

DUTCHESS BOCES COOPERATIVE OFFICE SUPPLIES, FURNITURE AND EQUIPMENT BID #1516-14

APPENDIX A

CATEGORY: OFFICE SUPPLIES						
ITEM #	Description	PREFERRED BRAND	UNIT OF MEASURE	BRAND BID (IF YOU DO NOT CARRY PREF BRAND)	LIST PRICE	BID PRICE
CATEGORY: OFFICE SUPPLIES: ART & DRAFTING						
1	COLORED PENCILS	CRAYOLA	12 CT, ASST'D./BX			
2	CRAYON,CRAYOLA,8/PK,AST	CRAYOLA	8/PK, ASST'D./BX			
3	CRAYON, CRAYOLA, TUCKBX,24STAST	CRAYOLA	24 ASST'D./BX			
4	PASTELS,CHALK, 2 1/2" X 3/4"	SARGENT	48 ASST'D./BX			
CATEGORY: OFFICE SUPPLIES: BADGES & ACCESSORIES						
5	BADGE,NAME,PLAIN,RED BORDER, 2 11/32" X3 3/8"	AVERY	100/PK			
6	BADGE,NAME,VISTR,BLUE BORDER, 3 1/2" X 2 1/4"	C-LINE	100/BX			
CATEGORY: OFFICE SUPPLIES: BATTERIES & FLASHLIGHTS						
7	BATTERY, AA,	DURACELL COPPERTOP	24/BX			
8	BATTERY, AAA	ENERGIZER MAX	12/PK			
CATEGORY: OFFICE SUPPLIES: BINDERS						
9	BINDER,VIEW, 1" WHITE ECONOMY	AVERY	EACH			
10	BINDER,D-RNG,VIEW,HEAVY DUTY,1" CAP	AVERY	EACH			
11	BINDER,RNG,11X8.5,2IN,BK ECONOMY, NON-VIEW	AVERY	EACH			
CATEGORY: OFFICE SUPPLIES: BOOKS (INCLUDING JOURNALS, LEDGERS AND REFERENCE)						
12	BOOK,SPIRALBOUND MESSAGE,NCR, 2 PART	TOPS	200 ST/BK			
13	BOOK, UNDATED 8 PERIOD/DAY, LESSON PLAN, 8 1/2"X11"	ELAN	EACH			
14	BOOK, UNDATED 7 PERIOD/DAY LESSON PLAN, 8 1/2"X11"	ELAN	EACH			
CATEGORY: OFFICE SUPPLIES: CALENDARS AND PLANNERS						
15	CALENDAR,DESK PAD,MO,ACAD YR,JUL-AUG,22X17,B&W	HOUSE OF DOOLITTLE	EACH			
16	CALENDAR,DESK PAD,MO,ACAD YR,JUL-AUG,22X17,TWO COLOR	HOUSE OF DOOLITTLE	EACH			
CATEGORY: OFFICE SUPPLIES: CARDS & CARD FILING						
17	CARD,INDEX,RULED,3X5,WE	UNIVERSAL	100/PK			
18	CARD,INDEX,RULED,4X6,WE	UNIVERSAL	500/PK			
19	INDEX CARD FILE FOR 3"X5" CARDS, CAPACITY 400 CARDS	STEELMASTER	EACH			
CATEGORY: OFFICE SUPPLIES: CLIPBOARDS						
20	CLIPBOARD,RECYLED, 8 1/2" X 12", 1" CAPACITY (STATE COLORS)	SAUNDERS	EACH			
21	CLIPBOARD,MEMO,6X9	UNIVERSAL	EACH			

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CATEGORY: OFFICE SUPPLIES: CORRECTION SUPPLIES						
22	FLUID,CORRCT,QUICK DRY, WEDGE FOAM, 20 ML	BIC	DOZEN			
23	TAPE, CORRECTION, REFILLABLE APPLICATOR, 1/8"X472", CLEAR CASE	TOMBOW	EACH			
24	TAPE, CORRECTION, REFILL, 1/8" X 472"	TOMBOW	3/PK			
25	TAPE, CORRECTION, DRYLINE GRIP, 1/8" X 335", GRAY/GREEN	PAPERMATE	2/PK			
CATEGORY: OFFICE SUPPLIES: ENVELOPES						
26	ENVELOPE, KRAFT, LT. BROWN, STRING & BUTTON, INTEROFFICE, 10"X13", 100/BOX	UNIVERSAL	BOX			
27	ENVELOPE, KRAFT, BROWN, POSTAGE SAVING CLEAR CLASP, 6"X9", 100/BOX	QUALITY PARK	BOX			
28	ENVELOPE, KRAFT, BROWN, CLASP, 28 LB, 6"X9", 100/BOX	QUALITY PARK	BOX			
29	ENVELOPE, KRAFT, BROWN, REDI-SEAL CATALOG, 9"X12", 250/BOX	QUALITY PARK	BOX			
CATEGORY: OFFICE SUPPLIES: FILES, FILE BOXES, FILE FOLDERS, FILE POCKETS, PORTABLE FILES, & MOBILE FILES						
30	FILE FOLDER, 1/3 CUT ASST'D, ONE-PLY TOP TAB, LETTER, MANILA, 100/BOX	UNIVERSAL	BOX			
31	FILE FOLDER, SUPER TAB, 1/3 CUT, TOP TAB, LETTER, MANILA, 100/BOX	SMEAD	BOX			
32	FILE FOLDER, 1/3 CUT ONE-PLY TAB, LETTER, 100/BOX (STATE COLORS)	UNIVERSAL ONE	BOX			
33	FILE FOLDER, 1/3 CUT TOP TAB, WATER SHED/CUT LESS, LETTER, MANILA, 100/BOX	SMEAD	BOX			
34	HANGING FILE FOLDER, 1/5 TAB, 11 PT STOCK, LETTER, STANDARD GREEN, 25/BOX	UNIVERSAL	BOX			
35	HANGING FOLDER, REINFORCED, 1/5 TAB, LETTER, ASSORTED, 25/BOX	PENDAFLEX	BOX			
CATEGORY: OFFICE SUPPLIES: FORMS						
36	AWARD CERTIFICATES W/GOLD SEALS, 8 1/2"X11", UNIQUE BLUE BORDER, 25/PACK	GEOGRAPHICS	PACK			
37	AWARD CERTIFICATES W/GOLD SEALS, 8 1/2"X11", UNIQUE RED BORDER, 25/PACK	GEOGRAPHICS	PACK			
38	PARCHMENT PAPER CERTIFICATES, 8 1/2"X11", OPTIMA GREEN BORDER, 25/PACK	GEOGRAPHICS	PACK			
39	PARCHMENT PAPER CERTIFICATES, 8 1/2"X11", OPTIMA GOLD BORDER, 25/PACK	GEOGRAPHICS	PACK			
CATEGORY: OFFICE SUPPLIES: FRAMES						
40	GLOSSY BLACK POSTER FRAME, 18"X24"	UNIVERSAL	EACH			
CATEGORY: OFFICE SUPPLIES: GLUES & ADHESIVES						
41	DUAL TEMP GLUE GUN, 40 WATT	SUREBONDER	EACH			
42	DUAL TEMPERATURE GLUE STICKS, 4" LONG, CLEAR, 24/PACK	STANLEY	PACK			
43	GLUE-ALL WHITE GLUE, REPOSITIONABLE, 4 OZ	ELMER'S	EACH			
44	GLUE-ALL WHITE GLUE, REPOSITIONABLE, 7.625 OZ	ELMER'S	EACH			
45	GLUE STICKS, PERMANENT, PURPLE APPLICATION, 1.27 OZ, 6/PACK	AVERY	PACK			
46	GLUE STICKS, WASHABLE SCHOOL, PURPLE, 30/BOX	ELMER'S	BOX			

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CATEGORY: OFFICE SUPPLIES: INDEXES						
47	DIVIDERS, WRITE & ERASE BIG TAB PAPER, 8-TAB, LETTER	AVERY	SET			
48	DIVIDERS, PRINT & APPLY CLEAR W/WHITE TABS, 8-TAB, LETTER, 25 SETS/BOX	AVERY	BOX			
49	DIVIDERS, INSERTABLE BIG TAB, 5-TAB, LETTER	AVERY	SET			
CATEGORY: OFFICE SUPPLIES: LABELS, LABEL HOLDERS, LABEL MAKERS						
50	LABELS, ADDRESS, EASY PEEL LASER, 1"X2 5/8", WHITE, 750/PACK	AVERY	PACK			
51	LABELS, ADDRESS, EASY PEEL, LASER, 1"X2 5/8", WHITE, 3000/BOX	AVERY	BOX			
52	LABELS, LABEL WRITER, 1-UP FILE FOLDER, 9/16"X3 7/16", WHITE, 130/ROLL, 2 RL/PACK	DYMO	PACK			
53	LABELS, LABEL WRITER, 1 1/8" X 3 1/2", WHITE, 350 LABELS/ROLL, 2 ROLLS/PACK	DYMO	PACK			
CATEGORY: OFFICE SUPPLIES: LAMINATING SUPPLIES						
54	HEAT SEAL NAP-LAM ROLL I FILM, 3 MIL, 1" CORE, 25"X250', 2/BOX	GBC	BOX			
55	HEAT SEAL NAP-LAM ROLL I FILM, 1.5 MIL, 1" CORE, 25"X500', 2/BOX	GBC	BOX			
CATEGORY: OFFICE SUPPLIES: LETTER OPENERS						
56	LIGHTWEIGHT HAND LETTER OPENER, 9", SILVER	UNIVERSAL	EACH			
57	LETTER SLITTER HAND LETTER OPENER W/CONCEALED BLADE, 2 1/2", WHITE, 3/PACK	UNIVERSAL	PACK			
CATEGORY: OFFICE SUPPLIES: MAILING AND SHIPPING SUPPLIES (INCL CARTS, BAGS, SCALES, BOXES, MAILERS, PACKING MAT'LS, MOISTENERS, FINGERTIP GRIPS)						
58	PACKAGING TAPE, SURE START, 1.88" X 22.2 YDS, 1 1/2" CORE, CLEAR, 6/PACK	SCOTCH	PACK			
59	PACKAGING TAPE DISPENSER WITH TWO ROLLS OF 3850 CLEAR TAPE, 1.88" X 54.6 YDS	SCOTCH	PACK			
60	PACKAGING TAPE, 3850 HEAVY-DUTY, 1.88" X 54.6 YARDS, CLEAR, 4/PACK	SCOTCH	PACK			
CATEGORY: OFFICE SUPPLIES: NOTEBOOKS, STENO BOOKS, SPIRAL BOUND, FILLER PAPER						
61	BOOK, COMPOSITION, 9.75X7.5, 100 WIDE RULED	MEAD	EACH			
62	BOOK, COMPOSITION, 48SHT, WIDE, BK	PACON	EACH			
63	NOTEBOOK, WIREBOUND, 11X8.5, COLLEGE RULED, 5 SUBJECT, 200CT	FIVE STAR	EACH			
64	PAPER, FILLER WIDE RULED, 15 LB, 3 HOLE, 8"X10 1/2"	MEAD	200 SH/PK			
65	BOOK, STENO, GREGG, WE, 80 SH	UNIVERSAL	EACH			
66	DOUBLE SHEET PAD, LEGAL/LEGAL RULE, 8 1/2"X11 3/4", WHITE, PERFERD, 100 SHEETS/PAD	AMPAD	PAD			
CATEGORY: OFFICE SUPPLIES: PADS - EASEL, FLIPCHART						
67	SUGARCANE BASED EASEL PADS, 1 INCH RULE, 27 X 34, WHITE, 50 SHEETS, 2/PACK	UNIVERSAL ONE	PACK			
68	SELF-STICK EASEL PADS, 25"X30", WHITE 30-SHEET PADS, 2/CARTON	POST-IT	CARTON			
69	RECYCLED EASEL PADS, UNRULED, 27"X34", WHITE, 50-SHEET, 2/CARTON	UNIVERSAL	CARTON			

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CATEGORY: OFFICE SUPPLIES: PADS - SELF-STICK						
70	CANARY YELLOW NOTE PADS, 1 7/8" X 1 7/8", 90/PAD, 10 PADS/PACK	POST-IT	PACK			
71	CANARY YELLOW NOTE PADS, 3" X 3", 90/PAD, 12 PADS/PACK	POST-IT	PACK			
72	CANARY YELLOW PADS, 3" X 3", LINED, 100/PAD, 6 PADS/PACK	POST-IT	PACK			
73	PAGE FLAGS, ASSORTED COLORS, 35 FLAGS/DISPENSER, 4 DISPENSERS/PACK	UNIVERSAL ONE	PACK			
74	PAGE FLAGS, ARROW MESSAGE 1/2", "SIGN HERE", 4 COLORS W/DISPENSERS, 120/PACK	POST-IT	PACK			
CATEGORY: OFFICE SUPPLIES: PAPER - SPECIALTY INCLUDING CALCULATOR AND OTHER PAPER ROLLS						
75	ADDING MACHINE/CALCULATOR ROLL, 16 LB, 1/2" CORE, 2 1/4" X 150', WHITE, 12/PACK	UNIVERSAL	PACK			
76	ADDING MACHINE/CALCULATOR ROLL, 16 LB, 1/2" CORE, 2 1/4" X 150', WHITE, 3/PACK	UNIVERSAL	PACK			
CATEGORY: OFFICE SUPPLIES: PENCILS INCLUDING MECHANICAL, REFILLS, WOODEN & SHARPENERS						
77	ARROWHEAD ERASER CAPS, 144/BOX	PAPER MATE	BOX			
78	PINK PEARL ERASER, MEDIUM, 3/PACK	PAPER MATE	PACK			
79	PRE-SHARPENED PENCIL, HB, #2, YELLOW, DOZEN	TICONDEROGA	DOZEN			
80	COLORLED WOOD PENCILS SET, 3.3 MM, 12 ASSORTED COLORS, 12 PENCILS/SET	PRANG	SET			
81	ECONOMY WOODCASE PENCIL, HB, #2, YELLOW, DOZEN	UNIVERSAL	DOZEN			
82	PRE-SHARPENED PENCIL, HB, #2, YELLOW, 30/PACK	TICONDEROGA	PACK			
83	TRI-WRITE WOODCASE PENCIL, HB, #2, YELLOW, DOZEN	TICONDEROGA	DOZEN			
84	ECOLUTIONS XTRA-LIFE MECHANICAL PENCIL, .7 MM, ASSORTED, DOZEN	BIC	DOZEN			
CATEGORY: OFFICE SUPPLIES: PENS, MARKERS, HIGHLIGHTERS, DRY ERASE AND PERMANENT						
85	INKJOY 300RT FASHION-WRAP BALLPOINT PEN ASSTMT, 1 MM, 8/PACK	PAPERMATE	PACK			
86	ROUND STIC GRIP XTRA COMFORT BALLPOINT PEN, 1.2 MM, MEDIUM, DOZEN(REDF, BLUE, BLK)	BIC	DOZEN			
87	ATLANTIS BALLPOINT RETRACTABLE PEN, (BLACK, RED, BLUE), MEDIUM, 1 MM, DOZEN	BIC	DOZEN			
88	PROFILE BALLPOINT RETRACTABLE PEN, BLACK INK, BOLD, DOZEN (BLACK, BLUE)	PAPER MATE	DOZEN			
89	PROFILE ELITE RETRACTABLE BALLPOINT PEN, (BLACK, BLUE), BOLD	PAPER MATE	PACK			
90	PRECISE V5RT RETRACTABLE ROLLER BALL PEN, (RED, BLACK OR BLUE), .5MM	PILOT	EACH			
CATEGORY: OFFICE SUPPLIES: REPORT COVERS						
91	POLYPROPYLENE NO-PUNCH REPORT COVER, LETTER, HOLDS 30 PAGES, CLEAR/BLACK	OXFORD	EACH			
92	ELEGANT STRIP EIGHT-POCKET ORGANIZER, EMBOSSED LEATHER GRAIN, ASSORTED COLORS	OXFORD	EACH			
93	TWIN-POCKET FOLDER, EMBOSSED LEATHER GRAIN PAPER, ASSORTED COLORS, 25/BOX	OXFORD	BOX			
94	TWO-POCKET PORTFOLIO, EMBOSSED LEATHER GRAIN PAPER, ASST COLORS, 25/BOX	UNIVERSAL	BOX			

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CATEGORY: OFFICE SUPPLIES: RUBBER BANDS						
95	RUBBER BANDS, STERLING, 33, 3 1/2" X 1/8", 850 BANDS/1 LB BOX	ALLIANCE	BOX			
96	RUBBER BAND BALL, MINIMUM 260 RUBBER BANDS	ACCO	EACH			
97	RUBBER BANDS, SIZE 64, 3 1/2" X 1/4", 80 BANDS PER 1/4 LB PACK	UNIVERSAL	PACK			
CATEGORY: OFFICE SUPPLIES: RULERS						
98	ACRYLIC PLASTIC RULER, 12", CLEAR	UNIVERSAL	EACH			
99	SEE THROUGH ACRYLIC RULER, 12", CLEAR	WESTCOTT	EACH			
CATEGORY: OFFICE SUPPLIES: SCISSORS						
100	LEFT-HAND SCISSORS, 8" LENGTH, 3-3/10" CUT	FISKARS	EACH			
101	VALUE LINE STAINLESS STEEL SHEARS, 8" LONG, 3/PACK	WESTCOTT	PACK			
102	KLEEN EARTH RECYCLED STAINLESS STEEL SCISSORS, 8" STRAIGHT	WESTCOTT	EACH			
103	PERFORMANCE SCISSORS, 8" LENGTH, STAINLESS STEEL, STRAIGHT	FISKARS	EACH			
CATEGORY: OFFICE SUPPLIES: SHEET PROTECTORS						
104	TOP-LOAD SHEET PROTECTOR, ECONOMY GAUGE, LETTER, CLEAR, 50/BOX	AVERY	BOX			
105	TOP-LOAD SHEET PROTECTOR, STANDARD GAUGE, LETTER, CLEAR, 50/BOX	UNIVERSAL	BOX			
106	STANDARD WEIGHT POLYPROPYLENE SHEET PROTECTOR, NON-GLARE, 2", 11"X8 1/2",100/BX	C-LINE	BOX			
CATEGORY: OFFICE SUPPLIES: STAMPS, PRE-INKED, DATED, STAMP PADS						
107	SELF-INKING CUSTOM MESSAGE STAMP, 11/16" X 1 13/16"	2000 PLUS	EACH			
108	TWO-COLOR WORD DATER, 1 3/4" X 1", "RECEIVED", SELF-INKING, BLUE/RED	2000 PLUS	EACH			
109	MESSAGE STAMP, "PAID", PRE-INKED ONE-COLOR, RED	UNIVERSAL	EACH			
110	STACK STAMP, "COPY, DRAFT, ORIGINAL", 1 13/16"X5/8", ASSTD FLUORESCENT INK	STACK STAMP	EACH			
CATEGORY: OFFICE SUPPLIES: STAPLERS AND STAPLES						
111	747 BUSINESS FULL STRIP DESK STAPLER, 20-SHEET CAPACITY, BLACK	SWINGLINE	EACH			
112	S.F. 1 STANDARD ECONOMY CHISEL POINT 210 FULL STRIP STAPLES, 5000/BOX	SWINGLINE	BOX			
113	JAW STYLE STAPLE REMOVER, BLACK	UNIVERSAL	EACH			
114	STANDARD CHISEL POINT 210 STRIP COUNT STAPLES, 5000/BOX	UNIVERSAL	BOX			
CATEGORY: OFFICE SUPPLIES: TAPE & TAPE DISPENSERS						
115	MAGIC TAPE REFILL, 1/2" X 1296", 3/PACK	SCOTCH	PACK			
116	MAGIC TAPE, 3/4" X 1296", 1" CORE, CLEAR, 6/PACK	SCOTCH	PACK			
117	BRAND DUCT TAPE, 1.88" X 45 YARDS, 3" CORE, GRAY	DUCK	ROLL			
118	TRANSPARENT TAPE, 3/4" X 1296", 1" CORE, CLEAR	SCOTCH	ROLL			