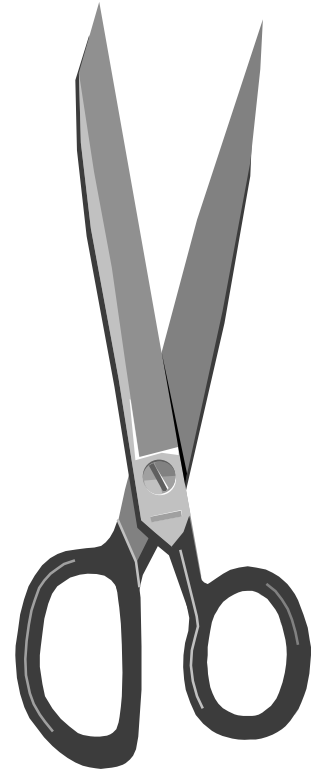


Cut along the outer border and affix this label to your sealed bid envelope to identify it as a “Sealed Bid”. Neither faxed nor electronically submitted bids will be accepted. Be sure to include the name of the company submitting the bid where requested.

DELIVER TO:	PURCHASING DEPARTMENT School Board of Polk County 1915 South Floral Avenue, PO Box 391 Bartow, FL 33831-0391
SEALED BID DO NOT OPEN	
SEALED BID NO.:	015-SRW-0911
BID TITLE:	CLASSROOM AND OFFICE SUPPLIES - STOCK
DUE DATE/TIME:	SEPTEMBER 14, 2010 @ 3:00 PM
SUBMITTED BY:	_____ Name of company



Please Note:

From time to time, addenda may be issued to this bid. Any such addenda will be posted on the same web site from which you obtained this bid. Vendors receiving bids via US mail will be sent notification of all addenda. If you downloaded the bid from this web site, you will need to check the web site to see if there are any addenda that have been posted.

Interested vendors must have a completed vendor application on file with the School Board Purchasing Department prior to bid award in order for your bid to be considered. The Vendor Application Form is available from our web site at <http://www.polk-fl.net/purchasing> . Click on “Vendor Application” from the menu at the top of the screen and follow the instructions.

THE SCHOOL BOARD OF POLK COUNTY, FLORIDA

P.O. BOX 391
BARTOW, FLORIDA 33831-0391

1915 SOUTH FLORAL AVENUE
BARTOW, FLORIDA 33830-7124

INVITATION TO BID

Bid Title CLASSROOM AND OFFICE SUPPLIES - STOCK

Bid File Number 015-SRW-0911 Posted August 25, 2010

Sealed bids will be received until 3:00 PM on September 14, 2010 in the School Board Purchasing Office at the above address. The official clock for the purpose of receiving bids is located in the Purchasing Office. All bids must be date and time stamped by the official clock. Bids will be opened in the Purchasing Offices after the deadline for receiving bids. Any bid received in Purchasing after the deadline indicated above will be date and time stamped and will not be opened. It is vendors' responsibility to see that their bids are properly received at the correct location prior to the deadline. Your bid must be on this form with the Bidder Acknowledgment completed. Inquiries on this bid should be addressed to: ROBERT WOODS telephone (863) 534-0566, FAX(863) 534-7497, E-mail Robert.woods@polk-fl.net.

BIDDER ACKNOWLEDGMENT

The undersigned, having carefully examined the "Invitation to Bid" with any attached "Special Terms and Conditions" agrees to abide by all conditions of the bid and offers to furnish the items or services as set forth. I further certify that I am authorized to sign this bid.

VENDOR NAME

MAILING ADDRESS

PRINT OR TYPE SIGNATURE AND TITLE

CITY, STATE, ZIP

WRITTEN SIGNATURE

DATE

TELEPHONE NUMBER (TOLL FREE, IF AVAILABLE)

FAX NUMBER

E-MAIL ADDRESS

FEID NUMBER

DISCOUNT: Our company offers the following discount schedule:

NOTE: THE ABOVE BIDDER ACKNOWLEDGMENT MUST BE SIGNED FOR YOUR BID TO BE ACCEPTED.

GENERAL INSTRUCTIONS AND CONDITIONS

- 1. CONTRACT PERIOD: Bids that do not offer prices good until the following date will not be accepted: SEPTEMBER 30, 2011. Contract(s) awarded from this bid will begin on October 13, 2010 and will run through SEPTEMBER 30, 2011.
2. F.O.B. DELIVERY POINT: All prices bid must include delivery charges to stated destination(s) as follows: CENTRAL WAREHOUSE AND DISTRIBUTION, BARTOW, FL 33830
3. POSTING OF BID AWARDS: Recommended award of this bid will be posted at the School Board Administrative Offices and on the Purchasing Department's website at http://www.polk-fl.net/community/doingbusinesswithus/purchasing/default.htm on or about September 28, 2010 and will remain posted for a period of at least 72 hours. Bid tabulations will not be mailed. Bid files and tabulations may be examined during normal working hours.
4. PRICES AND TAXES: All prices are normally fixed for the duration of the contract period. Fluctuating or adjustable prices are only acceptable if so stated in the Special Terms and Conditions. The School Board is exempt from State sales and use taxes and Federal excise taxes. (State Exemption No. 63-04-059207-53C)

5. **DISCOUNTS:** Bidders may offer a cash discount for prompt payment; however, such discounts shall not be considered in bid evaluation unless all other factors are equal. Bidders are encouraged to reflect cash discounts in the unit prices quoted.
6. **DELIVERY:** Deliveries must be made in accordance with specified delivery schedules or as soon as possible after receipt of the purchase order if no delivery schedule is specified or bid. All delivery containers must be marked with the Polk County School Board purchase order number and product item number. Unless stated otherwise, all products being shipped into the Board's warehouse shall be packaged in cardboard cartons so as to prevent damage both in transit and in the warehouse. For all truck deliveries into the warehouse, the Bidder is required to provide notification AT LEAST 24 HOURS PRIOR TO DELIVERY. For Bartow deliveries, call Warehouse Receiving at (863) 534-0910. Truck drivers will be required to assist in unloading.
7. **QUANTITIES:** Quantities shown are not guarantees of purchase. The Board may purchase additional quantities during the life of the contract unless the bid sheets are noted, "Bid is for Specified Quantity Only," by the Bidder. The bid sheets must state, "Minimum Reorder Quantities," if applicable.
8. **EQUIVALENT PRODUCTS:** Any manufacturers' trade, brand, model or catalog number listed as a specification is for information purposes and not to limit competition. The Bidder may offer any equivalent current production model which meets or exceeds the specifications unless noted otherwise in the specifications. If an equivalent model is offered, the Bidder must clearly indicate any deviation from the specifications and include complete descriptive literature on alternate item(s) or the items will not be considered.
9. **SPECIFICATIONS:** All items offered must be in accordance with specifications except as noted above. Minor departures from specifications may be considered at the option of the Board. When applicable, all products shall carry evidence of Underwriters' Laboratory (UL) listing and comply with the requirements of the Occupational Safety and Health Act, (OSHA). When applicable, delivered items must be accompanied by a Material Safety Data Sheet (MSDS). If product packing or packaging is to be different than specified in the bid, the Bidder must state any deviation. The bid, lacking any statement to the contrary, will be received as being in complete compliance with specifications. When more than one bid meets all specifications, the Board reserves the right to determine the "Lowest and Best" bid. Bid items are subject to testing at the Bidder's expense. Delivery of items not meeting specifications is cause for removal from the list of acceptable Bidders and no payment will be made for the entire delivery, including usage.
10. **SAMPLES:** When requested, samples will be furnished at Bidder's expense. Requests for sample returns must be made within 30 days of the bid opening. If no return request is made, the samples will become the property of the Board. Failure to submit samples when required may result in non-acceptance of the bid.
11. **SERVICE AND WARRANTY:** Bidder should attach any warranties offered and explain warranties and service provided. These may not be in conflict with warranties required in the specifications.
12. **ACCEPTANCE OR REJECTION:** The right to accept or reject any bids or individual items in the bids and to waive irregularities in bids is reserved by the Board.
13. **DETERMINATION OF BID AWARD BASIS:** Unless specifically excluded by the Bidder, bid awards may be made on either a composite or a line item basis.
14. **MISTAKES:** In case of mathematical errors, the Bidder's unit price shall be considered the bid price. It is the Bidder's responsibility to understand the terms, conditions, and specifications of the bid. Failure to do so will be at the Bidder's risk.
15. **PLACING AND ACCEPTANCE OF ORDERS:** The award of this bid does not constitute an order. Before delivery is made the Bidder must receive a duly executed purchase order or contract. Acceptance by the Bidder is assumed upon issue by the Board of a duly executed purchase order or contract. Inspection and acceptance of items will be at the stated destination(s) unless otherwise provided, and title to and risk of loss or damage is the responsibility of the Bidder until acceptance by the Board.
16. **ASSIGNMENT, INVOICES, AND PAYMENT:** No assignment of an order or monies to be derived there from is acceptable without the prior written approval of the Board. All invoices must be submitted in triplicate to the Board with each purchase order being invoiced separately. Payment shall be made upon presentation of properly prepared invoices. Payment is generally made on the next Friday following the week in which invoicing is completed.

17. **PERFORMANCE:** If the Bidder refuses or is unable to make delivery within a reasonable time, the Board may hold the Bidder responsible for any damages or costs incurred by the Bidder's actions. The Board may withhold payments pending satisfactory compliance with the terms of the agreement. The Bidder shall hold and save the Board and Board employees harmless from liability of any kind in the performance of this contract.
18. **CONTRACT FAILURE:** Should any Contractor fail to enter into a contract with the School Board on the basis of the submitted bid by said Contractor, Contractor acknowledges that Contractor shall be liable to the School Board for the difference between such bid price and the price the School Board pays to secure the merchandise from another source. Failure to pay said amount to the School Board upon demand will result in the company being removed from the bid list for a period of not less than two (2) years from the date of infraction.
19. **CONFLICT OF INTEREST:** All Bidders must disclose with their bid the name of any officer, director, or agent who is also an employee of the Board. Further, all Bidders must disclose the name of any Board employee who owns, directly or indirectly, any interest of any amount in the Bidders firm or branches.
20. **ATTACHMENTS:** All attached sheets are a part of this bid and any Special Terms and Conditions contained therein which are in conflict with the GENERAL INSTRUCTIONS AND CONDITIONS shall have precedence.
21. **ADDENDUM:** Any changes in this bid shall be in the form of a written addendum by the Purchasing Director. No other person shall be authorized to make changes verbally or in writing. It shall be the responsibility of the bidder to ascertain if any addenda have been issued and to obtain all such addenda. Any Addendum shall be returned with this bid by the Bidder.
22. **EXTENSION:** The Board reserves the option to extend the contract period provided the Bidder is in agreement. The request for extension shall be submitted by the Bidder in writing.
23. **DISPUTES:** Any person who may be adversely affected by an intended decision with respect to the award of any bid, may protest such a decision by following the Bid Protest Procedure of the School Board of Polk County. A copy of the Procedure, which has been prepared in accordance with the provisions of the Florida Administrative Code, is available upon request and is permanently posted at the Administrative Offices of the School Board of Polk County, Florida. Failure to follow the requirements of the bid protest procedures established by the School Board of Polk County, Florida shall constitute a waiver of all protest rights. Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.
24. **PREFERENCE FOR DRUG-FREE WORKPLACE:** Whenever two or more bids which are equal with respect to price, quality, and service are received, preference shall be given to a bid received from a business that certifies that it has implemented a drug-free workplace program in accordance with Section 287.087, Florida Statutes. In order to receive preference, a signed certification of compliance must be submitted with the bid response.
25. **AGREEMENT:** This Bid and the Purchase Orders issued hereunder constitute the entire agreement between the School District and the Vendor awarded the bid. No modification of this bid shall be binding on the District or the Bidders.
26. **TERMS AND CONDITIONS:** No additional terms and conditions included with the bid response shall be evaluated or considered and any and all such additional terms and conditions shall have no force and effect and are inapplicable to this bid. If submitted either purposely through intent or design or inadvertently appearing separately in transmitted letters, specifications, literature, price estimates or warranties, it is understood and agreed the General Conditions and Special Terms and Conditions in this bid solicitation are the only terms and conditions applicable to this bid and the bidders authorized signature affixed to the bidder acknowledgment form attests to this.
27. **PUBLIC ENTITY CRIME & CONVICTED VENDOR LIST:** Per the provisions of Florida Statute 287.133 (2)(a), "a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Florida Statute 287.017 for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list". The prospective bidder certifies, by submission and signature of this bid, that neither the bidder, nor its principal, its agent or its representative is presently debarred, suspended, proposed for debarment, declared ineligible, voluntarily excluded from

participation in this transaction or otherwise precluded by Florida Statute 287.133 from participating in this contract.

28. **DISCRIMINATORY VENDOR LIST:** Per the provisions of Florida Statute 287.134(2)(a), "An entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity." The prospective bidder certifies, by submission and signature of this bid, that neither the bidder, nor its principal, its agent or its representative is presently on the discriminatory vendor list, or otherwise precluded by Florida Statute 287.134 from participating in this contract.
29. **FEDERAL DEBARMENT CERTIFICATION:** Certification regarding debarment, suspension, ineligibility and voluntary exclusion as required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR, Part 85, as defined at 34 CFR Part 85, Sections 85.105 and 85.110.
- a. The prospective lower tier participant certifies, by submission and signature of this bid, that neither it, nor its principals, its agents or its representatives are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- b. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this bid.
30. **NON-COLLUSION:** The bidder certifies, by submission and signature of this bid, that it warrants that he/she has not employed or retained any company or person other than a bonafide employee working solely for the bidder to solicit or secure this bid and that he/she has not paid or agreed to pay any person, company, corporation, individual or firm, other than a bonafide employee working sole for the bidder, any fee, commission, percentage, gift or any other consideration contingent upon or resulting from this award or making of this bid.

The bidder further certifies that its bid is made without previous understanding, agreement or connection with any person, firm or corporation making a bid for the same item(s) and is in all respects fair, without outside control, collusion, fraud or otherwise illegal action.

31. **SALES TO OTHER PUBLIC AGENCIES:** With the consent and agreement of the successful bidder(s), purchases may be made under this bid by other public agencies within the State of Florida. Such purchases shall be governed by the same terms and conditions as stated herein. (Check where applicable): Agree to extend pricing to ___ School Boards and/or ___ public agencies within the State of Florida.
32. **BID RESPONSES:** If the bid is to be returned via express mail or in a courier envelope, the bid the bid documents should be submitted in a separate sealed envelope within the courier envelope. Express mail or courier envelopes will be opened and discarded. The face of the sealed bid envelope should have attached the label included with the bid package or noted, the Bid File Number and "Attention: Purchasing Department - Sealed Bid." If there is not going to be a bid submitted, return the "No Bid" post card, or return the Invitation to Bid, marked, "No Bid."
33. **TERMINATION OF CONTRACT:** This contract may be terminated without liability to the School Board in whole or in part when it is deemed to be in the best interest of the School Board to so act. Notification of termination must be in writing and issued by the Director of Purchasing or designee. This contract may be terminated upon 30 days written notice. Further, at the discretion of the School Board, the contract may be terminated in a period of less than 30 days in the event of poor performance or violation of the terms and conditions of this contract.

The School Board, upon termination, shall exercise its discretion to complete the balance of the contract consistent with the best interest of the School Board.

SCOTT CLANTON
DIRECTOR, PURCHASING AND WAREHOUSING

NOTE: The Bidder Acknowledgment on Page 1 MUST be signed for your bid to be considered.

Special Terms and Conditions

- A. **APPROVED BRANDS AND MODELS:** This bid contains specifications and Approved Brands and Models based on the product evaluations and recommendations of School Board personnel throughout the District. **No substitutions will be allowed.** Bids for any item other than those listed on the BID FORM will be considered non-responsive for that item. However, in the event a manufacturer has discontinued the production of an item, vendors may substitute the replacement part number and clearly identify on the bid form that this is a replacement part. **Documentation from the manufacturer concerning any such change shall be included with bid response.** Vendors wishing to submit items for future evaluation may do so by contacting the Purchasing Department.

- B. **LINE ITEM CORRECTIONS:** The use of correction fluid or erasures to correct line item bid prices and/or quantities is not acceptable. Corrections must be by strikethroughs (~~strikethroughs~~) of the incorrect figures, writing in of correct figures and initialing of the corrections by the originator. Correction fluid or erasure corrected bids will be considered non-responsive for the corrected items only.

- C. **QUANTITIES:** Quantities stated on this bid represent estimated usage for a one-year period. We anticipate quantities on the first purchase order from this bid to be approximately 1/4 of these amounts. The Board may purchase additional quantities during the life of the contract unless noted by the bidder. Prices shall remain the same during the life of the contract.

- A. **USE OF OTHER CONTRACTS:** The School Board reserves the right to utilize any other District contract, any State of Florida Contract, any contract awarded by any other city or county governmental agencies, any other school board, or any other community college/state university system cooperative bid agreement, in lieu of any offer received or award made as a result of this bid, if it is in its best interest to do so. The School Board also reserves the right to separately bid any single order or to purchase any item on this bid if it is in its best interest to do so.

BID FORM AND SPECIFICATIONS

MATERIAL NO.	QUANTITY	DESCRIPTION	UNIT PRICE
1000372 (1)	85 each	CHART, RACK/PAD - 25 manila tagboard sheets, 24" x 30". One side completely ruled, one side ruled bottom half. Permanently wire-bound to sturdy corrugated fold-up stand. Approved Brand(s)/Model(s): Bemiss-Jason 7446.	ea.

Delivery _____ Days ARO

 Brand Name, Model Number, Etc.

THE SCHOOL BOARD OF POLK COUNTY, FLORIDA
 CLASSROOM AND OFFICE SUPPLIES - STOCK
 BID FILE NO: 015-SRW-0911
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MATERIAL NO.	QUANTITY	DESCRIPTION	UNIT PRICE
1000375 (2)	4900 each	CLIPBOARD - Letter size, approximately 9" x 12-1/2". Smooth hardboard with corrosion resistant 6" metal clip. Brown. Approved Brand(s)/Model(s): Afco, IDL 38023, Leonard 89003, National 05-612, Saunders 05612, School Specialty School Smart 0453527, Status Plus 38-205SP, Stempel 2511.	_____ ea.
		_____ Delivery _____ Days ARO	
		Brand Name, Model Number, Etc.	
1000376 (3)	1040 each	CLIPBOARD - Legal size, approximately 9" x 15-1/2". Smooth hardboard with corrosion resistant 6" metal clip. Brown. Approved Brand(s)/Model(s): Afco 4, IDL 38024, Leonard 89004, National 05-6132, Saunders 05613, School Specialty School Smart 0453530, Status Plus 38-206SP, Stempel 2524,.	_____ ea.
		_____ Delivery _____ Days ARO	
		Brand Name, Model Number, Etc.	
1000380 (4)	1285 each	CLOCK - Black plastic case with 12" white dial face, black numerals and black hour and minute hands, and black or red second hands. Unit shall operate on one AA battery (not included). One-year warranty. Approved Brand(s)/Model(s): Accuclock ST-1164, Accutrex 2012Q, Seth Thomas WBL-1164, School Smart 471239.	_____ ea.
		_____ Delivery _____ Days ARO	
		Brand Name, Model Number, Etc.	
1000381 (5)	430 each	COMPASS, PENCIL - 4-1/2" long with a self-centering mechanism. Ribbed top grip held on with a screw and nut. Ribbed pencil retaining ring. Approved Brand(s)/Model(s): Helix 7051, Westcott 13017.	_____ ea.
		_____ Delivery _____ Days ARO	
		Brand Name, Model Number, Etc.	

Please state company name and authorized signature _____

THE SCHOOL BOARD OF POLK COUNTY, FLORIDA
 CLASSROOM AND OFFICE SUPPLIES - STOCK
 BID FILE NO: 015-SRW-0911
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MATERIAL NO.	QUANTITY	DESCRIPTION	UNIT PRICE
1000382 (6)	405 boxes	CORRECTION FLUID, TYPING - Approximately ½ ounce bottle with tapered brush. Quick-drying, non-flaking, penetrates for correcting errors on white paper. 12 bottles per box. Approved Brand(s)/Model(s): Correct Solutions 45000, Dixon 31900, Liquid Paper 56401, Papermate 284-11, Standard 564, Wirth 564 RBD.	box
		Delivery _____ Days ARO	
		Brand Name, Model Number, Etc.	
1000384 (7)	1535 each	DISPENSER, CELLOPHANE TAPE - 1" core, desk size, weighted, impact resistant plastic construction with rubber or felt covered base. Will dispense tape up to 3/4" wide x 1296" long. Assorted colors. Approved Brand(s)/Model(s): 3M Scotch C-38, Leonard 900BK, General C-15, Standard PTT(C38), Safina 7650, Status Plus 61003/SPX AC15, Status Plus AC38/61040, Stockwell 130674, School Smart .	ea.
		Delivery _____ Days ARO	
		Brand Name, Model Number, Etc.	
1000385 (8)	225 each	DISPENSER, CELLOPHANE TAPE - 3" core, heavy-duty type, weighted, impact resistant plastic construction with rubber or felt covered base. Dispenses tape up to 1" wide x 2592" long. Approved Brand(s)/Model(s): 3M Scotch C-25, General G-250, Leonard 81300, Safina 17715, Status Plus 61-042, School Smart .	ea.
		Delivery _____ Days ARO	
		Brand Name, Model Number, Etc.	
1000444 (9)	270 packages	EASEL PAD - 27" X 34", bond, perforated, 50 sheets per pad, <u>four</u> (4) pads per package. Approved Brand(s)/Model(s): Associated A151, Ampad 24-030, Pacon 3385, B & J EP510.	pkg.
		Delivery _____ Days ARO	
		Brand Name, Model Number, Etc.	

Please state company name and authorized signature _____

THE SCHOOL BOARD OF POLK COUNTY, FLORIDA
 CLASSROOM AND OFFICE SUPPLIES - STOCK
 BID FILE NO: 015-SRW-0911
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MATERIAL NO.	QUANTITY	DESCRIPTION	UNIT PRICE
1000386 (10)	290 packages	ERASERS, CHALKBOARD - Approximately 5" x 2" x 1-1/4", six sewn felt strips, reinforced back to prevent break or curl. 12 per package. Approved Brand(s)/Model(s): Schoolmate 2010, Baker EN 005, Charles Leonard 74555, Safina 227, School Smart 009210, Standard Stationary ST-2010, Status Plus SPX111(25-015).	pkg.
		Delivery ____ Days ARO	
		Brand Name, Model Number, Etc.	
1000455 (11)	3905 boxes	FILE FOLDERS - Letter size, 1/3 cut (assorted), 11 point manila stock, 100 per box. Approved Brand(s)/Model(s): Ampad 22113, Barkley, Esselte/Pendaflex 752 1/3, Quill 7-40137, School Smart 015741, Smead 153L, Triangle Converting #1103.	box
		Delivery ____ Days ARO	
		Brand Name, Model Number, Etc.	
1000456 (12)	1065 boxes	FILE FOLDERS - Letter size, 1/3 cut (assorted), 11 point manila stock, <u>two-ply reinforced top</u> . 100 per box. Approved Brand(s)/Model(s): Globe-Weis D21 1/3, Smead 2153L & 853R, Esselte/Pendaflex R752 1/3, Quill 7-50137, Triangle Converting #1103DT.	box
		Delivery ____ Days ARO	
		Brand Name, Model Number, Etc.	
1000457 (13)	1445 boxes	FILE FOLDERS - Legal size, 1/3 cut (assorted), 11 point manila stock, <u>two-ply, reinforced top</u> . 100 per box. Approved Brand(s)/Model(s): SCM A1312, Smead 2153C, Esselte/Pendaflex R753 1/3.	box
		Delivery ____ Days ARO	
		Brand Name, Model Number, Etc.	

Please state company name and authorized signature _____

THE SCHOOL BOARD OF POLK COUNTY, FLORIDA
 CLASSROOM AND OFFICE SUPPLIES - STOCK
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MATERIAL NO.	QUANTITY	DESCRIPTION	UNIT PRICE
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1000458 (14)	220 sets	FILE GUIDES - Alphabetical, 20 point press-board. Self-tabs, 1/5 cut. One set per box. Approved Brand(s)/Model(s): Smead, Barkley, Globe-Weis, Oxford LTR-PN925 / LGL-PN1025, Quill 7-27117/28117. Letter size	_____ set
1000459 (15)	195 sets	Legal size	_____ set

_____ Delivery ____ Days ARO
 Brand Name, Model Number, Etc.

1000471 (16)	605 boxes	FILE POCKETS - Accordion style with 3-1/2" expansion, no flap. Thick gussets are rollover Tyvek® reinforced at top of both sides. Top corners rounded front and back. 9 point redrope front, 12-1/2 point redrope back with 11 point manila liner. 50 per box. Bulk pack. Approved Brand(s)/Model(s): Smead 73805/74805, Oxford/Esselte S524E/526E. Letter size (11-3/4" x 9-1/2")	_____ box
1000472 (17)	495 boxes	Legal size (14-3/4" x 9-1/2")	_____ box

_____ Delivery ____ Days ARO
 Brand Name, Model Number, Etc.

1000340 (18)	1055 boxes	FILM, TRANSPARENCY - Universal film with removable sensing strip for use on most copiers. Black image on clear. 100 sheets per box. Approved Brand(s)/Model(s): 3M 2200, Precision Graphics 10-110, School Smart SS903, Status Plus 101-127.	_____ box
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_____ Delivery ____ Days ARO
 Brand Name, Model Number, Etc.

THE SCHOOL BOARD OF POLK COUNTY, FLORIDA
 CLASSROOM AND OFFICE SUPPLIES - STOCK
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MATERIAL NO.	QUANTITY	DESCRIPTION	UNIT PRICE
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1000417 (19)	140 each	INK, STAMP PAD - Roll-on, two fluid oz. bottle, quick drying. 12 per package. Approved Brand(s)/Model(s): Classic 587, Avery / Carter 21557/21558, Standard 1-SPBLK/1-SPRD. Red.	_____ ea.
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1000418 (20)	115 each	Black.	_____ ea.
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Delivery ____ Days ARO
Brand Name, Model Number, Etc.

1001351 (21)	1070 boxes	LABELS, ADDRESS, LASERJET - White, 1" x 2-5/8". 30 labels per sheet. 8-1/2" X 11" sheet. 100 sheets per box. Approved Brand(s) / Model(s): Avery 05160, Avery Dennison 30600, Maco ML3000, LabelValue LV-6015.	_____ box
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Delivery ____ Days ARO
Brand Name, Model Number, Etc.

1000419 (22)	530 each	MAGNIFIERS - 3" diameter with handle. Approved Brand(s)/Model(s): Ideal 5433, Selsi 9033, United 5433/MFP075, Learning Resources LER0275.	_____ ea.
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Delivery ____ Days ARO
Brand Name, Model Number, Etc.

NOTE: ITEMS 1000420(23) - 1000423(26) WILL BE A COMPOSITE AWARD

MARKER, DRY ERASE BOARD - Chisel tip. 12 markers per box. Minimum one year shelf life guarantee from date of delivery. Approved Brand(s)/Model(s): Sanford Expo 2 or 83000 series, Dixon 92000 Series, Crayola 96-9626-038/042/044/051.

1000420 (23)	2845 boxes	Black -	<u>Expo 2</u> 80001	<u>83000 series</u> 83001	<u>Dixon</u> 92007	_____ box
1000421 (24)	1860 boxes	Red -	80002	83002	92001	_____ box
1000422 (25)	2605 boxes	Blue -	80003	83003	92008	_____ box
1000423 (26)	1840 boxes	Green -	80004	83004	92004	_____ box

Delivery ____ Days ARO
Brand Name, Model Number, Etc.

Please state company name and authorized signature _____

THE SCHOOL BOARD OF POLK COUNTY, FLORIDA
 CLASSROOM AND OFFICE SUPPLIES - STOCK
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MATERIAL NO.	QUANTITY	DESCRIPTION	UNIT PRICE
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1000425 (27)	2185 boxes	MARKER, HIGHLIGHTER, PEN STYLE - Chisel tip. Fluorescent yellow. 12 per box. Minimum one-year shelf life guarantee from date of delivery. Approved Brand(s)/Model(s) Bic Brite Liner BL-11-YW, Binney & Smith Ink Tank 76-6827, Dixon 48000 Emphasis, Liquimark Brite Spots 1600/12Y, Sanford Pocket Accent 27025, Standard Stationary Emphasizer 7600, Zebra Pen BX-74XXX "Zazzle".	box
			_____ Delivery ____ Days ARO
			Brand Name, Model Number, Etc.

1000424 (28)	1495 boxes	MARKER, PERMANENT - OFFICE - Large marker with chisel tip. BLACK INK. Minimum one-year shelf life guarantee from date of delivery. 12 per box. Approved Brand(s)/Model(s): Marks-A-Lot Permanent Avery 08-888, Perfection 7800.	box
			_____ Delivery ____ Days ARO
			Brand Name, Model Number, Etc.

1000473 (29)	6865 reams	PAPER, NOTEBOOK - 8" X 10-1/2" , white, three hole punched. Ruled on both sides with left-hand margin. 500 sheets per ream. Approved Brand(s)/Model(s): American Paper 900P-3, National 109 MP-3, Pacon 2441.	rm.
			_____ Delivery ____ Days ARO
			Brand Name, Model Number, Etc.

1000377 (30)	505 boxes	PAPER CLIPS, BULL DOG - All steel, medium 2-1/4", barrel style construction. 36 per box. Approved Brand(s)/Model(s): Charles Leonard 68200, General BD-2, Hunt 2, Status Plus 52-036.	box
			_____ Delivery ____ Days ARO
			Brand Name, Model Number, Etc.

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MATERIAL NO.	QUANTITY	DESCRIPTION	UNIT PRICE
1000378 (31)	1065 cartons	PAPER CLIPS, GEM - #1 regular, metal rust resistant finish, smooth edges. 100 per box, 10 boxes per carton. Approved Brand(s)/Model(s): Acco 1 #72345, GEM 72360, CLI 201E, General PC-1, Quill PlKS, School Smart 59957, Officemate 99911.	ctn.
		_____ Delivery _____ Days ARO Brand Name, Model Number, Etc.	
1000379 (32)	1605 cartons	PAPER CLIPS, GEM - Giant or Jumbo. 100 per box, 10 boxes per carton. Approved Brand(s)/Model(s): Acco Jumbo, GEM 72505, CLI 301E, General PC-6, Quill PlJG, School Smart 59972, Officemate 99914.	ctn.
		_____ Delivery _____ Days ARO Brand Name, Model Number, Etc.	
1000388 (33)	350 boxes	PAPER FASTENERS - 2" capacity, 2-3/4" between prongs, with compressors. 50 per box. Approved Brand(s)/Model(s): Acco 22F, Leonard 60020, General CF-2, Status Plus 51-109SP.	box
		_____ Delivery _____ Days ARO Brand Name, Model Number, Etc.	
1000389 (34)	145 cartons	PAPER FASTENERS, SPLIT PRONG - Round head, brass or brass plated, 3/4" long, 100 per box, 10 boxes per carton. Approved Brand(s)/Model(s): Acco 3RH, General 3RH, Labelon 83BFF, Leonard 3RH-BP, School Smart 059949, Status Plus 51-049.	ctn.
		_____ Delivery _____ Days ARO Brand Name, Model Number, Etc.	
1000499 (35)	3200 dozen	PEN, ROLLER POINT - Fine point(0.3mm - 0.5mm), metal tip with cap. Minimum one year shelf life guarantee from date of delivery. 12 per box. Black non-smearing ink. Approved Brand(s)/Model(s): Liquimark 14121, Papermate 623-01, Sanford/E Faber 60143, School Smart 077388, Standard Stationary Supply SSSC NPS 60143, Zebra Regal Roller 44710.	dz.
		_____ Delivery _____ Days ARO Brand Name, Model Number, Etc.	

Please state company name and authorized signature _____

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MATERIAL NO.	QUANTITY	DESCRIPTION	UNIT PRICE
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1000500 (36)	995 dozen	PEN, PLASTIC TIP - Extra fine, hard plastic tip supported by a metal collar. Complete with cap top. Minimum one year shelf life guarantee from date of delivery. Approved Brand(s)/Model(s): Berol F32, Liquimark L4000, Dixon 98000 series Redisharp Plus. Red	dz.
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1000501 (37)	1050 dozen	Black	dz.
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_____ Delivery ____ Days ARO
 Brand Name, Model Number, Etc.

1000502 (38)	780 dozen	PEN, NYLON FIBER TIP - Bonded nylon point. Quick drying, water-based ink. Fine point. Minimum one year shelf life guarantee from date of delivery. Approved Brand(s)/Model(s): Dixon 81110/81170, Liquimark Note Writer 1000, Paper Mate 860 series, School Smart 077236/077235 . Red	dz.
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1000503 (39)	740 dozen	Black	dz.
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_____ Delivery ____ Days ARO
 Brand Name, Model Number, Etc.

NOTE: ITEMS 1000332(40) - 1000335(43) WILL BE A COMPOSITE AWARD

PENS, COLORED TRANSPARENCY MARKING - Water base ink for use on glass acetate, plastic and coated surfaces. 12 per package. Approved Brand(s)/Model(s): Sanford Vis-A-Vis. 16000 series, Dixon 88120 Series, Business Stationers-Stellar 04-01XX.

1000332 (40)	845 packages	Black	<u>Sanford</u> 16001	<u>Dixon</u> 88127	_____ pkg.
1000333 (41)	560 packages	Red	16002	88121	_____ pkg.
1000334 (42)	760 packages	Blue	16003	88128	_____ pkg.
1000335 (43)	470 packages	Green	16004	88124	_____ pkg.

_____ Delivery ____ Days ARO
 Brand Name, Model Number, Etc.

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MATERIAL NO.	QUANTITY	DESCRIPTION	UNIT PRICE
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NOTE: ITEMS 1000336(44) - 1000339(47) WILL BE A COMPOSITE AWARD

PENS, COLORED TRANSPARENCY MARKING, PERMANENT -

For use on glass acetate, plastic and coated surfaces. 12 per package.
 Approved Brand(s)/Model(s): Dixon 97200/98200 series, Perfection 7800, Bic Markit Finepoint 32500, Liquimark 1700 series.

1000336 (44)	185 packages	Black	<u>Dixon</u> 97207	_____	pkg.
1000337 (45)	55 packages	Red	92701	_____	pkg.
1000338 (46)	60 packages	Blue	97208	_____	pkg.
1000339 (47)	35 packages	Green	92704	_____	pkg.

_____ Delivery ____ Days ARO
 Brand Name, Model Number, Etc.

1000504 (48)	9235 cartons	PENCIL - #2 soft, bonded lead, good pencil with eraser. Banded per dozen, 1/2 gross (six dozen) per carton. Must not be clay-based. Approved Brand(s)/Model(s): Dixon Oriole 12872/287-2, Sanford/Papermate American 210, Dixon Oriole 12886.	_____	ctn.
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_____ Delivery ____ Days ARO
 Brand Name, Model Number, Etc.

1000505 (49)	745 cartons	PENCIL - #2-1/2 medium, bonded lead, quality pencil with eraser. Banded per dozen, 1/2 gross (six dozen) per carton. Approved Brand(s)/Model(s): Musgrave Ceres 909, Berol Ensign 200/2-1/2, Dixon Oriole 12875/287-2-1/2.	_____	ctn.
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_____ Delivery ____ Days ARO
 Brand Name, Model Number, Etc.

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MATERIAL NO.	QUANTITY	DESCRIPTION	UNIT PRICE
1000506 (50)	120 cartons	PENCIL, RED WITH ERASER - Medium hardness. Banded per dozen, 1/2 gross (six dozen) per carton. Approved Brand(s)/Model(s): Musgrave Hermitage 510T, Status Plus Perfection 09-157, Dixon 14259, Perfect Point 510T.	ctn.
		_____ Delivery _____ Days ARO Brand Name, Model Number, Etc.	
1000507 (51)	490 packages	PENCIL, ELECTRONIC SCORER - Lead shall be specifically manufactured for use in mark sensing and test scoring machines. Black lead. Eraser shall be firmly secured in the ferrule by uniformly crimping or punching (not glued). One dozen per banded pack. Approved Brand(s)/Model(s): Musgrave 100, Dixon 12100, General #580.	pkg.
		_____ Delivery _____ Days ARO Brand Name, Model Number, Etc.	
1000508 (52)	195 cartons	PENCIL - WITHOUT ERASER - Medium primary size. 11/32" lead. Banded per dozen, 1/2 gross (six dozen) per carton. Approved Brand(s)/Model(s): Charles Leonard 65507, Dixon 304 Laddie, General #909, Musgrave 2020, J.R. Moon Pencil B21.	ctn.
		_____ Delivery _____ Days ARO Brand Name, Model Number, Etc.	
1000509 (53)	215 cartons	PENCIL - WITHOUT ERASER - Large primary size. 13/32" diameter. Banded per dozen, 1/2 gross (six dozen) per carton. Approved Brand(s)/Model(s): CLI #65510, Musgrave 500, Dixon 308 Beginners, Prima #80 Jumbo, J.R. Moon Pencil 600.	ctn.
		_____ Delivery _____ Days ARO Brand Name, Model Number, Etc.	
1000510 (54)	1395 each	PENCIL SHARPENER - Wall mount. Approved Brand(s)/Model(s): Hunt/Boston KS 1031, NPS PS-8M.	ea.
		_____ Delivery _____ Days ARO Brand Name, Model Number, Etc.	

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MATERIAL NO.	QUANTITY	DESCRIPTION	UNIT PRICE
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1000512 (55)	125 gross	PINS, SAFETY - Size #1. Heavy nickel-plated pins, non-rusting. Secure safety catches. Packaged one gross per box. Approved Brand(s)/Model(s): General SP-1, American Pin and Fastener, Charles Leonard 83116.	gr.
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_____ Delivery ____ Days ARO
 Brand Name, Model Number, Etc.

1000513 (56)	30 cartons	PINS, SAFETY - Assorted sizes, 16 per package, 36 per carton. Approved Brand(s)/Model(s): American Pin and Fastener, General SP-16, Pyramid 16.	ctn.
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_____ Delivery ____ Days ARO
 Brand Name, Model Number, Etc.

1000516 (57)	1030 each	PUNCH, PAPER - One hole, 1/4" nickel plated. Approved Brand(s)/Model(s): Acco 74006, General G-1, Leonard 1 HP, Pyramid Gem 403, Safina 403R, Status Plus 40-001.	ea.
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_____ Delivery ____ Days ARO
 Brand Name, Model Number, Etc.

NOTE: ITEMS 1000520(58) - 1000522(60) WILL BE A COMPOSITE AWARD

RUBBER BANDS - 1/4 pound per size as specified below.
 Approved Brand(s)/Model(s): Arco, Charles Leonard #5600, Frank W. Winne, Standard, School Smart 59154.

1000520 (58)	300 boxes	#16	box
1000521 (59)	360 boxes	#18	box
1000522 (60)	1000 boxes	Assorted #54	box

_____ Delivery ____ Days ARO
 Brand Name, Model Number, Etc.

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MATERIAL NO.	QUANTITY	DESCRIPTION	UNIT PRICE
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NOTE: ITEMS 1000523(63) - 1000527(67) WILL BE A COMPOSITE AWARD

RULER, WOOD - 12", select wood, with clear lacquer finish, beveled edge. 7/8" wide, 5/32 - 3/16" thick.
 Three dozen per box.
 Approved Brand(s)/Model(s): Westcott/Acme United 10359/67/65/63/61, Aakron Rule AA-2xx, Charles Leonard 7755X, Falcon 23xx-12, Fiskars, School Smart 08189X, Standards 2300.

1000523 (63)	65 boxes	1/16" Scale - _____ rulers per box	_____ box
1000524 (64)	15 boxes	1/8" Scale - _____ rulers per box	_____ box
1000525 (65)	15 boxes	1/4" Scale - _____ rulers per box	_____ box
1000526 (66)	15 boxes	1/2" Scale - _____ rulers per box	_____ box
1000527 (67)	20 boxes	1" Scale - _____ rulers per box	_____ box

_____ Delivery ___ Days ARO
 Brand Name, Model Number, Etc.

1000528 (68)	135 boxes	RULER, WOOD - 12" (30 cm), English and Metric scale, kiln dried select wood with clear lacquer finish, 1 metal edge, 1/16" scale. <u>Three or four dozen per box.</u> Approved Brand(s)/Model(s): Aakron Rule AA-210-12, Westcott/Acme United 10377, Charles Leonard 77540, Falcon, School Smart 015348, Standard Stationary KS-611, Status Plus #1221.	_____ box
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_____ Delivery ___ Days ARO
 Brand Name, Model Number, Etc.

_____ rulers per box

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MATERIAL NO.	QUANTITY	DESCRIPTION	UNIT PRICE
1000960 (69)	1460 boxes	SCISSORS - Blunt 5-1/4" scissor with stainless steel blade and molded plastic handle. Assorted colors. 12 per box. Approved Brand(s)/Model(s): Fiskars 9416/7096, Acme/Wescott 13130.	box
		_____ Delivery _____ Days ARO Brand Name, Model Number, Etc.	
1000532 (70)	700 boxes	SCISSORS - Pointed 5-1/4" scissor with stainless steel blade and molded plastic handle. Assorted colors. 12 per box. Approved Brand(s)/Model(s): Fiskars 9430/7096, Acme/Wescott 13131.	box
		_____ Delivery _____ Days ARO Brand Name, Model Number, Etc.	
1000533 (71)	385 boxes	SCISSORS, STRAIGHT TRIMMER - 8" adult size, nickel plated, fitted with screw head or fixed rivet, enameled handles. 12 per box. Approved Brand(s)/Model(s): Acme/Kleencut 101F-8, Falcon 101C-8, Fiskars/Minnetonka 3518/7097, Schoolmate 752, Standard Stationary 125-C-8.	box
		_____ Delivery _____ Days ARO Brand Name, Model Number, Etc.	
1000492 (72)	3550 packages	SENTENCE STRIPS - 3" x 24". One side 1-1/2" guideline ruled and one side ruled for numerals. 100 manila tagboard strips per package. Approved Brand(s)/Model(s): American Paper 9760, Bemiss-Jason 73410, Pacon 5157, Pyramid 1152446, Top Flight 40.	pkg.
		_____ Delivery _____ Days ARO Brand Name, Model Number, Etc.	
1000493 (73)	340 rolls	SENTENCE STRIP ROLL - 3" x 200'. One side 1-1/2" guideline rule with 3/4" midline and one side plain. Manila tagboard paper. Approved Brand(s)/Model(s): Bemiss-Jason 73510.	rl.
		_____ Delivery _____ Days ARO Brand Name, Model Number, Etc.	

Please state company name and authorized signature _____

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MATERIAL NO.	QUANTITY	DESCRIPTION	UNIT PRICE
1000534 (74)	590 each	STAMP PADS - 3" x 4-1/2", metal or plastic case with hinged lid. Size #1, inked foam pad. Approved Brand(s)/Model(s): Charles Leonard, Classic #1 red or black, Sanford 95101/02, Stafford #1 red or black, Standard #1-SPRED/SPBLK, Status Plus 69-00xx. Red	_____ ea.
1000535 (75)	825 each	Black	_____ ea.
		_____ Delivery _____ Days ARO	
		Brand Name, Model Number, Etc.	
1000536 (76)	535 cartons	STAPLES, STANDARD - To fit standard desk size stapler. 210 staples per strip, 5000 staples per box, 20 boxes per carton. Approved Brand(s)/Model(s): Swingline SF-1 (35108), Standard STBC.	_____ ctn.
		_____ Delivery _____ Days ARO	
		Brand Name, Model Number, Etc.	
1000537 (77)	1550 each	STAPLE REMOVER - Hinge type, chrome plated steel prongs, double jaw, plastic grips. FULL SIZE. Approved Brand(s)/Model(s): Ascent 50050, Charles Leonard 0050, Pyramid 1152529, Quartet 70 WT, Safina 7616A, Standard 32002, Status Plus 66-008, School Smart000189.	_____ ea.
		_____ Delivery _____ Days ARO	
		Brand Name, Model Number, Etc.	
1000538 (78)	3500 each	STAPLER - Standard desk size, metal base with baked enamel finish and rubber feet. Approved Brand(s)/Model(s): Boston 41, Bostitch B515, Swingline #405, Leonard 82210, Rosetec RT-611, Safina #423, Standard ST-220C, Status Plus 66-041SP, School Smart 038178, Status Plus 66-029 (3600).	_____ ea.
		_____ Delivery _____ Days ARO	
		Brand Name, Model Number, Etc.	

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MATERIAL NO.	QUANTITY	DESCRIPTION	UNIT PRICE
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1000539 (79)	160 each	STAPLER - Hand held. Metal base with plastic palm pad. Opens flat for tacking. Must use standard size staples. Approved Brand(s)/Model(s): Bates 88P-BE/BK, Safina 403R/121.	ea.
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_____ Delivery ____ Days ARO

 Brand Name, Model Number, Etc.

1000485 (80)	795 packages	STENOGRAPHER'S NOTEBOOK - 80 sheets, spiral bound with green tint paper, 6" x 9". Gregg ruled. Coil lock wire binding. 12 per pkg. Approved Brand(s)/Model(s): Quill SBNG, SCM 880, Top Flight 8973, Roaring Spring 12103, Tops 8021.	pkg.
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_____ Delivery ____ Days ARO

 Brand Name, Model Number, Etc.

_____ Sheets per notebook.

1000373 (81)	225 packages	TABLET, CHART - Each tablet shall consist of 25 sheets 24" x 16", 1-1/2" ruled white bond paper; coil bound with stiff cover; two hole punched. Package of two dozen. Approved Brand(s)/Model(s): Bemiss-Jason 7472, American Paper Converters.	pkg.
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_____ Delivery ____ Days ARO

 Brand Name, Model Number, Etc.

1000374 (82)	2880 each	TABLET, CHART - Each tablet shall consist of 25 sheets 24" x 32", 1-1/2" ruled white 3/4" guideline white bond paper, coil bound with stiff cover, two hole punched. Approved Brand(s)/Model(s): Bemiss-Jason 7471, American Paper Converters.	ea.
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_____ Delivery ____ Days ARO

 Brand Name, Model Number, Etc.

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MATERIAL NO.	QUANTITY	DESCRIPTION	UNIT PRICE
1000547 (83)	340 packages	TAPE, MAGIC MENDING - 3/4" x 1296" with 1" core. Invisible tape will accept pencil or pen. 12 per pkg. Each roll must be individually packaged in it's own box. Approved Brand(s)/Model(s): 3M Scotch 810 & 6200, LePage 44101, Tape Products Co. SCA1919-3/4X36, Status Plus 60-664/62000.	pkg.
		Delivery _____ Days ARO	
		Brand Name, Model Number, Etc.	
1000544 (84)	430 packages	TAPE, MASKING - Minimum 5.2 mils thickness. Approved Brand(s)/Model(s): Borden 6231, Anchor 502 & 513, 3M 2600, Shurtape CP106. 3/4" x 180' 12 rolls per package	pkg.
1000545 (85)	515 packages	1-1/2" x 180' 6 rolls per package	pkg.
		Delivery _____ Days ARO	
		Brand Name, Model Number, Etc.	
1000546 (86)	275 rolls	TAPE, MASKING - Double face. 2" wide x 108' long. Approved Brand(s)/Model(s): Borden, Anchor 591, Shuretape DF 063.	roll
		Delivery _____ Days ARO	
		Brand Name, Model Number, Etc.	
1000548 (87)	145 rolls	TAPE, PLASTIC - 1-1/2" x 125". Water-proof, vinyl plastic pressure sensitive adhesive tape. For mending, sealing, decorating, or color-coding. Approved Brand(s)/Model(s): 3M 191. Red	pkg.
1000549 (88)	155 rolls	Yellow	pkg.
1000550 (89)	130 rolls	Blue	pkg.
1000551 (90)	290 rolls	Clear	pkg.
1000552 (91)	50 rolls	White	pkg.
1000553 (92)	100 rolls	Green	pkg.
1000554 (93)	60 rolls	Black	pkg.
		Delivery _____ Days ARO	
		Brand Name, Model Number, Etc.	

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MATERIAL NO.	QUANTITY	DESCRIPTION	UNIT PRICE
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TAPE, TRANSPARENT CELLOPHANE - 1" core.
 Pressure sensitive, dispenses easily.
 12 rolls per package.
 Approved Brand(s)/Model(s): 3M, LePage, Louis Tape #110,
 Mendall #60-001/003, Shurtape CT109.

1000541 (94)	570 packages	1/2" x 1296" - PA-2000/5012	5910	_____ pkg.
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1000542 (95)	740 packages	3/4" x 1296" - PA-2001/5112	5910	_____ pkg.
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_____ Delivery _____ Days ARO
 Brand Name, Model Number, Etc.

1000543 (96)	320 each	TAPE, TRANSPARENT CELLOPHANE - 3" core.		_____ pkg.
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Pressure sensitive, dispenses easily.
 1" x 2592".
 Approved Brand(s)/Model(s): 3M 5910-1, Louis Tape #110

_____ Delivery _____ Days ARO
 Brand Name, Model Number, Etc.

1000540 (97)	160 cartons	THUMB TACKS - Solid head, 100 per box,		_____ ctn.
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10 boxes per carton. PACKAGING MUST BE
 SECURE WITH NORMAL HANDLING.
 Approved Brand(s)/Model(s): Oakville #3,
 Leonard 3TT (913), General #TT-3, Status
 Plus 53-044, School Smart 059967.

_____ Delivery _____ Days ARO
 Brand Name, Model Number, Etc.

NOTE: The "Bidder's Acknowledgement" section on Page 1 of our "Invitation To Bid" must be properly completed and signed to qualify your bid. "Sign and return the original of the Invitation to Bid and retain a photocopy for your files.

Please state company name and authorized signature _____

To help ensure that you include all the submittals necessary to complete a thorough evaluation of your bid response, we suggest that you use this checklist as a reminder to yourself, by placing a check in each box in the "Verified" column indicating that the item is included in your bid response packet. Please include this checklist along with your bid response. Items checked "Required" must be submitted with your bid response or your bid will be declared non-responsive. Items checked "Requested" should be submitted with your bid response to facilitate the bid evaluation process, and must be on file prior to bid award.

Verified	Required	Requested	Description of Submittal	Page Number
	✓		Completed and signed Bidder Acknowledgement	1
	✓		Completed Bid Form and Specifications	5-23

Please state company name and authorized signature _____