

MASTER CONTRACT

No. 06019

OFFICE SUPPLIES

WRITING INSTRUMENTS

For Use by Eligible Purchasers

By and Between

**STATE OF WASHINGTON
DEPARTMENT OF ENTERPRISE SERVICES**

and

GORDON PRODUCTS INC., DBA THE CREATIVE OFFICE

Effective June 1, 2020

MASTER CONTRACT
No. 06019
OFFICE SUPPLIES
WRITING INSTRUMENTS

This Master Contract ("Master Contract") is made and entered into by and between the State of Washington acting by and through the Department of Enterprise Services, a Washington State governmental agency ("Enterprise Services") and Gordon Products Inc., dba The Creative Office, a Washington corporation ("Contractor") and is effective as of June 1, 2020.

RECITALS

- A.** Pursuant to Legislative direction codified in RCW chapter 39.26, Enterprise Services, on behalf of the State of Washington, is authorized to develop, solicit, and establish master contracts for goods for general use by Washington state agencies and certain other entities (eligible purchasers).
- B.** On behalf of the State of Washington, Enterprise Services, as part of a competitive governmental procurement, issued Competitive Solicitation No. 06019 dated February 11, 2020 regarding Office Supplies.
- C.** Enterprise Services evaluated all responses to the Competitive Solicitation and identified Contractor as the apparent successful bidder for the Writing Instruments category.
- D.** Enterprise Services has determined that entering into this Master Contract will meet the identified needs and be in the best interest of the State of Washington.
- E.** The purpose of this Master Contract is to enable eligible purchasers to purchase the goods as set forth herein.

AGREEMENT

NOW THEREFORE, in consideration of the mutual promises, covenants, and conditions set forth herein, the parties hereto hereby agree as follows:

- 1. TERM.** The term of this Master Contract is seventy-three (73) months, commencing June 01, 2020 and ending June 30, 2026.
- 2. ELIGIBLE PURCHASERS.** This Master Contract may be utilized by any of the following types of entities ("Purchaser"):
 - 2.1. WASHINGTON STATE AGENCIES.** All Washington state agencies, departments, offices, divisions, boards, and commissions
 - 2.2. WASHINGTON STATE INSTITUTIONS OF HIGHER EDUCATION (COLLEGES).** Any of the following institutions of higher education in Washington:

- State universities – i.e., University of Washington & Washington State University;
 - Regional universities – i.e., Central Washington University, Eastern Washington University & Western Washington University;
 - Evergreen State College;
 - Community colleges; and
 - Technical colleges.
- 2.3. **MCUA PARTIES.** Any of the following types of entities that have executed a Master Contract Usage Agreement with Enterprise Services:
- Political subdivisions (e.g., counties, cities, school districts, public utility districts);
 - Federal governmental agencies or entities;
 - Public-benefit nonprofit corporations (i.e., § 501(c)(3) nonprofit corporations that receive federal, state, or local funding); and
 - Federally-recognized Indian Tribes located in the State of Washington.

3. SCOPE – INCLUDED GOODS AND PRICE.

- 3.1. **CONTRACT SCOPE.** Pursuant to this Master Contract, Contractor is authorized to sell only those Goods set forth in *Exhibit A – Included Goods* for the prices set forth in *Exhibit B – Prices for Goods*. Contractor shall not represent to any Purchaser under this Master Contract that Contractor has contractual authority to sell any goods beyond those set forth in *Exhibit A – Included Goods*.
- 3.2. **STATE’S ABILITY TO MODIFY SCOPE OF MASTER CONTRACT.** Subject to mutual agreement between the parties, Enterprise Services reserves the right to modify the goods included in this Master Contract without Amendment, by means of an administrative update; *Provided*, however, that any such modification shall be effective only upon thirty (30) days advance written notice; and *Provided further*, that any such modification must be within the scope of this Master Contract.
- 3.3. **PRODUCT ADDITION.** Notwithstanding any provision to the contrary, items may be added to *Exhibit A – Included Goods* and *Exhibit B - Prices* by mutual agreement (including email) between the contract administrators, provided that any item added to this Master Contract is within the scope of this Master Contract and that the pricing for an added item is consistent with Contract pricing.
- 3.4. **ECONOMIC ADJUSTMENT.** Beginning twelve (12) months after the effective date of this Master Contract and for every annual anniversary thereafter, the prices set forth in *Exhibit B – Prices for Goods* may be adjusted based on current and proposed pricing, market research showing industry change in pricing, relevant Producer Price Indexes published by the Bureau of Labor Statistics, and any other relevant information. The Contractor must initiate economic adjustments by contacting the DES Contract Manager via e-mail with all relevant data for Enterprise Services to make a determination by May 1st. Any economic adjustment shall be enacted through an administrative update, which if approved shall take effect on July 1st.
- 3.5. **PRICE CEILING.** Although Contractor may offer lower prices to Purchasers, during the term of this Master Contract, Contractor guarantees to provide the Goods at no greater than the prices set forth in *Exhibit B – Prices for Goods* (subject to economic adjustment as set forth herein).

- 3.6. **BEST PRICING.** Notwithstanding any provisions to the contrary, Contractor will offer the best price for purchases made for website or retail store purchases that will result in Purchasers receiving the lower of the current retail pricing or the contract pricing.
- 3.7. **MASTER CONTRACT INFORMATION.** Enterprise Services shall maintain and provide information regarding this Master Contract, including scope and pricing, to eligible Purchasers.
- 4. CONTRACTOR REPRESENTATIONS AND WARRANTIES.** Contractor makes each of the following representations and warranties as of the effective date of this Master Contract and at the time any order is placed pursuant to this Master Contract. If, at the time of any such order, Contractor cannot make such representations and warranties, Contractor shall not process any orders and shall, within three (3) business days notify Enterprise Services, in writing, of such breach.
- 4.1. **QUALIFIED TO DO BUSINESS.** Contractor represents and warrants that it is in good standing and qualified to do business in the State of Washington, that it is registered with the Washington State Department of Revenue and the Washington Secretary of State, that it possesses and shall keep current all required licenses and/or approvals, and that it is current, in full compliance, and has paid all applicable taxes owed to the State of Washington.
- 4.2. **SUSPENSION & DEBARMENT.** Contractor represents and warrants that neither it nor its principals or affiliates presently are debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in any governmental contract by any governmental department or agency within the United States.
- 4.3. **QUALITY OF GOODS OR SERVICES.** Contractor represents and warrants that any goods sold pursuant to this Master Contract shall be merchantable, shall conform to this Master Contract and Purchaser's Purchase Order, shall be fit and safe for the intended purposes, shall be free from defects in materials and workmanship, and shall be produced and delivered in full compliance with applicable law. Contractor further represents and warrants it has clear title to the goods and that the same shall be delivered free of liens and encumbrances and that the same do not infringe any third party patent. Upon breach of warranty, Contractor will repair or replace (at no charge to Purchaser) any goods whose nonconformance is discovered and made known to the Contractor. If, in Purchaser's judgment, repair or replacement is inadequate, or fails of its essential purpose, Contractor will refund the full amount of any payments that have been made. The rights and remedies of the parties under this warranty are in addition to any other rights and remedies of the parties provided by law or equity, including, without limitation, actual damages, and, as applicable and awarded under the law, to a prevailing party, reasonable attorneys' fees and costs.
- 4.4. **WAGE VIOLATIONS.** Contractor represents and warrants that, during the term of this Master Contract and the three (3) year period immediately preceding the award of the Master Contract, it is not determined, by a final and binding citation and notice of assessment issued by the Washington Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction, to be in willful violation of any provision of Washington state wage laws set forth in RCW chapters 49.46, 49.48, or 49.52.
- 4.5. **PAY EQUALITY.** Contractor represents and warrants that, among its workers, similarly employed individuals are compensated as equals. For purposes of this provision, employees are similarly employed if the individuals work for the same employer, the performance of the job requires

comparable skill, effort, and responsibility, and the jobs are performed under similar working conditions. Job titles alone are not determinative of whether employees are similarly employed. Contractor may allow differentials in compensation for its workers based in good faith on any of the following: a seniority system; a merit system; a system that measures earnings by quantity or quality of production; a bona fide job-related factor or factors; or a bona fide regional difference in compensation levels. A bona fide job-related factor or factors may include, but not be limited to, education, training, or experience that is: consistent with business necessity; not based on or derived from a gender-based differential; and accounts for the entire differential. A bona fide regional difference in compensation level must be consistent with business necessity; not based on or derived from a gender-based differential; and account for the entire differential. Notwithstanding any provision to the contrary, upon breach of warranty and Contractor's failure to provide satisfactory evidence of compliance within thirty (30) days, Enterprise Services may suspend or terminate this Master Contract and any Purchaser hereunder similarly may suspend or terminate its use of the Master Contract and/or any agreement entered into pursuant to this Master Contract.

- 4.6. EXECUTIVE ORDER 18-03 – WORKERS’ RIGHTS (MANDATORY INDIVIDUAL ARBITRATION). Contractor represents and warrants, as previously certified in Contractor’s bid submission, that Contractor does NOT require its employees, as a condition of employment, to sign or agree to mandatory individual arbitration clauses or class or collective action waivers. Contractor further represents and warrants that, during the term of this Contract, Contractor shall not, as a condition of employment, require its employees to sign or agree to mandatory individual arbitration clauses or class or collective action waivers.
- 4.7. WASHINGTON SMALL BUSINESS - Contractor represents and warrants, as previously certified in Contractor’s bid submission, that Contractor is a Washington Small Business as defined to RCW 39.26.010 (i.e., Contractor is owned and operated independently from all other businesses and has either: (a) fifty (50) or fewer employees; or (b) gross revenue of less than seven million dollars (\$7,000,000) annually as reported on its federal income tax return or its return filed with the Washington State Department of Revenue over the previous three consecutive years) and Contractor has certified its small business status in [WEBS](#).
- 4.8. RECYCLED MATERIAL PREFERENCE. Contract represents and warrants, as previously certified in Contractor’s bid submission, that Contractor that the eligible recycled products exceed the Environmental Protection Agency’s Comprehensive Procurement Guidelines (EPA CPG) standard (as they existed on July 1, 2001) recommended content level percentages.
- 4.9. PROCUREMENT ETHICS & PROHIBITION ON GIFTS. Contractor represents and warrants that it complies fully with all applicable procurement ethics restrictions including, but not limited to, restrictions against Contractor providing gifts or anything of economic value, directly or indirectly, to Purchasers’ employees.
- 4.10. WASHINGTON’S ELECTRONIC BUSINESS SOLUTION (WEBS). Contractor represents and warrants that it is registered in Washington’s Electronic Business Solution (WEBS), Washington’s contract registration system and that, all of its information therein is current and accurate and that throughout the term of this Master Contract, Contractor shall maintain an accurate profile in WEBS.
- 4.11. STATEWIDE PAYEE DESK. Contractor represents and warrants that it is registered with the Statewide Payee Desk, which registration is a condition to payment.

- 4.12. **MASTER CONTRACT PROMOTION; ADVERTISING AND ENDORSEMENT.** Contractor represents and warrants that it shall use commercially reasonable efforts both to promote and market the use of this Master Contract with eligible Purchasers and to ensure that those entities that utilize this Master Contract are eligible Purchasers. Contractor understands and acknowledges that neither Enterprise Services nor Purchasers are endorsing Contractor's goods or suggesting that such goods are the best or only solution to their needs. Accordingly, Contractor represents and warrants that it shall make no reference to Enterprise Services, any Purchaser, or the State of Washington in any promotional material without the prior written consent of Enterprise Services.
- 4.13. **MASTER CONTRACT TRANSITION.** Contractor represents and warrants that, in the event this Master Contract or a similar contract, is transitioned to another contractor (e.g., Master Contract expiration or termination), Contractor shall use commercially reasonable efforts to assist Enterprise Services for a period of sixty (60) days to effectuate a smooth transition to another contractor to minimize disruption of service and/or costs to the State of Washington.

5. USING THE MASTER CONTRACT – PURCHASES.

- 5.1. **ORDERING REQUIREMENTS.** Eligible Purchasers shall order goods and/or services from this Master Contract, consistent with the terms hereof and by using any ordering mechanism agreeable both to Contractor and Purchaser but, at a minimum, including the use of a purchase order. When practicable, Contractor and Purchaser also shall use telephone orders, email orders, web-based orders, and similar procurement methods (collectively "Purchaser Order"). All order documents must reference the Master Contract number. The terms of this Master Contract shall apply to any Purchase Order and, in the event of any conflict, the terms of this Master Contract shall prevail. Notwithstanding any provision to the contrary, in no event shall any 'click-agreement,' software or web-based application terms and conditions, or other agreement modify the terms and conditions of this Master Contract. Contractor will clearly detail any applicable minimum order requirements prior to any order being placed.
- 5.2. **WEBSITE REQUIREMENTS.** Contractor will host a searchable, custom catalog on its secure website that will include a purchasing platform. This catalog will include all items offered by the Contractor, a product description, photo of the product, the contract category, and the contract pricing. The following requirements apply to the Contractor's website:
- (a) Contractor's online catalog will be available 24 hours a day, 7 days a week, except for scheduled maintenance.
 - (b) Contractor shall work closely with Purchasers to initiate usage of their online ordering platform by establishing authorized users, assigning accounting and shipping codes, and establishing approval paths.
 - (c) Contractor will provide training to all authorized online ordering platform users.
 - (d) Prior to implementation date, training materials will be provided by the Contractor to Purchasers for administrators regarding user and account management and reporting functionality. Contractor will update these training materials throughout the contract period should the online purchasing platform and web page change, or as requested by Enterprise Services.
 - (e) Purchasing Platform will allow designated Purchaser administrators to set up, add, modify, and delete end users, with permissions and restrictions, approval paths,

varying levels of authorization of purchases, etc. independently, without having to contact customer service or Contractor's sales representative.

- (f) The accounts by an administrator must have options, at a minimum, for purchasing and viewer only user accounts.
- (g) The website platform will have a user account level for Purchaser accounting staff. This user account would have access relevant user account data to track invoices, current account balances, purchase orders by purchasing account/user, and purchases paid for using purchasing cards (P-Cards) by purchasing account/user. Purchaser accounting staff must have the ability to enter account coding for the goods being purchased on the contract for invoices.
- (h) At the time users first obtain access to the purchasing platform, they will be sent a welcome email which provides links to tutorials and to the purchasing platform.
- (i) Contractor's purchasing platform will allow Purchasers to compare similar products.
- (j) Products listed in *Exhibit A – Included Goods* will always populate first when users search for similar items. These products will be noted by icon or another marking system that is easily identified in any search results.
- (k) Items that meet recycled material preference requirements and items from small business manufacturers meeting the definition of RCW 39.26.010(22) will be noted by icon or another marking system that is easily identified in any search results.
- (l) Recyclable content for each item will be easily identifiable with pre-consumer recycled material, post-consumer recycled material, and total recycled material contents clearly listed, as applicable.
- (m) Contractor may identify environmental certifications for items in the catalog only with Enterprise Services approval of the relevant certifications and selection criteria. Enterprise Services has pre-approved certifications from the following programs: [Ecologo Program](#), [Energy Star](#), [Environmentally Preferable Electronics Assessment Tool \(EPEAT\)](#), [Forest Stewardship Council](#), [GREENGUARD Environmental Institute](#), [Green Seal](#), [Safer Choice](#), and [Cradle to Cradle](#).
- (n) Contractor's purchasing platform will have the capability to restrict the purchase of items as determined by the State and those items, although viewable, will be notated to make users aware that these items cannot be selected for purchase.
- (o) Order acknowledgements must be provided electronically to Purchasers.
- (p) Contractor's purchasing platform will allow for order tracking and order history review.
- (q) The purchasing platform will have the capability for the administrator to create reports of use by authorized users or groups of authorized users within their agency.

5.3. CUSTOMER SERVICE REQUIREMENTS. The following requirements apply toward Customer Service:

- (a) Contractor shall have at a minimum one primary and one secondary representative who will be knowledgeable on the contractual requirements and will serve as the dedicated points of contact.

- (b) Contractor representatives must be available for customer service calls during standard business hours (8 a.m. to 5 p.m. PST Monday through Friday).
 - (c) Contractor representatives must respond to Purchaser inquiries within one business day.
 - (d) In addition to Contractor representatives, Contractor shall have a dedicated, U.S. based staff for customer service calls, who are familiar with the contract and its pricing parameters. Customer service must be available to take calls and respond to e-mails, Monday through Friday, during the hours of 8 am to 5 pm PST.
 - (e) Contractor shall have dedicated staff available for online web collaboration and technical support via phone, Monday through Friday, during the hours of 8 am to 5 pm PST.
 - (f) Contractor will have sufficient help desk resources to provide technical assistance Purchasers using the website. Contractor will provide online customer service support which enables real-time, online interaction with Customer Service through instant messaging, live log-on assistance, or other web collaboration.
- 5.4. ORDER FULFILLMENT/BACKORDER REQUIREMENTS. Contractor must maintain a monthly statewide average successful fill rate of 98%. If the fill rate falls below 98% for three consecutive months and Contractor fails to provide an explanation for the reduction which is satisfactory to Enterprise Services, Enterprise Services may terminate this contract. The following apply to all Backorders:
- (a) If a product is backordered, Contractor will notify the Purchaser before: an order is placed, when an estimated delivery date is known, and when the item has shipped.
 - (b) Items listed in Exhibit A – Included Goods/Services, shall be shipped within five (5) business days for any item on backorder. Contractor will treat any such delayed order as active unless the purchaser contacts Contractor and provides other instructions to cancel the order. Backordered items will not be billed until the item has been delivered.
- 5.5. DELIVERY REQUIREMENTS. Contractor must ensure that delivery of goods will be made as required by this Master Contract, the Purchase Order used by Purchasers, or as otherwise mutually agreed in writing between the Purchaser and Contractor. The following apply to all deliveries:
- (a) Contractor will use commercially reasonable efforts to ship stocked products ordered before 4:00 p.m. local time, for delivery within two (2) business days after acceptance of an order, except for backordered or special-order products.
 - (b) Contractor will deliver orders within 2 business days of the receipt of order as standard. Contractor may not charge for standard delivery.
 - (c) Purchaser may request special delivery, in such cases Contractor will ship as directed by the customer and may bill for any additional freight charges. These additional freight charges may apply for special delivery, non-standard delivery, rush delivery, or special or custom-order products, which will be disclosed to Purchaser at the time of the quote and/or the placement of the order by the purchaser. Contractor will charge commercially reasonable rates.

- (d) Upon Purchaser's request, Contractor will aggregate orders for a delivery time mutually agreeable to reduce the amount of deliveries to a Purchaser's location.
- (e) Deliveries made to secure facilities and drivers entering those facilities shall be required to have clearance prior to admittance. The clearance applications will be made available upon request. Contractor must obtain the required clearance before any scheduled delivery to secure facilities.
- (f) All deliveries must be accepted/signed for, unless specified by Purchaser. No deliveries will be made or dropped outside of any delivery location in the anticipation that an employee may receive it when they arrive or see it.
- (g) Contractor shall make all deliveries to the applicable delivery location specified in the Purchase Order. Such deliveries shall occur during Purchaser's normal work hours and within the time period mutually agreed in writing between Purchaser and Contractor.
- (h) Contractor shall ship all goods purchased pursuant to this Master Contract, freight charges prepaid by Contractor, FOB Purchaser's specified destination with all transportation and handling charges included. Contractor shall bear all risk of loss, damage, or destruction of the goods ordered hereunder that occurs prior to delivery, except loss or damage attributable to Purchaser's fault or negligence.
- (i) All packing lists, packages, instruction manuals, correspondence, shipping notices, shipping containers, and other written materials associated with this Master Contract shall be identified by the Master Contract number set forth on the cover of this Master Contract and the applicable Purchaser's Purchase Order number. Packing lists shall be enclosed with each shipment and clearly identify all contents and any backorders.
- (j) Contractor shall optimize packaging for the lowest freight rate for any purchase.
- (k) Contractor shall use recyclable packaging materials that are made from recycled content that meets or exceeds all federal and state recycled content guidelines (currently 25% post-consumer for all corrugated cardboard).
- (l) Contractor shall minimize or eliminate the use of single use plastics, polystyrene, difficult to recycle, or non-recyclable materials in its packaging.
- (m) Enterprise Services requires all cleaning products to be certified by either Green Seal, EcoLogo, or be recognized by the US Environmental Protection Agency's Safer Choice Program. Purchasers may request documentation of performance, using standard test methods, for all products that have not been certified by an independent third party organization such as Green Seal or Underwriters Laboratory/EcoLogo, which include performance requirements in their environmental standard.
- (n) Contractor will provide for a return program where packaging can be returned to a specific location for recycling.

5.6. RECEIPT AND INSPECTION OF GOODS. Goods purchased under this Master Contract are subject to Purchaser's reasonable inspection, testing, and approval at Purchaser's destination. Purchaser reserves the right to reject and refuse acceptance of goods that are not in accordance with this Master Contract and Purchaser's Purchase Order. Purchaser may charge Contractor for the cost

of inspecting rejected goods. If there are any apparent defects in the goods at the time of delivery, Purchaser will promptly notify Contractor. At Purchaser's option, and without limiting any other rights, Purchaser may require Contractor to repair or replace, at Contractor's expense, any or all of the damaged goods or, at Purchaser's option, Purchaser may note any damage to the goods on the receiving report, decline acceptance, and deduct the cost of rejected goods from final payment. Payment for any goods under such Purchase Order shall not be deemed acceptance of the goods.

5.7. RETURNS REQUIREMENTS. The following requirements apply to return of goods:

- (a) Within 90 calendar days of delivery, Purchasers will inspect the items to confirm that product has been delivered as ordered and that there are no signs of damage. If this inspection reveals an incorrect product or damage, the Purchaser will notify Contractor of deficiencies immediately. Contractor shall notify Purchaser of clear return procedure for the item, ship back, pick up at next order, or that Purchaser may keep the item.
- (b) Contractor will pay and arrange for all shipping and handling charges for items returned because of damage, error in shipment, or defective items. Purchasers will be credited the full amount of all items returned. Contractor will issue credit within five (5) business days once item has been returned to Contractor.
- (c) Purchaser may return unused products to Contractor for any reason, in accordance with the following policy:

The product must be returned to Contractor with its complete and original packaging (original UPC code, packaging materials, instructions, manuals, etc.). General office supplies must be returned within 30 days of receiving the product. Custom products are not returnable unless damaged or defective, and must be returned to Contractor within 30 days. Account will be credited when returned merchandise is received back into inventory.

- (d) Contractor shall provide a corrected invoice available within two (2) business days from date of pick up showing the corrected amount after a return has been issued.

5.8. ON SITE REQUIREMENTS. While on Purchaser's premises, Contractor, its agents, employees, or subcontractors shall comply, in all respects, with Purchaser's physical, fire, access, safety, and other security requirements.

6. INVOICING & PAYMENT.

6.1. CONTRACTOR INVOICE. Contractor shall submit to Purchaser's designated invoicing contact properly itemized invoices. Such invoices shall itemize the following:

- (a) Master Contract No. 06019
- (b) Contractor name, address, telephone number, and email address for billing issues (i.e., Contractor Customer Service Representative)
- (c) Contractor's Order Number
- (d) Purchaser's Order Number (if included)
- (e) Contractor's Federal Tax Identification Number

- (f) Date(s) of delivery
- (g) Applicable freight charges, rates, and definitions of freight items (if non-standard delivery)
- (h) Invoice amount; and
- (i) Payment terms, including any available prompt payment discounts.

Contractor's invoices for payment shall reflect accurate Master Contract prices. Invoices will not be processed for payment until receipt of a complete invoice as specified herein.

- 6.2. **PAYMENT.** Payment is the sole responsibility of, and will be made by, the Purchaser. Payment is due within thirty (30) days of invoice. If Purchaser fails to make timely payment(s), Contractor may invoice Purchaser in the amount of one percent (1%) per month on the amount overdue or a minimum of \$1. Payment will not be considered late if a check or warrant is mailed within the time specified.
- 6.3. **OVERPAYMENTS.** Contractor promptly shall refund to Purchaser the full amount of any erroneous payment or overpayment. Such refunds shall occur within thirty (30) days of written notice to Contractor; *Provided*, however, that Purchaser shall have the right to elect to have either direct payments or written credit memos issued. If Contractor fails to make timely payment(s) or issuance of such credit memos, Purchaser may impose a one percent (1%) per month on the amount overdue thirty (30) days after notice to the Contractor.
- 6.4. **NO ADVANCE PAYMENT.** No advance payments shall be made for any products or services furnished by Contractor pursuant to this Master Contract.
- 6.5. **PURCHASE CARDS.** Contractor must accept purchase cards for payment without a processing fee charged to the Purchasers.
- 6.6. **NO ADDITIONAL CHARGES.** Unless otherwise specified herein, Contractor shall not include or impose any additional charges including, but not limited to, charges for shipping, handling, or payment processing.
- 6.7. **TAXES/FEES.** Contractor promptly shall pay all applicable taxes on its operations and activities pertaining to this Master Contract. Failure to do so shall constitute breach of this Master Contract. Unless otherwise agreed, Purchaser shall pay applicable sales tax imposed by the State of Washington on purchased goods. Contractor, however, shall not make any charge for federal excise taxes and Purchaser agrees to furnish Contractor with an exemption certificate where appropriate.

7. CONTRACT MANAGEMENT.

- 7.1. **CONTRACT ADMINISTRATION & NOTICES.** Except for legal notices, the parties hereby designate the following contract administrators as the respective single points of contact for purposes of this Master Contract. Enterprise Services' contract administrator shall provide Master Contract oversight. Contractor's contract administrator shall be Contractor's principal contact for business activities under this Master Contract. The parties may change contractor administrators by written notice as set forth below.
Any notices required or desired shall be in writing and sent by U.S. mail, postage prepaid, or sent via email, and shall be sent to the respective addressee at the respective address or email address set forth below or to such other address or email address as the parties may specify in writing:

Enterprise Services

Attn: Danny Pratt
Washington Dept. of Enterprise Services
PO Box 41411
Olympia, WA 98504-1411
Tel: (360) 407-8135
Email: ContractsTeamCedar@des.wa.gov

Contractor

Attn: Tuti Van Norman
The Creative Office
721 Legion Way SE
Olympia, WA 98501
Tel: (360) 754-4714
Email: tvannorman@creativeof.com

Notices shall be deemed effective upon the earlier of receipt, if mailed, or, if emailed, upon transmission to the designated email address of said addressee.

- 7.2. CONTRACTOR CUSTOMER SERVICE REPRESENTATIVE. Contractor shall designate a customer service representative (and inform Enterprise Services of the same) who shall be responsible for addressing Purchaser issues pertaining to this Master Contract.
- 7.3. LEGAL NOTICES. Any legal notices required or desired shall be in writing and delivered by U.S. certified mail, return receipt requested, postage prepaid, or sent via email, and shall be sent to the respective addressee at the respective address or email address set forth below or to such other address or email address as the parties may specify in writing:

Enterprise Services

Attn: Legal Services Manager
Washington Dept. of Enterprise Services
PO Box 41411
Olympia, WA 98504-1411
Email: greg.tolbert@des.wa.gov

Contractor

Attn: Lowell Gordon
721 Legion Way SE
Olympia, WA 98501
Email: lgordon@creativeof.com

Notices shall be deemed effective upon the earlier of receipt when delivered, or, if mailed, upon return receipt, or, if emailed, upon transmission to the designated email address of said addressee.

8. CONTRACTOR SALES REPORTING, VENDOR MANAGEMENT FEE, & CONTRACTOR REPORTS.

- 8.1. MASTER CONTRACT SALES REPORTING. Contractor shall report total Master Contract sales quarterly to Enterprise Services, as set forth below.
- (a) Master Contract Sales Reporting System. Contractor shall report quarterly Master Contract sales in Enterprise Services' Master Contract Sales Reporting System. Enterprise Services will provide Contractor with a login password and a vendor number. The password and vendor number will be provided to the Sales Reporting Representative(s) listed on Contractor's Contractor Profile.
 - (b) Data. Each sales report must identify every authorized Purchaser by name as it is known to Enterprise Services and its total combined sales amount invoiced during the reporting period (i.e., sales of an entire agency or political subdivision, not its individual subsections). The "Miscellaneous" option may be used only with prior approval by Enterprise Services. Upon request, Contractor shall provide contact information for all authorized purchasers specified herein during the term of the

Master Contract. If there are no Master Contract sales during the reporting period, Contractor must report zero sales.

- (c) Due dates for Master Contract Sales Reporting. Quarterly Master Contract Sales Reports must be submitted electronically by the following deadlines for all sales invoiced during the applicable calendar quarter.

8.2. VENDOR MANAGEMENT FEE. Contractor shall pay to Enterprise Services a vendor management fee ("VMF") of 1.50 percent on the purchase price for all Master Contract sales (the purchase price is the total invoice price less applicable sales tax).

- (a) The sum owed by Contractor to Enterprise Services as a result of the VMF is calculated as follows:
- (b) Amount owed to Enterprise Services = Total Master Contract sales invoiced (not including sales tax) x .0150.
- (c) The VMF must be rolled into Contractor's current pricing. The VMF must not be shown as a separate line item on any invoice unless specifically requested and approved by Enterprise Services.
- (d) Enterprise Services will invoice Contractor quarterly based on Master Contract sales reported by Contractor. Contractors are not to remit payment until they receive an invoice from Enterprise Services. Contractor's VMF payment to Enterprise Services must reference this Master Contract number, work request number (if applicable), the year and quarter for which the VMF is being remitted, and the Contractor's name as set forth in this Master Contract, if not already included on the face of the check.
- (e) Failure to accurately report total net sales, to submit a timely usage report, or remit timely payment of the VMF, may be cause for Master Contract suspension or termination or the exercise of other remedies provided by law. Without limiting any other available remedies, the Parties agree that Contractor's failure to remit to Enterprise Services timely payment of the VMF shall obligate Contractor to pay to Enterprise Services, to offset the administrative and transaction costs incurred by the State to identify, process, and collect such sums. The sum of \$200.00 or twenty-five percent (25%) of the outstanding amount, whichever is greater, or the maximum allowed by law, if less.
- (f) Enterprise Services reserves the right, upon thirty (30) days advance written notice, to increase, reduce, or eliminate the VMF for subsequent purchases, and reserves the right to renegotiate Master Contract pricing with Contractor when any subsequent adjustment of the VMF might justify a change in pricing.

8.3. ANNUAL MASTER CONTRACT SALES REPORT. Contractor shall provide to Enterprise Services a detailed annual Master Contract sales report. Such report shall include, at a minimum: Product description, part number or other Product identifier, per unit quantities sold, and Master Contract price. This report must be provided in an electronic format that can be read by MS Excel.

9. RECORDS RETENTION & AUDITS.

9.1. RECORDS RETENTION. Contractor shall maintain books, records, documents, and other evidence pertaining to this Master Contract and orders placed by Purchasers under it to the extent and in

such detail as shall adequately reflect performance and administration of payments and fees. Contractor shall retain such records for a period of six (6) years following expiration or termination of this Master Contract or final payment for any order placed by a Purchaser against this Master Contract, whichever is later; *Provided*, however, that if any litigation, claim, or audit is commenced prior to the expiration of this period, such period shall extend until all such litigation, claims, or audits have been resolved.

- 9.2. **AUDIT.** Enterprise Services reserves the right to audit, or have a designated third party audit, applicable records to ensure that Contractor has properly invoiced Purchasers and that Contractor has paid all applicable contract management fees. Accordingly, Contractor shall permit Enterprise Services, any Purchaser, and any other duly authorized agent of a governmental agency, to audit, inspect, examine, copy and/or transcribe Contractor's books, documents, papers and records directly pertinent to this Master Contract or orders placed by a Purchaser under it for the purpose of making audits, examinations, excerpts, and transcriptions. This right shall survive for a period of six (6) years following expiration or termination of this Master Contract or final payment for any order placed by a Purchaser against this Master Contract, whichever is later; *Provided*, however, that if any litigation, claim, or audit is commenced prior to the expiration of this period, such period shall extend until all such litigation, claims, or audits have been resolved.
- 9.3. **OVERPAYMENT OF PURCHASES OR UNDERPAYMENT OF FEES.** Without limiting any other remedy available to any Purchaser, Contractor shall (a) reimburse Purchasers for any overpayments inconsistent with the terms of this Master Contract or orders, at a rate of 125% of such overpayments, found as a result of the examination of the Contractor's records; and (b) reimburse Enterprise Services for any underpayment of fees, at a rate of 125% of such fees found as a result of the examination of the Contractor's records (e.g., if Contractor underpays the Vendor Management Fee by \$500, Contractor would be required to pay to Enterprise Services $\$500 \times 1.25 = \625).

10. INSURANCE.

- 10.1. **REQUIRED INSURANCE.** During the Term of this Master Contract, Contractor, at its expense, shall maintain in full force and effect the insurance coverages set forth in *Exhibit C – Insurance Requirements*. All costs of insurance, including any payments of deductible amounts, shall be considered incidental to and included in the prices for goods/services and no additional payment shall be made.
- 10.2. **WORKERS COMPENSATION.** Contractor shall comply with applicable workers compensation statutes and regulations (e.g., RCW Title 51, Industrial Insurance). If Contractor fails to provide industrial insurance coverage or fails to pay premiums or penalties on behalf of its employees as may be required by law, Enterprise Services may terminate this Master Contract. This provision does not waive any of the Washington State Department of Labor and Industries (L&I) rights to collect from Contractor. In addition, Contractor waives its immunity under RCW Title 51 to the extent it is required to indemnify, defend, and hold harmless the State of Washington and its agencies, officials, agents, or employees.

11. CLAIMS.

- 11.1. ASSUMPTION OF RISKS; CLAIMS BETWEEN THE PARTIES. Contractor assumes sole responsibility and all risks of personal injury or property damage to itself and its employees and agents in connection with its operations under this Master Contract. Enterprise Services has made no representations regarding any factor affecting Contractor's risks. Contractor shall pay for all damage to any Purchaser's property resulting directly or indirectly from its acts or omissions under this Master Contract, even if not attributable to negligence by Contractor or its agents.
- 11.2. THIRD-PARTY CLAIMS; INDEMNITY. To the fullest extent permitted by law, Contractor shall defend, indemnify, and hold harmless Enterprise Services and any Purchaser and their employees and agents from and against all claims, demands, judgments, assessments, damages, penalties, fines, costs, liabilities or losses including, without limitation, sums paid in settlement of claims, attorneys' fees, consultant fees, and expert fees (collectively "claims") arising from any act or omission of Contractor or its successors, agents, and subcontractors under this Master Contract, except claims caused solely by Enterprise Services or any Purchasers' negligence. Contractor shall take all steps needed to keep Purchaser's property free of liens arising from Contractor's activities, and promptly obtain or bond the release of any such liens that may be filed.

12. DISPUTE RESOLUTION.

- 12.1. The parties shall cooperate to resolve any dispute pertaining to this Master Contract efficiently, as timely as practicable, and at the lowest possible level with authority to resolve such dispute. If, however, a dispute persists and cannot be resolved, it may be escalated within each organization. In such situation, upon notice by either party, each party, within five (5) business days shall reduce its description of the dispute to writing and deliver it to the other party. The receiving party then shall have three (3) business days to review and respond in writing. In the event that the parties cannot then agree on a resolution of the dispute, the parties shall schedule a conference between the respective senior manager of each organization to attempt to resolve the dispute. In the event the parties cannot agree, either party may resort to court to resolve the dispute.

13. SUSPENSION & TERMINATION; REMEDIES.

- 13.1. SUSPENSION & TERMINATION FOR DEFAULT. Enterprise Services may suspend Contractor's operations under this Master Contract immediately by written cure notice of any default. Suspension shall continue until the default is remedied to Enterprise Services' reasonable satisfaction; *Provided*, however, that, if after thirty (30) days from such a suspension notice, Contractor remains in default, Enterprise Services may terminate Contractor's rights under this Master Contract. All of Contractor's obligations to Enterprise Services and Purchasers survive termination of Contractor's rights under this Master Contract, until such obligations have been fulfilled.
- 13.2. DEFAULT. Each of the following events shall constitute default of this Master Contract by Contractor:
- (a) Contractor fails to perform or comply with any of the terms or conditions of this Master Contract including, but not limited to, Contractor's obligation to pay vendor management fees when due;
 - (b) Contractor breaches any representation or warranty provided herein; or

- (c) Contractor enters into proceedings relating to bankruptcy, whether voluntary or involuntary.

13.3. REMEDIES FOR DEFAULT.

- (a) Enterprise Services' rights to suspend and terminate Contractor's rights under this Master Contract are in addition to all other available remedies.
- (b) In the event of termination for default, Enterprise Services may exercise any remedy provided by law including, without limitation, the right to procure for all Purchasers replacement goods. In such event, Contractor shall be liable to Enterprise Services for damages as authorized by law including, but not limited to, any price difference between the Master Contract price and the replacement or cover price as well as any administrative and/or transaction costs directly related to such replacement procurement – e.g., the cost of the competitive procurement.

13.4. LIMITATION ON DAMAGES. Notwithstanding any provision to the contrary, the parties agree that in no event shall any party or Purchaser be liable to the other for exemplary or punitive damages.

13.5. GOVERNMENTAL TERMINATION.

- (a) Termination for Withdrawal of Authority. Enterprise Services may suspend or terminate this Master Contract if, during the term hereof, Enterprise Services' procurement authority is withdrawn, reduced, or limited such that Enterprise Services, in its judgment, would lack authority to enter into this Master Contract; *Provided*, however, that such suspension or termination for withdrawal of authority shall only be effective upon twenty (20) days prior written notice; and *Provided further*, that such suspension or termination for withdrawal of authority shall not relieve any Purchaser from payment for goods already ordered as of the effective date of such notice. Except as stated in this provision, in the event of such suspension or termination for withdrawal of authority, neither Enterprise Services nor any Purchaser shall have any obligation or liability to Contractor.
- (b) Termination for Public Convenience. Enterprise Services, for public convenience, may terminate this Master Contract; *Provided*, however, that such termination for public convenience must, in Enterprise Services' judgment, be in the best interest of the State of Washington; and *Provided further*, that such termination for public convenience shall only be effective upon sixty (60) days prior written notice; and *Provided further*, that such termination for public convenience shall not relieve any Purchaser from payment for goods already ordered as of the effective date of such notice. Except as stated in this provision, in the event of such termination for public convenience, neither Enterprise Services nor any Purchaser shall have any obligation or liability to Contractor.

13.6. TERMINATION PROCEDURE. Regardless of basis, in the event of suspension or termination (in full or in part), the parties shall cooperate to ensure an orderly and efficient suspension or termination. Accordingly, Contractor shall deliver to Purchasers all goods that are complete (or with approval from Enterprise Services, substantially complete) and Purchasers shall inspect, accept, and pay for the same in accordance with this Master Contract and the applicable Purchase Order. Unless directed by Enterprise Services to the contrary, Contractor shall not process any orders after notice of suspension or termination inconsistent therewith.

14. GENERAL PROVISIONS.

- 14.1. TIME IS OF THE ESSENCE. Time is of the essence for each and every provision of this Master Contract.
- 14.2. COMPLIANCE WITH LAW. Contractor shall comply with all applicable law.
- 14.3. INTEGRATED AGREEMENT. This Master Contract constitutes the entire agreement and understanding of the parties with respect to the subject matter and supersedes all prior negotiations, representations, and understandings between them. There are no representations or understandings of any kind not set forth herein.
- 14.4. AMENDMENT OR MODIFICATION. Except as set forth herein, this Master Contract may not be amended or modified except in writing and signed by a duly authorized representative of each party.
- 14.5. AUTHORITY. Each party to this Master Contract, and each individual signing on behalf of each party, hereby represents and warrants to the other that it has full power and authority to enter into this Master Contract and that its execution, delivery, and performance of this Master Contract has been fully authorized and approved, and that no further approvals or consents are required to bind such party.
- 14.6. NO AGENCY. The parties agree that no agency, partnership, or joint venture of any kind shall be or is intended to be created by or under this Master Contract. Neither party is an agent of the other party nor authorized to obligate it.
- 14.7. ASSIGNMENTS. Contractor may not assign its rights under this Master Contract without Enterprise Services' prior written consent and Enterprise Services may consider any attempted assignment without such consent to be void; *Provided*, however, that, if Contractor provides written notice to Enterprise Services within thirty (30) days, Contractor may assign its rights under this Master Contract in full to any parent, subsidiary, or affiliate of Contractor that controls or is controlled by or under common control with Contractor, is merged or consolidated with Contractor, or purchases a majority or controlling interest in the ownership or assets of Contractor. Unless otherwise agreed, Contractor guarantees prompt performance of all obligations under this Master Contract notwithstanding any prior assignment of its rights.
- 14.8. BINDING EFFECT; SUCCESSORS & ASSIGNS. This Master Contract shall be binding upon and shall inure to the benefit of the parties hereto and their respective successors and assigns.
- 14.9. PUBLIC INFORMATION. This Master Contract and all related documents are subject to public disclosure as required by Washington's Public Records Act, RCW chapter 42.56.
- 14.10. ASSIGNMENT OF ANTITRUST RIGHTS REGARDING PURCHASED GOODS. Contractor irrevocably assigns to Enterprise Services, on behalf of the State of Washington, any claim for relief or cause of action which the Contractor now has or which may accrue to the Contractor in the future by reason of any violation of state or federal antitrust laws in connection with any goods provided in Washington for the purpose of carrying out the Contractor's obligations under this Master Contract, including, at Enterprise Services' option, the right to control any such litigation on such claim for relief or cause of action.
- 14.11. FEDERAL FUNDS. To the extent that any Purchaser uses federal funds to purchase goods pursuant to this Master Contract, such Purchaser shall specify, with its order, any applicable requirement or certification that must be satisfied by Contractor at the time the order is placed or upon delivery.

- 14.12. SEVERABILITY. If any provision of this Master Contract is held to be invalid or unenforceable, such provision shall not affect or invalidate the remainder of this Master Contract, and to this end the provisions of this Master Contract are declared to be severable. If such invalidity becomes known or apparent to the parties, the parties agree to negotiate promptly in good faith in an attempt to amend such provision as nearly as possible to be consistent with the intent of this Master Contract.
- 14.13. WAIVER. Failure of either party to insist upon the strict performance of any of the terms and conditions hereof, or failure to exercise any rights or remedies provided herein or by law, or to notify the other party in the event of breach, shall not release the other party of any of its obligations under this Master Contract, nor shall any purported oral modification or rescission of this Master Contract by either party operate as a waiver of any of the terms hereof. No waiver by either party of any breach, default, or violation of any term, warranty, representation, contract, covenant, right, condition, or provision hereof shall constitute waiver of any subsequent breach, default, or violation of the same or other term, warranty, representation, contract, covenant, right, condition, or provision.
- 14.14. SURVIVAL. All representations, warranties, covenants, agreements, and indemnities set forth in or otherwise made pursuant to this Master Contract shall survive and remain in effect following the expiration or termination of this Master Contract, *Provided*, however, that nothing herein is intended to extend the survival beyond any applicable statute of limitations periods.
- 14.15. GOVERNING LAW. The validity, construction, performance, and enforcement of this Master Contract shall be governed by and construed in accordance with the laws of the State of Washington, without regard to its choice of law rules.
- 14.16. JURISDICTION & VENUE. In the event that any action is brought to enforce any provision of this Master Contract, the parties agree to exclusive jurisdiction in Thurston County Superior Court for the State of Washington and agree that in any such action venue shall lie exclusively at Olympia, Washington.
- 14.17. ATTORNEYS' FEES. Should any legal action or proceeding be commenced by either party in order to enforce this Master Contract or any provision hereof, or in connection with any alleged dispute, breach, default, or misrepresentation in connection with any provision herein contained, the prevailing party shall be entitled to recover reasonable attorneys' fees and costs incurred in connection with such action or proceeding, including costs of pursuing or defending any legal action, including, without limitation, any appeal, discovery, or negotiation and preparation of settlement arrangements, in addition to such other relief as may be granted.
- 14.18. FAIR CONSTRUCTION & INTERPRETATION. The provisions of this Master Contract shall be construed as a whole according to their common meaning and not strictly for or against any party and consistent with the provisions contained herein in order to achieve the objectives and purposes of this Master Contract. Each party hereto and its counsel has reviewed and revised this Master Contract and agrees that the normal rules of construction to the effect that any ambiguities are to be resolved against the drafting party shall not be construed in the interpretation of this Master Contract. Each term and provision of this Master Contract to be performed by either party shall be construed to be both a covenant and a condition.
- 14.19. FURTHER ASSURANCES. In addition to the actions specifically mentioned in this Master Contract, the parties shall each do whatever may reasonably be necessary to accomplish the transactions contemplated in this Master Contract including, without limitation, executing any additional

documents reasonably necessary to effectuate the provisions and purposes of this Master Contract.

- 14.20. EXHIBITS. All exhibits referred to herein are deemed to be incorporated in this Master Contract in their entirety.
- 14.21. CAPTIONS & HEADINGS. The captions and headings in this Master Contract are for convenience only and are not intended to, and shall not be construed to, limit, enlarge, or affect the scope or intent of this Master Contract nor the meaning of any provisions hereof.
- 14.22. ELECTRONIC SIGNATURES. A signed copy of this Master Contract or any other ancillary agreement transmitted by facsimile, email, or other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original executed copy of this Master Contract or such other ancillary agreement for all purposes.
- 14.23. COUNTERPARTS. This Master Contract may be executed in any number of counterparts, each of which shall be deemed an original and all of which counterparts together shall constitute the same instrument which may be sufficiently evidenced by one counterpart. Execution of this Master Contract at different times and places by the parties shall not affect the validity thereof so long as all the parties hereto execute a counterpart of this Master Contract.

EXECUTED as of the date and year first above written.

STATE OF WASHINGTON
Department of Enterprise Services

By: 
Corinna Cooper
Its: Enterprise Procurement Manager

GORDON PRODUCTS, INC.,
a Washington corporation

By: 
Lowell Gordon
Its: President

Included Goods

Writing Implements	Roller ball pens, gel-pens, pencils, permanent markers, and dry erase markers.
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Prices for Goods

Attached below.

Discount on non-listed items in category: Writing Implements 36% Off MSRP

Item Description	MFG ID	Unit	Bid Price	Product Alternative
MARKER, PERM,FINE,SHARPIE,BLK	13601	DZ	\$ 3.00	MARKER,PERMNT FINE,BK
PEN,GEL,LIQUID,RT,DZ,BLU	BLN77-C	DZ	\$ 4.90	PEN,GEL,RETRCT,0.7MM,BE
PEN,GEL,LIQUID,RT,DZ,BLK	BLN77-A	DZ	\$ 6.16	PEN,GEL,RETRCT,0.7MM,BK
TAPE,CORRECTION,OD,12PK	RTP-002191	PK	\$ 5.57	TAPE,CORRCTN,SIDEWIND-6PK
PENCIL,LEAD,TICONDEROGA,SOFT	13882	DZ	\$ 0.75	PENCIL,#2,UNIVERSAL
PEN,RETRACT,G-2,BK,FN	31020	DZ	\$ 3.30	PEN,GEL,CLR BARL,0.7MM.BK
HIGHLIGHTER,PKT,ACCENT,FLYL,DZ	27025	DZ	\$ 2.46	HILIGHTER,POCKET,FLYL
PEN,BALL,XFINE,PRECISE,PV5,BLK	35334	DZ	\$ 12.57	
PEN,RETRACT,G-2,FN,BLU	31021	DZ	\$ 3.37	PEN,GEL,CLR BARL,0.7MM.BE
PEN,RET,BP,1.0MM,12PK,BLU	AH505-12-BL	DZ	\$ 3.04	PEN,COMFRT,GRP,RET,MED,BE
MRKR,EXPO,LOW OD,CHSL,ASTD,16P	81045	PK	\$ 15.04	
PEN,RT,GEL,G2,1.0MM,DZ,BLK	31256	DZ	\$ 1.82	PEN,BALLPT,1.0MM,BK
PEN,RT,SFT GRP,MED,BLK,12PK	AH534-12-B	DZ	\$ 5.43	PEN,BP,RET,1.0MM,BK
PEN,GEL,ROLLER,0.7MM,12PK,BLK	AH806-12-B-0.7MM	DZ	\$ 3.30	PEN,GEL,CLR BARL,0.7MM.BK
PEN,RET,BP,1.0MM,12PK,BLK	RTP-030040	DZ	\$ 3.06	
TAPE,CORRECTION,MONO RETRO,4PK	68679	PK	\$ 9.34	TAPE,MONO,RNBW,DSPSR,6/BX
PENCIL,GOLF,SHRPND,144PK,YLW	14998	PK	\$ 3.35	PENCIL,GOLF AND PEW
PEN,PROFILE,PM,BOLD,DZ,BLK	89465	DZ	\$ 1.82	PEN,BALLPT,1.0MM,BK
PEN,ENERGEL,0.7MM,DZ,BLU	BL77-C	DZ	\$ 4.90	PEN,GEL,RETRCT,0.7MM,BE
PEN,RT,GEL,G2,1.0MM,DZ,BLU	31257	DZ	\$ 1.82	PEN,BALLPT,1.0MM,BE
TAPE,CORRECTION,MONO	68620	EA	\$ 1.55	TAPE,CORRCTN,SIDEWIND-2PK
MARKER,EXPO,LOWODR,ASTD,12PK	86603	PK	\$ 6.35	MARKER,DRY ER,F,8/ST,AST
PEN,RT,SOFT GRIP,12PK,BLU	AH534-12-BL	DZ	\$ 3.38	PEN,BPT,RET,Z-GRIP,1MM,BE
ERASER,MED,PINK PEARL,24BX	70520	BX	\$ 7.67	
PEN,RETRACTABLE,SOFTFEEL,BLK	SCSM11-BLK	DZ	\$ 5.05	
MARKER,PERM,SHARPI,FN,12PK,BLK	32701	DZ	\$ 7.38	MARKER,RETRACT,PERM,BK
TAPE,CORRECTION,MONO,2PK,WHT	68627	PK	\$ 2.28	TAPE,CORRCTN,SIDEWIND-2PK
HIGHLIGHTER,BRITE LINER,YLW,DZ	BL11YEL	DZ	\$ 2.46	HILIGHTER,POCKET,FLYL
PEN,STIC,CRYSTAL,BIC,12PK,BLK	MS11BLK	DZ	\$ 0.89	PEN,BALLPT,ECONOMY,MED,BK
PEN,RETRACTABLE, BOLD,BLU	VLGB11-BLU	DZ	\$ 5.70	
PEN,EASYTOUCH,RTRCBL,MED,BLU	32221	DZ	\$ 1.82	PEN,BALLPT,1.0MM,BE
MARKER,SHARPIE,FINE,DZ,RED	30002	DZ	\$ 3.00	MARKER,PERMNT FINE,RD
PEN,ENERGEL,0.7MM,DZ,RED,RTX M	BL77-B	DZ	\$ 6.73	PEN,GEL,RETRCT,0.7MM,RD
HIGHLIGHTER,PKT ACC,DZ,PINK	27009	DZ	\$ 2.60	HILIGHTER,POCKET,FPK
PEN,BALLPOINT,FINE,BLK	BK90PCA-D12	DZ	\$ 6.42	
MARKER, 2,CHISEL PT,8CLR,EXPO	80078	ST	\$ 1.88	MARKER,DRY,ERASE,CHSL,4ST
PEN,MED,RTRCBL,EASYTOUCH,BK	32220	DZ	\$ 1.82	PEN,BALLPT,1.0MM,BK
PEN,GEL,ROLLER,0.7MM,12PK,BLU	AH806-12-BL-0.7MM	DZ	\$ 3.37	PEN,GEL,CLR BARL,0.7MM.BE
HIGHLIGHTER,POCKET,ACCENT,FLGN	27026	DZ	\$ 2.63	UNV08852 HILIGHTER,POCKET,FLGN
PENCIL,WD CASE, YLW,144CT	14412	PK	\$ 9.01	UNV55144 PENCIL,#2 BLK LEAD,144/PK
PEN,RETRACT,G-2,FINE,RED	31022	DZ	\$ 3.11	UNV39914 PEN,GEL,CLR BARL,0.7MM.RD
PEN,EASYTOUCH,RTRCBL,FINE,BLK	32210	DZ	\$ 1.82	UNV15530 PEN,BALLPT,1.0MM,BK
PEN,GEL,PM,BOLD,1.0MM,DZ,BLK	1753365	DZ	\$ 4.04	UNV15540 PEN,ADVINK,BK
PEN,Z-GRIP,BP,RTRCT,MED,DZ,BLK	22210D	DZ	\$ 1.82	UNV15530 PEN,BALLPT,1.0MM,BK
PEN,RT,GEL,SFT GRP,12PK,BLK	AH834-12-B	DZ	\$ 3.30	
MARKER,SHARPIE,FINE,DZ,BLU	30003	DZ	\$ 2.47	UNV07073 MARKER,PERMANENT,FINE,BE

Item Description	MFG ID	Unit	Bid Price	Product Alternative
MARKER,CARTER'S,CHISEL,LRG,BLK	27178	DZ	\$ 2.63	
PENS,MED.PT,RSVP,12PK,BLU	BK91PC12C	DZ	\$ 5.49	PIL32011 PEN,BPT,EASY TOUCH,MED,BE
HIGHLIGHTER,POCKET ACCENT,TUR	27010	DZ	\$ 2.63	UNV08854 HILIGHTER,POCKET,FLBE
MARKER,FELT,PERM,KING SIZE,DZ	15001	DZ	\$ 3.48	UNV07051 MARKER,PERM,CHSL,RG,BK
PEN,GEL,PM,BOLD,1.0MM,DZ,BLU	1753366	DZ	\$ 4.04	UNV15541 PEN,ADVINK,BE
MARKER,DRY ERASE,REG,4PK	AVE24409	PK	\$ 1.88	UNV43650 MARKER,DRY,ERASE,CHSL,4ST
PEN,BALLPOINT,FINE,RSVP,BLU	BK90C-D12	DZ	\$ 5.49	PIL32002 PEN,BPT,EASY TOUCH,FNE,BE
PEN,ROUNDSTIC,BIC,MED,BLU	GSM11BLU	DZ	\$ 0.89	UNV27411 PEN,BALLPT,ECONOMY,MED,BE
PEN,RT,GEL,S.G,FINE,12PK,BLU	AH834-12-BL	DZ	\$ 8.11	ZEB42620 PEN,GEL,RET,0.7MM,BE
PEN,Z-GRIP,RT,BP,MED,DZ,BLU	22220D	DZ	\$ 1.82	UNV15531 PEN,BALLPT,1.0MM,BE
PEN,GRIP/ROUND STIC,DZ,BLK	GSMG11BK	DZ	\$ 1.68	
PEN,CLIC,STIC,BIC,BLK	CSM11BLK	DZ	\$ 1.82	UNV15530 ,BALLPT,1.0MM,BK
PEN,BP,RTRCTBLE,GRIP,12PK,BLK	27001	DZ	\$ 1.82	UNV15530 PEN,BALLPT,1.0MM,BK
SHARPENER,PENCIL,ELEC,BLK	1818	EA	\$ 18.65	EPI1818LMR SHARPENER,PENCIL,ELEC,BK
MARKERS,DRY ERASE,12PK,BLK	W-3113BK12	DZ	\$ 4.45	
PENS,MED.PT,RSVP,12PK,BLK	BK91PC12A	DZ	\$ 3.57	PAP1951342 PEN,300 MED,BK
HIGHLIGHTER,ACCENT,12PK,YLW	28025	DZ	\$ 2.46	UNV08851 HILIGHTER,POCKET,FLYL
PEN,BALL,XFINE,PRECISE,PV5,BLU	35335	DZ	\$ 12.57	
SHARPIE,METALLIC	39100	DZ	\$ 12.70	
HIGHLIGHTRE,POCKET ACCENT,FLOR	27006	DZ	\$ 2.63	UNV08853 HILIGHTER,POCKET,FLOR
PEN,BP STCK,CRYST,MED,48PK,BLK	1302	PK	\$ 4.56	UNV15613 PEN,BALLPT,MED,60/PK,BK
MARKER,SHARPIE,FINE,DZ,BLK	30001	DZ	\$ 3.00	UNV07071 MARKER,PERMNT FINE,BK
PEN,.7MM,12PK,BLK	14005	DZ	\$ 11.10	PIL30000 PEN,RETR,BALLPT,FNE,BK
MARKERS,DRY ERASE,12PK,ASTD	W-311312/4	DZ	\$ 1.88	UNV43650 MARKER,DRY,ERASE,CHSL,4ST
PEN,ROUNDSTIC,BIC,12PK,BLK	GSF11BLK	DZ	\$ 0.89	UNV27420 PEN,BALLPT,ECONOMY,FNE,BK
MARKER,CHISEL TIP,JUMBO,BLK	24148	EA	\$ 18.91	AVE24148 MARKER,MRKSAL,JMB,CHSL,BK
MARKER,SHARPIE,U-FINE,BLU	37003	DZ	\$ 2.47	UNV07073 MARKER,PERMANENT,FINE,BE
PEN,EASYTOUCH,RTRCBL,FINE,BLU	32211	DZ	\$ 1.82	UNV15531 PEN,BALLPT,1.0MM,BE
HIGHLIGHTER,BRITELINER,GRN	BL11-GRN	DZ	\$ 2.63	UNV08852 HILIGHTER,POCKET,FLGN
PEN,ROLLER,GELINK,G-2,X-FINE	31003	DZ	\$ 12.17	
PEN,SOFTFEEL,BALLPOINT,DZ,BLU	SCSM11-BLU	DZ	\$ 4.04	UNV15541 PEN,ADVINK,BE
MARKR,DRYERS,FN,8PK,ASTD, EXPO	86601	PK	\$ 1.29	UNV43670 MARKER,DRY ERASE,4ST,AST
PENCIL,MECH,.7MM,SHARP,BLU	P207C	EA	\$ 3.02	
CLEANER,BOARD,DRY ERASE,8 OZ	81803	EA	\$ 1.75	UNV43661 CLEANER,WHITEBD,SPRAY 8OZ
TOWLETTES, MARKERBOARD, EXPO2,	81850	EA	\$ 2.66	UNV43660 WIPES,WTEBD WET CLNR,5OCT
PEN,BALL,FINE,PRECISE,PV7,BLU	35349	DZ	\$ 12.57	
MARKER,SHARPIE,UFN,24/CD,ASTDD	1927351	PK	\$ 16.06	
FILM,CORRECTION,LINER,EXACT,1PK	WOELP11-M-WHI	EA	\$ 1.80	
PEN,UNI-BALL,VISION,MAJESTIC,P	60382	DZ	\$ 14.83	
PENCIL,MECHANICAL,12PK,CLR	AH911-12-0.7MM	DZ	\$ 8.35	BICMV511BK PENCIL,VELOCITY 0.5MM,BK
KIT,EXPO 2 DRY ERASE	80054	EA	\$ 16.86	
HIGHLIGHTER,12PK,YLW	HY1066-YL	DZ	\$ 3.18	
HIGHLIGHTER,BRITELINER,PINK	BL11-PINK	DZ	\$ 2.60	UNV08855 HILIGHTER,POCKET,FPK
PEN,RETRACTABLE,.7MM,12PK,BLU	14007	DZ	\$ 11.10	PIL30001 PEN,RETR,BALLPT,FNE,BE
SHARPENER,PNCL,ELEC,HD,BK	EPS8HD-BLK	EA	\$ 17.74	
MARKER,PERM,DESK,12PK,BLK	PY106603	DZ	\$ 3.48	
PEN,BP,RTRCTBLE,GRIP,DZ,BLU	27002	DZ	\$ 3.04	
PEN,BALL PT,FINE,STICK,BLU	33611	BX	\$ 0.89	UNV27421 PEN,BALLPT,ECONOMY,FNE,BE
MARKERS,FLIP CHART,8PK,ASTD	PY2464-FC-8MIX	PK	\$ 5.72	SAN22478 MARKER,FLIP CHART,8/ST

Item Description	MFG ID	Unit	Bid Price	Product Alternative
HIGHLIGHTER,12PK,ASTD	HY1066-OG	DZ	\$ 1.99	UNV08860 HILIGHTER,DESK,5/ST
SHARPIE ULTRA-FINE ASTD 5PK	37675	PK	\$ 3.53	
HIGHLIGHTERS,LIQUID,12PK,ASTD	AH601-12-ASST	DZ	\$ 1.16	UNV08850 HILIGHTER,PKT,5/ST,FL
ERASER,DRY,EXPO,REFILLABLE	8473	EA	\$ 4.11	
KIT,MARKER,DRY-ERASE,EXPO 2	80675	EA	\$ 6.30	
PENCIL,WOODEN,YLW,72PK	2016-V01	PK	\$ 5.65	UNV55402 PENCIL,SHARPENED,72/PK,YL
PEN,STICK,CRYST,MED,48PK,BLU	1310	PK	\$ 4.56	UNV15614 PEN,BALLPT,MED,60/PK,BE
HL,SHARPIE ACC,RT,ASDT,8PK	28101	PK	\$ 1.46	BICBLMGP41ASST HILIGHTER,BRITE,4/ST,AST
MARKERS,PRMNT,FN,RCYL,12PK,BLK	P-2111BBK12	DZ	\$ 3.00	
PEN,POROUS,MED PT,DZ,ASTD	RY3150MDAS	DZ	\$ 11.50	PAP74423 PEN,FLAIR 12 COLOR ST,AST
MARKER,DE,EXPO,CLCK,FN,6PK,AST	1751667	PK	\$ 1.29	UNV43670 MARKER,DRY ERASE,4ST,AST
MARKER,PERM,UFINE,SHARP,DZ,RED	37002	DZ	\$ 3.00	UNV07072 MARKER,PERMNT FINE,RD
MARKER,PERM,3000,CHISEL PT,BLK	64291	DZ	\$ 8.47	SAN38201 MARKER,SHARPIE,CHSL,BK
PEN,Z-GRIP,BP,RTRCT,MED,DZ,RED	22230D	DZ	\$ 2.02	UNV15532 PEN,BALLPT,1.0MM,RD
PENCILS,MECHANICAL,0.7M, DZ	MP11	DZ	\$ 1.47	UNV22010 PENCIL,MECH 0.7MM SMK
CLEANER,DE BOARD,EXPO,22OZ	1752229	EA	\$ 1.75	UNV43661 CLEANER,WHITEBD,SPRAY 8OZ
PEN,MED,RTRCBL,EASYTOUCH,RD	32222	DZ	\$ 2.02	UNV15532 PEN,BALLPT,1.0MM,RD
HIGHLIGHTER,BRITELINER,BLU	BL11-BLU	DZ	\$ 2.63	UNV08854 HILIGHTER,POCKET,FLBE
PEN,RT,FLIGHT,BK,DZ	21910	DZ	\$ 4.04	UNV15540 PEN,ADVINK,BK
MARKER,SHARPIE,TWIN TIP,BLK	32001EA	EA	\$ 14.96	SAN32001 MARKER,SHARPIE,TWN TP,BK
PENCIL,.7MM,TWIST-ERASE,BLK	QE517A	EA	\$ 2.54	
LEAD,MECH PCL,.7MM,HARD,TUBE	50-HB	TB	\$ 0.55	
MARKERS,DRY ERS,RCYL,12PK,BLU	W-3113BL12	DZ	\$ 4.14	
PEN,GRIP/ROUND STIC,DZ,BLU	GSMG11BE	DZ	\$ 1.68	
MRKR,EXPO2,DE,CHSL PT,4PK,ASTD	80653	PK	\$ 6.35	
MARKER,CHISEL,SHARPIE,BLK	38201	DZ	\$ 3.48	UNV07051 MARKER,PERM,CHSL,RG,BK
PEN,BALLPOINT,STAY-PUT,BLK	BF-S-1	EA	\$ 1.82	ICX94190038 PEN,BPT,SECURITY,BK
PEN,RT,UNI-BALL 207,0.7,DZ,PUR	70221	DZ	\$ 11.26	
PEN,GEL,MED,FORAY,12PK,BLK	GLPN12BLK	DZ	\$ 2.78	
LEAD,HB,0.7MM,BLK,12PK	BF07HB12	PK	\$ 3.27	PENC27BPHB3K6 LEAD,.7MM,90/TB,3TB/PK
FLUID,CORR,BOND,WHT,3PK	56431	PK	\$ 3.13	
MARKER,EXPO 2,RED	80002EA	EA	\$ 11.65	MARKER,EXPO 2,CHISEL,RD
ERASER,DRY,MAGNETIC,OD	WD-16000102	EA	\$ 3.74	QRTBFEB2 ERASER,MAGNETIC,2N1,BK
PEN,BP,STCK,GRP,MD,24PK,BLK	1307	PK	\$ 2.90	UNV27425 PEN,STICK,BALLPT,24/PK,BK
PEN,UNIBALL,VIS,ELITE,DZ,BLK	61231	DZ	\$ 1.61	UBC61231 PEN,RBALL,VSNELT,BOLD,BK
MARKER,SHARPIE,FINE,DZ,GRN	30004	DZ	\$ 8.20	
MARKER,SHARPIE,UF,12PK,ASTD	37175	PK	\$ 8.11	
PEN,G2,FINE,8PK,ASTD POUCH	31128	PK	\$ 6.16	UNV39720 PEN,GEL,RETRCT,0.7MM,BK
PEN,SOFT GRIP,MED,BLU,12PK	AH519-12-BL	DZ	\$ 2.50	ZEB23620 PEN,1.0MM,STICK,DOZEN,BE
MARKERS,DRY ERS,RCYCL,12PK,GRN	W-3113GR12	DZ	\$ 4.14	
HIGHLIGHTERS,LIQUID,12PK,YLW	AH601-12-Y	DZ	\$ 2.46	UNV08851 HILIGHTER,POCKET,FLYL
ERASER,CAP,RED,12PK	RW206503	PK	\$ 4.23	PAP73015 ERASER,PENCIL CAP,RED
PEN,RT,BP,PAPERMATE,DZ,PURP	35830	DZ	\$ 7.81	
PEN,BLPT,RSVP,MED,VT	BK91-V	DZ	\$ 6.42	
MARKER,SHARPIE,FINE,8PK,ASTD	30078	PK	\$ 5.42	
MARKER,DRY-ERASE,PEN,4PK,ASTD	BY2462-4MIX	PK	\$ 1.29	UNV43670 MARKER,DRY ERASE,4ST,AST
PEN,DR GRIP,MED,PT,BDGM,BLU	36101	EA	\$ 4.04	UNV15541 PEN,ADVINK,BE
ERASER,CLIC,PENTEL,4PACK	ZE21BPZ4-D24	PK	\$ 3.33	PENZE21BP3K6 ERASER,CLIC,STICK,AST,3PK
PEN,GEL,STK,MED,FORAY,12PK,BLU	GLPN12BLU	DZ	\$ 2.78	

Item Description	MFG ID	Unit	Bid Price	Product Alternative
PEN,RT,FLIGHT,BL,DZ	ZEB21920	DZ	\$ 4.04	UNV15541 PEN,ADVINK,BE
PEN,ROUNDSTIC,BIC,MED,RED	GSM11RED	DZ	\$ 0.89	UNV27412 PEN,BALLPT,ECONOMY,MED,RD
PEN,GRIP,WB,FINE,DZ,BLK	88082	DZ	\$ 1.82	
PEN,BALLPOINT,STICK,DZ,BLK	1301	DZ	\$ 0.89	
PEN,GEL,ROLLER,0.5MM,12PK,BLK	AH806-12-B-0.5MM	DZ	\$ 9.40	ZEB46710 PEN,RBALL,RT,SARASA,FN,BK
MRKR,WHTBRD,AST,BG,5PK	43917	PK	\$ 4.55	
REFILL,GEL,RT,FN,2PK,BLU	77241	PK	\$ 1.22	
PENCIL,MECH,TWST ERS,.7MM,BLK	QE417A	EA	\$ 11.43	PENQE417A PENCIL,AUTOMATIC,0.7MM,BK
PEN,PV5,ASTD,7PK	26015	PK	\$ 7.49	
PEN,CORRECTION,FINE PT,WHT	ZL31-W	EA	\$ 2.07	
PEN,RSVP,MED PT,12PK,RED	BK91-B	DZ	\$ 6.42	
PEN,DR GRIP,MED,PT,BDGM,BLK	36100	EA	\$ 4.04	UNV15540 PEN,ADVINK,BK
PENCIL,.5MM,TWIST-ERASE,BLK	QE515A	EA	\$ 2.54	
PEN SET,VIS-A-VIS,FINE,8-COLOR	16078	PK	\$ 7.65	
ERASER,CAP,ASTD CLRS,72PK	RW206426	PK	\$ 4.23	PAP73015 ERASER,PENCIL CAP,RED
MARKER,DRY ERASE,12PK,BLK	DE-12PKBLK	DZ	\$ 2.33	UNV43671 MARKER,DRY ERSE,FP,BK
MARKER,ACCENTBRITE,YLW	SAN27005	DZ	\$ 2.46	UNV08851 HIGHLIGHTER,POCKET,FLYL
PEN,POROUS,MED PT,DZ,BLK	RY3150MDBK	DZ	\$ 3.22	UNV50502 PEN,POROUS LIQD.RBALL,BK
MARKER,SHARPIE,4PK,SILVER	39109	PK	\$ 4.41	
PENCIL, WOODCASE, NO.2 DZ/BX	14402	DZ	\$ 0.75	UNV55400 PENCIL,#2,UNIVERSAL
MARKER,SHARPIE,ASTD,5PK	30653	PK	\$ 2.81	SAN30174PP MARKER,SHARPIE,F,4/ST,SET
PEN,BP,RTRCT,1.0MM,12PK,RED	AH534-12-R	PK	\$ 2.02	UNV15532 PEN,BALLPT,1.0MM,RD
PEN,LIQUID,EXPRESSO,BLK	31001BH	DZ	\$ 16.67	
PEN,BP,RT,.5MM,12PK,BLU	AH534-BK	DZ	\$ 3.57	PAP1951359 PEN,INKJOY,300RT,.7MM,BE
LEAD,.9MM,FINE,BLK,15/TB	PEN509HB	TB	\$ 0.55	
PEN,FLAIR,W/POINTGUARD,PURP	8450152	DZ	\$ 3.22	UNV50502 PEN,POROUS LIQD.RBALL,BK
PEN,POROUS,MED PT,DZ,BLU	RY3150MDBL	DZ	\$ 3.22	UNV50501 PEN,POROUS LIQD.RBALL,BE
ERASERS,SM,36/BX,PINK	RW139720	BX	\$ 7.67	PAP70520 ERASER,PENCIL,MED,PK PERL
PEN,BALLPT,WOW,MED	BK440-A	DZ	\$ 1.82	UNV15530 PEN,BALLPT,1.0MM,BK
PENCIL,GRIP,MECH,0.7MM,12PK	RTP-031329	PK	\$ 1.47	UNV22003 PENCIL,MECH,7MM,10/PK,AST
SHARPENER,BLADE,CORDLESS	027020	EA	\$ 11.41	ACM15570 iPoint Ball Battery Sharpener, Battery-Powered, 3" x 3" x 3.25", Red/Black
PEN,BP,RTRCT,.5MM,12PK,BLK	AH534-BL	DZ	\$ 3.57	PAP1951360 PEN,INKJOY,BALLPT,.7MM,BK
SHARPENER,PENCIL,MODEL,KS	1031	EA	\$ 11.02	BOSMPS1BLK SHARPENER,MNUAL,PENCIL,BK
MARKER,PERM,UFINE,SHARP,DZ,BLK	37001	DZ	\$ 3.00	UNV07071 MARKER,PERMNT FINE,BK
REFILL,ENRGL,NDL,.7MM,BE	PENLRN7C	EA	\$ 0.62	
PENCIL,MECH,0.5MM,12PK,ASTD	AH911-12-0.5MM	DZ	\$ 4.49	BICMPLMFP241 PENCIL,MECH,0.5MM,24/PK
REFILL,PEN,G-2,FN,2PK,BLK	77240	PK	\$ 1.22	
PEN,B2P,BLPT,RCYLD,MED,DZ,BLU	34801	DZ	\$ 7.23	PIL32801 PEN,B2P,BG,BALLPT,MED,BE
PEN,BALLPT,WOW,MED	BK440B	DZ	\$ 2.02	UNV15532 PEN,BALLPT,1.0MM,RD
PENCIL,AUTO, 0.7MM, BLU	PD257C	EA	\$ 2.54	PENQE515C PENCIL,TWST-ERS 3,.5MM,BE
PENCILS,12 BOX,WOODCASE,OD	20396	BX	\$ 0.75	UNV55400 PENCIL,#2,UNIVERSAL
PEN,BALL,XFINE,PRECISE,PV5,RED	35336	DZ	\$ 12.57	
CLEANING CLOTH,MICROFIBER,EXPO	1752313	EA	\$ 3.61	
PEN,SOFT GRIP,MED,BLK,12PK	RTP-036094	DZ	\$ 2.50	ZEB23610 PEN,1.0MM,DOZEN,BK
REFILL,PEN,STAY-PUT,BLK	BF-S-3	EA	\$ 1.05	
PENCIL,MECH,TWIST,BK,ERA	PENQE519A	EA	\$ 2.54	
PEN,RB,M,PNTL,DZ,BLU	PENR100C	DZ	\$ 7.17	
MARKER,PERM,FELT,MAGNUM 44,BLK	44001EA	EA	\$ 2.47	
KIT,STRTR,PENCIL,MECH,5PC,.7MM	56047PP/1964045	EA	\$ 3.96	

Item Description	MFG ID	Unit	Bid Price	Product Alternative
PEN,RB,M,PNTL,DZ,BLK	R100PC12A	DZ	\$ 7.31	
TAPE,CORRECTION,BIC,1PK	WOTAPP11	EA	\$ 1.52	
PENCIL,PRESHARPENED, #2,DZ	12886	DZ	\$ 0.75	UNV55400 PENCIL,#2,UNIVERSAL
PEN,BP,STCK,GRP,MD,24PK,BLU	1316	PK	\$ 0.89	UNV27411 PEN,BALLPT,ECONOMY,MED,BE
ERASER,DRY,EXPO,REFILL	SAN9287KF	EA	\$ 1.81	
PENCIL,MECH,.5MM,SHARP,BLK	P205A	EA	\$ 3.02	
REFILL,BG,VBOARD,MSTR,BK	PIL43922	EA	\$ 0.47	
PENCIL,MECH,Z-GRIP,.7MM,DZ,BLK	52410D	DZ	\$ 3.38	
MARKER,DE,FINE,QRT,4PK,ASTD	QRT500110M	ST	\$ 1.29	UNV43670 MARKER,DRY ERASE,4ST,AST
PEN,BP,.7MM,SS,BLK,BLK,2PK	27112	PK	\$ 2.56	
ERASERS,LRG,DZ,PINK	RW139736	DZ	\$ 4.90	PAP70521 ERASER,PENCIL,LRG,PK PERL
ERASER,REFILL,F/QE405,QE500,3P	E10BP-D2	PK	\$ 0.90	
HIGHLIGHTER,ACCENT,RT,5PK,ASTD	28175	PK	\$ 1.16	UNV08850 HILIGHTER,PKT,5/ST,FL
HIGHLIGHTER,PEN,12PK,YLW	H-2111BYE12	DZ	\$ 2.46	
ORGANIZER,EXPO 2	80556	ST	\$ 7.31	
REFILL,BG,VBOARD,MSTR,BE	PIL43923	EA	\$ 0.47	
PEN,BP,RETRACTABLE,8PK,ASTD	22003	PK	\$ 1.47	UNV22003 PENCIL,MECH,7MM,10/PK,AST
MARKER,PERM,DESK,OD,12PK,RED	OD-PM-12RED	DZ	\$ 3.20	UNV07053 MARKER,PERM,CHSL,RG,BE
SHARPENER,PENCIL,MNL,2 HL,ASTD	060220	EA	\$ 2.07	ACM15993 SHARPENER,24PK,MANUALPNCL
PEN,STIC,BIC,MED,12PK,RED	MS11-RED	DZ	\$ 0.89	UNV27412 PEN,BALLPT,ECONOMY,MED,RD
MARKER,DE,CHISEL,QRT,DZ,ASTD	5001-20M	PK	\$ 13.31	
PEN,WEDGY,SCABBARD STYLE,BLU	BF-S-7	EA	\$ 3.65	MMF28608 PEN,WEDGY F/PHONE,BK/CDD
PEN,BALL,POINT,FINE,RED	BK90-B	DZ	\$ 6.42	
PEN,GEL,RET,FINE,12PK,BLU	15002	DZ	\$ 4.90	UNV39721 PEN,GEL,RETRCT,0.7MM,BE
PEN,OHP,FN,VIS-A-VIS,DZ,BLK	16001	DZ	\$ 11.39	
HIGHLIGHTER,MJACT,FYW,4PK	25164PP	PK	\$ 2.00	
LEAD,HB,0.5MM,12PK	BF05HB12	PK	\$ 3.27	PENC25BPHB3K6 LEAD,.5MM,90/TB,3TB/PK
TAPE,CORRECTION,JUMBO,2PK,BLU	HYSN16MCT	PK	\$ 5.82	UNV75606 TAPE,TWO WAY CORRCT,6/PK
PEN,COMFORMATE,RTR,FINE,BLK	6380187	DZ	\$ 4.25	UNV15520 PEN,COMFORT,GRP,RET,FN,BK
PENCIL,TIC,CHECKING,DZ,RED	14259	DZ	\$ 3.75	
CORRECTION FLUID,OD,WHT,12PK	87268	DZ	\$ 5.70	BICWOC12DZ FLUID,CORR,COVER-IT,WH
LEAD,HBM,SUPERFINE,.5MM,12/TB	C505-HBEA	TB	\$ 0.55	
PEN,B2P,BLPT,RCYLD,MED,DZ,BLK	34800	DZ	\$ 7.23	PIL32800 PEN,B2P,BG,BALLPT,MED,BK
MARKER,SHARPIE,FINE,5PK,BLK	30665	PK	\$ 3.00	UNV07071 MARKER,PERMNT FINE,BK
ERASER,PENCIL,CAP,144BOX	RW279624	BX	\$ 4.23	PAP73015 ERASER,PENCIL CAP,RED
PENCIL ,AUTO,TWISTERAS,.9MM	PENQE419A	EA	\$ 11.59	
ERASER,DRY ERASE,EXPO	81505	EA	\$ 1.49	UNV43663 ERASER, DRY ERASE, BK
PENCIL,BIC,DZ,5MM	MPF11	DZ	\$ 2.47	
PEN,BALL PT,MED,STICK,GRN	33411	BX	\$ 1.34	
MARKER,DRY-ERASE,PEN,12PK,BLK	BY2462-12BK	DZ	\$ 2.33	
ROUND STICK,MED BLU 60/BX	GSM609BE	BX	\$ 4.30	
PENCIL,MECH,.9MM,SHARP,YLW	P209G	EA	\$ 3.06	
PEN,RECYCLED,GEL,FINE,DZ,BLK	31506	DZ	\$ 6.16	UNV39720 PEN,GEL,RETRCT,0.7MM,BK
PEN SET,VIS-A-VIS,FINE,4-COLOR	16074	PK	\$ 3.88	
MARKER,FLP CHRT,8PK,SHARPIE,BK	1760445	PK	\$ 5.72	
PEN,BALLPT,RSVP,MULTI PK	BK91CRBP8M	ST	\$ 4.54	
ERASER,EXPO,XLARGE	8474	EA	\$ 5.32	QRT52180132 ERASER,DRY-ERASE,LGE SFCE
PEN,UNIBALL,MICRO,ONYX,DZ,RED	60042	DZ	\$ 4.37	
PEN,BALL,ROLLER,MED PT,GRN	PENR100D	DZ	\$ 7.17	PENR100B PEN,ROLLING WRITR,MED,RD

Item Description	MFG ID	Unit	Bid Price	Product Alternative
REFILL,BG,VBOARD,MSTR,RD	PIL43924	EA	\$ 0.47	
REFILL,UNIBALL,GEL,RT,2PK,BLU	65874	PK	\$ 1.62	
PEN,BLPT,RSVP,FINE,5PK,ASTD	BK90BP5M-D2	PK	\$ 4.54	PENBK91CRBP8M PEN,BALL PT,MED,8/ST,AST
REFILL,CLIC,ERASER,2PK	ZER2BP-D4	PK	\$ 0.90	
PEN,UNIBALL,XF,UB120,RED	60152	DZ	\$ 8.47	
PEN,ROUND STIC,BIC,60CT,BLK	GSM60-BLACK	BX	\$ 4.30	
PENCIL,LEAD,"ORIOLE",SOFT	DIX12872	DZ	\$ 0.75	UNV55400 PENCIL,#2,UNIVERSAL
FLUID,CORRECTION,OD,MULTI,WHT	87268EA	EA	\$ 0.47	BICWOC12WE FLUID,CORRECTION,20ML,WHT
PEN,BALLPNT,UNI,PWRTNK,1MM,DZ	SAN42070	DZ	\$ 4.04	UNV15540 PEN,ADVINK,BK
PEN,RECYCLED,GEL,FINE,DZ,BLU	PIL31507	DZ	\$ 4.90	UNV39721 PEN,GEL,RETRCT,0.7MM,BE
PEN,COUNTERFEIT DETECTOR,3PK	3513B	PK	\$ 1.92	DRI351B1 PEN,COUNTERFEIT DETECTOR
REFILL,FRIXION,3PK,BE	PIL77331	PK	\$ 2.23	
PEN,REFILL,MED,BRFS2M,BLK,2PK	77227	PK	\$ 0.65	
MARKER,PERM,3000,CHISEL PT,RED	64292	DZ	\$ 3.38	UNV07052 MARKER,PERM,CHSL,RG,RD
PEN,RECYCLED,ROLLER,XF,DZ,BLK	PIL53206	DZ	\$ 12.57	PIL35334 PEN,PRECISE V5,X-FINE,BK
PEN,GEL,FORAY,.7,20PK,ASTD	GLPEN20PK	PK	\$ 20.09	PIL31294 PEN,G2,GEL,ROLL,20ST,AST
PENCIL,MECH,ECO,.7MM,12PK	MPE11-BLK	DZ	\$ 1.62	UNV22011 PENCIL,MECH,0.7MM,YL
2 HOLE SHARPENER	SHA012	EA	\$ 1.57	OIC30220 SHARPENER,PENCIL,BE
MARKER,DE,CHISEL,QRT,ASTD,4PK	QRT5001M	ST	\$ 1.88	UNV43650 MARKER,DRY,ERASE,CHSL,4ST
MARKERS/ERASERS,DRYRS,SM,24PK	43324	PK	\$ 3.85	UBR2922U0012 Medium Point Low-Odor Dry-Erase Markers with Erasers, Black, Dozen
SHARPENER,PNCL,PERS ELEC	EPS4-BLACK	EA	\$ 12.95	
MARKER,PERM,DESK,OD,4PK,ASTD	OD-PM-4PKASTD	PK	\$ 1.88	UNV43650 Dry Erase Marker, Broad Chisel Tip, Assorted Colors, 4/Set
PEN,STICK,BP,MED,12PK,BLU	1309	DZ	\$ 1.83	BICMS11BE PEN,BALLPNT,CRYSTL,MED,BE
PEN,GRIP STIC,MED,RED	GSMG11RD	DZ	\$ 1.68	
MARKER,DRYERASE,EXPO,12PK,ASTD	81043	DZ	\$ 15.04	SAN81045 MARKER,EXPO2,DE,CHSL,16ST
PENCIL,ENVIROSTIK,#2,DZ	DIX96212	DZ	\$ 0.74	UNV55520 PENCIL,#2,BLACKSTONIAN
PEN,RETRACT.,G-2,RD,FN	31022EA	EA	\$ 12.04	PIL31020 PEN,RBALL,RT,G2,GEL,FN,BK
HIGHLIGHTER,RCYCL,12PK,BLU	ODHLBL12PK	DZ	\$ 3.49	UNV08864 HILIGHTER,DESK,FBE
REFILL,UNIBALL,GEL,RT,2PK,BLK	65873	PK	\$ 1.62	
PEN,REFILL,MED,BRFS2M,BLU,2PK	77228	PK	\$ 0.65	
ERASER,MAGIC RUB,#1,WHT	73201EA	EA	\$ 0.65	SAN73201 ERASER,MAGIC RUB,DRFT FLM
LEAD,PENCIL,W/ERASER,"MIRADO"	PAP2098	DZ	\$ 5.69	UNV55525 PENCIL,MED,BLACKSTONIAN
SHARPIE 36CT FINE BLK BOX	1884739	PK	\$ 0.89	UNV07070 MARKER,PERM,FINE,36PK,BK
PEN,CLIC,STIK,BIC,MED,BLU	CSM11BLU	DZ	\$ 7.57	UNV15531 PEN,BALLPT,1.0MM,BE
PENCIL,.5MM,QUICKCLIC,TRNS,BLK	PD345T-A	EA	\$ 1.82	
ERASER,WHITEBOARD,3M,2PK	581-WBE	PK	\$ 1.49	UNV43663 Dry Erase Whiteboard Eraser, 5" x 1.75" x 1"
PEN,BALLPOINT,STICK,DZ,RED	1312	DZ	\$ 0.89	UNV27412 PEN,BALLPT,ECONOMY,MED,RD
PENCIL,TIC,#2,18/BX,YLW	13818	BX	\$ 0.75	UNV55400 PENCIL,#2,UNIVERSAL
PENCIL,#2,WOOD,12BX,YLW	13812	PK	\$ 0.75	UNV55400 PENCIL,#2,UNIVERSAL
SHARPENER,MANUAL, DB HOLE	APS0500-R	EA	\$ 12.81	BOSPS2ASSTPK SHARPENER,2 HOLE,6/PK,AST
LEAD,HB,0.7MM,BLK,3PK	BF07HB	PK	\$ 1.08	PENC27HB LEAD,SPR HIPLYMR,7MM,30PK
PEN,RETRCT,VEL GEL,.7MM,DZ,BLU	RLC11BE	DZ	\$ 3.37	UNV39913 PEN,GEL,CLR BARL,0.7MM,BE
REFILL,ENRGL,NDL,.7MM,BK	PENLRN7A	EA	\$ 0.62	
REFILL,BG,VBOARD,MSTR,RD	PIL43925	EA	\$ 0.47	
PEN,RT,GEL,G-301,.7MM,BK	ZEB41311	EA	\$ 6.16	UNV39720 PEN,GEL,RETRCT,0.7MM,BK
LEAD,7MM,MED,BLK,12/TB	PEN50H	TB	\$ 0.55	
MARKER,PERM,3000,CHISEL PT,BLU	64293	DZ	\$ 8.47	SAN38203 MARKER,SHARPIE,CHSL,BE
PEN,UNI-BALL,VISION,MAJESTIC,P	60382EA	EA	\$ 14.83	UBC60382 PEN,UNI-BALL,VSN,PE
PILLOWS,PENCIL,GEL,25PK,ASTD	GRP25	PK	\$ 8.21	TCO19711 Ribbed Pencil Cushions, 1-3/4", Assorted, 50/Set

Item Description	MFG ID	Unit	Bid Price	Product Alternative
ERASER,MECH PENCIL,PENTEL,12PK	Z21BP3-D2	PK	\$ 0.81	PENPDE1 Eraser Refill for Pentel PD and A40 Mechanical Pencils, 5/Tube
PENCIL,WOODEN,YLW,12,PK	2016-07	PK	\$ 0.75	UNV55400 PENCIL,#2,UNIVERSAL
MARKER,EXPO 2 CHISEL,ASTD 4PK	80174	PK	\$ 3.70	SAN80074 MARKER,EXPO 2,CHISEL,4/ST
MARKER,CHINA,PPR-WRP,BLK,DZ	2089	DZ	\$ 4.24	DIX00077 MARKER,CHINA,BK
PENCIL,AUTO, 0.5MM, GRAY	PD255A	EA	\$ 3.38	ZEB52310 PENCIL,MECH,Z-GRIP,.5MMBK
PEN,RT,FLIGHT,RD,DZ	ZEB21930	DZ	\$ 5.44	ZEB20530 PEN,RECT BALLPOINT,RD
TAPE,CORRECTION 4-PACK,WE	WOTAPP418	PK	\$ 2.28	TAPE,CORRECTN,SIDEWIND-2PK
MARKER,PERM,PRO,SHARPIE,BLK	34801EA	EA	\$ 19.06	MARKER,SHARPIE PROFESS,BK
PENCIL,GRIP,MECH,0.5MM,12PK	RTP-031328	PK	\$ 3.38	PENCIL,MECH,Z-GRIP,.5MMBK
PEN,BALLPOINT,RSVP,8PK,ASTD	PENBK93CRBP8M	PK	\$ 2.43	PEN,PM INKJOY,300RT,8,AST
PEN,STIC,ROUND,MED,DZ,BLU	1303	DZ	\$ 0.89	
ERASER, MAGNETIC, DRY ERASE	WD-16000103	EA	\$ 1.49	
ERASERS,BEVL,3PK,PINK	RW179487	PK	\$ 1.01	ERASER,PEARL MED 3PK,PK
ERASER,MARS,PLASTIC VINYL,4PK	526 50 BK4 NA	PK	\$ 16.31	ERASER,ERASER WHITE,WH
PENCILS,GOLF,144CT	2016-05	PK	\$ 3.35	PENCIL,GOLF AND PEW
PENCIL,QK CLICK,.7MM,TRAN,BLU	PD347TC	EA	\$ 2.44	
MARKERS,DRY ERASE,12PK,ASTD	W-311312/9	DZ	\$ 15.04	MARKER,EXPO2,DE,CHSL,16ST
GEL RT 07 BLU 12PK	OM96445	DZ	\$ 9.40	PEN,RBALL,RT,SARASA,MD,BE
REFILL,ENRGL,MTL,.7MM,BE	PENLR7C	EA	\$ 0.62	
MARKER,PERM,DESK,OD,12PK,BLU	OD-PM-12BLU	DZ	\$ 3.20	
REFILL,BLK,F/F-301,750,605,2PK	85512	PK	\$ 1.12	REFILL,"JK",MED,BK,2PK
REFILL,BG,VBOARD,MSTR,OR	PIL43926	EA	\$ 0.47	
HIGHLIGHTER,PEN,6PK,ASTD	H2111BAST6/6	PK	\$ 1.16	HILIGHTER,PKT,5/ST,FL
PEN,GEL,UNIBALL,.7MM,12PK,BLK	33950	DZ	\$ 6.16	PEN,GEL,RETRCT,0.7MM,BK
CORR,TAPE,SIDEWINDER,2PK	ODFX2PK	PK	\$ 3.04	TAPE,CORRECTION,MONO,2PK
PENCIL,0.5MM,MECHANICAL,DZ,BLK	MPFG11-BLK	DZ	\$ 1.47	PENCIL,MECH,7MM,10/PK,AST
PENCIL,11/32IN DIA,UNTIPPED	13040	DZ	\$ 0.75	PENCIL,#2,UNIVERSAL
PENCIL,.5MM,AUTO,BARREL BLK	A125AEA	EA	\$ 13.69	PENCIL,SHARPLET-2,.5MM BK
HIGHLIGHTER,MAJ ACC,YLW	25025EA	EA	\$ 5.33	HILIGHTER,MJR ACCENT,FYW
PEN,BP,0.7MM,STL,BLK GRIP,BLK	27110D	EA	\$ 15.59	PEN,BALLPOINT,F301,BK
LEAD,PREM,HIPOLY,.5MM-HB,12TB	PENC525HB	TB	\$ 0.55	LEAD,PENCIL,.5MM,HB,12/PK
PEN,COUNTER PLUS,BK	ICX94190040	EA	\$ 1.82	PEN,BPT,SECURITY,BK
PEN,BALLPOINT,STAY-PUT,BLU	BF-S-2	EA	\$ 1.82	PEN,BPT,SECURITY,BK
PENCIL,MECH,M301,0.5MM	ZEB54011	EA	\$ 2.44	PENCIL,CLICKER,.5MM,SMK
REFILL,PEN,STAY-PUT,BLU	BF-S-4	EA	\$ 1.05	
PENCIL,.5MM,TWIST-ERASE,BLU	PENQE515C	EA	\$ 2.54	
LEAD,7MM,B,BLK,12/TB	PEN50B	TB	\$ 0.55	
LEAD,FM,SUPERFINE,.5MM,12/TB	C505-F	TB	\$ 1.08	LEAD,PENCIL,.5MM,HB,30/PK
PENCIL,MECH.9MM,LRG ERASER,2PK	QE519BP2-K6	PK	\$ 2.54	PENCIL,TWST-ERS 3,.9MM,BK
PEN,RB,M,PNTL,DZ,RED	PENR100B	DZ	\$ 7.17	
PEN,ROUNDSTIC,BIC,MED,BLK	GSM11BLK	DZ	\$ 0.89	PEN,BALLPT,ECONOMY,MED,BK
REFILL,PEN,BALLPT,BE	BFRE-BLU	EA	\$ 0.65	Refill for Dr. Grip, Easytouch, The Better, B2P and Rex Grip BeGreen Ballpoint Pens, Medium Point, Blue Ink, 2/Pack
PENCIL,MECH,TWIST ERS,.5MM,BLK	QE415A	EA	\$ 11.59	
PEN,GEL,RT,UNI-BALL,7MM,DZ,BLU	33951	DZ	\$ 4.90	UNV39721 PEN,GEL,RETRCT,0.7MM,BE
PEN,OHP,FINE,VIS-A-VIS,BLU	16003	DZ	\$ 11.39	
PEN,BALL PT,MED,STICK,BLK	33311	DZ	\$ 3.24	ZEB33311 PEN,STYLUS,RTL,1.0MM,BK
PEN,STICK,SOFT FEEL,BIC,BLK	BICSGSM11BK	BX	\$ 0.89	UNV27410 PEN,BALLPT,ECONOMY,MED,BK
REFILL,DR.GRIP COG,BLPT,BLK	77271	PK	\$ 1.07	
LEAD,3 TUBES,HB,0.5MM,BLK	BF05HB	PK	\$ 0.55	PENC505HB LEAD,PENCIL,.5MM,HB,12/PK

Item Description	MFG ID	Unit	Bid Price	Product Alternative
PEN,BALL PT,MED,STICK,BLU	33111	DZ	\$ 0.89	UNV27411 PEN,BALLPT,ECONOMY,MED,BE
PEN,RT,JIMNIE CLIP,MED,DZ,BLK	ZEB22510	DZ	\$ 1.82	UNV15530 PEN,BALLPT,1.0MM,BK
PEN,STIC GRIP,FINE,BLU	GSFG11-BE	DZ	\$ 1.68	
PEN,BPNT,ECO,R.STIC,50PK,BLK	GSM509-BLK	PK	\$ 4.28	
PEN,BP,M,SOFTGRIP,12PK,RED	RTP-038316	DZ	\$ 4.04	UNV15542 PEN,ADVINK,RD
PENCIL,MECH,TWST ERSE,.7MM,2PK	QE517BP2-D2	PK	\$ 2.54	PENQE517B PENCIL,TWST-ERS 3,.7MM,RD
REFILL,PEN,UNIBALL,IMPACT,2PK	65808	PK	\$ 1.62	
PEN,BP,RTBLE,GRIP,1.4,DZ,BLK	2700114	DZ	\$ 10.06	PAP1776372 PEN,PROFILE ELITE OS,BK
SHARPENER,PENCIL,MANUAL,SNG HL	060520	EA	\$ 2.07	ACM15993 SHARPENER,24PK,MANUALPNCL
LEAD,0.7MM,HB,90/CT,3PK	C27BPHB3-D3	PK	\$ 1.08	PENC27HB LEAD,SPR HIPLYMR,7MM,30PK
PEN,BALLPOINT,10PK,BLU	1319	PK	\$ 1.82	UNV15531 PEN,BALLPT,1.0MM,BE
PEN,PROFILE,PM,BOLD,DZ,BLU	89466	DZ	\$ 1.82	UNV15531 PEN,BALLPT,1.0MM,BE
REFILL,DRY ERASER,EXPO,XLARGE	SAN9387	EA	\$ 4.62	
MARKER,DRYERASE,MGNTC,7PK,ASTD	OD-MAG-7PK	PK	\$ 3.04	QRT51659312 MARKER,MINI,REWRTBL,AST
PENCIL,NO2,OD,PRESHARP,DZ,YLW	2016-V02	PK	\$ 2.49	UNV55401 PENCIL,SHARPENED,24/PK,YL
PEN,BP,RTBLE,GRIP,1.4,DZ,BLU	2700214	DZ	\$ 10.06	PAP1776373 PEN,PROFILE ELITE OS,BE
REFILL,PEN,BALLPT,BLU	PENBKL10C	EA	\$ 0.88	
CLEANER,MARK BRD,8OZ CAN	QRT551	EA	\$ 1.75	UNV43661 CLEANER,WHITEBD,SPRAY 8OZ
PEN,RTRBL,ADV INK,0.7,BLU,12PK	20124	PK	\$ 4.25	UNV15521 PEN,COMFORT,GRP,RET,FN,BE
MARKER,CHISEL TIP,EXPO,DZ,BLK	80001	DZ	\$ 4.45	UNV43651 MARKER,DRY,ERASE,CHSL,BK
MARKER,EXPO 2,CHISEL,4PK,BLK	80661	PK	\$ 11.65	SAN80001 MARKER,EXPO 2,CHISEL,BK
HILITER,BRITELINER,5PK,ASTD	BLP51W-AST	PK	\$ 1.16	UNV08850 HILIGHTER,PKT,5/ST,FL
PENCIL,#2 POLY LEAD,DISP,12PK	30301	DZ	\$ 1.47	UNV22010 PENCIL,MECH 0.7MM SMK
MARKER,DRY ERASE,5PK,ASTD	W-31135/4	PK	\$ 1.88	UNV43650 MARKER,DRY,ERASE,CHSL,4ST
PEN,OHP,FINE,VIS-A-VIS,RED	16002	DZ	\$ 11.39	
MARKER,SHARPIE,FINE,24/CD,ASTD	1927350	PK	\$ 16.06	
TUL,GL1,RT,NDLPNT,BLK,12PK	OM05329	DZ	\$ 9.40	ZEB46810 PEN,RBALL,RT,SARASA,MD,BK
MARKER,DRY ERASE,CHSELTIP,4COL	80074	PK	\$ 1.88	UNV43650 MARKER,DRY,ERASE,CHSL,4ST
PENCIL,MECHANICAL GRIP,7MM	MPG11-BLK	DZ	\$ 1.47	UNV22003 PENCIL,MECH,7MM,10/PK,AST
MARKERS,PERMNT,FINE PT,5PK,BLK	P-2111BBK5	PK	\$ 3.00	UNV07071 MARKER,PERMNT FINE,BK
PEN,NOVELTY,LIGHT,UP,ASTDD	JF-8555-8560	EA	\$ 8.74	UNV56613 Two-Pocket Portfolio, Embossed Leather Grain Paper, Assorted Colors, 25/Box
REFILL,MRKR,WHTBRD,VBRD,DZ,BLK	45922	DZ	\$ 11.15	727287 Pilot® V-Board Master BeGreen Dry-Erase Marker Refills, Black, Pack Of 12
MARKER,EXPO2,CHISEL,8PK,AST	80678	PK	\$ 7.41	SAN80078 MARKER,CHISEL,DRYERAS,8ST
PEN,BALL PT,UNI,VISION,FN,BLU	60134	DZ	\$ 14.83	
FRIXION CLICKER,.7MM,BLU, 12P	314512	DZ	\$ 4.90	UNV39721 PEN,GEL,RETRCT,0.7MM,BE
MARKER,CHISEL,36PK,BLK	1920940	PK	\$ 9.38	UNV43655 MARKER,DRYER,CHSL,36PK,BK
MARKERS,EASEL PAD,8PK,ASTD	FC102607	PK	\$ 5.72	SAN22478 MARKER,FLIP CHART,8/ST
PEN,STIC,CRYSTAL,BIC,12-PK,BLU	MS11-BLU	DZ	\$ 0.89	UNV27411 PEN,BALLPT,ECONOMY,MED,BE
PEN,ROLLER,GELINK,G-2,X-FN	31002	DZ	\$ 1.82	UNV15530 PEN,BALLPT,1.0MM,BK
PEN,BP,RT,FORAY,MED,6PK,BLU	AH534-6-BL	PK	\$ 3.38	ZEB22220 PEN,BPT,RET,Z-GRIP,1MM,BE
PEN,ROLRB,UNI-BALL VISION,FINE	60126	DZ	\$ 14.83	
FRIXION CLICKER,.7MM,BLK,12PK	31450	DZ	\$ 6.16	UNV39720 PEN,GEL,RETRCT,0.7MM,BK
HIGHLIGHTER,PEN,12PK,ASTD	H2111BAST126	DZ	\$ 1.16	UNV08850 HILIGHTER,PKT,5/ST,FL
PEN,ZEBRA,Z-GRIP,RT,24PK,BLK	12221	PK	\$ 1.82	UNV15530 PEN,BALLPT,1.0MM,BK
HIGHLIGHTER,MAJ ACC,YLW,DZ	25025	DZ	\$ 3.18	UNV08861 HILIGHTER,DESK,FYW
FRXION CLICKER,.7MM,RED, 12PK	31452	DZ	\$ 6.73	UNV39722 PEN,GEL,RETRCT,0.7MM,RD
MARKER,EXPO,UF,8PACK,ASTD	1884309	PK	\$ 6.35	
PEN,ENERGEL,0.7MM,DZ,BLK,RTX	BL77-A	DZ	\$ 6.16	UNV39720 PEN,GEL,RETRCT,0.7MM,BK
PEN,UNIBALL,GEL,RT,DZ,BLK	65940	DZ	\$ 6.16	UNV39720 PEN,GEL,RETRCT,0.7MM,BK

Item Description	MFG ID	Unit	Bid Price	Product Alternative
PEN,ERASEABLE GEL,FINE,ASTD	32509	PK	\$ 21.62	PIL31573 FriXion Point Erasable Stick Gel Pen, Extra-Fine 0.5mm, Black Ink, Black Barrel
TAPE,CORRECTION,LP DRYLINE,2PK	6624	PK	\$ 2.27	UNV75602 TAPE,CORRECTION,WE,2/PK
MARKER,PERMANENT,RT,UF,DZ,BLK	1735790	DZ	\$ 3.00	UNV07071 MARKER,PERMNT FINE,BK
PEN,RTRBL,ADV INK,0.7,BLK,12PK	20123	PK	\$ 4.25	UNV15520 PEN,COMFORT,GRP,RET,FN,BK
PEN,RETR,GP,TUL,.7,ASTD,14CT	BG07P14	PK	\$ 15.35	PAP1951636 PEN,INKJOY,GEL,14,AST
PEN,FLAIR,W/PNTGRD,BLU,DZ	84101	DZ	\$ 3.22	UNV50501 PEN,POROUS LIQD.RBALL,BE
MARKER,SHARPIE,UF,SPK,BLK	37665	PK	\$ 3.53	
PEN,SHARPIE,FINE,0.8MM,DZ,BLK	1742663	DZ	\$ 3.22	UNV50502 PEN,POROUS LIQD.RBALL,BK
PEN,ENERGEL,RTX,MED,BLU,DZ	VPCBL77PC12C1	DZ	\$ 10.88	PENBL107C PEN,ENERGEL X, MEDIUM,BE
TAPE,CORRECTION,WITEOUT,10PK	WOTAP10	PK	\$ 5.57	UNV75610 TAPE,CORRCTN,SIDEWIND-6PK
PEN,RT,LIQ,RB,V5,XFINE,DZ,BLU	26063	DZ	\$ 10.88	PENBLN105C PEN,ENERGEL X, FINE,BE
MARKER,CHISEL TIP,EXPO 2,BLU	80003	DZ	\$ 4.14	UNV43653 MARKER,DRY,ERASE,CHSL,BE
MARKER,DE,EXPO,5PK,ASTD NEON	1752226	PK	\$ 2.12	UNV43680 MARKER,DRY,ERASE,BLT,4/ST
PEN,G2,1.0MM,BOLD,RT,DZ,RED	31258	DZ	\$ 2.02	UNV15532 PEN,BALLPT,1.0MM,RD
PENCIL,MECH,E-SHARP,.5MM,DZ	AZ125A	DZ	\$ 11.02	
PEN,RBALL,RT,G2,GEL,FN,GN	31025	DZ	\$ 12.17	
PENCIL,TIC #2 PRESARP,YL	13830	BX	\$ 0.75	UNV55400 PENCIL,#2,UNIVERSAL
HIGHLIGHTERS,RCYCL,12PK,PINK	ODHLPNK12PK	DZ	\$ 2.94	
MARKER,EXPO 2,FINE,4-PK,AST	86674	PK	\$ 3.14	SAN86074 MARKER,EXPO 2,FINE,4/ST
PEN,UNIBALL,XF,UB120,BLU	60153	DZ	\$ 8.47	
TAPE,CORRCTION,WITE-OUT,PN,4PK	WOELP418-WHI	PK	\$ 3.56	BICWOELP21 FILM,CORRECTION 2PACK,WHT
PEN,FLAIR,PNTGRD,DZ,BLK	8430152	DZ	\$ 3.22	UNV50502 PEN,POROUS LIQD.RBALL,BK
HIGHLIGHTER,PCKT,12PK,ASTD	27145	PK	\$ 1.16	UNV08850 HILIGHTER,PKT,5/ST,FL
LEAD,SUPER,HI-POLY,.5MM,3PK	C25BPHB3-D3	PK	\$ 3.27	
PEN,BALL PT,UNI,VISION,FN,DZ	60139	DZ	\$ 14.83	
GEL 07 BLK 12PK	OM96446	DZ	\$ 6.16	UNV39720 PEN,GEL,RETRCT,0.7MM,BK
EXPO FN 8CT WITH ERASER- ASTD	1944748	EA	\$ 7.25	
HIGHLIGHTER,ACCENT,10CT,ASTD	24415	PK	\$ 8.40	
.9MM SUPER HI POYLMER LEAD	C29BPHB3-D2	CG	\$ 3.27	
PEN,PM,INKJOY,GEL,0.7,14CD,AST	1951636	PK	\$ 6.16	UNV39720 PEN,GEL,RETRCT,0.7MM,BK
PEN,UNIBALL,GEL,RT,DZ,BLU	65941	DZ	\$ 4.90	UNV39721 PEN,GEL,RETRCT,0.7MM,BE
PEN,UNIBALL,XF,UB120,BLK	60151	DZ	\$ 8.47	
PEN,B2P,BLPT,RCYLD,FN,DZ,BLU	34601	DZ	\$ 7.23	
PENCILS,BIC MECHANICAL,24PK	MPLP241	PK	\$ 4.49	
MARKER,CHISEL,SHARPIE,8PK,CLR	38250	PK	\$ 5.61	
PEN,FLAIR,W/POINTGUARD,DZ,RED	8420152	DZ	\$ 3.22	UNV50503 PEN,POROUS LIQD.RBALL,RD
PEN,BLPT,C-MATE,RETR,MED,BLU	6310187	DZ	\$ 1.82	UNV15531 PEN,BALLPT,1.0MM,BE
HIGHLIGHTERS,RCYCL,12PK,ORANGE	ODHLORNG12PK	DZ	\$ 2.63	UNV08853 HILIGHTER,POCKET,FLOR
PEN,FRIXION,CLICK,ERAS,7PK,AST	31472	PK	\$ 9.65	PIL31569 PEN,FRIXION ERAS 8PK,AST
PEN ENERGEL RTX DLX BE	BLN75C	DZ	\$ 1.45	PENBLN75C PEN,ENERGEL,RTX,DLX,BE
PEN,UNIBALL,FINE,ONYX,DZ,BLK	60143	DZ	\$ 4.37	
PEN,GEL,UNIBALL 207,4PK,BLK	33960	PK	\$ 3.30	UNV39912 PEN,GEL,CLR BARL,0.7MM.BK
MARKER,CHISEL,36PK,ASTD	1921061	PK	\$ 1.88	UNV43650 MARKER,DRY,ERASE,CHSL,4ST
PENCIL,MECHANICAL,G2,.7M,DZ	51015	DZ	\$ 12.17	
PEN,LIQUID GEL,GN	BL77-D	EA	\$ 1.62	
PEN,INKJOY,300RT,O/S,BE	1951259	DZ	\$ 3.57	
PEN,GEL,UNIBALL,RT,4PK,BLU	45532	PK	\$ 4.90	UNV39721 PEN,GEL,RETRCT,0.7MM,BE
PEN,ENERGEL,0.7MM,DZ,VIOLET	BL77-V	DZ	\$ 1.62	PENBL77V PEN,ENERGEL RTX .7,VL
PEN,GEL,RT,B2P,FINE,DZ,BLU	33601	DZ	\$ 3.37	UNV39913 PEN,GEL,CLR BARL,0.7MM.BE

Item Description	MFG ID	Unit	Bid Price	Product Alternative
HIGHLIGHTER,LIQUID ACCENT,YLW	1754463	DZ	\$ 2.46	UNV08851 HILIGHTER,POCKET,FLYL
MARKER,SET,FLIP CHART,8 COLOR	22478	PK	\$ 5.72	
PEN,UNIBALL,FINE,ONYX,DZ,BLU	60145	DZ	\$ 4.37	
PEN,RT,LIQ,RB,V5,XFINE,DZ,BLK	26062	DZ	\$ 14.85	
MARKERS,DRY ERS,RCYCL,12PK,RED	W-3113RE12	DZ	\$ 4.14	
MARKER,PERM,CHSL,DZ,BLK	98028	DZ	\$ 3.48	UNV07051 MARKER,PERM,CHSL,RG,BK
MARKER,GLASS,BULLET,AST,4CT	QRT79552	PK	\$ 2.12	UNV43680 MARKER,DRY,ERASE,BLT,4/ST
GEL RT 05 BLU 12PK	OM96454	DZ	\$ 11.26	UBC61256 PEN,UNI-BALL 207 GEL,BE
TAPE,CORRECTION,6PK,ASTD	ODFXBOX6PK	PK	\$ 9.34	TOM68670 TAPE,MONO,RNBW,DSPSR,6/BX
MARKER,PRM,UTRFN,RCYL,12PK,BLK	P-2111BBK12UF	DZ	\$ 8.20	SAN37001 MARKER,SHARPIE,ULTRAFN,BK
PEN,UNIBALL,GEL IMPACT,BLU	65871	DZ	\$ 1.77	UBC65871 PEN,RBALL,GEL,IMPCT,RT,BE
PEN,BALL,FINE,PRECISE,PV7,BLK	35346	DZ	\$ 12.57	
PEN,LIQUID,EXPRESSO,BLU	PAP31003BH	DZ	\$ 16.67	
MARKER,EXPO 2,RED	80002	DZ	\$ 4.14	UNV43652 MARKER,DRY,ERASE,CHSL,RD
HIGHLIGHTER, POCKET,CHSL,YW	BL241-YEL	BX	\$ 2.46	UNV08851 HILIGHTER,POCKET,FLYL
PEN,ROLLER,GEL,G2,UF,DZ,BLU	31278	DZ	\$ 3.37	UNV39913 PEN,GEL,CLR BARL,0.7MM,BE
G2 GEL PEN FINE PT. BLK 12PK	31136	DZ	\$ 12.04	PIL31020 PEN,RBALL,RT,G2,GEL,FN,BK
RETRACT BP PEN WITH GRIP 50 CT	AH190-50	PK	\$ 15.38	ZEB22048 Z-Grip Retractable Ballpoint Pen, Medium 1mm, Assorted Ink/Barrel, 48/Pack
MARKER,MED,MAJOR ACCENT,PNK	25009	DZ	\$ 2.94	UNV08865 HILIGHTER,DESK,FPK
MRKR SHARPIE PAINT XF SLVR	SAN35533	EA	\$ 2.40	SAN35533 Sharpie Extra Fine Oil-Based Paint Markers - Metallic Silver Oil Based Ink
LEAD,PENCIL,SOFT,DZ,TICONDEROG	13806	DZ	\$ 0.75	UNV55400 PENCIL,#2,UNIVERSAL
PEN,UNI-BALL,GEL IMPACT,BLK	65800	DZ	\$ 19.53	
PEN,UBALL,VIS,ELITE,DZ,BLU/BLK	61232	DZ	\$ 1.61	UBC61232 PEN,RBALL,VSNELT,BD,BE/BK
TUL GL1 RT NDL FINE BLK 12PK	OM05328	DZ	\$ 12.17	PIL31002 PEN,RBALL,RT,G2,GEL,XF,BK
PENCIL,MCH,TWSTRS,0.9MM,SKE	PENQE419ADZ	DZ	\$ 11.59	
PEN,PM,IJ,GEL,0.7,DZ,BLU	1951721	DZ	\$ 4.90	UNV39721 PEN,GEL,RETRCT,0.7MM,BE
PEN,FRIXION,CLICK,ERAS,3PK,AST	31467	PK	\$ 4.28	
PEN,PM,INKJOY,300RT,1.0,DZ,BLK	1951260	DZ	\$ 3.57	
PEN,CORRECTION,4PK,WHT	WOSQPP418-WHI	PK	\$ 5.26	
EXPO CHSL 4CT WITH ERASR- ASTD	1944728	PK	\$ 4.25	
MARKER,CHISEL TIP,EXPO 2,GRN	80004	DZ	\$ 4.14	UNV43654 MARKER,DRY,ERASE,CHSL,GN
PEN,BP,WB,MED,36/BX,BLU	28492	BX	\$ 4.92	PAP4621501C PEN,WRTBROS STCK,60PK,BE
TAPE,COVER-UP,POST-IT,1"X700"	658	RL	\$ 3.03	
PEN,ENERGEL,RTX,.7MM,3PK,PUR	BL77BP3V	EA	\$ 1.62	PENBL77V PEN,ENERGEL RTX .7,VL
PEN,BP,RT,FORAY,MED,6PK,BLK	AH534-6-B	PK	\$ 3.06	UNV15510 PEN,COMFRT,GRP,RET,MED,BK
PENCIL,TIC #2,24/BX,YLW CLR	13924	BX	\$ 0.75	UNV55400 PENCIL,#2,UNIVERSAL
PEN,FRIXION,CLIC,ERASE,BLK,3PK	31464	PK	\$ 16.46	PIL31450 PEN,FRIXION CLICKR ERS,BK
PEN,RTRBL,ADV INK,.7,ASTD,8PK	20142	PK	\$ 2.43	PAP1945921 PEN,PM INKJOY,300RT,8,AST
PEN,BIC,GRIP/RNDSTCK,PURP,DZ	GSMG11-PPL	DZ	\$ 1.68	
ERASER,4PK,WHT	ZEH10BP4	PK	\$ 2.50	PENZEH10BP3K6 ERASER,HI-POLYMER,3/PK
PEN,G2-3,ULTRA FINE,4PK,ASTD	31276	PK	\$ 13.10	PIL31279 G2 Premium Retractable Gel Pen, Ultra-Fine 0.38mm, Red Ink, Clear/Red Barrel
ERASER,PENCIL,PENTEL,15PK	PDE1BP3-K6	PK	\$ 0.81	PENPDE1 ERASER,REFIL,F/PD345,5/PK
PEN,FRIXION POINT 0.5M,RD	PIL31575	EA	\$ 14.31	PENPDE1 PEN,FRIXION POINT 0.5M,RD
PEN,FRIXION POINT 0.5M,BE	PIL31574	EA	\$ 14.31	PIL31574 PEN,FRIXION POINT 0.5M,BE
PEN,ENERGL RTX,NEEDLE,0.7MM	PENBLN77B	EA	\$ 1.62	
PEN,GEL,RTX,PEARL,0.7MM,RD	PENBLN77PWB	EA	\$ 10.07	ZEB45630 Sarasa Dry Gel X1 Retractable Gel Pen, Medium 0.7mm, Red Ink/Barrel, Dozen
PEN,ROLLER,UNI-BALL,FN,GN	SAN60386	EA	\$ 14.83	UBC60386 PEN,UNI-BALL,VSN,EVG
MARKER,SHARPIE,UF,GRN,EA	37114	EA	\$ 1.08	SAN37114 Sharpie Precision Ultra-fine Point Markers - Ultra Fine Marker Point - Narrow Marker Point Style - Green Alcohol Based
MARKER, SHARPIE PAINT FN WHT	SAN35543	EA	\$ 1.45	

Item Description	MFG ID	Unit	Bid Price	Product Alternative
MARKER,PERM,FELT,MAGNUM 44,RED	44002	EA	\$ 2.44	
TAPE,POST-IT,1-LINE,1/6X700	651	RL	\$ 1.59	
HIGHLIGHTER,ERSBL,FRY,5PK,ASTD	ERSHGL5PK	PK	\$ 4.32	PIL46543 FriXion Light Pastel Collection Erasable Highlighters, Chisel Tip, Assorted Colors, 5/Pack
ERASERS,HI POLY,BLK,3PK	ZEAO6BP3	PK	\$ 2.50	PENZEH10BP3K6 Hi-Polymer Eraser, Rectangular, Medium, White, Latex-Free Hi-Polymer, 3/Pack
HIGHLIGHTER,RCYCL,12PK,GRN	ODHLGRN12PK	DZ	\$ 3.24	
PEN,CRISTL BOLD,BALLPT,BE	BICMSB11BE	DZ	\$ 0.89	UNV27411 PEN,BALLPT,ECONOMY,MED,BE
PENCIL,TRI-CONDEROGA,#2	DIX22500	DZ	\$ 4.15	
MARKER,CHART,FLIP,8 COLOR SET	22480	ST	\$ 6.71	
PEN,BALL PT,MED,STICK,RED	33211	DZ	\$ 0.89	UNV27412 PEN,BALLPT,ECONOMY,MED,RD
PEN,BALL PT,UNI,VISION,FN,BLU	60134EA	EA	\$ 14.83	UBC60134 PEN,UNIBALL,VISN,FINE,BE
PENCIL,TICONDEROGA,BK,10/CD	DIX13915	PK	\$ 2.30	DIX13953 PENCIL,CEDAR,#2,BK
MARKER, SHARPIE PAINT MED WHT	35558	EA	\$ 1.49	
MARKER,PERM,SUPER SHRPE,DZ,BLK	33001	DZ	\$ 3.00	UNV07071 MARKER,PERMNT FINE,BK
REFILL,ENRGL,MTL,.7MM,BK	PENLR7A	EA	\$ 0.62	
PEN,CHAIN RITER,SNAP-ON	MMF28908	EA	\$ 1.82	ICX94190038 PEN,BPT,SECURITY,BK
PEN ROLLBALL G6 RTRKBL BLK FN	PIL31401	EA	\$ 14.85	PIL31401 PEN,RBL,RT,G6 GEL,BK
PEN,PROFILE,PM,RT,BOLD,DZ,RED	89467	DZ	\$ 2.02	UNV15532 PEN,BALLPT,1.0MM,RD
PENCIL,BASIC,36CT	2016-04	PK	\$ 0.74	UNV55520 PENCIL,#2,BLACKSTONIAN
PEN,BALLPOINT,RT,RSVP,DZ,BLU	BK93-C	DZ	\$ 3.38	ZEB22220 PEN,BPT,RET,Z-GRIP,1MM,BE
PEN,UNIBALL,FINE,ONYX,DZ,RED	60144	DZ	\$ 4.37	
PEN,FRIXION CLICR,0.5MM,BE	PIL32521	EA	\$ 16.46	PIL32521 PEN,FRIXION CLKREF,DZ,BE
REFILL INK,.5MM,BLU,2PK	LRN5BP2C	PK	\$ 0.85	PENLRN5C Refill for Pentel EnerGel Retractable Liquid Gel Pens, Needle Tip, Fine Point, Blue Ink
MARKER, SHARPIE PAINT MD SLVR	35560	EA	\$ 1.49	
MARKER,SHARPIE,CHIS,GRN,EA	38284	EA	\$ 2.29	PIL45400 Jumbo Refillable Permanent Marker, Broad Chisel Tip, Green
PEN,GEL,ROLLER,0.5MM,12PK,BLU	AH806-12-BL-0.5MM	DZ	\$ 9.40	ZEB46720 PEN,RBALL,RT,SARASA,FN,BE
MARKER,MED,MAJOR ACCENT,LAV	25019	DZ	\$ 5.69	
TOWELETES,MARKERBOARD,50PK	16000101	EA	\$ 2.66	
PEN,ENERG,RTX,MED,.7MM,3PK,BLU	BL77BP3C	EA	\$ 1.72	PENBL77C EnerGel RTX Retractable Gel Pen, Medium 0.7mm, Blue Ink, Blue/Gray Barrel
Q1 MARKER,MED,MAJOR ACCEN	25005	DZ	\$ 3.18	UNV08861 HILIGHTER,DESK,FYW
PEN,PRECISE,V5,RT,0.5MM,RD	PIL26064	EA	\$ 14.85	PIL26064 PEN,PRECISE,V5 RT,RD
PEN,UNIBALL,GEL IMPACT,BLK	65870	DZ	\$ 1.77	UBC65870 PEN,RBALL,GEL,IMPCT,RT,BK
PM INKJOY GEL 0.7 3CD PURP	1951716	CG	\$ 27.96	PAP1951636 InkJoy Retractable Gel Pen, Medium 0.7mm, Assorted Ink/Barrel, 14/Pack
ERASER,CLIC,GRIP,RD	PENZE22B	EA	\$ 1.29	PENZE22C Clic Eraser Grip Eraser, White Polyvinyl Chloride Eraser, Blue Barrel
PEN ENERGEL RTX DLX BK	BLN75A	DZ	\$ 1.62	PENBLN75A PEN,ENERGEL,RTX,DLX,BK
TAPE,CORRECTN,DLULTRA,3PK,AST	1818799	PK	\$ 5.71	
PEN,BP,RT,FN,FLXGRIPELITE,BLU	88105/85583	DZ	\$ 4.25	UNV15521 PEN,COMFORT,GRP,RET,FN,BE
REFILL,FRIXION,3PK,BK	PIL77330	PK	\$ 2.23	
PEN,BPNT,CRISTAL BOLD,24PK,BLK	MSBP241-BLK	PK	\$ 1.83	BICMS11BK PEN,BALLPNT,CRYSTL,MED,BK
MARKER,DUAL,ENDED,6CT,12CLR	1944657	CG	\$ 14.79	SAN1944657 Expo 2-in-1 Dry Erase Markers - Chisel Marker Point Style - Assorted - 6 / Pack
REFILL,FRIXION,3PK,RD	PIL77332	PK	\$ 2.23	
MARKER,PERM,CHSLTP,LRG,BK	AVE27178EA	EA	\$ 2.63	AVE27178 MARKER,PERMANENT,BK
MARKER,CHISEL,SHARPIE,RED	38202	DZ	\$ 3.38	UNV07052 MARKER,PERM,CHSL,RG,RD
PEN,BALLPOINT,RT,RSVP,DZ,BLK	BK93-A	DZ	\$ 1.82	UNV15530 PEN,BALLPT,1.0MM,BK
PEN,FLAIR,W/POINTGUARD,DZ	8440152	DZ	\$ 12.31	
PEN,ROLLER,FINE,G2,4PK,BLK	31057	PK	\$ 2.10	PIL31031 PEN,RBALL,G2 FN,BK,2/PK
HIGHLIGHTER,LIQUID ACCENT,ORN	1754466	DZ	\$ 10.19	
PEN,GEL,RLR,FINE,G2,BLU,4PK	31058	PK	\$ 12.17	PIL31021 PEN,RBALL,RT,G2,GEL,FN,BE
ERASER,CLIC,REFILL,4PK,WHT	ZERBP4-K6	PK	\$ 0.90	PENZER2 Eraser Refill for Pentel Clic Erasers, 2/Pack
MARKER,SHARPIE,TWINTIP,BK	SAN36201	EA	\$ 1.45	

Item Description	MFG ID	Unit	Bid Price	Product Alternative
PEN,BP,IJ50ST,12CT,1MM,BLU	2013155	PK	\$ 1.54	
MARKER,PAINT,2.3MM,BULLET	LCC47105	EA	\$ 1.75	UBC63605 MARKER,PAINT,MED,YL
SHARPNR,PENCIL,SCHOOL PRO	001670	EA	\$ 33.78	EPI1670LMR SHARPENER,ELEC,PRO,BRG
HILITER,LIQUID ACCENT,PURP	1754469	DZ	\$ 10.19	
HIGHLIGHTER,PCKT,6PK,YLW	27108	PK	\$ 5.56	SAN27005 HILIGHTER,PKT ACCENT,YW
MECHANICAL PENCIL,0.9MM,6PK	AH911-6-0.9MM	PK	\$ 1.47	UNV22003 PENCIL,MECH,7MM,10/PK,AST
PEN G2 GEL FN,BE,UPC	31171	DZ	\$ 12.17	PIL31021 G2 Premium Retractable Gel Pen, 0.7mm, Blue Ink, Smoke Barrel, Dozen
PEN,BALL,FINE,PRECISE,PV7,RED	35352	DZ	\$ 12.57	
PENCIL,MECHANICAL,G2,.5MM,12PK	51014	DZ	\$ 12.17	
TAPE,POST-IT,2-LINE,1/3X700	652	RL	\$ 2.06	
REFILL,ENRGL,MTL,.7MM,RD	PENLR7B	EA	\$ 0.62	
MARKER,PERM,MAGNUM,BE	SAN44003	EA	\$ 1.84	PIL45200 MARKER,PERM,JUMBO,CHSL,BE
VARSITY FOUNTN PEN BLU	PIL90011	EA	\$ 1.49	
PEN,FOUNTAIN,DISPSBL,SV-4B,BLK	PIL90010	EA	\$ 1.49	
PEN,RBALL,RT,G2,GEL,FN,PE	31029	DZ	\$ 12.17	
PEN,RTRBL,ADV INK,1.2,BLU,12PK	20122	DZ	\$ 6.26	ZEB21920 PEN,Z-GRIP FLIGHT,RT,BE
SHARPIE TWIN TIP BLK DZ	32001	DZ	\$ 14.96	
HIGHLIGHTER,BRITE LINERAST,24	BL241-AST	BX	\$ 3.35	UNV08857 HILIGHTER,POCKET,12PK,AST
PEN,RETRACT,G-2,FINE,DZ,NAVY	31187	DZ	\$ 10.88	PENBL107C PEN,ENERGEL X, MEDIUM,BE
PEN,INKJOY,300RT,O/S,RD	1951258	DZ	\$ 3.57	
EXPO FN 4CT WITH ERASER- ASTD	1944746	CG	\$ 7.25	SAN1944748 MARKER,EXPO,MAGNTC,8,AST
HILIGHTER,SHARPIE,GEL	1803277	ST	\$ 5.42	
PEN,BP,RSVP,FINE,5PK,BLK	BK90BP5A-D2	PK	\$ 6.42	PENBK90A PEN,BALL POINT,FINE,BK
PEN,GRIP,WB,MED,DZ,BLU	88080	DZ	\$ 1.82	
PEN,PM,INKJOY,GEL 0.7,DZ,BLK	1951719	DZ	\$ 6.16	UNV39720 PEN,GEL,RETRCT,0.7MM,BK
PEN,BP,RT,Z-GRIP,BLU,24PK	12225	PK	\$ 1.82	UNV15531 PEN,BALLPT,1.0MM,BE
PEN,LIQUID PAPER,2PK	5622432	PK	\$ 4.89	PAP5622415 Correction Pen, 7 ml, White, 2/Pack
PEN,G2,RETRACTBL,BOLD,4PK,BLU	31084	PK	\$ 12.17	PIL31257 PEN,G2, 1.0MM BOLD,BE
REFILL,F/RETRACTABLE,FN,BL	PIL77211	PK	\$ 0.65	
PEN,COUNTERFEIT DTCTR,DUAL TST	351UVB	EA	\$ 5.38	DRI3513B1 PEN,DETECTR,COUNTFRFT,3PK
PEN,PRECISE,V7,RT,0.7MM,BK	PIL26067	EA	\$ 14.85	PIL26067 PEN,PRECISE,V7 RT,BK
PEN,ENERGEL,REFILLABLE,7MM	PENBL57C	EA	\$ 1.72	PENBL77C EnerGel RTX Retractable Gel Pen, Medium 0.7mm, Blue Ink, Blue/Gray Barrel
PENCIL,LEAD,TICONDEROGA,HARD	DIX13883	DZ	\$ 1.81	
MKR,SHARP,PAINT,FN,RD	SAN35535	EA	\$ 1.45	
MARKER,SHARPIE,UF,RED,EA	37122	EA	\$ 3.00	UNV07072 MARKER,PERMNT FINE,RD
PEN,SHARPIE,4PK,BLK	1742661	PK	\$ 3.22	UNV50502 PEN,POROUS LIQD.RBALL,BK
PEN,VELOCITY,GEL,BK,24CT	RLC241-BK	BX	\$ 6.16	UNV39720 PEN,GEL,RETRCT,0.7MM,BK
PEN,BALL,BIC,VELOCITY,DZ,BLK	VLG11BLK	DZ	\$ 4.04	UNV15540 PEN,ADVINK,BK
MARKER,EXPO 2,FINE,4PK,BLK	86661	PK	\$ 3.23	UNV30721 BNDR,1.5"DRNG,PUSHOPEN,BK
PEN,4 COLOR,3PACK,BIC	MMP31-AST	PK	\$ 3.82	
PEN,BP,BIC VELOCITY,DZ,BLU	VLG11 BLUE	DZ	\$ 4.04	UNV15541 PEN,ADVINK,BE
PEN,ENERGEL,MED,RTX,2PK,VT	PENBL77BP2V	PK	\$ 1.62	PENBL77V EnerGel RTX Retractable Gel Pen, Medium 0.7mm, Violet Ink, Violet/Gray Barrel
MARKERS,MINI,DRYERASE,6PK	QRT51659312Q	PK	\$ 3.04	
PEN,WRTBROS STICK,60PK,BK	4621401	PK	\$ 4.56	UNV15613 PEN,BALLPT,MED,60/PK,BK
PEN,BLPT,C-MATE,RETR,MED,BLK	6330187	DZ	\$ 3.06	UNV15510 PEN,COMFRT,GRP,RET,MED,BK
PEN,ENGEL,DLX,RT,0.5MM,3PK,RED	BLN75BP3B	PK	\$ 2.31	PENBLN75B EnerGel RTX Retractable Gel Pen, Fine 0.5mm, Red Ink, Silver/Red Barrel
PEN,PEARL,MED,PK	PENBL77PWP	EA	\$ 1.63	
BOARDWIPES,DE BOARD CLEANER,50	QRT52180032	EA	\$ 2.66	UNV43660 WIPES,WTEBD WET CLNR,50CT
PEN,GEL,STAINLESS,G301,2PK,BLK	41312	PK	\$ 1.47	ZEB41311 PEN,GEL,RET,0.7MM,BK

Item Description	MFG ID	Unit	Bid Price	Product Alternative
ERASER,PCL,MED,PNK PEARL,3PK	70502	PK	\$ 1.01	
PEN,PRECISE,V7,RT,0.7MM,BE	PIL26068	EA	\$ 14.85	PIL26068 PEN,PRECISE, V7 RT,BE
PEN,BP,10 COLORS IN ONE YLW	51213	EA	\$ 7.70	B01N4D3SO0 Rhode Island Novelty Ten Color Retractable Pen Pack of 4 Retro Pens
PEN,RTRBL,ADV INK,1.2,BLK,12PK	20121	DZ	\$ 4.04	UNV15540 PEN,ADVINK,BK
MARKER,CHISEL,SHARPIE,BLU	38203	DZ	\$ 3.20	MARKER,PERM,CHSL,RG,BE
MARKER,PERM,RT,ULTRAFINE,DZ,BL	1735792	DZ	\$ 17.34	
PENCIL,MECH,E-SHARP,.7MM,DZ	AZ127C	DZ	\$ 11.02	
MARKER,SHRPE,METALLIC,6PK,ASTD	1829201	PK	\$ 6.60	
MARKER,MED,MAJOR ACCENT,FL GRN	25026	DZ	\$ 3.24	UNV08862 HILIGHTER,DESK,FLGN
PEN,ENERGEL,DLX,RTX,3PK,BLK	BLN75BP3A	EA	\$ 1.62	PENBLN75A PEN,ENERGEL,RTX,DLX,BK
MARKER,DRY ERASE,5PK,BLK	W-3113BK5	PK	\$ 4.45	UNV43651 MARKER,DRY,ERASE,CHSL,BK
PEN,BP,UNI,PWRTNK,1MM,DZ,BLU	SAN42071	DZ	\$ 4.04	UNV15541 PEN,ADVINK,BE
PEN,PM,IJ,GEL 0.5,DZ,BLU	1951722	DZ	\$ 14.16	
PEN,RBALL,RT,G2,GEL,XF,GN	PIL31005	DZ	\$ 12.17	
PENCIL,DRAFTING,SHARP,.5MM,2PK	P205BP2-D2	PK	\$ 6.51	
MARKER,DE,EXPO,LO,UF,4PK,ASTD	1871133	PK	\$ 3.14	
HIGHLIGHTER,LIQUID ACCENT,PINK	1754464	DZ	\$ 10.19	
PEN,DR.GRIP,LTD,CHAMPN MAUVE	36273	EA	\$ 4.47	PIL36272 PEN,RBALL,DGRP,PM,BRL,BK
REFILL,PEN,V7,XFINE,2PK,BLU	77279	PK	\$ 1.25	
MARKER,HILITER,EF4009,FLUOR	64324	DZ	\$ 3.04	
REFILL,PEN,G-2,FN,RED	77242	EA	\$ 1.22	
PEN,UB,VISIONELITE,0.5MM,BLK	SAN69000	EA	\$ 1.61	
MARKER PAINT XT WHT	97250	EA	\$ 3.96	SAN35568 Permanent Paint Marker, Extra-Broad Chisel Tip, White
PENCIL,LEAD,TICONDEROGA,MED	DIX13885	DZ	\$ 0.89	UNV55525 PENCIL,MED,BLACKSTONIAN

Insurance Requirements

1. **INSURANCE OBLIGATION.** During the Term of this Master Contract, Contractor shall possess and maintain in full force and effect, at Contractor's sole expense, the following insurance coverages:
 - a. **COMMERCIAL GENERAL LIABILITY INSURANCE.** Commercial general liability insurance (and, if necessary, commercial umbrella liability insurance) covering bodily injury, property damage, personal injury, and advertising injury liability on an 'occurrence form' that shall be no less comprehensive and no more restrictive than the coverage provided by Insurance Services Office (ISO) under the most recent version of form CG 00 01 in the amount of not less than \$2,000,000 per occurrence and \$4,000,000 general aggregate. This coverage shall include blanket contractual liability coverage. This coverage shall include a cross-liability clause or separation of insured condition.
 - b. **CYBER RISK LIABILITY INSURANCE.** Cyber risk insurance, on a claim form. This coverage shall include Contractual Liability insurance for the indemnity provided under this Master Contract. Limits are \$2,000,000 per occurrence and \$2,000,000 aggregate.
 - c. **COMMERCIAL AUTOMOBILE LIABILITY INSURANCE.** 'Symbol 1' Commercial Automobile Liability coverage (and, if necessary, commercial umbrella liability insurance) including coverage for all owned, hired, and non-owned vehicles. The combined single limit per accident shall not be less than \$2,000,000.

The insurance coverage limits set forth herein are the minimum. Contractor's insurance coverage shall be no less than the minimum amounts specified. Coverage in the amounts of these minimum limits, however, shall not be construed to relieve Contractor from liability in excess of such limits. Contractor waives all rights against the State of Washington for the recovery of damages to the extent such damages are covered by any insurance required herein.

2. **INSURANCE CARRIER RATING.** Coverages provided by the Contractor must be underwritten by an insurance company deemed acceptable to the State of Washington's Office of Risk Management. Insurance coverage shall be provided by companies authorized to do business within the State of Washington and rated A- Class VII or better in the most recently published edition of Best's Insurance Rating. Enterprise Services reserves the right to reject all or any insurance carrier(s) with an unacceptable financial rating.
3. **ADDITIONAL INSURED.** Except for Workers Compensation, Professional Liability, Personal Automobile Liability, and Pollution Liability Insurance, all required insurance shall include the State of Washington and all authorized Purchasers (and their agents, officers, and employees) as Additional Insureds evidenced by copy of the Additional Insured Endorsement attached to the Certificate of Insurance on such insurance policies.
4. **CERTIFICATE OF INSURANCE.** Prior to execution of the Master Contract, Contractor shall furnish to Enterprise Services, as evidence of the insurance coverage required by this Master Contract, a certificate of insurance satisfactory to Enterprise Services that insurance, in the above-stated kinds and minimum amounts, has been secured. In addition, no less than ten (10) days prior to

coverage expiration, Contractor shall furnish to Enterprise Services an updated or renewed certificate of insurance, satisfactory to Enterprise Services, that insurance, in the above-stated kinds and minimum amounts, has been secured. Failure to maintain or provide proof of insurance, as required, will result in contract cancellation. All policies and certificates of insurance shall include the Master Contract number stated on the cover of this Master Contract.

5. **PRIMARY COVERAGE.** Contractor's insurance shall apply as primary and shall not seek contribution from any insurance or self-insurance maintained by, or provided to, the additional insureds listed above including, at a minimum, the State of Washington and/or any Purchaser. All insurance or self-insurance of the State of Washington and/or Purchasers shall be excess of any insurance provided by Contractor or subcontractors.
6. **SUBCONTRACTORS.** Contractor shall include all subcontractors as insureds under all required insurance policies. Alternatively, prior to utilizing any subcontractor, Contractor shall cause any such subcontractor to provide insurance that complies with all applicable requirements of the insurance set forth herein and shall furnish separate Certificates of Insurance and endorsements for each subcontractor. Each subcontractor must comply fully with all insurance requirements stated herein. Failure of any subcontractor to comply with insurance requirements does not limit Contractor's liability or responsibility.
7. **WAIVER OF SUBROGATION.** Contractor waives all rights of subrogation against the State of Washington and any Purchaser for the recovery of damages to the extent such damages are or would be covered by the insurance specified herein.
8. **NOTICE OF CHANGE OR CANCELLATION.** There shall be no cancellation, material change, exhaustion of aggregate limits, or intent not to renew insurance coverage, either in whole or in part, without at least sixty (60) days prior written Legal Notice by Contractor to Enterprise Services. Failure to provide such notice, as required, shall constitute default by Contractor. Any such written notice shall include the Master Contract number stated on the cover of this Master Contract.






06019 A2 Creative Office

Final Audit Report

2020-05-28

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