

City Bid Form for Office Supplies Contract
Bid Questions

Provide the following information directly on this form

Name of Business: _____

Business Address: _____

Business Phone Number: _____

Company Contact for Bid Information: _____

Do you have a delivery fee, and if so, how much do you charge? _____

Any limitations on how many times in a week you will deliver? _____

What is your return policy? _____

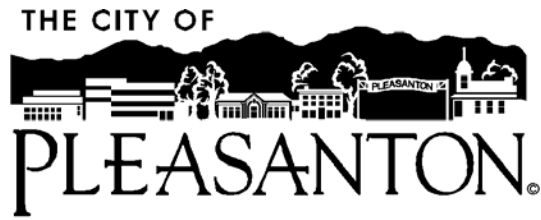
Do you have restocking fees, and if so, how much are those fees? _____

Do you offer online ordering? _____

Do you have next day delivery? _____

Can we purchase items that are not listed in your catalog? _____

Will you match prices that have been seen elsewhere that are lower? _____



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References

Provide the following information on this form

Your Company Name: _____

Years company has been in business: _____

Please provide **three** business references:

1: Business Name: _____
Business Address: _____
Contact Name: _____
Phone Number: _____

2: Business Name: _____
Business Address: _____
Contact Name: _____
Phone Number: _____

3: Business Name: _____
Business Address: _____
Contact Name: _____
Phone Number: _____

ITEM PRICE LIST

Please price the following list of items. All pricing should be based on ordering of 12 or less, with the exception of paper. Paper pricing should be based on ordering 100 reams.

ITEM NAME	UOM	PRICE
BINDER CLIPS, SMALL, BLACK, 3/4", 12 PER BOX	DOZEN	\$
BINDER CLIPS, MEDIUM, BLACK, 1 1/4", 12 PER BOX	DOZEN	
BINDER CLIPS, LARGE, BLACK, 2", 12 PER BOX	DOZEN	
BINDER, WHITE VIEW, 3 ROUNDING, 1"	EACH	
BINDER, WHITE VIEW, 3 ROUNDING, 2"	EACH	
BINDER, WHITE VIEW, 3 ROUNDING, 3"	EACH	
BINDER, BLACK, 3 ROUNDING, 1"	EACH	
BINDER, BLACK, 3 ROUNDING, 2"	EACH	
BINDER, BLACK, 3 ROUNDING, 3"	EACH	
CORRECTION TAPE, 1/6" X 11.1 YARD	EACH	
CORRECTION FLUID, 22ML, FAST DRY	EACH	
POST ITS, 1.5 X 2, YELLOW, 100 SHEETS PER PAD	DOZEN	
POST ITS, 3 X 3, YELLOW, 100 SHEETS PER PAD	DOZEN	
POST ITS, 3 X 5, YELLOW, 100 SHEETS PER PAD	DOZEN	
FILE FOLDERS, 1/3 CUT TABS, LETTER, MANILA, 100 PER BOX	BOX OF 100	
GLUE STICK, .35 OUNCE, CLEAR AND PERMANENT	EACH	
HILITER, CHISEL POINT, FLOURESCENT	DOZEN	
INSERTABLE TAB DIVIDERS, 5 TABS, 1 SET, BUFF PAPER, CLEAR TABS, TYPE OR HANDWRITE INSERTS	SET	
MARKERS, SHARPIE, BLACK, FINE TIP, 12 PER BOX	DOZEN	
MARKERS, BROAD, BLACK, CHISEL TIP, 12 PER BOX	DOZEN	
PAPERMATE PENS, CLICK, MEDIUM, BLUE, COMFORTMATE	DOZEN	
PAPERMATE PENS, CLICK, FINE, BLUE, COMFORTMATE	DOZEN	
PAPERMATE PENS, CLICK, MEDIUM, BLACK, COMFORTMATE	DOZEN	
PAPERMATE PENS, CLICK, FINE, BLACK, COMFORTMATE	DOZEN	
PAPER CLIPS, STANDARD, SMOOTH FINISH, 100 PER BOX	BOX	

ITEM PRICE LIST

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ITEM NAME	UOM	PRICE
PAPER CLIPS, JUMBO, SMOOTH FINISH, 100 PER BOX	BOX	
PUSH PINS, CLEAR, 100 PER BOX	BOX	
RUBBERBANDS, #117, .25#BAG	BAG	
RUBBERBANDS, #19, .25#BAG	BAG	
RUBBERBANDS, #32, .25#BAG	BAG	
SCISSORS, 8", BENT HANDLE, STAINLESS STEEL BLADES	EACH	
TAPE, INVISIBLE, .75" X 36YD, ROLL	ROLL	
TAPE, PACK, 1.88 X 546 YARD, 48MM X 50M EACH	ROLL	
PAPER, 20LB, 92 BRIGHTNESS, WHITE, 8 1/2 X 11, 500 SHEETS/REAM	REAM	
ENVELOPES, 9 X 12, 28LB., WHITE, SELF SEALING, 100 PER BOX	BOX	
EVELOPES, 9 1/2 X 12 1/2, 28LB., WHITE, SELF SEALING, 100 PER BOX	BOX	
YELLOW RULED PAD, LETTER, PERFORATED, LEGAL RULE, 50 SHEETS/PAD	DOZEN	
YELLOW RULED PAD, 5 X 8, PERFORATED, JR LEGAL RULE, 50 SHEETS PER PAD	DOZEN	
PAPER, 20LB, 92 BRIGHTNESS, WHITE, 11 X 17	REAM	
TONER, HEWC9730A, BLACK	EACH	
TONER, HEWC9731A, CYAN	EACH	
BATTERIES, AA, 24 PACK, (NAME BRAND-EVERREADY OR DURACELL)	PACK	
BATTERIES, C, 8 PACK (NAME BRAND-EVERYREADY OR DURACELL)	PACK	
STAPLES, STANDARD, CHISEL POINT, 210 PER STRIP, 5000 PER BOX	BOX	
TELEPHONE CLEANING WIPES, ANTISTATIC & SANITIZING, PREMOISTENED 12 SINGLE USE PACKETS	BOX	