$ 5.97
1501	WRITING	710152	SHARPWRITER MECH PENCIL .7MM 5	SANFORD LP	30376	041540303763	PK	5	\$ 1.86
1502	WRITING	270850	SHARPIE MARKER FINE ASST-5PK	SANFORD LP	30653	071641306530	PK	5	\$ 4.01
1503	WRITING	303628	SHARPIE MARKR FINE BLK 5PK	SANFORD LP	30665	071641306653	PK	5	\$ 3.41
1504	WRITING	390323	SHARPIE TWIN TIP BLK 4PK	SANFORD LP	32175	071641321755	PK	4	\$ 5.84
1505	WRITING	563076	SHARPIE RT MARKERS BLACK FINE	SANFORD LP	32701	804993625512	DZ	12	\$ 18.67
1506	WRITING	478935	SUPER SHARPIE MARKER BLK	SANFORD LP	33001	071641330016	DZ	12	\$ 11.88
1507	WRITING	143156	PAPMATE BP STIC MED BLU DZ	SANFORD LP	33111	041540331117	DZ	12	\$ 1.10
1508	WRITING	127837	PAPMATE BP STIC MED RED DZ .	SANFORD LP	33211	041540332114	DZ	12	\$ 1.10
1509	WRITING	127878	PAPMATE BP STIC MED BLK DZ	SANFORD LP	33311	041540333111	DZ	12	\$ 1.10
1510	WRITING	508333	PEN BALL PT MED GN	SANFORD LP	33411	041540334118	BX	12	\$ 1.21
1511	WRITING	379392	SUPER SHARPIE BLACK 6PK	SANFORD LP	33666	071641336667	PK	6	\$ 7.65
1512	WRITING	559215	UNIBALL 207 GEL RT BLK DZ	SANFORD LP	33950	070530339505	DZ	12	\$ 9.80
1513	WRITING	559217	SIGNO GEL 207 RT BLUE	SANFORD LP	33951	070530339512	DZ	12	\$ 12.41
1514	WRITING	559218	SIGNO GEL 207 RT RED	SANFORD LP	33952	070530339529	DZ	12	\$ 12.03
1515	WRITING	555024	UNI-BALL 207 RT MED .7 BLK 4	SANFORD LP	33960	070530339604	PK	4	\$ 3.56
1516	WRITING	555025	UNI-BALL 207 RT GEL MED ASST 4	SANFORD LP	33961	070530339611	PK	4	\$ 4.22
1517	WRITING	976073	POSTER PAINT MARKER MED WHITE	SANFORD LP	35558	071641355583	EA	1	\$ 1.55
1518	WRITING	642736	SHARPIE MKR ULTRA FN BLK DZ	SANFORD LP	37001	071641370012	DZ	12	\$ 7.65
1519	WRITING	477937	ULTRA FINE-POINT MARKERS	SANFORD LP	37002	071641370029	DZ	12	\$ 7.65
1520	WRITING	477938	ULTRA FINE-POINT MARKERS	SANFORD LP	37003	071641370036	DZ	12	\$ 7.65
1521	WRITING	780510	SHARPIE MARKER FINE GRN DZ	SANFORD LP	37114	071641371149	EA	1	\$ 0.60
1522	WRITING	481034	SHARPIE 12CT ASST UF PERM MARK	SANFORD LP	37175	071641371750	PK	12	\$ 8.71
1523	WRITING	282566	SHARPIE ULTRA FN PERM BLK 5PK	SANFORD LP	37665	071641376656	PK	5	\$ 4.01
1524	WRITING	471514	SHARPIE CHISEL DZ BLK	SANFORD LP	38201	071641382015	DZ	12	\$ 7.93
1525	WRITING	474351	SHARPIE CHISEL BLACK 4PK	SANFORD LP	38264	071641382640	PK	4	\$ 2.99
1526	WRITING	463755	MARKER SHARPIE CHISEL TIP BLK	SANFORD LP	38281	071641382817	EA	1	\$ 0.49
1527	WRITING	474344	SHARPIE CHISEL DZ RED	SANFORD LP	38283	071641382831	EA	1	\$ 0.66
1528	WRITING	503205	SHARPIE METALIC SILVER DZ	SANFORD LP	39100	071641391000	DZ	12	\$ 11.52
1529	WRITING	496634	SHARPIE METALLIC SILVER 4PK	SANFORD LP	39109	071641391093	PK	4	\$ 4.98

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1530	LABELS	075633	TAPE 45010 BLACK ON CLEAR	SANFORD LP	45010	071701450104	EA	1	\$ 10.14
1531	LABELS	079511	TAPE 45013 BLACK ON WHITE	SANFORD LP	45013	071701450135	EA	1	\$ 10.14
1532	WRITING	615714	UNI-BALL 207 RT GEL MED BLUE 4	SANFORD LP	45532	070530455328	PK	4	\$ 3.63
1533	WRITING	491611	WRITE BROS BP MED BLACK 60	SANFORD LP	4621401	041540462149	PK	60	\$ 5.55
1534	WRITING	491612	WRITE BROS. BP MED BLUE 60	SANFORD LP	4621501	041540462156	PK	60	\$ 5.59
1535	WRITING	521906	CORRECT FLUID FOR ALL 20ML WE	SANFORD LP	56431	041540564317	PK	3	\$ 1.11
1536	WRITING	132340	UNIBALL FINE .7MM BLACK DZ	SANFORD LP	60101	070530601015	DZ	12	\$ 9.43
1537	WRITING	433910	UNIBALL VISION FINE BLK 12	SANFORD LP	60126	070530601268	DZ	12	\$ 16.26
1538	WRITING	082573	UNIBALL VISION FINE BLU 12	SANFORD LP	60134	070530601343	DZ	12	\$ 16.51
1539	WRITING	433907	UNIBALL VISION RED FINE DZ	SANFORD LP	60139	070530601398	DZ	12	\$ 16.49
1540	WRITING	132522	UNIBALL MICRO 0.5MM BLK 12PK	SANFORD LP	60151	070530601510	DZ	12	\$ 10.35
1541	WRITING	132563	PEN ROLLER UNIMICRO .2MM RD	SANFORD LP	60152	070530601527	DZ	12	\$ 10.48
1542	WRITING	461374	UNI-BALL VISION ELITE BLACK	SANFORD LP	61231	070530612318	DZ	12	\$ 20.70
1543	WRITING	461375	UNIBALL VISION ELITE BLUEISHBK	SANFORD LP	61232	070530612325	DZ	12	\$ 20.70
1544	WRITING	598808	UNI-BALL SIGNO GEL 207 RT	SANFORD LP	61255	070530612554	DZ	12	\$ 12.60
1545	OFFICE ACCESSORIES	225347	CUP DOODAD SMALL MESH BLACK	SANFORD LP	62533	030402625334	EA	1	\$ 0.49
1546	WRITING	359911	BP RETR COMFORTMATE MED BLU DZ	SANFORD LP	6310187	041540631019	DZ	12	\$ 6.42
1547	WRITING	359945	COMFORTMATE RT MED BLK DZ	SANFORD LP	6330187	041540633013	DZ	12	\$ 6.46
1548	WRITING	437833	PEN ROLLER UNIGEL GRIP MD BLK	SANFORD LP	65450	070530654509	DZ	12	\$ 13.52
1549	WRITING	405085	UNIBALL GEL IMPACT BLACK	SANFORD LP	65800	070530658002	DZ	12	\$ 21.27
1550	WRITING	443800	UNI-BALL GEL IMPACT RT BLACK	SANFORD LP	65870	070530658705	DZ	12	\$ 24.08
1551	WRITING	514249	PEN GEL RT MED BLACK	SANFORD LP	65940	070530659405	DZ	12	\$ 9.90
1552	WRITING	512771	PEN GEL RT MED BLUE	SANFORD LP	65941	070530659412	DZ	12	\$ 13.18
1553	WRITING	512775	PEN GEL RT MED RED	SANFORD LP	65942	070530659429	DZ	12	\$ 13.14
1554	WRITING	887181	TAPE DRYLNE CRCTN 2PK WE	SANFORD LP	6624	041540062428	PK	2	\$ 4.73
1555	DATED AND FORMS	939140	2 5/8X4 BSN CRD SLEEVES 40 CLR	SANFORD LP	67691	071912676911	PK	40	\$ 4.32
1556	WRITING	488260	VISION ELITE SUPER PEN FINE	SANFORD LP	69000	070530690002	DZ	12	\$ 21.75
1557	WRITING	651832	UNIBALL 207 GEL PURPLE	SANFORD LP	70221	070530702217	DZ	12	\$ 12.54
1558	WRITING	271031	STAPLES PINK ERASERS MD 3PK	SANFORD LP	70502	070530705027	PK	3	\$ 0.29
1559	WRITING	022682	ERASER ARROWHEAD PENCIL PNK	SANFORD LP	73015	070530730159	PK	144	\$ 4.80
1560	WRITING	640034	UNI-BALL JETSTREAM RT BLACK	SANFORD LP	73832	070530738322	DZ	12	\$ 23.01
1561	WRITING	615725	PAPERMATE FLAIR ASST 12PK	SANFORD LP	74423	041540744238	PK	12	\$ 11.27
1562	WRITING	637820	EXPO 2 DRY ERASE MARKERS-BLACK	SANFORD LP	80001	071641800014	DZ	12	\$ 9.81
1563	WRITING	637820	EXPO 2 DRY ERASE MARKERS-BLACK	SANFORD LP	80174	071641801745	PK	4	\$ 9.81
1564	WRITING	483636	EXPO CHISEL LO STARTER SET	SANFORD LP	80653	071641806535	PK	4	\$ 5.76
1565	WRITING	033170	EXPO CHISEL LOW ODOR BLK 4PK	SANFORD LP	80661	071641806610	PK	4	\$ 3.54
1566	WRITING	1015834	EXPO LOWODOR UF 5PK STARTR SET	SANFORD LP	80675	071641806757	EA	1	\$ 6.71
1567	WRITING	474335	EXPO2 8 COLOR SET	SANFORD LP	80678	071641806788	PK	8	\$ 7.68
1568	WRITING	554359	EXPO LO CHISEL ASSORTED 12PK	SANFORD LP	81043	071641810433	DZ	12	\$ 9.73
1569	WRITING	272153	EXPO ERASER EA	SANFORD LP	81505	071641815056	EA	1	\$ 1.56
1570	WRITING	120741	EXPO DRY ERASE CLEANER	SANFORD LP	81803	071641818033	EA	1	\$ 2.14
1571	WRITING	462515	EXPO TOWELETTES BOARD CLEANER	SANFORD LP	81850	071641818507	EA	1	\$ 5.45
1572	WRITING	502039	MARKER DRY ERS EXPO 2 BLLT/AST	SANFORD LP	82074	071641820746	ST	4	\$ 3.27
1573	WRITING	810408	PAPERMATE FLAIR MED AST 4	SANFORD LP	84044	041540840442	PK	4	\$ 4.68
1574	WRITING	228445	PAPERMATE FLAIR MED RED 12	SANFORD LP	8420152	041540842019	DZ	12	\$ 11.88
1575	WRITING	228452	PAPERMATE FLAIR MED BLACK 12	SANFORD LP	8430152	041540843016	DZ	12	\$ 11.71
1576	WRITING	780353	PAPERMATE FLAIR MED GRN 12	SANFORD LP	8440152	041540844013	DZ	12	\$ 11.71
1577	WRITING	503451	EXPO 2 IN 1 WHITEBOARD-CLEANER	SANFORD LP	8473	071641084735	EA	1	\$ 3.60
1578	WRITING	503449	EXPO LARGE AREA-ERASER	SANFORD LP	8474	071641084742	EA	1	\$ 9.06
1579	WRITING	567488	EXPO LO FINE ASST 8	SANFORD LP	86601	071641866010	PK	8	\$ 6.55

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1580	WRITING	637904	EXPO LO FINE ASST 12	SANFORD LP	86603	071641866034	PK	12	\$ 9.98
1581	WRITING	033172	EXPO LOW ODOR FINE ASST 4PK	SANFORD LP	86674	695976205087	PK	4	\$ 3.34
1582	WRITING	612884	PM PROFILE BP BLK DZN	SANFORD LP	89465	041540894650	DZ	12	\$ 7.37
1583	WRITING	612885	PAPERMATE RT BP BOLD BLUE 12	SANFORD LP	89466	041540894667	DZ	12	\$ 7.37
1584	LABELS	391431	LABEL TAPE WHITE/PLASTIC LETRA	SANFORD LP	91331	071701913319	EA	1	\$ 3.98
1585	WRITING	509136	EXPO ERASER REFILL	SANFORD LP	9287KF	071641092877	EA	1	\$ 1.70
1586	WRITING	827981	PEN BALLPOINT FLEXGRIP RETRACT	SANFORD LP	95301-1	041540953012	DZ	12	\$ 12.44
1587	LABELS	391615	LABELWRITER LABELS DISK WHITE	SANFORD LP	DYM30324	071701303240	RL	320	\$ 14.87
1588	OFFICE ACCESSORIES	508934	3-PACK HANGING WALL FILES BLK	SANFORD LP	ROL21961	030402219618	PK	1	\$ 42.08
1589	WRITING	272716	SHARPIE MAGNUM BLACK 1PK	SANFORD LP	SAN44001	071641440012	EA	1	\$ 2.15
1590	OFFICE ESSENTIALS	SAU00213	CLIPBOARD,STORAGE,6X9	SAUNDERS MFG CO	SAU00213	044357002133	EA	1	\$ 22.54
1591	OFFICE ESSENTIALS	2621041	SLIMMATE CLIPBOARD BLACK	SAUNDERS MIDWEST LLC	00558	044357005585	EA	1	\$ 5.49
1592	PC ACCESSORIES	2259350	APC BACKUPS BN900M	SCHNEIDER ELECTRIC IT USA	BN900M	731304326144	EA	1	\$ 70.90
1593	CLEAN/PERSONAL CARE	700937	DISH LIQUID FREE & CLEAR 25 OZ	SEVENTH GENERATION	SEV22733	732913227334	EA	1	\$ 4.67
1594	AUDIO AND VIDEO	2625461	VERBATIM STEREO EARPHONES	VERBATIM CORP	99711	23942997115	EA	1	\$ 2.46
1595	FILING	671358	SUPER 3TAB FLDR LTR MAN 100	SMEAD MFG CO	10301	086486103015	BX	100	\$ 12.86
1596	FILING	649160	FOLDER 2PLY TOP 1/3 MA	SMEAD MFG CO	10334	086486103343	BX	100	\$ 17.32
1597	FILING	489408	FLDR LTR 11PT 1/3 REC-MLA	SMEAD MFG CO	10339	086486103398	BX	100	\$ 18.47
1598	FILING	811175	FLDR FILE LTR 1/3 1C/BX	SMEAD MFG CO	10341	086486103411	BX	100	\$ 14.75
1599	FILING	333054	10PK 5.25 EXP. LTR. WALLET	SMEAD MFG CO	1073GL	086486711099	EA	1	\$ 2.15
1601	FILING	811262	FLDR MLA 1/3 LTR 100/BX PINK	SMEAD MFG CO	12643	086486126434	BX	100	\$ 16.61
1602	FILING	879116	FOLDER TT CLASS 1 DIV LTR MA	SMEAD MFG CO	13700	086486137003	BX	10	\$ 15.99
1603	FILING	1132772	RED LTR CLASSIFICATION FLDR	SMEAD MFG CO	14024	086486140249	BX	10	\$ 32.75
1604	FILING	2768072	PRESSGUARD CLASSIFICATION FOLD	SMEAD MFG CO	14200	086486142007	BX	10	\$ 40.54
1605	FILING	2768071	PRESSGUARD CLASSIFICATION FOLD	SMEAD MFG CO	14202	086486142021	BX	10	\$ 40.54
1607	FILING	811325	FLDR MANILA 2/5CUT RIGHT LETTE	SMEAD MFG CO	152-5L	086486103855	BX	100	\$ 10.99
1608	FILING	509794	FOLDER SNIGLE TOP LTR 1/2 MA	SMEAD MFG CO	152L	086486103206	BX	100	\$ 15.87
1609	FILING	765503	GW FILE PKT 5.25IN LTR ASST 5	SMEAD MFG CO	1534GSS-AZ	086486738361	PK	5	\$ 8.11
1610	FILING	509588	FOLDER SNGL TOP LTR 1/3 MA	SMEAD MFG CO	153L	086486103305	BX	100	\$ 9.10
1611	FILING	493299	POCKET HANG EXP3-1/2IN LTR AST	SMEAD MFG CO	18H24ESS-A	086486642903	PK	4	\$ 14.91
1612	FILING	811209	FLDR DOUBLE TOP 1/3CUT LETTER	SMEAD MFG CO	2-153LK	086486107341	BX	100	\$ 31.99
1613	FILING	393128	FLDR TT FAST STR LTR 1&3 MA	SMEAD MFG CO	2K2-150L-1&3	086486145138	BX	50	\$ 15.49
1614	FILING	781666	F/FLDR LTR 1/3 GREEN 2K-1&3	SMEAD MFG CO	2K2-153LGN-1&3	086486121408	BX	50	\$ 33.20
1615	FILING	336323	FOLDER FILE LT 1/3 W/FAS KRAFT	SMEAD MFG CO	2K2-153LK-1&3	086486148375	BX	50	\$ 21.99
1616	FILING	757666	JACKET SLASH FILE LTR AST	SMEAD MFG CO	3900SS-A	078973370253	PK	25	\$ 7.29
1617	FILING	508186	FOLDER TOP TAB 1/3 BLUE LETTER	SMEAD MFG CO	53LBE	086486120432	BX	100	\$ 21.35
1618	FILING	811279	FLDR FILE 1/3 LETTER GREEN 100	SMEAD MFG CO	53LGN	086486121439	BX	100	\$ 22.30
1619	FILING	811280	FLDR MANILA 1/3 LETTER GRAY 10	SMEAD MFG CO	53LGY	086486123433	BX	100	\$ 15.72
1620	FILING	811303	FLDR FILE 1/3CUT LETTER NAVY 1	SMEAD MFG CO	53LNY	086486131933	BX	100	\$ 22.30
1621	FILING	811308	FLDR FILE 1/3 LETTER ORANGE 10	SMEAD MFG CO	53LOR	086486125437	BX	100	\$ 23.03
1622	FILING	811312	FLDR MANILA 1/3 LETTER PURPLE	SMEAD MFG CO	53LPE	086486130431	BX	100	\$ 12.49
1623	FILING	811317	FLDR FILE 1/3 LETTER RED 100/B	SMEAD MFG CO	53LR	086486127431	BX	100	\$ 23.03
1624	FILING	811322	FLDR FILE 1/3 LETTER YELLOW 10	SMEAD MFG CO	53LY	086486129435	BX	100	\$ 22.32
1625	FILING	823339	FLDR HANGING LETTER 1/5 ASSORT	SMEAD MFG CO	64059	086486640596	BX	25	\$ 16.59
1626	FILING	2622320	POCKET FASTAB HNG MOS	SMEAD MFG CO	64224	086486642248	BX	9	\$ 64.09
1627	FILING	649079	FOLDER HANGING 2IN BOX BOTTOM	SMEAD MFG CO	64259	086486642590	BX	25	\$ 25.87
1628	FILING	508407	FOLDER HANGING BOX BTM 3 EXP	SMEAD MFG CO	64279	086486642798	BX	25	\$ 23.71
1629	FILING	517389	TAB 1/5 CLR 25/PK	SMEAD MFG CO	64600	086486646000	PK	25	\$ 1.81
1630	FILING	587044	FOLDER HG 2/5RC LTR 2D BE	SMEAD MFG CO	65115	086486651158	EA	1	\$ 10.62
1631	FILING	811301	FILE EXPANDING A-Z 21 POCKET L	SMEAD MFG CO	70318	086486703185	EA	1	\$ 11.00

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1632	FILING	333054	10PK 5.25 EXP. LTR. WALLET	SMEAD MFG CO	71198	086486711983	BX	10	\$ 21.51
1633	FILING	854155	FILE POCKET EXPANDING 3-1/2	SMEAD MFG CO	73205	086486732056	BX	25	\$ 29.90
1634	FILING	887558	FILE POCKET EXPANDING 5-1/4 10	SMEAD MFG CO	73206	086486732063	BX	10	\$ 18.70
1635	FILING	575699	FILE POCKET 1524EB LTR 3.5	SMEAD MFG CO	73224	086486732246	BX	25	\$ 23.95
1636	FILING	811313	FILE PKT LETTER 3.5 EXPANSION	SMEAD MFG CO	73805	086486738057	BX	50	\$ 40.97
1637	FILING	508540	POCKET FILE REDROPE 5.25 EXP L	SMEAD MFG CO	73810	50086486738106	BX	50	\$ 63.35
1639	FILING	513442	FILE JACKETS LTR SINGLE	SMEAD MFG CO	75500	086486755009	BX	100	\$ 26.00
1640	FILING	706242	JACKET 2PLY LTR 1IN EXP MANLLI	SMEAD MFG CO	75520	086486755207	BX	50	\$ 26.50
1641	FILING	895286	JACKET 2PLY LTR 2IN EXP MANLLI	SMEAD MFG CO	75560	086486755603	BX	50	\$ 31.83
1642	LABELS	727420	LABEL NUMERIC COLOR CODED	SMEAD MFG CO	BCCRN-0	086486673709	RL	500	\$ 7.56
1643	LABELS	727479	LABEL NUMERIC COLOR CODED	SMEAD MFG CO	BCCRN-5	086486673754	RL	500	\$ 7.56
1644	FILING	333054	10PK 5.25 EXP. LTR. WALLET	SMEAD MFG CO	C1073GL	086486711099	EA	1	\$ 2.15
1645	FILING	422618	10PK 5.25 EXP WALLET 10X15	SMEAD MFG CO	C1076GL	086486710115	EA	1	\$ 2.23
1646	FILING	649194	1/5 CUT LTR SIZE W/TABS 25/B	SMEAD MFG CO	C15H	086486640558	BX	25	\$ 11.01
1647	FILING	900049	A TO Z DESK SORTER	SMEAD MFG CO	C33BZ	086486892827	EA	1	\$ 12.40
1648	FILING	575558	FILE PKCT ENDTAB LTR 3.5EXP BN	SMEAD MFG CO	ETTP25E	086486737807	BX	10	\$ 24.70
1649	FILING	507944	FOLDERS INTERIOR ASST 1/3 LETT	SMEAD MANUFACTURING	10229	86486102292	BX	100	\$ 20.07
1650	FILING	811350	GUIDE SELFTAB A-Z LETTER 25/SE	SMEAD MFG CO	S125-25	086486501767	ST	1	\$ 10.19
1651	FILING	508312	FOLDER CLASSIFICATION 4 SEC GR	SMEAD MFG CO	SMD13733	086486137331	BX	10	\$ 42.66
1652	FILING	517326	EXPAND RD WALLETS X-WIDE W/TIE	SMEAD MFG CO	SMD71186	386486711860	EA	1	\$ 3.40
1653	FILING	903033	WALLET EXP 2.25 LTR BE	SMEAD MFG CO	SMD71953	086486719537	EA	1	\$ 7.85
1654	FILING	811338	FILE PKT LEGAL 2/5R 3.5 EXPAN	SMEAD MFG CO	SMD74088	086486740883	BX	25	\$ 74.36
1655	FILING	575549	FILE POCKET 1536GB LGL 5.25EXP	SMEAD MFG CO	SMD74234	086486742345	BX	10	\$ 19.35
1656	BINDERS	895450	COVER BDR PSBD LTR RED	SMEAD MFG CO	SMD81752	086486817523	EA	1	\$ 3.60
1657	FILING	2678368	ENV/5PK LTR SD/LD GN POLY	SMEAD MFG CO	SMD89523	086486895231	PK	5	\$ 2.82
1658	BREAKROOM	865306	FOOD COOKIE/CRACKER ASST	SNYDER'S-LANCE	LNE40625	091141406257	BX	24	\$ 10.07
1659	SCHOOL SUPPLIES	601477	CUSHIONS PENCIL RIBBED 50	SOFT FOAM	TCO19711	797742197111	BX	50	\$ 11.13
1660	TELEPHONES	736031	HANDSET COIL CORD 12FT BLACK	SOFTALK COMMUNICATIONS LLC	SOF48102	026281481024	EA	1	\$ 1.37
1661	OFFICE ESSENTIALS	1507205	CLIPBOARD TRANS 6X9 CR	SPARCO PRODUCTS	SPRO1858	035255018586	EA	1	\$ 3.28
1662	CLEAN/PERSONAL CARE	2707554	WASTECAN 7GAL BLACK PLASTIC	RUBBERMAID COMMERCIAL PRODUCTS	FG295600BLA	0	EA	1	\$ 3.53
1664	OFFICE ESSENTIALS	505263	SCISSOR STRAIGHT GENERAL 8 BK	ACME UNITED CORP.	10572	73577105768	EA	1	\$ 0.75
1666	BINDERS	1148579	QUICKFIT VIEWBNDR 1IN ROUND WT	STRIDE INC	88010	064128871102	EA	1	\$ 4.98
1667	BINDERS	923953	WHITE QUICKFIT VIEW BINDER 2IN	STRIDE INC	88030	064128871300	EA	1	\$ 7.48
1668	BREAKROOM	538611	SUGAR PACKETS 100OCT	SUGAR FOODS CORP	72102	086631721026	BX	1000	\$ 10.66
1669	BREAKROOM	236240	SUGAR 20 OZ 3 PK	SUGAR FOODS CORP	94205	086631905907	PK	3	\$ 3.90
1670	BREAKROOM	236224	NON-DAIRY CREAMER 12 OZ 3 PK	SUGAR FOODS CORP	94255	086631908144	PK	3	\$ 3.57
1671	PC ACCESSORIES	754740	PARALELL PRINTER ADPTR CBL 6FT	INGRAM MICRO D, INC.	N59789	757120168997	EA	1	\$ 15.45
1673	PC ACCESSORIES	806289	SURGE PROT 8OUTLT EACH	FELLOWES	99090	77511990908	EA	1	\$ 13.14
1674	NETWORKING	2756025	1FT CAT5E BLUE SNAGLESS	SYNNEX CORP	2852590	065030780292	EA	1	\$ 1.54
1675	NETWORKING	1129887	BLK 6 ADPTR CBL	INGRAM MICRO D, INC.	CK9047	65030837019	EA	1	\$ 13.79
1676	ELECTRONIC STORAGE	209572	CLASS 10 SDHC CARD 8GB	PETRA INDUSTRIES	VTM96318	23942963189	EA	1	\$ 11.00
1677	ELECTRONIC STORAGE	063892	SANDISK ULTRA 16GB USB 3.0	INGRAM MICRO D, INC.	SDCZ48-016G-A46	619659102128	EA	1	\$ 10.99
1680	PC ACCESSORIES	388858	64GB PRO USB 3.0	CENTON ELECTRONICS, INC.,	S1U3P664G	731969518144	EA	1	\$ 14.95
1681	MOBILITY	IM1RG6341	SLIM BLACK STYLUS PEN FOR	TARGUS MOBILE	AMM12U5	092636282608	EA	1	\$ 12.99
1682	PC ACCESSORIES	373982	TARGUS WRLS PRESENTER W LASER	TARGUS US LLC	AMP16U5	092636244071	EA	1	\$ 18.09
1683	BAGS / LUGGAGE	364269	TARGUS ROLING LAPTOP CASE 16IN	TARGUS US LLC	TBR003US	100177241302	EA	1	\$ 23.18
1684	OFFICE ESSENTIALS	TCO29100	HOLDER,LABEL,MAGNETIC,1X4	TATCO PRODUCTS	TCO29100	797742291000	PK	10	\$ 15.95
1685	PC ACCESSORIES	1146812	MINI-STEREO M/F SPKR SPLITTER	INGRAM MICRO D, INC.	TW8103	37229008388	EA	1	\$ 3.62
1687	ELECTRONIC STORAGE	073855	DATATRAVELER32GBUSBFLSHDRIVE	INGRAM MICRO D, INC.	QW7870	740617206432	EA	1	\$ 15.45
1688	MOBILITY	1699403	HOMECHARGR4FTLIGHTNCABLWHT	BELKINS	F8J052TT04-WHT	0	EA	1	\$ 22.46

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1689	ELECTRONIC STORAGE	391874	16GB USB 3.0 DATATRVLR I G4	KINGSTON DIGITAL, INC (NSP)	DTIG4/16GB	740617220452	EA	1	\$ 6.00
1690	TONERS/OTHER IMAGING	RIC407541	TONER,AIO,SPC250A,MG	TECH DATA CORP	11387878	026649075414	EA	1	\$ 90.95
1691	TONERS/OTHER IMAGING	RIC407542	TONER,AIO,SPC250A,YL	TECH DATA CORP	11387879	026649075421	EA	1	\$ 90.95
1692	TONERS/OTHER IMAGING	RIC407540	TONER,AIO,SPC250A,CN	TECH DATA CORP	11388115	026649075407	EA	1	\$ 90.95
1693	ELECTRONIC STORAGE	391873	32GB USB 3.0 DATATRVLR I G4	KINGSTON DIGITAL, INC (NSP)	DTIG4/32GB	740617220469	EA	1	\$ 23.99
1694	BUSINESS MACHINES	178624	TI MINI DESKTOP CALC #TI-1795	TEXAS INSTRUMENTS INC	TI-1795SV	033317022977	EA	1	\$ 8.95
1695	BUSINESS MACHINES	275842	TI-30XA SCIENTIFIC CALC	TEXAS INSTRUMENTS INC	TI-30XA	033317029990	EA	1	\$ 9.17
1696	WRITING	391444	TAPE CORRECTION MONO PEN-REFIL	TOMBOW	TOM68636	085014686365	EA	1	\$ 0.95
1697	BINDERS	569403	3IN EASYOPEN VIEW RND RING BLK	TOPS PRODUCTS	CRD11131	083086111310	EA	1	\$ 8.31
1698	BINDERS	816215	DURABLE VIEW BINDER 2IN WE	AVERY PRODUCTS CORPORATION	17032	77711170322	EA	1	\$ 4.73
1699	FURNITURE	451444	LINEN CERTIFICATE HOLDER	TOPS PRODUCTS	OXF29900055BGD	096809115304	PK	15	\$ 6.50
1700	BINDERS	073025	PORTFOLIO 57502 AMBERG BLUE	TOPS PRODUCTS	OXF57502	078787575028	BX	25	\$ 6.21
1701	BINDERS	379146	PORTFOLIO 2 POCKET GY	TOPS PRODUCTS	OXF57505	078787575059	BX	25	\$ 6.18
1702	BINDERS	2661554	COVER REPT TWIN PCKT PK	TOPS PRODUCTS	OXF57568	078787575684	BX	25	\$ 6.98
1703	FILING	614425	FLDR HANG REDITAB 1/5 LTR BLU	TOPS PRODUCTS	PFX42622	078787426221	BX	25	\$ 19.23
1704	FILING	117812	SPLS 2IN TABS+INSRTS YLW 25	TOPS PRODUCTS	PFX42YEL	078787420090	PK	25	\$ 1.22
1705	BSD NO COST	430488	GLDFBR WIRBND PRJ.PLNR 84CT	TOPS PRODUCTS	TOP20817	074319208174	EA	1	\$ 2.74
1706	DATED AND FORMS	810999	FORM CRDT CRD SALE 1C/PK	TOPS PRODUCTS	TOP38538	025932385384	PK	100	\$ 7.55
1707	SCHOOL SUPPLIES	894739	NTBK PCKT TOP AST 3/PK	TOPS PRODUCTS	TOP45094	074319115113	PK	1	\$ 2.81
1708	DATED AND FORMS	949857	IDEACOLLECTIVE BLK 1925H JRNL	TOPS PRODUCTS	TOP56874	025932568749	EA	1	\$ 6.25
1709	SCHOOL SUPPLIES	280347	STPLS 3SUBJ NTBK WR 8.5X10 3PK	TOPS PRODUCTS	TOP65361	025932653612	EA	1	\$ 1.87
1710	SCHOOL SUPPLIES	1143474	11X8 1/2 5-SUBJECT NOTEBOOK	TOPS PRODUCTS	TOP65581	025932655814	EA	1	\$ 8.83
1711	DATED AND FORMS	811105	NTBK STENO 4X8 80SH GY	TOPS PRODUCTS	TOP74130	025932741302	EA	1	\$ 2.75
1712	DATED AND FORMS	811107	NTBK MEMO 3X5 TOP OPEN RECYCLE	TOPS PRODUCTS	TOP74135	025932741357	EA	1	\$ 1.20
1713	SCHOOL SUPPLIES	901628	FOCUS NOTES 1SUBJ NTBK11X9 100	TOPS PRODUCTS	TOP90223	025932902239	EA	1	\$ 3.76
1714	CLEAN/PERSONAL CARE	101534	EXAM GLOVE LTX PFREE LG 100/BX	TRADEX INTERNATIONAL	LLG200	699320102046	BX	100	\$ 4.50
1715	CLEAN/PERSONAL CARE	101535	EXAM GLOVE LTX PFREE MD 100/BX	TRADEX INTERNATIONAL	LMD200	699320102039	BX	100	\$ 4.50
1716	CLEAN/PERSONAL CARE	931429	LATEX DISP GLOVE PF MD 100BX	TRADEX INTERNATIONAL	LMD5201	699320152034	BX	100	\$ 2.99
1717	CLEAN/PERSONAL CARE	101542	EXAM GLOVE LTX PFREE SM 100/BX	TRADEX INTERNATIONAL	LSM200	699320102022	BX	100	\$ 4.50
1718	CLEAN/PERSONAL CARE	101533	EXAM GLOVE LTX PFREE XL 100/BX	TRADEX INTERNATIONAL	LXL200	699320102053	BX	100	\$ 4.50
1719	CLEAN/PERSONAL CARE	103747	EXAM GLOVE NTRL PFREE LG 100BX	TRADEX INTERNATIONAL	NLG200	699320402047	BX	100	\$ 6.12
1720	CLEAN/PERSONAL CARE	103748	EXAM GLOVE NTRL PFREE MD 100BX	TRADEX INTERNATIONAL	NMD200	699320402030	BX	100	\$ 6.09
1721	CLEAN/PERSONAL CARE	931434	NITRILE DISP GLOVE PWDFR SM BX	TRADEX INTERNATIONAL	NSM5201	699320452028	BX	100	\$ 4.69
1722	CLEAN/PERSONAL CARE	103746	EXAM GLOVE NTRL PFREE XL 100BX	TRADEX INTERNATIONAL	NXL200	699320402054	BX	100	\$ 6.12
1723	CLEAN/PERSONAL CARE	101538	EXAM GLOVE VYL PFREE LG 100/BX	TRADEX INTERNATIONAL	VLG221	699320702543	BX	100	\$ 3.72
1724	CLEAN/PERSONAL CARE	931415	VINYL DISP GLOVE PWDFR LG BX	TRADEX INTERNATIONAL	VLG5201	699320252048	BX	100	\$ 1.50
1725	CLEAN/PERSONAL CARE	101537	EXAM GLOVE VYL PFREE MD 100/BX	TRADEX INTERNATIONAL	VMD221	699320702536	BX	100	\$ 3.72
1726	CLEAN/PERSONAL CARE	931440	VINYL DISP GLOVE PWDFR MD BX	TRADEX INTERNATIONAL	VMD5201	699320252031	BX	100	\$ 2.50
1727	PAPER	958726	PAPER HVYWG35LB 42 X100	TST/IMPRESO INC	40013	848412013122	RL	1	\$ 69.90
1728	GENERAL OFFICE PAPER	452170	THERMAL POS ROLLS-10/PK	TST/IMPRESO INC	818647	735854907747	PK	10	\$ 18.29
1729	BREAKROOM	719454	TCUP GM ENGLISH BREAKFAST 24BX	TWININGS NORTH AMERICA INC	08755	070177858070	BX	24	\$ 11.95
1730	BREAKROOM	2105752	TWININGS GREEN TEA 25CT	TWININGS NORTH AMERICA INC	09187	070177267810	BX	25	\$ 4.10
1731	BREAKROOM	719454	TCUP GM ENGLISH BREAKFAST 24BX	TWININGS NORTH AMERICA INC	86001-018	070177515409	BX	18	\$ 8.96
1733	CLEAN/PERSONAL CARE	606504	A&H FRIDGE/FREEZR BAKING SODA	UNITED STATIONERS CO	CDC3320084011	033200840114	EA	1	\$ 1.35
1734	BINDERS	080416	PORTFOLIO 57503 2 POCKET GRN	UNITED STATIONERS CO	OXF57503	078787575035	BX	25	\$ 6.21
1736	OFFICE ESSENTIALS	703457	COMMAND MEDIUM MOUNTING STRIPS	V	VEK90117	075967901172	PK	6	\$ 1.59
1737	OFFICE ESSENTIALS	613182	7/8 STICKY BACK SQ WHITE	VELCRO USA INC	91909	075967919092	PK	12	\$ 0.95
1738	ELECTRONIC STORAGE	479609	DISC CDR 52X 80MIN 100SP	VERBATIM AMERICAS LLC	94554	072091729078	PK	100	\$ 12.45
1739	ELECTRONIC STORAGE	1571987	STAPLES 8GB FLASH DRIVE 3.0	VERBATIM AMERICAS LLC	95507	023942955078	EA	1	\$ 10.89
1740	ELECTRONIC STORAGE	2070230	CD-RW 700MB 4X-12X 10PK SLM CS	VERBATIM AMERICAS LLC	96685	023942966852	PK	20	\$ 19.38

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1742	ELECTRONIC STORAGE	721860	VERBATIM STORE N GO V3 USB 3.0	VERBATIM AMERICAS LLC	97088	023942970880	EA	1	\$ 6.69
1743	ELECTRONIC STORAGE	049088	VERBATIMDVD-R LIFESERIES 100PK	VERBATIM AMERICAS LLC	97177	023942971771	PK	100	\$ 14.95
1744	ELECTRONIC STORAGE	2613471	16GB STORE N GO USB FLASH DRIV	VERBATIM AMERICAS LLC	99122	023942991229	PK	3	\$ 23.49
1745	BUSINESS MACHINES	454291	SHARP EL-1197PIII PRINT CALC	VICTOR TECHNOLOGY	EL1197P111	074000016712	EA	1	\$ 65.24
1746	BUSINESS MACHINES	438073	SHARP EL1801V PRINTING CALC	VICTOR TECHNOLOGY	EL1801V	074000017191	EA	1	\$ 43.38
1748	CLEAN/PERSONAL CARE	2401071	MARS CHOCOLATE MINIS 40OZ 2/BD	VISTAR CORP	20319-2	0400290302967	PK	1	\$ 23.34
1749	BREAKROOM	478186	NUTRA GRAIN APPLE CINN-BX	VISTAR CORP	511370	038000356483	BX	16	\$ 10.25
1750	BREAKROOM	478185	NUTRA GRAIN BLUEBERRY-BX	VISTAR CORP	511372	038000357480	BX	16	\$ 10.49
1751	BREAKROOM	1787266	NATURAL ANIMAL CRACKERS 45 OZ	VISTAR CORP	FLE11037	072320110370	EA	1	\$ 14.14
1752	BREAKROOM	1508124	FRITO LAY VARIETY BAGS	VISTAR CORP	FRI52347	028400019736	PK	30	\$ 21.10
1753	BREAKROOM	514899	CHEWY TRAIL MIX FRUIT & NUT BA	VISTAR CORP	GEM1512	016000151208	BX	16	\$ 9.23
1754	BREAKROOM	645929	MAXWELL HOUSE ORIGINAL 30.6OZ.	VISTAR CORP	GEN04648	043000046487	EA	1	\$ 10.44
1755	BREAKROOM	495720	KAR S SWEET N SALTY MIX	VISTAR CORP	KAR08387	077034099225	BX	24	\$ 13.65
1756	BREAKROOM	851085	FILTER DRIP COFFEE 250PK	VISTAR CORP	ROCUF100	850067000754	PK	100	\$ 1.81
1757	BREAKROOM	236216	SWEET N LOW 400 CT	VISTAR CORP	SUG50150	044800501503	BX	400	\$ 5.50
1758	CLEAN/PERSONAL CARE	1219942	WD40 16OZ AEROSOL	WD-40 COMPANY	WDF490057	079567490050	EA	1	\$ 7.68
1759	CLEAN/PERSONAL CARE	919860	GOO GONE 8OZ	WEIMAN PRODUCTS	WMN2087	070048771125	EA	1	\$ 4.19
1760	HARD DRIVES	043444	SEAGATE BACKP+ SLIM 1TB HD RED	WESTERN DIGITAL TECHNOLOGIES	WDBYNN0010BRD-WESN	718037849133	EA	1	\$ 56.99
1762	ELECTRONIC STORAGE	2411558	VERBATIM 64GB PINSTRIPE USB	VERBATIM CORP	49318	23942493181	EA	1	\$ 17.27
1764	BREAKROOM	344887	MINIMOOS 1/2 AND 1/2 CREAMER	WHITEWAVE FOODS CO	ITD100718	034500632799	CT	1	\$ 14.02
1765	WRITING	609710	ZEBRA Z-GRIP RT BP MED BLK 24	ZEBRA PEN CORP	12221	640206525701	PK	24	\$ 6.78
1766	WRITING	563226	PEN RETR Z-GRIP 1.0MM BLACK	ZEBRA PEN CORP	22210D	045888222106	DZ	12	\$ 3.65
1767	WRITING	563223	PEN RETR Z-GRIP 1.0MM BLUE	ZEBRA PEN CORP	22220D	045888222205	DZ	12	\$ 3.65
1768	WRITING	2498019	BALLPT RET MEDIUM 1.0MM DZ RED	ZEBRA PEN CORP	22230D	045888222304	DZ	12	\$ 1.73
1769	WRITING	651808	Z-GRIP MAX RT BP 1.0MM BLK	ZEBRA PEN CORP	22410D	045888224100	DZ	12	\$ 5.01
1770	WRITING	508588	BALLPOINT PEN RETRACTABLE BLK	ZEBRA PEN CORP	27110D	045888271104	EA	1	\$ 1.13
1771	WRITING	270975	ZEBRA F-301 RT BP FINE BLACK 2	ZEBRA PEN CORP	27112	045888271128	PK	2	\$ 2.86
1772	WRITING	459795	SARASA GEL RETRACTABLE MED BLK	ZEBRA PEN CORP	46810D	045888468108	PK	12	\$ 8.68
1773	CLEAN/PERSONAL CARE	1667986	REFILL TIMMST BABY POWDER	AMREP INC	TMS332512TMCAPT	43725251203	EA	1	\$ 4.41
1774	BREAKROOM	670994	REFILL TIMMST CLN & FRSH	AMREP INC	STB332502TMCA	43725250206	EA	1	\$ 4.41

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Index	Category	Staples Product Number	Staples Product Description	Mfg Name	Mfg Number	UPC Code	UOM	Pack Qty	Unit Price
1	AUDIO AND VIDEO	24286862	STEREO EARPHONES W/ MICROPHONE	VERBATIM CORP	99774	23942997740	EA	1	\$ 3.98
2	BAGS / LUGGAGE	031215	REUSABLE CAN GROC BAG NAT	NOTIONS MARKETING CORP	GB1	43272011534	EA	1	\$ 6.49
3	BAGS / LUGGAGE	031215	REUSABLE CAN GROC BAG NAT	NOTIONS MARKETING CORP	GB1	43272011534	EA	1	\$ 6.49
4	BAGS / LUGGAGE	031215	REUSABLE CAN GROC BAG NAT	NOTIONS MARKETING CORP	GB1	43272011534	EA	1	\$ 6.49
5	BAGS / LUGGAGE	031215	REUSABLE CAN GROC BAG NAT	NOTIONS MARKETING CORP	GB1	43272011534	EA	1	\$ 6.49
6	BINDERS	153049	POCKET TABS 5-COLOR	AVERY PRODUCTS CORPORATION	13496/11270	718103060110	PK	1	\$ 1.61
7	BINDERS	486330	STAPLES STD SHEET PROT-200CT	STAPLES BRANDS GROUP	10525	718103009898	BX	200	\$ 6.00
8	BINDERS	489131	STPLS HVY WT SHEET PROT 100CT	STAPLES BRANDS GROUP	31866	73333800104	BX	100	\$ 6.22
9	BINDERS	633188	HVYWEIGHT SHEET PROTECTOR 50PK	STAPLES BRANDS GROUP	34749-US	718103050173	BX	50	\$ 3.55
11	BINDERS	489131	STPLS HVY WT SHEET PROT 100CT	STAPLES BRANDS GROUP	31866	73333800104	BX	100	\$ 6.22
12	BINDERS	578490	SG TWIN POCKET FOLDER BLUE	ESSELTE AMERICA	50754/27534-CC	78787507548	PK	25	\$ 3.76
13	BINDERS	080414	PORTFOLIO TWIN POCKET DK BLUE	ESSELTE AMERICA	57538	78787575387	PK	25	\$ 5.45
16	BINDERS	719620	CRYSTAL COVER CLEAR OVER 100PK	FELLOWES	52311	77511523113	PK	100	\$ 11.32
17	BINDERS	463091	AVERY READY INDEX TOC 12 B&W	AVERY PRODUCTS CORPORATION	11140	72782111403	ST	1	\$ 2.99
18	BINDERS	486148	INSERTABLE TAB DIVIDER 5-TAB	AVERY PRODUCTS CORPORATION	11902	72782119027	ST	1	\$ 1.36
19	BINDERS	486149	INSERTABLE TAB DIVIDER 8-TABS	AVERY PRODUCTS CORPORATION	11903	72782119034	ST	1	\$ 1.85
20	BINDERS	153049	POCKET TABS 5-COLOR	AVERY PRODUCTS CORPORATION	13496/11270	718103060110	ST	1	\$ 1.61
21	BINDERS	463018	READY INDEX 1-31 WHITE 1 PK	AVERY PRODUCTS CORPORATION	11128/RI21331C	72782111281	ST	1	\$ 4.00
22	BINDERS	483305	TAB DIVID PREPRINT EXC A-Z BK	AVERY PRODUCTS CORPORATION	18946/11483	718103127431	ST	1	\$ 1.63
23	BINDERS	486149	INSERTABLE TAB DIVIDER 8-TABS	AVERY PRODUCTS CORPORATION	11903	72782119034	ST	1	\$ 1.85
25	BINDERS	462770	SPLS 5TAB MULTI-COLOR DIVIDERS	AVERY PRODUCTS CORPORATION	13489/11121	718103060035	ST	1	\$ 0.69
28	BINDERS	257394	READY INDEX MULTI COLOR 15 TAB	AVERY PRODUCTS CORPORATION	11143	72782111434	ST	1	\$ 3.75
29	BINDERS	806595	INDEX JAN-DEC ASSORTED 1/SET	AVERY PRODUCTS CORPORATION	AVE11679	72782116798	ST	1	\$ 2.01
30	BINDERS	257386	READY INDEX A-Z COLOR 1PK	AVERY PRODUCTS CORPORATION	11125	72782111250	ST	1	\$ 4.07
31	BINDERS	257444	READY INDEX 1-31 TAB MULTI CLR	AVERY PRODUCTS CORPORATION	11129	72782111298	ST	1	\$ 5.28
32	BINDERS	384285	READY INDEX TOC 5TAB COLOR 6PK	AVERY PRODUCTS CORPORATION	11187	72782111878	ST	6	\$ 5.70
33	BINDERS	431422	5-TAB INSERT DIVIDER CLEAR 4PK	AVERY PRODUCTS CORPORATION	13514/14480	67933144805	ST	4	\$ 2.01
34	BINDERS	431421	STAPLES 5TAB INSERT 4PK	AVERY PRODUCTS CORPORATION	13515/14481	67933144812	ST	4	\$ 2.02
35	BINDERS	431424	STAPLES 8-TAB INSERT 4PK	AVERY PRODUCTS CORPORATION	13516/14482	718103060318	ST	4	\$ 2.95
36	BINDERS	431423	STAPLES 8-TAB INSERT 4PK	AVERY PRODUCTS CORPORATION	13517/14483	72782118112	ST	4	\$ 3.00
37	BINDERS	462788	WORKSAVER 5 TAB CLEAR	AVERY PRODUCTS CORPORATION	13491/11122	718103060042	ST	1	\$ 0.75
38	BINDERS	668492	TAB DIVID PREM WRKSV 8TAB CL	AVERY PRODUCTS CORPORATION	11124	0	ST	1	\$ 1.28
39	BINDERS	462770	SPLS 5TAB MULTI-COLOR DIVIDERS	AVERY PRODUCTS CORPORATION	13489/11121	718103060035	ST	1	\$ 0.69
40	BINDERS	153858	STPLS 5 LRG TB CLR INDEX	AVERY PRODUCTS CORPORATION	13486/11110	718103060004	ST	1	\$ 0.49
41	BINDERS	462754	WORKSAVER 8 TAB COLOR	AVERY PRODUCTS CORPORATION	13492/11123	718103060059	ST	1	\$ 1.23
42	BINDERS	462762	WORKSAVER 8 TAB CLEAR	AVERY PRODUCTS CORPORATION	18935/11124	718103126816	ST	1	\$ 1.17
43	BINDERS	462739	AVERY BIGTAB WRITEON DIVIDERS5	AVERY PRODUCTS CORPORATION	23076	72782230760	ST	1	\$ 0.81
44	BINDERS	462713	AVERY BIGTAB WRITON DIVIDERS 8	AVERY PRODUCTS CORPORATION	23079	72782230791	ST	1	\$ 0.55
45	BINDERS	486110	5-TAB INSERT POLY DIVIDER	AVERY PRODUCTS CORPORATION	11900	72782119003	ST	1	\$ 0.84
46	BINDERS	462994	AVERY READY INDEX TOC 8 B&W	AVERY PRODUCTS CORPORATION	11132	72782111328	ST	1	\$ 1.45
47	BINDERS	483305	TAB DIVID PREPRINT EXC A-Z BK	AVERY PRODUCTS CORPORATION	18946/11483	718103127431	ST	1	\$ 1.63
50	BINDERS	462713	AVERY BIGTAB WRITON DIVIDERS 8	AVERY PRODUCTS CORPORATION	23079	72782230791	ST	1	\$ 0.55
53	BINDERS	483289	TAB DIVID PREPRINT EXC MONTH BK	AVERY PRODUCTS CORPORATION	13551/11484	718103125055	ST	1	\$ 1.60
54	BINDERS	812212	CD PROT 3RD SHT 2CAP CL	STAPLES BRANDS GROUP	18236	718103117722	PK	10	\$ 4.23
56	BINDERS	848467	SPLS LAM POUCH ID TAG 5ML 25PK	FELLOWES	19150	718103129947	PK	25	\$ 0.54
58	BINDERS	677045	HOT SPLS LAM POUCH LTR 3MIL 50	FELLOWES	17467	718103108089	PK	50	\$ 2.10
62	BINDERS	654271	2 POCKET PORT WITH PRONG BLUE	STAPLES BRANDS GROUP	21613-CC/20648	718103159999	EA	1	\$ 0.55
64	BINDERS	431490	PORTFOLIO 2-POCKET BURG 30512	STAPLES BRANDS GROUP	21636-CC/20634	718103159982	EA	1	\$ 0.55
65	BINDERS	486122	2PKT POLY FOLDER ASST	STOREX INDUSTRIES CORP.	50295E50S	718103055574	EA	1	\$ 0.62
66	BINDERS	654245	2 POCKET PORT LETTER BLACK	STAPLES BRANDS GROUP	21625-CC/20643	718103160100	EA	1	\$ 0.49



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Index	Category	Staples Product Number	Staples Product Description	Mfg Name	Mfg Number	UPC Code	UOM	Pack Qty	Unit Price
68	BINDERS	515186	1IN VUSION RING BINDER BLUE	AVERY PRODUCTS CORPORATION	17685/14988-CC	77711176850	EA	1	\$ 3.08
70	BINDERS	082656	STPLS STAN VIEW BNDR 1IN WHT	AVERY PRODUCTS CORPORATION	55406/26432	718103198417	EA	1	\$ 2.81
71	BINDERS	082613	STPLS STAN VIEW BNDR 1IN BLK	AVERY PRODUCTS CORPORATION	55395/26431	718103198387	EA	1	\$ 2.88
72	BINDERS	082650	STPLS STAN VIEW BNDR 1.5IN WHT	AVERY PRODUCTS CORPORATION	55409/26438	718103198479	EA	1	\$ 3.17
73	BINDERS	082644	STPLS STAN VIEW BNDR 2IN WHT	AVERY PRODUCTS CORPORATION	55411/26444	718103198530	EA	1	\$ 4.08
74	BINDERS	082639	STPLS STAN VIEW BNDR 3IN WHT	AVERY PRODUCTS CORPORATION	55413/26450	718103198585	EA	1	\$ 4.82
75	BINDERS	976178	STPLS STAN VIEW BNDR 4IN WHT	AVERY PRODUCTS CORPORATION	55414/26358	718103215329	EA	1	\$ 9.57
76	BINDERS	082664	STPLS HD VIEW BINDER 4IN BLK	AVERY PRODUCTS CORPORATION	24695-US	718103199063	EA	1	\$ 9.13
77	BINDERS	374815	1 IN WHITE BASIC BINDER	STAPLES BRANDS GROUP	23735/21684	718103168779	EA	1	\$ 1.67
78	BINDERS	374816	1 IN BLACK BASIC BINDER	STAPLES BRANDS GROUP	23733/21685	718103168786	EA	1	\$ 1.67
79	BINDERS	374813	1.5 IN BLACK BASIC BINDER	STAPLES BRANDS GROUP	23727/21687	718103168809	EA	1	\$ 1.98
80	BINDERS	374814	1.5IN WHITE VIEW BINDER	STAPLES BRANDS GROUP	23729/21686	718103168793	EA	1	\$ 1.96
81	BINDERS	374817	.5 IN BLACK BASIC BINDER	STAPLES BRANDS GROUP	23738/21683	718103168762	EA	1	\$ 1.43
82	BINDERS	374818	.5 IN WHITE BASIC BINDER	STAPLES BRANDS GROUP	23740/21682	718103168755	EA	1	\$ 1.43
83	BINDERS	374810	2 IN BLACK BASIC BINDER	STAPLES BRANDS GROUP	23722/21689	718103168823	EA	1	\$ 2.32
84	BINDERS	374812	2IN WHITE VIEW BINDER	STAPLES BRANDS GROUP	23725/21688	718103168816	EA	1	\$ 2.34
86	BINDERS	374809	3 IN BLACK BASIC BINDER	STAPLES BRANDS GROUP	23721/21690	718103168830	EA	1	\$ 2.91
87	BINDERS	374819	3 IN WHITE BASIC BINDER	STAPLES BRANDS GROUP	23743/21691	718103168847	EA	1	\$ 2.85
88	BINDERS	374810	2 IN BLACK BASIC BINDER	STAPLES BRANDS GROUP	23722/21689	718103168823	PK	1	\$ 4.64
89	BINDERS	358166	.5 IN WHITE BASIC BINDER	STAPLES BRANDS GROUP	23740/21682	718103161077	PK	12	\$ 18.07
90	BINDERS	976154	STPLS STAN BINDER 1IN GRN	AVERY PRODUCTS CORPORATION	55368/26291	718103214698	EA	1	\$ 2.52
91	BINDERS	1337657	1IN BINDER SIMPLY BLK NON VIEW	STAPLES BRANDS GROUP	26645	718103219976	EA	1	\$ 1.57
92	BINDERS	374813	1.5 IN BLACK BASIC BINDER	STAPLES BRANDS GROUP	23727/21687	718103168809	EA	1	\$ 1.98
93	BINDERS	1290396	1.5IN SIMPLY BINDER NAVY NON V	STAPLES BRANDS GROUP	26580	718103220019	EA	1	\$ 2.15
94	BINDERS	138818	ECONOMY BINDER 2IN BLUE	AVERY PRODUCTS CORPORATION	03500	77711035003	EA	1	\$ 3.70
95	BINDERS	1300950	2IN BINDER SIMPLY BLK NONVIEW	STAPLES BRANDS GROUP	26587	718103220125	EA	1	\$ 2.52
96	BINDERS	138834	ECONOMY BINDER 2IN RED	AVERY PRODUCTS CORPORATION	03510	77711035102	EA	1	\$ 3.07
97	BINDERS	374809	3 IN BLACK BASIC BINDER	STAPLES BRANDS GROUP	23721/21690	718103168830	EA	1	\$ 2.91
98	BINDERS	138750	BINDER RING 2 BK	AVERY PRODUCTS CORPORATION	03501	77711035010	EA	1	\$ 3.87
99	BINDERS	976168	STPLS STAN BINDER 4IN BLK	AVERY PRODUCTS CORPORATION	55359/26321	718103214896	EA	1	\$ 8.42
100	BINDERS	374818	.5 IN WHITE BASIC BINDER	STAPLES BRANDS GROUP	23740/21682	718103168755	EA	1	\$ 1.43
101	BINDERS	374815	1 IN WHITE BASIC BINDER	STAPLES BRANDS GROUP	23735/21684	718103168779	EA	1	\$ 1.67
102	BINDERS	374814	1.5IN WHITE VIEW BINDER	STAPLES BRANDS GROUP	23729/21686	718103168793	EA	1	\$ 1.96
103	BINDERS	374812	2IN WHITE VIEW BINDER	STAPLES BRANDS GROUP	23725/21688	718103168816	EA	1	\$ 2.34
104	BINDERS	374813	1.5 IN BLACK BASIC BINDER	STAPLES BRANDS GROUP	23727/21687	718103168809	EA	1	\$ 1.98
105	BINDERS	082652	STPLSSTAN VIEW BNDR 1.5IN BLUE	AVERY PRODUCTS CORPORATION	55419/26439	718103198455	EA	1	\$ 3.43
106	BINDERS	827604	1.5IN PURP BETTER BINDER BTS	STAPLES BRANDS GROUP	19061/55863	718103129022	EA	1	\$ 6.34
107	BINDERS	374817	.5 IN BLACK BASIC BINDER	STAPLES BRANDS GROUP	23738/21683	718103168762	EA	1	\$ 1.43
108	BINDERS	374810	2 IN BLACK BASIC BINDER	STAPLES BRANDS GROUP	23722/21689	718103168823	EA	1	\$ 2.32
109	BINDERS	374819	3 IN WHITE BASIC BINDER	STAPLES BRANDS GROUP	23743/21691	718103168847	EA	1	\$ 2.85
110	BINDERS	126088	STPLS STAN VIEW 3IN BLK RND RG	AVERY PRODUCTS CORPORATION	55386/26356	718103215275	EA	1	\$ 4.78
111	BINDERS	082694	STPLS HD VIEW BINDER 1IN RED	AVERY PRODUCTS CORPORATION	24669-US	718103198851	EA	1	\$ 5.14
112	BINDERS	082638	STPLS STAN VIEW BNDR 1IN BLUE	AVERY PRODUCTS CORPORATION	55418/26433	718103198394	EA	1	\$ 2.42
113	BINDERS	374816	1 IN BLACK BASIC BINDER	STAPLES BRANDS GROUP	23733/21685	718103168786	EA	1	\$ 1.67
114	BINDERS	082654	STPLS STAN VIEW BNDR 1IN ORANG	AVERY PRODUCTS CORPORATION	55435/26436	718103198431	EA	1	\$ 3.04
115	BINDERS	374815	1 IN WHITE BASIC BINDER	STAPLES BRANDS GROUP	23735/21684	718103168779	EA	1	\$ 1.67
116	BINDERS	082656	STPLS STAN VIEW BNDR 1IN WHT	AVERY PRODUCTS CORPORATION	55406/26432	718103198417	EA	1	\$ 2.81
117	BINDERS	648819	1IN BLK BTR BINDER W VIEW WIN	STAPLES BRANDS GROUP	13395/55838	718103059534	EA	1	\$ 5.47
118	BINDERS	082650	STPLS STAN VIEW BNDR 1.5IN WHT	AVERY PRODUCTS CORPORATION	55409/26438	718103198479	EA	1	\$ 3.17
119	BINDERS	082639	STPLS STAN VIEW BNDR 3IN WHT	AVERY PRODUCTS CORPORATION	55413/26450	718103198585	EA	1	\$ 4.82

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Index	Category	Staples Product Number	Staples Product Description	Mfg Name	Mfg Number	UPC Code	UOM	Pack Qty	Unit Price
120	BINDERS	082641	STPLS STAN VIEW BNDR 3IN BLK	AVERY PRODUCTS CORPORATION	55402/26449	718103198561	EA	1	\$ 4.75
121	BINDERS	082644	STPLS STAN VIEW BNDR 2IN WHT	AVERY PRODUCTS CORPORATION	55411/26444	718103198530	EA	1	\$ 4.08
122	BINDERS	082679	STPLS HD VIEW BINDER 2IN BLK	AVERY PRODUCTS CORPORATION	24684-US	718103198967	EA	1	\$ 6.51
123	BINDERS	082660	STPLS HD VIEW BINDER 5IN WHT	AVERY PRODUCTS CORPORATION	24700-US	718103199117	EA	1	\$ 5.90
124	BINDERS	976180	STPLS STAN VIEW BNDR 5IN BLK	AVERY PRODUCTS CORPORATION	55441/26359	718103215374	EA	1	\$ 16.35
125	BINDERS	976178	STPLS STAN VIEW BNDR 4IN WHT	AVERY PRODUCTS CORPORATION	55414/26358	718103215329	EA	1	\$ 9.57
126	BINDERS	082664	STPLS HD VIEW BINDER 4IN BLK	AVERY PRODUCTS CORPORATION	24695-US	718103199063	EA	1	\$ 9.13
127	BINDERS	976031	STPLS HD VIEW BINDER 3IN BLUE	AVERY PRODUCTS CORPORATION	26364	718103215428	EA	1	\$ 7.96
128	BINDERS	082641	STPLS STAN VIEW BNDR 3IN BLK	AVERY PRODUCTS CORPORATION	55402/26449	718103198561	EA	1	\$ 4.75
129	BINDERS	651740	1IN TEAL BTR BINDER W VIEWWIN	STAPLES BRANDS GROUP	13466/55842	718103060721	EA	1	\$ 5.07
130	BINDERS	651740	1IN TEAL BTR BINDER W VIEWWIN	STAPLES BRANDS GROUP	13466/55842	718103060721	EA	1	\$ 5.07
131	BINDERS	082653	STPLS STAN VIEW BNDR 1.5IN BLK	AVERY PRODUCTS CORPORATION	55398/26437	718103198448	EA	1	\$ 3.32
132	BINDERS	082673	STPLS HD VIEW BINDER 2IN BLUE	AVERY PRODUCTS CORPORATION	24686-US	718103198974	EA	1	\$ 6.57
133	BINDERS	082679	STPLS HD VIEW BINDER 2IN BLK	AVERY PRODUCTS CORPORATION	24684-US	718103198967	EA	1	\$ 6.51
134	BINDERS	082701	STPLS HD VIEW BINDER 1IN BLK	AVERY PRODUCTS CORPORATION	24664-US	718103198806	EA	1	\$ 5.13
135	BINDERS	126089	STPLS STAN VIEW 3IN WHT RND RG	AVERY PRODUCTS CORPORATION	55392/26355	718103215251	EA	1	\$ 4.72
136	BINDERS	082696	STPLS HD VIEW BINDER 1IN WHT	AVERY PRODUCTS CORPORATION	24667-US	718103198837	EA	1	\$ 5.17
137	BINDERS	082684	STPLS HD VIEW BINDER 1.5IN WHT	AVERY PRODUCTS CORPORATION	24677-US	718103198912	EA	1	\$ 5.79
138	BINDERS	082671	STPLS HD VIEW BINDER 2IN WHT	AVERY PRODUCTS CORPORATION	24688-US/19899	718103198998	EA	1	\$ 6.57
139	BINDERS	082666	STPLS HD VIEW BINDER 3IN WHT	AVERY PRODUCTS CORPORATION	24693-US	718103199049	EA	1	\$ 8.02
140	BINDERS	082663	STPLS HD VIEW BINDER 4IN WHT	AVERY PRODUCTS CORPORATION	24696-US	718103199070	EA	1	\$ 9.09
141	BINDERS	374817	.5 IN BLACK BASIC BINDER	STAPLES BRANDS GROUP	23738/21683	718103168762	EA	1	\$ 1.43
142	BINDERS	976170	STPLS STND VIEW RR .5IN WHT	AVERY PRODUCTS CORPORATION	55387/26329	718103215039	EA	1	\$ 2.50
143	BINDERS	082660	STPLS HD VIEW BINDER 5IN WHT	AVERY PRODUCTS CORPORATION	24700-US	718103199117	EA	1	\$ 5.90
144	BINDERS	976062	STPLS HD VIEW BINDER 2IN RED	AVERY PRODUCTS CORPORATION	26348	718103215312	EA	1	\$ 6.48
145	BINDERS	976064	STPLS HD VIEW BINDER 3IN RED	AVERY PRODUCTS CORPORATION	26365	718103215435	EA	1	\$ 7.98
146	BINDERS	358169	1 IN BLACK BASIC BINDER	STAPLES BRANDS GROUP	23733/21685	718103161107	PK	12	\$ 21.25
147	BINDERS	082651	STPLSSTAN VIEW BNDR 1.5IN CHAR	AVERY PRODUCTS CORPORATION	55432/26440	718103198462	EA	1	\$ 3.40
148	BINDERS	082645	STPLS STAN VIEW BNDR 2IN CHAR	AVERY PRODUCTS CORPORATION	55433/26447	718103198523	EA	1	\$ 3.37
149	BINDERS	1337665	.5IN SIMPLY BINDER BLK NONVIEW	STAPLES BRANDS GROUP	26851	718103222679	EA	1	\$ 1.59
150	BINDERS	1337657	1IN BINDER SIMPLY BLK NON VIEW	STAPLES BRANDS GROUP	26645	718103219976	EA	1	\$ 1.57
151	BINDERS	1290388	1.5IN BINDER SIMPLY BLK NONVIEW	STAPLES BRANDS GROUP	26854	718103222693	EA	1	\$ 2.15
152	BINDERS	1300950	2IN BINDER SIMPLY BLK NONVIEW	STAPLES BRANDS GROUP	26587	718103220125	EA	1	\$ 2.52
153	BINDERS	1319196	2IN BINDER SIMPLY NAVY NONVIEW	STAPLES BRANDS GROUP	26585	718103220101	EA	1	\$ 2.52
154	BINDERS	358168	1 IN WHITE BASIC BINDER	STAPLES BRANDS GROUP	23735/21684	718103161091	PK	12	\$ 20.08
155	BINDERS	648821	1.5IN BLK BTRBINDER WVIEWWIN	STAPLES BRANDS GROUP	13394/55854	718103059527	EA	1	\$ 6.34
156	BINDERS	082655	STPLS STAN VIEW BNDR 1IN PERI	AVERY PRODUCTS CORPORATION	55423/26434	718103198424	EA	1	\$ 3.05
157	BINDERS	643115	EASYOPEN LEDGER LOCKING D 3IN	CARDINAL BRANDS, INC.	12142V4	83086121425	EA	1	\$ 20.79
158	BINDERS	905739	TWIN POCKET PORT TEAL 10 PK	ESSELTE AMERICA	13383-US	78787575820	PK	10	\$ 2.40
159	BINDERS	041157	STAPLES ECONO SHEET PROT 200CT	STAPLES BRANDS GROUP	10522-CC	718103009867	BX	200	\$ 6.99
160	BINDERS	082641	STPLS STAN VIEW BNDR 3IN BLK	AVERY PRODUCTS CORPORATION	55402/26449	718103198561	EA	1	\$ 4.75
161	BINDERS	082684	STPLS HD VIEW BINDER 1.5IN WHT	AVERY PRODUCTS CORPORATION	24677-US	718103198912	EA	1	\$ 5.79
162	BINDERS	082653	STPLS STAN VIEW BNDR 1.5IN BLK	AVERY PRODUCTS CORPORATION	55398/26437	718103198448	EA	1	\$ 3.32
163	BINDERS	082671	STPLS HD VIEW BINDER 2IN WHT	AVERY PRODUCTS CORPORATION	24688-US/19899	718103198998	EA	1	\$ 6.57
164	BINDERS	082639	STPLS STAN VIEW BNDR 3IN WHT	AVERY PRODUCTS CORPORATION	55413/26450	718103198585	EA	1	\$ 4.82
165	BINDERS	491490	BINDER CV D-RING LOCKING 4 BLK	CARDINAL BRANDS, INC.	10341	83086103414	EA	1	\$ 17.28
166	BINDERS	434657	HEAVY DUTY VIEW BNDR 3IN NBLUE	AVERY PRODUCTS CORPORATION	79803	73333798036	EA	1	\$ 8.40
167	BINDERS	905481	2 POCKET LAM PORT RED 10 PK	ESSELTE AMERICA	13374-CC	78787517585	PK	10	\$ 4.28
168	BINDERS	907784	2PKT PORT W/FAST LT BLUE 10PK	ESSELTE AMERICA	13389-US	78787577718	PK	10	\$ 4.21
169	BINDERS	907790	2 PKT PORT W/FAST BLUE 10PK	ESSELTE AMERICA	13387-US	78787577725	PK	10	\$ 3.80

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Index	Category	Staples Product Number	Staples Product Description	Mfg Name	Mfg Number	UPC Code	UOM	Pack Qty	Unit Price
170	BINDERS	905671	2 POCKET PORT WHITE 10 PK	ESSELTE AMERICA	13384-US	78787575745	PK	10	\$ 3.22
171	BINDERS	907719	2 POCKET PORT RED 10PK	ESSELTE AMERICA	13382-US	78787575813	PK	10	\$ 3.02
172	BINDERS	907701	2 POCKET PORT DK BLUE 10 PK	ESSELTE AMERICA	13377-US	78787575721	PK	10	\$ 3.10
173	BINDERS	905705	2 POCKET PORT BLACK 10 PK	ESSELTE AMERICA	13376-US	78787575769	PK	10	\$ 3.21
174	BINDERS	907693	2 POCKET PORT LT BLUE 10PK	ESSELTE AMERICA	13381-US	78787575714	PK	10	\$ 3.22
175	BINDERS	905655	2 POCKET PORT ASSORTED 10 PK	ESSELTE AMERICA	13366-US	78787575707	PK	10	\$ 3.08
177	BINDERS	486330	STAPLES STD SHEET PROT-200CT	STAPLES BRANDS GROUP	10525	718103009898	BX	200	\$ 6.00
178	BINDERS	040713	STAPLES STD SHEET PROT 100 CT	STAPLES BRANDS GROUP	10524	718103009881	BX	100	\$ 3.28
179	BINDERS	040713	STAPLES STD SHEET PROT 100 CT	STAPLES BRANDS GROUP	10524	718103009881	BX	100	\$ 3.28
180	BINDERS	895260	PORTFOLIO POCKET TWN LTR AST	ESSELTE AMERICA	57713	78787577138	BX	25	\$ 9.29
185	BINDERS	898320	PORTFOLIO TWN POCKET LTR DKBLE	ESSELTE AMERICA	57738	78787577381	BX	25	\$ 8.84
186	BINDERS	296194	REPORT COVER 2 PKT RED	ESSELTE AMERICA	57511	78787575110	BX	25	\$ 5.21
187	BINDERS	080414	PORTFOLIO TWIN POCKET DK BLUE	ESSELTE AMERICA	57538	78787575387	BX	25	\$ 5.45
188	BINDERS	082656	STPLS STAN VIEW BNDR 1IN WHT	AVERY PRODUCTS CORPORATION	55406/26432	718103198417	EA	1	\$ 2.81
189	BINDERS	907701	2 POCKET PORT DK BLUE 10 PK	ESSELTE AMERICA	13377-US	78787575721	PK	10	\$ 3.10
190	BINDERS	905663	2 POCKET PORT GREEN 10PK	ESSELTE AMERICA	13379-US	78787575738	PK	10	\$ 3.22
191	BINDERS	905721	2 POCKET PORT YELLOW 10 PK	ESSELTE AMERICA	13385-US	78787575790	PK	10	\$ 3.17
192	BINDERS	648823	1IN BLU BTR BINDER W VIEW WIN	STAPLES BRANDS GROUP	13399/55839	718103059626	EA	1	\$ 5.47
193	BINDERS	082650	STPLS STAN VIEW BNDR 1.5IN WHT	AVERY PRODUCTS CORPORATION	55409/26438	718103198479	EA	1	\$ 3.17
195	BREAKROOM	887844	LUNCHEON NAPKINS 400SHTS WHITE	STAPLES BRANDS GROUP	SEB20179-CC	718103142113	PK	400	\$ 2.94
197	BREAKROOM	493942	STAPLES HEAVY DUTY FORK 100/BX	STAPLES BRANDS GROUP	27362/BPR22122	718103167369	PK	100	\$ 2.37
198	BREAKROOM	493907	STAPLES HVY DUTY SPOON 100/BX	STAPLES BRANDS GROUP	27365/BPR22126	718103167406	PK	100	\$ 1.99
200	BREAKROOM	493896	MED DUTY PLASTIC FORK 1000/CT	STAPLES BRANDS GROUP	27359-CC	718103176743	BX	1000	\$ 12.47
203	BREAKROOM	962485	BIODEGRADABLE HOT CUP 12OZ	STAPLES BRANDS GROUP	SEB28992	718103213295	PK	50	\$ 2.99
204	BREAKROOM	2758198	STPLS SINGLE WALL HOT CUP 16OZ	STAPLES BRANDS GROUP	51723	718103283441	PK	50	\$ 3.02
206	BREAKROOM	759741	12 OZ CORN BASED PLASTIC CUP	ECO-PRODUCTS, PBC	ECOEPCC12GSPK	644632900576	PK	50	\$ 4.73
207	BREAKROOM	328422	ULTRALUX 6 7/8 INCH PAPER PLAT	FORT JAMES CORP DIXIE	UX7WS	78731940353	PK	125	\$ 5.38
209	BREAKROOM	1147225	DIXIE BASIC 8.5IN PAPER PLATES	FORT JAMES CORP DIXIE	DBP09W	78731959775	PK	125	\$ 5.98
210	BREAKROOM	783575	PETE 16-18 OZ PLSTIC COLD CUP	DART CONTAINER CORPORATION	TP16D	41165033083	PK	50	\$ 3.91
212	BREAKROOM	905192	SEB 12 OZ BOWL 125/PK	STAPLES BRANDS GROUP	SEB40133-CC	718103147415	PK	125	\$ 7.03
213	BREAKROOM	962484	BIODEGRADABLE HOT CUP 10OZ	STAPLES BRANDS GROUP	SEB28993	718103213301	PK	50	\$ 3.66
214	BREAKROOM	962485	BIODEGRADABLE HOT CUP 12OZ	STAPLES BRANDS GROUP	SEB28992	718103213295	PK	50	\$ 2.99
215	BUSINESS MACHINES	466465	STAPLES 230 DESKTOP-CALCULATOR	STAPLES BRANDS GROUP	SPL-230-US	718103007108	EA	1	\$ 3.86
216	BUSINESS MACHINES	24330082	SHREDDER LUBRICANT SHTS 12 PK	STAPLES BRANDS GROUP	TR53294	718103302234	EA	12	\$ 8.19
217	BUSINESS MACHINES	466497	STPLS 290 DESKTOP 12 DIGIT CAL	STAPLES BRANDS GROUP	SPL-290X	718103112499	EA	1	\$ 7.91
218	BUSINESS MACHINES	796611	12DIGITCALCULATOR CHECKCORRECT	STAPLES BRANDS GROUP	SPL-320	718103112482	EA	1	\$ 5.97
219	BUSINESS MACHINES	466497	STPLS 290 DESKTOP 12 DIGIT CAL	STAPLES BRANDS GROUP	SPL-290X	718103112499	EA	1	\$ 7.91
220	BUSINESS MACHINES	365911	STPLS MINI ECO CALCULATOR	STAPLES BRANDS GROUP	SE-110E	718103161701	EA	1	\$ 0.99
221	BUSINESS MACHINES	466465	STAPLES 230 DESKTOP-CALCULATOR	STAPLES BRANDS GROUP	SPL-230-US	718103007108	EA	1	\$ 3.86
222	BUSINESS MACHINES	602399	TRURED 14OZ SHREDDER OIL	STAPLES BRANDS GROUP	TR12395	718103042031	EA	1	\$ 4.75
223	CLEAN/PERSONAL CARE	458188	DIAL LIQD GOLD ANTIMICRO SOAP	HENKEL CORPORATION	84014	23400840144	EA	1	\$ 2.38
224	CLEAN/PERSONAL CARE	923051	GERM X 8 OZ SANITIZER W/ ALOE	VIJON, INC.	1000030516	72785087385	EA	1	\$ 2.19
225	CLEAN/PERSONAL CARE	320863	PURELL ORGNL HD SNTZR 8OZ	GOJO INDUSTRIES, INC	9652-12	73852096521	EA	1	\$ 2.99
226	CLEAN/PERSONAL CARE	844713	PURELL HD SNTZR 12OZ	GOJO INDUSTRIES, INC	3659-12	73852021912	EA	1	\$ 4.83
227	CLEAN/PERSONAL CARE	862856	GERM-X HAND SANATIZER 40 OZ	VIJON, INC.	1000001474	72785033757	EA	1	\$ 5.74
228	CLEAN/PERSONAL CARE	495564	FIRST AID KIT 50 PERSN/197 PC	ACME UNITED CORP.	FAO225AN	92265262552	EA	1	\$ 17.99
229	CLEAN/PERSONAL CARE	373470	BP NAT MULTI FOLD 250/PK	SOFIDEL AMERICA	410179/61912	718103162524	CA	4000	\$ 16.09
230	CLEAN/PERSONAL CARE	1568049	STAPLES INSTANT HD SNTZR 8OZ	GOJO INDUSTRIES, INC	27456	718103229609	EA	1	\$ 1.92
231	CLEAN/PERSONAL CARE	365384	BP PAPER TWL 85SHT/RL	SOFIDEL AMERICA	21810CT	784220880122	CA	30	\$ 21.49
235	CLEAN/PERSONAL CARE	2483531	DISNFT WIPES FRESH SCNT 75/PK	STAPLES BRANDS GROUP	50713	718103269483	EA	75	\$ 3.09

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237	CLEAN/PERSONAL CARE	895419	BAGS SHREDDER F/3000	GENERAL BINDING CORP ACCO	1765010	33816650107	BX	25	\$ 7.19
239	CLEAN/PERSONAL CARE	815629	WASTECAN 3.5GAL BLACK PLASTIC	RUBBERMAID COMMERCIAL PRODUCTS	FG295500BLA	86876026061	EA	1	\$ 2.83
240	CLEAN/PERSONAL CARE	758215	WASTECAN 7GAL BLU RECY PLASTIC	RUBBERMAID COMMERCIAL PRODUCTS	FG295673BLUE	86876194173	EA	1	\$ 4.79
241	CLEAN/PERSONAL CARE	2707554	WASTECAN 7GAL BLACK PLASTIC	RUBBERMAID COMMERCIAL PRODUCTS	FG295600BLA	0	EA	1	\$ 3.53
243	CLEAN/PERSONAL CARE	483115	KLEENEX BOUTIQ 3PK FACIAL TISS	KIMBERLY CLARK CORP	21200	36000254907	PK	3	\$ 4.66
247	DATED AND FORMS	593733	POST-IT 3X3 CUBE FLOWER PETAL	3M CORPORATION	2056FP	21200506734	EA	1	\$ 5.04
249	DATED AND FORMS	163865	STPLS PAD PERF LTR WH 12PK	STAPLES BRANDS GROUP	51295	718103187589	PK	12	\$ 4.45
250	DATED AND FORMS	163840	STPLS PAD PERF LTR CAN 12PK	STAPLES BRANDS GROUP	26839	718103021401	DZ	12	\$ 4.99
251	DATED AND FORMS	163865	STPLS PAD PERF LTR WH 12PK	STAPLES BRANDS GROUP	51295	718103187589	DZ	12	\$ 4.45
252	DATED AND FORMS	154120	STPLS PAD GLUE LTR WH 12PK	STAPLES BRANDS GROUP	51300-CC	718103021302	DZ	12	\$ 6.49
253	DATED AND FORMS	281303	PERF LEGAL PAD 8.5X14 WHT	STAPLES BRANDS GROUP	51297	718103187602	DZ	12	\$ 9.04
254	DATED AND FORMS	163857	STPLS PERF PAD LGL 12PK YL	STAPLES BRANDS GROUP	26830	718103021418	DZ	12	\$ 8.86
255	DATED AND FORMS	163832	STPLS PAD PERF JNR CAN 12PK	STAPLES BRANDS GROUP	26829	718103021395	DZ	12	\$ 3.45
256	DATED AND FORMS	163873	TOPS PAD PERF JNR WH 12PK	STAPLES BRANDS GROUP	51296	718103187565	DZ	12	\$ 2.99
257	DATED AND FORMS	534354	PAD RULED GLUETOP GENRC 5X8 WE	STAPLES BRANDS GROUP	18600-CC	74319213642	DZ	12	\$ 6.46
261	DATED AND FORMS	163485	STPLS PAD STENO GREGG GRN 12CT	STAPLES BRANDS GROUP	31931-CC	718103121866	DZ	12	\$ 9.30
262	DATED AND FORMS	532853	STENO BOOK GREGG 80 SHT6X9 GRN	TOPS BUSINESS FORMS	25-274	70972121034	EA	1	\$ 0.90
263	DATED AND FORMS	497017	STENO BOOK WHITE 6X9 12102	STAPLES BRANDS GROUP	11214	718103121873	DZ	12	\$ 8.95
264	DATED AND FORMS	163436	STPLS SCRTCH PAD 3X5 WH 12PK	TOPS BUSINESS FORMS	18603STP	718103021364	DZ	12	\$ 2.73
267	DATED AND FORMS	708146	GOLDFIBRE PADS PERF LETTER BRN	TOPS BUSINESS FORMS	20813	0	EA	1	\$ 2.71
268	DATED AND FORMS	397983	STPLS PAD PERF JNR PASTEL 6PK	STAPLES BRANDS GROUP	18139-CC	718103053143	PK	6	\$ 6.30
273	DATED AND FORMS	2796217	2019 WAL CAL 15X12	STAPLES BRANDS GROUP	52080-19	718103289146	EA	1	\$ 8.37
274	DATED AND FORMS	2796201	2019 CMPCT DESK PAD CALENDAR	STAPLES BRANDS GROUP	17392-19-US	718103288545	EA	1	\$ 4.67
275	DATED AND FORMS	2796207	2019 DESKPAD 22X17	STAPLES BRANDS GROUP	12951-19-CC	718103287753	EA	1	\$ 1.95
276	DATED AND FORMS	24368066	WALL AY20 LAMINATE STPLS 12X17	STAPLES BRANDS GROUP	54276-19	718103312912	EA	1	\$ 5.52
277	DATED AND FORMS	24368065	WALL AY20 STAPLES 15X12	STAPLES BRANDS GROUP	54278-19	718103312936	EA	1	\$ 4.00
278	DATED AND FORMS	2732518	2019 PLANAMTH MTH WAL 12X27	ACCO BRANDS USA LLC	PM11-28-19	38576427396	EA	1	\$ 12.17
279	DATED AND FORMS	24363848	PLNR AY20 STPLS PAJ BLK M 8X11	STAPLES BRANDS GROUP	23571-19	718103308809	EA	1	\$ 9.94
280	DATED AND FORMS	2796175	2019 PLR POLY BLK MLY 8X11	STAPLES BRANDS GROUP	21496-19	718103288927	EA	1	\$ 6.84
281	DATED AND FORMS	2796175	2019 PLR POLY BLK MLY 8X11	STAPLES BRANDS GROUP	21496-19	718103288927	EA	1	\$ 6.84
282	DATED AND FORMS	923068	ARC NTBK DISC 1.5 BLK 12 PK	STAPLES BRANDS GROUP	20774	718103149495	PK	12	\$ 0.99
283	DATED AND FORMS	213271	ARC RUL REINFRCD REFL PPR JRNR	STAPLES BRANDS GROUP	25181	718103201996	PK	50	\$ 3.61
285	DATED AND FORMS	950991	ARC LEATHER LTR NTBK PURPLE	STAPLES BRANDS GROUP	23245	718103183178	EA	1	\$ 21.03
286	DATED AND FORMS	886217	ARC NR REFILL PAPER LTR 50 CT	STAPLES BRANDS GROUP	19992	718103139984	PK	50	\$ 2.21
287	DATED AND FORMS	886217	ARC NR REFILL PAPER LTR 50 CT	STAPLES BRANDS GROUP	19992	718103139984	PK	50	\$ 2.21
289	DATED AND FORMS	2796207	2019 DESKPAD 22X17	STAPLES BRANDS GROUP	12951-19-CC	718103287753	EA	1	\$ 1.95
290	DATED AND FORMS	2796207	2019 DESKPAD 22X17	STAPLES BRANDS GROUP	12951-19-CC	718103287753	EA	1	\$ 1.95
291	DATED AND FORMS	24295438	2019 AAG DAILY DESK REFILL 3X6	ACCO BRANDS USA LLC	E717-50-19	38576267398	EA	1	\$ 1.60
292	DATED AND FORMS	886242	ARC POLY PKT DIVIDERS LTR 2PK	STAPLES BRANDS GROUP	20019	718103140256	PK	2	\$ 1.21
293	DATED AND FORMS	321299	ARC POLY TAB DVDR LTR BLK 5PK	STAPLES BRANDS GROUP	21301	718103156097	PK	5	\$ 1.50
294	DATED AND FORMS	321299	ARC POLY TAB DVDR LTR BLK 5PK	STAPLES BRANDS GROUP	21301	718103156097	PK	5	\$ 1.50
295	FILING	875429	SPLS 3TAB FLDR LTR ASST 100	STAPLES BRANDS GROUP	875429	718103003162	BX	100	\$ 12.34
296	FILING	224527	3TAB FLDR LTR BLU 100	STAPLES BRANDS GROUP	224527	718103003131	BX	100	\$ 11.51
297	FILING	224543	3TAB FLDR LTR GRN 100	STAPLES BRANDS GROUP	224543	718103003148	BX	100	\$ 11.53
298	FILING	224519	3TAB FLDR LTR RED 100	STAPLES BRANDS GROUP	224519	718103003186	BX	100	\$ 11.53
299	FILING	224535	3TAB FLDR LTR YEL 100	STAPLES BRANDS GROUP	224535	718103003193	BX	100	\$ 11.51
300	FILING	119107	STPLS OPEN TOP FLE DAY BRN LTR	STAPLES BRANDS GROUP	119107/17DS	78910231371	EA	1	\$ 11.42
301	FILING	117796	SPLS 2IN TABS+INSRTS CLR 25	ESSELTE AMERICA	117796/42T CLE	78973004202	PK	25	\$ 1.05
302	FILING	606806	3TAB FLDR REINFRCD LTR MAN 100	SMEAD MANUFACTURING	606806	78973213307	BX	100	\$ 10.90
304	FILING	285130	STPLS 3TAB FF LTR ASST 24PK	STAPLES BRANDS GROUP	285130	78973211808	PK	24	\$ 3.70

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305	FILING	117515	SPLS HNG FF BOXB 2IN LTR GRN25	STAPLES BRANDS GROUP	117515	78973421207	BX	25	\$ 15.38
306	FILING	227132	STPLS FLE 3.5EXP PKT WFLAP LTR	STAPLES BRANDS GROUP	227132/1524E5AS	78973154259	PK	5	\$ 4.66
308	FILING	246850	SPLS 3TAB REC FF LTR MAN 100	STAPLES BRANDS GROUP	246850	78973321132	BX	100	\$ 11.89
314	FILING	116657	STPLS 3TAB FF LTR MANILA 100PK	SMEAD MANUFACTURING	22936	718103002769	BX	100	\$ 3.99
315	FILING	163360	SPLS 3TAB FF LGL MANILA 100PK	SMEAD MANUFACTURING	163360	718103002837	BX	100	\$ 10.45
316	FILING	116806	SPLS 3TAB HNGFDR LTR STDGRN 25	STAPLES BRANDS GROUP	116806	718103017008	BX	25	\$ 3.95
317	FILING	163352	3TAB HANG FLDR LGL STDGRN 25	STAPLES BRANDS GROUP	163352	718103002950	BX	25	\$ 8.95
318	FILING	116764	SPLS 5TAB HNGFDR LTR STDGRN 25	ESSELTE AMERICA	116764	718103002882	BX	25	\$ 3.99
319	FILING	726595	SPLS 5TAB REINF HANG LGL GRN25	STAPLES BRANDS GROUP	16402	718103095129	BX	25	\$ 12.76
320	FILING	813110	SPLS 5TAB REINF HNG LTR ASST25	STAPLES BRANDS GROUP	18654-US-CC	718103122870	BX	25	\$ 11.61
323	FILING	508804	FOLDER SNGL TOP LTR 1/3 AST	STAPLES BRANDS GROUP	508804	78787023130	BX	100	\$ 13.80
324	FILING	810353	3TAB 14PT MAN FF LGL 5OCT	STAPLES BRANDS GROUP	18362	718103119078	BX	50	\$ 10.47
330	FILING	388287	FOLDER LGL 2-DIV GY	SMEAD MANUFACTURING	19076	30086486190764	BX	10	\$ 34.54
331	FILING	422675	10PK 3.5 EXP. LTR. WALLET	STAPLES BRANDS GROUP	422675/1053ES	78973105305	BX	10	\$ 15.07
332	FILING	704359	HDFILE POCKET 5.25 EXP LTR SZ	STAPLES BRANDS GROUP	704359/C1534GHS	718103082624	BX	10	\$ 16.95
333	FILING	116657	STPLS 3TAB FF LTR MANILA 100PK	SMEAD MANUFACTURING	22936	718103002769	BX	100	\$ 3.99
334	FILING	221689	FOLDR 1/3CUT LTR MANILA 250	SMEAD MANUFACTURING	221689	718103002851	BX	250	\$ 18.74
335	FILING	163360	SPLS 3TAB FF LGL MANILA 100PK	SMEAD MANUFACTURING	163360	718103002837	BX	100	\$ 10.45
336	FILING	813110	SPLS 5TAB REINF HNG LTR ASST25	STAPLES BRANDS GROUP	18654-US-CC	718103122870	BX	25	\$ 11.61
337	FILING	508804	FOLDER SNGL TOP LTR 1/3 AST	STAPLES BRANDS GROUP	508804	78787023130	BX	100	\$ 13.80
338	FILING	2757005	SPLS SNAP ENV LTR ASS	STAPLES BRANDS GROUP	51798	718103284318	EA	1	\$ 0.90
340	FILING	606616	2IN FILING JKT 10PK ASST	STAPLES BRANDS GROUP	606616	78973343165	PK	10	\$ 5.93
341	FILING	600245	STPLS POLY ZIP CHK ENV 1IN EXP	STAPLES BRANDS GROUP	84193GW	78973841944	EA	1	\$ 0.80
342	FILING	486515	POLY ENVLPE 1IN EXPAND LTR CLR	STAPLES BRANDS GROUP	32430	718103016490	PK	10	\$ 3.16
344	FILING	533539	TRANS FILE FLDR LTR ASST 6	STAPLES BRANDS GROUP	10847	718103014533	PK	6	\$ 1.19
345	FILING	906796	STPLS DOC FLE 19PKT BLK LGL	STAPLES BRANDS GROUP	20540-US	718103146142	EA	1	\$ 7.06
348	FILING	906380	STPLS PLY ENV SDE SB CLRS LTR5	STAPLES BRANDS GROUP	10782	718103906388	PK	5	\$ 1.85
350	FILING	2806373	SPLS EXP FLE 13P LTR ASS	STAPLES BRANDS GROUP	52014-CC	718103287654	EA	1	\$ 6.29
351	FILING	577186	WALLET POLY 5IN EXP LGL BLK	STAPLES BRANDS GROUP	11884	718103029025	EA	1	\$ 4.23
352	FILING	906380	STPLS PLY ENV SDE SB CLRS LTR5	STAPLES BRANDS GROUP	10782	718103906388	PK	5	\$ 1.85
353	FURNITURE	810923	WOOD FRAME PHOTO 8.5X11 BLK	STAPLES BRANDS GROUP	20191/53125	718103119115	EA	1	\$ 4.77
354	FURNITURE	912713	EXEC DOC/PHOTO FRAME 8.5X11MAH	NIELSON & BAINBRIDGE LLC	N15787NT	76795227922	EA	1	\$ 13.34
355	FURNITURE	810900	PLSTC FRAME LTR REDWOOD ACCENT	STAPLES BRANDS GROUP	20190/53129	718103119269	EA	1	\$ 3.81
356	FURNITURE	132702	11X14 POSTER FRAME BLACK	VICTORY LIGHT USA LLC	VF0023B.1114	676090202510	EA	1	\$ 5.93
357	FURNITURE	470949	STPLS 6FT BIFOLD FOLDING TABLE	ICEBERG ENTERPRISES	54272	42952115883	EA	1	\$ 45.99
358	FURNITURE	470949	STPLS 6FT BIFOLD FOLDING TABLE	ICEBERG ENTERPRISES	54272	42952115883	EA	1	\$ 45.99
359	FURNITURE	459719	HEAVY DUTY STORAGE BLACK	SANDUSKY LEE CORP.	SA42361872-09	17567005959	EA	1	\$ 205.99
360	FURNITURE	881250	PRESTIGE FRAME W/MAT 11X14 BLK	ARTISTIC OFFICE PRODUCTS	17602	42122176027	EA	1	\$ 6.50
361	FURNITURE	687525	STAPLES 10IN CLOCK	STAPLES BRANDS GROUP	32436	718103019392	EA	1	\$ 5.53
362	FURNITURE	812295	WALL CLOCK 14 IN PLASTIC ROUND	STAPLES BRANDS GROUP	18380	718103119184	EA	1	\$ 14.36
363	FURNITURE	812296	WALL CLOCK 12.5IN ROUND	STAPLES BRANDS GROUP	18377	718103119146	EA	1	\$ 12.46
365	GENERAL OFFICE PAPER	176511	2 1/4INX130 ADDING MACHINE RLS	TST/IMPRESO, INC	18237-CC	718103078375	PK	12	\$ 2.79
366	GENERAL OFFICE PAPER	452170	THERMAL POS ROLLS-10/PK	TST/IMPRESO, INC	28386/452170	54034821704	PK	10	\$ 18.29
367	GENERAL OFFICE PAPER	472872	2 1/4X85 GAS PUMP ROLLS	TST/IMPRESO, INC	18231/21266	718103155236	PK	9	\$ 4.88
369	GENERAL OFFICE PAPER	176511	2 1/4INX130 ADDING MACHINE RLS	TST/IMPRESO, INC	18237-CC	718103078375	PK	12	\$ 2.79
370	GENERAL OFFICE PAPER	386659	ROLL THERMAL 3-1/8X230	TST/IMPRESO, INC	18296-CC	718103118323	CT	50	\$ 65.90
371	INKJET CARTRIDGES	2566369	STP REMAN HP98BLK/95CLR 2PK	CLOVER TECHNOLOGIES GROUP, LLC	SIH-R9895	718103272124	PK	2	\$ 19.00
372	INKJET CARTRIDGES	1974658	STP REMN HP564XLBLK/564CMY 4PK	CLOVER TECHNOLOGIES GROUP	SIH-R564MPDS	814140027304	EA	4	\$ 6.23
373	INKJET CARTRIDGES	2472420	STP REMAN HP96BLK/97TRICLR 2PK	CLOVER TECHNOLOGIES GROUP, LLC	SIH-R9697	718103269551	PK	1	\$ 14.90
374	INKJET CARTRIDGES	333562	STP REMAN CAN PG210XL BLK INK	CLOVER TECHNOLOGIES GROUP, LLC	SIC-R210XB	718103160407	EA	1	\$ 14.82

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375	INKJET CARTRIDGES	1004266	STP RMN CAN PG240XL HYBLK INK	CLOVER TECHNOLOGIES GROUP, LLC	SIC-RPG240XB	718103217101	EA	1	\$ 11.90
376	LABELS	610387	SPLS IJ BUSCARD MATTE WH 1000	STAPLES BRANDS GROUP	12522	718103044462	PK	1000	\$ 9.44
378	LABELS	479872	SPLS INKLSR LBL 30UP25-1X2 5/8	STAPLES BRANDS GROUP	18054/SIWIJ100	718103009546	PK	750	\$ 3.59
379	LABELS	479880	SPLS 1X2 5/8 LSR/IJ LBL 100SH	STAPLES BRANDS GROUP	18057/SIWO100	718103009584	PK	3000	\$ 9.67
380	LABELS	479884	SPLS INKLSR LBL 30U250-1X2 5/8	STAPLES BRANDS GROUP	18063/SIWT100	718103009638	PK	7500	\$ 15.99
381	LABELS	389227	LABEL LASER FILE FLDR WHITE	AVERY PRODUCTS CORPORATION	30632	67933306326	PK	1500	\$ 10.90
382	LABELS	166322	REINFORCEMENTS 200CT CLEAR	AVERY PRODUCTS CORPORATION	13966/5721	72782057213	PK	200	\$ 0.67
383	LABELS	636156	REINFORCEMENTS 200CT WHITE	STAPLES BRANDS GROUP	13173-CC	718103055802	PK	200	\$ 0.65
384	LABELS	297705	COLOR CODE 3/4IN ASST LBL	AVERY PRODUCTS CORPORATION	13958/5472	72782054724	PK	1008	\$ 2.67
385	LABELS	166397	COLOR CODE 3/4IN GRN LBL	AVERY PRODUCTS CORPORATION	13950/05463	72782054632	PK	1008	\$ 2.42
386	LABELS	404293	NAME BDG BLUE BORDER LBL	AVERY PRODUCTS CORPORATION	13971/5144	72782051440	PK	100	\$ 0.65
387	LABELS	404301	NAME BDG RED BORDER LBL	AVERY PRODUCTS CORPORATION	13970/5143	72782051433	PK	100	\$ 1.88
388	LABELS	688202	PRINT OR WRITE BL HELLO NAME B	AVERY PRODUCTS CORPORATION	05141	72782951412	PK	100	\$ 2.50
389	LABELS	498215	NAME BDG GOLD BORDER LBL	AVERY PRODUCTS CORPORATION	13972/5146	72782051464	PK	100	\$ 1.48
390	LABELS	404285	NAME BDG RED BORDER LBL	AVERY PRODUCTS CORPORATION	13968/5140	72782051402	PK	100	\$ 1.88
393	MAILROOM/SHIPPING	618685	COSCO GEL STAMP PAD BLACK #1	COSCO IND. INC.	030253	39956302531	EA	1	\$ 1.79
394	MAILROOM/SHIPPING	618674	COSCO GEL STAMP PAD RED #1	COSCO IND. INC.	030254	39956302548	EA	1	\$ 1.79
396	MAILROOM/SHIPPING	520147	SELF-INKING 20ML BLACK	COSCO IND. INC.	032962	39956329620	EA	1	\$ 2.92
397	MAILROOM/SHIPPING	871026	ACCUSTAMP2 SHUTTER SCAN W/MB	COSCO IND. INC.	035606	39956356060	EA	1	\$ 5.40
398	MAILROOM/SHIPPING	781473	ACCU-STAMP SHUTTER VOID	COSCO IND. INC.	035539	39956355391	EA	1	\$ 5.39
399	MAILROOM/SHIPPING	321655	CONFIDENTIAL PREINKED STAMP	MARKING PRODUCTS, INC	034500	39956345002	EA	1	\$ 1.90
400	MAILROOM/SHIPPING	321598	RECEIVED PREINKED STAMP	MARKING PRODUCTS, INC	034512	39956345125	EA	1	\$ 1.89
402	MAILROOM/SHIPPING	507833	DATER SELF INKING	COSCO IND. INC.	010129	39956101295	EA	1	\$ 8.77
403	MAILROOM/SHIPPING	920274	SELF-INK RECEIVED W/DATE STAMP	MARKING PRODUCTS, INC	034507	39956345071	EA	1	\$ 4.25
404	MAILROOM/SHIPPING	507842	MICRO MESSAGE DATER TYPE SIZE1	COSCO IND. INC.	011090	10039956110904	EA	1	\$ 9.75
407	MAILROOM/SHIPPING	480330	INVITE ENV 100CT	STAPLES BRANDS GROUP	50310T/15601	718103031349	BX	100	\$ 3.73
408	MAILROOM/SHIPPING	871070	#10 TAMPER EVIDENT ENVELOPES	STAPLES BRANDS GROUP	19956	718103139618	PK	100	\$ 5.80
409	MAILROOM/SHIPPING	394057	ENV PULL & SEAL SEC #10 -100	STAPLES BRANDS GROUP	50308	718103031141	BX	100	\$ 4.68
415	MAILROOM/SHIPPING	468264	3/16 BBL RL 12X175 W/BOX DISP	PREGIS CORPORATION	4072830	718103000000	EA	1	\$ 12.43
416	MAILROOM/SHIPPING	468173	3/16 SPLS BUBBLE ROLL 12X25	PREGIS CORPORATION	4072827	75353110416	EA	1	\$ 2.67
417	MAILROOM/SHIPPING	467431	SPLS ECONOMY TAPE 48MMX50M 6PK	3M CORPORATION	ST-A18SIMP	718103467438	PK	6	\$ 5.45
418	MAILROOM/SHIPPING	380107	SPLS STNDRD TAPE 48MMX100M 6PK	3M CORPORATION	52200	718103801072	PK	6	\$ 12.04
420	MAILROOM/SHIPPING	504407	SPLS HD CLR TAPE 48MMX50M 6PK	3M CORPORATION	52210/ST-A26-6C	718103004411	PK	6	\$ 9.55
421	MAILROOM/SHIPPING	523621	DISPENSER TAPE METAL 2IN BLK	STAPLES BRANDS GROUP	10388-CC	718103008228	EA	1	\$ 5.38
423	MAILROOM/SHIPPING	1775862	#10 REVEAL N SEAL TINT ENV	ESSELTE AMERICA	SPL1775862	718103245456	BX	500	\$ 45.56
424	MAILROOM/SHIPPING	511289	ENV #10 PLAIN SELF SEALING	STAPLES BRANDS GROUP	511289/99296	718103036191	PK	500	\$ 20.49
425	MAILROOM/SHIPPING	511290	ENV #10 WINDOW SELF SEALING	STAPLES BRANDS GROUP	511290/99297	718103036207	PK	500	\$ 15.99
426	MAILROOM/SHIPPING	200519	ENVELOPE SECURITY GUM #10 -500	STAPLES BRANDS GROUP	50302	718103031271	BX	500	\$ 10.63
427	MAILROOM/SHIPPING	511289	ENV #10 PLAIN SELF SEALING	STAPLES BRANDS GROUP	511289/99296	718103036191	BX	500	\$ 20.49
428	MAILROOM/SHIPPING	570240	ENVELOPE #10 SELF SEAL WHITE	STAPLES BRANDS GROUP	570240/99294	718103044905	BX	500	\$ 14.50
430	MAILROOM/SHIPPING	266759	CHK ENV DBL WIN SEC GUM #9-500	STAPLES BRANDS GROUP	266759	718103031417	BX	500	\$ 18.99
431	MAILROOM/SHIPPING	918161	ENV WINDOW SEC GUM #10 -500	LSC COMMUNICATIONS US LLC	SPL918161	718103031226	BX	500	\$ 13.99
434	MAILROOM/SHIPPING	394063	ENVELOPE PULL & SEAL #A9 -100	STAPLES BRANDS GROUP	394063/19191	718103031448	BX	100	\$ 6.47
435	MAILROOM/SHIPPING	121962	9X12 HVY DUTY CLASP ENV 100CT	STAPLES BRANDS GROUP	121962/19276	718103036290	BX	100	\$ 12.90
436	MAILROOM/SHIPPING	122069	10X13 CLASP MAN 32LB GUM 100CT	STAPLES BRANDS GROUP	122069/14207	718103036313	BX	100	\$ 14.55
437	MAILROOM/SHIPPING	535062	#1 COIN ENV BRN KRFT 24# 500CT	STAPLES BRANDS GROUP	19848-CC	85227171832	BX	500	\$ 13.25
438	MAILROOM/SHIPPING	535112	ENV COIN #7 3.5X6.5 500 CT	ESSELTE AMERICA	SPL17199	85227171993	BX	500	\$ 21.88
439	MAILROOM/SHIPPING	486949	ENVELOPE GUMMED 28# 9X12 KRAFT	STAPLES BRANDS GROUP	486949R	718103036399	BX	250	\$ 19.99
440	MAILROOM/SHIPPING	194969	9X12 OPEN END ENV 100CT BROWN	STAPLES BRANDS GROUP	SPL194969	718103036764	BX	100	\$ 10.74
441	MAILROOM/SHIPPING	486940	ENVELOPE GUMMED 9X12 KRAFT	STAPLES BRANDS GROUP	486940/17032	718103036757	BX	250	\$ 19.01

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442	MAILROOM/SHIPPING	763173	4X6 PHOTO ENVELOPE 50CT.	ESSELTE AMERICA	SPL763173	718103102377	BX	50	\$ 4.22
443	MAILROOM/SHIPPING	472344	CD ENVELOPE WINDOW ASST -50	STAPLES BRANDS GROUP	12256	74319190202	BX	50	\$ 2.16
444	MAILROOM/SHIPPING	459599	CD ENVELOPE WINDOW WHT -50	STAPLES BRANDS GROUP	12257	74319190196	PK	50	\$ 1.84
445	MAILROOM/SHIPPING	472993	INTEROFFCE ENV KRFT 10X13 -100	STAPLES BRANDS GROUP	50163/472993	718103031578	BX	100	\$ 11.99
446	MAILROOM/SHIPPING	535039	ENV CLASP BRWN KRT 11.5X14.5	STAPLES BRANDS GROUP	535039/17082	718103036269	BX	100	\$ 20.45
447	MAILROOM/SHIPPING	247668	CATALOG ENV GUM WHT 6X9 -250	STAPLES BRANDS GROUP	50303T	718103031615	BX	250	\$ 11.29
448	MAILROOM/SHIPPING	379479	CATALOG ENV P&S WHT 9X12 -100	STAPLES BRANDS GROUP	379479/19026	718103031639	BX	100	\$ 11.88
449	MAILROOM/SHIPPING	381970	CATALOG ENV P&S KRFT 9X12 -100	STAPLES BRANDS GROUP	381970/19024	718103031653	BX	100	\$ 12.53
450	MAILROOM/SHIPPING	379476	CATALOG ENV P&S WHT 10X13 -100	STAPLES BRANDS GROUP	379476N-CC	718103031677	BX	100	\$ 13.02
451	MAILROOM/SHIPPING	381969	P&S CATALOG 10X13 28LB MAN-100	STAPLES BRANDS GROUP	381969/19023	718103031707	BX	100	\$ 14.68
452	MAILROOM/SHIPPING	534990	CLASP ENV BRN KRFT 6.5X9.5-100	STAPLES BRANDS GROUP	534990/19815	718103031509	BX	100	\$ 9.10
453	MAILROOM/SHIPPING	233577	7.5X10.5 CLASP ENV 100CT BROWN	STAPLES BRANDS GROUP	233577/19268	718103036221	BX	100	\$ 9.65
454	MAILROOM/SHIPPING	535013	9.5X12.5 CLSP ENV KRT 100 #28	STAPLES BRANDS GROUP	535013/17076	718103036245	BX	100	\$ 10.96
460	MAILROOM/SHIPPING	787385	ENV #10 P&S SECURITY 500CT	STAPLES BRANDS GROUP	50312	718103107938	BX	500	\$ 21.91
461	MAILROOM/SHIPPING	187013	ENVELOPE GUM #10 -500	STAPLES BRANDS GROUP	50301	718103031257	BX	500	\$ 8.69
462	MAILROOM/SHIPPING	121632	ENV WINDOW GUM #10 -500	STAPLES BRANDS GROUP	50151	718103031233	BX	500	\$ 13.50
463	MAILROOM/SHIPPING	472902	CLASP ENV BRN KRAFT 12X15 -100	STAPLES BRANDS GROUP	472902/19273	718103031561	BX	100	\$ 16.50
464	MAILROOM/SHIPPING	186999	CLASP ENV BRN KRAFT 6X9 -100	STAPLES BRANDS GROUP	186999/19267	718103031158	BX	100	\$ 4.99
465	MAILROOM/SHIPPING	187021	CLASP ENV BRN KRAFT 9X12 -100	STAPLES BRANDS GROUP	187021/19270	718103031523	BX	100	\$ 6.99
466	MAILROOM/SHIPPING	187039	CLASP ENV BRN KRAFT 10X13 -100	STAPLES BRANDS GROUP	187039/19272	718103031547	BX	100	\$ 11.09
468	MOBILITY	2609230	CELL POWER BANK AND CHARGER	AXESS PRODUCTS CORP	PP3130-BK	818443013590	EA	1	\$ 5.96
469	OFFICE ACCESSORIES	342939	DPS RCY CUBE MAG WHITEBRD GRY	OFFICEMATE INTERNATIONAL CORP.	DPS21656-CC	718103160599	EA	1	\$ 11.45
470	OFFICE ACCESSORIES	342955	DPS RCY CUBE DBL COAT HOOK GRY	OFFICEMATE INTERNATIONAL CORP.	DPS21652-CC	718103160551	EA	1	\$ 4.58
471	OFFICE ACCESSORIES	225088	DEEP DRAWER ORGANIZER MESH BLK	STAPLES BRANDS GROUP	25287	718103202961	EA	1	\$ 5.99
472	OFFICE ACCESSORIES	443486	11X8.5 SLANTED SIGN HOLDER	DEFLECT-O CORP.	66701	79916667010	EA	1	\$ 2.25
473	OFFICE ACCESSORIES	474445	BROCHURE LITERATURE HOLDER	STAPLES BRANDS GROUP	25329	718103203272	EA	1	\$ 0.92
474	OFFICE ACCESSORIES	225347	CUP DOODAD SMALL MESH BLACK	STAPLES BRANDS GROUP	25276	718103202848	EA	1	\$ 0.49
475	OFFICE ACCESSORIES	385752	MESH LARGE PENCIL CUP BLACK	STAPLES BRANDS GROUP	11958	718103031028	EA	1	\$ 1.65
476	OFFICE ACCESSORIES	827733	MESH LETTER TRAY-BLACK	STAPLES BRANDS GROUP	11993-CC	718103031943	EA	1	\$ 3.34
477	OFFICE ACCESSORIES	732578	11X8.5 HORZ STAND UP SIGN HLDR	STAPLES BRANDS GROUP	16646	79916693019	EA	1	\$ 1.46
478	OFFICE ACCESSORIES	665638	81/2X11 WALL SIGN HOLDER	STAPLES BRANDS GROUP	16651-CC	79916682013	EA	1	\$ 1.45
479	OFFICE ACCESSORIES	665620	11X81/2 WALL SIGN-HOLDER	STAPLES BRANDS GROUP	16650-CC	79916683010	EA	1	\$ 1.61
480	OFFICE ACCESSORIES	562760	SLANTED STAND UP SIGN HOLDER	DEFLECT-O CORP.	69701	79916697017	EA	1	\$ 3.36
481	OFFICE ACCESSORIES	ROL62630	SHELF,CORNER,MESH,BK	ELDON			EA	1	\$ 41.99
482	OFFICE ACCESSORIES	804561	MESH OFF-DESK SHELF BLACK	STAPLES BRANDS GROUP	17564-CC	718103109154	EA	1	\$ 15.05
483	OFFICE ACCESSORIES	515104	OFFICE ORGANIZER BLACK	STAPLES BRANDS GROUP	23204-CC	718103034524	EA	1	\$ 3.90
484	OFFICE ACCESSORIES	828565	STAPLES MESH 5 INCLINE SORTER	STAPLES BRANDS GROUP	39453-CC	718103128841	EA	1	\$ 6.90
485	OFFICE ACCESSORIES	828569	STAPLES MESH 5 SLOT VERT SORTR	STAPLES BRANDS GROUP	39459-CC	718103128872	EA	1	\$ 7.85
486	OFFICE ACCESSORIES	222809	MESH LETTER HOLDER BLACK	STAPLES BRANDS GROUP	25293	718103203029	EA	1	\$ 1.10
487	OFFICE ACCESSORIES	827865	FILE STEP SORTER BLK-99342254	STAPLES BRANDS GROUP	22866-CC	718103031967	EA	1	\$ 1.99
488	OFFICE ACCESSORIES	222816	BUSINESS CARD HOLDER MESH BLK	STAPLES BRANDS GROUP	25278	718103202862	EA	1	\$ 0.29
489	OFFICE ACCESSORIES	225103	MESH PENCIL CUP BLACK	STAPLES BRANDS GROUP	25283	718103202923	EA	1	\$ 0.65
490	OFFICE ACCESSORIES	218354	STAPLES 8 SLOT VERT ORG BLK	STAPLES BRANDS GROUP	10855	784220400115	EA	1	\$ 3.91
491	OFFICE ACCESSORIES	938186	20X36 KRYSAL VIEW MICROBAN CL	ARTISTIC OFFICE PRODUCTS	60-6-0M	30615620034	EA	1	\$ 19.66
492	OFFICE ACCESSORIES	1235456	STACK LETTER TRAY FAUX LEATHER	STAPLES BRANDS GROUP	45051	718103225236	EA	1	\$ 12.71
496	OFFICE ACCESSORIES	342942	DPS RCY CUBE 3TIER FILE GRY	OFFICEMATE INTERNATIONAL CORP.	DPS21659-CC	718103160629	PK	1	\$ 17.95
497	OFFICE ACCESSORIES	812480	RECYCLED DRAWER ORGANIZER	OFFICEMATE INTERNATIONAL CORP.	DPS03573	718103125246	EA	1	\$ 2.77
498	OFFICE ACCESSORIES	225088	DEEP DRAWER ORGANIZER MESH BLK	STAPLES BRANDS GROUP	25287	718103202961	EA	1	\$ 5.99
499	OFFICE ACCESSORIES	24380803	TR LETTER TRAY SIDE 2 PK BLACK	STAPLES BRANDS GROUP	TR55327	718103324502	PK	2	\$ 1.99
500	OFFICE ACCESSORIES	24380815	TR LETTER TRAY SIDE 6 PK BLACK	STAPLES BRANDS GROUP	TR55329	718103324526	PK	6	\$ 15.68

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501	OFFICE ACCESSORIES	665596	81/2X11-STANDUP SIGN HOLDER	STAPLES BRANDS GROUP	16656-CC	79916692012	EA	1	\$ 1.55
502	OFFICE ACCESSORIES	515112	DESK/DRAWER ORGANIZER BLACK	STAPLES BRANDS GROUP	23207-CC	718103031851	EA	1	\$ 6.32
503	OFFICE ACCESSORIES	665661	10X47/8 MULTI PKT RIGID HOLDER	STAPLES BRANDS GROUP	16653-CC	79916777016	EA	1	\$ 4.09
504	OFFICE ACCESSORIES	119909	STAPLES WIRE LETTER TRAY BLACK	STAPLES BRANDS GROUP	10485	77511601125	EA	1	\$ 2.58
505	OFFICE ACCESSORIES	812480	RECYCLED DRAWER ORGANIZER	OFFICEMATE INTERNATIONAL CORP.	DPS03573	718103125246	EA	1	\$ 2.77
507	OFFICE ACCESSORIES	887237	STEEL WALLRACK 7PKT LTR/LGL BK	SAFCO PRODUCTS CO	3185BL	73555318524	ST	1	\$ 35.10
508	OFFICE ACCESSORIES	225346	BOOKEND BLACK MESH	STAPLES BRANDS GROUP	25289	718103202985	PR	1	\$ 2.73
509	OFFICE ACCESSORIES	218271	CALL BELL	STAPLES BRANDS GROUP	10592-CC	718103218276	EA	1	\$ 0.99
510	OFFICE ESSENTIALS	458232	STPLS 9IN CHROME LETTER OPENER	STAPLES BRANDS GROUP	10618	718103458238	EA	1	\$ 0.35
511	OFFICE ESSENTIALS	472480	STAPLES #1 PPR CLP 1000CT	GENERAL BINDING CORP ACCO	A7026607/72377	718103047494	PK	1000	\$ 1.15
512	OFFICE ESSENTIALS	525881	CLIP PAPER STL #1/.034	GENERAL BINDING CORP ACCO	A7026602A	718103049641	BX	100	\$ 0.10
513	OFFICE ESSENTIALS	472498	STAPLES #1 N/S PPR CLP 1000CT	GENERAL BINDING CORP ACCO	A7026599A\50452	718103047517	PK	1000	\$ 1.21
514	OFFICE ESSENTIALS	472506	STAPLES JMB PPR CLP 1000CT	GENERAL BINDING CORP ACCO	A7026605/72578	718103047500	PK	1000	\$ 3.37
515	OFFICE ESSENTIALS	525923	CLIP PAPER STL GIANT .045	GENERAL BINDING CORP ACCO	A7026600A	718103049658	BX	100	\$ 0.24
516	OFFICE ESSENTIALS	472514	STAPLES JMB PPR CLP N/S 1000CT	GENERAL BINDING CORP ACCO	A7026606/72577	718103047524	PK	1000	\$ 3.05
519	OFFICE ESSENTIALS	525881	CLIP PAPER STL #1/.034	GENERAL BINDING CORP ACCO	A7026602A	718103049641	BX	100	\$ 0.10
520	OFFICE ESSENTIALS	525923	CLIP PAPER STL GIANT .045	GENERAL BINDING CORP ACCO	A7026600A	718103049658	BX	100	\$ 0.24
521	OFFICE ESSENTIALS	1671311	CLIPBOARD STORAGE BOX BLACK	STAPLES BRANDS GROUP	28543	718103243117	EA	1	\$ 3.47
522	OFFICE ESSENTIALS	224071	STPLS 3PK LETTER SIZE CLIPBRDS	STAPLES BRANDS GROUP	44291	79184040294	PK	3	\$ 3.31
523	OFFICE ESSENTIALS	182451	MEMO-SIZE 5.5X9 CLIPBOARD	STAPLES BRANDS GROUP	44293	718103111720	EA	1	\$ 0.56
525	OFFICE ESSENTIALS	799825	STAPLES 2-HOLE PUNCH-BLACK	STAPLES BRANDS GROUP	26637-CC	718103010443	EA	1	\$ 3.60
526	OFFICE ESSENTIALS	884279	ONE TOUCH 3-HOLE PUNCH	STAPLES BRANDS GROUP	26614	718103139267	EA	1	\$ 13.30
527	OFFICE ESSENTIALS	1798845	FASTENER SELF ADHESIVE 2.75X2	STAPLES BRANDS GROUP	44404	718103245418	BX	100	\$ 2.19
528	OFFICE ESSENTIALS	103762	2IN STEEL FASTENER-2PC	GENERAL BINDING CORP ACCO	12992H	50505129928	BX	50	\$ 2.84
529	OFFICE ESSENTIALS	525881	CLIP PAPER STL #1/.034	GENERAL BINDING CORP ACCO	A7026602A	718103049641	BX	100	\$ 0.10
530	OFFICE ESSENTIALS	525923	CLIP PAPER STL GIANT .045	GENERAL BINDING CORP ACCO	A7026600A	718103049658	BX	100	\$ 0.24
541	OFFICE ESSENTIALS	112284	5000CT STANDARD STAPLES	GENERAL BINDING CORP ACCO	35108	74711351089	BX	5000	\$ 0.45
543	OFFICE ESSENTIALS	112276	STAPLES STND STAPLES 25000CT	STAPLES BRANDS GROUP	10807	718103012942	PK	25000	\$ 2.95
544	OFFICE ESSENTIALS	938368	ONE TOUCH PREMIUM STAPLES 5000	STAPLES BRANDS GROUP	23235	718103182829	BX	5000	\$ 1.35
545	OFFICE ESSENTIALS	505263	SCISSOR STRAIGHT GENERAL 8 BK	ACME UNITED CORP.	10572	73577105768	EA	1	\$ 0.75
547	OFFICE ESSENTIALS	130674	STAPLES BLACK TAPE DISPENSER	STAPLES BRANDS GROUP	10566	718103010344	EA	1	\$ 1.35
548	OFFICE ESSENTIALS	24380505	TR 5IN SCISSOR BLN TP KIDS GRN	STAPLES BRANDS GROUP	TR55052	718103320948	EA	1	\$ 0.59
549	OFFICE ESSENTIALS	24380520	TR 5IN SCISSOR PNT TP KIDS GRN	STAPLES BRANDS GROUP	TR55050	718103320924	EA	1	\$ 0.59
550	OFFICE ESSENTIALS	196972	RECYCLED 2XTICKET RED 2000	PAP-R PRODUCTS CO	19163	718103051705	RL	2000	\$ 4.68
551	OFFICE ESSENTIALS	649447	STAPLES EXEC STAPLER 15SHEET	STAPLES BRANDS GROUP	13426-CC	718103059879	EA	1	\$ 7.92
552	OFFICE ESSENTIALS	103523	SMALL BINDER CLIPS 12-CT.	STAPLES BRANDS GROUP	15350	42491990200	BX	12	\$ 0.13
553	OFFICE ESSENTIALS	103549	MEDIUM BINDER CLIPS 12-CT.	STAPLES BRANDS GROUP	15351	718103083560	BX	12	\$ 0.58
554	OFFICE ESSENTIALS	486162	STAPLES MINI STAPLER ASST	STAPLES BRANDS GROUP	20570	0	EA	1	\$ 1.19
555	OFFICE ESSENTIALS	489562	STAPLES FULLSTRP STAPLER VALPK	STAPLES BRANDS GROUP	24548	718103018364	EA	1	\$ 3.10
556	OFFICE ESSENTIALS	652149	SPLS 9X12 ECON CLIPBRD 2PK BLK	STAPLES BRANDS GROUP	10530	718103009997	PK	2	\$ 2.84
557	OFFICE ESSENTIALS	334641	STAPLES GLUESTICK CLEAR 4PK	STAPLES BRANDS GROUP	10445	718103009041	PK	4	\$ 0.65
559	OFFICE ESSENTIALS	487135	STAPLES 18PK GLUE STICK CLEAR	STAPLES BRANDS GROUP	10449	718103334815	PK	18	\$ 3.24
560	OFFICE ESSENTIALS	799809	STPLS 3HOLE PUNCH ADJSTBLE-BLK	STAPLES BRANDS GROUP	24539-CC/10574	718103010436	EA	1	\$ 4.43
565	OFFICE ESSENTIALS	393383	SPLS MGNTC BULLDOG CLPS #1 3PK	STAPLES BRANDS GROUP	10595	718103000642	PK	3	\$ 0.59
566	OFFICE ESSENTIALS	392735	1 3/4IN SQUARE MAG CLIP 3PK	STAPLES BRANDS GROUP	10596	718103000659	PK	3	\$ 2.50
567	OFFICE ESSENTIALS	482920	STAPLE REMOVER VALUE PACK	STAPLES BRANDS GROUP	10583	718103010528	PK	3	\$ 0.73
568	OFFICE ESSENTIALS	334823	STAPLES CLRD GLUESTICK 4PK	STAPLES BRANDS GROUP	10446	718103009034	PK	4	\$ 0.94
569	OFFICE ESSENTIALS	334641	STAPLES GLUESTICK CLEAR 4PK	STAPLES BRANDS GROUP	10445	718103009041	PK	4	\$ 0.65
570	OFFICE ESSENTIALS	334641	STAPLES GLUESTICK CLEAR 4PK	STAPLES BRANDS GROUP	10445	718103009041	PK	4	\$ 0.65
571	OFFICE ESSENTIALS	752468	OPTIMA GRIP ELECTRIC STAPLER	GENERAL BINDING CORP ACCO	48207	74711482073	EA	1	\$ 36.45



**STAPLES - CCPA CONTRACT  
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Index	Category	Staples Product Number	Staples Product Description	Mfg Name	Mfg Number	UPC Code	UOM	Pack Qty	Unit Price
572	OFFICE ESSENTIALS	146308	STAPLES ONE HOLE PAPER PUNCH	STAPLES BRANDS GROUP	10573-CC	718103010429	EA	1	\$ 0.59
573	OFFICE ESSENTIALS	951059	CLAW STAPLE REMOVER	STAPLES BRANDS GROUP	23144	718103181631	EA	1	\$ 0.25
575	OFFICE ESSENTIALS	521062	STPLS MINI BIND 60CT CLPS	STAPLES BRANDS GROUP	10666-CC	718103011488	PK	60	\$ 0.86
577	OFFICE ESSENTIALS	1798728	CUBE HOOKS TRANSLUCENT 5PK AST	STAPLES BRANDS GROUP	44443	718103245050	PK	5	\$ 1.12
579	OFFICE ESSENTIALS	436448	NICKEL T PINS 100CT	STAPLES BRANDS GROUP	10819-CC	718103001687	PK	100	\$ 0.81
582	OFFICE ESSENTIALS	2773010	12 WD/BRSS DBLEEDGE RULER	STAPLES BRANDS GROUP	53899/51890	718103286091	EA	1	\$ 0.29
583	OFFICE ESSENTIALS	2772891	12IN SS RULER CORK BASE	STAPLES BRANDS GROUP	51887	718103286060	EA	1	\$ 0.65
584	OFFICE ESSENTIALS	2772901	18 STNLESS RULER NOSLIP CORK	STAPLES BRANDS GROUP	51899-CC	718103286183	EA	1	\$ 1.10
585	OFFICE ESSENTIALS	2772893	SBG 12 PLASTIC RULER ASSTD	STAPLES BRANDS GROUP	53898/51884	718103286046	EA	1	\$ 0.19
586	OFFICE ESSENTIALS	2772883	15 MAGNIFYING PLASTIC RULER	STAPLES BRANDS GROUP	51903	718103286220	EA	1	\$ 1.66
587	OFFICE ESSENTIALS	569264	SLIM CLIPBOARD STORAGE BOX	OFFICEMATE INTERNATIONAL CORP.	83303	42491833033	EA	1	\$ 9.35
588	OFFICE ESSENTIALS	741144	STORAGE CLIPBOARD GOOD GRAY	STAPLES BRANDS GROUP	44848	718103088114	EA	1	\$ 6.99
589	OFFICE ESSENTIALS	657187	SPLS SOFTGRIP MED CLP BLK 12CT	STAPLES BRANDS GROUP	13727	718103063210	PK	12	\$ 0.95
590	OFFICE ESSENTIALS	105791	STICKIES1.38X1.88RECYLW12PK	3M CORPORATION	S152YR/1252554	718103023412	PK	12	\$ 1.57
591	OFFICE ESSENTIALS	1671315	ALUMINUM DOCUMENT CASE GRAY	STAPLES BRANDS GROUP	28539	718103243131	EA	1	\$ 16.25
592	OFFICE ESSENTIALS	489562	STAPLES FULLSTRP STAPLER VALPK	STAPLES BRANDS GROUP	24548	718103018364	EA	1	\$ 3.10
593	OFFICE ESSENTIALS	576153	NOTE STAPLES 3X3 BOLD ASSORTED	3M CORPORATION	S-33B012/52566	718103113397	PK	12	\$ 4.93
596	OFFICE ESSENTIALS	565438	STICKIES 3X3 POP REC YLW 12PK	3M CORPORATION	S33YRP12/52563	718103113410	PK	12	\$ 3.54
598	OFFICE ESSENTIALS	486955	SIMPLY NOTES 3X3 YELLOW 18PK	3M CORPORATION	S-33-YW-18	718103044264	PK	18	\$ 2.69
599	OFFICE ESSENTIALS	860852	STICKIES 3X3 REC YLW 18PK	3M CORPORATION	S-33YR18/52569	718103136082	PK	18	\$ 5.29
600	OFFICE ESSENTIALS	105825	STICKIES 3X5 REC YLW 12PK	3M CORPORATION	S-35YR12/52571	718103023269	PK	12	\$ 3.81
602	OFFICE ESSENTIALS	1671309	ALUMINUM DOCUMENT CASE GRAY	STAPLES BRANDS GROUP	28544	718103243162	EA	1	\$ 11.95
603	OFFICE ESSENTIALS	741144	STORAGE CLIPBOARD GOOD GRAY	STAPLES BRANDS GROUP	44848	718103088114	EA	1	\$ 6.99
605	OFFICE ESSENTIALS	831602	STAPLES MED BINDERCLIPS 24CT	STAPLES BRANDS GROUP	10668-CC	718103831604	PK	24	\$ 1.29
606	OFFICE ESSENTIALS	831602	STAPLES MED BINDERCLIPS 24CT	STAPLES BRANDS GROUP	10668-CC	718103831604	PK	24	\$ 1.29
607	OFFICE ESSENTIALS	464682	BINDER CLIP MINI ASST COLORS	STAPLES BRANDS GROUP	15347	42491310244	PK	60	\$ 1.41
608	OFFICE ESSENTIALS	481437	STAPLES ASST SML BNDR CLP 36CT	STAPLES BRANDS GROUP	15343	718103083492	PK	36	\$ 1.34
613	OFFICE ESSENTIALS	382835	MAGNETS ASSORTED 30CT	STAPLES BRANDS GROUP	40085-CC	718103828352	PK	30	\$ 2.20
616	OFFICE ESSENTIALS	24380510	TR 8IN SCISSOR ERG ST STNL BLK	STAPLES BRANDS GROUP	TR55032	718103320795	EA	1	\$ 2.25
619	OFFICE ESSENTIALS	521062	STPLS MINI BIND 60CT CLPS	STAPLES BRANDS GROUP	10666-CC	718103011488	PK	60	\$ 0.86
620	OFFICE ESSENTIALS	614400	BINDER CLIP MICRO BLACK	STAPLES BRANDS GROUP	15340	42491310305	PK	100	\$ 3.90
624	OFFICE ESSENTIALS	317313	STAPLES REMOVER CURVE HNDLE BK	STAPLES BRANDS GROUP	24567-CC	718103011006	EA	1	\$ 0.39
625	OFFICE ESSENTIALS	480114	STAPLES SML BINDER CLP 144CT	STAPLES BRANDS GROUP	32002	718103012997	PK	144	\$ 2.49
626	OFFICE ESSENTIALS	395200	STPLS 144CT MED.BINDER CLIPS	STAPLES BRANDS GROUP	32003	718103012782	PK	144	\$ 4.99
627	OFFICE ESSENTIALS	831610	STAPLES LGE BINDERCLIPS 12CT	STAPLES BRANDS GROUP	10669	718103011518	BX	12	\$ 1.39
628	OFFICE ESSENTIALS	2772893	SBG 12 PLASTIC RULER ASSTD	STAPLES BRANDS GROUP	53898/51884	718103286046	EA	1	\$ 0.19
629	OFFICE ESSENTIALS	357521	CARDHOLDER RUBBERIZED BLACK	COSCO IND. INC.	075015	39956750158	EA	1	\$ 2.88
631	OFFICE ESSENTIALS	458232	STPLS 9IN CHROME LETTER OPENER	STAPLES BRANDS GROUP	10618	718103458238	EA	1	\$ 0.35
642	OFFICE ESSENTIALS	2661313	AVERY 1-1/4 DIAMETER METAL RIM	AVERY PRODUCTS CORPORATION	11025	0	PK	50	\$ 3.04
645	OFFICE ESSENTIALS	811658	VERTICAL NAME BADGE HOLDER CLR	STAPLES BRANDS GROUP	37868-CC	718103121675	BX	50	\$ 10.28
654	PAPER	492072	SPLS 8.5X11 30% REC COPY CS	DOMTAR	112350/461757	718103027014	CA	5000	\$ 39.99
655	PAPER	581760	SPLS 30% REC 8.5X14 20/92 CS	DOMTAR	112380	718103050074	CA	5000	\$ 55.55
656	PAPER	620016	SPLS 8.5X11 100% REC COPY RM	INTERNATIONAL PAPER	620016-US/CC	718103050975	CA	500	\$ 6.16
657	PAPER	324791	8.5X11 COPY PAPER CS IP	INTERNATIONAL PAPER	324791	723382176919	CA	5000	\$ 31.99
658	PAPER	135855	STAPLES 8.5X11 COPY RM	DOMTAR	135855/135855WH	718103026949	RM	500	\$ 3.20
659	PAPER	126987	SPLS 8.5X14 COPY CS	DOMTAR	221193	718103026918	CA	5000	\$ 48.99
660	PAPER	513096	SPLS 8.5X11 MULTIUSE 20/96 CS	DOMTAR	513096-BL	718103161046	CA	5000	\$ 41.99
661	PAPER	756972	SPLS 8.5X11 50%REC MULTI 24#RM	DOMTAR	86059	718103100977	RM	500	\$ 6.04
663	PAPER	756972	SPLS 8.5X11 50%REC MULTI 24#RM	DOMTAR	86059	718103100977	RM	500	\$ 6.04

**STAPLES - CCPA CONTRACT  
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Index	Category	Staples Product Number	Staples Product Description	Mfg Name	Mfg Number	UPC Code	UOM	Pack Qty	Unit Price
664	PAPER	733333	STAPLES LASER BRIGHT/WHT RM	DOMTAR	733333	718103096973	RM	500	\$ 8.11
665	PAPER	324791	8.5X11 COPY PAPER CS IP	INTERNATIONAL PAPER	324791	723382176919	CA	5000	\$ 31.99
666	PAPER	324791	8.5X11 COPY PAPER CS IP	INTERNATIONAL PAPER	324791	723382176919	CA	5000	\$ 31.99
667	PAPER	324791	8.5X11 COPY PAPER CS IP	INTERNATIONAL PAPER	324791	723382176919	CA	5000	\$ 31.99
668	PC ACCESSORIES	481495	SPLS 50PK DBLSIDE CD SLEEVES	STAPLES BRANDS GROUP	32831	718103020589	PK	50	\$ 1.59
669	PC ACCESSORIES	2094897	SPLS CAT5 CABLE 25FT BLUE	JASCO PRODUCTS COMPANY	29769-US	718103258166	EA	1	\$ 3.16
670	PC ACCESSORIES	2094890	SPLS HDMI CABLE 8FT	JASCO PRODUCTS COMPANY	29739-US	718103257862	EA	1	\$ 2.49
671	PC ACCESSORIES	2848586	SPLS 20 2USB BRAID EXT 6FT BLK	CYBER POWER SYSTEMS USA INC	53052	718103298339	EA	1	\$ 6.00
672	PC ACCESSORIES	382957	STAPLES MOUSE PAD GRAY	HANDSTANDS PROMO LLC	382957	718103829571	EA	1	\$ 0.65
673	PC ACCESSORIES	775488	STAPLES 100PK MONITOR WIPES	STAPLES BRANDS GROUP	16982	718103102476	PK	100	\$ 2.57
674	PC ACCESSORIES	775488	STAPLES 100PK MONITOR WIPES	STAPLES BRANDS GROUP	16982	718103102476	PK	100	\$ 2.57
675	PC ACCESSORIES	712196	SPLS ELECTRONICS DUSTER 100Z	FALCON SAFETY PRODUCTS	SPL10ENFR-1	86216170003	EA	1	\$ 2.55
678	PC ACCESSORIES	633699	DUST-OFF 3.5OZ	FALCON SAFETY PRODUCTS	DPSJB-12	86216113611	EA	1	\$ 1.97
679	PRESENTATION	168496	4X3 MARKER BOARD W/ALUM FRAME	GENERAL BINDING CORP ACCO	85342	34138853429	EA	1	\$ 29.00
680	PRESENTATION	1682171	SBG WHITEBOARD ALUM FRAME 4X3	STAPLES BRANDS GROUP	52675/28340	718103240956	EA	1	\$ 33.51
681	PRESENTATION	1682169	SBG WHITEBOARD ALUM FRAME 6X4	STAPLES BRANDS GROUP	52677/28325	718103240802	EA	1	\$ 72.95
682	PRESENTATION	875379	QRTET INSTANT EASEL	GENERAL BINDING CORP ACCO	29E	34138290002	EA	1	\$ 15.46
683	PRESENTATION	875379	QRTET INSTANT EASEL	GENERAL BINDING CORP ACCO	29E	34138290002	PK	1	\$ 15.46
684	PRESENTATION	220487	8.5X11 BOARD VALUE PK ASST COL	GENERAL BINDING CORP ACCO	85114-BL	34138851142	EA	1	\$ 4.70
685	PRESENTATION	805380	ENVI WHITEBOARD 11X17	GENERAL BINDING CORP ACCO	79238	34138792384	EA	1	\$ 19.48
686	PRESENTATION	342939	DPS RCY CUBE MAG WHITEBRD GRY	OFFICEMATE INTERNATIONAL CORP.	DPS21656-CC	718103160599	EA	1	\$ 11.45
687	PRESENTATION	168493	3X2 CORK BOARD W/ALUM FRAME	GENERAL BINDING CORP ACCO	85346	34138853467	EA	1	\$ 15.90
688	PRESENTATION	168493	3X2 CORK BOARD W/ALUM FRAME	GENERAL BINDING CORP ACCO	85346	34138853467	EA	1	\$ 15.90
689	PRESENTATION	168490	3X2 CORK BOARD W/OAK FRAME	GENERAL BINDING CORP ACCO	85351	34138853511	EA	1	\$ 23.27
690	PRESENTATION	766212	BOARD MARKER ALUMINUM 3X2	GENERAL BINDING CORP ACCO	5533	34138533000	EA	1	\$ 29.00
691	PRESENTATION	440327	BOARD TACKWRITE 35X23.5	GENERAL BINDING CORP ACCO	06545BK	34138654521	EA	1	\$ 23.44
692	PRESENTATION	1781791	STEEL DRYERASE ALUM FRAME 3X2	GENERAL BINDING CORP ACCO	52472/28688	718103244848	EA	1	\$ 57.98
697	SCHOOL SUPPLIES	506832	FOAMBOARD BIENFANG 10SHT 30X40	ELMERS PRODUCTS INC.	900803	79946116533	CA	10	\$ 45.48
698	SCHOOL SUPPLIES	892094	ACCEL 9X11 SPINEGUARD 3 SUBJ	STAPLES BRANDS GROUP	20031W-CC	718103140362	EA	1	\$ 6.25
699	SCHOOL SUPPLIES	674330	STPLS COMP BK BLK/WHT WR 100	STAPLES BRANDS GROUP	55076B-CC	718103072885	EA	1	\$ 0.75
700	SCHOOL SUPPLIES	674330	STPLS COMP BK BLK/WHT WR 100	STAPLES BRANDS GROUP	55076B-CC	718103072885	EA	1	\$ 0.75
701	SCHOOL SUPPLIES	572549	STPLS COMP ASST COLORS CR 100	STAPLES BRANDS GROUP	55063B-CC	718103205962	EA	1	\$ 0.81
703	SCHOOL SUPPLIES	674330	STPLS COMP BK BLK/WHT WR 100	STAPLES BRANDS GROUP	55076B-CC	718103072885	EA	1	\$ 0.75
704	SCHOOL SUPPLIES	639653	STAPLES BLUE & WHITE COMP BOOK	STAPLES BRANDS GROUP	55073B-CC	718103056380	EA	1	\$ 0.79
705	SCHOOL SUPPLIES	919350	STPLS COMP BK BLK/WHT CR 100	STAPLES BRANDS GROUP	55064B-CC	718103149808	EA	1	\$ 0.75
706	SCHOOL SUPPLIES	892281	STAPLES 9.7X7.5 Q5X5 QUAD COMP	STAPLES BRANDS GROUP	55072B-CC	718103140751	EA	1	\$ 1.05
707	SCHOOL SUPPLIES	674330	STPLS COMP BK BLK/WHT WR 100	STAPLES BRANDS GROUP	55076B-CC	718103072885	EA	1	\$ 0.75
708	SCHOOL SUPPLIES	639653	STAPLES BLUE & WHITE COMP BOOK	STAPLES BRANDS GROUP	55073B-CC	718103056380	EA	1	\$ 0.79
709	SCHOOL SUPPLIES	674330	STPLS COMP BK BLK/WHT WR 100	STAPLES BRANDS GROUP	55076B-CC	718103072885	EA	1	\$ 0.75
712	SCHOOL SUPPLIES	1485056	STPLS 1SUB NTBK 7OCT CR ASST	STAPLES BRANDS GROUP	54891B-CC	718103230759	EA	1	\$ 0.76
713	SCHOOL SUPPLIES	1485056	STPLS 1SUB NTBK 7OCT CR ASST	STAPLES BRANDS GROUP	54891B-CC	718103230759	EA	1	\$ 0.76
719	SCHOOL SUPPLIES	321463	STPLS 1SUBJ NTBK 8X10.5 WR	STAPLES BRANDS GROUP	54893F-CC	718103009218	EA	1	\$ 0.90
720	SCHOOL SUPPLIES	321463	STPLS 1SUBJ NTBK 8X10.5 WR	STAPLES BRANDS GROUP	54893F-CC	718103009218	EA	1	\$ 0.90
721	SCHOOL SUPPLIES	1485056	STPLS 1SUB NTBK 7OCT CR ASST	STAPLES BRANDS GROUP	54891B-CC	718103230759	EA	1	\$ 0.76
722	SCHOOL SUPPLIES	1485056	STPLS 1SUB NTBK 7OCT CR ASST	STAPLES BRANDS GROUP	54891B-CC	718103230759	EA	1	\$ 0.76
724	SCHOOL SUPPLIES	918953	ACCEL1SUB NTBK .5X11 CR BLK100	STAPLES BRANDS GROUP	20950B-CC	718103151573	EA	1	\$ 2.15
726	SCHOOL SUPPLIES	201350	STAPLES 1SUB 8X10.5 WIDE 6PK	STAPLES BRANDS GROUP	11667B-CC	718103025393	PK	6	\$ 6.08
727	SCHOOL SUPPLIES	302919	CORRUGATE DISPLAY BRD 36X48 WH	ELMERS PRODUCTS INC.	730190	718103101875	EA	1	\$ 3.10
728	SCHOOL SUPPLIES	892269	ACCEL 9X11 5 SUB SPINEGUARD	STAPLES BRANDS GROUP	20029	718103140355	EA	1	\$ 7.49
741	SCHOOL SUPPLIES	430603	3SUB NBK SNG PRF 6.5X9.5CR 138	ROARING SPRING BLANK BOOK CO.	83360/83344	718103040150	EA	1	\$ 2.17

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Index	Category	Staples Product Number	Staples Product Description	Mfg Name	Mfg Number	UPC Code	UOM	Pack Qty	Unit Price
742	SCHOOL SUPPLIES	247403	POSTERBOARD 22X28 WHT 10	STAPLES BRANDS GROUP	28126-US	70972483057	PK	10	\$ 3.37
743	SCHOOL SUPPLIES	299198	CRAYOLA CRAYONS 24PK	CRAYOLA LLC	523024	71662000240	BX	24	\$ 1.18
744	SCHOOL SUPPLIES	430603	3SUB NBK SNG PRF 6.5X9.5CR 138	ROARING SPRING BLANK BOOK CO.	83360/83344	718103040150	EA	1	\$ 2.17
745	SCHOOL SUPPLIES	280321	RSPP 5 SUB NTBK W/ TABS	ROARING SPRING BLANK BOOK CO.	11197	18103280328	EA	1	\$ 6.06
752	SCHOOL SUPPLIES	233601	3X5 RULED INDX CRD 500 CT	STAPLES BRANDS GROUP	51009	718103077521	PK	500	\$ 2.16
753	SCHOOL SUPPLIES	905655	2 POCKET PORT ASSORTED 10 PK	ESSELTE AMERICA	13366-US	78787575707	PK	10	\$ 3.08
754	SCHOOL SUPPLIES	321463	STPLS 1SUBJ NTBK 8X10.5 WR	STAPLES BRANDS GROUP	54893F-CC	718103009218	EA	1	\$ 0.90
755	SCHOOL SUPPLIES	127172	STPLS POLY 1SUB 8X10.5 NTBK CR	STAPLES BRANDS GROUP	54894F-CC	718103188791	EA	1	\$ 0.86
756	SCHOOL SUPPLIES	905754	2-POCKET PORT W/FAST 10PK ASST	ESSELTE AMERICA	57770	718103059237	PK	10	\$ 3.81
757	SCHOOL SUPPLIES	201350	STAPLES 1SUB 8X10.5 WIDE 6PK	STAPLES BRANDS GROUP	11667B-CC	718103025393	PK	6	\$ 6.08
758	SCHOOL SUPPLIES	296608	3X5 RULED INDX CRD 100 CT	STAPLES BRANDS GROUP	50993	78787992818	PK	100	\$ 0.39
759	SCHOOL SUPPLIES	496093	3X5 HVY PASTEL LINED 100 CT	STAPLES BRANDS GROUP	51004	78787047358	PK	100	\$ 1.14
760	SCHOOL SUPPLIES	517813	INDEX CARD RULD 1 SIDE 5X8 WE	STAPLES BRANDS GROUP	51016	78787051041	PK	100	\$ 1.31
761	SCHOOL SUPPLIES	918953	ACCEL1SUB NTBK .5X11 CR BLK100	STAPLES BRANDS GROUP	20950B-CC	718103151573	EA	1	\$ 2.15
765	SCHOOL SUPPLIES	892277	ACCEL 11X9 CR BASIC 5 SUBJ	STAPLES BRANDS GROUP	20038S-CC	718103140423	EA	1	\$ 4.45
766	SCHOOL SUPPLIES	280354	STPLS 1SUB NTBK CR5X7.5 80 3PK	STAPLES BRANDS GROUP	11670B-CC	718103025423	PK	3	\$ 2.00
769	SCHOOL SUPPLIES	811178	NTBK CLASSIFIED BUSI RD EACH	TOPS BUSINESS FORMS	73505	25932735059	EA	1	\$ 3.38
770	SCHOOL SUPPLIES	163485	STPLS PAD STENO GREGG GRN 12CT	STAPLES BRANDS GROUP	31931-CC	718103121866	DZ	12	\$ 9.30
776	SCHOOL SUPPLIES	431484	STPLS 2PKT POLY PORT WPRONG BE	STAPLES BRANDS GROUP	21646-CC	718103002363	EA	1	\$ 0.65
778	SCHOOL SUPPLIES	970158	REPORT COVER PLASTIC NAVY	STAPLES BRANDS GROUP	26389	718103215671	EA	1	\$ 0.69
781	SCHOOL SUPPLIES	2756966	SBG 7PT EXP FLE W/DOC CASE	STAPLES BRANDS GROUP	51820	718103284615	EA	1	\$ 6.37
784	SCHOOL SUPPLIES	431489	2 POCKET PORTFOLIO BLACK	STAPLES BRANDS GROUP	21638-CC/20633	718103160230	EA	1	\$ 0.71
785	SCHOOL SUPPLIES	300525	CRAYOLA 12/BX COLORED PENCILS	CRAYOLA LLC	68-4012	71662040123	PK	12	\$ 1.43
786	SEATING	923523	OSGOOD BLACK CHAIR	STAPLES BRANDS GROUP	21076	718103153164	EA	1	\$ 81.99
787	SEATING	2723040	TAN METAL FOLDING CHAIRS 4/PK	STAPLES BRANDS GROUP	51502	0	PK	4	\$ 39.99
788	SEATING	561162	36X48 M PILE STD LIP CHRMAT	ES ROBBINS CORP	20229-CC	718103142632	EA	1	\$ 21.99
789	SEATING	561162	36X48 M PILE STD LIP CHRMAT	ES ROBBINS CORP	20229-CC	718103142632	EA	1	\$ 21.99
790	SEATING	923523	OSGOOD BLACK CHAIR	STAPLES BRANDS GROUP	21076	718103153164	EA	1	\$ 81.99
791	SEATING	561162	36X48 M PILE STD LIP CHRMAT	ES ROBBINS CORP	20229-CC	718103142632	EA	1	\$ 21.99
792	SEATING	447139	36X48 ECNMY STD LIP CHRMAT	ES ROBBINS CORP	STP-17436	718103107747	EA	1	\$ 11.90
793	SEATING	567297	45X53 ECNMY STD LIP CHRMAT	ES ROBBINS CORP	20239-CC	718103142731	EA	1	\$ 22.99
794	SEATING	136815	CARDER CHAIR	STAPLES BRANDS GROUP	24115-CC	718103192569	EA	1	\$ 79.99
795	SEATING	136815	CARDER CHAIR	STAPLES BRANDS GROUP	24115-CC	718103192569	EA	1	\$ 79.99
797	STORAGE	690747	STAPLES RECYLD LT LG BOX 12/PK	FELLOWES	2489301	718103079976	DZ	12	\$ 18.85
798	STORAGE	690748	STAPLES STORAGE BOX LETTER12PK	FELLOWES	2489401	718103079990	PK	12	\$ 26.99
799	STORAGE	690742	STAPLES RECYLD LT LG BOX 4/PK	FELLOWES	2489201	718103079983	PK	4	\$ 12.65
800	STORAGE	757455	STAPLES PORTFILEBOX GRAYFROST	IRIS U.S.A., INC.	110991	718103195348	EA	1	\$ 9.68
801	STORAGE	757451	STAPLES PORTFILEBOX SEAPORTBLU	IRIS U.S.A., INC.	110990	718103195331	EA	1	\$ 9.68
802	STORAGE	634513	STORE N SLIDE FILE BOX	IRIS U.S.A., INC.	139949	718103065405	EA	1	\$ 13.23
803	STORAGE	634513	STORE N SLIDE FILE BOX	IRIS U.S.A., INC.	139949	718103065405	EA	1	\$ 13.23
804	STORAGE	148187	BELLA 6QT SHOE BX CLR W/BL LID	F&M TOOL AND PLASTICS, INC.	601017/12936	53883471061	EA	1	\$ 1.29
806	STORAGE	130414	MEDIUM PLASTIC WEAVE BIN BLAC	ADVANTUS CORPORATION (FL)	36003	91141360030	EA	1	\$ 5.38
807	STORAGE	480548	STAPLES L/L TOTE CLEAR	IRIS U.S.A., INC.	140050	718103195294	EA	1	\$ 9.64
808	STORAGE	440122	FOLDING CRATE ON WHEELS	STAPLES BRANDS GROUP	31272-CC	718103005692	EA	1	\$ 12.29
809	STORAGE	440122	FOLDING CRATE ON WHEELS	STAPLES BRANDS GROUP	31272-CC	718103005692	EA	1	\$ 12.29
810	STORAGE	440122	FOLDING CRATE ON WHEELS	STAPLES BRANDS GROUP	31272-CC	718103005692	EA	1	\$ 12.29
812	TONERS/OTHER IMAGING	400229	SEB REMAN BRO TN450 HYBLK TNR	CLOVER TECHNOLOGIES GROUP, LLC	SEB TN450R	718103168724	EA	1	\$ 24.99
813	TONERS/OTHER IMAGING	863191	SEB REM HP05A/CAN119 BLK TNR	CLOVER TECHNOLOGIES GROUP, LLC	SEB05AR	718103138543	EA	1	\$ 34.00
814	TONERS/OTHER IMAGING	791403	SEB REMANHP 12A BLACK TONER	CLOVER TECHNOLOGIES GROUP, LLC	SEB12AR	718103110464	EA	1	\$ 21.55
815	TONERS/OTHER IMAGING	791408	SEB REMAN HP 15X HY BLK TONER	CLOVER TECHNOLOGIES GROUP, LLC	SEB15XR	718103110709	EA	1	\$ 22.99

**STAPLES - CCPA CONTRACT  
OFFICE SUPPLIES  
PRIVATE LABEL - PRICING SHEET - EXHIBIT A**

Index	Category	Staples Product Number	Staples Product Description	Mfg Name	Mfg Number	UPC Code	UOM	Pack Qty	Unit Price
816	TONERS/OTHER IMAGING	2711333	SEB REMAN HP 26A BLACK TONER	CLOVER TECHNOLOGIES GROUP, LLC	SEB26AR	718103280464	EA	1	\$ 68.99
817	TONERS/OTHER IMAGING	836624	SEB REMANHP 35A BLACK TONER	CLOVER TECHNOLOGIES GROUP, LLC	SEB35AR	718103130066	EA	1	\$ 31.29
818	TONERS/OTHER IMAGING	791227	SEB REMAN BROTHER DR-400 DRUM	CLOVER TECHNOLOGIES GROUP, LLC	SEBDR400R	718103109451	EA	1	\$ 34.99
819	TONERS/OTHER IMAGING	837830	SEB REMAN HP 64A BLACK TONER	CLOVER TECHNOLOGIES GROUP, LLC	SEB64AR	718103130226	EA	1	\$ 58.99
820	TONERS/OTHER IMAGING	331223	SEB REM HP78A/CAN126 BLK TNR	CLOVER TECHNOLOGIES GROUP, LLC	SEB78AR	718103160476	EA	1	\$ 27.95
821	TONERS/OTHER IMAGING	1004306	SEB REMAN HP 80A BLACK TONER	CLOVER TECHNOLOGIES GROUP, LLC	SEB80AR	718103218153	EA	1	\$ 37.45
822	TONERS/OTHER IMAGING	1929253	SEB REMAN HP 83A BLACK TONER	CLOVER TECHNOLOGIES GROUP, LLC	SEB83AR	718103247962	EA	1	\$ 32.99
823	TONERS/OTHER IMAGING	331222	SEB REM HP85A/CAN125 BLK TNR	CLOVER TECHNOLOGIES GROUP, LLC	SEB85AR	718103160483	EA	1	\$ 24.99
824	TONERS/OTHER IMAGING	791337	SEB REMAN HP 49A BLACK TONER	CLOVER TECHNOLOGIES GROUP, LLC	SEB49AR	718103110228	EA	1	\$ 23.99
826	WRITING	884259	DESKMATE ELECTRIC SHARPENER	STAPLES BRANDS GROUP	39668	718103138956	EA	1	\$ 13.81
827	WRITING	935650	STPLS DUAL SIZE PENCL SHARPENR	STAPLES BRANDS GROUP	10898-CC	79184411131	EA	1	\$ 0.31
828	WRITING	211672	STAPLES DOME PENCIL SHARPENER	STAPLES BRANDS GROUP	10896-CC	79184411049	EA	1	\$ 0.25
829	WRITING	24328149	PEN BP STICK 1.0 BLACK 12PK	STAPLES BRANDS GROUP	TR52861	718103299473	DZ	12	\$ 0.75
831	WRITING	24328149	PEN BP STICK 1.0 BLACK 12PK	STAPLES BRANDS GROUP	TR52861	718103299473	DZ	12	\$ 0.75
833	WRITING	24328148	PEN COMFORT BP STIC BLK 12PK	STAPLES BRANDS GROUP	TR52864	718103299503	DZ	12	\$ 0.95
834	WRITING	24326832	PEN BP STICK MED 1.0 RED 12PK	STAPLES BRANDS GROUP	52859	718103299459	DZ	12	\$ 0.75
837	WRITING	808005	POSTSCRPT PEN RT 0.7MM BLK	STAPLES BRANDS GROUP	18264	718103117999	DZ	12	\$ 3.15
838	WRITING	638720	DRY- ERASE BOARD WIPES 50PK	GENERAL BINDING CORP ACCO	S552	26426180034	EA	50	\$ 3.65
839	WRITING	808008	POSTSCRIPT PEN RT 1.0MM BLACK	STAPLES BRANDS GROUP	18262	718103117975	DZ	12	\$ 2.88
840	WRITING	2498018	BALLPNT RET MEDIUM 1.0MM DZN	STAPLES BRANDS GROUP	50793	718103270687	DZ	12	\$ 1.47
841	WRITING	326482	BP RETRACT .7MM BLACK LOW VISC	STAPLES BRANDS GROUP	21521	718103158688	PK	12	\$ 6.14
844	WRITING	116012	TICONDEROGA GOLF PENCL YEL 144	DIXON-TICONDEROGA	14998	73640014942	PK	144	\$ 3.80
845	WRITING	476919	STAPLES 12CT YELL PENCIL 10437	STAPLES BRANDS GROUP	10504/22746-CC	72067145031	PK	12	\$ 0.49
846	WRITING	323610	STAPLES YELLOW #2 PENCIL 72	STAPLES BRANDS GROUP	10434-CC/22749	718103008938	PK	72	\$ 3.99
848	WRITING	323610	STAPLES YELLOW #2 PENCIL 72	STAPLES BRANDS GROUP	10434-CC/22749	718103008938	BX	72	\$ 3.99
849	WRITING	476919	STAPLES 12CT YELL PENCIL 10437	STAPLES BRANDS GROUP	10504/22746-CC	72067145031	BX	12	\$ 0.49
850	WRITING	2498018	BALLPNT RET MEDIUM 1.0MM DZN	STAPLES BRANDS GROUP	50793	718103270687	DZ	12	\$ 1.47
851	WRITING	2498729	SONIX BALLPNT RET 1.2 BLK DZ	STAPLES BRANDS GROUP	50809	0	DZ	12	\$ 1.91
852	WRITING	521906	CORRECT FLUID FOR ALL 20ML WE	BIC CORPORATION	50367/WOC12-WHI	70330503373	DZ	1	\$ 4.44
853	WRITING	521906	CORRECT FLUID FOR ALL 20ML WE	BIC CORPORATION	50367/WOC12-WHI	70330503373	EA	1	\$ 0.37
854	WRITING	935650	STPLS DUAL SIZE PENCL SHARPENR	STAPLES BRANDS GROUP	10898-CC	79184411131	EA	1	\$ 0.31
855	WRITING	650499	STAPLES SECURITY PEN MED BLK	STAPLES BRANDS GROUP	31587-CC	73228047270	EA	1	\$ 0.69
856	WRITING	650531	STAPLES SECURITY REFIL MED BLK	STAPLES BRANDS GROUP	31642-CC	73228047300	EA	1	\$ 0.39
857	WRITING	501952	STAPLES ANCHOR COIL PEN MED BL	STAPLES BRANDS GROUP	32809-CC	718103020558	EA	1	\$ 0.52
859	WRITING	24376590	DRY ERASE MRKER FINE AST 4PK	STAPLES BRANDS GROUP	TR54562	718103316507	PK	4	\$ 1.26
860	WRITING	24376599	DRY ERASE MRKER TANK 12PK AST	STAPLES BRANDS GROUP	TR54567	718103316552	DZ	12	\$ 4.04
861	WRITING	2072180	REMARX CHISEL BLK 12PK	STAPLES BRANDS GROUP	29211	718103251693	DZ	12	\$ 3.79
863	WRITING	2072177	REMARX BLK FINE 12PK	STAPLES BRANDS GROUP	29208	718103251662	DZ	12	\$ 2.05
864	WRITING	2056102	REMARX CHISEL ASST 4PK	STAPLES BRANDS GROUP	29205	718103251631	PK	4	\$ 1.40
865	WRITING	814956	REMARKS DRY ERASE CHISEL GREEN	STAPLES BRANDS GROUP	18889	718103125642	DZ	12	\$ 3.94
866	WRITING	215474	DRY ERASE MARKERS ASST 8PK	STAPLES BRANDS GROUP	25100	718103201162	PK	8	\$ 2.79
867	WRITING	674815	HYPE LIQUID HIGHLIGHTER ASST	STAPLES BRANDS GROUP	14598	718103073257	DZ	12	\$ 5.33
871	WRITING	2072153	HYPE TANK CHISEL GRIP ASST 5PK	STAPLES BRANDS GROUP	29228	718103251884	PK	5	\$ 2.24
872	WRITING	2072175	HYPE TANK CHISEL ASST 12PK	STAPLES BRANDS GROUP	29204	718103251624	DZ	12	\$ 2.16
873	WRITING	2072174	HYPE TANK CHISEL YLW 12PK	STAPLES BRANDS GROUP	29203	718103251617	DZ	12	\$ 2.15
876	WRITING	24323550	2PK SIDEWINDER CORRECTION TAPE	STAPLES BRANDS GROUP	51668	718103282727	PK	2	\$ 1.16
877	WRITING	24323890	CORRECTION TAPE MINI 6 PK ASST	STAPLES BRANDS GROUP	51664	718103282697	PK	6	\$ 2.90
878	WRITING	1730599	HYPE HIGHLIGHT CHISEL TIP BLUE	STAPLES BRANDS GROUP	28557	718103243285	DZ	12	\$ 1.99
879	WRITING	1730600	HYPE HIGHLIGHT CHISEL TIP GRN	STAPLES BRANDS GROUP	28559	718103243308	DZ	12	\$ 1.99
880	WRITING	055551	HI-LITER 24-050 FLUOR/ORG	AVERY PRODUCTS CORPORATION	24050	71709240509	DZ	12	\$ 4.31

**STAPLES - CCPA CONTRACT  
OFFICE SUPPLIES  
PRIVATE LABEL - PRICING SHEET - EXHIBIT A**

Index	Category	Staples Product Number	Staples Product Description	Mfg Name	Mfg Number	UPC Code	UOM	Pack Qty	Unit Price
881	WRITING	1798366	LIQUID INK HIGHLIGHTER PINK 12	STAPLES BRANDS GROUP	28573	718103243575	DZ	12	\$ 5.50
884	WRITING	408715	STRATA GEL NEEDLE RT .5MM BLK	STAPLES BRANDS GROUP	22032	718103166492	DZ	12	\$ 10.91
885	WRITING	651254	SONIX RET GEL 12PK CHIP BOX BK	STAPLES BRANDS GROUP	13561-CC	718103061292	DZ	12	\$ 3.82
886	WRITING	408566	STRATA GEL NEEDLE RT .5MM BLUE	STAPLES BRANDS GROUP	22034	718103166515	DZ	12	\$ 9.99
888	WRITING	910000	MARKER PERMANENT FINE 12PK BK	STAPLES BRANDS GROUP	20468-CC	718103145282	DZ	12	\$ 2.99
889	WRITING	24376646	PERM MRKER ULTRA FINE 12PK BLK	STAPLES BRANDS GROUP	TR54534	718103316224	DZ	12	\$ 3.87
890	WRITING	167056	STAPLES DURAMARK CHISEL BLK DZ	STAPLES BRANDS GROUP	10403-CC	718103008709	DZ	12	\$ 2.73
891	WRITING	814963	DURAMARRK PERM MARKER RED	STAPLES BRANDS GROUP	18892	718103125673	DZ	12	\$ 3.86
892	WRITING	215474	DRY ERASE MARKERS ASST 8PK	STAPLES BRANDS GROUP	25100	718103201162	PK	8	\$ 2.79
896	WRITING	674815	HYPE LIQUID HIGHLIGHTER ASST	STAPLES BRANDS GROUP	14598	718103073257	DZ	12	\$ 5.33
897	WRITING	514742	PENCIL MECH. W/GRIP .7MM	STAPLES BRANDS GROUP	11454-CC	718103023153	DZ	12	\$ 1.54
898	WRITING	651256	SONIX RET GEL 12PK CHIP BOX BL	STAPLES BRANDS GROUP	13563-CC	718103061315	DZ	12	\$ 3.79
899	WRITING	651254	SONIX RET GEL 12PK CHIP BOX BK	STAPLES BRANDS GROUP	13561-CC	718103061292	DZ	12	\$ 3.82
900	WRITING	651254	SONIX RET GEL 12PK CHIP BOX BK	STAPLES BRANDS GROUP	13561-CC	718103061292	DZ	12	\$ 3.82
901	WRITING	285009	HYPE LIQ HI LIGHTER 12PK YELLO	STAPLES BRANDS GROUP	13093	718103204903	DZ	12	\$ 5.49
902	WRITING	2498462	BALLPNT RET MEDIUM 1.0 DZ BLUE	STAPLES BRANDS GROUP	50794	718103270694	DZ	12	\$ 1.20
903	WRITING	808008	POSTSCRIPT PEN RT 1.0MM BLACK	STAPLES BRANDS GROUP	18262	718103117975	DZ	12	\$ 2.88
904	WRITING	514742	PENCIL MECH. W/GRIP .7MM	STAPLES BRANDS GROUP	11454-CC	718103023153	PK	12	\$ 1.54
906	WRITING	807998	POSTSCRIPT PEN MED 1.0MM BLACK	STAPLES BRANDS GROUP	18268	718103118033	DZ	12	\$ 2.45
907	WRITING	808008	POSTSCRIPT PEN RT 1.0MM BLACK	STAPLES BRANDS GROUP	18262	718103117975	DZ	12	\$ 2.88
908	WRITING	651254	SONIX RET GEL 12PK CHIP BOX BK	STAPLES BRANDS GROUP	13561-CC	718103061292	DZ	12	\$ 3.82
909	WRITING	2498462	BALLPNT RET MEDIUM 1.0 DZ BLUE	STAPLES BRANDS GROUP	50794	718103270694	DZ	12	\$ 1.20
910	WRITING	651256	SONIX RET GEL 12PK CHIP BOX BL	STAPLES BRANDS GROUP	13563-CC	718103061315	DZ	12	\$ 3.79
911	WRITING	807997	POSTSCRIPT PEN MED 1.0MM BLUE	STAPLES BRANDS GROUP	18271	718103118057	DZ	12	\$ 3.24
912	WRITING	24328151	PEN COMFORT BP STIC RED 12PK	STAPLES BRANDS GROUP	TR52866	718103299527	DZ	12	\$ 1.06
914	WRITING	271031	STAPLES PINK ERASERS MD 3PK	STAPLES BRANDS GROUP	10433-CC	718103008921	PK	3	\$ 0.29
915	WRITING	167601	STPLS ARRWHWD CAP ERASER PNK-12	STAPLES BRANDS GROUP	10903	70530705690	PK	12	\$ 0.21
917	WRITING	910000	MARKER PERMANENT FINE 12PK BK	STAPLES BRANDS GROUP	20468-CC	718103145282	DZ	12	\$ 2.99
918	WRITING	935650	STPLS DUAL SIZE PENCL SHARPENR	STAPLES BRANDS GROUP	10898-CC	79184411131	EA	1	\$ 0.31
921	WRITING	634797	DRY ERASE ERASER	STAPLES BRANDS GROUP	13612	718103051750	EA	1	\$ 0.75
922	WRITING	634797	DRY ERASE ERASER	STAPLES BRANDS GROUP	13612	718103051750	EA	1	\$ 0.75
923	OFFICE ESSENTIALS	061727	DPS RCY CUBE HOOKS CHARC 5/PK	OFFICEMATE INTERNATIONAL CORP.	DPS24789-CC	718103199902	PK	5	\$ 1.05

<b>Non-Core Categories - Fixed Percentage Discount</b>	
Staples will provide a fixed percentage discount from the Manufacturer's List Price (list price less discount) included in the 2019 Staples Full Line Catalog for all other items (Non-Core) included in the catalog for the life of the Contract.	
<b>Non-Core Categories</b>	<b>Fixed Percentage (%) Discount</b>
Consumables	55%
Breakroom & Cleaning Supplies	30%
Folders, Binders & Accessories	55%
Paper - Other	55%
Cut Sheet Paper	65%
Toner	30%
IT Peripherals	25%
Equipment	25%
Furniture	40%
Miscellaneous and Other	25%

**All core and non-core cleaning supplies and other paper products are blocked on the City of Charlotte's account. Other Participating Public Agencies may purchase these products.**

## EXHIBIT B – SPECIFICATIONS

### SECTION 3 OF ITB #269-2019-081 AND ALL ADDENDA

#### 1.1 Scope:

The City and Participating Public Agencies require the purchase, delivery, e-commerce, recycling programs, and other inherently related activities of the Products and Services and in compliance with the specifications and terms and conditions set forth in this Contract. The City desires a contract from which the Products and Services may be quickly, easily, and effectively ordered, received, accounted for and paid for.

All Products and component parts furnished shall be new, shall comply with the specifications and terms and conditions set forth in this Contract, and shall operate in full compliance with these Specifications.

In support of the City of Charlotte's Charlotte Business INClusion Policy, the City will purchase an identified sub-category of items including cleaning supplies and other paper products from a separate Contract. The Company must block cleaning supplies and other paper products from the City of Charlotte's list of available Products.

Participating Public Agencies will have access to purchase cleaning supplies and other paper products from this Contract.

#### 1.2. Quantities:

The City and Participating Public Agency does not guarantee quantities and will purchase quantities of Products according to actual need during the term of the Contract. Multiple orders will be placed on an as needed basis during the term of the Contract.

#### 1.3. Product Specifications and Or Equal Standard:

The Core Items #1- Name Brands and Core Items #2 – Private Label/Brands Pricing Sheets, in Exhibit A include a list of Products which are described in part by reference to specific manufacturer names and manufacturer product numbers.

The Non-Core Categories include consumables, breakroom and cleaning supplies, folders, binders and accessories, paper – other, cut sheet paper, toner, IT peripherals, equipment, and miscellaneous and other. Examples of Product Sub-Categories contained in the scope are in the table below:

<b>Product Category</b>	<b>Product Sub-Categories</b>
<b>Consumables</b>	Adhesives, Glues, Gluesticks, Adhesive Removers, Appointment Books, Phone Message Books, Statement Books, Fax Message Books, While You Were Out Books, Forms, Dictionaries, Thesaurus, Diaries, Tickets, Reference Sets, Archive Boxes, Cardboard Boxes, Storage Containers Award Frames, Displays, Plaques, Certificates Badges, Badge Holders, Lanyards, Batteries, Chargers, Binder Clips, Paper Clips, Panel Clips, Pushpins, Thumbtacks, Safety Pins, Rubber bands, Scissors, Shears, Cutters, Trimmers, Hole Punches (non-electric) Book Cases, Book Ends, Book Shelves, Bulletin Boards, Cork Boards, Easels, Easel Pads, Poster Boards, Calculator Ink, Calculator Spools, Adding Machine Tape, Cash Register Tape, Calendars, Desk pads, Refills, Planners, Camera Film, Photo Paper, Chair mats, Clocks, Hooks, Lamps, Correction Fluid, Correction Tape, Correction Pens, Envelopes, Erasers, Dry-Erase Erasers, Chalk, Crayons, Ink Pads, Refills, Stamps, Labels, Label Holders, Mailing Tubes, Mailing Tubs, CD Mailers, Packaging, Fingertips, Letter Openers, Moistener, Markers, Highlighters, Notebooks, Notepads, Pads of Paper, Post it NotesOffice Organizers, Inboxes, Copyholders, Pen and Pencil Holders, Wastebaskets, Drawers, Desktop Shelves, Shredder bags, Extension Cords, Pencils, Pencil Erasers, Lead Refills, Pencil Sharpeners, Pens, Pen Refills, Protractors, Rulers, Yardsticks, Compasses, Engineer Triangles, Index Cards, Business Cards, Card Holders, Tags, Sheet Protectors, Letters, Numbers, Fasteners, Fastener Bases, Clipboards, Flag Tape, Science, Art and Teaching Supplies, Signs, Sign Holder, Flyer Holders, Racks, Literature Displays, Name Plates, Staplers, Staples, Staple Removers, Tape, Tape Dispensers, Embossing Tape, Velcro Products, Transparency Film, Transparency Paper, Laminating Supplies, Laminating, and Pouches
<b>Breakroom and Cleaning Supplies</b>	Coffee, Condiments, Food, Beverages, Cups, Spoons, Forks, Plates, Bowls, Dusters, Air Dusters, Computer Dust-off, All Wipes, Lysol, Clorox, Hand Soaps, Hand Sanitizers, Windex, Air Freshener, Dust Pans, Cleaning Supplies, Gloves, Knives, Cutters, Blades, Scrapers, Safety Supplies, Tissues and Towels, and Wastebasket Bags
<b>Folders, Binders &amp; Accessories</b>	Binders, Combs, Rings, Spines, Files, File Folders, Pocket Files, Portfolios, Jackets, Inserts, Folder Frames, Dividers, Wallet Files, File Guides, Report Covers, File Indexes, Tabs, Ledgers, and Tab Reinforcement
<b>Paper - Other</b>	Art Paper, Construction Paper, Crepe Paper, Colored Paper, Computer Paper and Specialty Paper
<b>Cut Sheet Paper</b>	All weights applicable, White Copy Paper (recycled and virgin)
<b>Toner</b>	Ribbons, Toners, Cartridges, Fusers, Kits, Drums, and Related Accessories (OEM and Remanufactured)
<b>IT Peripherals</b>	CDs, DVDs, Cassette Tapes, Tape Cartridges, CD and DVD Cases, CD and DVD Storage, VHS Tapes, Computer Disks and Diskettes, Computer Bags and Cases, Mouse, Keyboards, Keyboard Pads, Mouse pads, Camera Bags, Camera Cases, Headsets, Headset Accessories, Headphones, IT Hardware / Software, Surge Protectors, UPS Power Supply, USB Drives, Flash Memory, and Zip Disks
<b>Equipment</b>	Calculators, Carts, Hand trucks Digital Voice Recorders Fans, Heaters, Hole Punches (electric), Label Makers Laminators, Printers, Shredders, and Typewriters
<b>Furniture</b>	
<b>Miscellaneous - Other</b>	



**1.4. Warranty:**

All Products supplied under the Contract shall be covered by a manufacturer's written guarantee and/or warranty that such Products will be free from defects in materials, workmanship and performance for a minimum of one year; merchantable and in full conformity with the Specifications set forth in this Contract, industry standards, dimension charts and Company's descriptions, representations and samples. The Products are warranted not to damage the print head or a printing mechanism or component when stored, installed, and used in accordance with the recommended procedures of the product manufacturer or the equipment manufacturer's recommended procedures. In the event of any damage to a printing mechanism or component solely and directly by the use of the Products, the manufacturer will pay the reasonable cost of service and repair, provided the City/Participating Public Agency; (a) notifies Company of such damage in writing within thirty (30) days and (b) delivers a written service report, signed by authorized technical service personnel, identifying the Product as the sole and direct cause of such damage, along with print samples and damaged or replaced parts. The Company shall administer the warranty on the City and Participating Public Agency's behalf, and shall ensure that the manufacturer repairs or replaces at no charge to the City and Participating Public Agency all Products that violate either the above warranty or the applicable manufacturer's warranty.

1.4.1 The Company shall provide the City and Participating Public Agency with two copies of the manufacturer's written warranty for each item of equipment.

1.4.2 It shall be the responsibility of the manufacturer to pay all shipping and crating costs associated with warranty repairs.

3.5.3 The Product warranty will become effective on the installation date of the Product by the City and/or Participating Public Agency, but shall not exceed 24 months after receipt by the City and/or Participating Public Agency.

**1.5. Installation:**

Only experienced professionals should install all products. All work must be performed according to the standards established by the terms, specifications, and drawings and meet manufacturer's specifications and industry standards.

**1.6. Pricing:**

In Exhibit A, the Company provided a fixed unit price per item for (a) the Core Items #1 – National Brands list; (b) Core Items #2 – Private Label/Brands list; and (c) a fixed percentage discount for all Non-Core Categories from the Manufacturer's List Price (list less discount) included in the 2019 Staples Full Line Catalog. All pricing under this contract shall include all equipment, labor, shipping and handling, delivery, installation, consultation, any discounts, vendor markup/profit, storage, and all other costs associated with this project. No other charges are allowed.

Pricing under this contract shall include a minimum of \$25 per order set by the City.

The City will use S.P. Richards' Q2-2019 retail list price to provide a mechanism to manage throughout the contract term. S.P. Richards' Q2-2019 retail price list will be used to establish the list prices for the effective date of the contract through June 30, 2020. The City will consider toner and paper price adjustments including increases and decreases on a calendar quarterly basis and Company must comply with Section 9 of this Contract. For other products, the City will only allow price adjustments on an annual basis of the contract term or renewal term. The Company shall pass on any promotional sales, close-outs, and clearance sales to the City and all Participating Public Agencies.

**1.6.1 Non-Core Items – Fixed Percentage Discount:**

No catalog items can be excluded from the quoted list less discounts based on gross profit floors, vendor costs, sourcing methods, or changing market conditions.

**1.7. Delivery:**

See Exhibit C - Section 4, Required Form 21.

**1.8. Delivery Personnel:**

See Exhibit C - Section 4, Required Form 21.

**1.9. Invoices:**

The Company must submit invoices to the City’s Finance Department. Invoices must include the item number, description, unit cost, quantity and extended price, and Contract or purchase order number of each item purchased. Every invoice must also include the City department that placed the order and be submitted to City of Charlotte Accounts Payable per the billing instructions of this Contract.

1.9.1 Invoices must include only Products and Services that have been delivered and completed.

1.9.2 As a condition of payment, the Company must invoice the City for Products and Services within sixty (60) days after such Products and Services are delivered. The Company waives the right to charge the City for any Products or Services that have not been invoiced to the City and Participating Public Agency within 60 days after such products or services were delivered.

**1.10. Items Under Contract:**

The City reserves the right to add or delete items to the Contract if particular items should become discontinued or an upgraded item becomes available to the industry market. Any new or replacement items added will be subject to bid statute requirements. The City may also delete Product items included in the Contract if the items are no longer needed by the City/Participating Public Agency.

**1.11. Customer Service Representative:**

The Company must dedicate a full-time “Account Executive” for servicing the City. The Account Executive must be available by cell phone. The cell phone must be operational at all times. All communicational contact, either via phone, email, etc. must be addressed with a response within two (2) business days. The Account Executive must be available to attend meetings regarding Product issues upon request. The Account Executive shall be responsible for providing immediate response and quick resolution of all the service issues and complaints of City personnel. The Account Executive must have an in-depth knowledge of all items provided in this Bid and have immediate access to manufacturers providing the Products. The Account Executive must have the ability and authority to make decisions on behalf of the Company to provide both normal and emergency service as necessary.

**1.12. Company Personnel Removal or Replacement:**

The City will have the right to require the removal and replacement of any personnel of the Company or the Company’s subcontractors who are assigned to provide Services to the City/Participating Public Agency.

**1.13. Applicable Laws:**

The Company agrees to make itself aware of and comply with, and cause its subcontractors to comply with, all federal, state and local laws, regulations and ordinances relating to the performance of the Contract or to the Products and Services delivered hereunder, including without limitation E-Verify, workers' compensation, the Fair Labor Standards Act (FLSA), the Americans with Disabilities Act (ADA), the Family and Medical Leave Act (FMLA) and OSHA. The Company further agrees to obtain all verifications, permits and licenses applicable to the performance of this Contract. If any violation of this Section has occurred or does occur, the Company will indemnify and save harmless the City from all losses, damages, costs, expenses (including reasonable attorneys' fees), obligations, duties, fines, penalties, interest charges and other liabilities (including settlement amounts) incurred on account of such violation.

**1.14. Permitting Responsibilities:**

All permits and inspections are the sole responsibility of the Company.

**1.15. No Limitations on Disclosure.**

The Company agrees that the City shall be able to disclose and distribute to any persons or entities, without restriction, all Products, samples and other Products provided under the Contract. The Company specifically agrees that the City can and will provide samples of the Products provided under the Contract to the Company's competitors in any future procurement process.

**1.16. City Department Participation:**

All City departments shall be permitted to purchase Products defined in this Contract. The Company shall be responsible for obtaining valid identification of such employees, and for verifying that such individuals are employed by the City and are authorized to make such purchases.

**1.17. Returns and Restocking Charges:**

The Company or applicable manufacturer must pick up any merchandise to be returned within forty-eight (48) hours after the City and/or Participating Public Agency notifies the Company of the return. The City and/or Participating Public Agency will not pay restocking fees for merchandise that has been returned unless it is a specialty item or catalog furniture purchases and the City and/or Participating Public Agency has been notified, at the time of placement of the order, of the potential restocking charge. The Company will issue a credit memo to the City and/or Participating Public Agency within seven (7) calendar days of the return.

**1.18. Training:**

The Company shall be responsible for initially training all necessary City employees on using their on-line ordering system and any on-going training for new or additional users, at no additional cost to the City. The Company shall be responsible for providing documented step-by-step instructions to each authorized user of the City/Participating Public Agency.



**CHARLOTTE**

**Finance Department – City Procurement**

<b>Addendum 1</b>	<b>Office Supplies ITB # 269-2019-081</b>
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To: All Prospective Bidders

Date: April 15, 2019

**Subject: Addendum #1 – ITB # 269-2019-081 – Office Supplies**

Please note the specification changes/modifications below for the ITB.

Item #	Page #	Section #	Specification	Modifications and Questions
1	1	-	Cover Letter	<p><b>Modification: The third paragraph of this Section is modified to read as follows:</b></p> <p>Sealed Bids for the above will be received at the office of the Finance Department, City Procurement which is located at Charlotte-Mecklenburg Government Center, 600 East Fourth Street, 9<sup>th</sup> Floor, Charlotte, North Carolina 28202, until <b>2:00 pm EDT on May 16, 2019</b>, at which time they will be opened and publicly read.</p>
2	14	1.16	Charlotte Business INclusion	<p><b>Bidder Question:</b> What are the City of Charlotte’s diversity requirements?</p> <p><b>Answer:</b> The City recognizes vendors within the City’s Charlotte-Gastonia-Salisbury Combined Statistical Area (CSA). See CSA on page 8</p> <p><b>Bidder Question:</b> Is the goal for a Tier 1 or Tier 2?</p> <p><b>Answer:</b> The City is requesting Bidders to utilize a Tier 2 vendor which would be a subcontractor to meet or exceed the established MWSBE goal of 10%.</p> <p><b>Bidder Question:</b> Are Bidders restricted to the list of recommended MWSBE vendors provided by the city?</p> <p><b>Answer:</b> No.</p> <p><b>Bidder Question:</b> Can Bidders recommend vendors excluded from the list that meet the minimum requirements to be MWSBE certified?</p> <p><b>Answer:</b> Yes, the vendors must be within the outlined CSA.</p> <p><b>Bidder Question:</b> How does the City of Charlotte expect the prime contractor to report MWSBE subcontractor spend?</p> <p><b>Answer:</b> The prime vendor will submit quarterly utilization reports via paper and/or online submission.</p>

Item #	Page #	Section #	Specification	Modifications and Questions
				<p><b>Modification:</b> See the CBI Frequently Asked Questions (FAQs) in this addendum.</p>
3	15	1.22	To Submit a Proposed Alternate Product in Lieu of a Specified Brand	<p><b>Bidder Question:</b> Is the intent to have OEM and Alternates provided? Are Bidders to provide Alternates only where an OEM is not available? Can another OEM Product be offered of quality if the current items are not stocked or available? <i>Example Avery Binder for a Wilson Jones.</i></p> <p><b>Answer:</b> Core Items #1 – National Brands: Bidders are to provide the exact items in that section of the Pricing Sheet or opt to follow Section 1.22 to propose an equal quality Alternate Product of another National Brand that corresponds with that line.</p> <p>Core Items #2 – Private Label/Brand: Bidders are to follow Section 1.22 to propose an equal quality Alternate Product to the Products listed on this tab of the Pricing Sheet.</p>
4	24	3.7	Pricing	<p><b>Bidder Question:</b> Can Bidders bid only on the toner portion or we need to bid on every item to be compliant?</p> <p><b>Answer:</b> No and see the first paragraph in Section 3.7</p>
5	27	3.11	Award of Contract	<p><b>Bidder Question:</b> Is the intent of the City to award to one vendor or multiple?</p> <p><b>Answer:</b> The City also reserves the right to award a Contract(s) by item, combination of items or grand total on a state, regional, or national basis, whichever is in the best interest of the City and CCPA.</p> <p>Multiple awards may be made as a result of this ITB if doing so will ensure that any ensuing Contract(s) will allow the City to fulfill current and future requirements or is in the best interest of the City and CCPA.</p>
6	39-121	Pricing Sheet in Excel	Required Form 5	<p><b>Bidder Question:</b> How should a Bidder respond when the proposed Alternate Product's pack quantity differs from the pricing sheet pack quantity?</p> <p><b>Answer:</b> Ex: Core Items #2 – Private Labels/Brands - Line 7: Bidder will insert vendor product number, product description, manufacturer name, manufacturer product number, UPC Code, pack quantity, unit price of pack quantity based on the City's pack quantity, and extended price.</p> <p><b>Bidder Question:</b> How will the City handle HP Big Deal pricing?</p> <p><b>Answer:</b> On April 15, 2019 at 7:09 am, the City emailed Troy Hamblin with HP to request Bidders access to Big Deal pricing.</p>
7	138	4	Required Form 19	<p><b>Bidder Question:</b> Are P-Cards the terms for payment?</p>

Item #	Page #	Section #	Specification	Modifications and Questions
				<b>Answer:</b> The City and Participating Public Agencies may opt to pay with a check or P-Card.
8	140	4	Required Form 21	<b>Modification:</b> The first sentence of this Section is modified to read as follows:  All office supplies provided under this contract must be delivered F.O.B. Destination on the next business day from the placement of order if ordered by 3:00 PM on a workday.  The Form has been updated and included in the Required Forms in Word on the City's Contract Opportunities Site.
				<b>Bidder Question:</b> How many ship to locations are there?  <b>Answer:</b> The City has approximately 100 ship-to addresses.
				<b>Bidder Question:</b> What locations are considered high volume delivery locations?  <b>Answer:</b> See the enclosed pages within this addendum.
9	147-148	5	Price Adjustment	<b>Bidder Question:</b> Products such as paper, ink and toner cartridges are volatile. Will the City consider price adjustments every 90 days?  <b>Answer:</b> Yes, Bidders must comply with Sections 9.1.1 – 9.1.4.
				<b>Bidder Question:</b> Due to unknown tariffs, will the City consider price adjustments throughout the contract term?  <b>Answer:</b> Yes, Bidders must comply with Sections 9.1.1 – 9.1.4.

Any additional questions must be submitted to Genetta Carothers at [gcarothers@charlottenc.gov](mailto:gcarothers@charlottenc.gov) no later than **noon on Thursday, May 2, 2019** in order to issue the answers per written addendum.

In order to constitute a complete bid response, you must acknowledge receipt of this addendum with the Addenda Receipt Confirmation Form in Section 4 of the ITB in your Bid. **Any Bidder not acknowledging receipt of an issued addendum may not be considered.**

In the event additional changes or clarifications to this ITB are warranted, all Bidders are responsible for monitoring the City's [Contract Opportunities](http://www.contractopportunities.com) site or [www.ips.state.nc.us](http://www.ips.state.nc.us) or for additional addenda.

We appreciate your interest in doing business with the City and look forward to receiving a Bid from your company.

Sincerely,

Genetta N. Carothers, A.P.P.; CLGPO  
CCPA Program Administrator

cc: ITB Team  
ITB File

**Per question 8, the City of Charlotte's high-volume locations include but are not limited to the following:**

1000 Otts Street  
10101 Claude Freeman Drive  
1105 Otts Street  
1118 Beatties Ford Road  
11609 Hord Drive  
119 E 7<sup>th</sup> Street  
12131 Park Road  
12400 US Hwy 29  
125 N Myers Street  
1501 N Graham Street  
1750 Shopton Road  
1770 Shopton Road  
2145 Suttle Avenue  
221 N Myers Street  
2550 West Blvd.  
2730B Rozzelles Ferry Road  
301 S McDowell Street  
310 E Trade Street  
3145 S Tryon Street  
3200 South Blvd.  
3505 Central Avenue  
3701 Craig Avenue  
4000 Westmont Drive  
4045 N Tryon Street  
4100 W Tyvola Road  
4150 Wilkinson Blvd  
4222 Westmont Drive  
4411 Northpoint Industrial  
4426 Central Avenue  
4901 Neck Road  
500 Dalton Avenue  
5100 Brookshire Blvd.  
5200 Brookshire Blvd.  
531 Spratt Street  
537 Spratt Street  
545 Spratt Street  
5550 Wilkinson Blvd.  
5601 Wilkinson Blvd.  
5727 N Sharon Amity Road  
5730 General Commerce Drive  
600 E 4<sup>th</sup> Street  
600 E Trade Street  
601 E Trade Street  
700 E 4<sup>th</sup> Street  
700 Parkwood Avenue  
701 Tuckaseegee Road  
8050 Corporate Center Drive  
829 Louise Avenue  
8315 Byrum Drive  
8401 University Executive Park  
901 N Davidson Street  
9315 Monroe Road



## Frequently Asked Questions (FAQs)

### **What is the Charlotte Business INCLUSION program?**

The Charlotte Business INCLUSION program is designed to promote diversity, inclusion, and local business opportunities in the City's contracting and procurement process for businesses with a significant business presence in the Charlotte Combined Statistical Area.

To find out if you are eligible for the City of Charlotte Small Business Enterprise (SBE) certification, download the [City of Charlotte SBE Application](#).

### **What are the City registration requirements for MWBEs?**

To be eligible for participation in the program as an MWBE firms must meet the following criteria:

- MWBEs must be certified with the State of North Carolina's Historically Underutilized Business (HUB) Office. To learn more about MWBE certification, [Click here](#)
- MWBEs with a significant business presence in the Charlotte Combined Statistical Area (CSA) will need to register in the City's vendor database and complete a "Relevant Market Area Certification" form.

### **Why is the City committed to the Charlotte Business INCLUSION program?**

The Charlotte Business INCLUSION program provides benefits for both the City and the business community in our region. Participation in the program helps the City increase its contracting opportunities with MWSBE companies, resulting in greater job availability and business growth for the local business community. In addition to contributing to the economic well-being of the region, bringing new MWSBEs into the pool of companies doing business with the City enhances the City's competitive bidding processes and allows the City to track its spending with MWSBE firms.

### **Why would a business want to become certified as an MWSBE?**

Businesses that complete the program application and are certified as an MWSBE will have greater exposure to business opportunities in the City's procurement and contracting. The names of MWSBE firms are listed in the City's vendor database, which is widely used by City buyers in all City Departments. Prime contractors and consultants will also use the City's vendor database to identify MWSBE certified subcontractors for City projects. Only those businesses that are certified by the City as MWSBEs will be counted towards fulfilling the City's MWSBE goals.



## **Do I have to get certified as an MWSBE to do business with the City?**

Your firm does not have to be certified as an MWSBE in order to do business with the City. Anyone can register their business as a vendor with the City by completing a [Vendor Registration Form](#). However, if your business meets the certification requirements for MWSBE certification, we highly recommend that you participate in the City's Charlotte Business INclusion program as it will afford you greater exposure to business opportunities.

## **Is an MWSBE firm assured of getting a contract with the City?**

Not necessarily. MWSBE certification does not guarantee that you will receive a contract with the City of Charlotte. However, MWSBE certification does provide greater exposure for your firm to the business community. It is important to develop a marketing plan and market your business to the City departments who buy what you sell.

## **What is the difference between an MBE, WBE, and an SBE?**

MBE stands for Minority Business Enterprise. An MBE is 51% owned, operated, and controlled by one or more members of a minority race.

WBE stands for Women Business Enterprise. A WBE is 51% owned, operated, and controlled by one or more women.

SBE stands for Small Business Enterprise. An SBE is a race- and gender-neutral designation that is defined based upon economic criteria established by the City.

## **If I complete the MWSBE application with the City, does that mean I will be certified with other agencies?**

No. The City of Charlotte has defined its own criteria for MWSBE designation in the Charlotte Business INclusion program. While other organizations may accept the City's MWSBE designation, you should always inquire what certifications other businesses will accept.

## **Does having a PO Box or an office in the Charlotte Combined Statistical Area (CSA) allow me to participate in the City's Charlotte Business INclusion program?**

If you just have a PO Box in the CSA, you can't participate in the Charlotte Business INclusion program. Your firm must have an office with "significant business presence" in the Charlotte Combined Statistical Area (CSA) in order to participate in the CBI Program. The CSA includes the following counties in North Carolina: Anson, Cabarrus, Cleveland, Gaston, Iredell, Lincoln, Mecklenburg, Rowan, Stanly, and Union; and the following counties in South Carolina: Chester, Lancaster, and York.

The City will evaluate a business enterprise's "significant business presence" based on all of the evidence supplied by the business enterprise. Several factors will be used to determine significant business presence including, but not limited to:

- Is the business enterprise headquartered or has an office in the Charlotte CSA;
- Number of full-time employees in the CSA;
- Location of managerial or decision-making personnel;
- Lease agreement;
- Post office box, mail drop, or message center;
- Previous work or contracts performed in the Charlotte CSA; and
- Percentage of income or revenue derived from Charlotte CSA.



**CHARLOTTE**

**Finance Department – City Procurement**

<b>Addendum #2</b>	<b>Office Supplies ITB # 269-2019-081</b>
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To: All Prospective Bidders

Date: May 8, 2019

**Subject: Addendum #2 – ITB # 269-2019-081 – Office Supplies**

Please note the specification changes/modifications below for the ITB.

Item #	Page #	Section #	Specification	Modifications and Questions
1			General Question	<p><b>Service Provider Question:</b> Who from the CCPA is currently participating in the office supply contract?</p> <p><b>Answer:</b> See the enclosed list of Participating Public Agencies.</p>
2			General Question	<p><b>Service Provider Question:</b> Is Mecklenburg County included in references to The City of Charlotte?</p> <p><b>Answer:</b> No, the City of Charlotte and Mecklenburg County are separate entities.</p>
3			General Question	<p><b>Service Provider Question:</b> If Mecklenburg County is not included within the statistics represented by The City of Charlotte is it participating in this contract through the CCPA?</p> <p><b>Answer:</b> Yes, Mecklenburg County is a participating public agency.</p>
4			General Question	<p><b>Service Provider Question:</b> If Mecklenburg County is currently in any way participating in this contract, are they also part of the MUNIS conversion with the same requirements detailed as “City’s Future State”?</p> <p><b>Answer:</b> No.</p>
5			General Question	<p><b>Service Provider Question:</b> Addendum 1 included a list of addresses for The City, are these truly limited to City offices or do they represent some County offices too?</p> <p><b>Answer:</b> No, County Offices are included</p>

Item #	Page #	Section #	Specification	Modifications and Questions
6			General Question	<p><b>Service Provider Question:</b> What is the value of the existing contract for the City of Charlotte spend?</p> <p><b>Answer:</b> The City's total for Q3-2015 – Q1-2019 is \$2,057,655.18.</p>
7			General Question	<p><b>Service Provider Question:</b> What is the value of the existing contract for the participating CCPA members?</p> <p><b>Answer:</b> The Participating Public Agency's total for Q3-2015 – Q1-2019 is \$4,132.615.49.</p>
8			General Question	<p><b>Service Provider Question:</b> What was the average order dollar amount last year with the incumbent?</p> <p><b>Answer:</b> The City provided the contract total spend for Q3-2015 – Q1-2019 in questions 6-7 above. The City is unable to provide the average dollar amount.</p>
9			General Question	<p><b>Service Provider Question:</b> What dollar value or percentage of the total contract spend (City of Charlotte only) is represented by the core lists?</p> <p><b>Answer:</b> The City is unable to provide an answer.</p>
10			General Question	<p><b>Service Provider Question:</b> What dollar value or percentage of the total contract spend (CCPA members only) is represented by the core lists?</p> <p><b>Answer:</b> The City is unable to provide an answer.</p>
11			General Question	<p><b>Service Provider Question:</b> What is the delivery carton count in an annual period for the city?</p> <p><b>Answer:</b> The City is unable to provide an answer.</p>
12	15	1.22	To Submit a Proposed Alternate Product In Lieu of a Specified Brand	<p><b>Service Provider Question:</b> Are samples required with the bid response or upon request?</p> <p><b>Answer:</b> The City reserves the right to request samples. If samples are requested, the Bidders shall provide within ten (10) calendar days after formal request is made, unless otherwise specified in the request.</p>
13	24	3.5.1-3.5.3	Warranty	<p><b>Service Provider Question:</b> Are these relevant to the commodity?</p> <p><b>Answer:</b> It may be relevant to some commodities including but not limited to toner, equipment, and furniture.</p>

Item #	Page #	Section #	Specification	Modifications and Questions
14	25	3.7	Pricing	<p><b>Service Provider Question:</b> It will be difficult for anyone to follow these qualifications because some of the items will be discontinued and Office Depot's assortment is different than all other bidders, so not all the items will be available as OEM. Will the City reconsider the requirement for "ALL "core list items in these circumstances?</p> <p><b>Answer:</b> Bidders are allowed to propose an alternate product in the appropriate columns. If a product is no longer available, the Bidder must clearly mark it as "discontinued". If the product is exclusive to Office Depot, the Bidder must clearly mark it as "exclusive to Office Depot".</p>
15	25	3.7	Pricing	<p><b>Service Provider Question:</b> Please clarify that the SPR file (list price) applied at the time of order placement will be the current (at time of order) SPR file and that the City does not plan to use List Price from the Q2 2019 SPR file for the duration of the contract.</p> <p><b>Answer:</b> Correct.</p>
16	26	3.7	Pricing	<p><b>Service Provider Question:</b> Please clarify statement "Price increases will not be considered more than once annually." Is the intent that each single item will only be considered once a year or each vendor may only request changes once a year?</p> <p><b>Answer:</b> Bidders may submit price adjustments including increases/decreases for all items annually and must comply with the Sample Contract, Sections 9.1.1-9.1.4.</p> <p>The City will consider toner and paper price adjustments including increases/decreases on a quarterly basis and must comply with the Sample Contract, Sections 9.1.1 – 9.1.4.</p> <p>See Addendum #1 and question #9.</p>
17	26	3.7	Pricing	<p><b>Service Provider Question:</b> Will the City's required \$25 order minimum be considered part of the terms of contract and therefor applicable to any CCPA participant?</p> <p><b>Answer:</b> Yes.</p>
18	26	3.7.3	Green Catalog Net Price File	<p><b>Service Provider Question:</b> This section refers vendors to Form 14. Form 14 seems to request information about the full-line catalog, not a "Green Catalog Net Price File." Please clarify the request(s) regarding catalogs and files.</p> <p><b>Answer:</b> Section 3.7.3.1 should reference Form 13.</p>

Item #	Page #	Section #	Specification	Modifications and Questions
19	26	3.7.4.1	Pricing	<b>Modification: This Section is modified to read as follows: Bidder's complete catalog including Core Items (see Section 4, Form 14) offering.</b>
20	26	Pricing Sheet in Excel	Pricing Sheet, Required Form 5	<b>Service Provider Question:</b> How does the City prefer vendors to notate discontinued items? <b>Answer:</b> Bidders must clearly mark as "discontinued".
21	37-38	Pricing Sheet	Pricing Sheet, Required Form 5	<b>Service Provider Question:</b> Can the discount for non-core exclude specified categories? For example, our full-line catalog contains a furniture section. <b>Answer:</b> No and the City added a category for furniture. Bidders must use the revised Required Form 5 included in this addendum #2 to be considered a valid response.
22	39-121	Pricing Sheet in Excel	Pricing Sheet, Required Form 5	<b>Service Provider Question:</b> The provided Excel file gives a unit of measure for the Alternate product proposition. If vendor's proposed alternate is sold in a differing unit how should the unit and sell price be demonstrated. For example, in line 1 the given unit of measure is PK. Vendor should supply a Pack Qty. What if the item is sold by the Each? Should the unit price reflect the selling unit indicated in the Pack Qty column? <b>Answer:</b> See Addendum #1 and question #6
23	39-121	Pricing Sheet in Excel	Pricing Sheet, Required Form 5	<b>Service Provider Question:</b> What if vendor does not have an OEM item or alternate offering for an item? Can the line be marked as "no bid"? If so, is there a maximum number of items that can be "no bid"? <b>Answer:</b> Bidders must clearly mark as "no bid". There is no maximum number.
24	33	Checklist	Bid Submission Form, Required Form 2	<b>Service Provider Question:</b> On this checklist Form 7 refers to "Transition Plan, Section 4.3-Attachment 2". Please confirm that this is a typo and that the proposed transition plan will be included as part of Form 11. <b>Answer:</b> The line should read: Required Form 7 – References.
25	132	1.4	Products, Required Form 14	<b>Service Provider Question:</b> Is this a request for a hardcopy catalog or is this a reference to the Net Price File from section 3.7.4? <b>Answer:</b> Bidders must identify the catalog as a verifiable source. In Required Form 14 - Section 1.4, the City will accept the Net Price File in Excel.

Item #	Page #	Section #	Specification	Modifications and Questions
26	134	1.5	Electronic Commerce, Required Form 16	<p><b>Service Provider Question:</b> Does the MUNIS system have a vendor portal where the vendor can upload/enter invoice information?</p> <p><b>Answer:</b> Our current functionality allows the vendor to submit an invoice via email. We can also accept invoice imports in a format that includes:</p> <ul style="list-style-type: none"> <li>- Must provide in Excel format;</li> <li>- Must include gross amounts, tax, and subtotal for each invoice;</li> <li>- Must provide a unique invoice number that ties back to the original order; and</li> <li>- Must provide an identifier that links back to the chart of accounts and/or the ability to incorporate the City's chart of accounts (41 characters).</li> </ul> <p>We are working on a new functionality that may allow the electronic submission of invoices.</p>
27	134	1.6 – 1.9	Electronic Commerce, Required Form 16	<p><b>Service Provider Question:</b> Is it the City's intent to perform the administrative functions described within or for the vendor to handle this?</p> <p><b>Answer:</b> We currently manage this function and desire for the vendor to manage it in the resulting contract.</p>
28	135	1.27	Electronic Commerce, Required Form 16	<p><b>Service Provider Question:</b> Please explain the request "user profile". What would the City like to know about them?</p> <p><b>Answer:</b> Bidders to detail what makes up an employee's profile in the online portal.</p>
29	136	1 <sup>st</sup> Paragraph	Reporting Capabilities, Required Form 17	<p><b>Service Provider Question:</b> Is it the City's desire to produce these reports themselves on behalf of the City and CCPA members or is the intent for the vendor to provide this reporting?</p> <p><b>Answer:</b> Bidders to provide the quarterly usage report for all expenditures for the City and Participating Public Agencies.</p>
30	137	1.3	Billing Capabilities, Required Form 18	<p><b>Service Provider Question:</b> Please clarify this explanation. It sounds as though the PO number isn't needed but wouldn't it be part of reconciliation? The description sounds more like a usage report.</p> <p><b>Answer:</b> Currently, the City purchases products utilizing the online portal and in-store purchases. There is no purchase order number associated with the transaction.</p>
31	137	1.7	Billing Capabilities, Required Form 18	<p><b>Service Provider Question:</b> Is the reference "per transaction" to line items or PO transactions?</p> <p><b>Answer:</b> The reference is per line item.</p>

Item #	Page #	Section #	Specification	Modifications and Questions
32	147	9.1	Sample Contract	<p><b>Service Provider Question:</b> Please verify that price adjustments will be permitted immediately upon occurrence of any tariff or force majeure applicable to the items sold as part of this contract.</p> <p><b>Answer:</b> Price adjustments including increases and decreases must comply with the Sample Contract, Sections 9.1.1 – 9.1.4.</p>
33	147	9.1.1 – 9.1.4	Sample Contract	<p><b>Service Provider Question:</b> Please clarify that price adjustments will be permitted for paper and toner items, with appropriate manufacturer documentation, every 90 days from bid submittal (in accordance with the rules outlined within 9.1.1-9.1.4).</p> <p><b>Answer:</b> The City will consider toner and paper price adjustments including increases/decreases on a quarterly basis and must comply with the Sample Contract, Sections 9.1.1 – 9.1.4. See Addendum #1 and question #9.</p>
34	147	9.1.1 - 9.1.4	Sample Contract	<p><b>Service Provider Question:</b> Per the ITB, the City indicates pricing should be held for 12 months. In the pre-bid meeting, we discussed the market conditions and if shorter price locks would be entertained. Will shorter price locks, based on market conditions be approved?</p> <p><b>Answer:</b> See the answers to questions 32-33 above.</p>

In order to constitute a complete bid response, you must acknowledge receipt of this addendum with the Addenda Receipt Confirmation Form in Section 4 of the ITB in your Bid. **Any Bidder not acknowledging receipt of an issued addendum may not be considered.**

Bids are due by **2 pm EDT on May 16, 2019**. The City will no longer accept questions regarding this ITB 269-2019-081.

We appreciate your interest in doing business with the City and look forward to receiving a Bid from your company.

Sincerely,

Genetta N. Carothers, A.P.P.; CLGPO  
CCPA Program Administrator

cc: ITB Team  
ITB File

**List of Participating Public Agencies that utilized the existing contract:**

Alamance County  
Bakers Volunteer Fire Dept.  
Carolina Correctional  
Carteret County  
City of Asheville  
City of Greensboro  
City of Greenville  
City of Salisbury  
City of Sanford  
City of Statesville  
City of Whiteville Fire Dept.  
County of Dinwiddie  
Cumberland County Retired School Personnel  
Edgecombe Nash Retire School Personnel  
Granville County  
Johnston County Retired School Personnel  
Macon County Schools  
McDowell County  
Mecklenburg County  
Metropolitan Sewerage District  
NC Retired Governmental Employees' Association  
NC Retired School Personnel - Catawba County  
NC Retired School Personnel - Currituck County  
NC Retired School Personnel - Gates County  
NC Retired School Personnel - Greensboro Guilford  
New Hanover County  
Pitt County Retired School Personnel  
Stokes County  
Town of Hope Mills  
Town of Jonesville  
Town of Kinston  
Town of Pineville  
Town of Selma  
Town of Southern Pines  
Town of Spencer  
Town of Yadkinville  
Village of Misenheimer  
Village of Pinehurst  
Warren County  
Wake County Retired School Personnel  
Westside Baptist Church



**REVISED PRICING SHEET, REQUIRED FORM 5**  
**ITB # 269-2019-081**  
**OFFICE SUPPLIES**

The undersigned proposes to furnish the following items in strict conformance to the bid specifications and bid invitation issued by the City of Charlotte for this Bid. Any exceptions are clearly marked in the attached copy of bid specifications. Please do not include taxes in your Bid.

BIDS ARE DUE NO LATER THAN **2:00 P.M. EDT, MAY 16, 2019**

**Pricing:** Per Section 3.7, the City is requesting a fixed unit price per item for **ALL** (a) the Core Items #1 – National Brands list included in Pricing Sheet, Section 4, Form 5; (b) Core Items #2 – Private Label/Brands list on included as Pricing Sheet, Section 4, Form 5; and (c) a fixed percentage discount for all Non-Core Categories from the Manufacturer’s List Price (list less discount) included in the Company’s most current full line catalog identified per Section 4, Form 14. Total Bid Price must include all equipment, labor, shipping and handling, delivery, installation, consultation, any discounts, vendor markup/profit, storage, and all other costs associated with this project. No other charges are allowed.

**The Core Items #1 – National Brands and Core Items #2 – Private Label/Brands Sheets must be submitted in hard copy and Excel on a flash drive to be considered a valid bid. To obtain the Pricing Sheets in Excel, email Genetta Carothers at [gcarothers@charlottenc.gov](mailto:gcarothers@charlottenc.gov).**

**1. Non-Core Items – Fixed Percentage Discount**

The Company **shall** provide a fixed percentage discount from the Manufacturer’s List Price (list price less discount) included in the Company’s most current full line catalog identified in Forms 5 and 14 for all other items (Non-Core) included in the catalog for the life of the Contract.

- a. Insert the verifiable catalog name/edition: \_\_\_\_\_
- b. Insert the fixed percentage discount for Non-Core Items in the categories below:

Non-Core Categories	Fixed Percentage (%) Discount
Consumables	
Breakroom & Cleaning Supplies	
Folders, Binders & Accessories	
Paper - Other	
Cut Sheet Paper	
Toner	
IT Peripherals	
Equipment	
<b>Furniture</b>	
Miscellaneous and Other	

**2. Administrative Fees:**

The Company **shall** submit a minimum of one (1) percent of overall CCPA Program spend by the City and Participating Public Agencies during the term of the Contract to the City as an Administrative Fee. The Administrative Fee shall be paid no later than thirty (30) days after both parties mutually agree to the quarterly report outlining the CCPA spend. The Company shall indicate their Administrative Fee below:

\_\_\_\_\_ %

**3. Pricing Incentives and Rebates:**

Please identify any incentive and rebates offered based on volume, dollar amounts, core credits or other criteria below:

Rebate Description	Amount or Percentage

Payment Terms: \_\_\_\_\_

Comply with Delivery Requirements in Form 21: Yes \_\_\_ No \_\_\_

The undersigned hereby certifies the Bidder has read the terms of this Bid document, including the sample Contract (Section 5) and is authorized to bind the firm to the information herein set forth.

**Date:** \_\_\_\_\_

**Company:** \_\_\_\_\_

**By:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

Print name and title of signatory



**CHARLOTTE**

**Finance Department – City Procurement**

<b>Addendum #3</b>	<b>Office Supplies ITB # 269-2019-081</b>
--------------------	---

To: All Prospective Bidders

Date: May 13, 2019

**Subject: Addendum #3 – ITB # 269-2019-081 – Office Supplies**

Please note the specification changes/modifications below for the ITB.

Item #	Page #	Section #	Specification	Modifications and Questions
1	22	3.1	Scope	<p><b>Modification:</b> The third paragraph is revised to read:</p> <p>In support of the City of Charlotte's Charlotte Business INClusion Policy, the City reserves the right to purchase an identified sub-category of items including cleaning supplies and paper products from a certified SBE vendor via a separate informal process.</p> <p>Participating Public Agencies will have access to purchase these item class sub-categories and pricing will be included in the evaluation of this ITB.</p> <p>The successful Bidder of this ITB must have the ability to block the identified sub-category of cleaning supplies and paper products from the City of Charlotte's account.</p>

In order to constitute a complete bid response, you must acknowledge receipt of this addendum with the Addenda Receipt Confirmation Form in Section 4 of the ITB in your Bid. **Any Bidder not acknowledging receipt of an issued addendum may not be considered.**

Bids are due by **2 pm EDT on May 16, 2019**. The City will no longer accept questions regarding this ITB 269-2019-081.

We appreciate your interest in doing business with the City and look forward to receiving a Bid from your company.

Sincerely,

Genetta N. Carothers, A.P.P.; CLGPO  
CCPA Program Administrator

cc: ITB Team  
ITB File

**EXHIBIT C – BID RESPONSE FORMS**  
**SECTION 4 OF ITB #269-2019-081**

**BID SUBMISSION FORM**  
**ITB # 269-2019-081**  
**OFFICE SUPPLIES**

This Bid is submitted by:

Company Name: Staples Contract & Commercial LLC

Representative (printed): Jody Attias 

Address: \_\_\_\_\_

Suite 180

City/State/Zip: Charlotte, NC 28277

Email address: contact David Musser: [David.Musser@Staples.com](mailto:David.Musser@Staples.com)

Telephone: contact David Musser:  
(Area Code) Telephone Number

Facsimile: N/A  
(Area Code) Fax Number

By signing above, the Bidder agrees that the City reserves the right to reject any and all Bids, to award multiple Contracts by line item, combination of items, or grand total on a state, regional, or national basis according to the best interest of the City, to waive formalities, technicalities, to recover and re-bid this ITB. Bids are valid for one hundred twenty (120) calendar days from Bid Opening.

The representative signing above hereby certifies and agrees that the following information is correct:

1. Bid/Bid document has been signed by authorized bidder/proposer official.
2. Bid/Bid package has been properly labeled per the instructions. (See Section 1.6)

Section 4 - Required Forms

Form 2

3. Bid/Bid package contains all of the Bid/Bid Response Package Forms: The City desires all bids to be identical in format in order to facilitate comparison. While the City’s format may represent departure from the Bidder’s preference, the City requires strict adherence to the following format:

FORM NUMBER	FORM DESCRIPTION	Y/N
1	Invitation to Bid Acknowledgement	Y
2	Bid Submission Form Exceptions	Y
3	Addenda Acknowledgement Form	Y
4	Exceptions Form	Y
5	Pricing Sheet	Y
6	Non-Discrimination Certification	Y
7	References Transition Plan, Section 4.3 – Attachment 2	Y
8	Certification Regarding Debarment, Suspension and Other Responsibility Matters	Y
9	Byrd Anti-Lobbying Certification	Y
10	CCPA Plan	Y
11	Transition Plan	Y
12	City Environmental Purchasing Requirements	Y
13	Environmental Program	Y
14	Products	Y
15	Placement of Orders	Y
16	Electronic Commerce	Y
17	Reporting Capabilities	Y
18	Billing Capabilities	Y
19	P-cards	Y
20	Company’s Qualifications, Experience and Project Management	Y
21	Delivery and Delivery Personnel	Y
22	Value Added Services	Y
23	MWSBE Participation Plan	Y
24	Collection and Recycling Program	Y

**ADDENDA ACKNOWLEDGEMENT FORM**  
**ITB # 269-2019-081**  
**OFFICE SUPPLIES**

Please acknowledge receipt of all addenda by including this form with your Bid. All addenda will be posted to the NC IPS website at [www.ips.state.nc.us](http://www.ips.state.nc.us), the City's Contract Opportunities Site at <http://charlottenc.gov/DoingBusiness/Pages/ContractOpportunities.aspx>, and/or <https://ncadmin.nc.gov/businesses/hub/events>.

<b>ADDENDUM #:</b>	<b>DATE ADDENDUM DOWNLOADED FROM NC IPS:</b>
<u>1</u>	<u>4/15/2019</u>
<u>2</u>	<u>5/8/2019</u>
<u>3</u>	<u>5/13/2019</u>
_____	_____

I certify that this Bid complies with the Specifications and conditions issued by the City except as clearly marked in the attached copy.

Jody Attias  
(Please Print Name)

5/9/19  
Date

Jody M. Attias  
Authorized Signature

Regional Vice President, Commercial Sales  
Title

Staples Contract & Commercial LLC  
Company Name

**EXCEPTIONS FORM**  
**ITB # 269-2019-081**  
**OFFICE SUPPLIES**

The undersigned Bidder agrees to provide all Products and Services requested in the ITB for the price(s) set forth in the Pricing Sheet, all in strict conformity with the terms, conditions and specifications set forth in the ITB (including any addenda or amendments), subject only to the exceptions stated in the chart below. Exceptions representing material changes to Bid terms are grounds for rejection of the Bidder's Bid.

ITB Section Number	ITB Section Title	Exception and Proposed Change to ITB
N/A		



Section 4 - Required Forms  
Form 4

I, the undersigned, hereby acknowledge that my company was given the opportunity to provide exceptions to the Sample Terms as included herein as Section 5. As such, I have elected to do the following:

Include exceptions to the sample contract in the following section of my Bid: \_\_\_\_\_

Not include any exceptions to the Sample Terms.

I, the undersigned, hereby acknowledge that my company was given the opportunity to indicate any Trade Secret materials or Personally Identifiable Information ("PII") as detailed in Section 1.8. I understand that the City is legally obligated to provide my Bid documents, excluding any appropriately marked Trade Secret information and PII, upon request by any member of the public. As such, my company has elected as follows:

The following section(s) of the Bid are marked as Trade Secret or PII: \_\_\_\_\_

No portion of the Bid is marked as Trade Secret or PII.

The signature below certifies that: (a) the Bidder's Bid complies with the requirements of this Invitation to Bid; and (b) that the Bidder takes no exception to the terms of the ITB other than those listed in the chart contained in this Form.

Date: 5/9/19

Company: Staples Contract & Commercial LLC

By: Jody Attias  
Regional Vice President, Commercial Sales  
Print name and title of signatory

Signature: 

# Section 4, Form 10, CCPA Plan

*Pursuant to N.C. G.S. 160A-461 and 143-129(e)(3), the City of Charlotte, Finance Department – City Procurement has established the Charlotte Cooperative Purchasing Alliance (CCPA). The purpose of the CCPA is to allow other public agencies regionally and nationwide to use contracts competitively solicited and awarded by the City of Charlotte (herein “City”). Combining the volumes of government agencies achieves cost effective pricing and reduces the administrative and overhead costs of suppliers and public agencies alike. By providing a comprehensive and competitively solicited Contract through a single bid process, county, city, special district, local government, school district, private K-12 school, technical or vocational school, higher education institution (including community colleges, colleges and universities, both public and private), state, other government agency or nonprofit organization can utilize the subsequent contract(s) without the need for further solicitation. More than 40 Participating Public Agencies utilize the current office supplies contract. Companies should consider the potential volumes when responding to this ITB. Participation by other entities is strictly voluntary and no volumes are guaranteed. Participating Public Agencies will be required to register to purchase products or services through the CCPA.*

*More information about the CCPA can be found on the CCPA website at: [www.charlottealliance.org](http://www.charlottealliance.org).*

*The objective of this ITB is to utilize participation among the City, as well as various other Participating Public Agencies, to provide low cost reliable Products and Services. The Company must agree to receive orders from the City and all Participating Public Agencies and to provide all Services ordered to a specified City and Participating Public Agency address.*

*Companies shall include in detail how they will serve all Participating Public Agencies as it relates to the CCPA. Currently the CCPA has approximately 380 registered Participating Public Agencies in Arizona, California, Connecticut, District of Columbia, Florida, Georgia, Illinois, Maryland, Massachusetts, Michigan, Missouri, New York, North Carolina, Ohio, South Carolina, Tennessee, Texas, Virginia, Washington, and West Virginia.*

*Please address the following:*

*1. Describe your company’s ability to provide Products/Services to any Participating Public Agencies in the contiguous 48 states; and the ability to deliver Products/Services in Alaska and Hawaii.*

Staples’ program is designed to meet the specialized needs of national accounts. In fact, our extensive nationwide capabilities are what differentiate us from many suppliers in our industry. We can offer consistent service to all CCPA’s participating agencies as a result of our:

- Extensive supply chain and fulfillment center network providing next-business-day delivery to 96% of the country
- Integrated national ordering, billing and fulfillment systems
- Industry-recognized customer call centers providing centralized and consistent customer service, as well as live knowledgeable representatives available to get answers fast
- Sales offices located in all major areas of the country
- Specialized account management structure that will partner with you to provide insights and recommendations on Worklife solutions across all your member’s locations

Staples can provide service and products to Alaska and Hawaii. Shipments to Alaska and Hawaii are handled as follows:

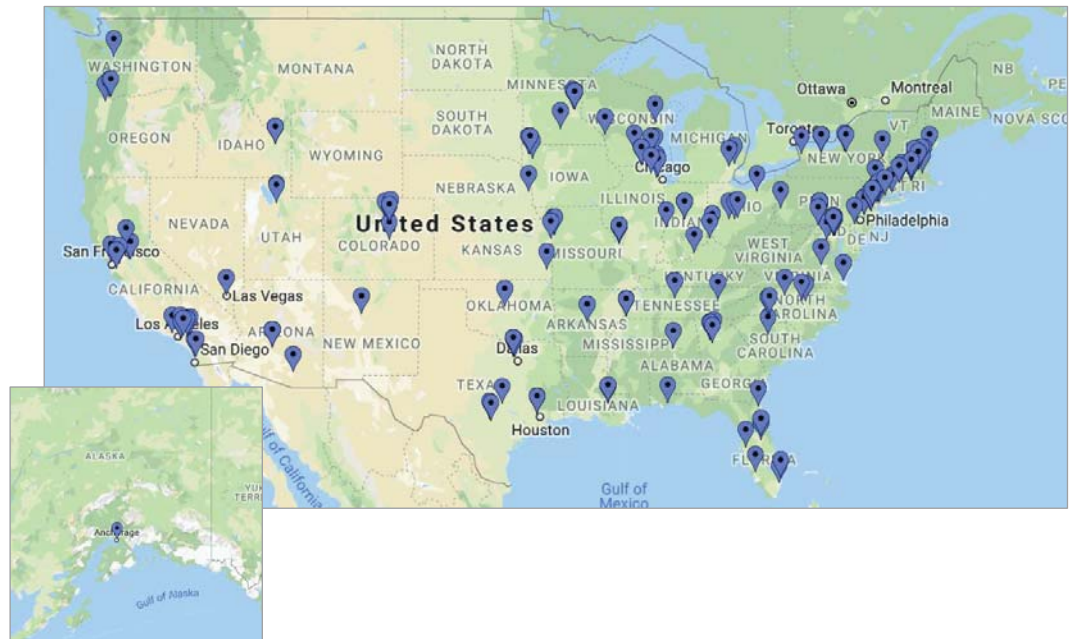
- Shipments up to 159 pounds are shipped UPS 2nd Day Air.
- Shipments over 159 pounds or items that cannot be shipped via UPS\* are shipped ocean freight.
- Ocean freight shipments take an average of 14 days for delivery.
- All orders will be surcharged 25% to offset the cost of freight.

\* Non-UPS-able items are items classified as hazardous material, including ORM-D (other regulated materials for domestic transport only). Staples' policy prohibits us from shipping any fully regulated hazardous material items; they must be shipped directly from the vendor.

*2. Address if your company has a national sales force, dealer network or distributor with the ability to serve Participating Public Agencies in all 50 U.S. states.*

Staples has a national service footprint and provides sales and distribution coverage for the entire U.S. The map below does not include the locations of our remote sales teams and account leaders. We have sales associates in every major city and market so that we are close to our customers and can quickly meet their needs.

Staples Sales Offices Locations



## Delivery and Distribution Network

Staples delivers an average of 675,000 cartons per day. Our delivery experience, combined with our advanced distribution network, makes us the industry leader. We recently increased the square footage across our 25 strategically located fulfillment centers, ensuring we have more product in stock for next-business-day deliveries.

With our strategically located national network of fulfillment centers, we can provide next-business-day delivery to all the City's and CCPA's locations. Operating our own fulfillment centers mean we can keep direct and operational costs low.

**Low Direct Costs**

We purchase in bulk and stock most of the products our customers need, reducing our dependence on wholesalers and keeping product costs low.

**Low Operational Costs**

Our fulfillment centers are located close to our delivery partners, vendors and customers which translates to low network costs.



**3. How will you monitor and report all spend by City/Participating Public Agencies to the City for auditing purposes?**

Through your partnership with Staples, you gain access to a comprehensive suite of activity, online and environmental reports. We offer these robust reporting capabilities in addition to a dedicated account team committed to your ongoing savings. With these tools and resources, you can identify procurement trends, isolate savings opportunities and make informed purchasing decisions. Our extensive reporting is one of our market differentiators, both in terms of its scope and in the detail of the information we provide. Our ordering, invoicing and reporting systems operate on one national platform, so you can be sure that the reports you access are accurate and consistent for all the City's locations.

**Activity Reports**

With Staples' activity reports, you can track your product usage as well as Staples' service levels for your program. Your Staples Account Manager delivers these reports.

- Usage reports allow the City to track product usage organization-wide and drill down by facility, department, office or individual, so you can find area-specific opportunities for increased savings and efficiency. Usage reports also allow you to detail purchases of recycled items or those from minority vendors, giving you clear metrics to support your corporate responsibility initiatives.
  - Vendor
  - Order method (phone, online)
  - Product category
  - Contract versus non-contract items
  - Recycled and environmentally preferable products
  - MWBE products
- Service level reports provide the City with statistical information to track Staples' performance and service levels. Service level reports measure:
  - Fill rate
  - On-time delivery rate
  - Order accuracy
  - Sales breakdown of contract versus non-contract items
  - Backorders and orders shipped complete
  - Returns
  - Credits and debits
  - Average order information and summary by size

Activity reports can be delivered to CCPA to track each Participating Agency's spend at the organizational level.

## Online Reports

Designated end users can easily access several reports on StaplesAdvantage.com.

- User reports provide pertinent user information including approval hierarchy, ordering limits and assigned ship-to or budget center information.
- Spending reports provide a summary of purchases by budget center, bill-to, ship-to or individual for up to 24 months, including details on ordering method, order totals, number of orders and average order size.
- Budget reports allow you to monitor the variances between spend versus budget.

## Sample Spending Report Criteria

With StaplesAdvantage.com spending reports, you can customize report criteria and download up to two years of spending data to monitor trends, identify consolidation opportunities and track user ordering habits.

## Environmental Reports

Our environmental reporting suite includes a Purchases Summary report, Environmental Detail report, Small Order Reduction Calculator, LEED-EBOM Eligibility Assessment and AASHE STARS Eligibility Assessment. Our reporting provides deeper insights into your current environmental spend and identifies opportunities to meaningfully increase your green spend. These reports are delivered by your Account Manager.

*The City will post all awarded contracts on the CCPA website, along with the respective vendor information. Please address the following accordingly:*

*1. Will your company allow the City to utilize their organization's logo on the CCPA website?*

Yes. The City may use the Staples logo on the CCPA website.

*2. Will your company be willing to advertise the CCPA logo and website on your organization's website?*

Staples can place the CCPA logo on the City's customized ordering site and websites for additional Participating Public Agencies. Staples does not put customer logos on our public websites.

*3. How do you plan to market the Contract(s) to other Participating Public Agencies?*

Staples has a proven process for the growth, compliance and ongoing management of collaborative contract programs. We apply the required resources to ensure your members — or potential members — are aware of the benefits of the program we've built together, and their eligibility to participate in it.

Marketing your program to drive internal member compliance is just the beginning. We will work with you to develop a comprehensive marketing and communication plan and the requisite tools to articulate the value of your joint alliance and the benefits of the Staples program to potential new members. As our Account Management and Field Marketing teams meet and begin to work with eligible member entities, we will develop customized



versions of these tools to implement and generate compliance within their respective organizations.

Throughout the life of our program, Staples will serve as a resource you can count on to help you communicate program evolution and enhancements. We'll ensure that you're not only growing your member roster, but that these entities are maximizing their participation in your program. In their normal course of business, our sales teams will look for appropriate organizations that could benefit from the value proposition of your purchasing alliance and use the tools we develop to further promote participation in your program.

# Section 4, Form 11, Transition Plan

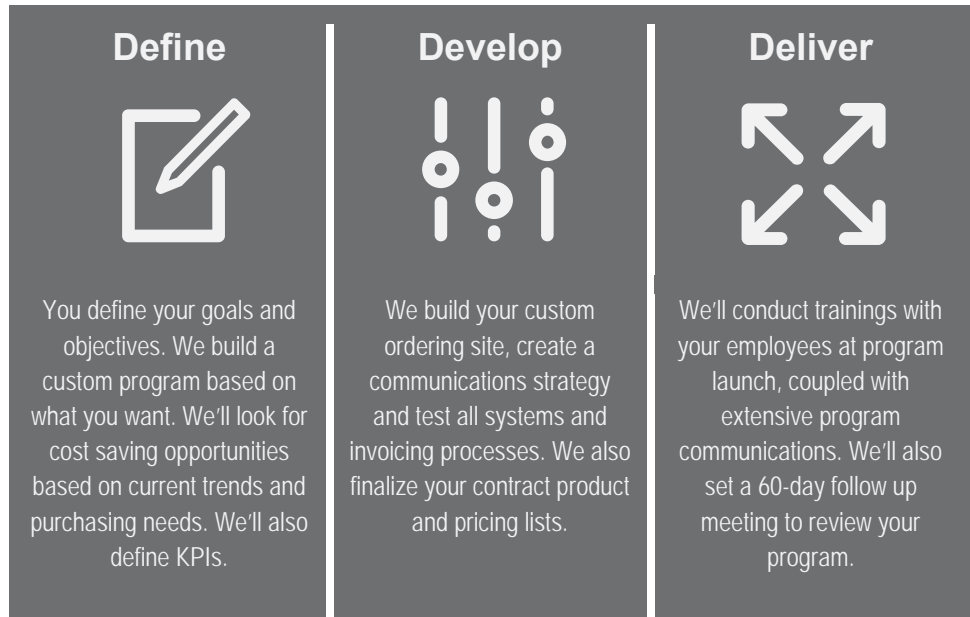
*The Bidder shall prepare and submit to the City for approval a comprehensive and detailed Transition Plan. The Transition Plan must address all items necessary for fully implementing Services including, but not limited to, end user set-up, training, billing, reporting, ongoing support and administration rights and include all schedules, tasks, and deliverables with minimum disruption to the CLT and Participating Public Agency's operations. The Transition Plan should describe any transition and ongoing support required from the City and Participating Public Agency such as hardware, third-party software, people and/or services to be provided by the City and Participating Public Agency.*

*The Transition Plan in the form approved by the City shall be attached and incorporated into the Contract in Exhibit C.*

*The Bidder will ensure that certain essential operations as set forth in the Transition Plan will not be interrupted by any part of the Project. The Bidder shall seek the City's input in developing the Transition Plan, and the Transition Plan shall not be deemed final until accepted in writing by the City.*

Staples successfully implements over 300 supply programs annually, including programs for some of the world's largest and most complex organizations. Our ability to execute a seamless implementation is the result of our thorough and detailed three-phased implementation process.

## Three Steps for a Seamless Implementation





### SUCCESS STORY

We successfully implemented a large company with 12,000 employees across 350 sites in 30 days.

Staples' implementation model provides the City the following benefits:

- A complete team to oversee the entire implementation process, including a dedicated Implementation Manager, reducing demands on your organization and keeping all supporting teams on track
- Consistent program adoption across all your locations
- Increased compliance savings through an email registration process that enrolls your purchasers quickly
- Seamless implementation with your current technology
- A Staples Account Manager who will provide insights and recommendations on Worklife solutions and facilitate issue resolution

Throughout the implementation process, both your Staples Account Manager and Implementation Manager will maintain communication with you using a detailed project plan similar to the sample below.

Sample Implementation Project Plan

TASK NAME	DURATION	START DATE	FINISH DATE	RESOURCE NAMES
<b>CUSTOMER SETUP</b>				
Complete Systems Checklist & CSS Setup Paperwork	3 days			Staples AM
Set-Up the City locations within Staples customer database				
The City to provide list of site contacts	3 days			The City
<b>TRAFFIC</b>				
Traffic Requirements Identified				
Identify Unique Delivery Requirements by location	3 days			Staples AM, The City
<b>PROGRAM TRAINING</b>				
Develop Training Materials				
Identify most appropriate training/welcome kit for launch	2 days			Staples AM, The City
Identify appropriate training for Ordering Method	2 days			Staples AM, Staples CSS, The City
Develop training seminar tools and presentation	5 days			Staples AM
<b>TRAINING</b>				
Staples Customer Care				
Provide CC management with appropriate forms	2 days			Staples AM
<b>FIELD REPRESENTATION</b>				
The City to provide a list of all locations requiring Staples field representatives	7 days			
RVP to forward these locations to Sales to assign rep	2 days			

Communicate via email the City program to Staples field representatives	2 days
Distribute Customer Support Binder to all field representatives	1 day
Host Conference call to communicate program specifics	1 day
Provide reps with Training presentation	1 day
Provide reps with Template for Program Feedback	1 day

## Support for Purchasers & Administrators

Your Staples Account Management team will apply their expertise and insight to engage the City's purchasers and administrators, ensuring maximum program awareness and compliance.

### *Communication Support*

The Staples Field Marketing team serves as the City's strategic resource for all your program communication needs, both during and after implementation. They will provide the City with:

- A customized communication plan, including eye-catching flyers, posters, emails and other materials to ensure the rapid and successful deployment of your Staples program throughout your organization
- Welcome kits and other training tools educating your employees on our online ordering system, increasing program adoption and reducing ordering time
- Onsite Lunch & Learn events and productivity fairs providing product education and resources to help your employees find the right products minimizing returns
- Campaigns to raise awareness around a variety of topics, such as the benefits of switching to eco-conscious products and health and wellness initiatives

Staples' communication materials include:

- Coming Soon program teaser announcement to build excitement
- One Month, One Week and Today is the Day program announcements
- Ordering handbooks and user guides
- Tips and facts focused on ease of program adoption

### *Registration Support*

Staples uses an online registration process to remove the time-consuming process of registering the City's employees for your new supply program. Our unique process accelerates the collection, setup and roll-out of your Staples program. We will send a customized email to the employees of your choice that provides the registration form and describes the conveniences of online ordering with StaplesAdvantage.com.

### SUCCESS STORY

Key Energy Services' 8,500 employees were using multiple suppliers and fax-based ordering across 180 locations. Our customized communication campaign resulted in 97% compliance to their Staples program and reduced their spend by 20%.

Benefits include:

- Our automated process gathers the data to register new users quickly.
- We can accommodate any number of registrants.
- Our process streamlines and accelerates the overall implementation timeline, allowing you to order online in days, compared to weeks.

### *Ongoing Support*

Once implementation is complete, your Staples Account Manager will leverage Staples' personnel and robust reporting resources to ensure the program is exceeding your expectations. Throughout the life of your program, your Staples Account Manager will:

- Review and analyze your core product list and recommend cost-saving alternatives
- Measure program performance — service and savings — through strategic cost analysis and business reviews
- Work collaboratively with you to increase efficiencies in your ordering process, like consolidating small, inefficient orders and utilizing new technologies like our state-of-the-art mobile ordering app
- Report on program compliance and conduct campaigns to further achieve your compliance goals
- Maximize vendor consolidation opportunities by introducing print and marketing services, promotional products, tech solutions, business furniture and interior design services, packing and shipping supplies, facility solutions and breakroom supplies to your Staples program

In addition, your Site Management team will reach out to your individual users to drive compliance across all your locations. The Site Account Managers provide support to all your ordering employees throughout the set-up process, including how to order, locate contracts, initiate online returns and create shopping lists.

# Section 4, Form 12, City Environmental Purchasing Requirements

*1. City's Environmental Purchasing Requirements:*

*The Bidder shall address the following Environmental Purchasing Requirements as it pertains to your products. The following are examples of applicable items covered by the City's Sustainable Purchasing Policy MFS17:*

<b>Product or Service</b>	<b>Examples</b>	<b>Sustainability Factors</b>
<i>Electronics</i>	<i>Computers, phones, radios, printers, televisions, multifunction machines</i>	<i>Energy efficiency &amp; consumption, lifecycle costs</i>
<i>Paper</i>	<i>Copy paper, notepads, envelopes, business cards</i>	<i>Recycled content</i>
<i>Office Supplies</i>	<i>Toner cartridges, pens, pencils, tape, folders, binders</i>	<i>Recycled content, recyclability, reusability</i>
<i>Furniture</i>	<i>Desks, chairs, tables, bookshelves</i>	<i>Recycled content, recyclability, reusability</i>
<i>Cleaning supplies and service</i>	<i>Janitorial paper products, soap, cleaning solutions</i>	<i>Reduced toxicity, recycled content, reusability</i>
<i>Records Management</i>	<i>Digital storage, recycling shredded paper, paper use reduction</i>	<i>Paper use reduction, secure record recycling</i>

*1.1 Ecosystem Impacts.*

*Please state any adverse impacts your product or service may have on the ecosystem; for example, endangered species, wetlands loss, fragile ecosystems, and erosion.*

Staples' proposed products should not have any adverse impacts on the ecosystem. As one of the largest paper distributors in the world, we collaborate with several non-profits including the Rainforest Alliance, GreenBlue and others to help us improve paper-product sustainability. We continue to work closely with our suppliers and other stakeholders to ensure we are improving our forest-management practices, protecting endangered and high conservation-value forests and developing more sustainable products. Our [Paper and Wood-Based Product Sourcing Policy](https://staples.com/sbd/cre/marketing/staples_soul/documents/staples-sustainable-paper-procurement-policy-1.pdf) (staples.com/sbd/cre/marketing/staples\_soul/documents/staples-sustainable-paper-procurement-policy-1.pdf) forms the foundation of our commitment to ensuring the paper products we sell are sourced in an environmentally and socially responsible manner, and defines our expectations for suppliers of paper-based products. The policy focuses on four key commitment areas:

## 1. Protect Global Forest Resources and Forest Dependent Communities

Staples will work to protect global forest resources by progressively increasing the percentage of paper and wood-based products that are purchased as certified, preferably to the Forest Stewardship Council (FSC) standard. If market conditions do not allow for the purchase of FSC or other certified products, we will seek to ensure products are sourced from non-controversial sources.

## 2. Reduce Demand for Virgin Wood Fiber

Support the use of post-consumer recycled and/or sustainable alternative materials in products we purchase, where market conditions allow and where credible scientific evidence indicates these material choices will reduce environmental burdens versus the available alternatives.

## 3. Source from Paper Mills Committed to Environmental Excellence

Source from suppliers who are committed to responsibly harvesting, manufacturing and distributing paper and wood-based products.

## 4. Promote Sustainable Products

Promote sustainable paper and wood-based products by identifying products with more sustainable features across our sales channels and building awareness among customers of the meaning of these features so it is easy for customers to make more sustainable choices.

### 1.2 *Pollution Prevention.*

*Please state your Company's policy on "source reduction." The Pollution Prevention Act defines source reduction to mean any practice that: (1) Reduces the amount of hazardous substance, pollutant or contaminant entering any waste stream or otherwise released into the environment (including fugitive emissions) prior to recycling, treatment or disposal, and (2) Reduces the hazards to public health and the environment associated with the release of such substances, pollutants or contaminants. The term includes: equipment or technology modifications, process or procedure modifications, reformulation or redesign of products, substitution of raw materials, and improvements in housekeeping, maintenance, training or inventory control.*

In 2010, Staples set several global sustainability goals, including a goal to reduce our absolute greenhouse gas (GHG) emissions by 50% by 2020 from a 2010 baseline. We have realized a 39% absolute reduction in our carbon emissions from 2010 through the end of 2017.

### 1.3 *Recycled Content.*

*Products must contain a certain percentage of recycled content. Please state the amount of recycled content, both pre-consumer and post-consumer, included in your product.*

Staples offers thousands of recycled-content paper products; from notebooks to legal pads to copy and printing paper. Most of our designated eco-conscious recycled paper products have at least 30% post-consumer recycled content and meet U.S. EPA Comprehensive

Procurement Guidelines. We also offer a variety of paper products with 50% to 100% post-consumer recycled content, some of which are also certified by the Forest Stewardship Council.

As an alternative to tree-based paper, we offer select paper products such as notebooks and sticky pads manufactured with 80% sugarcane waste, which is a more sustainable and renewable resource. Because many of our recycled paper products are manufactured under our Tru Red brand, the quality is guaranteed and the pricing is very competitive when compared with other national brands.

#### *1.4 Recyclability.*

*Please provide the types of materials included in your product, and if they are considered recyclable in typical municipal recycling streams.*

Staples offers our customers a wide range of convenient no- and low-fee recycling services. Check out [Staples Recycling Services](https://staples.com/recycling) (staples.com/recycling) or speak with your Staples Account Manager for more details on our programs.

## Staples' Recycling Programs



### Ink & Toner Cartridges

Staples provides free delivery driver pick-up and mail-back service. Simply work with your delivery driver to pick a location for regular pick-up or print a mail-back label from StaplesAdvantage.com.



### Technology

We offer low cost options for responsible and secure technology recycling including certificate of recycling and optional serial number tracking services. You can order prepaid recycling kits, boxes and pallets for larger items through StaplesAdvantage.com. Staples' tech recycling partner ERI Direct is e-Stewards and R2 certified at all locations for responsible e-waste management practices.



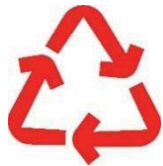
### Furniture

Talk to your Staples Account Manager for details on recycling, decommissioning and donating office furniture. Staples customers can trade in their old outdated cubicle systems and furniture to Davies for a credit towards Grade A like-new remanufactured furniture by Davies from leading brands like Knoll, Steelcase, Haworth and more. Alternatively, Staples can direct customers to other furniture donation and recycling options like IRN.



### Lamps, Ballasts & Batteries

We offer mail-back recycling services on StaplesAdvantage.com. Simply order the right-size container, fill it with your goods and put it in the mail. Pricing is inclusive of packaging, shipping and recycling.



### Other Hard-to-Recycle Items

Divert hard-to-recycle waste from landfills with Staples Zero Waste Boxes. Simply fill, close and ship — StaplesAdvantage.com box prices include all shipping and recycling fees. Use our Zero Waste Boxes to recycle coffee pods, breakroom waste, binders, safety supplies, writing instruments and more.

#### 1.5 Life Cycle Management.

*Please state how many times your product may be reused. (Since reusable products generally require more upfront costs than disposable products, they are often subjected to a cost/benefit analysis in order to determine the life cycle cost).*

Life-cycle times vary based on product.

#### 1.6 Biodegradability.

*Products must be capable of decomposing under natural conditions. Please state whether each Product offered in your bid is biodegradable.*

The majority of products offered in our response are capable of decomposing under natural conditions. However, Staples has made an effort to provide eco-alternatives where possible, so that your program with Staples is as environmentally friendly as possible.

#### 1.7 Compostability.

*Products must be capable of composting at a commercial composting facility. Please state whether each product offered in your bid is compostable.*

In addition to offering compostable trash can liners, Staples offers a line of compostable food and beverage containers in the U.S. made from corn, sugarcane and other natural resources.

- Our BPI compostable certified cold cups are made from PLA, a renewable corn-based plastic and designed for composting.
- Our BPI compostable certified hot cups are lined with corn-based plastic, while most conventional alternatives are lined with petroleum-based products that do not biodegrade and do not allow the cups to be recycled
- We also offer BPI compostable certified straws as well, made with renewable corn-based plastic instead of petroleum-based plastics so they can be composted in commercial composting facilities.

## Zero Waste Box

Staples also offers a set of unique solutions to support composting and recycling virtually any kind of product. Our Zero Waste Box system, powered by Terracycle, is an innovative way to recycle your workplace waste and support your zero waste goals. Terracycle takes the waste collected and composts it or recycles it into new products.

Every box comes with a prepaid return shipping label, and the City can order boxes in a variety of sizes to recycle workplace waste:

- Coffee capsules
- Dining disposables
- Cleaning supplies
- Office supplies
- Safety equipment

### 1.8 *Energy Consumption.*

*Please include the total amount of energy consumed for product or service manufacture, use and disposal. Different sources of energy are associated with different environmental impacts.*

Through aggressive goal setting, participation in the ENERGY STAR Battle of the Buildings and other initiatives, Staples is helping drive more energy-efficient and sustainable buildings. Our energy reduction program continues to save energy at facilities in North America and internationally. In the U.S., this results in over \$1 million in operating expense savings annually. By the end of 2016, we had 643 active U.S. buildings that were ENERGY STAR verified. This represented 51% of buildings that were open and active at the end of the year. As a result, we've exceeded our 2020 goal.

Staples has received the honor of being recognized as ENERGY STAR Partner of the Year for eight consecutive years, and for the fifth year in a row received the prestigious award of Sustained Excellence by the EPA, honoring our commitment to energy reduction for a better planet.

As demonstrated by our ENERGY STAR certified buildings commitment and progress, Staples is focused on reducing energy consumption through our entire organization.

Here are some of the measures we've taken:

- Regularly upgrading lighting to lower wattage and more efficient fixtures, lamps and ballasts
- Putting in lighting motion sensors for occupancy and daylight harvesting



- Installing energy management systems for the control of lighting and HVAC
- Installing variable-speed drives on HVAC equipment, air compressors and conveyors
- Participating in energy consumption demand response programs

We also regularly conduct energy audits to identify energy reduction opportunities in our stores and distribution centers, focusing on lighting, battery chargers, conveyors, HVAC and our energy management system.

#### 1.9 Energy Efficiency.

*Products must meet or exceed the Department of Energy (DOE) and Environmental Protection Agency criteria for use of the ENERGY STAR trademark label; or is in the upper 25% of efficiency for all similar products as designated by the U.S. Department of Energy's Federal Energy Management Program.*

Our investments in energy efficiency and renewable energy contribute to our energy and carbon reduction efforts. Globally, we aim to reduce the electrical intensity of our global operations by 25% and our global carbon emissions by 50% by 2020, from a 2010 baseline.

## Solar Power and Fuel Cell

Today, Staples has 30 facilities hosting 29 solar arrays in the U.S., which generated more than 18 million kWh of clean energy in 2017. Facilities using solar power range from some of the company's largest fulfillment centers to mid-sized retail stores, and these sites have produced more than 100 million kWh since program inception. These systems are commissioned under a Power Purchase Agreement, whereby Staples agrees to a long-term purchase of electricity from our solar power provider, who installs, operates and maintains these systems. We also have two fuel cell sites in California, generating 5 million kWh annually. While these fuel cells convert natural gas to hydrogen to produce electricity, they have significantly higher efficiency than purchasing electricity from the grid, so result in reductions in carbon emissions during use.

## Green Power Purchasing

In the U.S., Staples supports renewable energy through the purchase of renewable energy credits covering approximately 3% of our U.S. electricity needs. We have continued to explore renewable energy opportunities including power purchase agreements from off-site developments as well as additional on-site solutions but seriously pursuing these projects was not feasible over the past few years due to significant transformations in our supply chain and business strategies and structure.

#### 1.10 Low VOCs.

*Products should contain low or no volatile organic compounds (VOCs). Please indicate any VOC content in each applicable product offered in your bid.*

Staples has numerous initiatives to help reduce the environmental impact of our products and operations:

- Support the sourcing of products by our merchants that have reduced or no harmful chemicals, like EPEAT-certified office technology, certified nontoxic writing and art supplies, furniture certified to GreenGuard and BIFMA level sustainability standards and natural bio-based cleaning products that are Green Seal™, EPA Safer Choice, UL EcoLogo and/or Cradle to Cradle certified.
- Quality control and testing process in place to ensure that that our Staples-exclusive products meet regulatory standards, such as RoHS, California formaldehyde standards and that the lead and cadmium content of all surface coatings and the cadmium content of all plastics meet national and/or international standards. We similarly test our own products for brominated flame retardants.
- Recycle electronic waste (e-waste) in a responsible manner to help recover metals, plastics and other recoverable materials, while ensuring that hazardous components like lead and mercury are properly managed.
- Manufacture a wide array of green cleaning chemicals in the Coastwide™ brand carrying the Eco-ID™ mark that were designed specifically for their minimal impact on the environment. These products have achieved Green Seal, EPA Safer Choice or UL EcoLogo certification to support safer and greener chemistry and better indoor air quality.
- Eliminated PVC plastic from all of our own products packaging in North America by the end of 2009.
- Participate in several collaborative groups and organizations — like the [Green Chemistry Commerce Council \(GC3\)](#) and [GreenBlue Institute](#) — to collaboratively drive the advancement of green chemistry and more sustainable products in the marketplace.

#### 1.11 *Reduced Packaging.*

*Please include any efforts made to reduce the packaging of the products included in your bid.*

Reducing packaging in our business means less clutter and waste to recycle or dispose of in your workspace, a smaller environmental footprint and a more efficient delivery process. Here is how we are striving to minimize the use of packaging materials:

- Utilizing advanced fulfillment center technologies that tailor box sizes to the exact size of the order. Our new approach to packaging shipments is resulting in a 15% reduction in corrugate, a nearly 20% reduction in air space in outbound shipments and a 60% reduction in air pillows. When this solution has completely rolled out across all our fulfillment centers by the end of 2019 it will result in an estimated annual carbon savings of more than 30,200 tons.
- Optimizing Staples-exclusive product packaging by implementing new packaging standards that integrate sustainable packaging principles and by applying these standards across products as we repackage them to balance product protection and performance with items like package size, material use and recyclability.
- Eliminating the use of shrink wrapping in our fulfillment centers and shipping the majority of products in boxes made from 35% to 100% recycled content.
- Implementing shipping paperwork systems enhancements that will enable customized, electronic delivery of packing slips and other relevant information to customers.
- Working with customers to reduce the environmental impact of deliveries by consolidating their supply needs and eliminating small, inefficient orders.

#### 1.12 End of Life Management.

*Will the manufacturer or designee accept the product back at the end-of-life? (who pays for the transportation of the product may be situation-specific).*

Staples does not have a dedicated end-of-life program for all our products, however we would be happy to discuss the City's needs in more detail to determine what programs we offer would meet your needs.

#### 1.13 Waste Prevention.

*Please state any design, manufacturing, purchase or use of materials or products (including packaging) associated with your product that reduces the amount or toxicity before the product becomes municipal solid waste.*

Staples has numerous initiatives to help reduce the environmental impact of our products and operations:

- Support the sourcing of products by our merchants that have reduced or no harmful chemicals, like EPEAT-certified office technology, certified nontoxic writing and art supplies, furniture certified to GreenGuard and BIFMA level sustainability standards and natural bio-based cleaning products that are Green Seal™, EPA Safer Choice, UL EcoLogo and/or Cradle to Cradle certified.
- Quality control and testing process in place to ensure that that our Staples-exclusive products meet regulatory standards, such as RoHS, California formaldehyde standards and that the lead and cadmium content of all surface coatings and the cadmium content of all plastics meet national and/or international standards. We similarly test our own products for brominated flame retardants.
- Recycle electronic waste (e-waste) in a responsible manner to help recover metals, plastics and other recoverable materials, while ensuring that hazardous components like lead and mercury are properly managed.
- Manufacture a wide array of green cleaning chemicals in the Coastwide™ brand carrying the Eco-ID™ mark that were designed specifically for their minimal impact on the environment. These products have achieved Green Seal, EPA Safer Choice or UL EcoLogo certification to support safer and greener chemistry and better indoor air quality.
- Eliminated PVC plastic from our Staples-exclusive products packaging in North America by the end of 2009.
- Participate in several collaborative groups and organizations — like the [Green Chemistry Commerce Council \(GC3\)](#) and [GreenBlue Institute](#) — to collaboratively drive the advancement of green chemistry and more sustainable products in the marketplace.

#### 1.14 Environmental Reporting.

*Please address the ability to provide monthly reports on any environmental element broken down by product category including, but not limited to paper and ink/toner. The City reserves the right to request additional details.*

Staples will work with the City to develop Worklife solutions that measure the impact of your sustainable initiatives. With our Environmental Purchases Summary report, the City will see a complete picture of green purchasing behaviors across your organization. And our Industry Benchmark tool will help you compare your performance to that of your industry peers. You can also look at more specific information with our environmental



details report, focusing in on key product categories where you'd like to improve your performance. Finally, our Small Order Reduction Calculator details how you can reduce both delivery costs and environmental impacts.

From measuring environmental attributes and quantifying eco-friendly purchases to identifying opportunities for improvement and communicating your green initiative progress to stakeholders, our reporting tools provide valuable information to help you meet your sustainability goals.

## Environmental Purchases Summary Report

As part of the City's business reviews, your Staples Account Manager will provide a customized Environmental Purchases Summary that details your top purchasing categories and your environmental penetration in those categories. By seeing how much of your spend goes towards environmental products, the City can easily determine where you have the most opportunity to increase your green purchases.

This report also reveals what percentage of your total spend comes from products that contain at least one of more than 40 green features, such as recycled content or ENERGY STAR-certified items. We group those attributes into three categories: Advanced, Basic and No Eco Features based on the amount of post-consumer content used and other environmental certifications. This distinction makes it easy for decision-makers to measure progress and to prioritize the focus of initiatives.

If the City has a specific environmental program, such as LEED certifications or recycled content targets, we can provide detailed tracking of specific attributes at the product category, department, building or user level. This ability provides you with tremendous insight to help you meet your goals.

Sample Top Ten Product Categories & Environmental Penetration by Spend

Staples Category	Total Spend	Percentage of Total Spend	Basic Eco Features	Advanced Eco Features	No Eco Features
Paper	\$739,888	21%	2%	37%	61%
Ink and Toner Cartridges	\$556,787	16%	0%	13%	87%
Food and Breakroom	\$321,938	9%	3%	2%	95%
Pack & Ship Supplies	\$156,544	4%	29%	6%	65%
Filing	\$138,859	4%	31%	43%	26%
Ink Writing	\$119,524	3%	28%	2%	70%
Janitorial Paper	\$109,112	3%	9%	24%	67%
Binders	\$99,171	3%	12%	56%	33%
Post-It Notes, Index Cards	\$91,882	3%	39%	9%	52%
Presentation	\$77,405	2%	20%	56%	23%
Top 5 Categories Combined	\$1,914,015	54%	6%	22%	72%
Top 10 Categories Combined	\$2,411,109	67%	9%	23%	68%

Through our detailed summary and reporting capabilities, the City will see a complete picture of your organization's environmental purchasing behavior.

## Small Order Reduction Calculator

Designed to highlight how the City can reduce the costs and environmental impacts of multiple, small order deliveries, the Small Order Reduction Calculator allows for analysis of minimum order scenarios.

Industry statistics show that with every order transaction you process, you can incur soft costs of \$20 to \$100, and these costs increase when you consider environmental factors like additional packaging materials and the increase in carbon emissions expelled by delivery trucks.

### Reduce Costs and Your Environmental Impact



Achieve significant reduction of both monetary and environmental costs by implementing minimum order standards.

Our dedicated Account Management team will work with the City to suggest strategies that lead to more efficient ordering. Staples will support these initiatives with a communications campaign that includes customized brochures and flyers explaining the benefits of consolidation to your users. We can also implement order size controls on your ordering platform that would require users to reach a minimum dollar threshold before submitting the order. Both methods have been extremely effective in helping our customers minimize costs without inconveniencing their associates.

## Industry Benchmarking Capabilities

Staples has developed an environmental benchmarking tool to detail your performance against other Staples' customers in your industry. We pinpoint the green spend of our customers by industry and then evaluate to identify average and leadership performance. With a deeper understanding of how you stack up against industry peers, you can evolve your environmental plans to achieve your goals.

# Section 4, Form 13, Environmental Program

## 1. *Environmental Program:*

*The City promotes the practice of Environmentally Preferable Purchasing (EPP) in acquiring products or services. Each bidder must address the following:*

### 1.1 *Company's environmental sustainability policies, measures, and initiatives;*

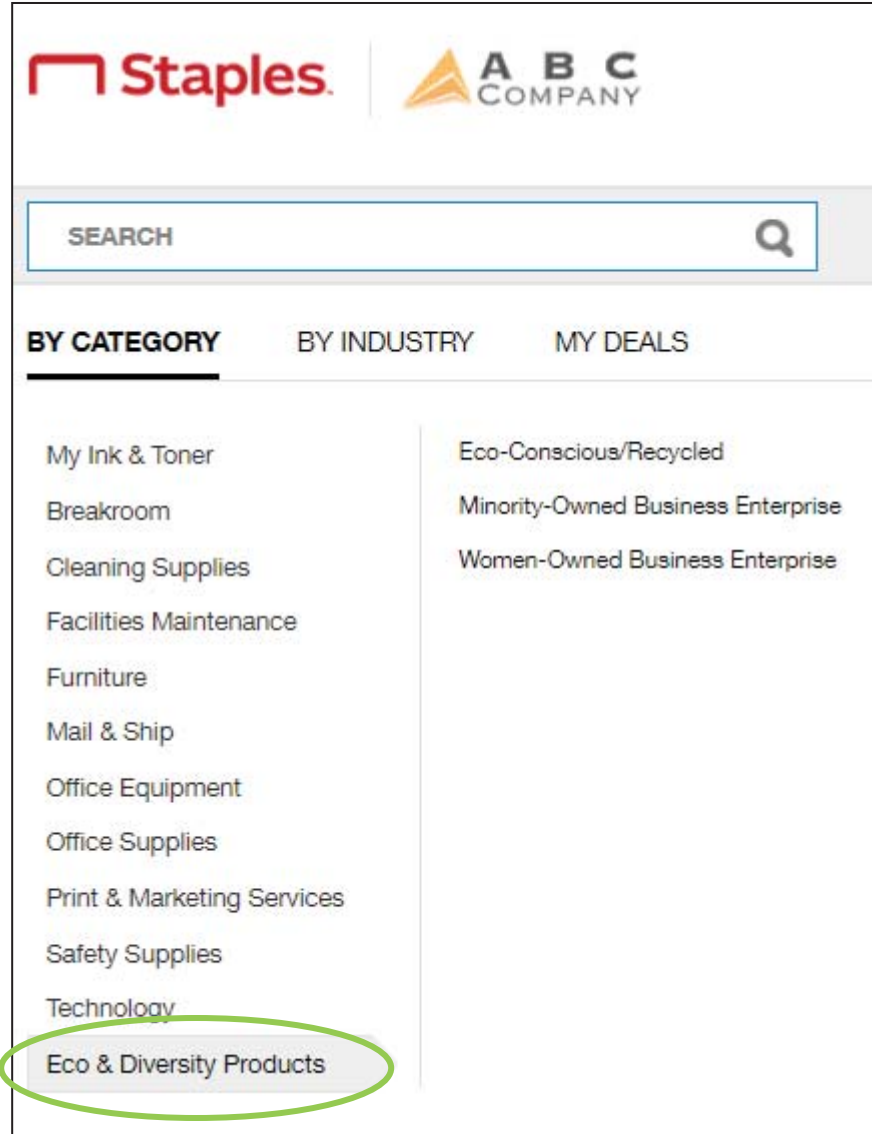
Staples has a Sustainability Policy ([staples.com/sbd/cre/marketing/about\\_us/documents/staples-global-sustainability-policy-2015-09-30.pdf](https://staples.com/sbd/cre/marketing/about_us/documents/staples-global-sustainability-policy-2015-09-30.pdf)) which details our long-term vision of making the greatest positive impact on the environment while also meeting the needs of our customers and our business. The five pillars of our sustainability policy include:

- Selling more sustainable products
- Offering easy recycling solutions for our customers
- Eliminating operational waste
- Maximizing energy efficiency and the use of renewable energy
- Becoming a sustainability leader in the community

We set a series of environmental objectives, which help align and drive our strategic environmental planning and programs across our entire organization, from our supply chain and facilities to our product development and selection. We report the results of our initiatives publicly on our website as well as third-party portals, such as CDP.

### 1.2 *A physical copy of your Green Product catalog;*

Staples offers nearly 15,000 environmentally responsible products. Our wide variety of eco-responsible products includes Green Seal certified cleaners, Rainforest Alliance certified coffees, level certified sustainable furniture and ENERGY STAR® lightbulbs and electronics. The City can easily find eco-friendly products on [StaplesAdvantage.com](https://StaplesAdvantage.com) with our eco-icons when searching or browsing, through our environmental filtering features and by referencing green shopping lists. We do not maintain physical copies of a catalog containing only green products.



We help your employees support the City's sustainability initiatives with search features that narrow product selection to eco-conscious and recycled items.

Our eco-conscious product selection includes:

- Healthier and safer cleaning products, including hundreds of items that meet EPA Safer Choice, Green Seal and EcoLogo certification standards for avoiding the use of chemicals of concern.
- More than 3,900 post-consumer recycled paper products and 1,000 FSC-certified paper items, spanning everything from copy paper, pads and sticky notes to mail and ship materials and janitorial papers.
- Eco-friendly breakroom supplies, from certified compostable cups, plates, cutlery and food containers to USDA Organic and Fair Trade-certified coffees and teas.
- Furniture and office panel systems made with post-consumer recycled materials that are also GREENGUARD or Indoor Advantage-certified for promoting indoor air quality.

- Pens, scissors, binders and other business essentials containing post-consumer recycled materials.
- A wide selection of ENERGY STAR-qualified and EPEAT-registered technology from leading brands.
- Remanufactured toner cartridges as well as high yield original manufacturer cartridges that contain recycled content plastic.

*1.3 How many Green Products are available in your catalog;*

Staples offers nearly 15,000 environmentally conscious products, including many that have achieved third-party certifications, such as Green Seal™, GREENGUARD, ENERGY STAR®, ACMI, FSC, EPEAT and EPA's Safer Choice. These items are clearly marked and easily searchable online. We are committed to offering high-quality and cost-competitive environmental product alternatives.

*1.4 How many of your Green Products are Eco labeled or certified by a third party? Please provide the number of products and a list of all third party certifications; and*

Within our core product assortment, we have identified thousands of items that meet third-party standards and certifications. This is a significant subset of our total assortment of nearly 15,000 products with environmental features, which includes products with recycled content or other design features like solar powered, rechargeable and refillable. The certifications and standards we track include:

- ENERGY STAR
- Forest Stewardship Council
- Green Seal
- GREENGUARD Certification
- EPEAT
- Cradle to Cradle
- UL EcoLogo
- EPA Safer Choice
- SCS Indoor Advantage
- LEVEL® – ANSI/BIFMA e3 Furniture Sustainability Standard
- Sustainable Forestry Initiative
- Rainforest Alliance
- Fair Trade
- Organic
- BPI Compostable
- AP non-toxic
- PMA non-toxic

We are continually working to improve our ability to capture and track products with environmental certifications in our systems, as well as increase the number of products that meet credible third-party environmental certifications.

*1.5 Is your environmental program audited? Is the auditor independent? Please specify.*

We conduct weekly inspections of our hazardous waste management generation and accumulation processes in our warehouses and retail stores. This is done in accordance with federal and state regulations governing small quantity generators of hazardous waste.



# Section 4, Form 14, Products

## 1. Products:

*The primary objective for this contract is for each Bidder to provide the broadest possible selection of office supplies available in their 2019 or most recent company catalog. Bids must include or address the following information:*

*1.1 Does your company produce its own catalog or use one of the national office products wholesaler's catalogs with a custom cover? Please identify the catalog as a verifiable source.*

Staples produces our own catalogs, which is a major advantage over suppliers who rely mostly on a wholesaler catalog and assortment. Our supply chain model sources directly from manufacturers. This not only gives the City more flexibility in terms of product selection, it results in a more competitive pricing model for you, since we bypass the markup from manufacturer to wholesaler.

With products in an array of categories: business essentials, technology, furniture, pack and ship, safety products, janitorial, cleaning and breakroom products, print and promotional products, eco-conscious alternatives, MBE- and WBE-manufactured products and product brands exclusive to Staples.

- Five product brands for business essentials, technology, breakroom, furniture and facility products, exclusive to Staples, that are thoughtfully designed for your Worklife.
- More than 1,700 eco-conscious products listed in our printed catalog, and 15,000 available online
- Thousands of products from diversity MWBE suppliers
- A 16-page technology guide devoted to the latest in business tech
- Colorful product images and detailed product information
- Optimized assortment of products that span every major category for your office

In addition to our Full Line Catalog, Staples has more than 500,000 items available for purchase on StaplesAdvantage.com.

*1.2 What is the total number of items in the latest edition of this catalog?*

We offer the City convenient ways to find and purchase the products you need — including our e-commerce ordering site and printed catalogs.

## **StaplesAdvantage.com**

StaplesAdvantage.com offers instant access to the City's customized product assortment and pricing. Our ordering site offers more than 500,000 items for delivery and has the following features and benefits:

- Robust search and browse options
- Product detail including full description, specifications and multiple images
- Custom shopping lists
- Expected delivery dates on all items
- Online order tracking and status

- Digital Print & Marketing services for pick up in store or delivery
- Order history and frequently ordered items views
- Ability to set up approval workflows to better control spend
- Easy online return process
- Read and write product reviews
- Ink & Toner Finder
- Help section with Live Chat, quick reference guides and safety data sheets
- Access via mobile app

## Printed Catalogs

The 2019 edition of our Full Line catalog features more than 11,000 products across an array of categories: business essential, technology, furniture, cleaning and breakroom products, promotional products, eco-conscious alternatives, minority and women-owned business enterprise (MWBE) manufactured products and product brands exclusive to Staples. We've added hundreds of new products to our catalog to ensure you can find everything you need from one convenient and trusted source.

Beyond the Full Line catalog, we produce numerous additional catalogs throughout the year that make it easy to meet your product needs and achieve your vendor consolidation goals. These catalogs include:

- Furniture
- Cleaning & Breakroom
- Safety
- Technology
- School Supplies
- Federal Government
- Calendars & Day Planners
- Print & Marketing Services
- Promotional Products

The City can select to receive our Full Line catalog and supplemental catalogs as they are published, or you can opt-out of receiving them and use our digital versions instead.

### *1.3 What is the total number of these items kept in stock at local warehouse?*

Staples continually refines our in-stock offerings as our customers' needs diversify and change. We stock approximately 65% of our Full Line catalog items for next-business-day delivery.

An additional 5% of the items our customers order are filled via a wholesaler. These orders are delivered to our fulfillment center and married up with your Staples orders for seamless delivery. During the implementation process, your Staples Account Management team will work with you to eliminate wholesale items from your core list.

While each customer's core list is different, we will strive to deliver 99% of the items on the City's core office supply list by the next business day, whether the product comes from our own stock or a wholesaler.

1.4 *Bid responses must include one (1) copy of the catalog identified in Section 1.1 above.*

Staples acknowledges. We have included one copy of our Full Line catalog, as well as our supplemental publication The Loop.

1.5 *The successful Bidder will be required to produce and distribute new retail catalogs to the City and all registered Participating Public Agencies departments at the beginning of the contract and annually thereafter at no additional cost to the City and Participating Public Agencies for the life of the contract. Please indicate compliance with this requirement.*

Staples will work with the City to determine the best solution, which could include a custom catalog that features contract items with pictures, pricing, etc. at no cost. The request for a custom catalog is submitted to your Staples Account Manager team and prioritized based on specific criteria.

1.6 *What is your process for in-store purchases? Please address your process and each of the following in detail:*

1.6.1 *Are discounts applied at the point of sale?*

Yes. Contract discounts are applied at point of sale.

1.6.2 *Does the discount print on the receipt?*

The contract price is shown on the receipt.

1.6.3 *Will the City and Participating Public Agencies obtain the lowest price regardless of contract price (sale items)?*

Yes. In-store purchases made with registered procurement cards will receive your company's contract price or the retail price, whichever is lower at the time of purchase.

1.7 *Can you link the City and Participating Public Agencies p-card information to the stores?*

Our Retail Purchasing Program and Buy Online, Pick Up in Store options offer the City solutions for meeting your last-minute purchasing needs while ensuring your purchases are both captured in your program reporting and adhere to your negotiated contract pricing.

Registration is easy. Your purchasers simply register online to take advantage of the program. Once registered, your employees can make in-store purchases and receive your customer pricing for both office supplies and a full range of print and marketing services. Your employees must use the registered p-card at the time of purchase.

# Section 4, Form 15, Placement of Orders

1. *Placement of Orders: All orders will be placed by City/Participating Public Agency designated personnel on an as needed basis for the quantity required at the time during the term of the Contract. The successful Bidder must have the proven ability to allow electronic access to product information and ordering. Most of our orders will be placed on-line using Internet technology. In the event the Internet connection is temporarily lost, or experiencing technical difficulties, faxed orders or purchase orders will be accepted by the successful Bidder. Bids must address the following:*

1.1 *Percent (%) of time orders filled correctly;*

Staples' missing and wrong rate is 0.37%. This is calculated as the percentage of total orders with an error. We count each issue within the order as separate errors. This means our order accuracy rate is 99.63%

1.2 *Percent (%) of time items are back ordered;*

Staples' backorder rate is 2.6%. This is calculated at the percentage of items not delivered on time. We track this metric to ensure that items are stocked in the right quantities.

1.3 *Backorder policy;*

Once the full quantity of a backordered item is on hand at the customer's primary fulfillment center, an order will drop for immediate processing and ship by the customary delivery method. Oldest backorders are filled first.

If the item is not stocked at the primary fulfillment center and not available through our wholesaler network, the order will switch to the next closest fulfillment center that stocks the item. When the item is available to ship, Staples will ship via UPS, which may have an impact on next-business-day delivery.

1.4 *Percent (%) of time orders are delivered within contract time;*

Our delivered by date confirmed rate is 92%. This is calculated as the percentage of shipments (excluding dropships) where all cartons were delivered on or before the date promised at order confirmation.

1.5 *Return policy;*

If for any reason you are not completely satisfied with a product purchased from Staples, you may return it within the applicable return period. We will gladly accept returns of a product in resalable condition with its complete and original manufacturers' packaging intact and undamaged, including Universal Product Code (UPC), manuals and parts and a copy of the packing slip.

At any time, you can call our Customer Service team to submit a return or use our no-hassle online return process offered through StaplesAdvantage.com. Your delivery driver will pick up the returned item, so no shipping expense is required from you. Credit for returned items is issued once the items are received at the Staples fulfillment center.

Typically, returns are picked up within 1 to 5 business days and the credit is released within 24 to 48 hours after receipt of the items.

#### Return Periods by Product

Product Category	Applicable Return Period
Office Supplies and Facilities Supplies	30 Days
Software (unopened)*	30 Days
Technology Items and Business Machines	14 Days
Furniture	14 Days after delivery**
Non-Stock Products	Not returnable unless damaged/defective (within 30 days)
Custom-Imprinted Products	Not returnable unless damaged/defective

\*Opened or defective software may be exchanged for the same title and version within 30 calendar days of receiving the software.

\*\*Only products in new condition, unassembled and in original packaging are eligible for return. A 35% restocking fee may apply. Special-order or non-stocked furniture is not returnable, unless such products arrive damaged or defective.

#### 1.6 *Retail store locations (if applicable); and*

Our industry-leading network of U.S. stores in all states, except North Dakota, Alaska, Hawaii and Louisiana, gives the City easy same-day purchasing solutions. Your employees can make in-store purchases with a registered corporate procurement card and receive your customer pricing for both office supplies and a full range of marketing and print services. Or, use our Buy Online, Pick Up in Store option and your items will be available for pick up in less than one hour. We are committed to providing businesses with great service and every product they need whether they chose to purchase online, in store or through mobile. There are six Staples' retail locations in the Charlotte metro area.

## Retail Growth Plans

We continually evaluate our store performance to ensure we're operating under best industry and business practices. As customers shift to online purchasing, we are taking action to right-size our retail footprint. We have added additional square footage to our fulfillment centers to have more product in stock to deliver next day.

#### 1.7 *Policy for over the counter purchases.*

As much as the City wants all your purchases to be well planned, there are times when your employees just can't wait until tomorrow for a critical product. Our Retail Purchasing Program and Buy Online, Pick Up in Store options offer the City solutions for meeting your last-minute purchasing needs while ensuring your purchases are both captured in your program reporting and adhere to your negotiated contract pricing.

## Retail Purchasing Program

Our industry-leading network of U.S. stores in all states, except North Dakota, Alaska, Hawaii and Louisiana, gives the City easy same-day purchasing solutions. We have six retail stores in the Charlotte metro area.

Registration is easy. Your purchasers simply register online to take advantage of the program. Once registered, your employees can make in-store purchases and receive your customer pricing for both office supplies and a full range of print and marketing services.

Benefits of registering your corporate procurement cards:

- Gives your company's contract price or the retail price, whichever is lower at the time of purchase.
- Available when you link your Discover, American Express, MasterCard or Visa card to your program.
- Registration is fast and easy. Once submitted, the card will be usable in retail stores the next day.

## Buy Online, Pick Up in Store

In addition to Staples' Retail Purchasing Program, the City's employees can purchase a wide variety of items on StaplesAdvantage.com and pick their items up in one hour or less at any of our U.S. retail stores. This allows your users to buy within your established purchasing program, with your contract rules and pricing, for same-day purchases. Users can even filter by Pick Up in Store to make those emergency purchases quicker.

The screenshot shows the Staples website interface. At the top, there's a search bar and navigation links for 'SPECIAL ORDERS', 'BROWSE CATEGORIES', 'QUICK ORDER', 'YOUR LISTS', and 'YOUR DASHBOARD'. The main heading is '"Writing Supplies" (506 items found)'. Below this, there's a filter for 'SHOW ONLY: PICK UP IN STORE'. A section titled 'Our Experts Suggest' displays several product cards with images and prices. A 'NARROW BY' sidebar is open, showing various filters like 'Pick up in store', 'Auto Restock', and 'On Contract'. The main product area shows 'Sharpie Permanent Markers, Fine Point, Black, 12/Pack (30001)' with a price of '\$18.84 02/12' and options to 'Add', 'Add to List', and 'Pick Up Today'.

Don't waste time searching for items — filter by Pick Up in Store to find the products you need as soon as you need them.

Please note, Buy Online, Pick Up in Store is not compatible with punchout programs. This feature will not be available once the City migrates its program to MUNIS.

## Staples Print & Marketing Services

Staples customers can make in-store purchases and receive your customer pricing for a full range of print solutions. In addition to at least 10% off print and marketing services, Staples can provide volume discounts for larger sales forces and remote office employees. This program offers the benefits of a corporate billing system and usage reporting while utilizing a corporate procurement card. To receive contract pricing, the City's employee must inform the Staples' in-store associate they are a Staples customer. The Staples Print & Marketing associate will ensure the cost is attributed to your account.

Every Staples store is equipped to provide the following:

*Copy Services*

- Digital Color
- Digital Black & White
- Large Format
- Self-Serve

*Print Services*

- Business Cards, Forms and Stationery
- Signs and Banners
- Custom Engraving
- Promotional Items

*Finishing Services*

- Binding
- Folding
- Cutting
- Laminating

*Additional Services*

- Faxing
- Disk Acceptance
- Custom Stamps

Your employees can also use Staples' Print to Store option to print directly from their computer to any Staples retail location for pickup. From black & white or color printing to binding and booklet options, Print to Store offers more than 2,000 finishing configurations for your employees' printing needs. Print to Store bills directly to your Staples account, ensuring compliance and more robust tracking while providing easy, on-the-go printing services for your remote and traveling employees.

The City's employees can upload and reconfigure their documents, save their files for future reordering and proof all orders online before submitting. At any time, they can submit their orders right from their desktop to Staples, with delivery to any Staples retail location.

## **Staples Shipping Centers**

Authorized UPS outlets are located within every store and provide packaging and shipping functions. Each store has UPS carrier pick up Monday through Friday, and Saturday pickups for next-day services only. In addition, a full range of packing and shipping materials is available including boxes, bubble wrap, packing popcorn, labels and markers. Discounts and negotiated pricing are not available on these services.

# Section 4, Form 16, Electronic Commerce

1. *Electronic Commerce: All Bids must address the following required features and functionalities of the Bidder's Internet ordering capabilities at no additional cost to the City/Participating Public Agency:*

1.1 *Has your Company successfully integrated with MUNIS?*  Yes  No

1.2 *Please provide two (2) references for the section above.*

*Agency Name:* Cherokee County School District  
*Contact Person:* Shannon Nolan  
*Telephone Number:*  
*Email Address:*

*Agency Name:* City of Huntsville  
*Contact Person:* Larissa Mack  
*Telephone Number:*  
*Email Address:*

**City's Future State:** *The City desires to streamline into an e-process that includes submission of electronic purchase orders and invoices utilizing the City's financial system, MUNIS and the Company's system.*

1.3 *Ability to successfully punch out from MUNIS to your Company's website to place orders and provide details of the "user profile" including but not limited to how it's set up and its features;*

The cost-saving benefits of an e-procurement system can only be realized if that system has been integrated with your suppliers. Choosing a supplier that can integrate with you quickly is as critical as choosing an e-procurement system.

Based on Staples' 20-plus years of experience with electronic procurement and early adoption of leading internet technologies like webMethods, our corporate customers can minimize the time, effort and costs spent on utilizing their e-procurement system of choice for business essentials. We have experience with more than 300 third-party e-procurement systems. In addition to a seamless implementation and quick return on investment, customers ordering office supplies through StaplesAdvantage.com via punchout can benefit from the following:

- Access to online returns\*
- Access to order status\*



- Access to personal shopping lists\*
- Access to delivery information and package tracking\*
- Robust shopping experience
- Enhanced search and browse
- Real-time inventory availability
- Real-time pricing and product updates
- Detailed product content and comparison
- Ink & toner finder
- No customer catalog maintenance

\*Requires unique identifier in punchout request and all xml documents to Staples.

User profiles are managed within your MUNIS system. Staples can provide assistance in setting-up your user profiles initially, however, the City's personnel would ultimately be responsible for managing user profiles within MUNIS.

#### *1.4 Ability to successfully receive electronic purchase orders from MUNIS;*

As a leader in the development and implementation of e-procurement solutions, Staples can integrate seamlessly with all major third-party applications, including MUNIS. Leveraging our expertise and industry best practices, the City can access StaplesAdvantage.com through your current procurement platform. We can provide many of StaplesAdvantage.com's timesaving functionalities while working within your existing technologies.

## Easy Ordering Tools

StaplesAdvantage.com, integrated with MUNIS, offers the City a simple ordering experience and instant access to your organization's customized product assortment.

Key features include:

- **Easy Search & Navigation** – Search by keyword or item number for a summary of categories and top-ranking items that match your criteria. Narrow results by category, brand, environmental or MWBE attributes or your recently purchased items.
- **Shopping Lists** – Create, save and share lists of frequently ordered or preferred contract items for faster reordering while maintaining program compliance.
- **Order Status & Tracking** – View details on all orders placed in the past 90 days, track your orders and view proof of delivery.
- **Online Returns** – Process returns by clicking Return an Item from the My Order Status page.
- **Ink & Toner Finder** – Search by brand, model or cartridge number. Select My Ink & Toner to view recently purchased items, My Printers for your saved printer information, or choose from a range of free recycling options by clicking Recycle Ink & Toner.
- **Time to Reorder** – View and reorder items ready for replenishment right from your home page, based on purchasing history.
- **Customizable Print Products** – Personalize business cards, greeting cards, rubber stamps, nameplates and more using your own design or standard company templates.

## Online Procurement Controls

By integrating your existing procurement system with StaplesAdvantage.com, the City can achieve greater control over your purchasing through:

- **Small Order Controls** – Implement controls that prevent users from placing orders under a minimum amount to maximize efficiency.
- **Customization Features** – Customize your platform with special instructions and messages to keep users in program compliance.

*1.5 Ability to successfully create and submit invoices referencing a specific purchase order number through an electronic feed to MUNIS;*

The Staples team is ready to work with the City to establish secure and reliable ways to transmit files. Staples supports numerous methods for exchanging data with our customers. Some of the methods we support include the ANSI X.12 Electronic Data Interchange (EDI) Standards, UN EDIFACT Draft Standards, standard XML formats (cXML, xCBL) and, in rare occasions, proprietary file formats. We provide full support for customer systems that conform to industry standard architecture. The following is a list of the types of electronic transmissions Staples currently supports:

- HTTPS posting for XML documents
- AS2 (Applicability Statement 2 – used for EDI transaction)
- ANSI X.12 EDI transmissions via a Value Added Network (VAN) – Staples primarily uses Sterling, but can interconnect to any VAN
- Secure File Transfer Protocol (SFTP)

Staples employs a staff of data integration professionals to gather customer's requirements and help streamline the integration process. This team's main objective is to build a partnership that brings benefits to both parties, and results in increased efficiencies and speed.

We have direct experience working with many third-party software applications and electronic marketplaces such as:

- MUNIS
- Ariba
- PeopleSoft
- Perfect Commerce
- Oracle
- SAP
- Lawson
- Jaggaer (formerly known as SciQuest)

## Transaction Sets

Staples currently supports the following transactions sets:

### Purchase Order

Document Format	Recommended Version	Other Supported Versions	Protocol Standard	Other Supported Protocols
cXML	1.1		HTTPS	SFTP
OAG	PROCESS_PO_007	PROCESS_PO_003	HTTPS	SFTP
EDI 850	X12 4010	3010, 3030, 4030, 5010	AS2	VAN, SFTP
xCBL/MRO	3.5	3.0, 2.0	HTTPS	SFTP, AS2
IDOC	05		HTTPS	SFTP
PIDX	1.2		HTTPS	

### Custom Punchout

Document Format	Version	Protocol Standard
cXML	1.1	HTTPS, HTTP
OCI (Open Catalog Interface)	4.0	HTTPS, HTTP
Oracle Native XML	iProcurement 10	HTTPS, HTTP

### Hosted Catalog File (CIF)

Document Format	Version	Protocol Standard	Other Supported Protocols
cXML	1.1	HTTPS, HTTP	
File (Text/PDF/Excel)		Email	
EDI 832 (Supported in Gentran)	4010		SFTP, FTP

### Purchase Order Acknowledgement/Order Confirmation

Document Format	Recommended Version	Other Supported Versions	Protocol Standard	Other Supported Protocols
cXML	1.1		HTTPS	SFTP
EDI 855	X12 4010	3010, 3030, 4030, 5010	AS2	VAN, SFTP
xCBL	3.5		HTTPS	SFTP

### Advanced Shipment Notice (ASN)

Document Format	Version	Other Supported Versions	Protocol Standard	Other Supported Protocols
cXML	1.1		HTTPS	SFTP
OAG	PROCESS_ASN_002		HTTPS	SFTP
EDI 856	X12 4010	3010, 3030, 4030, 5010	AS2	VAN, SFTP
xCBL	3.5		HTTPS	SFTP

*Invoice*

Document Format	Version	Other Supported Versions	Protocol Standard	Other Supported Protocols
cXML	1.1		HTTPS	SFTP
OAG	PROCESS_INVOICE_002		HTTPS	SFTP
EDI 810	X12 4010	3010, 3030, 4030, 5010	AS2	VAN, SFTP
xCBL	3.5		HTTPS	SFTP
PDF	Standard		SFTP	Email
Excel	Standard		SFTP	Email
CSV	Standard		SFTP	Email
e-receipt	Standard		Email	

**City's Current State:** *The City is responsible for adding and/or modifying user profiles. The City desires the vendor to perform and maintain user data.*

- 1.6 *Ability to set up individual users with various levels of approval requirements at various dollar settings;*

StaplesAdvantage.com offers flexible administrative controls that support and enforce your organization's procurement rules. Your program administrators can easily manage approval rules at any time on StaplesAdvantage.com.

Through StaplesAdvantage.com, the City determines what type of orders require an approval — maximizing your control over purchasing while minimizing the time spent manually processing and approving orders. You can set up approval rules for each individual purchaser or for an entire user group within your organization. You can route all orders for approval, or route based on cost center or ship-to location. Additionally, you can also route orders for approval when they meet certain criteria, such as:

- Order exceeds maximum value threshold
- Order does not meet minimum order threshold
- Line item maximum is exceeded
- Order includes an item currently blocked for purchase
- Order includes a custom print product

## Designating Approvers

Once you determine the workflow and rules for order-approval, you can define whom you want approvals routed to — a single person or a group. Designating approval groups is a great way to approve your supply orders quickly and efficiently, so your employees won't wait for their supplies.

## Sample Order Approval Dashboard

The screenshot shows the Staples Advantage.com dashboard. At the top, there's a navigation bar with 'LEARN', 'SHOP', and 'Other Staples Sites'. The main header includes the Staples logo, 'A B C COMPANY', and a shopping cart with '\$83.48' and '2 Items'. Below the header is a search bar and navigation links for 'BROWSE CATEGORIES', 'QUICK ORDER', 'YOUR LISTS', and 'YOUR DASHBOARD'. The 'APPROVALS' section lists three orders with their status icons (checkmarks and X's). The 'ORDERS' section includes a 'Track Order' form and a 'Shop Here' button. A promotional banner at the bottom reads 'Scan, order and approve on the go' with App Store and Google Play logos.

After receiving an email notification that an order needs approval, your approvers will be able to quickly find and review the order from the StaplesAdvantage.com dashboard.

### Orders Submitted for Approval Automatically Appear on Approver's Dashboard

The screenshot shows the Staples Advantage.com dashboard. At the top, there's a navigation bar with 'SEARCH', 'BROWSE CATEGORIES', 'QUICK ORDER', 'YOUR LISTS', and 'YOUR DASHBOARD'. The main content area is divided into 'APPROVALS' and 'ORDERS' sections. The 'APPROVALS' section lists one order with its status icon (checkmark and X). The 'ORDERS' section includes a 'Track Order' form and a 'Shop Here' button. The 'QUICK LINKS' section includes links for 'Ink and Toner Finder', 'Chat', 'My Deals', 'Request a Special Order', and 'Return an Item'.

StaplesAdvantage.com offers one click access to approve or decline orders from the dashboard, simply by clicking the appropriate box or selecting the order number to see other details and make modifications.

## Manage Approval Roles and Order Rules

### Manage Approval Roles

Dashboard | Account Ordering Rules | User Ordering Rules | Approval Groups | Ordering Groups | Routing Lists

**Account Ordering Rules**  
Create and edit account ordering rules.

**User Ordering Rules**  
Create ordering rules for specific users and edit them as needed.

**Approval Groups**  
Create approval groups and assign users. You can also edit approval groups.

**Ordering Groups**  
Create ordering groups, assign users and create rules. You can also edit ordering groups.

**Routing Lists**  
Create and edit routing lists.

Easily manage user ordering rules, ordering groups, approvers and approval rules with StaplesAdvantage.com.

## Maintain and Manage Ordering Rules

### User Ordering Rules Workflow for: CURTIS

User Ordering Rules

Add Rule

Priority	Change Priority	Rules	Routing Destination	Actions
1	▼	Route for approval if the order is greater than \$500	Approval with notification to Group: Amy's group	<span>Edit</span> <span>Delete</span>
2	▲	Route orders for approval if any item in the order is Off Contract	Approval with notification to Group: david-test	<span>Edit</span> <span>Delete</span>
Priority	Change Priority	Rules	Routing Destination	Actions

The City's program administrators can easily update approval rules at any time through the Administrative section of StaplesAdvantage.com.

### 1.7 Ability to set up and maintain multiple accounts, cost centers and ship to locations for each user;

Users can only order for the specific cost centers and addresses assigned to their profile. Designated Administrators at your organization can add additional costs centers and/or shipping addresses to your users' profiles as needed.

### 1.8 Ability to add or remove approved buyers and include the number of days required for changes to become effective;

The process for adding or deleting new users is simple and can be performed at any time by an administrator assigned the ability to manage users within your organization.

- The administrator navigates to My Account and selects Manage Users.
- The administrator then selects the type of user to create (associate, supervisor or administrator) and follows the wizard to enter all required user information (name, user ID, phone number, email address, ship-to addresses, etc.).

When creating a new user, you can:

- Define user spending limits, including minimum/maximum spending limits and order approval workflow (what orders must be approved and by whom), if applicable.
- Define access rights, such as giving a user order approval rights or making them a site administrator (only administrators can create other administrators).

Changes are effective almost immediately.

*1.9 Ability to add or change ship to locations and include the number of days required for changes to become effective;*

Our standard SLA for adding new ship-to and bill-to locations is 24 hours from the time our Customer Support Services team receives your request. Once it's in our database, it can be visible on the site within one hour.

*Other Important Features:*

*1.10 Ability to provide administration rights to designated City Procurement staff for all City accounts/users;*

StaplesAdvantage.com has three user roles:

- **Administrators** – Users with Administrator privileges have top-level access to all administrative functions, second level approvals and reports
- **Supervisors** – User with Supervisor privileges can approve orders and access selected administrative functions and reports
- **Associates** – Users with Associate privileges can place orders and change their password

Administrator and Supervisor can create, modify and delete users; create and modify approval workflows; and create and post content to your company-specific Message Boards. In addition to these shared capabilities, Administrators can approve orders for all users, create custom Message Boards and relabel field names.


*1.11 Product comparison tools;*

Comparing products is simple on StaplesAdvantage.com. Users can select an unlimited number of items to compare (although we would recommend comparing no more than four items at a time) and receive numerous details on each product.

Compare
Items Per Page 25
Items 1 to 25 of 1,564

---

**Staples Choice**



[+ Quick View](#)

Staples 8.5" x 11" Copy Paper, 20 lbs, 92 Brightness, 5000/Carton (135848)  
Staples Item # 135848 | MFR Item #135848

---

**\$239.11** CT/5000


Compare

Check Delivery Date

1 Add
 Add to List

Pick Up Today

---



[+ Quick View](#)

Staples 30% Recycled 8.5" x 11" Copy Paper, 20 lbs, 92 Brightness, 5000/Carton (112350/461757)  
Staples Item # 492072 | MFR Item #112350/461757 | Customer Item # 492072

---

**\$43.50** CT/5000

Compare


Check Delivery Date

1 Add
 Add to List

Pick Up Today

ON CONTRACT    RECYCLED

---



[+ Quick View](#)

Hammermill Copy Plus 8.5" x 11" Copy Paper, 20 lbs, 92 Brightness, 500/Ream, 10 Reams/Carton (105007)  
Staples Item # 122374 | MFR Item #105007CT/27061

---

**~~\$195.91~~**  
**\$57.49\*** CT/5000  
Limited Time Offer

Compare

Check Delivery Date

1 Add
 Add to List

Pick Up Today

Users select items for comparison near the checkout area, then select Compare for a detailed review of the selected products.



Staples			
SEARCH		BROWSE CATEGORIES	QUICK ORDER
Select More To Compare		YOUR LISTS	YOUR DASHBOARD
Review Cart (0) \$0.00			
Items 1 to 3 of 3			
Remove Selected			
Description	<p>Staples 20% Recycled 8.5" x 11" Copy Paper, 20 lbs, 92 Brightness, 5000...</p> <p>On Contract RECYCLED</p>	<p>Staples 8.5" x 11" Copy Paper, 20 lbs, 92 Brightness, 5000 Carton (138...</p>	<p>Hammill Copy Plus 8.5" x 11" Copy Paper, 20 lbs, 92 Brightness, 500...</p>
Staples Item #	492072	155848	122374
Customer Item #	ON CONTRACT#492072		
MFR #	112350-461757	155848	105007CT/27061
UOM/QTY	CT/5000	CT/5000	CT/5000
Your Price	\$43.50	\$239.11	\$106.04 \$57.49 *Limited Time Offer
	<input type="text" value="1"/> Add	<input type="text" value="1"/> Add	<input type="text" value="1"/> Add
Expected Delivery Date	Check Delivery Date	Check Delivery Date	Check Delivery Date
Brand Name	Staples	Staples	Hammill
Acid Free	Yes	Yes	Yes
Brightness	92	92	92
Caliper (Point)	N/A	N/A	4
Copy & Multipurpose Paper Finish	N/A	N/A	Smooth
FSC Certification	FSC Certified	Non FSC Certified	FSC Certified
Hole Punched	No	No	No
Length In Inches	11	11	11
Opacity	N/A	N/A	80
Pack Qty	5000	5000	5000
Paper Color	White	White	White
Paper GSM	75	75	75
Paper Type	Copy	Copy	Copy

Users can add items to their carts directly from the Compare matrix.

### 1.12 Quick order feature;

StaplesAdvantage.com has a Quick Order option from the Dashboard that allows users to enter product numbers and quantities for immediate addition to the Shopping Cart.

Staples		A B C COMPANY		Your Store	Shipping Location	Review Cart (0)
SEARCH		SPECIAL ORDERS	BROWSE CATEGORIES	Fort Lee, NJ 461-469 West Street	SO/SHAWN	\$0.00
		QUICK ORDER	YOUR LISTS	YOUR DASHBOARD		
Quickly add items to your Cart by entering product item numbers and quantities below						
Item Number	<input type="text"/>	<input type="text" value="1"/>	Item Number	<input type="text"/>	<input type="text" value="1"/>	
Item Number	<input type="text"/>	<input type="text" value="1"/>	Item Number	<input type="text"/>	<input type="text" value="1"/>	
Item Number	<input type="text"/>	<input type="text" value="1"/>	Item Number	<input type="text"/>	<input type="text" value="1"/>	
Item Number	<input type="text"/>	<input type="text" value="1"/>	Item Number	<input type="text"/>	<input type="text" value="1"/>	
Item Number	<input type="text"/>	<input type="text" value="1"/>	Item Number	<input type="text"/>	<input type="text" value="1"/>	
<input type="button" value="Add"/>						

**1.13 Automated order confirmation (e-mail);**

Staples provides consistent and thorough communication throughout the ordering and delivery process, so you always know the status of your Staples order. Purchasers will receive automated email confirmations for all orders, regardless of how they are placed (online, phone, fax, email). They'll also always have the option to track order status online at StaplesAdvantage.com and can even customize which notifications they receive through the Notification settings of their user profile.

**Notification Settings**  
Manage how you receive updates about your orders.

---

**Email Notifications**

• **Email Distribution List:** Edit

Enter your email address and any email addresses you wish to be copied on all communications. Please separate email addresses with a comma.

---

**Text Notifications**  
Enter your mobile number below to subscribe to text notifications.  
You will receive a verification text message shortly after with instructions to complete your subscription. You can unsubscribe anytime by replying "STOP" or clicking Unsubscribe. Order Status text messages will be sent between the hours of 9:00 a.m. ET and 8:00 p.m. ET. Standard text messaging rates may apply. I agree to the Terms, Conditions & Privacy Policy of this program.

Send Text Notifications To:  -  -  [Subscribe](#)

---

**Select Your Notifications**  
Use the check boxes below to specify the email and text notifications you would like to receive.

Notify me when my order:	EMAIL	TEXT
Has shipped	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is out for delivery	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Has been delivered	<input checked="" type="checkbox"/>	<input type="checkbox"/>

By customizing the Notification settings, each user can manage which notifications they receive — from order confirmation to delivery alerts.

**1.14 Budgetary Controls. Please explain offering in detail;**

You can manage and keep track of your budget by location, cost center or individual. The rules of your budget can be unique to each group. Set trigger approval emails when budget is exceeded and view remaining budget for all groups, as authorized. In addition, you have access to user-friendly ordering features, procurement controls and reporting at your fingertips.

**1.15 Technical Support. Please explain offering in detail and include hours of operation;**

The StaplesAdvantage.com Technical Support team is available for end user assistance Monday through Friday, 8:00 a.m. to 8:00 p.m. Eastern via phone, email and live chat. The technical support contact information is listed under Help on the home page. Online chat can also be found under the Help section.

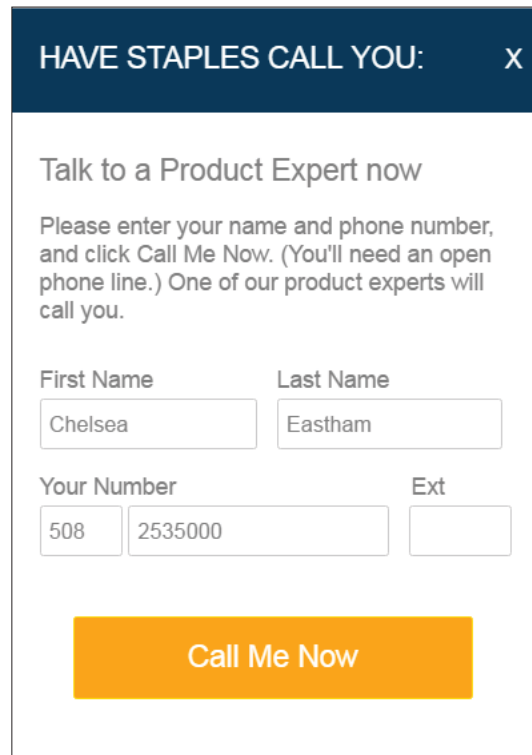
## Live Chat

Our e-commerce site offers a proactive chat feature that helps users quickly find the products they need by interacting with a live agent. This feature helps reduce the time spent searching for and comparing products. By providing more product intelligence prior

to purchasing, live chat also decreases returns and helps ensure the best product solution is selected for the City.

## Speak with a Product Expert

Not sure if the product you are viewing is compatible with your machine or wondering how extensive the assembly is on the desk chair you are considering? Through Staples Speak with a Product Expert feature, your end users can get all the information they need on a product, within minutes. The Call Me feature on StaplesAdvantage.com allows users to request a call back from our product experts to ease your mind. This feature is only available for technology, furniture and facilities products. This feature will no longer be available to the City once we are integrated with MUNIS.



The screenshot shows a dark blue header with the text "HAVE STAPLES CALL YOU:" and a close button "X". Below the header, the text reads "Talk to a Product Expert now" followed by instructions: "Please enter your name and phone number, and click Call Me Now. (You'll need an open phone line.) One of our product experts will call you." The form includes input fields for "First Name" (Chelsea), "Last Name" (Eastham), "Your Number" (508), and "Ext" (2535000). A large orange button labeled "Call Me Now" is positioned at the bottom of the form.

Select the Call Me icon on the site, and a Product Expert will call you back within five minutes.

## Customer Service Page

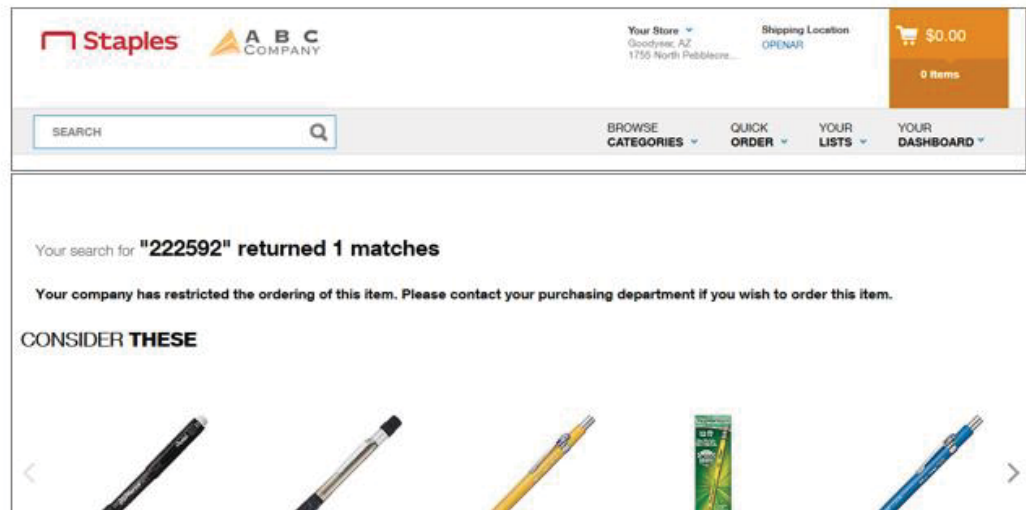
Our Customer Service page on StaplesAdvantage.com offers additional support, including:

- Technical support phone number and online chat
- Information on online returns
- FAQs and Quick Reference Guides
- Ordering Tips
- Information on our ink and toner recycling programs
- Link to Safety Data Sheets

*1.16 Ability to set product preferences based on the City/Participating Public Agency specifications;*

StaplesAdvantage.com strives to help your end users stay in compliance with your program by offering assortment management or item blocking of specified items. Prior to launching your program, we work with you to identify the items or categories you want restricted, which will then be excluded from your catalog. If a user tries to order a restricted item, a customized blocked item message can be displayed. The message can explain that the item is not available for purchase, or detail what action the end user needs to take to order the item.

Sample Item Blocking Message during Search



*1.17 Product availability and real-time pricing and inventory;*

Staples goes to great lengths to stock the right assortment of products to meet our customers' needs. We use sophisticated inventory models to ensure that items are stocked in the right fulfillment centers and in the right quantities. We continuously gather customer input to determine which products to include in future stocking models, including the slower-moving but necessary ones. These efforts have contributed to Staples' high order fill rate of 97.6%.

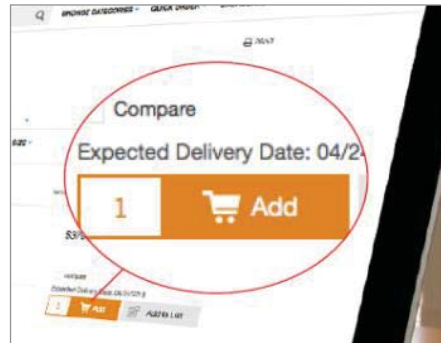
## Out-of-Stock Procedures

Staples' fulfillment logic can source an item from the next closest fulfillment center or a wholesaler when an item is temporarily out of stock. This platform technology allows Staples to fulfill a high percentage of orders immediately. Orders filled by wholesalers are married up with your Staples orders for seamless, on-time delivery. During the implementation process, Staples will work with you to eliminate wholesale items from your core list to offer the best selection of items at the optimal price.

## Backorders

Users on StaplesAdvantage.com can confirm that an item will be delivered the next business day by viewing the Expected Delivery Date notification which automatically displays per item during check out.

### Expected Delivery Date Notification



Staples provides expected delivery date information so that users can confirm if an urgent item will get there on time and can plan for the arrival of a large order or item.

The checkout page displays a banner when there's an out of stock item. This provides the end user with the opportunity to choose a replacement the item, if preferred.



#### *1.18 Ability to create custom shopping lists;*

With our Shopping Lists feature, the City's purchasers can easily refer to their frequently ordered or favorite items. Users can create numerous shopping lists to meet a variety of needs. For example, a New Hire Supplies list could allow you to quickly and consistently outfit your newest associate with the supplies they need day one. Your Shopping Lists may include both contract and non-contract items with prices automatically updated based on contract or market needs. Shopping Lists:

- Display customer specific pricing as well as product images
- Can be saved indefinitely for shared or personal use
- Make it easy for users and departments to maintain program compliance by tracking pre-approved, contract items

## Screenshot of Sample Shopping Lists

The screenshot shows the Staples website interface for 'Your Shopping Lists'. At the top, there is a search bar and navigation links for 'SPECIAL ORDERS', 'BROWSE CATEGORIES', 'QUICK ORDER', 'YOUR LISTS', and 'YOUR DASHBOARD'. The main heading is 'Your Shopping Lists' with a sub-heading 'Showing Total: 27 lists'. Below this is a table of shopping lists with columns for List Name, Description, Created On, Modified On, Access Level, and Actions.

List Name	Description	Created On	Modified On	Access Level	Actions
<b>Your Favorites:</b> You currently do not have any list selected as a Favorite. Make a list as a Favorite by just clicking the star icon.					
**ABC CORE ITEMS	+ Add a description	09/15/2013	03/15/2018	Shared	[Star] [Trash]
**ABC CUSTOM PRINT ITEMS	+ Add a description	03/06/2008	01/31/2019	Shared	[Star] [Trash]
**ABC DISCONTINUED ALTS	CONTENT SUBJECT TO CHANGE AS ITEMS ARE REMOVED FROM SA.COM AS of July 2017 use sku's 909636 and 149034	07/25/2017	07/25/2017	Shared	[Star] [Trash]
**ABC EASY SAVING ITEMS	+ Add a description	08/01/2013	07/25/2017	Shared	[Star] [Trash]
**ABC ECO-ALT ITEMS	+ Add a description	07/25/2017	07/25/2017	Shared	[Star] [Trash]
**ABC FACILITIES ITEMS	USED TO DEMO FACILITY ITEMS	01/17/2017	07/25/2017	Shared	[Star] [Trash]
**ABC HARD SUB ITEMS	SHIP-TO: SPECIALS	08/01/2013	03/19/2018	Shared	[Star] [Trash]
**ABC SAFETY ITEMS	+ Add a description	10/10/2013	07/19/2017	Shared	[Star] [Trash]
ABC Company Demo	Customizable name badge.	08/28/2017	08/28/2017	Shared	[Star] [Trash]

Create and save lists of frequently ordered items for faster re-ordering. Create company-wide shopping lists of preferred/contract items to help departments stay in compliance.

### 1.19 Ability to save a shopping cart and complete the check-out process later;

With Staples' Save for Later feature, users can add items to their shopping cart and complete the order later.

### 1.20 Order tracking capabilities;

StaplesAdvantage.com can display near real time package tracking details for most shipments. With timely and accurate order tracking, customizable text and email notifications, and shipped, out-for-delivery and delivered status updates, you have seamless visibility of your packages from order placement to delivery.

## Order Tracking

Our package tracking is updated based on carrier event scans, and we identify which items are in each box in a shipment, so your employees know exactly what products are coming and when. Tracking information is easily accessible from a variety of locations on our website, including the header, dashboard and order details page.

### Package Tracking Details

**TRACKING DETAILS - ORDER #7206394952** ✕

<
**Shipment Expected On:** October 17, 2018
 >

**Shipped** on October 16, 2018  
**Carrier:** Staples Fleet  
**Boxes in this shipment:** 1

BOX 1

---

**Tracking Number:** 00000008070313258414  
**Expected Delivery:** Wednesday, 10/17/18

Date	Time	Scan Message	Location
10/17/18	07:10 am	Out for Delivery (ACK)	
10/16/18	12:00 am	Manifest Received	

---

**11 Items in this Box**

CLOSE

## Email and Text Notifications

For easy order tracking, your employees can opt into receiving email and text notifications when packages are shipped and delivered.

Email Order Confirmation

**ORDER NUMBER: 7206394952**  
**PURCHASE ORDER: 10/16/18**  
**ORDER DATE: 10/16/2018 4:56 PM ET**  
**ACCOUNT: 1007171**

**SHIPPED**

Expected Delivery: Wednesday, October 17, 2018

Ship To: BROOMFIELD  
 10249 CHURCH RANCH WAY  
 WESTMINSTER, CO 80021

Carrier: Staples Fleet  
 Tracking #: 00000008070313258414

**TRACK MY ORDER**



**Plantronics® Monaural Headset, H251N, Black**  
 Item #: 568903  
 Customer Item #: 568903

Quantity:  
1

Price:  
\$XX.XX

Subtotal:  
\$XX.XX

*1.21 Schedule deliveries for a later date and include parameters;*

StaplesAdvantage.com offers customers the ability to place an order and delay the delivery to a date of their choosing. With the City’s approval, we can add this feature to your StaplesAdvantage.com site during your account set-up. Once added, users can choose Select a Future Delivery Date during checkout which will allow them to choose a delivery date within 120 days.

**Delivery Date Information**

Next Available Delivery Date

Select a Future Delivery Date:

Orders with a future delivery date will reflect current prices at time of shipment.  
 Items shipped direct from the manufacturer are not eligible for future delivery and will be shipped separately.

*1.22 Environmental products identifier. Please explain how environmentally friendly products are identified and reported;*

Staples offers nearly 15,000 environmentally responsible products. Our wide variety of eco-responsible products includes Green Seal certified cleaners, Rainforest Alliance certified coffees, level certified sustainable furniture and ENERGY STAR® lightbulbs and electronics. The City can easily find eco-friendly products on StaplesAdvantage.com with our eco-icons when searching or browsing, through our environmental filtering features and by referencing green shopping lists.



*1.23 Ability to suggest an environmental product alternative to item selected. Please explain how this works;*

Yes, StaplesAdvantage.com has the functionality to automatically substitute products ordered by the City's end users and replace them with products specified by the customer. Product substitutes can be used to support compliance to the City's program as well as to drive demand management initiatives, such as cost reduction, purchasing product brands exclusive to Staples and meeting environmental or diversity goals.

We will only enable this functionality at the City's request.

In addition, your Account Manager can help you create green shopping lists with common eco-products. The City can easily find eco-friendly products on StaplesAdvantage.com with our eco-icons when searching or browsing, through our environmental filtering features

*1.24 Ability to restrict items, either from users view and/or from users purchase. Please indicate whether these restrictions are by item, category, or price;*

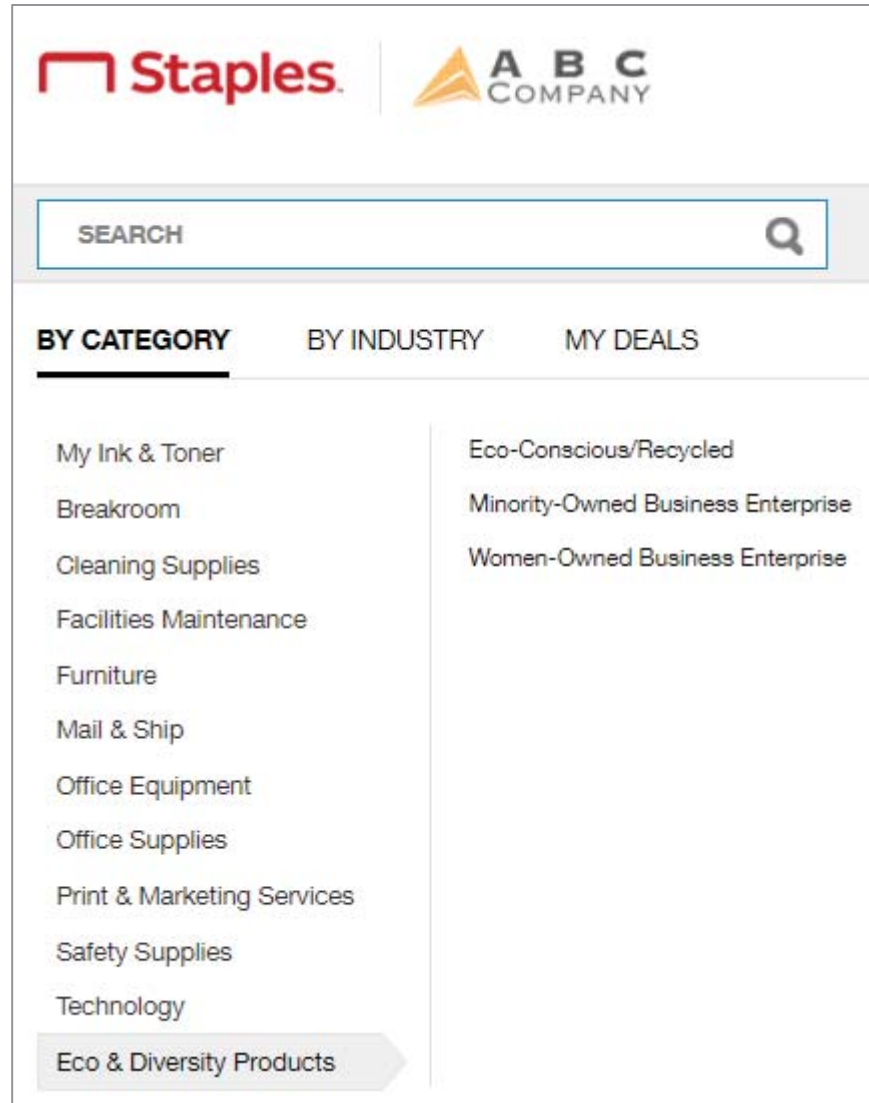
Please see our response to **Question 1.16** for information on our Item Blocking restrictions.

*1.25 Ability to block specific items including, but not limited to beverages, coffee & condiments, cleaning supplies and paper products from the City of Charlotte's accounts (i.e. on-line portal and retail stores) and/or block or add these or other items as requested by the City and/or any Participating Public Agency;*

Please see our response to **Question 1.16** for information on our Item Blocking restrictions.

*1.26 Ability to identify diversity vendor (HUB, MBE/WBE/VBE, SBE) products. Indicate how these are identified;*

The City's users can filter by MWBE products.



The screenshot shows the top navigation area of the Staples website. At the top left is the Staples logo. To its right is the ABC COMPANY logo, which consists of a stylized orange triangle followed by the letters 'A B C' stacked above the word 'COMPANY'. Below the logos is a search bar with the word 'SEARCH' and a magnifying glass icon. Underneath the search bar are three navigation tabs: 'BY CATEGORY', 'BY INDUSTRY', and 'MY DEALS'. The 'BY CATEGORY' tab is selected and underlined. Below this tab is a list of product categories. The 'Eco & Diversity Products' category is highlighted with a grey arrow pointing to the right. To the right of the main category list, there is a sub-menu with three items: 'Eco-Conscious/Recycled', 'Minority-Owned Business Enterprise', and 'Women-Owned Business Enterprise'.

In addition, MWBE products are identified with an icon on the product pages. Your Account Manager can work with the City to create global shopping lists of approved MWBE products, if desired.


Home / **Minority-Owned Business Enterprise**

## "Minority-Owned Business Enterprise" Returned 617 Matches.

Compare Items Per Page: 25

---

**Staples Choice**



[+ Quick View](#)

Brighton Professional 2-Ply Jumbo Toilet Paper, White, 12 Rolls/ Carton (BPR26215/410310)  
Staples Item # 365379 | MFR Item #BPR26215/410310

---

WOMEN-OWNED BUSINESS ENTERPRISES
 MINORITY-OWNED BUSINESS ENTERPRISES


\$46.72 CT/12

Compare

[Check Delivery Date](#)

1 Add Add to List

---



[+ Quick View](#)

Sustainable Earth by Staples Small Core 2-Ply Standard Toilet Paper, White, 1000 Sheets/Roll, 36 Rolls/Carton (SEB26597)  
Staples Item # 293670 | MFR Item #SEB26597

---

RECYCLED
 WOMEN-OWNED BUSINESS ENTERPRISES
 MINORITY-OWNED BUSINESS ENTERPRISES


\$103.52 CT/36

Compare

[Check Delivery Date](#)

1 Add Add to List

---



[+ Quick View](#)

Sustainable Earth by Staples Hardwound Paper Towels, 1-ply, 6/Carton (SEB26577)  
Staples Item # 277324 | MFR Item #SEB26577

---

RECYCLED
 WOMEN-OWNED BUSINESS ENTERPRISES
 MINORITY-OWNED BUSINESS ENTERPRISES

\$87.99 CT/6

Compare

[Check Delivery Date](#)

1 Add Add to List

[1.27 User Profiles;](#)

StaplesAdvantage.com user roles are defined in our response to **Question 1.10**. Users can modify their profiles under My Account.

[1.28 On-line reports \(see the Required Form for Reporting Capabilities for details\) that designated City/Participating Public Agency staff can produce;](#)

Through your partnership with Staples, you gain access to a comprehensive suite of activity, online and environmental reports. We offer these robust reporting capabilities in addition to a dedicated account team committed to your ongoing savings. With these tools and resources, you can identify procurement trends, isolate savings opportunities and make informed purchasing decisions. Our extensive reporting is one of our market differentiators, both in terms of its scope and in the detail of the information we provide. Our ordering, invoicing and reporting systems operate on one national platform, so you can be sure that the reports you access are accurate and consistent for all the City's locations.

## Online Reports

Designated end users can easily access several reports on StaplesAdvantage.com.

- User reports provide pertinent user information including approval hierarchy, ordering limits and assigned ship-to or budget center information.
- Spending reports provide a summary of purchases by budget center, bill-to, ship-to or individual for up to 24 months, including details on ordering method, order totals, number of orders and average order size.
- Budget reports allow you to monitor the variances between spend versus budget.

### Sample Spending Report Criteria

With StaplesAdvantage.com spending reports, you can customize report criteria and download up to two years of spending data to monitor trends, identify consolidation opportunities and track user ordering habits.

#### *1.29 Ability to provide administration rights to designated City Procurement staff for all City accounts/users;*

During implementation, your Staples Account Manager and Implementation Manager will gather user information from the City, including information on who will be your designated Administrators. Once your Administrators are live in the system, then can easily add additional users, including other Administrators.

#### *1.30 Please provide a dummy login and password for access to your on-line ordering system for review;*

The City is able and encouraged to explore the product and program information available on our website, StaplesAdvantage.com, without login information. At [StaplesAdvantage.com/Information](http://StaplesAdvantage.com/Information), we have informational training videos which illustrate many of the features of our site.

We would also be happy to meet with you to demonstrate the additional features available with full customer access or we can provide the City with temporary access to our StaplesAdvantage.com demonstration site to review its functionality. Due to the valuable confidential and proprietary information that may be disclosed through this process, we ask that you sign a non-disclosure agreement before we can provide temporary access.

#### *1.31 Capability to display picture and full description for every item; and*

StaplesAdvantage.com displays pictures and full descriptions for every item.

Staples


BROWSE CATEGORIES
QUICK ORDER
YOUR LISTS
YOUR DASHBOARD
Review Cart (0) \$0.00

---

[Back](#)

## Staples Helix Gaming Chair with Cooling Technology, Green (53210)

Staples Item # 24318958 | MFR Item #53210  
Brand Name/Manufacturer: Staples









\$299.96 EA/1

**Delivery**  
Choose from two options available at checkout:

- Standard Delivery : Free curbside delivery only. Delivery contingent on manufacturer lead time.
- Staples® Professional Enhanced Services : Inside Delivery and/or Assembly available for an additional fee. Contact customer service for more details 1-877-828-7766

1

**United Quantities**

[View Larger](#)

### PRODUCT DETAILS

[Compare Similar Items >](#)

Stay cool, calm and collected in the heat of any intense gaming session with the Quili Helix gaming chair featuring Outlast® cooling technology.


Create the perfect gaming environment with the sleek and stylish Quili Helix green and black gaming chair. This chair provides added comfort with two adjustable and removable pillows to support your head and lumbar. Optimal adjustment features and Outlast® cooling technology.

- This item is eligible for delivery, set-up and installation.\*
- Green and Black gaming chair
- Fabric and Luxura back and seat
- Seat height adjustment, adjustable arms, tilt tension and tilt lock
- Seat back reclines 135 degrees
- Two additional pillows for head and lumbar support
- Suitable for up to 10 hours of use per day
- Supports up to 275 lbs.
- Overall Dimensions: 48.5" - 51.1" H x 27.9" W x 27.3" D
- Seat Width & Depth Dimensions: 18.9" W x 17.1" D
- Seat Height Dimensions: 18.4" - 22.1" H
- Back Height & Width: 33.5" H x 17.9" W
- 7-Year Limited Warranty
- Full assembly required
- WARNING:** This product can expose you to chemicals including Di(2-ethylhexyl)phthalate (DEHP), which is known to the State of California to cause cancer and birth defects or other reproductive harm. For more information, go to [www.P66.Staples.com/about/ourstore](http://www.P66.Staples.com/about/ourstore)


### Specifications

Brand Name	Staples
Arm Style	Adjustable
Assembly Information	Full Assembly Required
Capacity (lbs.)	275
Color Family	Red
Gaming Chair Audio and Visual Features	None
Gaming Chair Frame Features	None
Gaming Chair Style	Racing
Gaming Chair Type	Racing
Gaming Chair	Fabric


#### CUSTOMERS ALSO VIEWED




★★★★★  
Arozzi Verona PRO V2 Gaming Chair, Carbon Black (VERONA-PRO-V2-)  
\$339.00 EA/1  
1



★★★★★  
Staples Vartan Gaming Chair, Blue  
\$258.97 EA/1  
1



★★★★★  
Staples Helix Fabric Racing Gaming Chair, Black/Blue (53100)  
\$333.97 EA/1  
1



★★★★★  
Staples Helix Gaming Chair

### 1.32 On-line returns capability.

Returning items through StaplesAdvantage.com is simple.

## Online Returns Process

**Online Returns: My Shipped Orders**

[View Return Policy](#)

To view details for an order you've placed in the past 90 days, click on the Order Number.

Product may be delayed or unavailable. View order details for further information.

Package Tracking information is available. To view details, click on the Truck icon.

[Click here to see order status definitions](#)

Order #	PO #	Order Status	Order Date	Order Method	Order Total	Items Returned	Return Items
7139589814	2015-300222	Shipped	07/13/2015	Online	\$110.09	0	<a href="#">Returns</a>
7139574204	2015-400411	Shipped	07/13/2015	Online	\$41.79	0	<a href="#">Returns</a>
7139475781	2015-400408	Shipped	07/09/2015	Online	\$190.70	0	<a href="#">Returns</a>

From the Dashboard, or under My Account, select Return an Item to launch the Online Returns window. Click the Returns button next to the order.

MFR Item #	UOM/Qty.	Your Price	Qty. Available to Return	Qty. to Return	Total Available to Return	Reason For Return
HP 78A Black Original LaserJet Toner Cartridge (CE278A) Staples Item # 853300						
CE278A	EA/3	\$34.62	3	<input type="text" value="0"/>	\$103.86	Return Reason <input type="text"/>
MFR Item #	UOM/Qty.	Your Price	Qty. Available to Return	Qty. to Return	Total Available to Return	Reason For Return
						* Number of boxes Staples will pick up: <input type="text" value="0"/>
<b>Total:</b>						<b>\$103.86</b>

For each item, enter the quantity to be returned and select a return reason from the drop-down menu. Then enter the number of boxes Staples will pick up.

Once you've submitted the Return an Item form, you will receive an on-screen confirmation and a Returns Authorization will be issued to arrange for a pick-up.

# Section 4, Form 17, Reporting Capabilities

*1.1 Reporting capabilities: The Company shall provide quarterly usage reports in Excel format to City Procurement by the 30th of January, April, July, and October. Reports must be designed in such a manner that the information captured on the purchase request shall also be reflected in the quarterly report. The reports must include but not be limited to the City department, Participating Public Agency name, category as identified in the resulting contract, product description, product number, unit of measure, quantity, applicable percentage discount/list price, fixed unit price, and extended price for each item. The City and/or Participating Public Agency reserves the right to request additional information. Bids must address the following:*

*1.1 Ability to allow approvers to run detailed reports on items approved and/or ordered by department and/or section numbers;*

Through your partnership with Staples, you gain access to a comprehensive suite of activity, online and environmental reports. We offer these robust reporting capabilities in addition to a dedicated account team committed to your ongoing savings. With these tools and resources, you can identify procurement trends, isolate savings opportunities and make informed purchasing decisions. Our extensive reporting is one of our market differentiators, both in terms of its scope and in the detail of the information we provide. Our ordering, invoicing and reporting systems operate on one national platform, so you can be sure that the reports you access are accurate and consistent for all the City's locations.

Staples' reporting capabilities ensure that you always have:

- **Easy Access** – From online to email, Excel to PowerPoint, our reports are accessible through a variety of methods and formats.
- **Timely Information** – Reports delivered on demand or at pre-determined intervals.
- **Comprehensive Results** – Measure everything from product usage to service levels with our robust reporting systems.
- **Detailed Insight** – Our reports gives you a complete view of your spend from individual purchasers to overall spend across all your departments, budget centers and locations.

## Activity Reports

With Staples' activity reports, you can track your product usage as well as Staples' service levels for your program. Your Staples Account Manager delivers these reports.

- Usage reports allow the City to track product usage organization-wide and drill down by facility, department, office or individual, so you can find area-specific opportunities for increased savings and efficiency. Usage reports also allow you to detail purchases of recycled items or those from minority vendors, giving you clear metrics to support your corporate responsibility initiatives.
  - Vendor
  - Order method (phone, online)

- Product category
- Contract versus non-contract items
- Recycled and environmentally preferable products
- MWBE products
- Service level reports provide the City with statistical information to track Staples' performance and service levels. Service level reports measure:
  - Fill rate
  - On-time delivery rate
  - Order accuracy
  - Sales breakdown of contract versus non-contract items
  - Backorders and orders shipped complete
  - Returns
  - Credits and debits
  - Average order information and summary by size

## Online Reports

Designated end users can easily access several reports on StaplesAdvantage.com.

- User reports provide pertinent user information including approval hierarchy, ordering limits and assigned ship-to or budget center information.
- Spending reports provide a summary of purchases by budget center, bill-to, ship-to or individual for up to 24 months, including details on ordering method, order totals, number of orders and average order size.
- Budget reports allow you to monitor the variances between spend versus budget.

### Sample Spending Report Criteria

With StaplesAdvantage.com spending reports, you can customize report criteria and download up to two years of spending data to monitor trends, identify consolidation opportunities and track user ordering habits.

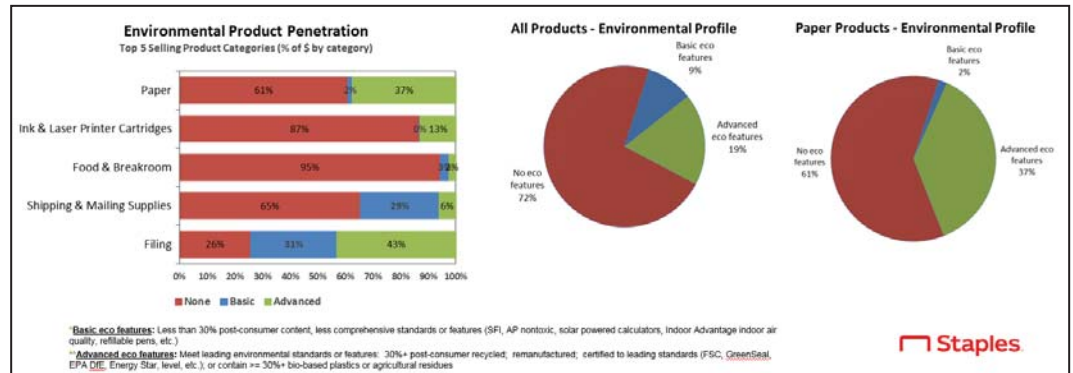
## Environmental Reports

Our environmental reporting suite includes a Purchases Summary report, Environmental Detail report, Small Order Reduction Calculator, LEED-EBOM Eligibility Assessment and AASHE STARS Eligibility Assessment. Our reporting provides deeper insights into your



current environmental spend and identifies opportunities to meaningfully increase your green spend. These reports are delivered by your Account Manager.

### Sample Environmental Purchases Summary Report



The Purchase Summary report integrates data from thousands of products on over 40 eco-attributes into a single page report.

#### 1.2 Ability to sort the history of purchases by product type (i.e. ink, toner, etc.), by account, or ship- to location;

With our Excel reports, the City can sort purchases by product type, account and ship-to location. During implementation, your Account Manager will work with you to determine the appropriate format and layout for your reports.

#### 1.3 Ability to produce minority products purchased reports;

Your Staples Account Manager, Hunter Wiley, can provide detailed information regarding the City's specific diverse product purchases with Staples' customer usage reporting tools. He will present this information to you as part of your quarterly business reviews. These reviews provide in-depth usage reporting on the City's diverse spend, including:

- **MWBE External Benchmarking** – The City's diverse product purchases (as year-to-date and percentage of total sales) are compared with that of other public sector customers, Staples' customer average and Staples' best practice customer examples
- **Minority Purchases** – Provide monthly and quarterly breakdown of the City's total minority purchases and as a percentage of total sales
- **Top 10 Minority Items** – List most frequently ordered products manufactured by diverse suppliers including quantity, unit of measure and cost

Using a consultative approach, your Staples Account Manager will work with you to identify opportunities to drive purchasing toward these product groups and report on the City's progress.

Staples also produces quarterly and annual Supplier Diversity Spend Reports that customers may utilize for Tier Two reporting.

#### 1.4 Ability to produce recycled products purchased reports; and

At Staples, we'll work with the City to develop Worklife solutions that measure the impact of your sustainable initiatives. With our Environmental Purchases Summary report, the City

will see a complete picture of green purchasing behaviors across your organization. And our Industry Benchmark tool will help you compare your performance to that of your industry peers. You can also look at more specific information with our environmental details report, focusing in on key product categories where you'd like to improve your performance. Finally, our Small Order Reduction Calculator details how you can reduce both delivery costs and environmental impacts.

From measuring environmental attributes and quantifying eco-friendly purchases to identifying opportunities for improvement and communicating your green initiative progress to stakeholders, our reporting tools provide valuable information to help you meet your sustainability goals.

## **Environmental Purchases Summary Report**

As part of the City's business reviews, your Staples Account Manager will provide a customized Environmental Purchases Summary that details your top purchasing categories and your environmental penetration in those categories. By seeing how much of your spend goes towards environmental products, the City can easily determine where you have the most opportunity to increase your green purchases.

This report also reveals what percentage of your total spend comes from products that contain at least one of more than 40 green features, such as recycled content or ENERGY STAR-certified items. We group those attributes into three categories: Advanced, Basic and No Eco Features based on the amount of post-consumer content used and other environmental certifications. This distinction makes it easy for decision-makers to measure progress and to prioritize the focus of initiatives.

If the City has a specific environmental program, such as LEED certifications or recycled content targets, we can provide detailed tracking of specific attributes at the product category, department, building or user level. This ability provides you with tremendous insight to help you meet your goals.

### Sample Top Ten Product Categories & Environmental Penetration by Spend

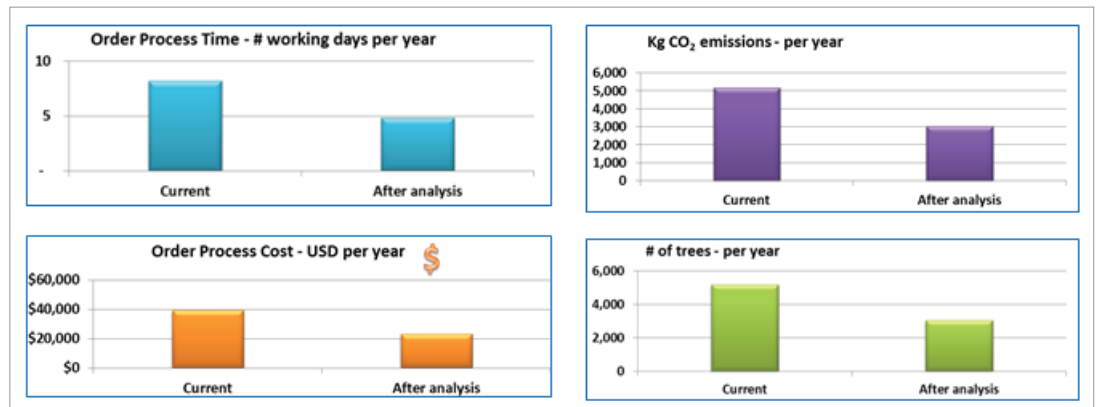
Staples Category	Total Spend	Percentage of Total Spend	Basic Eco Features	Advanced Eco Features	No Eco Features
Paper	\$739,888	21%	2%	37%	61%
Ink and Toner Cartridges	\$556,787	16%	0%	13%	87%
Food and Breakroom	\$321,938	9%	3%	2%	95%
Pack & Ship Supplies	\$156,544	4%	29%	6%	65%
Filing	\$138,859	4%	31%	43%	26%
Ink Writing	\$119,524	3%	28%	2%	70%
Janitorial Paper	\$109,112	3%	9%	24%	67%
Binders	\$99,171	3%	12%	56%	33%
Post-It Notes, Index Cards	\$91,882	3%	39%	9%	52%
Presentation	\$77,405	2%	20%	56%	23%
Top 5 Categories Combined	\$1,914,015	54%	6%	22%	72%
Top 10 Categories Combined	\$2,411,109	67%	9%	23%	68%

Through our detailed summary and reporting capabilities, the City will see a complete picture of your organization's environmental purchasing behavior.

### Small Order Reduction Calculator

Designed to highlight how the City can reduce the costs and environmental impacts of multiple, small order deliveries, the Small Order Reduction Calculator allows for analysis of minimum order scenarios.

#### Reduce Costs and Your Environmental Impact



Achieve significant reduction of both monetary and environmental costs by implementing minimum order standards.

Our dedicated Account Management team will work with the City to suggest strategies that lead to more efficient ordering. Staples will support these initiatives with a communications campaign that includes customized brochures and flyers explaining the benefits of consolidation to your users. We can also implement order size controls on your ordering platform that would require users to reach a minimum dollar threshold before submitting the order. Both methods have been extremely effective in helping our customers minimize costs without inconveniencing their associates.

Industry statistics show that with every order transaction you process, you can incur soft costs of \$20 to \$100, and these costs increase when you consider environmental factors like additional packaging materials and the increase in carbon emissions expelled by delivery trucks.

## Industry Benchmarking Capabilities

Staples has developed an environmental benchmarking tool to detail your performance against other Staples' customers in your industry. We pinpoint the green spend of our customers by industry and then evaluate to identify average and leadership performance. With a deeper understanding of how you stack up against industry peers, you can evolve your environmental plans to achieve your goals.

*1.5 Bids must include sample reports for a current city/county government customer that demonstrates these reporting capabilities.*

Please see **Attachment – Sample Reports** for a demonstration of our reporting capabilities.

# Section 4, Form 18, Billing Capabilities

1. **Billing capabilities:** Bids must include in detail the Bidder's billing capabilities including the following:

1.1 Has your Company successfully integrated with MUNIST?  Yes  No

1.2 Please provide two (2) references for the section above.

Agency Name: Cherokee County School District  
Contact Person: Shannon Nolan  
Telephone Number:  
Email Address:

Agency Name: City of Huntsville  
Contact Person: Larissa Mack  
Telephone Number:  
Email Address:

**City's Current State:** The current vendor provides a monthly summary bill on the first business day of the month sorted by City's criteria (i.e. cost center/various dept., etc.) based on contract price without Purchase Orders for each order.

1.3 Provide your best practice for automated billing process;

Staples' billing process is completely customizable to your requirements. During implementation, our experts will assess your accounting practices and information system capabilities to recommend the best solution. It is our goal to help you reduce paperwork and enjoy an easier and more efficient payment process.

Our customizable offering includes:

- Invoices organized to your specific requirements with our simple layout options
- Invoicing that breaks out each line item by a specific budget center, making it easier to reconcile and allocate payments
- Flexibility to schedule invoice delivery by a daily, weekly, monthly or bimonthly cycle or a specified day of the month or week
- Formats that work best for your organization, including paper, PDF and Excel
- XML or EDI invoicing delivered directly to your accounts payable system
- Billing by accounting unit
- ACH and wire payments and notification via fax, email or EDI

### All the Essential Information

Standard Invoice Information	Additional Invoice Information We Support	
Invoice Number	Ship-to Addresses	Purchase Order Number
Invoice Amount Due and Due Date	Department Number	Net Amount of Order
Remittance Address	Release Number	Net Amount for Payment
	Tax per Order	Quantity Shipped
	Summary Total	Unit Price
	Quantity Ordered	Product Description
	Department Name	

Every invoice includes the standard information you need and we can tailor invoices to include any additional information you require.

**City's Future State:** *The City desires to streamline into an e-process that includes submission of electronic purchase orders and invoices utilizing the City's financial system, MUNIS and the Company's system. The City would like to leverage a similar platform as our existing e-Procurement Punch-out solution. Standard commerce protocol will be used as a guideline in an effort to support an industry standard import format. cXML.org maintains guidelines and will be used as a basis for this interface. The City intends to utilize a dedicated remit for each e-Invoice and it will override any specific remit that is defined in the invoice cXML.*

#### 1.4 Ability to successfully create and submit invoices through an electronic feed to MUNIS;

The Staples team is ready to work with the City to establish secure and reliable ways to transmit files. Staples supports numerous methods for exchanging data with our customers. Some of the methods we support include the ANSI X.12 Electronic Data Interchange (EDI) Standards, UN EDIFACT Draft Standards, standard XML formats (cXML, xCBL) and, in rare occasions, proprietary file formats. We provide full support for customer systems that conform to industry standard architecture. The following is a list of the types of electronic transmissions Staples currently supports:

- HTTPS posting for XML documents
- AS2 (Applicability Statement 2 – used for EDI transaction)
- ANSI X.12 EDI transmissions via a Value Added Network (VAN) – Staples primarily uses Sterling, but can interconnect to any VAN
- Secure File Transfer Protocol (SFTP)

Staples employs a staff of data integration professionals to gather customer's requirements and help streamline the integration process. This team's main objective is to build a partnership that brings benefits to both parties, and results in increased efficiencies and speed.

We have direct experience working with many third-party software applications and electronic marketplaces such as:

- MUNIS
- Ariba
- PeopleSoft
- Perfect Commerce
- Oracle
- SAP
- Jaggaer (formerly known as SciQuest)

## Transaction Sets

Staples currently supports the following transactions sets:

### *Purchase Order*

Document Format	Recommended Version	Other Supported Versions	Protocol Standard	Other Supported Protocols
cXML	1.1		HTTPS	SFTP
OAG	PROCESS_PO_007	PROCESS_PO_003	HTTPS	SFTP
EDI 850	X12 4010	3010, 3030, 4030, 5010	AS2	VAN, SFTP
xCBL/MRO	3.5	3.0, 2.0	HTTPS	SFTP, AS2
IDOC	05		HTTPS	SFTP
PIDX	1.2		HTTPS	

### *Custom Punchout*

Document Format	Version	Protocol Standard
cXML	1.1	HTTPS, HTTP
OCI (Open Catalog Interface)	4.0	HTTPS, HTTP
Oracle Native XML	iProcurement 10	HTTPS, HTTP

### *Hosted Catalog File (CIF)*

Document Format	Version	Protocol Standard	Other Supported Protocols
cXML	1.1	HTTPS, HTTP	
File (Text/PDF/Excel)		Email	
EDI 832 (Supported in Gentran)	4010		SFTP, FTP

### *Purchase Order Acknowledgement/Order Confirmation*

Document Format	Recommended Version	Other Supported Versions	Protocol Standard	Other Supported Protocols
cXML	1.1		HTTPS	SFTP
EDI 855	X12 4010	3010, 3030, 4030, 5010	AS2	VAN, SFTP
xCBL	3.5		HTTPS	SFTP

### *Advanced Shipment Notice (ASN)*

Document Format	Version	Other Supported Versions	Protocol Standard	Other Supported Protocols
cXML	1.1		HTTPS	SFTP
OAG	PROCESS_ASN_002		HTTPS	SFTP
EDI 856	X12 4010	3010, 3030, 4030, 5010	AS2	VAN, SFTP
xCBL	3.5		HTTPS	SFTP

*Invoice*

Document Format	Version	Other Supported Versions	Protocol Standard	Other Supported Protocols
cXML	1.1		HTTPS	SFTP
OAG	PROCESS_INVOICE_002		HTTPS	SFTP
EDI 810	X12 4010	3010, 3030, 4030, 5010	AS2	VAN, SFTP
xCBL	3.5		HTTPS	SFTP
PDF	Standard		SFTP	Email
Excel	Standard		SFTP	Email
CSV	Standard		SFTP	Email
e-receipt	Standard		Email	

*1.5 Ability to reference the City's e-Purchase Order number on all e-Invoices;*

Staples can provide the City's e-Purchase Order number on all e-invoices.

*Other Important Features:*

*1.6 Ability to itemize the invoice by department and/or division;*

If needed, Staples can itemize your invoices by department and/or division. Your Account Manager will work with the City during implementation to design an invoicing layout that meets your needs.

Staples can provide consolidated billing if requested by the City. Each consolidated billing package can contain multiple levels of data showing shipment detail, invoice detail and usage detail for all shipments within a billing period. During implementation, the City will determine the billing frequency that works best for your program. We can provide different billing options for different locations within a single account and produce this billing information through electronic output.

Staples' master invoice program captures invoices at prearranged intervals. Our master invoice summarizes the amount of each invoice in multiple ways, such as by department, purchase order, invoice number or cost center. This allows you to pay from one master invoice and still assign costs by the appropriate department or cost center.

*1.7 Ability to incorporate the City's chart of accounts (i.e. xxxx-xx-xx-xxxx-xxxxxx-xxxxxx-xxx-xxxxxx) and/or project accounts (i.e. xxxxxxxxxxx-xxxxxxxxxx-xxxxxxxxxx-xxxxxxxxxx) per transaction;*

Staples' needs to know more about the City's account per transaction requirements before we can agree to providing; however, with our robust billing and invoicing options, we are able to meet most custom requirements.

*1.8 Customized billing options;*

Our electronic invoice system provides a clear audit trail for each purchase nationwide, ensuring reliable pricing and invoice information. Our electronic ordering and invoicing capabilities include:



- Secure File Transfer Protocol (SFTP)
- File Transfer Protocol using PGP Encryption
- AS2
- HTTP and HTTPS posting for XML documents
- ANSI X.12 EDI transmissions via a Value Added Network

We can customize our electronic invoices to meet any of your requirements.

*1.9 Invoice options;*

Invoice options are customized to your requirements.

*1.10 Frequency options;*

Frequencies are customizable to your preferences. Options include delivery by a daily, weekly, monthly or bimonthly cycle or a specified day of the month or week.

*1.11 Sorting Capabilities; and*

Sorting capabilities are customized to your requirements.

*1.12 Media Types.*

Staples can provide paper, PDF and Excel invoices, or XML or EDI invoicing delivered directly to your accounts payable system.

# Section 4, Form 19, P-Cards

1. **Procurement Cards (P-Cards):** Bidder must accept City/Participating Public Agency issued P-Cards on-line or in retail stores. P-Cards must be linked to contract pricing. Please address your Company's policy for accepting procurement cards (P-Cards), major credit cards and how this information is linked to contract pricing. Bidders must be able to provide Level III data on the credit card reports to the City's P-Card Program Manager upon request. Please confirm this requirement in your bid response.

Our e-commerce site accepts credit cards and corporate procurement cards as a method of payment. In addition, if the City requires purchases be made with a corporate procurement card, we can require credit card information before order submission. Our e-commerce website can support any payment requirements such as purchase order numbers, budget centers, etc. Credits are made to the appropriate procurement card for any returns or adjustments.

## P-Card Reporting

We can provide up to Level III reporting for retail purchases made with a registered corporate procurement card. After a purchase, Staples sends the purchase information to the bank issuing the credit card. The information will appear on the user's monthly statement with Level I, II or III information depending on what information the bank accepts and what is transmitted to the credit card company. Level III is currently available for Visa and MasterCard; Level I is available for American Express and Discover.

Usage Reporting Levels

Level I	Level II	Level III
Date	Level I Information	Level I and II Information
Amount	Sales Tax Amount	Item Number
Commodity Type	Ship-to Zip Code	Item Description
Establishment	Card Member Reference Number (Budget Center, Purchase Order or Order Number)	Item Quantity
		Unit of Measure

# Section 4, Form 21, Delivery and Delivery Personnel (Revised)

## 1. Delivery:

*All office supplies provided under this contract must be delivered F.O.B. Destination on the next business day from the placement of order if ordered by 3:00 PM on a workday. Workdays are Monday through Friday, excluding City, State and Federal recognized holidays. Delivery and freight charges are to be included in discount price. Failure to comply with this requirement shall be cause to terminate this contract unless such failure is confined to infrequent and isolated instances, which do not involve major purchases.*

*1.1 Deliveries must be made to the City's individual departments. Addresses for the various departments will be provided to the successful Bidder;*

Staples acknowledges. Our proposed pricing is based on inside delivery to each department.

*1.2 Each order delivered must have a packing slip enclosed. The packing slip must clearly show the items ordered, unit of measure, contract pricing, items enclosed and identify any items on backorder;*

Staples acknowledges. Staples provides two packing slips with each order. Every order contains two copies of its own packing list, which includes the following standard information:

- Item number
- Product description
- Unit of measure
- Quantity ordered and shipped
- Customer name and customer number
- Ship date
- Number of packages
- Order number
- Purchase order number
- Release number
- Cost center and purchaser
- Ship-to and sold-to contact information

Pricing can be added to the packing list as a means of reconciling your purchase.

Large items, such as a chair or a case of paper, will display the packing list on the outside of the shipment in a clear envelope. If the delivery includes multiple items, it will be shipped in a box with the packing list inside.

*1.3 All Participating Public Agencies will require deliveries to its specific locations. Successful Bidder must agree to provide the same delivery terms and conditions to all Participating Public Agencies that utilize this contract through CCPA; and*

Staples acknowledges. We will provide the same delivery terms and conditions to all Participating Public Agencies utilizing this contract through CCPA.

1.4 Bids must include how orders are tracked and deliveries are verified.

When placing an order via StaplesAdvantage.com, you will receive an automatic email confirmation, which will show the order's status. We can also provide a fax confirmation of the order, upon request. Additionally, all orders users place, whether via phone, fax or email, receive an email confirmation and can be viewed and tracked online at StaplesAdvantage.com.

## Proof of Delivery

The technology in our delivery network enables us to electronically capture signatures at the time of delivery with PODs available on our e-commerce site by the next business day.

End users can also log in to our e-commerce site and from the Dashboard they can click on an order number. On the Order Details tab, they can click on the truck icon to get to our package tracking pages. Your end users can also call our Customer Service Department if the delivery information you seek is not on our website.

[Click here to see order status definitions](#)

Item Status	Expected Delivery Date	Customer Item #	MFR Item #	UOM/Qty.
Microsoft 2000 E6K-00001 USB Wireless Standard Keyboard, Black Staples Item # 331243				
Shipped	07/13/2015	331243	E6K00001	EA/1
Brother Toner Cartridge, TN-450, High Yield, Black Staples Item # 889863				
Shipped	07/13/2015	889863	TN450	EA/1

### Item Tracking Details

Item Qty. 1 - Microsoft 2000 E6K-00001 USB Wireless Standard Keyboard, Black

[Track all packages](#)

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Other items included in this box:

	<b>Box Status:</b> Delivered Left at customer location	Carrier: UPS
	Signed By: NOT AVAILABLE on 07/13/2015 at 03:50 PM	Box #: 00000006920968766593

Qty.	Items included in this box:
1	<a href="#">Microsoft 2000 E6K-00001 USB Wireless Standard Keyboard, Black</a> Staples Item #: 331243
1	<a href="#">Brother Toner Cartridge, TN-450, High Yield, Black</a> Staples Item #: 889863

2. *Delivery Personnel: All delivery personnel of the successful Supplier may be subject to background checks at the discretion of the City/Participating Public Agency. Bids shall include company policies regarding selection of personnel who will be frequenting City/Participating Public Agency facilities as some locations may require security access.*

Ensuring your products get delivered on time, complete and undamaged is our number one priority. We have a process for managing our third-party couriers and Staples-exclusive carriers to ensure they meet the same high standard of delivery performance as our own Staples fleet. The requirements and expectations of our courier partners include:

- Demonstrate a professional and positive service attitude
- Sustain staffing levels to ensure on-time delivery of customer orders
- Have safe driving records
- Maintain adequate insurance
- Use only DMV-registered vehicles
- Meet all DOT requirements, including a valid driver's license
- Conduct pre-employment and random drug-screening and felony background checks
- Utilize approved tracking applications

## Tracking Courier Performance

Delivery Operation Managers (DOMs), stationed across the country, maintain and oversee our courier relationships. Using an automated tracking functionality our DOMs can monitor and track delivery performance in near real time. In addition, they can run a scorecard on each of our couriers so that we can see their performance against our metrics over time. We can also drill down to see performance from a particular day, order or box. Metrics we track include delivered by date confirmed, cargo loss and scanning performance.

This level of detail and insight allows us to hold our couriers accountable to our standards and take corrective action if a courier or driver fails to meet performance.

## Staples' Courier Scorecard



Our detailed Courier Scorecard tracks delivery metrics and benchmarks them against our service level agreements with our couriers.

# Section 4, Form 22, Value Added Services

## 1. Value Added Services:

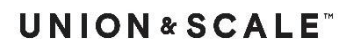
*Bidders must detail any special programs that your Company offers that will improve the City and Participating Public Agency's ability to access products, such as retail store availability, promotional items, engraving, printing, demand management or other innovative strategies that could add value to this contract.*

Being the pioneer of office solutions, Staples knows work is more than a job. It is a sense of purpose and fulfillment that defines us. As The Worklife Fulfillment Company, we have programs that fit every size company, from a one-person office to the Fortune 100 organization, across all industries, including academic institutions, healthcare, state and federal governments. We take the time to understand the solutions you need, make smart recommendations and provide business reviews for even greater savings. Our industry-leading breadth and depth of value-added services includes:

## Everything Your Business Needs

We've simplified our product assortment. We now offer the right choices for business versus every product out there, making it easier to get exactly what you need. And we're proud to introduce our new innovative products in business essentials, breakroom, facilities, technology and furniture.

- **Tru Red** – Thoughtfully designed business essentials to help you work, create and innovate better. Quality tested and engineered to last.
- **NXT Technologies** – Tech products to keep your teams connected and productive — whether they're at the office or the airport, a coffeehouse or the couch.
- **Coastwide Professional** – Professional-grade facility and ship and pack supplies built to spec and made to perform, with no wasted product or labor.
- **Perk** – Breakroom essentials designed with quality, value and just the right touch of personality to bring fun and energy to break time.
- **Union & Scale** – Furniture and decor that work together in perfect harmony. There's a collection for every style and work style.



## Consolidation Opportunities

Consolidating your Worklife purchases with Staples will streamline processes, drive operational efficiencies and result in consistent pricing and service for the City. Consolidation lowers administrative costs and allows you to leverage your full spend in additional product categories.

- **Business Essentials** – Staples offers the right tools for your teams to be more productive, more organized and more inspired. We carry every business essential for the workplace, from copy paper to writing essentials to smart phones and accessories, with a wide selection of green and MWBE products.
- **Furniture Solutions** – We'll help you bring a productive, collaborative workspace to life with our products, technology, people and services. Our Furniture Solutions offering provides access to more than 250 best-in-class manufacturers, including Allsteel, HON, Global and National. From design services through installation, you'll get a custom-tailored solution that looks good and enhances the way your team works.
- **Facility Solutions** – From lighting to floor care to restrooms, Staples can supply every part of your facility. We offer professional-grade janitorial and safety supplies from the most trusted brands in the market, including Coastwide Professional, Diversey, GOJO, Georgia-Pacific, Kimberly-Clark and Rubbermaid. In addition, our facility professionals can customize a cost-effective program using the analytics from our exclusive BluPrint™ site assessment tool.
- **Print & Marketing Services** – Staples can provide a range of customizable print products, built to fit your unique needs. Every year, we handle more than 396,000 print jobs, and our experts will work with you to develop a print program that delivers results.
- **Technology Solutions** – From Managed Print Services to holistic IT infrastructure programs, we offer start-to-finish technology solutions made to save you time and money. With complete lifecycle management and everyday tech products from industry-leading brands, Staples has everything you need to keep your team connected and productive.
- **Breakroom Solutions** – We will help you create a more connected and collaborative breakroom with a complete breakroom program. From coffee and brewers to water coolers, cutlery to snacks, our wide variety of products matches the needs of every generation in the workforce. Our breakroom specialists are ready to analyze your space and provide cost saving recommendations.
- **Pack & Ship Solutions** – Staples can design a customized pack and ship program that saves you time, money and manpower. From sourcing package-specific tape to helping lower your damage rate, our Pack & Ship Specialists partner with you to drive efficiency in your operations.
- **Staples Promotional Products** – With more than 700,000 products plus well-cultivated relationships with a global supply network, Staples will help you create unique branded solutions.



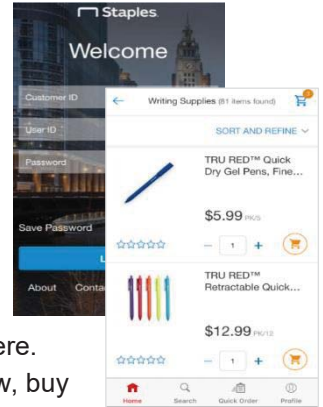
“This app is great. I love the scan feature to search for items that I find in store or around the office. It’s great for comparing prices or just simply reordering without having to search. I can order from the app or from my computer — the shopping carts are linked so I can save what I want and order when I’m ready. I love Staples and this app makes it even more convenient.” –

*Anita Pifer, Blue Moon Landscaping*

## Staples’ Mobile Advantage

Take the selection and convenience of your Staples program with you, no matter where you go.

- **Approve on the Go** – Avoid downtime and confirm orders no matter where you are.
- **Shop Smarter with Shopping Lists** – Group supplies in the way you use them with personalized shopping lists.
- **Scan and Restock with a Touch** – Skip the scrolling and typing — scan your product barcodes and quickly add items to your cart or shopping list.
- **Browse and Order Wherever You Are** – Take the convenience of your Staples program with you anywhere.
- **Buy Online, Pick Up in Store** – When you need it now, buy via the app and pick up in a Staples store in as little as an hour. You’ll always get your negotiated contract price.
- **Extras that Save You Time** – Ink & Toner Finder, quick order entry, order status and package tracking and easy online returns.



Please note, Staples’ mobile app is not compatible with punchout programs. This feature will not be available once the City moves to the MUNIS platform.

## Going Green is Easier with Staples

Running your business with minimal impact on the natural world is a priority, and purchasing green products is just the beginning. Rely on our expertise to help you create an affordable, sustainable program for your office.

At Staples, we strive to minimize our environmental impact on the planet and the communities we serve. From responsibly sourced products and packaging to the recycling services we offer our customers, we’re committed to sustainability. We also provide extensive environmental reporting to show you where you can make more eco-responsible purchases.

## Convenient Ways to Shop

When you need something right away, take advantage of your negotiated pricing at one of our U.S. stores, including 40 across North Carolina. Our Retail Purchasing Program is a powerful tool for ensuring program compliance and allows your employees to get what they need when they need it without going outside your established supply program.

### *Buy Online, Pick Up in Store*

Staples customers can place orders online for pickup in a local Staples store for emergency, same-day purchases. Simply select Pick Up Today from your shopping list and your order will be ready in as little as one hour. Buy Online, Pick Up in Store purchases receive your contracted prices and are captured in your reporting. Please note, Buy Online, Pick Up in Store is not compatible with punchout programs. This feature will not be available once the City moves to the MUNIS platform.

### *Special Orders*

Staples can procure, manage and deliver every product you need — from unique proprietary products to supplies specific to your industry. We have a dedicated internal sourcing team that concentrates on procuring specialty products from well-known vendors, and our industry-leading buying power allows us to deliver highly competitive pricing and continually drive down costs. Additionally, we can stock the City's proprietary supplies in our fulfillment centers, making it easy to purchase these supplies on-demand through StaplesAdvantage.com.

## **Print to Store**

Staples has your print projects covered with on-demand printing and pick up through our Print to Store solution. We make it easy to print projects directly from your computer to any Staples store.

- Just upload, configure and then pick up your projects at any one of our U.S. stores
- Perfect for working on the go
- All services are billed directly to your Staples account

## **Facility Site Assessment – Catered to Your Business**

See your facility with fresh eyes, address long-term pain points and find ways to save time and money with a full facility assessment by Staples' Facility Solutions experts.

Using our revolutionary BluPrint™ app, our experts will conduct a walkthrough of your facility, providing you with a valuable view of the effectiveness of your janitorial program, identifying opportunities for improvement and creating a personalized program to help you standardize, consolidate and reduce your overall operational costs.

## **Committed to Diversity**

Staples' supplier diversity programs aim to help our customers achieve their diversity goals, while supporting the growth of MWBEs in our communities.

- **Diversity One Program** – Staples connects customers directly with diverse suppliers to help bring quality, innovative products to their business.
- **Diversity Two Program** – Offering a wide selection of quality products from diverse manufacturers, Staples demonstrates its commitment to MWBEs and small businesses, and supports our customers in reaching their supplier diversity goals.

In addition to our formal Diversity Programs, Staples offers thousands of diversity products on StaplesAdvantage.com. Your employees can even search and filter by Diversity Products, so you can support MWBEs while getting the products you need.

## Staples Worklife Resource Center

Staples offers our customers additional tips to help businesses of all sizes get more done. Through our Worklife Resource Center, we provide thought-leadership and expertise on productivity, technology, procurement, office life and more. Visit the [Staples Worklife Resource Center](https://staples.com/content-hub) (staples.com/content-hub) for blog articles, whitepapers, case studies, infographics, news coverage and social media streams.

**Staples Worklife Resource Center**

**BUILDING YOUR BUSINESS**   **COMPANY CULTURE**   **LEVERAGING TECHNOLOGY**   **ORGANIZATION**   **PRODUCTIVITY**   **SUSTAINABILITY**   **TRENDING TOPICS**

### Shaping the future of Worklife.

The insights and ideas you need to be more productive, connected and inspired.

**Just For You**

**CSR**  
**How One University Protects the Environment and Improves Campus Health**  
 Article

**Breakroom**  
**Achieve the Ultimate Breakroom for a More Productive Workplace**  
 These real-life spaces will give you office envy.  
 SlideShare

**Health and Wellness**  
**How Advances in Ergonomics Can Reduce Pain in the Workplace**  
 New technologies can help increase comfort.  
 Article

**What's Popular**

- Productivity**  
**Mobile Water Damage? Save Your Smartphone in 3 Steps**  
 Article
- Organization**  
**Getting Rid of Clutter: Pick a Method for Your Office**  
 Article
- Leveraging Technology**  
**4 Mobile Accessories to Keep You Productive Outside the Workplace**  
 Article
- Building Your Business**  
**5 Tips for Creating Presentations That Will Wow Your Audience**  
 Article
- Company Culture**  
**What's Next for the Workplace? A Focus on Employee Needs**  
 Video

**BUSINESS PROGRAMS**

# Section 4, Form 23, MWSBE Participation Plan

## SECTION ONE, INSTRUCTIONS TO BIDDER

### 1.16 Charlotte Business INClusion Plan

*Companies responding to this ITB are required to provide a MWSBE Participation Plan, describing your approach and past history with MWSBE utilization. The Participation Plan should include at a minimum the following elements:*

- *Identify MWSBE vendors you propose to use on this project;*

Staples is using Delivery and Distribution, LLC to provide delivery services to the City's locations.

- *Identify outreach efforts that will be employed by the Company to maximize MWSBE inclusion throughout the life of this project;*

Staples will be utilizing Delivery and Distribution, a diverse courier, to make deliveries for the product purchased under this agreement, for the lifetime of the agreement. In the event the scope of the proposed contract expands to include additional products and services which increase qualifying MWSBE inclusion opportunities (e.g., breakroom and facilities dispensers/equipment installation, furniture delivery and installation, etc.), Staples will use good faith efforts to include further participation of qualified MWSBE businesses. Notwithstanding the foregoing, Staples will continue its outreach to include further MWSBE participation under the proposed contract in pursuit of the 10% goal established by the City of Charlotte.

- *Identify specific scopes of work to be performed by MWSBEs;*

Delivery and Distribution will deliver products in the Charlotte metro area.

- *Document the overall percentage to be committed to MWSBEs;*

Staples intends to subcontract all delivery work under the proposed contract to Delivery and Distribution, with the cost of doing so amounting to approximately 6.3% of the total contract value. Staples believes this is the maximum participation it can practicably achieve in light of the products and services sought pursuant to this RFP and the qualifying MWSBE relationships currently held by Staples. Notwithstanding the foregoing, Staples will continue its outreach to include further MWSBE participation under the proposed contract in pursuit of the 10% goal established by the City of Charlotte.

- *Describe your approach and past history utilizing MWSBEs (include a list of past projects and your MWSBE utilization on said projects); and*

Staples is committed to fostering diversity within our business and among our suppliers. We have included diverse suppliers in our supply chain since our inception, and our

mission is to continue to help companies grow their businesses and add jobs to their communities.

## Supplier Diversity Program

In 2003, we formalized our commitment by launching our Supplier Diversity program. This program includes our internal initiatives to source from diverse and small business suppliers as well as our Diversity Solutions, which helps our customers meet their diversity goals through products and services offered by diverse companies (MWBEs, small businesses, veteran-owned businesses, HUBZone, etc.).

## Diversity One Program

Our Diversity One offering enables customers to connect with a certified diverse office supplier for the management of their national office product needs. Since its creation we:

- Formed strategic alliances with several highly respected diverse and small business office suppliers who have extensive experience serving Fortune 1000 and large institutional customers.
- Provided partners with access to technology and ongoing mentoring to help them add capacity to their business and grow as independent companies.
- Established alliances with independently owned and operated diversity companies in a direct seller relationship. All these diverse suppliers have established market leadership and investment in their local communities.
- At the end of 2017, our diverse suppliers had a collective book of business with over 500 customers.
- Received numerous awards and recognitions for our program including America's Top Corporation for Women Owned Businesses (WBENC) and Corporation of the Year (Center for Women in Enterprise).

- *The City has established the following MWSBE Goals for products and services on this project:*

*You are highly encouraged to consider any and all possibilities for MWSBE participation. A complete list of City certified SBEs and City registered MWBEs is available at [www.charlottebusinessinclusion.com](http://www.charlottebusinessinclusion.com). The MWSBE Subcontracting Goal for this Project has been set at 10%. The Company is required to submit Section 4, Form 23 attached herein. Failure to submit this form with the Bid Response shall render the Bid non-responsive.*

Staples acknowledges.

**M/W/SBE PARTICIPATION PLAN  
ITB # 269-2019-081  
OFFICE SUPPLIES**

The City maintains a strong commitment to the inclusion of MWSBEs in the City’s contracting and procurement process. Companies responding to this RFQ are required to provide a MWSBE Participation Plan as outlined in Section 1.16 along with this required Form 23.

The City has established the following MWSBE Goals for all services and products provided on the Project:

- **The MWSBE Subcontracting Goal for this Project has been set at 10%.**

Please indicate if **your company** is any of the following:

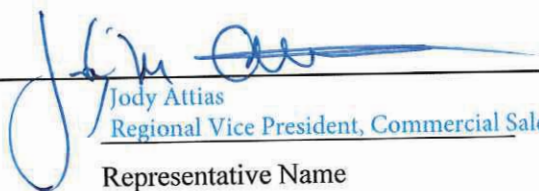
\_\_\_\_\_ MBE    \_\_\_\_\_ WBE    \_\_\_\_\_ SBE

<b>LIST INFORMATION FOR EACH MWSBE TO BE UTILIZED ON THIS PROJECT:</b> <i><b>COPY THIS FORM AS NEEDED TO LIST ALL MWSBES.</b></i>	
<b>FIRM NAME</b>	Delivery and Distribution, LLC
<b>WORK TO BE PERFORMED</b>	Courier Services
<b>DOLLAR AMOUNT</b>	6.3% of total annualized projected sales based on estimated carton volume. Without specific carton volume, we are unable to provide a more accurate number.
<b>FIRM NAME</b>	
<b>WORK TO BE PERFORMED</b>	
<b>DOLLAR AMOUNT</b>	
<b>FIRM NAME</b>	
<b>WORK TO BE PERFORMED</b>	
<b>DOLLAR AMOUNT</b>	
<b>FIRM NAME</b>	
<b>WORK TO BE PERFORMED</b>	
<b>DOLLAR AMOUNT</b>	
<b>FIRM NAME</b>	
<b>WORK TO BE PERFORMED</b>	
<b>DOLLAR AMOUNT</b>	

Section 4 Required Forms  
Form 23

A list of current registered and certified MWSBEs can be found at:  
[www.charlottebusinessinclusion.com](http://www.charlottebusinessinclusion.com).

Company Name: Staples Contract & Commercial LLC

Representative (signed): 

5-9-19

Date

Jody Attias  
Regional Vice President, Commercial Sales

Representative Name

**From:** Sebast, Christa [mailto:Christa.Sebast@staples.com]  
**Sent:** Monday, October 7, 2019 3:47 PM  
**To:** Carothers, Genetta <gcarothers@ci.charlotte.nc.us>; Musser, David <David.Musser@Staples.com>; Betha, Skyne <sbetha@ci.charlotte.nc.us>  
**Cc:** Ewing, Karen <kewing@ci.charlotte.nc.us>  
**Subject:** RE: [EXT]: ITB 269-2019-081 - Office Supplies (Increasing MWSBE Goal)

Good Afternoon,

Per our conversation, now that S & B Computer and Office Products is certified within the Charlotte Business Inclusion Program Staples will be utilizing them for an additional 4% participation, making our total Participation over 10%. Staples will be subcontracting a portion of Business Development to S & B Computer and Office Products. Please let us know if you have any questions.

Thank you,

**Christa Sebast**

Senior Manager, Supplier Diversity  
14 Corporate Drive, Clifton Park NY 12065  
(201) 264-8235  
[Christa.Sebast@staples.com](mailto:Christa.Sebast@staples.com)



**From:** Sebast, Christa  
**Sent:** Friday, October 04, 2019 1:11 PM  
**To:** Carothers, Genetta <gcarothers@ci.charlotte.nc.us>; Musser, David <[David.Musser@Staples.com](mailto:David.Musser@Staples.com)>; Betha, Skyne <[sbetha@ci.charlotte.nc.us](mailto:sbetha@ci.charlotte.nc.us)>  
**Cc:** Ewing, Karen <[kewing@ci.charlotte.nc.us](mailto:kewing@ci.charlotte.nc.us)>  
**Subject:** RE: [EXT]:ITB 269-2019-081 - Office Supplies (Increasing MWSBE Goal)

Good Afternoon,

Per our call earlier this week, please see below our proposed MWBE Participation Plan.

Based on the additional data provided we are able to confirm that our original proposal of 6.4% is accurate for our participation with our Courier Delivery and Distribution, LLC. As discussed in the event the scope of the proposed contract expands to include additional products and services which increase qualifying MWSBE inclusion opportunities such as furniture installation we will include a local certified Furniture Installer. Staples will continue to use good faith efforts to include further participation of qualified MWSBE businesses. Notwithstanding the foregoing, Staples will continue its outreach to include further MWSBE participation under the proposed contract in pursuit of the 10% goal established by the City of Charlotte. We have two suppliers, S & B Computer and Office Products and Guy Brown that are currently certified in the State of NC that we will recommend looking into the specifications of getting certified in the City of Charlotte Inclusion Program. Additionally, we have two local installers Integrity Installations and Superior Office who provide installation services for a local customer who we will recommend looking into the specifications of the getting certified with the NC HUB and the City of Charlotte Inclusion. Please let me know if you have any additional questions.

Best regards,

**Christa Sebast**

Senior Manager, Supplier Diversity  
14 Corporate Drive, Clifton Park NY 12065  
(201) 264-8235  
[Christa.Sebast@staples.com](mailto:Christa.Sebast@staples.com)



# Section 4, Form 24, Collection and Recycling Program

1. *Collection and Recycling Program: All Bids must address the following at no additional cost to the City/Participating Public Agency:*

- 1.1 *Schedule for pickup of empty toner cartridges, drums and consumables at each facility;*

We've made it simple (and free) to help protect the planet and make sure empty cartridges don't end up in a landfill. We'll recycle all your ink and toner cartridges for you regardless of brand. Plus, there's three ways to do it, making it easier than ever to do your part.

- 1) **Driver Pickup Program** – Next time you get a delivery, our driver will collect your cartridges for you.
- 2) **Prepaid Return Mailing Label** – Mail your cartridges back for free. Simply print your label at [StaplesAdvantage.com/recyclinginktoner](https://StaplesAdvantage.com/recyclinginktoner).
- 3) **Pallet Pickup** – Schedule a loading dock pickup for large quantities (300 cartridges — 100/pallet, minimum 3 pallets) by emailing [recycle@staplesreturns.com](mailto:recycle@staplesreturns.com).

- 1.2 *How the driver or designated person will inventory all empty toner cartridges, drums and consumables and provide the Lead Agency and/or Participating Public Agency an itemized copy of the inventory;*

Staples does not currently have the ability to inventory recycled toner items back to account level.

- 1.3 *Company's recycle and/or disposal policy and procedure for all empty cartridges, drums, and consumables collected; and*

Staples is committed to recycling or reusing 100% of a cartridge's components, ultimately limiting the number of cartridges sent to landfills. The remanufacturing process emits 60% fewer carbon equivalents than manufacturing a new cartridge. And each remanufactured toner cartridge saves two quarts of oil. Cartridges that cannot be reused are recycled to create new products.

Once the cartridges are received at the Collection Center, they are evaluated for recycling or reusing.

## Reusing Cartridges

- 4) Cartridges qualified and sorted through ISO 9001 inspection process
- 5) Cartridges remanufactured and quality tested
- 6) Remanufactured cartridges inspected, tested and packaged
- 7) Cartridges ready for reuse

## Recycling Cartridges

- 1) Cartridges sorted by material type
- 2) Cartridges disassembled to component level
- 3) Components recycled
- 4) Plastic cartridge parts ground up
- 5) Raw material is used to manufacture new products

### *1.4 Other solutions offered by the bidder to enhance the City and Participating Public Agencies environmental efforts.*

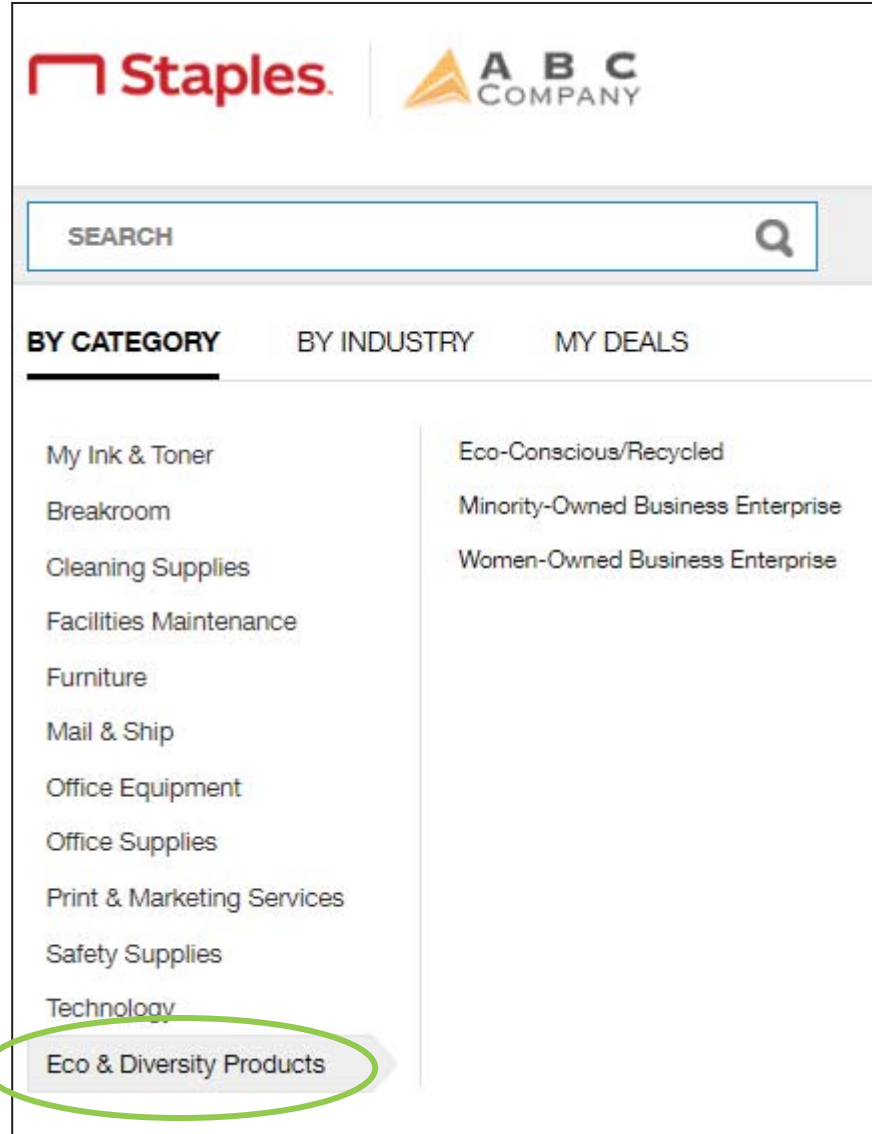
Staples offers a vast assortment of eco-responsible products across all our product categories to help the City meet your sustainability goals. As a partner committed to sustainability, we provide comprehensive environmental reporting and industry-leading recycling and waste reduction programs. Our dedicated sustainability experts will design a program tailored to your goals and our Field Marketing personnel will help promote it to your employees.

Our sustainability programs can help the City:

- Procure a high percentage of eco-responsible products that also meet your budget
- Track your green procurement progress and benchmark against your peers with our industry-leading environmental reporting
- Institute safe and effective green cleaning and maintenance solutions
- Create healthier breakrooms with natural and organic foods and drinks
- Design and install sustainable furnishings that meet LEED and other green building standards and support a healthy, productive workplace
- Identify and source sustainable promotional products
- Optimize and green your technology infrastructure through Managed Print Services and energy efficient and EPEAT-qualified technology
- Implement recycling programs for hard-to-recycle items like electronics, furniture, batteries, lamps and ballasts, toner and most other waste streams
- Decrease order packaging waste with our SmartSize™ packaging technology and small order consolidation programs
- Increase employee awareness and acceptance of your sustainability programs through educational program offerings that help shift behavior to more sustainable practices

## Eco-Responsible Products

Staples offers nearly 15,000 environmentally responsible products. Our wide variety of eco-responsible products includes Green Seal certified cleaners, Rainforest Alliance certified coffees, level certified sustainable furniture and ENERGY STAR® lightbulbs and electronics. The City can easily find eco-friendly products on StaplesAdvantage.com with our eco-icons when searching or browsing, through our environmental filtering features and by referencing green shopping lists.



We help your employees support the City's sustainability initiatives with search features that narrow product selection to eco-conscious and recycled items.

Our eco-conscious product selection includes:

- Healthier and safer cleaning products, including hundreds of items that meet EPA Safer Choice, Green Seal and EcoLogo certification standards for avoiding the use of chemicals of concern.
- More than 3,900 post-consumer recycled paper products and 1,000 FSC-certified paper items, spanning everything from copy paper, pads and sticky notes to mail and ship materials and janitorial papers.
- Eco-friendly breakroom supplies, from certified compostable cups, plates, cutlery and food containers to USDA Organic and Fair Trade-certified coffees and teas.
- Furniture and office panel systems made with post-consumer recycled materials that are also GREENGUARD or Indoor Advantage-certified for promoting indoor air quality.

- Pens, scissors, binders and other business essentials containing post-consumer recycled materials.
- A wide selection of ENERGY STAR-qualified and EPEAT-registered technology from leading brands.
- Remanufactured toner cartridges as well as high yield original manufacturer cartridges that contain recycled content plastic.

## Environmental Reporting

Staples' powerful environmental reporting helps the City to understand what portion of your Staples spend meets specific environmental criteria and compare your performance against your peers. With our Environmental Purchases Summary report, the City will see a complete picture of environmental purchasing across your organization and can quickly identify areas of excellence and opportunity by product category, facility and even at the ship to level within a facility. Plus, our Industry Benchmark tool will help you compare your sustainable purchasing performance to that of your peers on average and environmental leaders. If a more detailed reporting analysis is required, Staples can support reporting on detailed environmental attributes at the product category and even item level to help further refine opportunities and celebrate successes. Finally, our Small Order Reduction Calculator details how you can reduce your internal order management costs and environmental impacts by combining your orders.

From capturing and quantifying eco-friendly product purchases to identifying opportunities for improvement and communicating your green initiative progress to stakeholders, our reporting tools provide valuable information to help you meet your sustainable purchasing goals.

## Recycling and Waste Reduction Programs

### *Easy Recycling Services*

Staples offers our customers a wide range of convenient no- and low-fee recycling services. Check out [Staples Recycling Services](https://staples.com/recycling) (staples.com/recycling) or speak with your Staples Account Manager for more details on our programs.

## Staples' Recycling Programs



### Ink & Toner Cartridges

Staples provides free delivery driver pick-up and mail-back service. Simply work with your delivery driver to pick a location for regular pick-up or print a mail-back label from StaplesAdvantage.com.



### Technology

We offer low cost options for responsible and secure technology recycling including certificate of recycling and optional serial number tracking services. You can order prepaid recycling kits, boxes and pallets for larger items through StaplesAdvantage.com. Staples' tech recycling partner ERI Direct is e-Stewards and R2 certified at all locations for responsible e-waste management practices.



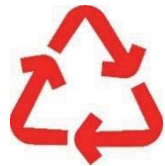
### Furniture

Talk to your Staples Account Manager for details on recycling, decommissioning and donating office furniture. Staples customers can trade in their old outdated cubicle systems and furniture to Davies for a credit towards Grade A like-new remanufactured furniture by Davies from leading brands like Knoll, Steelcase, Haworth and more. Alternatively, Staples can direct customers to other furniture donation and recycling options like IRN.



### Lamps, Ballasts & Batteries

We offer mail-back recycling services on StaplesAdvantage.com. Simply order the right-size container, fill it with your goods and put it in the mail. Pricing is inclusive of packaging, shipping and recycling.



### Other Hard-to-Recycle Items

Divert hard-to-recycle waste from landfills with Staples Zero Waste Boxes. Simply fill, close and ship — StaplesAdvantage.com box prices include all shipping and recycling fees. Use our Zero Waste Boxes to recycle coffee pods, breakroom waste, binders, safety supplies, writing instruments and more.

### *Eliminate Waste from Your Operations*

Increasingly, organizations like the City see the economic and environmental value of eliminating waste in business operations. Outside of the extensive recycling programs we offer, we can help you drive waste out of your procurement program in several ways:

- With SmartSize™ technology, we customize the size of our delivery packaging to each order. We are the only supplier in the industry with this technology, and we've rolled out SmartSize™ to most of our fulfillment centers. In addition to utilizing about 20% less corrugate, SmartSize™ lessens our use of air pillows by approximately 60%.
- Staples can help encourage order consolidation practices by your employees. These initiatives have reduced packaging and shipping material waste by up to 20% for some customers.
- We can help you reduce paper consumption and encourage cost-saving printing habits among employees through education campaigns and managed print services.

## Sustainability Program Engagement

The City needs employees' active participation in your sustainability programs to meet your goals. Staples' Field Marketing team can help drive green behavior. This dedicated resource will develop customized communication materials to promote employee compliance to your sustainability programs.

Sample campaigns include:

- Order consolidation campaigns that help to minimize deliveries to your locations, resulting in reduced packaging waste and environmental impacts and reduced time spent on order management
- Demand management campaigns to promote the use of eco-friendly product alternatives on your e-commerce site
- Paper reduction and conservation campaigns

### Sample Sustainable Marketing Materials



## Sustainability Expertise

It's essential to have the right resources in place to support your environmental initiatives. Staples will provide the City with:

- Our Field Marketing team who develops education campaigns to increase compliance to your green purchasing programs.
- Your Staples Account Manager who recommends high-performing products and services to meet your environmental goals and provides regular benchmarking and reporting of your green spend.
- A Sustainability Executive who can work with your environmental staff to understand your needs and help implement a successful sustainability program.

## Staples' Internal Sustainability Initiatives

Staples is deeply committed to reducing our environmental impacts. In addition to reducing impacts within our operations, we actively collaborate with stakeholders and cross-sector groups to advance industry efforts on topics like sustainable forestry.



Recent recognition for our sustainability programs includes:

- Received an ENERGY STAR Partner of the Year award for the 9<sup>th</sup> consecutive year.
- Awarded a Leadership Award from the FSC for our work to promote FSC certified products and raise awareness of the value of FSC certification with our customers.

Staples previous sustainability awards include:

- EPA's 2016 Sustainable Materials Management Electronics Challenge Champion Award for advancing responsible recycling of electronics
- Stars of Energy Efficiency Built Environment award from the Alliance to Save Energy for our commitment to energy reduction and efficiency
- SupplyChainBrain Supply Chain Innovation Award
- Worldstar Gold Award for Sustainability from the World Packaging Organization
- EPA's Safer Choice Partner of the Year award for supporting safer and healthier cleaning products and advancing green chemistry

Moving forward, Staples continues to make progress towards lofty environmental change. We have established 2020 goals for several areas of our sustainability programs and tracks performance against these goals regularly.

#### Staples 2020 Environmental Goals

Focus Area	Goals	Progress
Sustainable Products	Continue to improve the sourcing, identification and promotion of greener products to customers.	28% of sales have environmental designs.
	Reduce the use of outbound packaging materials in the U.S. by 20% before 2020 from a 2011 baseline.	From 2011 to 2016, the weight of all packaging materials used per package shipped decreased by approximately 8%.
Customer Recycling	By 2020, recycle 60 million pounds of e-waste each year.	Collected and recycled (including the weight of ink and toner cartridges) more than 45 million pounds of e-waste in 2018 in North America.
Operational Waste	Reduce waste to landfill by 25% by 2020 from a 2010 baseline.	We sent 31,803 tons of waste to the landfill globally in 2016, a decrease of 15.9% from our 2010 baseline.
Energy & Climate	Reduce the electrical intensity of our operations by 25% by 2020 from a 2010 baseline.	Our global electricity intensity in 2016 was 9.81 kWh/ft <sup>2</sup> , a 14.8% reduction from our 2010 baseline.
	Ensure that 50% of our active locations in the United States achieve ENERGY STAR certification by 2020.	At the end of 2018, 640 of our active U.S. facilities were designated as ENERGY STAR certified. This number represents 51% of buildings that were open and active at the end of the year, hitting our 2020 goal three years early.
	Reduce net carbon emissions by 50% by 2020 from a 2010 baseline.	Our carbon emissions were approximately 347,238 MtCO <sub>2</sub> e, a 39% decrease from our 2010 baseline.

#### Supplier Initiatives

Our commitment to providing responsibly manufactured, top-quality products extends to our supply partners. To establish clear guidelines for responsible operations, we developed the [Staples Supplier Code of Conduct](#)

([staples.com/sbd/cre/marketing/about\\_us/documents/suppliercodeofconduct.pdf](https://staples.com/sbd/cre/marketing/about_us/documents/suppliercodeofconduct.pdf)). Based on international social accountability standards used during on-site evaluations and accountability audits, we ensure the products we offer are made in an environmentally sustainable manner and the workers making those products are treated fairly and with dignity and respect.

Additionally, Staples requires suppliers to follow environmentally responsible sourcing standards to ensure the conservation of our natural resources. Our supplier initiatives include:

- Partnering with Rainforest Alliance's on the Appalachian Woodlands Alliance program and other efforts to advance and validate responsible forestry practices by landowners in the U.S. and elsewhere.
- Participating in the Green Chemistry and Commerce Council, a multi-stakeholder initiative which drives the use of healthier and safer chemicals in products across the globe.
- GreenBlue's Forest Products Working Group, developing tools and resources to address forest resource challenges and opportunities.

Whether you're looking to implement new sustainability goals or expand on your existing green initiatives, Staples offers the products, services and expertise to find the most eco-conscious fit for your needs.




# Attachment - Sample Reports

# Usage Report

Usage reports allow you to track product usage organization-wide, so you can find area-specific opportunities for increased savings and efficiency.

These reports can include a variety of fields not shown below, including budget centers, ship-to, bill-to names and addresses and product sub-categories.



**ABC Company**  
**Customer Number:** 1234567  
**Report Run Date:** 10.05.2014  
**Report Date Range:** 07.01.2016- 07.30.2017  
**Report Comments:** Standard Usage Report

					Total	30	\$16.77	\$503.04
Master_Customer Number	Master Customer Name	SKU	Vendor Part Number	Item Description	Sell UOM	Qty	Avg Sell Price	Adj Gross Sales
1234567	SAMPLE CUSTOMER	107250	3030131	SHARPWRITER MECH PENCL .7MM 12	DZ	2	\$2.27	\$4.54
1234567	SAMPLE CUSTOMER	486330	10525-US	STAPLES STD SHEET PROT-200CT	BX	1	\$20.09	\$20.09
1234567	SAMPLE CUSTOMER	883057	CH563WN#140	HP 61XL BLACK INK	EA	2	\$26.99	\$53.98
1234567	SAMPLE CUSTOMER	883058	CH564WN#140	HP 61XL COLOR INK	EA	2	\$28.79	\$57.58
1234567	SAMPLE CUSTOMER	006835		SPECIAL ORDER - ANY VENDOR	EA	1	\$131.39	\$131.39
1234567	SAMPLE CUSTOMER	111005	75123B-PL	QRTET 23X35 DRY ERASE ALUM FRM	EA	1	\$29.69	\$29.69
1234567	SAMPLE CUSTOMER	116657	116657	3-tab fldr ltr manila 100	BX	2	\$6.41	\$12.82
1234567	SAMPLE CUSTOMER	187021	19270	CLASP ENV BRN KRAFT 9X12 -100	BX	1	\$8.81	\$8.81
1234567	SAMPLE CUSTOMER	318931	MN1500B4Z	COPPERTOP BATTERY AA 4 PK	PK	1	\$4.49	\$4.49
1234567	SAMPLE CUSTOMER	333196	2717501/27175	SPARKLE 12 ROLL	CT	1	\$11.69	\$11.69
1234567	SAMPLE CUSTOMER	364841	CN052AN#140	HP 951 YELLOW INK	EA	1	\$17.99	\$17.99
1234567	SAMPLE CUSTOMER	364842	CN049AN#140	HP 950 BLACK INK	EA	1	\$24.29	\$24.29
1234567	SAMPLE CUSTOMER	364843	CN051AN#140	HP 951 MAGENTA INK	EA	1	\$17.99	\$17.99
1234567	SAMPLE CUSTOMER	364844	CN050AN#140	HP 951 CYAN INK	EA	1	\$17.99	\$17.99
1234567	SAMPLE CUSTOMER	378554	MEA05512	WIREBOUND NOTEBOOKS 10 1/2X	EA	4	\$1.79	\$7.16
1234567	SAMPLE CUSTOMER	427584	00-10995	PADDED MAILER 25PK-#5	PK	1	\$19.79	\$19.79
1234567	SAMPLE CUSTOMER	483313	L21331	TAB DIVID PREPRNT LTHR 1-31-BK	ST	2	\$5.66	\$11.32
1234567	SAMPLE CUSTOMER	483535	999999	RTS 729451 SBL TP 3/4X1296 6PK	PK	1	\$3.66	\$3.66
1234567	SAMPLE CUSTOMER	489419	11261-US	SPLS HVY DTY CLR TAPE 48MMX50M	RL	3	\$2.96	\$8.88
1234567	SAMPLE CUSTOMER	489526	17468	HOT SPLS LTR 5MIL POUCH 100PK	PK	1	\$38.89	\$38.89

# Reporting Guide

Reporting that impacts your bottom line.



# Customer Report Card

High-level view of your complete program with Staples, including:

- Shipped Account Summary
- Environmental Purchase Summary
- Shipped Service Summary
- Ordered Variation Summary

Shipped Account Summary				
Category	Reporting Period Purchases	Reporting Period % Purchases	YTD Purchases	YTD % Purchases
Purchases	\$46,152.04		\$16,465.28	
Returns/Credits	(\$2,276.59)	(5.19%)	(\$191.29)	(1.18%)
<b>Net Purchases</b>	<b>\$43,875.45</b>		<b>\$16,273.99</b>	
Contract	\$39,729.71	90.55%	\$15,744.94	96.75%
Non-Contract	\$4,145.74	9.45%	\$529.05	3.25%
Non-Contract				
Miscellaneous	\$1,790.88	43.20%	\$204.83	38.72%
Wholesale	\$2,192.38	52.88%	\$108.46	20.50%
Specials	\$162.48	3.92%	\$215.76	40.78%
Digital Copy	\$0.00	0.00%	\$0.00	0.00%

## Reporting Guide

Reporting that impacts your bottom line.



## Order Valuation Summary

Staples breaks down orders by dollar amount. You can see orders that should have been consolidated and begin eliminating unnecessary purchase orders.

Ordered Valuation Summary						
Order Size Range	Total Lines	Reporting Period Total Orders	% Reporting Period Total Orders	Cumulative % of Orders	Reporting Period Total Order Value	% Reporting Period Total Order Value
Less Than 10	1	1	1.00%	1%	\$2.21	0.00%
10 and 24.99	9	9	9.00%	10%	\$175.23	0.38%
25 and 34.99	6	6	6.00%	16%	\$164.98	0.35%
35 and 49.99	3	2	2.00%	18%	\$77.43	0.17%
50 and 74.99	17	16	16.00%	34%	\$929.35	2.00%
75 and 99.99	11	9	9.00%	43%	\$794.05	1.71%
100 and 149.99	21	18	18.00%	61%	\$2,248.34	4.84%
150 and 199.99	8	6	6.00%	67%	\$1,041.19	2.24%
200 and 249.99	4	2	2.00%	69%	\$423.08	0.91%
250 and 499.99	7	3	3.00%	72%	\$961.33	2.07%
500+	37	28	28.00%	100%	\$39,673.59	85.34%
<b>Total</b>	<b>124</b>	<b>100</b>	<b>100.00%</b>	<b>100%</b>	<b>\$46,490.78</b>	<b>100.00%</b>


## Reporting Guide

Reporting that impacts your bottom line.



# Easy Savings Alternatives Report

Easy Savings Alternatives reporting helps you identify cost saving opportunities. This report includes a summary of master account level data, detailing the use of product alternatives.

 Date Range 1/1/2017 to 6/30/2017

User First Name	User Last Name	Original SKU	Original SKU Description	Original SKU Department	Alt SKU	Alternative SKU Description	Total Qty	Total Potential Savings	Savings Realized	Savings Lost
Laura	Mitchell	790211	BOUNTY TOWELS 44 SHEETS 2PLY	PAPER SUPPLIES, FOOD &	887839	PAPER TOWELS 2PLY 60SHT/RL WTE	2	\$18.02	\$18.02	\$0.00
JOHNE	MCCRAY	660879	DRAWER STORAGE STEEL PLUS LTR	Office Supplies	741191	EZ FOLD FILE DRAWER LETTR 6PK	2	\$16.80	\$0.00	\$16.80
EFREN	ABREGO	260273	AVY LSR LBL 10UP 100-2 X 4	PAPER SUPPLIES, FOOD &	479877	SPLS 2X4 LSR/U LBL 100SH	2	\$16.00	\$0.00	\$16.00
Brittney	Rister	501737	POST-IT 3X3 POP GRNR PASTEL 12	PAPER SUPPLIES, FOOD &	565771	STICKIES 3X3 POP WTRCLR 6PK	2	\$15.46	\$15.46	\$0.00
Kori	Sutton	648595	FABULOSO ALL PURPOSE CLEANER	PAPER SUPPLIES, FOOD &	807721	MULTI-USE CLNR 1 GAL REFILL	6	\$14.58	\$0.00	\$14.58
RAQUEL	SEAWRIGHT	405085	UNIBALL GEL IMPACT BLACK	Office Supplies	501955	STAPLES GEL MEDIUM BLACK 12PK	1	\$12.51	\$0.00	\$12.51
Medora	Brooks	616488	CLEANER DISINFECTANT LYSOL	PAPER SUPPLIES, FOOD &	815098	PINE DC PLUS DISINFECT CLNR	1	\$10.25	\$0.00	\$10.25
CAROLINE	BRECHEISEN	650671	TOWEL MULTIFOLD 01890	PAPER SUPPLIES, FOOD &	493462	MULTI-FOLD TOWELS WHITE 1-PLY	1	\$10.15	\$0.00	\$10.15
Pauline	Velasquez	457828	SCOTT HAND TOWELS MULTI-FOLD	PAPER SUPPLIES, FOOD &	493462	MULTI-FOLD TOWELS WHITE 1-PLY	1	\$10.09	\$0.00	\$10.09
ERIKA	QUIRINO	672164	KC HARDWOUND ROLL TOWEL 8X60	PAPER SUPPLIES, FOOD &	887841	HARD ROLL TOWELS 800FT WHITE	2	\$8.24	\$0.00	\$8.24
Katherine	Wilcoxson	324287	PINESOL DISINFECT LAVNDR 144OZ	PAPER SUPPLIES, FOOD &	815034	PH NEUTRAL GALLON	5	\$8.00	\$0.00	\$8.00
Stacy	Vanderveen	263236	LYSOL SPRAY FRESH SCENT 19 OZ	PAPER SUPPLIES, FOOD &	815087	DISINFECTANT CLEANER SURFACE	4	\$7.84	\$0.00	\$7.84
Katherine	Wilcoxson	501737	POST-IT 3X3 POP GRNR PASTEL 12	PAPER SUPPLIES, FOOD &	565448	STICKIES 3X3 POP BRIGHT 6PK	2	\$7.56	\$0.00	\$7.56
RAQUEL	SEAWRIGHT	501737	POST-IT 3X3 POP GRNR PASTEL 12	PAPER SUPPLIES, FOOD &	565448	STICKIES 3X3 POP BRIGHT 6PK	2	\$7.56	\$7.56	\$0.00
Stephanie	Castro	521163	LIQUID ACCENT ASSORTED 10	Office Supplies	608393	SPLS HYPE LIQ-HIGHLTR ASST 5PK	2	\$7.50	\$0.00	\$7.50
Angela	Green	482898	GLAD TALL KTCH DRWSTRNG 13GAL	PAPER SUPPLIES, FOOD &	518102	STAPLES 13GAL DRAWSTRING 50CT	2	\$6.74	\$0.00	\$6.74
ARELI	PISENO	650741	POST-IT S.S 3X3 JWLPOP12PK	PAPER SUPPLIES, FOOD &	576153	NOTE STAPLES 3X3 BOLD ASSORTED	1	\$6.45	\$6.45	\$0.00
Laura	Mitchell	327139	AIR FRESHNR OIL CALM WTR/SPA	PAPER SUPPLIES, FOOD &	660987	AIR FRESHNR RENUZIT S/ODOR 7OZ	4	\$6.40	\$6.40	\$0.00
Eunice	Martinez	385550	BIC WITE-OUT CORRECT TAPE 4	Office Supplies	752999	OOPS SIDEWINDER CORRECT TAPE 4	5	\$6.00	\$0.00	\$6.00
JAMIE	RICHARDS	751160	LYSOL SPRAY CRISP LINEN 19 OZ	PAPER SUPPLIES, FOOD &	815087	DISINFECTANT CLEANER SURFACE	2	\$5.44	\$0.00	\$5.44
Nina	Sainz	938906	ATLANTIS RETRACTABLE GEL BLACK	Office Supplies	651254	SONIX RET GEL 12PK CHIP BOX BK	1	\$4.87	\$0.00	\$4.87
Eunice	Martinez	108985	SF4 SPEEDPOINT STAPLES 5000CT	Office Supplies	112276	STAPLES STND STAPLES 25000CT	6	\$4.86	\$0.00	\$4.86
Katherine	Wilcoxson	324287	PINESOL DISINFECT LAVNDR 144OZ	PAPER SUPPLIES, FOOD &	815034	PH NEUTRAL GALLON	3	\$4.80	\$0.00	\$4.80
JOHNE	MCCRAY	124511	EXPO CHISEL CLRFLD BLK DZ	Office Supplies	814955	REMARX DE MRKR BLACK 12PK	1	\$4.70	\$0.00	\$4.70
Amelia	Ruiz	648595	FABULOSO ALL PURPOSE CLEANER	PAPER SUPPLIES, FOOD &	807721	MULTI-USE CLNR 1 GAL REFILL	2	\$4.66	\$4.66	\$0.00
Brittney	Rister	518355	WORKSTATION STEP FILE BLACK	Office Supplies	218420	STAPLES DESKTOP ORG BLK	1	\$4.43	\$0.00	\$4.43
Alisha	Ballard	329494	SMARTTOUCH FULL STRIP BCA	Office Supplies	797102	PINK RIBBON STAPLER	1	\$4.22	\$0.00	\$4.22
CAITLIN	LANGFORD	895625	HVY SHEET PROT 100CT CLEAR	Office Supplies	489131	STPLS HVY WT SHEET PROT 100CT	1	\$4.10	\$0.00	\$4.10
JANAHI	GARCIA	108985	SF4 SPEEDPOINT STAPLES 5000CT	Office Supplies	112276	STAPLES STND STAPLES 25000CT	5	\$4.05	\$0.00	\$4.05
Chelsea	Ragland	501737	POST-IT 3X3 POP GRNR PASTEL 12	PAPER SUPPLIES, FOOD &	565448	STICKIES 3X3 POP BRIGHT 6PK	1	\$3.90	\$3.90	\$0.00
Claudia	Moreno	461217	BIC ATLANTIS RT BP BLUE DZ	Office Supplies	814982	BALLPOINT MEDIUM 1.0MM BLUE	1	\$3.78	\$0.00	\$3.78
Debi	Taylor	501737	POST-IT 3X3 POP GRNR PASTEL 12	PAPER SUPPLIES, FOOD &	565448	STICKIES 3X3 POP BRIGHT 6PK	1	\$3.78	\$0.00	\$3.78
								\$253.74	\$62.45	\$191.29

## Reporting Guide

Reporting that impacts your bottom line.



# Spend Reports

Spend reports provide a summary of purchases by budget/cost center, department, bill-to, ship-to or individual for up to 24 months, including details on ordering method, order totals, number of orders and average order size.



## ABC Company

**Customer Number:** xxxxxxxxxx  
**Report Run Date:** 9.30.2017  
**Report Date Range:** 8.1.2017 - 8.31.2017  
**Report Comments:** Monthly Spend by Ship-To

Ship-To Number	Ship-To Name	Ship-To Line1 Address	Ship-To City	Ship-To State	Ship-To Zip	Extended Sales
123456	Location 1	Main address line location 1	City Name	TX	11111	\$128,936.00
95632	Location 2	Main address line location 2	City Name	AZ	11112	\$123,487.00
235843	Location 3	Main address line location 3	City Name	NM	11113	\$8,542.00
						\$260,965.00

# Reporting Guide

Reporting that impacts your bottom line.



# Contract versus Non-Contract Report

Our reporting capabilities provide purchase details, giving you clear metrics to support your purchasing initiatives.



## Spend by Department - Contact versus Non-contract and Grand Total

**\*\*NOTE - This report will show the Adjusted Gross Sales instead of Extended List for customer's actual report.**

Page by:

Calendar Month Number: 8  
 Calendar Month Name: August  
 Calendar Year Number: 2017

Div	Master Customer Number	Master Customer Name	Bill To Number	Bill To Name	Ship To Number	Ship To Name	Ship To Line1 Address	Ship To City	Ship To State	On Contract?	Ship To Zip	N	Y	Total
												Extended List Price	Extended List Price	Extended List Price
<b>Total</b>												\$66,208.03	\$401,058.66	\$467,266.69
DIV	1234567	Master Customer Name	Bill To Number	Bill To Name	Ship To Number	Ship To Name	123 Main Street	Main Town	CO	80021		\$94.99	\$227.53	\$322.52
DIV	1234567	Master Customer Name	Bill To Number	Bill To Name	Ship To Number	Ship To Name	124 Main Street	Main Town	CO	80022		\$54.00	\$69.53	\$123.53
DIV	1234567	Master Customer Name	Bill To Number	Bill To Name	Ship To Number	Ship To Name	125 Main Street	Main Town	CO	80023		\$50.43	\$3,110.62	\$3,161.05
DIV	1234567	Master Customer Name	Bill To Number	Bill To Name	Ship To Number	Ship To Name	126 Main Street	Main Town	CO	80024		\$45.82	\$2,371.72	\$2,417.54
DIV	1234567	Master Customer Name	Bill To Number	Bill To Name	Ship To Number	Ship To Name	127 Main Street	Main Town	CO	80025		\$44.90	\$1,948.72	\$1,993.62
DIV	1234567	Master Customer Name	Bill To Number	Bill To Name	Ship To Number	Ship To Name	128 Main Street	Main Town	CO	80026		\$199.79	\$639.68	\$839.47
DIV	1234567	Master Customer Name	Bill To Number	Bill To Name	Ship To Number	Ship To Name	129 Main Street	Main Town	CO	80027			\$229.64	\$229.64
DIV	1234567	Master Customer Name	Bill To Number	Bill To Name	Ship To Number	Ship To Name	130 Main Street	Main Town	CO	80028		\$175.96	\$396.97	\$572.93
DIV	1234567	Master Customer Name	Bill To Number	Bill To Name	Ship To Number	Ship To Name	131 Main Street	Main Town	CO	80029		\$98.02	\$3,303.75	\$3,401.77
DIV	1234567	Master Customer Name	Bill To Number	Bill To Name	Ship To Number	Ship To Name	132 Main Street	Main Town	CO	80030		\$149.24	\$481.98	\$631.22
DIV	1234567	Master Customer Name	Bill To Number	Bill To Name	Ship To Number	Ship To Name	133 Main Street	Main Town	CO	80031		\$554.23	\$1,591.39	\$2,145.62
DIV	1234567	Master Customer Name	Bill To Number	Bill To Name	Ship To Number	Ship To Name	134 Main Street	Main Town	CO	80032			\$655.38	\$655.38
DIV	1234567	Master Customer Name	Bill To Number	Bill To Name	Ship To Number	Ship To Name	135 Main Street	Main Town	CO	80033		\$76.42	\$407.12	\$483.54
DIV	1234567	Master Customer Name	Bill To Number	Bill To Name	Ship To Number	Ship To Name	136 Main Street	Main Town	CO	80034		\$9.14	\$42.86	\$52.00
DIV	1234567	Master Customer Name	Bill To Number	Bill To Name	Ship To Number	Ship To Name	137 Main Street	Main Town	CO	80035		\$76.92	\$1,008.81	\$1,085.73
DIV	1234567	Master Customer Name	Bill To Number	Bill To Name	Ship To Number	Ship To Name	138 Main Street	Main Town	CO	80036		\$119.93	\$1,627.49	\$1,747.42
DIV	1234567	Master Customer Name	Bill To Number	Bill To Name	Ship To Number	Ship To Name	139 Main Street	Main Town	CO	80037		\$53.89	\$1,516.62	\$1,570.51
DIV	1234567	Master Customer Name	Bill To Number	Bill To Name	Ship To Number	Ship To Name	140 Main Street	Main Town	CO	80038		\$469.24	\$136.91	\$606.15
DIV	1234567	Master Customer Name	Bill To Number	Bill To Name	Ship To Number	Ship To Name	141 Main Street	Main Town	CO	80039		\$179.93	\$832.25	\$1,012.18
DIV	1234567	Master Customer Name	Bill To Number	Bill To Name	Ship To Number	Ship To Name	142 Main Street	Main Town	CO	80040			\$394.58	\$394.58

# Reporting Guide

Reporting that impacts your bottom line.



# Online Budget Report

With online budget reports, you can download up to one-year of budget data to monitor your spending.



## Spend by Department - Contact versus Non-contract and Grand Total

**\*\*NOTE - This report will show the Adjusted Gross Sales instead of Extended List for customer's actual report.**

**Page by:**

Calendar Month Number: 8  
 Calendar Month Name: August  
 Calendar Year Number: 2017

Div	Master Customer Number	Master Customer Name	Bill To Number	Bill To Name	Ship To Number	Ship To Name	Ship To Line1 Address	Ship To City	Ship To State	On Contract?	Ship To Zip	N	Y	Total
												Extended List Price	Extended List Price	Extended List Price
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DIV	1234567	Master Customer Name	Bill To Number	Bill To Name	Ship To Number	Ship To Name	135 Main Street	Main Town	CO		80033	\$76.42	\$407.12	\$483.54
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DIV	1234567	Master Customer Name	Bill To Number	Bill To Name	Ship To Number	Ship To Name	141 Main Street	Main Town	CO		80039	\$179.93	\$832.25	\$1,012.18
DIV	1234567	Master Customer Name	Bill To Number	Bill To Name	Ship To Number	Ship To Name	142 Main Street	Main Town	CO		80040		\$394.58	\$394.58

# Reporting Guide

Reporting that impacts your bottom line.





# Environmental Purchase Summary

- View integrated data on thousands of products and more than 40 eco-attributes on a single page
- Track your performance and identify improvement opportunities at the organizational, building and bill-to level
- Benchmark against best practice and identify the impact of different strategies over time

**ENVIRONMENTAL PURCHASES SUMMARY REPORT - SAMPLE**

Customer:	EXAMPLE
Master #:	#####
Bill to #:	
Ship to #:	
Start date:	5/1/2016
End date:	5/1/2017

TOTAL SPEND AND ENVIRONMENTAL PURCHASES		
Feature Type	Total \$	% of total \$
All Products	\$3,574,682	100%
Any eco features	\$991,032	28%
Basic eco features	\$334,160	9%
Advanced eco features	\$656,872	19%
No eco features	\$2,583,650	72%

PAPER PRODUCT SPEND AND ENVIRONMENTAL PURCHASES		
Feature Type	Total \$	% of paper \$
Paper products	\$1,410,699	100%
Any eco features	\$550,173	39%
Basic eco features	\$28,214	2%
Advanced eco features	\$521,959	37%
No eco features	\$860,526	61%
Avg. post-consumer % (all paper by weight): 8.2%		
Avg. post-consumer % (copy paper only by weight): 5.8%		

TOP TEN PRODUCT CATEGORIES AND ENVIRONMENTAL PENETRATION BY \$ SPEND						
Staples department name & number	Total \$	% of total \$	Basic	Advanced	None	
Paper	96	\$739,888	21%	2%	37%	61%
Ink & Laser Printer Cartridges	27	\$556,787	16%	0%	13%	87%
Food & Breakroom	50	\$321,938	9%	3%	2%	95%
Shipping & Mailing Supplies	91	\$156,544	4%	23%	6%	65%
Filing	97	\$138,859	4%	31%	43%	26%
Ink Writing	72	\$119,524	3%	28%	2%	70%
Janitorial Paper	51	\$109,112	3%	9%	24%	67%
Binders	76	\$99,171	3%	12%	56%	33%
Post-It Notes & Index Cards	95	\$91,882	3%	39%	9%	52%
Presentation	77	\$77,405	2%	20%	56%	23%
Top 5 categories combined:		\$1,914,015	54%	6%	22%	72%
Top 10 categories combined:		\$2,411,109	67%	9%	23%	68%

**All Products - Environmental Profile**

**Paper Products - Environmental Profile**

## Reporting Guide

Reporting that impacts your bottom line.



# Workplace Insights Review

Staples' Workplace Insight Reviews are delivered by your Account Management team. These comprehensive reviews of your program are customized to cover what's most important to you. Workplace Insight Reviews can include:

- Program benchmarks compared to your industry
- Key usage metrics and purchasing activity insights
- Analysis on product assortment and cost saving opportunities

### Quarterly Program Review

#### Ship Level Metrics

Calendar Year Number	2018			Total
Calendar Quarter Name	Q1	Q2	Q3	
Metrics				
Fulfillment	\$71,791	\$688,602	\$10	
Avg Order Size	\$338,001	\$678,600	\$10	
Adjusted Order Size - Product Usage	\$373,791	\$688,602	\$10	
Avg Order Size - Contact	\$343,229	\$305,394	\$10	
Avg Order Size - Contact %	85.01%	52.19%	85	
Avg Order Size - Density %	0.50%	0.27%	0	
Avg Order Size - Electronic %	86.56%	53.16%	86	
Avg Order Size - Non-Contact	\$15,771	\$319,600	\$10	
Avg Order Size - Non-Contact %	4.39%	47.81%	14	
Avg Order Size - Wholesale %	0.00%	0.00%	0	
Avg Order Size - Special %	0.02%	0.06%	0	
Avg Order Size - Resend	\$138,140	\$108,100	\$10	
Avg Order Size - Resend %	28.98%	23.11%	10	
Returns & Credits	(\$18,730)	(\$12,022)	\$0	
Returns & Credits %	(4.66%)	(1.73%)	0	

#### Order Level Metrics

Calendar Year Number	2018	
Calendar Quarter Name	Q1	Q2
Metrics		
Fill Rate - Contact	100.00%	100.00%
Fill Rate - Non-Contact	100.00%	100.00%

Calendar Year Number	2018	
Calendar Quarter Name	Q1	Q2
ADSS	\$210	\$391
% Orders Below \$50	25.13%	23.63%

### Primary Product Overview

Date Range

Category	2018
Paper	\$36,772
Toner	\$15,558
Office Supplies	\$47,520
Misc	\$14,700
Breakroom	\$492,620
Gen Tech	\$18,980
Tools Equip	\$17,827
Jan/San	\$197,715

Year	2018	2019	YTD Growth %
Revenue	\$80,263	\$46,730	200.4%
Orders	\$80,996	\$24,757	68.4%
ADSS	\$915,426	\$38,453	107.8%
% Orders Below \$50	\$34,537	\$412,725	93.7%
% Growth	118.3%	200.4%	71.1%

### Monthly Program Review

#### Ship Level Metrics

Calendar Year Number	2018												Total	
Calendar Month Name	1	2	3	4	5	6	7	8	9	10	11	12		
Metrics														
Fulfillment	\$11,177	\$15,150	\$45,170	\$14,124	\$10,570	\$14,375	\$16,203	\$18,405	\$16,568	\$20,537	\$13,519	\$71,700	\$630,600	\$644,117
Avg Order Size	\$47,590	\$10,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
Adjusted Order Size - Product Usage	\$11,177	\$15,150	\$45,170	\$14,124	\$10,570	\$14,375	\$16,203	\$18,405	\$16,568	\$20,537	\$13,519	\$71,700	\$630,600	\$644,117
Avg Order Size - Contact	\$4,432	\$14,433	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
Avg Order Size - Contact %	88.8%	88.8%	88.8%	88.8%	88.8%	88.8%	88.8%	88.8%	88.8%	88.8%	88.8%	88.8%	88.8%	88.8%
Avg Order Size - Density %	1.22%	0.8%	0.5%	0.5%	0.5%	0.5%	0.5%	0.5%	0.5%	0.5%	0.5%	0.5%	0.5%	0.5%
Avg Order Size - Electronic %	83.8%	88.8%	88.8%	88.8%	88.8%	88.8%	88.8%	88.8%	88.8%	88.8%	88.8%	88.8%	88.8%	88.8%
Avg Order Size - Wholesale %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Avg Order Size - Special %	11.14%	0.5%	0.5%	0.5%	0.5%	0.5%	0.5%	0.5%	0.5%	0.5%	0.5%	0.5%	0.5%	0.5%
Avg Order Size - Resend %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Avg Order Size - Resend %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Returns & Credits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Returns & Credits %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

#### Order Level Metrics

Calendar Year Number	2018												Total
Calendar Month Name	1	2	3	4	5	6	7	8	9	10	11	12	
Metrics													
Fill Rate - Contact	99.92%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
Fill Rate - Non-Contact	99.99%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%

# Reporting Guide

Reporting that impacts your bottom line.





# City of Charlotte

## Mecklenburg County North Carolina

**Office Supplies ITB #269-2019-081**

**Clarification/Additional Info on Office Supplies**

August 29, 2019

Presented by:

**David Musser**

Business Development Executive

(631) 682-5693

David.Musser@Staples.com

5600 77 Center Drive, Suite 180

Charlotte, NC 28277

# Clarifications

*Per Section 1.13 of ITB 269-2019-081, the City is requesting Staples to supplement, clarify or provide additional information to assist with our evaluation process. The City is exploring ways to enhance our ordering process and payment for office supplies. Please see the questions below and provide a written response to me no later than 5:00 pm EDT on Thursday, August 29:*

- *P-Card as a payment method for in-store purchases and the City's online portal orders*

*1. Will you invoice the City at the time of purchase or shipment?*

Staples invoices our customers when the products ships.

*2. Are there any additional vendor charges to the City for the use of a P-Card?*

There are no additional charges for the City to use a P-Card.

*3. Does the City have to provide P-Card numbers to the vendor? If so, explain how.*

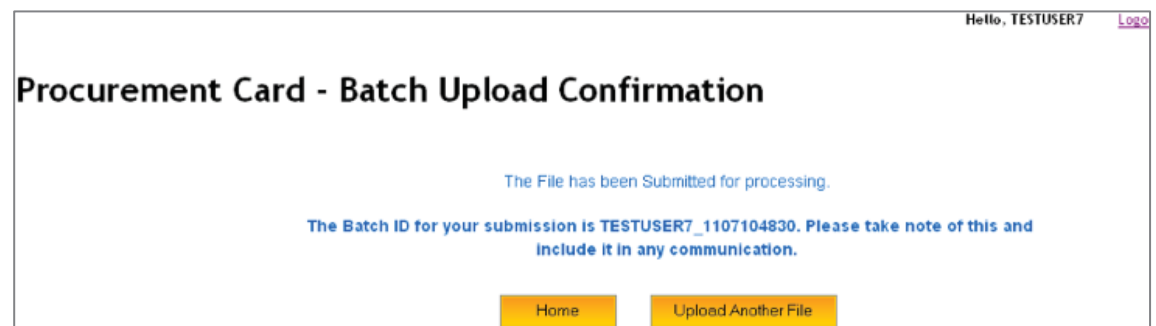
This is solely the City's decision. Registering P-Cards makes it simple for the City's end users by not having to enter the card information for each purchase made. Additionally, a registered P-Card can make purchases at Staples retail stores and receive the contracted price or discounted prices assigned to the account. However, registering P-Cards is not required.

*4. Can at least two P-Card administrators access the portal to perform card number uploads?*

Yes. However, StaplesAdvantage.com offers the ability for one user to load multiple P-Cards at one time in a batch setting.

*5. What is the portal's response when there is a successful card upload or an unsuccessful card upload?*

The City will receive a response immediately after submitting either a single card or batch upload confirming the submission.



Hello, TESTUSER7 [Logo](#)

## Procurement Card - Batch Upload Confirmation

The File has been Submitted for processing.

**The Batch ID for your submission is TESTUSER7\_1107104830. Please take note of this and include it in any communication.**

[Home](#) [Upload Another File](#)

The Credit Card has been successfully registered as a Procurement Card.

### Procurement Card - New Registration(View Only)

#### Contract Account Information

Division	DET
Master Number	1046711
BillTo ID	<input type="text" value="CCREQ"/>
* ShipTo ID	<input type="text" value="CC REQUIRED"/>

#### Credit Card Information

* Credit Card Number	<input type="text" value="XXXXXXXXXX0750"/>
Cardholder First Name	<input type="text" value="John"/>
Cardholder Middle Initial	<input type="text" value="A"/>
Cardholder Last Name	<input type="text" value="Smith"/>
Email Address	<input type="text" value="Johnsmith@abc.com"/>
Budget Center	<input type="text" value="abc"/>

*6. Does the merchant use PCI security standards for card data?*

Staples is PCI compliant and complies with applicable federal and state laws for credit card processing. Staples' Global Security & Compliance team monitors privacy legislation and regulations worldwide, working with our internal teams to educate, consult, and monitor compliance.

Staples is compliant with the current version of PCI DSS (Payment Card Industry Data Security Standard).

*7. Is the P-card number viewable on the online portal, on a report, or anywhere?*

No. The full P-Card number is not viewable online, on reports or anywhere else that may compromise the City's security. Staples takes care to only expose the last four digits of the card, if we expose any information at all.

*8. Is this a secured process?*

Yes.

*9. How is the City's data protected?*

Staples implements several rigorous safeguards to secure and protect customer data and the privacy of customer transactions on StaplesAdvantage.com. We review our security methods and procedures on a regular basis to provide reasonable and prudent levels of security.

- **Authentication** – All users must provide a case-sensitive user ID and password to log into StaplesAdvantage.com. After login, users receive an encrypted session ID in the form of a browser cookie.

- **Password Security** – All passwords are stored encrypted. Every web page or frame that includes passwords or allows users to enter or change passwords uses Transport Layer Security (TLS).
- **Impersonation** – User ID and password pairs provide initial security from impersonation. Encrypting passwords and session IDs add to that security by preventing counterfeiting of session credentials.
- **Secure Storage of Customer Data** – All customer information is stored in a database located behind multiple firewalls. It cannot be accessed directly from the internet. Firewall rules prevent passing data to any unauthorized IP address inside or outside the Staples network.
- **Credit Card Security** – All credit card numbers are stored encrypted in a database isolated from all other systems at Staples. StaplesAdvantage.com does not send credit card information to payment processing institutions over the internet.
- **PCI Compliance** – StaplesAdvantage.com complies with all PCI standards as developed by the major credit card companies. For our customers and our company, it is critical that we maintain the highest credit card security standards.

*10. Complete the attached cloud questionnaire.*

Please note that Staples is not a Cloud provider, therefore this questionnaire does not apply. Staples will be happy to address any of your security concerns not related to Cloud based systems.

*11. What is the lead-time for a new P-Card to be used against the contract?*

P-Cards are available to use immediately after submitting them online.

*12. Is there additional information required for the online portal profile to submit orders?*

- *Employee Name*
- *Employee ID*
- *Telephone Number*
- *Department Name and Division(s)*
- *City – Ship to Location Address*
  - *Default location assigned to user profile*
  - *Ability to change the ship to location address as needed*
  - *Ability to prevent users from entering a non-City address*

StaplesAdvantage.com requires the employee's name, user ID, phone number, email address and ship-to address to create a new user.

The location used in setting-up the new user will become the default address. Ship-to addresses can be manipulated as needed and Staples is able to prevent non-city addresses from being used.

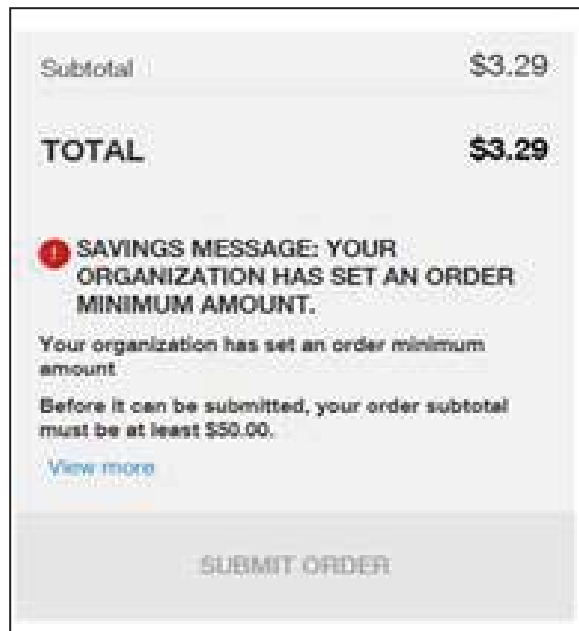
- *P-Card number is assigned to the user*
  - *Ability to prevent users from overriding the assigned P-Card number*

Staples can prevent users from overriding the assigned P-Card number assigned when the user was created.

- *Requires \$25 minimum order*

To reduce small order inefficiencies, Staples will work with you to implement a minimum order size for your organization. We support this rule by requiring end users to meet a minimum order threshold before their order can be submitted. Any orders which don't meet the minimum order threshold will be saved as a pending order in the shopping cart until the threshold is met. Minimum order sizes are set at the organization level to ensure the lowest total delivered program possible. In addition, the City can customize some of the messaging in the small order alerts.

Minimum Order Message at Checkout Screenshot



*Users are not able to submit an order until the minimum purchase amount is met.*

- *User defined field that we could possibly use later as we improve the process*
  1. *Is there a way to upload data for the creation of our user profiles in the online portal or is it manually done?*

User profiles are built manually. However, Staples has made it easy by creating a wizard that will assist you in completing the appropriate tasks in a quick and efficient manner.

2. *The order entry person shall be a P-Cardholder.*

Staples acknowledges and agrees.

3. *Can you provide a Level III data report to the P-Card Program Administrator upon request?*

Yes.

We can provide up to Level III reporting for retail purchases made with a registered corporate procurement card. After a purchase, Staples sends the purchase information to the bank issuing the credit card. The information will appear on the user's monthly statement with Level I, II or III information depending on what information the bank accepts

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and what is transmitted to the credit card company. Level III is currently available for Visa and MasterCard; Level I is available for American Express and Discover.

### Usage Reporting Levels

Level I	Level II	Level III
Date	Level I Information	Level I and II Information
Amount	Sales Tax Amount	Item Number
Commodity Type	Ship-to Zip Code	Item Description
Establishment	Card Member Reference Number (Budget Center, Purchase Order or Order Number)	Item Quantity
		Unit of Measure

- *Normal Purchase Order with an Invoice to Accounts Payable for payment*
  1. *Ability to successfully integrate with our financial system, MUNIS and create a normal purchase order thru a punch-out feature*

Staples has over 20 years of experience with electronic procurement and works with more than 300 different third-party e-procurement systems, including Munis. Staples can quickly and efficiently implement a punchout system through Munis for the City.

*a. If the punch-out method is used to place an order, how will the vendor know that the City's contract pricing should be used for items purchased?*

Once Munis has been integrated, the City's contract pricing and discounted pricing will be real-time.

*b. Will the vendor be required to re-key the order?*

No. Munis will communicate directly with Staples so no rekeying is necessary.

*c. Will the vendor accept an electronic purchase order?*

Yes.

2. *Create a normal purchase order without punch-out capabilities*
  - a. *Order entry staff must have "inquiry" access to the online portal to verify the price prior to creating a requisition. Are we able to create a separate user profile with name only?*

*a. Order entry staff must have "inquiry" access to the online portal to verify the price prior to creating a requisition. Are we able to create a separate user profile with name only?*

StaplesAdvantage.com allows you to login and see real-time pricing and availability without having to create a requisition first. A separate profile is not needed.

*b. Departments will be required to itemize all orders in our financial system, MUNIS to be able to receive and pay invoices. Our payment terms are Net 30. This is a change for the City and we want to ensure, the account is never "on hold" for non-payment. Please detail when and why your company may implement "on hold" status (i.e. # of delinquent invoices, accumulative accounts receivable balance, etc.) for a customer.*

Staples standard payment terms are Net 30 days.

Staples only puts an account on hold if they are delinquent beyond 30 days or have lack of payments, if they have gone bankrupt or bankruptcy is imminent, or they are out of business or out of business is imminent.



*c. Is the vendor able to send the invoice to [cocap@charlottenc.gov](mailto:cocap@charlottenc.gov) and carbon copy the end-user?*

Staples' billing process is completely customizable to your requirements — including emailing and invoice and copying the person of the City's choice. During implementation, our experts will assess your accounting practices and information system capabilities to recommend the best solution. It is our goal to help you reduce paperwork and enjoy an easier and more efficient payment process.

- *Reporting*

*1. Will your company provide itemized usage reports against contract?*

Yes. Usage reports allow the City to track product usage organization-wide and drill down by facility, department, office or individual, so you can find area-specific opportunities for increased savings and efficiency. Usage reports also allow you to detail purchases of recycled items or those from minority vendors, giving you clear metrics to support your corporate responsibility initiatives.

- Contract versus non-contract items
- Vendor
- Order method (phone, online)
- Product category
- Recycled and environmentally preferable products
- Minority or women-owned business enterprise (MWBE) products

- *Returns*

*1. The bid response stated that the City may return within an applicable return period. What is the return period?*

#### Return Periods by Product

Product Category	Applicable Return Period
Office Supplies and Facilities Supplies	30 Days
Software (unopened)*	30 Days
Technology Items and Business Machines	14 Days
Furniture	14 Days after delivery**
Non-Stock Products	Not returnable unless damaged/defective (within 30 days)
Custom-Imprinted Products	Not returnable unless damaged/defective

\*Opened or defective software may be exchanged for the same title and version within 30 calendar days of receiving the software.

\*\*Only products in new condition, unassembled and in original packaging are eligible for return. A 35% restocking fee may apply. Special-order or non-stocked furniture is not returnable, unless such products arrive damaged or defective.

*2. Define the parameters for application of 35% restocking fee.*

The restocking fee is directly related to catalog furniture purchases and only occurs if the manufacturer charges Staples a fee for returning the item, which is rare.

- *MWSBE Utilization*

*1. Provide the attached Relevant Market Area Certificate form to the certified firm you identified and the firm will need to complete the form and provide a copy, along with a copy of their MBE (HUB) certification to [gcarothers@charlottenc.gov](mailto:gcarothers@charlottenc.gov).*

Staples has provided Delivery and Distribution, LLC's **Relevant Market Area Certificate** and **MWBE Certificate** as requested.

Per Section 1.13 of ITB 269-2019-081, the City is requesting Staples to supplement, clarify or provide additional information to assist with our evaluation process. The City is exploring ways to enhance our ordering process and payment for office supplies. Please see the questions below and provide a written response to me no later than 5:00 pm EDT on Monday, September 9:

**P-Card as a payment method for in-store purchases and the City's online portal orders**

1. Will you invoice the City at the time of purchase or shipment? **Staples:** *Staples invoices our customers when the products ships. For online orders, the City will receive multiple invoices when products are shipped from separate warehouses. Most of the orders will be shipped from the warehouse in Charlotte and this will minimize multiple invoices per order.*

**For purchase orders, Staples can mark the account to hold invoices until everything ships.**

**City:**

- *Provide an example of an itemized order receipt.*
  - o **Completed**
- *Will Staples provide an automatic email for e-receipts in the user profile?*
  - o **The eReceipts would get emailed to the user that placed the order because the user's email address will be tied to their user profile. We can also send all of the eReceipts to one inbox if that is preferred.**

2. Are there any additional vendor charges to the City for the use of a P-Card? **Staples:** *There are no additional charges for the City to use a P-Card.*
3. Does the City have to provide P-Card numbers to the vendor? If so, explain how. **Staples:** *This is solely the City's decision. Registering P-Cards makes it simple for the City's end users by not having to enter the card information for each purchase made. Additionally, a registered P-Card can make purchases at Staples retail stores and receive the contracted price or discounted prices assigned to the account. However, registering P-Cards is not required.*
4. Can at least two P-Card administrators access the portal to perform card number uploads? **Staples:** *Yes. However, StaplesAdvantage.com offers the ability for one user to load multiple P-Cards at one time in a batch setting. P-Card numbers for the user and online purchases are entered individually to the user profile. The batch is used for in-store P-Card purchases.*

**City:** *As new cards are issued and/or card numbers change, is the City allowed to make updates as needed?*

**Yes**

5. What is the portal's response when there is a successful card upload or an unsuccessful card upload? **Staples:** *The City will receive a response immediately after submitting either a single card or batch upload confirming the submission.*

Hello, TESTUSER7 [Logout](#)

## Procurement Card - Batch Upload Confirmation

The File has been Submitted for processing.

The Batch ID for your submission is TESTUSER7\_1107104830. Please take note of this and include it in any communication.

[Home](#) [Upload Another File](#)

The Credit Card has been successfully registered as a Procurement Card.

## Procurement Card - New Registration(View Only)

### Contract Account Information

Division	DET
Master Number	1046711
BillTo ID	CCREQ
* ShipTo ID	CCREQUIRED

### Credit Card Information

* Credit Card Number	XXXXXXXXXXXX0758
Cardholder First Name	John
Cardholder Middle Initial	A
Cardholder Last Name	Smith
Email Address	johnsmith@abc.com
Budget Center	abc

[Home Page](#) [Add New](#)

6. Does the merchant use PCI security standards for card data? **Staples:** *Staples is PCI compliant and complies with applicable federal and state laws for credit card processing. Staples' Global Security & Compliance team monitors privacy legislation and regulations worldwide, working with our internal teams to educate, consult, and monitor compliance.*

*Staples is compliant with the current version of PCI DSS (Payment Card Industry Data Security Standard).*

**City:** *Provide a report on compliance.*

- o **Completed**

7. Is the P-card number viewable on the online portal, on a report, or anywhere? **Staples:** *No. The full P-Card number is not viewable online, on reports or anywhere else that may compromise the City's security. Staples takes care to only expose the last four digits of the card, if we expose any information at all.*
8. Is this a secured process? **Staples:** *Yes.*
9. How is the City's data protected? **Staples:** *Staples implements several rigorous safeguards to secure and protect customer data and the privacy of customer transactions on StaplesAdvantage.com. We review our security methods and procedures on a regular basis to provide reasonable and prudent levels of security.*
- **Authentication** – *All users must provide a case-sensitive user ID and password to log into StaplesAdvantage.com. After login, users receive an encrypted session ID in the form of a browser cookie.*
  - **Password Security** – *All passwords are stored encrypted. Every web page or frame that includes passwords or allows users to enter or change passwords uses Transport Layer Security (TLS).*
  - **Impersonation** – *User ID and password pairs provide initial security from impersonation. Encrypting passwords and session IDs add to that security by preventing counterfeiting of session credentials.*
  - **Secure Storage of Customer Data** – *All customer information is stored in a database located behind multiple firewalls. It cannot be accessed directly from the internet. Firewall rules prevent passing data to any unauthorized IP address inside or outside the Staples network.*
  - **Credit Card Security** – *All credit card numbers are stored encrypted in a database isolated from all other systems at Staples. StaplesAdvantage.com does not send credit card information to payment processing institutions over the internet.*
  - **PCI Compliance** – *StaplesAdvantage.com complies with all PCI standards as developed by the major credit card companies. For our customers and our company, it is critical that we maintain the highest credit card security standards.*

10. Complete the attached cloud questionnaire. **Staples:** *Please note that Staples is not a Cloud provider, therefore this questionnaire does not apply. Staples will be happy to address any of your security concerns not related to Cloud based systems.*

**City:** *We understand that Staples is not a Cloud provider. Please provide the cloud questionnaire.*

- **Completed**

11. What is the lead-time for a new P-Card to be used against the contract? **Staples:** *P-Cards are available to use immediately after submitting an online order. **The bulk upload for in-store purchases will process overnight and activate.***

12. Is there additional information required for the online portal profile to submit orders?

- Employee Name
- Employee ID
- Telephone Number
- Department Name and Division(s)
- City – Ship to Location Address
  - Default location assigned to user profile
  - Ability to change the ship to location address as needed
  - Ability to prevent users from entering a non-City address

**Staples:** *StaplesAdvantage.com requires the employee's name, user ID, phone number, email address and ship-to address to create a new user.*

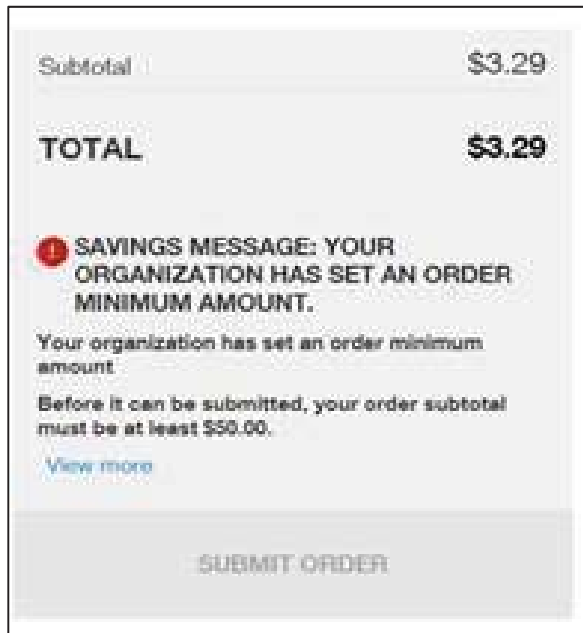
*The location used in setting-up the new user will become the default address. Ship-to addresses can be manipulated as needed and Staples is able to prevent non-city addresses from being used. **Staples require ship-to address changes to be processed through the account manager and team. The user will select the available ship-to address from a drop-down box.***

- P-Card number is assigned to the user
  - Ability to prevent users from overriding the assigned P-Card number

**Staples:** *Staples can prevent users from overriding the assigned P-Card number assigned when the user was created. **City Administrator/P-Card Administrator will be required to enter the P-Card number and keep the data current.***

- Requires \$25 minimum order

**Staples:** *To reduce small order inefficiencies, Staples will work with you to implement a minimum order size for your organization. We support this rule by requiring end users to meet a minimum order threshold before their order can be submitted. Any orders which don't meet the minimum order threshold will be saved as a pending order in the shopping cart until the threshold is met. Minimum order sizes are set at the organization level to ensure the lowest total delivered program possible. In addition, the City can customize some of the messaging in the small order alerts.*



Users are not able to submit an order until the minimum purchase amount is met.

- User defined field that we could possibly use later as we improve the process. **Staples: There are three fields that the City can modify (i.e. release, budget center, PO).**
13. Is there a way to upload data for the creation of our user profiles in the online portal or is it manually done? **Staples: User profiles are built manually. However, Staples has made it easy by creating a wizard that will assist you in completing the appropriate tasks in a quick and efficient manner. The initial set up is by Staples. Staples can provide an Excel format or a link to capture data for the initial set up. The daily updates are by Staples and/or the City.**
  14. The order entry person shall be a P-Cardholder. **Staples: Staples acknowledges and agrees.**
  15. Can you provide a Level III data report to the P-Card Program Administrator upon request? **Staples: Yes. We can provide up to Level III reporting for retail purchases made with a registered corporate procurement card. After a purchase, Staples sends the purchase information to the bank issuing the credit card. The information will appear on the user's monthly statement with Level I, II or III information depending on what information the bank accepts and what is transmitted to the credit card company. Level III is currently available for Visa and MasterCard; Level I is available for American Express and Discover. These reports will cover online and in-store purchases.**

Usage Reporting Levels

Level I	Level II	Level III
Date	Level I Information	Level I and II Information
Amount	Sales Tax Amount	Item Number
Commodity Type	Ship-to Zip Code	Item Description
Establishment	Card Member Reference Number (Budget Center, Purchase Order or Order Number)	Item Quantity
		Unit of Measure

**Normal Purchase Order with an Invoice to Accounts Payable for payment**

- Ability to successfully integrate with our financial system, MUNIS and create a normal purchase order thru a punch-out feature. **Staples:** *Staples has over 20 years of experience with electronic procurement and works with more than 300 different third-party e-procurement systems, including Munis. Staples can quickly and efficiently implement a punch-out system through Munis for the City. **Staples will take 45-60 days for implementation and testing. There are approximately 30 customers using punch-out using MUNIS. Staples receive electronic purchase orders using MUNIS. Staples do not provide electronic invoices to public agencies thru MUNIS. Staples use one static IP address.***
- If the punch-out method is used to place an order, how will the vendor know that the City's contract pricing should be used for items purchased? **Staples:** *Once Munis has been integrated, the City's contract pricing and discounted pricing will be real-time.*

**City:**

- *If an end-user is in the middle of a punch-out order and leaves for the day, will the products remain in the cart?*
  - **Yes, if a unique UserID for each end user is passed in the POSR (punchout) to Staples the persistent cart feature will work for the end users. The end users would also be able to save personal shopping lists if unique UserIDs are passed to Staples.**
- *Do you front-end your e-Commerce Punch-Out catalog servers with a third-party supplier such as Akami Edge? If yes, do you have a static IP address arranged with the supplier for your Punch-Out URL?*
  - **No**
- *Do you have a static public IP address for your servers originating electronic Purchase Orders to be sent back to the City of Charlotte e-Commerce servers?*
  - **Assuming this is referring to Staples outbound invoices that we send back to the City of Charlotte, the IP to whitelist is XXX.XX.XXX.XXX**
- *Do you have a static public IP address for your Punch-Out catalog server URL for incoming Punch-Out requisition activity?*
  - **For inbound activity to Staples the IP to whitelist is XXX.XX.XXX.XXX (beta) and XXX.XX.XXX.XXX (production)**
- Will the vendor be required to re-key the order? **Staples:** *No. Munis will communicate directly with Staples so no rekeying is necessary.*
- Will the vendor accept an electronic purchase order? **Staples:** *Yes.*

**City:** *If we're unable to submit an electronic PO, the City may need to email the PO. Will Staples enter the PO without additional fees?*

**Yes, and we do not charge additional fees**

*What's the turnaround time from receipt of an emailed PO?*

**4 hours**

*Due to this process, will this delay our delivery?*

**No, as long as we receive PO before 4pm local time**

2. Create a normal purchase order without punch-out capabilities.
  - a. Order entry staff must have "inquiry" access to the online portal to verify the price prior to creating a requisition. Are we able to create a separate user profile with name only? **Staples:** *StaplesAdvantage.com allows you to login and see real-time pricing and availability without having to create a requisition first. A separate profile is not needed. **Staples can provide a "view only" catalog link to share citywide without requiring a user profile.***

- b. Departments will be required to itemize all orders in our financial system, MUNIS to be able to receive and pay invoices. Our payment terms are Net 30. This is a change for the City and we want to ensure, the account is never “on hold” for non-payment. Please detail when and why your company may implement “on hold” status (i.e. # of delinquent invoices, accumulative accounts receivable balance, etc.) for a customer. **Staples:** *Staples standard payment terms are Net 30 days. Staples only puts an account on hold if they are delinquent beyond 30 days or have lack of payments, if they have gone bankrupt or bankruptcy is imminent, or they are out of business or out of business is imminent.*

**City:** *The City understands that Staples will create only one account that includes online and in-store purchases with a P-Card and purchase orders using punch-out or MUNIS. For purchase orders, will Staples agree to payment terms of Net 60?*

**Yes**

- c. Is the vendor able to send the invoice to [cocap@charlottenc.gov](mailto:cocap@charlottenc.gov) and carbon copy the end-user? **Staples:** *Staples’ billing process is completely customizable to your requirements — including emailing and invoice and copying the person of the City’s choice. During implementation, our experts will assess your accounting practices and information system capabilities to recommend the best solution. It is our goal to help you reduce paperwork and enjoy an easier and more efficient payment process.*

**Reporting**

1. Will your company provide itemized usage reports against contract? **Staples:** *Yes. Usage reports allow the City to track product usage organization-wide and drill down by facility, department, office or individual, so you can find area-specific opportunities for increased savings and efficiency. Usage reports also allow you to detail purchases of recycled items or those from minority vendors, giving you clear metrics to support your corporate responsibility initiatives. **Staples can schedule recurring reports.***

- Contract versus non-contract items
- Vendor
- Order method (phone, online)
- Product category
- Recycled and environmentally preferable products
- Minority or women-owned business enterprise (MWBE) products

**Returns**

1. The bid response stated that the City may return within an applicable return period. What is the return period?

*Return Periods by Product*

Product Category	Applicable Return Period
Office Supplies and Facilities Supplies	30 Days
Software (unopened)*	30 Days
Technology Items and Business Machines	14 Days
Furniture	14 Days after delivery**
Non-Stock Products	Not returnable unless damaged/defective (within 30 days)
Custom-Imprinted Products	Not returnable unless damaged/defective

*\*Opened or defective software may be exchanged for the same title and version within 30 calendar days of receiving the software.*

*\*\*Only products in new condition, unassembled and in original packaging are eligible for return. A 35% restocking fee may apply. Special-order or non-stocked furniture is not returnable, unless such products arrive damaged or defective.*

2. Define the parameters for application of 35% restocking fee. **Staples:** *The restocking fee is directly related to catalog furniture purchases and only occurs if the manufacturer charges Staples a fee for returning the item, which is rare.*





Order#	Ship Date	Order Date	Master Number
7131328008-000-001	02/04/2015	02/04/2015	0070108050
Deliver to	Phone#	Ordered by	
MELANIE RENSBERGER	574-2242484-00000	MELANIE RENSBERGER	
Budget Center	Purchase Order#	Release#	
	RI020415		

**Ship to DF304PLNT:** DEAN FOODS OF INDIANA  
 1700 N OLD US 31  
 ROCHESTER, IN 46975

## CREDIT CARD RECEIPT

Order Line#	SKU	Product Description	Budget Center	Order UOM	Qty Ord	Qty Ship	Unit Price	Extended Price
1	116657	3-TAB FLDR LTR MANILA 100		BX	2	2	\$5.65	\$11.30
2	135848	STAPLES 8.5X11 COPY CS		CT	8	8	\$31.99	\$255.92
3	652149	SPLS 9X12 ECON CLIPBRD 2PK BLK		PK	1	1	\$2.05	\$2.05
4	522003	CLIPBOARD LTR MASNTE 9X12.5 BN		EA	1	1	\$0.99	\$0.99
5	519018	STAPLES 10PK CORRECTION ROLLER		PK	3	3	\$5.67	\$17.01
7	359911	BP RETR COMFORTMATE MED BLU DZ		DZ	5	5	\$5.59	\$27.95
8	359945	COMFORTMATE RT MED BLK DZ		DZ	5	5	\$5.59	\$27.95

<b>Subtotal</b>	\$343.17
<b>Freight/Misc Charges</b>	\$0.00
<b>Tax</b>	\$24.02

<b>Last 4 Digits of Credit Card:</b>	<b>Amount Paid via Credit Card</b>	<b>\$367.19</b>
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## EXHIBIT D – FEDERAL CONTRACT TERMS AND CONDITIONS

This Exhibit is attached and incorporated into the Office Supplies (the “Contract”) between the City of Charlotte and Staples Contract & Commercial LLC (the “Company”). Capitalized terms not defined in this Exhibit shall have the meanings assigned to such terms in the Contract. In the event of a conflict between this Exhibit and the terms of the main body of the Contract or any other exhibit or appendix, the terms of this Exhibit shall govern.

1. **Debarment and Suspension.** The Company represents and warrants that, as of the Effective Date of the Contract, neither the Company nor any subcontractor or subconsultant performing work under this Contract (at any tier) is included on the federally debarred bidder’s list listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” If at any point during the Contract term the Company or any subcontractor or subconsultant performing work at any tier is included on the federally debarred bidder’s list, the Company shall notify the City immediately. The Company’s completed Form 8 – Vendor Debarment Certification is incorporated herein as Exhibit D.
2. **Record Retention.** The Company certifies that it will comply with the record retention requirements detailed in 2 CFR § 200.333. The Company further certifies that it will retain all records as required by 2 CFR § 200.333 for a period of three (3) years after it receives City notice that the City has submitted final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.
3. **Procurement of Recovered Materials.** The Company represents and warrants that in its performance under the Contract, the Company shall comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.
4. **Clean Air Act and Federal Water Pollution Control Act.** The Company agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
5. **Energy Efficiency.** The Company certifies that the Company will be in compliance with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871).
6. **Byrd Anti-Lobbying Amendment (31 U.S.C. 1352).** The Company certifies that:
  - a. No federal appropriated funds have been paid or will be paid, by or on behalf of the Company, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal Loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of and Federal contract, grant, loan, or cooperative agreement.

- b. If any funds other than federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the Company shall complete and submit Standard Form—LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions [as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96)].
  - c. The Company shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.
  - d. The Company's completed Form 9 –Byrd Anti-Lobbying Certification is incorporated herein as Exhibit D.
7. **Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708).** If the Contract is in excess of \$100,000 and involves the employment of mechanics or laborers, the Company must comply with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, the Company is required to compute the wages of every mechanic and laborer on the basis of a standard work week of forty (40) hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of forty (40) hours in the work week. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or purchases of transportation or transmission of intelligence.
8. **Right to Inventions.** If the federal award is a "funding agreement" under 37 CFR 401.2 and the City wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment of performance or experimental, developmental or research work thereunder, the City must comply with 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.
9. **DHS Seal, Logo, and Flags.** The Company shall not use the Department of Homeland Security ("DHS") seal(s), logos, crests, or reproductions of flags or likenesses of DHS agency officials without specific FEMA pre-approval.
10. The Federal Government is not a party to this Contract and is not subject to any obligations or liabilities to the City, Company, or any other party pertaining to any matter resulting from the Contract.
11. **Remedies.**
- 11.1 **RIGHT TO COVER.**  
If the Company fails to meet any completion date or resolution time set forth in this Contract (including the Exhibits), the City may take any of the following actions with or without terminating this Contract, and in addition to and without limiting any other remedies it may have:
- a. Employ such means as it may deem advisable and appropriate to perform itself or obtain the Services from a third party until the matter is resolved and the Company is again able to resume performance under this Contract; and
  - b. Deduct any and all expenses incurred by the City in obtaining or performing the Services from any money then due or to become due the Company and, should the City's cost of obtaining or performing the services exceed the amount due the Company, collect the amount due from the Company.

11.2 RIGHT TO WITHHOLD PAYMENT.

If the Company breaches any provision of this Contract, the City shall have a right to withhold all payments due to the Company until such breach has been fully cured.

11.3 SPECIFIC PERFORMANCE AND INJUNCTIVE RELIEF.

The Company agrees that monetary damages are not an adequate remedy for the Company's failure to provide the Services or Deliverables as required by this Contract, nor could monetary damages be the equivalent of the performance of such obligation. Accordingly, the Company hereby consents to an order granting specific performance of such obligations of the Company in a court of competent jurisdiction within the State of North Carolina. The Company further consents to the City obtaining injunctive relief (including a temporary restraining order) to assure performance in the event the Company breaches the Contract.

11.4 SETOFF.

Each party shall be entitled to setoff and deduct from any amounts owed to the other party pursuant to this Contract all damages and expenses incurred or reasonably anticipated as a result of the other party's breach of this Contract.

11.5 OTHER REMEDIES.

Upon breach of this Contract, each party may seek all legal and equitable remedies to which it is entitled. The remedies set forth herein shall be deemed cumulative and not exclusive and may be exercised successively or concurrently, in addition to any other available remedy.

**12. Termination for Convenience and for Cause.**

12.1 TERMINATION FOR CONVENIENCE.

The City may terminate the Contract at any time without cause by giving thirty (30) days prior written notice to the Company. As soon as practicable after receipt of a written notice of termination without cause, Company shall submit a statement to the City showing in detail the Services performed under this Contract through the date of termination. The forgoing payment obligation is contingent upon the Company having provided the City with written documentation reasonably adequate to verify the number of hours of Services rendered through the termination date and the percentage of completion of each task.

12.2 TERMINATION FOR DEFAULT BY EITHER PARTY.

By giving written notice to the other party, either party may terminate the Contract upon the occurrence of one or more of the following events:

- a. The other party violates or fails to perform any covenant, provision, obligation, term or condition contained in the Contract, provided that, unless otherwise stated in the Contract, such failure or violation shall not be cause for termination if both of the following conditions are satisfied: (i) such default is reasonably susceptible to cure; and (ii) the other party cures such default within thirty (30) days of receipt of written notice of default from the non-defaulting party; or
- b. The other party attempts to assign, terminate or cancel the Contract contrary to the terms hereof; or
- c. The other party ceases to do business as a going concern, makes an assignment for the benefit of creditors, admits in writing its inability to pay debts as they become due, files a petition in bankruptcy or has an involuntary bankruptcy petition filed against it (except in connection with a reorganization under which the business of such party is continued and performance of all its obligations under the Contract shall continue), or if a receiver, trustee or liquidator is appointed for it or any substantial part of other party's assets or properties.

Any notice of default shall identify this Section of the Contract and shall state the party's intent to terminate the Contract if the default is not cured within the specified period.

**13. Indemnification.**

**13.1 INDEMNIFICATION.**

To the fullest extent permitted by law, the Company shall indemnify, defend and hold harmless each of the "Indemnitees" (as defined below) from and against any and all "Charges" (as defined below) paid or incurred as a result of any claims, demands, lawsuits, actions, or proceedings: (i) alleging violation, misappropriation or infringement of any copyright, trademark, patent, trade secret or other proprietary rights with respect to the Services or any products or deliverables provided to the City pursuant to this Contract ("Infringement Claims"); (ii) seeking payment for labor or materials purchased or supplied by the Company or its subcontractors in connection with this Contract; (iii) arising from the Company's failure to perform its obligations under this Contract, or from any act of negligence or willful misconduct by the Company or any of its agents, employees or subcontractors relating to this Contract, including but not limited to any liability caused by an accident or other occurrence resulting in bodily injury, death, sickness or disease to any person(s) or damage or destruction to any property, real or personal, tangible or intangible; or (iv) arising from any claim that the Company or an employee or subcontractor of the Company is an employee of the City, including but not limited to claims relating to worker's compensation, failure to withhold taxes and the like. For purposes of this Section: (a) the term "Indemnitees" means City, any federal agency that funds all or part of this Contract, and each of the City's and such federal agency's officers, officials, employees, agents and independent contractors (excluding the Company); and (b) the term "Charges" means any and all losses, damages, costs, expenses (including reasonable attorneys' fees), obligations, duties, fines, penalties, royalties, interest charges and other liabilities (including settlement amounts).

If an Infringement Claim occurs, the Company shall either: (i) procure for the City the right to continue using the affected product or service; or (ii) repair or replace the infringing product or service so that it becomes non-infringing, provided that the performance of the overall product(s) and service(s) provided to the City shall not be adversely affected by such replacement or modification. If the Company is unable to comply with the preceding sentence within thirty (30) days after the City is directed to cease use of a product or service, the Company shall promptly refund to the City all amounts paid under this Contract.

This Section 13 shall remain in force despite termination of this Contract (whether by expiration of the term or otherwise).

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER  
RESPONSIBILITY MATTERS  
ITB # 269-2019-081  
OFFICE SUPPLIES**

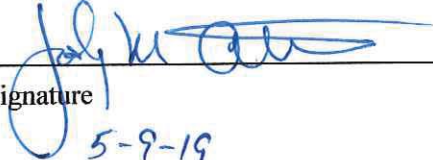
The bidder, contractor, or subcontractor, as appropriate, certifies to the best of its knowledge and belief that neither it nor any of its officers, directors, or managers who will be working under the Contract, or persons or entities holding a greater than 10% equity interest in it (collectively "Principals"):

1. Are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal or state department or agency in the United States;
2. Have within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; violation of federal or state anti-trust or procurement statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are presently indicted for or otherwise criminally or civilly charged by a government entity, (federal, state or local) with commission of any of the offenses enumerated in paragraph 2 of this certification; and
4. Have within a three-year period preceding this application/proposal had one or more public transactions (federal, state or local) terminated for cause or default.

I understand that a false statement on this certification may be grounds for rejection of this proposal or termination of the award or in some instances, criminal prosecution.

**I hereby certify as stated above:**

Jody Attias  
\_\_\_\_\_  
(Print Name)  
Regional Vice President, Commercial Sales  
\_\_\_\_\_  
Title

  
\_\_\_\_\_  
Signature  
5-9-19  
\_\_\_\_\_  
Date

**I am unable to certify to one or more the above statements. Attached is my explanation. [Check box if applicable]**

\_\_\_\_\_  
(Print Name)  
\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature  
\_\_\_\_\_  
Date

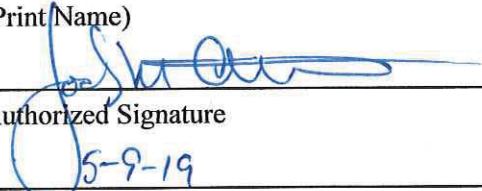
**BYRD ANTI-LOBBYING CERTIFICATION**  
**ITB # 269-2019-081**  
**OFFICE SUPPLIES**

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of and Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form—LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions [as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96)].
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including all subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Staples Contract & Commercial LLC (the "Company"), certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Company understands and agrees that the provisions of 31 U.S.C. A 3801, et seq., apply to this certification and disclosure, if any.

Jody Attias  
\_\_\_\_\_  
(Print Name)  
  
\_\_\_\_\_  
Authorized Signature  
5-9-19  
\_\_\_\_\_  
Date

Staples Contract & Commercial LLC  
\_\_\_\_\_  
Company Name  
5600 77 Center Drive, Suite 180  
\_\_\_\_\_  
Address  
Charlotte, NC 28277  
\_\_\_\_\_  
City/State/Zip

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**MASTER INTERGOVERNMENTAL COOPERATIVE PURCHASING AGREEMENT**

This Charlotte Cooperative Purchasing Alliance (CCPA) Master Intergovernmental Cooperative Purchasing Agreement will allow a Participating Public Agency to purchase commodities and/or services from any and all CCPA Contracts, under the same terms, conditions and prices as stated in each contract competitively solicited and awarded by the City of Charlotte, North Carolina (“Contracting Agent”) on behalf of itself and all other public agencies. It is hereby agreed to by CCPA and the Participating Public Agency (Participants) that:

1. CCPA has followed procurement procedures for products and/or services offered by this Agreement in accordance with CCPAs governing procurement statutes and regulations.
2. The cooperative use of bids obtained by a party to this agreement shall be in accordance with the terms and conditions of the bid, except as modification of those terms and conditions is otherwise allowed or required by applicable law.
3. It is the sole responsibility of each Participating Public Agency to follow their state procurement statutes as it pertains to cooperative purchasing, and the rules and regulations that govern each Participant’s procurement practices.
4. CCPA cooperative purchasing contracts are available to Participating Public Agencies “as is,” and CCPA is under no obligation to revise the terms, conditions, scope, price, and/or other conditions of the contract for the benefit of the Participants.
5. It is the sole responsibility of the Participating Public Agency to accept delivery of products and/or services, and the Participants hereby agree to make timely payments to each Company for products and/or services received pursuant to this Agreement. Any dispute which may arise between the Participating Public Agency and the Company are to be resolved between the Participating Public Agency and the Company.
6. The City of Charlotte shall not be held liable for any costs, damages, expenses, fees, or liabilities incurred by any other Participating Public Agency as a result of any contract or other arrangement entered into between that Participant and the Company.
7. The procuring party shall not use this agreement as a method for obtaining additional concessions or reduced prices for similar products or services.
8. This Agreement incorporates all Contracts, covenants and understandings between CCPA and the Participating Public Agency. No prior Agreement or understanding, verbal or otherwise, by the parties or their agents, shall be valid or enforceable unless embodied in this Agreement. This Agreement shall not be altered, changed, or amended except by written revision or addendum executed by both parties.
9. This agreement is non-exclusive and shall not in any way preclude Participating Public Agencies from entering into similar agreements and/or arrangements with other Cooperative Purchasing Programs, or from acquiring similar goods and services from other sources.
10. This agreement shall take effect after the Participating Public Agency submits the competed electronic CCPA registration and shall remain in effect until termination by a party giving 30 days written notice to the other party.





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
10/30/2019

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

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

<b>PRODUCER</b> Willis of Massachusetts, Inc. c/o 26 Century Blvd P.O. Box 305191 Nashville, TN 372305191 USA	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): 1-877-945-7378 E-MAIL ADDRESS: certificates@willis.com		FAX (A/C, No): 1-888-467-2378
	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
<b>INSURED</b> Staples Inc. 500 Staples Drive Framingham, MA 01702	<b>INSURER A:</b> ACE American Insurance Company		22667
	<b>INSURER B:</b> XL Specialty Insurance Company		37885
	<b>INSURER C:</b> Indemnity Insurance Company of North Ameri		43575
	<b>INSURER D:</b> ACE Fire Underwriters Insurance Company		20702
	<b>INSURER E:</b>		
<b>INSURER F:</b>			


**COVERAGES**                      **CERTIFICATE NUMBER:** W13648132                      **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> SIR applies per policy GENL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	Y	Y	XSL G71209970	09/12/2018	02/01/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 975,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS DONLY	Y	Y	ISA B25272596	09/12/2018	02/01/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 3,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 25,000	Y		US00086459LI18A	09/12/2018	02/01/2020	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$
C	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WLRC66044634 (AOS)	09/12/2019	02/01/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	<b>Workers Compensation and Employers Liability</b> Work Comp: Per Statute		Y	WLRC66044671 (AZ CA MA)	09/12/2019	02/01/2020	EL-Each Accident \$1,000,000 EL-Disease-Pol. Limit \$1,000,000 EL-Disease Each Emp. \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Certificate Holder is included as an Additional Insured in accordance with the policy provisions of the General Liability, Automobile Liability and Umbrella Liability policies. General and Automobile Liability insurance evidenced herein are Primary and Non-contributory to other insurance maintained by Additional Insured. Waiver of Subrogation is granted in accordance with policy provisions of the General Liability, Automobile Liability and Workers' Compensation policies as permitted by law.  
SEE ATTACHED

CONTRACT 2020000461

<b>CERTIFICATE HOLDER</b>  City of Charlotte 600 East Fourth Street, CMG 9th Floor Charlotte, NC 28202	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE  

AGENCY CUSTOMER ID: \_\_\_\_\_

LOC #: \_\_\_\_\_



### ADDITIONAL REMARKS SCHEDULE

Page 2 of 2

AGENCY Willis of Massachusetts, Inc.		NAMED INSURED Staples Inc. 500 Staples Drive Framingham, MA 01702	
POLICY NUMBER See Page 1		EFFECTIVE DATE: See Page 1	
CARRIER See Page 1	NAIC CODE See Page 1		

#### ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,  
 FORM NUMBER: 25 FORM TITLE: Certificate of Liability Insurance

INSURER AFFORDING COVERAGE: ACE Fire Underwriters Insurance Company NAIC#: 20702  
 POLICY NUMBER: SCFC66044713 (WI)      EFF DATE: 09/12/2019      EXP DATE: 02/01/2020

SUBROGATION WAIVED:      Y

TYPE OF INSURANCE:	LIMIT DESCRIPTION:	LIMIT AMOUNT:
Workers Compensation and Employers Liability	EL-Each Accident	\$1,000,000
Work Comp: Per Statute	EL-Disease-Pol. Limit	\$1,000,000
	EL-Disease Each Emp.	\$1,000,000

AGENCY CUSTOMER ID: \_\_\_\_\_  
LOC #: \_\_\_\_\_



ADDITIONAL REMARKS SCHEDULE

Page 3 of 3

AGENCY Willis of New York, Inc.		NAMED INSURED Staples Inc. 500 Staples Drive Framingham, MA 01702	
POLICY NUMBER See Page 1			
CARRIER See Page 1	NAIC CODE		
		EFFECTIVE DATE	

**ADDITIONAL REMARKS**

**THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,**

**FORM NUMBER: 25 FORM TITLE: Certificate of Liability Insurance**

**Additional Named Insureds:**

- Arch Parent Inc.
- Capital Office Products of Volusia County, Inc.
- Happy Studio LLC
- In Designs Global LLC
- Lebanon Mill, L.P.
- Quill LLC
- Quill Lincolnshire, Inc.
- Staples Brands Sales LLC
- Staples Contract & Commercial LLC
- Staples Global Markets, Inc.
- Staples GP, LLC
- Staples Project 2017 LLC
- Staples Shared Service Center, LLC
- Staples Ventures, LLC
- STIC Corp
- The Staples Group, Inc.
- HiTouch Business Services LLC
- MyOfficeProducts, LLC
- Computdata Products Inc. dba CPI One Point
- NAD Technology LLC
- DEX Imaging, LLC
- DEX Imaging, LLC DBA TonerType
- DEX Imaging, LLC DBA TonerType, Inc.
- DEX Imaging of Alabama, LLC
- DEX Imaging of Tennessee, LLC
- DEX Imaging of Texas, LLC
- DEX Imaging of The Carolinas, LLC
- DEX TP, LLC
- DEX Imaging of Maryland, LLC
- Index Datafiles, Inc.
- DEX Imaging of North Carolina, LLC
- Dean's Office Machines, LLC
- Print Counts, LLC
- Ecotype Industries, LLC
- XEROGRAPHICS, LLC

AGENCY CUSTOMER ID: \_\_\_\_\_

LOC #: \_\_\_\_\_



ADDITIONAL REMARKS SCHEDULE

AGENCY Willis of New York, Inc.		NAMED INSURED Staples Inc. 500 Staples Drive Framingham, MA 01702	
POLICY NUMBER See Page 1		EFFECTIVE DATE	
CARRIER See Page 1	NAIC CODE		

**ADDITIONAL REMARKS**

**THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,**

**FORM NUMBER: 25      FORM TITLE: Certificate of Liability Insurance**

**Additional Named Insureds:**

- Emerge Holdings, LLC
- Emerge Print Management LLC
- Sagamore Solutions, LLC
- Total Print USA LLC
- WorkLife Brands LLC