

Creek County Clerk
Purchasing Department
Collins Building Annex
317 E. Lee Room 100
Sapulpa, Ok. 74066
918-227-4909



Creek County Clerk
Jennifer Mortazavi
jmortazavi@creekcountyonline.com

Purchasing Agent
Jana Thomas
jthomas@creekcountyonline.com
www.creekcountyclerk.org

INVITATION TO BID

BID NUMBER 22-9 DATE ISSUED 4/18/22 Page 1 of 17	BID CLOSING DATE & HOUR 5/9/22 8:59 A.M.	"Commonly Used Items" General Office Supplies Ink & Toner Cartridges Janitorial Supplies
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TERMS AND CONDITIONS

1. Sealed bids will be opened in the Commissioner's Conference Room, SUITE 103, COLLINS BUILDING ANNEX TO CREEK, County Court House, Sapulpa, Oklahoma.
2. Bids must be submitted on the spreadsheet that accompanies this invitation to bid along with the information loaded onto a flash drive.
3. Late bids will not be considered. Bids must be received in sealed envelopes (one to an envelope) with bid number and closing date written on the outside of the envelope. Bids must be marked "Commonly Used Items" **Bid #22-9 & received in the County Clerk's office at 317 E. Lee Room 100 Sapulpa, OK. 74066 by 8:59 a.m. May 9, 2022.**
4. The bid will be awarded to the lowest/best bidder(s) as determined by the County. The County reserves the right to accept/award by item, groups of items or by the total bid. Proposal must be submitted on the request form prepared by the County along with the signed & notarized Non-Collusion Affidavit & Business Relationship Affidavit.
5. The County procurement process is an open process that allows all business owners to participate regardless of race, color, natural origin or sex and we encourage minority and women-owned businesses to bid on any of our projects.
6. Unit prices will be guaranteed correct by the bidder. Fuel surcharge/material handling fee or any other fee must be submitted with the bid documents. County reserves the right to accept or reject any or all bids and to waive informalities or minor irregularities in any bid. Successful bidders must verify workers' compensation coverage & general liability of company & outsource.
7. Firm fixed prices will be F.O.B. destination.
8. Purchases by Creek County, Oklahoma, are not subject to state or federal taxes.
9. This bid is submitted as a legal offer and any bid when accepted by the County constitutes a firm contract.
10. The County may award multiple contracts to 2 or more sources under this solicitation. Nothing prohibits the County from utilizing state contracts or other cooperative purchasing agreements.
11. The County reserves the right to terminate the contract with a 30 day written notice of termination for convenience.
12. The County reserves the right to terminate the contract without notice due to non-performance to any & all portions of the bid award.
13. Bids will be firm for 30 days.

Vendor signature: _____

Date: _____

Purchasing Department
317 E Lee Room 100
Sapulpa, OK 74066
918-227-4909 phone 918-227-6301 fax
jthomas@creekcountyonline.com



Bid Specifications For Commonly Used Items

Purpose:

The Creek County Purchasing Department is soliciting bids to secure the lowest & best overall price for General Office Supplies, Ink & Toner Cartridges & Janitorial Supplies. The contract awarded through this bidding process will be effective July 1, 2022 – June 30, 2023 & is to provide supplies to the various County offices & related agencies for purchase at their discretion.

Bid Award:

After all bids have been reviewed, Creek County will determine which vendor(s) has submitted the overall lowest & best bid & will make the bid tabulation public & provide a notice of award letter to the successful bidder(s).

Specifications: Bid prices & standard discounts for unsolicited catalog items:

In order to evaluate the bids in a fair & competitive manor it is requested that all items on the itemized list be included in your proposal within the selected category. All specific items have an option to include an alternate/equivalent. Please list the manufacturer & item number along with the unit price in the appropriate columns. All bid prices & discounts are to be quoted net, freight prepaid & delivered directly to the ordering department without any additional delivery or handling charges. In addition to the bid prices offered on the itemized list the bidder shall specify a percentage off discount from the list price of catalog items which will apply to all other general office supplies, general janitorial supplies & ink & toner cartridges purchased that are not specified on the itemized bid list. Bidder shall also specify a percentage off discount from the list price of catalog items which will apply to office machines & equipment & other janitorial equipment not appearing on the itemized list. Percentage off discounts for items such as furniture, computer software etc will be at the discretion of the bidder. All bid prices & percentage discounts will be determining factors for the lowest & best bid during the bid evaluation.

The quantity stated is an estimated combined use by all departments. There is no guarantee all items will be purchased or estimated quantities will be met during the contract period.

All bid prices & discounts stated by the vendor must remain valid for the term of the contract period. If the awarded vendor is unable to provide the products at the bid price or percent off discount Creek County shall have the option to contract with the next lowest/best established vendor or solicit new bids.

Full line catalogs should be provided upon request & the ability to order online with individual secure user accounts for each requisition department is preferred.

Any exceptions to or deviations from the specifications must be clearly described in the bidders proposal.

Delivery:

The vendor agrees to process orders of any size without deliberate delay with no minimum or maximum order & no additional charge or fee may be imposed due to the order size. Common items are expected to be delivered or made available for pick up within a reasonable time frame. Rush or same day delivery must be an available option without additional charges or fees. Delays due to back order are expected to be kept to a minimum. Vendor agrees to accept items to be returned, unused in the original package within 10 business days for any reason & provide written confirmation showing details of the returned item & immediate credit for the full original purchase price to the appropriate account. No restocking fee or other penalty shall be applied.

Accounting:

The vendor must supply an itemized delivery ticket/bill of lading at the time of delivery identifying the following:

- Requisition department
- Purchase order number
- Order Date
- Clear description of each item
- Quantity of each item delivered, Back ordered or cancelled.
- Manufacturer & item number
- Vendor name & address

The above information must be reflected on all invoices as well as any activity that may have taken place after the items were delivered. Such as returns, exchanges etc, as well as the Bid # 22-9.

Vendor must be able to provide a detailed monthly statement for each requisition department reflecting all activity of purchases & payments made from the first day through the last day of each month.

Upon inspection & acceptance of the delivery the receiving officer for the requisition department will sign for approval. Once the itemized invoice is received & compared to the delivery ticket & receiving report the purchase order claim can be submitted to the Board of County Commissioners for approval of payment. No payments will be made until all items are received in good working condition. Payment terms are net 30 days from receipt of invoice.

Vendor must be able to provide usage reports & financial aging reports for each requisition department within a reasonable time upon request at any time throughout the contract period.

Bid Evaluation:

Contract award(s) will be based on the overall lowest/best responsible bid. All proposals will be evaluated on the following criteria:

- Grand total of specified bid items
- % off general office supplies
- % off ink & toner cartridges
- % off janitorial supplies
- % off office machines & equipment
- % off all other catalog items
- Accounting ability
- Delivery ability

Business Relationships Affidavit

Commonly Used Items Bid #22-9

State of Oklahoma)
)SS
County of _____)

_____, of lawful age, being duly sworn, on oath says that he or she is the agent authorized by the bidder to submit the attached bid. Affiant further states that the nature of any partnership, or other business relationship presently in effect, of which existed within one (1) year prior to the date of this statement with the architect, engineer, or other party to the project is as follows:

Affiant further states that any such business relationship presently in effect of which existed within one (1) year prior to the date of this statement between any officer or director of the bidding company and any officer or director of the architectural or engineering firm or other party to the project is as follows:

Affiant further states that the names of all persons having any such business relationships and the positions they hold with their respective companies or firms are as follows:

(If none of the business relationships herein above mentioned exist, affiant should so state.)

Signature of Affiant _____

S.A.&I. 425 (2000)

Affidavit for filing with competitive bid

State of Oklahoma)
)SS
County of _____)

_____, of lawful age, being first duly sworn, on oath says, that (s)he is the agent authorized by bidder to submit the attached bid. Affiant further states that the bidder has not been a party to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding; or with any county official or employee as to quantity, quality or price in the prospective contract, or any other terms of said prospective contract; or in any discussions between bidders and any county official concerning exchange of money or other thing of value for special consideration in the letting of a contract.

Bidder: _____

Signature: _____

Subscribed and sworn to before me this _____ day of _____ 20____.

Commission # _____

Expires _____

Notary Public (or Clerk or Judge)

Notary Public (or Clerk or Judge)

S. A. & I. 1-4001 (2005)

AFFIDAVIT FOR CONTRACTS AND PAYMENTS

STATE OF OKLAHOMA)
) ss
COUNTY OF _____)

THE UNDERSIGNED (ARCHITECT, CONTRACTOR, SUPPLIER OR ENGINEER), OF LAWFUL AGE, BEING FIRST DULY SWORN, ON OATH SAYS THAT THIS INVOICE OR CLAIM IS TRUE AND CORRECT. AFFIANT FURTHER STATES THAT THE (WORK, SERVICES OR MATERIALS) AS SHOWN BY THIS INVOICE OR CLAIM HAVE BEEN (COMPLETED OR SUPPLIED) IN ACCORDANCE WITH THE PLANS, SPECIFICATIONS, ORDERS OR REQUESTS FURNISHED THE AFFIANT. AFFIANT FURTHER STATES THAT (S)HE HAS MADE NO PAYMENT DIRECTLY OR INDIRECTLY TO ANY ELECTED OFFICIAL, OFFICER OR EMPLOYEE OF THE STATE OF OKLAHOMA, ANY COUNTY OR LOCAL SUBDIVISION OF THE STATE, OF MONEY OR ANY OTHER THING OF VALUE TO OBTAIN PAYMENT OF THE INVOICE OR PROCURE THE CONTRACT OR PURCHASE ORDER PURSUANT TO WHICH AN INVOICE IS REQUIRED.

BUSINESS NAME

By _____

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY OF _____, 20 _____

NOTARY PUBLIC (OR CLERK OR JUDGE)

NOTE: 62 OKL.ST.ANN. § 310.9 (B), AUTHORIZES COUNTIES EXECUTING MORE THAN ONE CONTRACT, EXCEEDING \$ 25,000.00 DURING THE FISCAL YEAR, WITH AN ARCHITECT, CONTRACTOR, ENGINEER OR SUPPLIER OF CONSTRUCTION MATERIALS TO ACCEPT ONE AFFIDAVIT APPLYING TO ALL WORK, SERVICES OR MATERIALS COMPLETED OR SUPPLIED UNDER THE TERMS OF AWARDED CONTRACTS, OR WHICH ARE NEEDED ON A CONTINUAL BASIS; SUCH AFFIDAVIT TO BE IN LIEU OF ALL INDIVIDUAL AFFIDAVITS FOR EACH INVOICE SUBMITTED IN RELATION TO SUCH CONTRACT.

Bid #22-9
Effective 7/1/22 - 6/30/23

**Creek County
Commonly Used Items**

Vendor _____

ITEM # BATTERIES			UOM	QTY	PRICE PER UNIT	EQUIVELANT ALTERNATE ITEM #	PRICE PER UNIT	UOM
1	DURMN1300	BATTERY,COPPERTOP D BULK	BX	3				
2	EVEEN92	BATTERY,ALKA,INDUST,AAA,24	BX	5				
3	RAYALAA24PPJ	BATTERY,ALKALINE,AA	PK	3				
ITEM # BINDERS			UOM	QTY	PRICE PER UNIT	EQUIVELANT ALTERNATE ITEM #	PRICE PER UNIT	UOM
4	AVE17167	BINDER,DUR VU,5.5X8.5,1",BK	EA	25				
5	AVE17675	BINDER,PRESNTATN,RND,1",BE	EA	6				
6	AVE79814	BINDER,VIEW,HD,EZD,4",PCFC	EA	3				
7	BSN09951	BINDER,VIEW,ROUND,0.5",WE	EA	3				
8	BSN09955	BINDER,VIEW,ROUND,1.5",WE	EA	26				
9	BSN09975BD	BINDER,ECONOMY,RND,1",BE	BD	4				
10	BSN28443	BINDER,VIEW,D-RING,3",WE	EA	3				
11	BSN28447	BINDER,VIEW,D-RING,1.5",BK	EA	5				
12	UNV20816	INDEX,BINDER,LTR,5TAB,COL	ST	10				
13	WLJ36314W	BINDER,VW,HD,ROUND,1",WE	EA	5				
ITEM # ENVELOPES/PROTECTIVE MAILERS			UOM	QTY	PRICE PER UNIT	EQUIVELANT ALTERNATE ITEM #	PRICE PER UNIT	UOM
14	BSN36660	ENVELOPE,CLASP,HVYDTY,6X9	BX	5				
15	BSN36666	ENVELOPE,CLASP,HVYDTY,10X15	BX	3				
16	BSN36682	ENVELOPE,PEELTOSEAL,REGULAR	BX	7				
17	BSN42250	ENVELOPE,SIDE SEAM,REGULAR	BX	3				
18	MEA75212	ENVELOPE,SECURITY,#6.75,WE	BX	10				
19	QUA63564	ENVELOPE,INTRDEPT,10X13,KFT	BX	4				

Bid #22-9
Effective 7/1/22 - 6/30/23

Creek County
Commonly Used Items

Vendor _____

ITEM #		FILING & STORAGE	UOM	QTY	PRICE PER UNIT	EQUIVELANT ALTERNATE ITEM #	PRICE PER UNIT	UOM
20	ACC17022	COVER,PRSSTX,TOP,8.5X11,LBE	EA	10				
21	AKM30230B	BIN,5.5X10.8X5,BLUE	EA	32				
22	BSN17525	FOLDER,FILE,LTR,1/3,MLA,100	BX	27				
23	BSN17526	FOLDER,FILE,LGL,1/3 AST,MLA	BX	4				
24	BSN17533	FOLDER,HANG,RCYC,LTR,1/5TAB	BX	6				
25	FEL0086201	BOX,FILE,LTR/LGL	EA	16				
26	NAT01051	FOLDER,CLASSF,LTR,2"EX,2DIV	BX	4				
27	NATSP17205	FOLDER,CLSSFCTN,LTR,2DIV,BE	BX	5				
28	OXF406350	BOX,INDX-CD,MRBLE,3X5	EA	4				
29	PFXC1526EHD10	HD FILE PKT, 3.5", LGL,10BX	BX	3				
30	SMD12743	FOLDER,FILE,LTR,1/3,RED	BX	6				
31	SMD12940	FOLDER,FILE,FASTENER,LTR,YW	BX	3				
32	SMD34100	FOLDER,FILE,FASTNR,W/POCKET	BX	9				
33	SMD81452	COVER,PRSDRD,SIDE,8.5X11,GN	EA	6				
34	STX70208U06C	FILE,WALL,LGL,UNBRKBL,SMK	EA	5				
35	TTCBBLUE	TOP TAB CASE BINDER,BLUE,LEGAL	BX	5				
ITEM #		PRINTER/FAX/COPIER CARTRIDGES	UOM	QTY	PRICE PER UNIT	EQUIVELANT ALTERNATE ITEM #	PRICE PER UNIT	UOM
36	BRTLC20EBK	CRTDG,INK,BK	EA	3				
37	BRTLC3037BK	CRTDG,TANK,INKVESTMT,BK,3K	EA	3				
38	HEWCE255A	CRTDG,PRNT,LJ,BK	EA	3				

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Creek County
Commonly Used Items

Vendor _____

39	HEWCF226A	CRTDG,LSR, HP 26A BK,STD	EA	7				
40	HEWCF226X	CRTDG,LSR, HP 26X BK,HY	EA	4				
41	HEWCF360A	CRTDG,TONER,BK,ORIG HP 508A	EA	9				
42	HEWCF361A	CRTDG,TONER,CYN,ORIG HP508A	EA	3				
43	HEWCF362A	CRTDG,TONER,YW,ORIG HP 508A	EA	4				
44	HEWCF363A	CRTDG,TONER,MA,ORIG HP 508A	EA	3				
45	HEWCN045AN	CARTRIDGE,INKJET,HP950XL,BK	EA	7				
46	HEWF6U19AN	CRTDG,IJ,HP952XL,BK,2K PGS	EA	5				
47	HEWL0S49AN	CRTDG,IJ,HP 952,CYN,700 PGS	EA	4				
48	HEWN9K27AN	CRTDGS,INK,HP952,C,M,&Y,3PK	PK	6				
ITEM #	JANITORIAL	UOM	QTY	PRICE PER UNIT	EQUIVELANT	ALTERNATE ITEM #	PRICE PER UNIT	UOM
49	BWK6256	TOWEL,1PLY,800'RL,BRKR	CT	4				
50	BWK8300	SOAP,ANTIBAC,FOAM,AMB	CT	4				
51	CLO00031CT	CLEANER,MANUALBOWL,24OZ	CT	9				
52	CLO01628	WIPES,DSNF,CRSP LMN,75,6 PK	CT	13				
53	CLO15949CT	WIPES,DISINFECTNG,FRSH,75CT	CT	56				
54	CLO31043	DISINFECTANT,SPRY,SANI,AERO	EA	3				
55	CLO31547	WIPE,DSNFCTNG,700CT	EA	3				
56	CLO35418CT	CLEANER,PINESOL,144OZ	CT	7				
57	CLO35420CT	CLEANER,DSNFCTNG,RFL,128OZ	CT	4				

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Creek County
Commonly Used Items

Vendor _____

58	GJO01533	LINER,LD,33X39,33G,1.5ML	CT	4				
59	GJO01535	LINER,LD,39X56,60G,1.5ML	CT	18				
60	GJO01756	LINER,HD,24X33,16G,8MC	CT	23				
61	GJO01760	LINER,HD,43X48,56G,16MC	CT	6				
62	GJO02114CT	CLEANER,STST,AEROSOL,15OZ	CT	3				
63	GJO02312	LINER,LD,24X31,13 GAL.,.85ML	CT	19				
64	GJO02331	HANDLE,SNAP-ON,15/16X60	EA	4				
65	GJO21100	TOWEL,MULTIFOLD,WE,250/PK	CT	21				
66	GJO21120	TOWEL,CFOLD,WE	CT	5				
67	GJO22600	TOWEL,HRDWND,7-7/8X800,2"CR	CT	11				
68	GJO22700	TOWEL,HRDWND,7.90 X 800,WH	CT	5				
69	GJO22700	TOWEL,HRDWND,6 X 800,WH	CT	20				
70	GJO24080	TOWEL,ROLL,HSHOLD,160SH,WE	CT	23				
71	GJO24085	TOWEL,KITCHEN,170SHTS	CT	6				
72	GJO2506008	TISSUE,BATH,2PLY,JUMBO ROLL	CT	13				
73	GJO2508080	TISSUE,BATH, 2 PLY,WHITE	CT	15				
74	GJO2540096	TISSUE,BRT,400SH,WH	CT	209				
75	GJO47539	MOP,WET,MICROFIBER,MEDIUM	EA	3				
76	GJO48259	REFILL, MOPHEAD BLEND#16 OZ	EA	106				
77	GJO58562	BROOM,ANGLE,9"	EA	37				
78	GJO70010	BAG,HD,24X24,10G,6MC,1000CL	CT	3				

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Creek County
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Vendor _____

79	GJO70014	LINER,HD,38X58,60G,12MC	CT	3				
80	GJO70343	LINER,LD,39X56,60G,1.55ML	CT	72				
81	GJO80260	HANDLE, MOP, QUICK CHANGE	EA	10				
82	GJO91000	TISSUE,BATH,2PLY	CT	3				
83	GLOVES	NITRILE EXAM, MEDIUM	BX	20				
84	GOJ363912	SANITIZER,HAND,ALOE,PURELL	EA	3				
85	GOJ536102	REFILL,DISPENSER,GOJO TFX	CT	6				
86	HOS250IM	PADS,MAXI,REG,FLD,INDV	CT	36				
87	KCC02000	TOWEL,ROLL,HARD,SCOTT	CT	14				
88	KCC02001	TOWEL,HRT,ESSENTIAL,WHT	CT	6				
89	KCC21271	TISSUE,FACIAL,6PK,BNDL	PK	3				
90	KCC21286CT	TISSUE,ANTIVIRAL,KLEENEX	CT	9				
91	KCC41041	WIPE,WYPALL,12.5X80	BX	4				
92	KCC83620	CLOTHS,BATH,MCROFBER,WPALL	PK	8				
93	KIK8635042	BLEACH, PUREBRIGHT	EA	3				
94	KUT5067EA	Kutol 5067 Health Guard,4/CS	CT	7				
95	MIICUR8106	GLOVE,LATEX,PF,CURAD,L	BX	14				
96	MIIMDS21460	COTTONBALL, NON-STERILE MD	PK	3				
97	MORW106	TOWEL,HARDWOUND,10",WH	CT	6				
98	NAT00991	BAG,TRASH,38X58,60 GAL	EA	3				
99	NSN4887952	BOTTLE,SPRAY,PLASTIC,16OZ	EA	24				
100	PGC32987CT	CLEANER,COMET,POWDER,21OZ	CT	3				

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Creek County
Commonly Used Items

Vendor _____

101	PGC79009	PAD,MAGIC ERASER,6/PK	CT	45				
102	PGC79009CT	PAD,MAGIC ERASER,6/PK	CT	24				
103	RAC04675	SPRAY,DISINFCTNT,SCENT,FRSH	EA	12				
104	RAC74828CT	DISINFECTANT,SPRAY,LYSOL,CL	CT	4				
105	RAC77182	WIPES,DSNFCT,LEM/LIME,80EA	EA	4				
106	RAC77182CT	WIPES,DSNFCT,LEM/LIME,80EA	CT	4				
107	RAC79329	SPRAY,DISINF,CRSPLIN,19OZ	EA	12				
108	RAC84251	WIPE,DSNFCT,LYSOL,LEM/LIME	PK	17				
109	RAC87000CT	REMOVER,LIME,TOGGLE28OZ	CT	6				
110	RCP265500GY	CONTAINER,RND,55GAL,GY	EA	22				
111	RCP295600GY	WASTEBASKET,RECT,MED,GY	EA	9				
112	RCP614000	RECEPTACLE,NAPKIN,SANITARY	EA	4				
113	RCP631000WE	BRUSH,BOWL,TOILET	EA	15				
114	RCP9B29	BRUSH,POT SCRUB,8"	EA	12				
115	REJUVIAL	SANITIZE, 32OZ	EA	4				
116	SJN313358	CLEANER,DSNFCT,SCRUB BUBBLE	CT	40				
117	SJN313358CT	CLEANER,DSNFCT,SCRUB BUBBLE	CT	31				
118	SPR02160	WASTEBASKET,RECT,28 QT,BK	EA	6				
119	STOE2430E85	BAG,COMPOST,ASTM6400,13GAL	CT	5				
120	TRK121201	TOWEL,HND,CFEED,6/600TWL	CT	4				
121	UBC35972	REFILL,JTSTRM RT,1.0,BK,2PK	PK	7				
122	UBC35973	REFILL,JTSTRM RT,1.0,BE,2PK	PK	7				

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Creek County
Commonly Used Items

Vendor _____

123	WBIRNW6050	BAGS,TRASH,RECYCLED,55-60G	CT	4					
124	WDF201020	CLEANER,2000FLUSH BLUE&DETG	EA	3					
125	ZPEZUFGC19EA	CLEANER,FOAM,GLASS,19OZ	EA	3					
126	ZPEZUNEUT128EA	CLEANER,FLOOR,NEUTRAL,ZEP	EA	3					
127	ZPEZUNRS128CT	DISINFECTANT,FLOOR,RINSE,NO	CT	3					
ITEM #		LABELS	UOM	QTY	PRICE PER UNIT	EQUIVELANT	ALTERNATE ITEM #	PRICE PER UNIT	UOM
128	AVE30600	LABEL,LSR/INKJET,2-5/8X1,WE	BX	4					
129	AVE4014	LABEL,PIN-FED,1-ACROSS,WE	BX	3					
130	AVE5160	LABEL,EZPEEL,LSR,1X2.6,WE	BX	3					
131	AVE5165	LABEL,LSR,SHEET,8.5X11,100	BX	4					
132	AVE5964	NEON,2X4,1,000/PACK	PK	5					
133	AVE8160	LABEL,EZPEEL,INKJT,1X2.6,WE	PK	3					
134	DYM30320	LABEL,ADD,HICAP,260RL,2RL	BX	7					
135	DYM30327	LABEL,F/FLDR,WE,130RL,2RL	BX	48					
136	SMD67157	LABEL,SURNAME,F&S,1C/PK	PK	3					
137	SMD67158	LABEL,SURNAME,G&T,1C/PK	PK	3					
138	SMD67159	LABEL,SURNAME,H&U,1C/PK	PK	3					
139	SMD67162	LABEL,SURNAME,K&X,1C/PK	PK	3					
ITEM #		GENERAL OFFICE SUPPLIES & DESK ACCESSORIES	UOM	QTY	PRICE PER UNIT	EQUIVELANT	ALTERNATE ITEM #	PRICE PER UNIT	UOM
140	AVE05868	SEAL,NOTARIAL,GOLD,2"DIA	PK	10					
141	AVE11671	INDEX,TBL NTAB,10TAB,MI	ST	12					

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Creek County
Commonly Used Items

Vendor _____

142	AVE11901	DIVIDERS,INSERT,PLASTC,8TAB	ST	7			
143	AVE11907	DIVIDERS,INSERT,8TAB,DBLPKT	ST	4			
144	BAU68824	REEL,ID CARD,BK	EA	5			
145	BSN01863	CLIPBOARD,PLASTIC,9X12,BE	EA	3			
146	BSN20870	POUCH,LAMINATE,LETTER,3MIL	BX	5			
147	BSN24305	CLEANER,AIR DUSTER,10OZ.	EA	3			
148	BSN26372	SORTER,SMART,W/TRAYS,BK	EA	6			
149	BSN32365	RULER,PLASTIC,12",WE	EA	6			
150	BSN32953	TAPE,ROLL,INV,3/4X1000,12PK	PK	3			
151	BSN32956	TAPE,PKG,HIGHPERFORM,6PK,CL	PK	3			
152	BSN36550	CLIP,BINDER,SMALL,12PC,BK	DZ	3			
153	BSN36551	CLIP,BINDER,MEDIUM,12PC,BK	DZ	15			
154	BSN36552	CLIP,BINDER,LARGE,12PC,BK	DZ	20			
155	BSN43575	TAPE,RL,TRANS,3/4X1000,12PK	PK	3			
156	BSN65639BX	Clip,Paper,Jumbo	BX	16			
157	BSN65647	SCISSORS,STAINLESS,BENT,8"	EA	5			
158	BSN65649	STAPLES,STNDRD,CHSLPNT,5000	BX	20			
159	COS032962	INK,2000PLUS SELF INKG,BK	EA	5			
160	CUI81020	TAGS,KEY,PLASTIC,ASSORTED	PK	3			
161	DPSR2087	RIBBON,PRINTER,1/2"X6YD	EA	8			
162	DPSR3027	RIBBON,CALC,UNIV C-WIND	EA	4			
163	EPSERC27B	RIBBON,PRINTER,BK,TMU295	EA	10			

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164	EPSERC38BR	RIBBON,PRNT,POS,TM-U200A/B	EA	3						
165	FEL65112	TRAY,DESK,5",LGL,BK	EA	6						
166	ICX94190035	COIL,KEY,CHAIN,WRIST	EA	12						
167	ITA42850	SHARPENER,OVAL,2",PLSTC,AST	EA	12						
168	ITA60233	TAPE,CORRECTION,10PC	PK	15						
169	LEE10400	MOISTENER,FINGERTIP,1OZ	EA	3						
170	LLR84149	CUP,PENCIL,MESH	EA	3						
171	OIC21001	TRAY,LETTER,SMOKE	EA	12						
172	OIC21002	TRAY,LETTER,BK	EA	9						
173	PAP5032315	TAPE,CORRECTION,DRYLNE,MINI	PK	4						
174	SPR64010	TAPE,PKG,2"X55YDS,CLEAR	RL	6						
175	SPR64019	TAPE,GAFFERS,RL,PRM,BK,12CT	RL	6						
176	STAMPPAD	REFILL, TRODAT 4750, BLACK INK	EA	3						
177	SWI35450	STAPLES,PREM,FULL,1/4",5000	BX	9						
178	TOPPENPAL1	HOLDER,PEN,PENPAL	EA	4						
179	VCT7010	RIBBON,CALC,RED/BLK INK	EA	3						
180	VCTIR40T	ROLLER,INK,CALC,RD/BK	EA	4						
ITEM #		PAPER- COPY, POST-IT NOTES & MISCELLANEOUS PAPER	OTHER	UOM	QTY	PRICE PER UNIT	EQUIVELANT	ALTERNATE ITEM #	PRICE PER UNIT	UOM
181	AAG7026005	BOOK,APPT,MNTH,9X11,BK		EA	5					
182	AAG7695005	BOOK,APPT,WK/MNTH,QCKNTS,BK		EA	4					
183	BSN26740	BOOK,STENO,GREGG,60SH,WE		EA	18					
184	BSN36591	PAPER,COPY,20#,92BRT,8.5X11		CT	6					

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Creek County
Commonly Used Items

Vendor _____

185	BSN36610	NOTES,ADHSIVE,1.5X2,12PK,YW	PK	15			
186	BSN36612	NOTES,ADHESIVE,3X3,12PK,YW	PK	23			
187	BSN63108	PAD,LEGAL,8.5X11.75,50SH,WE	DZ	6			
188	CLE932811ISO	PAPER,GRID,ISOMETRIC,30DGRE	PD	6			
189	DMR2702CT	PAPER,EARTHCHOICE,8.5X14,WE	CT	26			
190	HAM103309	PAPER,COPY,20#,8.5X11,BLUE	RM	4			
191	HAM103317	PAPER,COPY,20#,8.5X14,BLUE	RM	20			
192	HAM103770	PAPER,COPY,20#,8.5X11,ORCHD	RM	4			
193	HAM162008	PAPER,TDLMP,20#,92BR,8.5X11	CT	12			
194	HAM86704	PAPER,GREAT WHITE 30,8.5X14	RM	7			
195	MEA45354PK	BOOK,MEMO WIREBOUND,ASST	PK	3			
196	MEA45417	NOTEBOOK,COMP,SQCR80CTAST	EA	15			
197	MMM6559YW	NOTE,HIGHLD,S/S,PLN,3X5,YW	PK	4			
198	MMM680HVRD	FLAGS,1",200CT,W/DISPNSR,RD	PK	5			
199	MMM680HVVW	FLAGS,1",200CT,W/DISPNSR,YW	PK	5			
200	MMMR330YW	NOTE,POPOP,3X3,90SH,CANARY	PD	5			
201		Multi purpose Copy Paper - 8 1/2 x 11	CT	145			
202	NCR5887	2-PART,WHITE/CANARY	ST	500			
203	NCR5910	PAPER,3PART,LEGAL	RM	3			
204	PRB04116	PAPER,PERFED,5.5",20LB,WH	RM	15			
205	PRB04122	PAPER,2 PERFS,24LB,WH	RM	55			
206	RED31120	BOOK,MEMO,END-OPEN,3X5,AST	EA	27			

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207	RED50076	BOOK,MSG,PHONE,STANDARD	EA	3				
208	SPR05123	PAPER,COPY,20#,8.5X11,GRN	RM	3				
209	UNV35662	NOTE,STICK-IT,12/PD,YW	PK	6				
210	WAU91904	PAPER,65#,8.5X11,BRIGHT WE	PK	3				
211	XER3R02051	PAPER,COPY,VITALITY,8.5X14	RM	4				
ITEM #	WRITING INSTRUMENTS & REFILLS		UOM	QTY	PRICE PER UNIT	EQUIVELANT ALTERNATE ITEM #	PRICE PER UNIT	UOM
212	BSN37501	PEN,BALLPOINT,STICK,MED,BK	DZ	10				
213	PAP3030131	PENCIL,SHARPWRITER,0.7MM,YW	DZ	3				
214	PENBLN77ADZ	PEN,ENRGLRTX,,7MM,BK,UPC	DZ	3				
215	PENBLN77B	PEN,GEL,RTX,NEEDLE,0.7MM,RD	DZ	2				
216	PENBLN77CDZ	PEN,ENRGLRTX,,7MM,BE,UPC	DZ	3				
217	PENLR7A	REFILL,GEL,ENERGEL,0.7MM,BK	EA	10				
218	PENLR7ABX	REFILL,GEL,ENERGEL,0.7MM,BK	BX	2				
219	PENLR7CBX	REFILL,GEL,ENERGEL,0.7MM,BE	BX	2				
220	PENLRN7CBX	REFILL,ENERGEL,NEEDLE,,7,BE	BX	2				
221	PENPG525A	PENCIL,GRPHGR-500,0.5MM,BK	EA	4				
222	PIL31256	PEN,GEL,G2,BOLD,BLACK	DZ	3				
223	PIL77241	REFILL,GEL,G2,FINE,BE,2PK	PK	28				
224	SAN28101	HIGHLIGHTER,RT,ACCENT,8PK	ST	4				
225	SAN30001	MARKER,SHARPIE,FINE,BLACK	DZ	5				
226	SAN64324	HIGHLIGHTER,4009,FLYW	DZ	3				
227	SPR23810	BOX,PENCIL,REG,CLEAR	EA	20				

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228		Uniball gel RT 0.7 Blue	DZ	4				
229		Uniball gel RT 0.7 Black	DZ	4				
230		Uniball gel RT 0.7 Red	DZ	3				
231		Uniball gel RT 0.7 refill blue, black, red	DZ	3				
232		Paper Mate Ink Joy gel 0.7 Blue	DZ	4				
233		Paper Mate Ink Joy gel 0.7 Black	DZ	4				
234		Paper Mate Ink Joy gel 0.7 Red	DZ	3				
235		Paper Mate Ink Joy gel 0.7 refill blue, black, red	DZ	3				
236								
237								
238		GRAND TOTAL						
239		% Discount off list price for General Office Supplies NOT Specified on the itemized bid list: _____						
240		% Discount off list price for Ink & Toner Cartridges NOT Specified on the itemized bid list: _____						
241		% Discount off list price for Janitorial Supplies NOT Specified on the itemized bid list: _____						
242		% Discount off office machines & equipment & janitorial equipment NOT Specified on the itemized bid list: _____						
243		% Discount off all other catalog items not listed above _____						
244		% Discount off furniture: _____						
245	Comments:							
246								
247								
248								
249								