

AAA-12-14-2015

RFI ID: RFI058

RFI STATUS: SUBMITTED TO COUNTY

PREPARED BY: Sybil Wilson-George

DATE: 12/3/2015

OFFICE SUPPLIES

RFI Line Items

ITEM	MFR	MFR PART # /SKU	ECPU	MIN QTY	PMP	PAP	PF	ETD	DETAILS
pens, black, pack of 12	Papermate			20			1	1	1.0m
pens, blue, pack of 12	Papermate			20			1	1	1.0m
pens, red, pack of 12	Papermate			6			1	1	1.0m
large binder clips; box of 12	Acco			20			1	1	Acco or equivalent
medium binder clips; box of 12	Acco			20			1	1	Acco or equivalent
small binder clips; box of 12	Acco			10			1	1	Acco or equivalent
Sharpie flip chart markers, pack of 8				2			1	1	Eco-conscious
Post-it self-stick easel pads, box of 6				2			1	1	
Avery Ready Table of Contents dividers, a-z				5			1	1	Eco-conscious Recycled content
Avery Ready Table of Contents dividers, Jan-Dec				10			1	1	Eco-conscious Recycled content
Avery Ready Table of Contents dividers, 1-31				5			1	1	Eco-conscious Recycled content
Post-it flags desk grip dispenser	Post-it			3			1	1	
Post-it flags; pack of 4	Post-it			3			1	1	
Post-it flags; pack of 8	Post-it			2			1	1	
Post-it arrow flags; pack of 4	Post-it			2			1	1	
Krazy glue; pack of 4				20			1	1	
Sharpie Chisel, pink, box of 12	Sharpie			6			1	1	Eco-conscious
Sharpie Chisel, orange, box of 12	Sharpie			6			1	1	Eco-conscious

ETD: ESTIMATED DELIVERY TIME

PF: PURCHASE FREQUENCY

PAP: POTENTIAL ANNUAL PURCHASE

PMP: POTENTIAL MINIMUM PURCHASE

ECPU: ESTIMATED COST P/UNIT

Sharpie Chisel, yellow, box of 12	Sharpie			6	1	1	Eco-conscious
Sharpie Chisel, green, box of 12	Sharpie			8	1	1	Eco-conscious
Translucent tape, pack of 10	Scotch			5	1	1	
Elmers glue stick, box of 30				4	1	1	Eco-conscious
perforated writing pads, legal				8	1	1	Eco-conscious Recycled content
perforated writing pads, yellow				4	1	1	Eco-conscious Recycled content
perforated writing pads, white				8	1	1	Eco-conscious Recycled content
perforated writing pads, 5x8				10	1	1	Eco-conscious Recycled content
steno books, pack of 12				10	1	1	6x9
Post It recycled self-stick easel pads, pack of 6				1	1	1	Eco-conscious Recycled content
plastic ruler for binders				12	1	1	
Clorox disinfecting wipes, fresh scent, pack of 75				1	1	1	
Clorox disinfecting wipes, lemon fresh scent, pack of 75				6	1	1	
Clorox disinfecting wipes, lemon fresh scent, pack of 75				6	1	1	
Facial tissue, pack of 6	Kleenex			2	1	1	Eco-conscious Boutique 2-ply
Lysol disinfectant spray, fresh scent				6	1	1	
Lysol disinfectant spray, crisp linen scent				12	1	1	
Lysol disinfectant spray, original				6	1	1	
Energizer Max aa batteries, pack of 36				3	1	1	
Energizer Max aaa batteries, pack of 16				3	1	1	
Energizer Industrial 9volt batteries, box of 12				3	1	1	
Energizer D batteries, box of 12				2	1	1	
Energizer D batteries, box of 12				2	1	1	
Computer cleaning duster, pack of 6				1	1	1	
hanging folders, box of 25, red	Smead			10	1	1	Eco-conscious Recycled content

hanging folders; box of 25, green	Smead	10	1	1	Eco-conscious Recycled content
hanging folders; pack of 100, manilla	Smead	10	1	1	Eco-conscious Recycled content
hanging folders; box of 100 navy	Smead	5	1	1	Eco-conscious Recycled content
hanging folders; box of 100 red	Smead	5	1	1	Eco-conscious Recycled content
hanging folders; box of 100 Green	Smead	5	1	1	Eco-conscious Recycled content
hanging folders; box of 100 yellow	Smead	5	1	1	Eco-conscious Recycled content
expansion folders pack of 100	Smead	10	1	1	Eco-conscious Recycled content
rubber bands #33		12	1	1	
8" scissors	Fiskars	20	1	1	Eco-conscious Recycled content
Premier staples, 5000 count		15	1	1	
Stanley Bostitch staplers		20	1	1	
Scotch tape dispensers		15	1	1	Eco-conscious Recycled content
Globe-Weiss accordion file with flap A-Z		4	1	1	
Sparco accordion file w/o flap; 12 pockets, Jan-Dec		2	1	1	Eco-conscious Recycled content
Sparco accordion file w/o flap; 31 pockets 1-31		3	1	1	Eco-conscious Recycled content
Smead hanging folders, box of 25; blue		10	1	1	Eco-conscious Recycled content
Smead hanging folders box of 25; yellow		10	1	1	Eco-conscious Recycled content
Totals					