



## PAPER AND OFFICE SUPPLIES AGREEMENT

**THIS AGREEMENT** is made and entered into this 12<sup>th</sup> day of October, 2020, by and between the **CITY OF BILLINGS, MONTANA**, a municipal corporation organized and existing under the laws of the State of Montana, P.O. Box 1178, Billings, Montana 59103, hereinafter referred to as "City," and, **360 OFFICE SOLUTIONS, INC.** of 3676 Pierce Parkway, Billings, Montana 59106, hereinafter referred to as "Seller."

In consideration of the mutual covenants and agreements herein contained, the receipt and sufficiency whereof being hereby acknowledged, the parties hereto agree as follows:

1. **PRODUCT PURCHASED:** Seller agrees to sell and City agrees to purchase paper and office supplies ("Product") at the discounts listed below and, if applicable, per written City's specifications and Seller's proposal attached hereto as Exhibit "A," which are incorporated into this agreement by this reference. The City shall strongly encourage departments to utilize this agreement, however City staff may choose to purchase product from another source if cost savings are realized.

2. **Price:** The Seller agrees to provide all contract items at a 47% discount, and off-contract items at a 45% discount. The Seller will also provide the City with any market-wide pricing that is provided to the general public. All prices are inclusive of any applicable local, state or federal taxes that may be applied to the product to be purchased. The purchase price is free on board at the place of delivery and Seller may not impose any additional, shipping, delivery or storage charges.

3. **Effective Date:** This Agreement is effective upon the date of its execution and will terminate on October 13, 2025. The parties may extend this Agreement, by mutual concurrence, for five (5) additional one-year terms, in writing prior to termination of each annual term.

4. **Delivery and Payment:**

- Delivery of office products will occur during normal business hours of 8:00 AM to 5:00 PM, Monday through Friday.
- Delivery of all orders shall occur the next business day by 3:00 PM.
- Deliveries shall be made to the ordering department at the address requested.
- Seller shall provide emergency same-day delivery directly to the individual City departments at no additional charge to the City.

- Seller company catalogs, as well as customized catalogs, shall be distributed to all City departments.
- Seller shall possess user-friendly ordering procedures, whether by phone or on-line via the internet.
- Company shall accept Purchasing Credit Cards (Pcards), as well as the usual Purchase Order (check), as form of payment. Standard payment terms are Net 30.
- Company shall allow the return of items, whether a miss fill or incorrect order placement, without assessing restocking or handling charges.
- Transportation and unloading of all items covered under the agreement shall be from the point of manufacture or storage facility to the requested City location.
- Seller shall provide office supplies to all City locations.
- Seller shall distribute copy paper to specific locations/copy rooms.
- Seller shall provide a designated Customer Service Representative in order to track shipments, orders, handle invoice issues, etc.
- If substitution for an item is necessary, the Customer Service Representative shall notify the ordering person.
- Seller shall ship used cartridges to the manufacturer for recycling at no additional cost to the City.
- Seller shall provide a prompt response to all requests, inquiries and complaints.
- Seller shall offer management of on-site inventory at selected departments at no additional cost to the City.
- The Seller shall submit quarterly purchasing reports to the City and analyze with the City opportunities for cost savings.

Upon delivery, City may inspect the goods or product to ensure that it meets City specifications, and Seller may obtain specifications from City upon request. If the Product meets City specifications, City shall tender the purchase price stated above to Seller through the City's normal claim process.

**5. Specifications:** Seller agrees that this Product complies with the City's specifications provided to Seller and with the Seller's proposal thereto as accepted by the City. Unless otherwise agreed to by the City, the City's specifications govern and control in the event of inconsistencies with the Seller's response to the same.



6. **Nondiscrimination:** Seller agrees that all hiring by Seller of persons performing this Agreement will be on the basis of merit and qualification and will not discriminate on the basis of race, color, religion, creed, political ideas, sex, age, marital status, physical or mental disability, or national origin.

All Contractors and subcontractors shall abide by the requirements of 41 CFR 60-300.5(a) and 41 CFR 60-741.5(a), which prohibit discrimination against qualified protected veterans and/or qualified individuals on the basis of disability, and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans and individuals with disabilities.

All Contractors and subcontractors shall abide by the requirements of 41 CFR 60-1.4, which states employees or applicants may not be discharged or in any other manner discriminated against because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information.

7. **Default and Termination:** If Seller fails to deliver the goods or product as set forth in Paragraphs 2 and 3 above, or violates any provision of this Agreement, or if the goods or product fails to meet City's specifications, City may, at its option, declare the Seller in default and immediately cancel and rescind this Agreement. Thereafter, City may procure substitute goods or product to replace the goods or product described herein. In such event, Seller is liable to City for the difference between the price set forth herein and the price paid by City for replacement goods or product. Additionally, the City may pursue any other remedy it has at law or in equity.

8. **Independent Contractor Status:** The parties agree that **CONTRACTOR** is an independent contractor for purposes of this Agreement and may not to be considered an employee of the **CITY** for any purpose. **CONTRACTOR** is not subject to the terms and provisions of the **CITY's** personnel policies handbook and may not be considered a **CITY** employee for workers' compensation or any other purpose. **CONTRACTOR** is not authorized to represent the **CITY** or otherwise bind the **CITY** in any dealings between **CONTRACTOR** and any third parties.

9. INDEMNITY:

The **CONTRACTOR** SHALL:

- A. Indemnify, defend and save **CITY**, its officers, agents and employees harmless from any and all losses, damage and liability occasioned by, growing out of, or in any way arising or resulting from any intentional or negligent act on the part of **CONTRACTOR** or its agents or employees.
- B. Not indemnify, defend, save and hold the **CITY** harmless from claims, causes of action, lawsuits, damages, judgments, liabilities, and litigation costs and expenses or attorneys' fees and costs arising from wrongful or negligent acts, error or omission solely of the **CITY** occurring during the course of or as a result of the performance of the **AGREEMENT**.
- C. Where claims, lawsuits or liability, including attorneys' fees and costs arise from wrongful or negligent act of both the **CITY** and the **CONTRACTOR**, the **CONTRACTOR** shall indemnify, defend, save, and hold the **CITY** harmless from only that portion of claims, causes of action, lawsuits, damages, judgments, liabilities, and litigation costs and expenses including attorneys' fees and costs, which result from the **CONTRACTOR'S** or any subcontractor's wrongful or negligent acts occurring as a result from the **CONTRACTOR'S** performance pursuant to this **AGREEMENT**.

The **CITY** SHALL:

- D. Indemnify, defend and save **CONTRACTOR**, its officers, agents and employees harmless from any and all losses, damage and liability occasioned by, growing out of, or in any way arising or resulting from any intentional or negligent act on the part of **CITY** or its agents or employees.
- E. Not indemnify, defend, save and hold the **CONTRACTOR** harmless from claims, causes of action, lawsuits, damages, judgments, liabilities, and litigation costs and expenses or attorneys' fees and costs arising from wrongful or negligent acts, error or omission solely of the **CONTRACTOR** occurring during the course of or as a result of the performance of the **AGREEMENT**.
- F. Where claims, lawsuits or liability, including attorneys' fees and costs arise from wrongful or negligent act of both the **CONTRACTOR** and the **CITY**, the **CITY** shall indemnify, defend, save, and hold the **CONTRACTOR** harmless from only that portion of claims, causes of action, lawsuits, damages, judgments, liabilities, and litigation costs and expenses including attorneys' fees and costs, which result from the **CITY'S** or any

subcontractor's wrongful or negligent acts occurring as a result from the **CITY'S** performance pursuant to this **AGREEMENT**.

**10. INSURANCE:**

- A. The **CONTRACTOR** shall maintain in good standing the insurance described in this Section. Before rendering any services under this **AGREEMENT**, the **CONTRACTOR** shall furnish the **CITY** with proof of insurance in accordance with this Section.

The **CONTRACTOR** shall provide the following insurance:

1. Workers' compensation and employer's liability coverage as required by Montana law.
2. Commercial general liability, including contractual and personal injury coverage's -- \$750,000 per claim and \$1,500,000 per occurrence.
3. Automobile liability -- \$1,500,000 per accident.

Each policy of insurance required by this Section shall provide for no less than 30 days' advance written notice to the **CITY** prior to cancellation.

The **CITY** shall be listed as an additional insured on all policies except Worker's Compensation Policies.

**CONTRACTOR** shall comply with the applicable requirements of the Workers' Compensation Act, Title 39, Chapter 71, MCA, and the Occupational Disease Act of Montana, Title 39, Chapter 71, MCA. **CONTRACTOR** shall maintain workers' compensation insurance coverage for all members and employees of **CONTRACTOR's** business, except for those members who are exempted as independent contractors under the provisions of §39-71-401, MCA.

**CONTRACTOR** shall furnish **CITY** with copies showing one of the following: **(1)** proof of registration as a registered contractor under Title 39, Chapter 9, MCA; **(2)** a binder for workers' compensation coverage by an insurer licensed and authorized to provide workers' compensation insurance in the State of Montana; or **(3)** proof of exemption from workers' compensation granted by law for independent contractors.

**11. Warranty:** Unless superseded or supplemented by an express warranty, Seller represents and warrants that the Product are covered by implied warranties for merchantability and fitness for the particular purpose for which they have been purchased.



12. **Assignment:** Seller may not assign this Agreement or any of its rights hereunder without the express written consent of City.

13. **Entire Agreement:** This Agreement, including its appendices, if any, is the entire understanding between the parties relating to the subject matter contained herein. No agent or representative of either party has authority to make any representations, statements, warranties or agreements not herein expressed and all modifications or amendments of this agreement, including the appendices, must be in writing and signed by an authorized representative of each of the parties hereto.

14. **Liaison:** City's designated liaison with Seller is Craig Bartholomew, President, and Seller's designated liaison with City is Liz Kampa, Purchasing Agent.

15. **Governing Law and Venue:** This Agreement shall be construed and enforced in accordance with the laws of the State of Montana. Venue for any suit between the parties arising out of this Agreement shall be the State of Montana Thirteenth Judicial District Court, Yellowstone County.

**IN WITNESS WHEREOF**, the parties hereto have executed this instrument the day and year first above written.

**CITY OF BILLINGS, MONTANA**

**360 OFFICE SOLUTIONS, INC.**

\_\_\_\_\_  
**WILLIAM A. COLE, MAYOR**

  
\_\_\_\_\_  
**SIGNATURE**

**APPROVED AS TO FORM**

*Craig D. Bartholomew*  
\_\_\_\_\_  
**PRINT NAME**

\_\_\_\_\_  
**BRENT BROOKS, CITY ATTORNEY**

*President*  
\_\_\_\_\_  
**PRINT TITLE**

*406.869.0425*  
\_\_\_\_\_  
**(Write Phone Number Above)**

## City of Billings Request for Proposal Response to Section 5: Scope of Work

Service and Support (please address in your proposal whether or not you meet these requirements and/or what alternatives you propose):

Service - Please describe the level of service the City can expect from your company. What sets your company apart from competitors?

*The service offering, we can provide to the City will continue to allow the City to streamline their procurement process and bring the most value to the City of Billings. The program we propose would have the following attributes:*

- *We will provide each department with a custom catalog that clearly outlines the SKU's the City has pre-approved for its users to purchase.*
- *We will provide our 5,000 items catalog and 25,000 item catalogs to all end users that the City has approved to have these catalogs.*
- *All orders will be processed on our on-line e-commerce system.*
- *However, some users may not be comfortable using our e-commerce ordering system. We will work with these end users as they have the ability to fax their orders in or call their orders into our Customer Service Team.*
- *The e-commerce system will be set up so that employees will have access to the standard products that the City has approved. Additionally, the system has the capability to electronically send orders to supervisors for approval based on the criteria established by the City.*
- *We have staff in Billings, along with your assigned sales representative that can work with any new users to provide training on the use of the e-commerce system to help them place orders, establish favorite lists and the search capability, for example.*
- *The City has the option to pay via credit card, at the invoice level or at the statement level. We would recommend the most efficient manner would be to use your P-Card and pay for the purchase at the time the order is placed.*
- *The end users would receive their orders the next business day between 8:00 AM and 3:00 PM.*
- *We stock locally over 5,000 items which allows us to offer emergency same day delivery service on all stocked items.*
- *We will deliver to all City locations and/or designated storage locations.*
- *The orders would be delivered directly to the end user.*
- *Recycling Programs – Our drivers will pick up from our customers all used cartridges and ship them to the manufacturer at no charge.*
- *The Delivery Driver will deliver cut paper directly to the department which ordered the paper. We will work with each department to understand where the paper needs to be placed once it is delivered to reduce the amount of handling associated with the paper.*

*Manufacturing problems will sometimes result in backorders with no ETA. Our Customer Service Team has been trained to be able to provide customers with alternatives when these issues arise. With the City's approval, product substitutions can be made to avoid further delays.*

*One of the ways the Company separates itself is through the breadth and depth of products it has access to in order to meet our customer's needs. We can provide customers with Break Room Supplies, Janitorial Supplies, Information Technology Hardware and Services, Copiers and Printers and Furniture.*

*The Company has extensive relationships in the furniture industry which allow us to handle almost any need an end user may have related to panel systems, office seating, casegoods, reception area and collaborative spaces. Additionally, the Company has made investments in electronic space planning and in-house installation services which support the furniture projects we do for our customers.*

*The major manufacturers we have a partnership with are:*

- *Haworth*
- *Kimball*
- *All Steel*
- *Hon*
- *National Office*
- *Symmetry*
- *Ideon*
- *Safco*

*Lastly, the one key way the Company stands above our competition is the fact we have over 132 employees, of which 75 employees are located in Billings. The Billings based employees allow us to handle the product research, delivery, installation of furniture, copier service support, IT support and many other needs of our customers. No other competition has the years and breadth of experience of these individuals.*

**Delivery** – Please describe the delivery services your company provides.

- *The end users would receive their orders the next business day between 8:00 AM and 3:00 PM.*
- *We stock locally over 5,000 items which allows us to offer emergency same day delivery service on all stocked items.*
- *We will deliver to all City locations and/or designated storage locations.*
- *The orders would be delivered directly to the end user.*
- *Recycling Programs – Our drivers will pick up from our customers all used cartridges and ship them to the manufacturer at no charge.*
- *The Delivery Driver will deliver cut paper directly to the department which ordered the paper. We will work with each department to understand where the paper needs to be placed once it is delivered to reduce the amount of handling associated with the paper*

Is shipping free of charge to the City?

*Shipping is free to the City on all office products.*

Is next-day delivery available at no cost to the City?

*Yes, next-day and emergency same day delivery is available to the City and no cost.*

Can your company deliver office supplies to the ordering departments at various facilities located throughout the City?

*Yes. We deliver to every City department and facility located throughout the City.*

Can your company distribute copy paper to specific locations and copy rooms?

*Yes, the Delivery Driver will deliver cut paper directly to the department which ordered the paper.*

Please also describe your standard delivery service and any exceptions you may have to it.

*As noted above, we have described the delivery service expectations we will provide to the City. Some additional points about our delivery service is:*

- *Our drivers have been with the company for several years so end user would see the same driver on substantially all deliveries.*
- *The delivery driver can help the end user process and returns on any issue with the delivery.*
- *Drivers are all drug and alcohol tested upon hiring and are subjected to post accident and random testing.*

**Savings** – Please describe the overall savings and competitive pricing the City can expect if your company is selected. Please do not include specific pricing (except in the pricing matrix – Exhibit C – which is to be mailed or emailed separately). Why or how is your company able to offer substantial savings over competitors?

- *360 Office Solutions can save the City money is by providing live consultation via phone, email and live chat.*
- *We provide reports detailing departmental usage, order frequency and order size allowing us to suggest alternative cost saving products and services.*
- *We buy direct from paper and office product manufacturers passing the savings to the City.*
- *We offer a customized toner program that would leverage our ability to use compatible toners and depending on the manufacturer specialized toner pricing program. These programs would save the City money.*

**Ordering** – Please describe your ordering process and the different options available. Include information regarding different options or features of your ordering process, search capabilities, display of product information, ordering administration and purchasing controls.

- *All orders will be processed on our on-line e-commerce system.*
- *However, some users may not be comfortable using our e-commerce ordering system. We will work with these end users as they have the ability to fax their orders in or call their orders into our Customer Service Team.*
- *The e-commerce system will be set up so that employees will have access to the standard products that the City has approved. Additionally, the system has the capability to electronically send orders to supervisors for approval based on the criteria established by the City.*
- *The City has the option to pay via credit card, at the invoice level or at the statement level. We would recommend the most efficient manner would be to use your P-Card and pay for the purchase at the time the order is placed.*

Do you offer telephone and on-line ordering?

- *Yes, we offer ordering via the telephone, on-line and by fax.*

Do you offer custom catalogs, based upon the City's historical purchasing data and/or buying patterns?

- *Yes, we can offer a custom catalog for the City.*

Does your company's system allow the end user to scan product and shelf tag bar codes to create an order, which will electronically interface with the vendor e-commerce system at no additional cost? If so, please include information about the system and indicate whether or not your proposal includes on site user training also at no additional cost.

- *No, we do not offer this service at this time.*

**Returns** – Please describe your company's return policy? Does your company assess restocking or handling charges?

- *Returns are picked up the next day and credited. We do not charge restocking or handling charges on non-perishable items.*

**Payment** – Does your company accept Visa Purchasing Cards (Pcards) as form of payment? Does your company accept Purchase Orders as form of payment?

- *Yes. We accept all major credit Cards. Yes. We accept purchase orders as a form of payment.*

**Local Support** – Does your company have a local office, warehouse, store, etc.?  
Will there be a dedicated salesperson assigned to the City?

- We have 50,000 sqft. facility located at 3676 Pierce Parkway Billings. This is our Corporate office and main distribution center for our entire Montana and Wyoming operation.
- *Andy Kurokawa is your assigned Sales Representative.* Andy will be the lead contact for the City. Andy manages the requisition forms, catalog distribution, and reports. Andy is responsible for identifying purchasing trends, new product availability, special orders, product show, specials, and the total success of the partnership coming together. Andy has been with the Company for over 12 years.

**Ease of transition** – Please describe how your company would ensure the City would have a seamless transition from their current supplier to your company.

*The Company is the current supplier for the City. Accordingly, there would not be a transition for the end users of the City to go through. As we enter a new contract with the City, we would like to follow up with the appropriate individuals in the City to understand what additional needs or changes would improve the overall experience for the end users.*

**Rebate** - Is there a rebate program offered by your company? If yes, please

*We do not offer a rebate program.*



ATTACHMENT G

PROPOSER CONTACT INFORMATION

A. Company Contacts

Primary Contact Person (Name):	Andy Kurokawa
Title/Function:	Sales Representative
Address	3676 Pierce Parkway, Billings MT 59106
Business Hours Phone:	406. 698. 4619
Fax:	406. 245 0621
Internet E-mail Address:	Andyk@360-OS.com
Name of Person Responding to Request:	Craig Bartholomew
Title/Function:	President
Address:	3676 Pierce Parkway, Billings, MT 59106
Phone:	406. 869. 0425
Fax:	406. 248. 2108
Internet E-mail Address:	Craigb@360-OS.com

B. General Company and Financial Information

Company Name:	360 Office Solutions, Inc.
Headquarters Address:	3676 Pierce Parkway
City, State, ZIP	Billings, MT, 59106
Headquarters Phone:	406. 248. 7881
Headquarters FAX:	406. 248. 2108
Company Owned By:	Staples
Percent % Ownership:	100%
Years In Business	75
Name of CIO	Ken Lutton
Name of CEO/President:	Craig Bartholomew



ATTACHMENT C

PRICE MATRIX

(to be sent with proposal in a separate, sealed envelope)

Please provide proposed pricing for items listed below in Attachment H. All pricing is to include any charges including packing, installation, delivery and shipping. Any additional costs shall be listed separately.

1. Contract Pricing – percentage discount off list prices for top 200 items.

\_\_\_\_\_ % discount for all contract items (See item 4. below)

2. Off-Contract Pricing – percentage discount off list prices for all other items.

45 % discount for all off-contract items

3. Any additional costs outlined by proposer:

Description	Cost

4. Other pricing-related information, if necessary:

The overall average discount from list on the top 200 items is 47%. We have provided on the attached spreadsheet a fixed price for the top 200 items.

I/We acknowledge \_\_\_\_\_ addendum.

#

360 Office Solutions, Inc.  
Company Name

09/25/2020  
Date

Craig Bartholomew  
Contact Name (please print)

President  
Title

Signature of Contact Position

By signing the above, I certify that I am authorized by the Company named above to respond to this request.

Item Number	Description	Proposed Price
PENBLN77C	PEN,GEL,RTR,ENERGL DLX,MED,BLU	\$1.84
AVE05711	BINDER,VIEW,3RG,ECON,1",WHT	\$2.65
PENBL77C	PEN,GEL,RTR,ENERGL DLX,MED,BLU	\$1.84
UNV35260	ENVELOPE,CLASP,6X9,28#,BRN	\$9.89
UNV10200	CLIP,BINDER,SMALL	\$0.56
UNV10210	CLIP,BINDER,MED	\$1.36
MEA45354	BOOK,MEMO,SPIRAL,3X5,60CT	\$0.79
MMM654YW	NOTE,POST-IT,3"X3",YEL	\$12.60
UNV10199	CLIP,BINDER,15MM	\$0.50
MMM6549YW	NOTE,HIGHLAND,3X3,YEL	\$5.25
UNV86920	BOOK,STENO,GREGG,GRN,80SH	\$1.24
PENBLN75C	PEN,GEL,RTR,ENERGEL DLX,XF,BLU	\$2.15
UNV35264	ENVELOPE,CLASP,9X12,28#,BRN	\$9.68
UNV79000	STAPLES,SHARP PT	\$0.99
PENBL77V	PEN,GEL,RTR,ENERGL DLX,MED,VIO	\$2.82
GOJ965212EA	SANITIZER,HAND,PURELL,8TL,8OZ	\$5.06
DPSR3027	RIBBON,CALC,UNV C-WIND,R/B	\$2.71
AVE23084	INDEX,8TAB,LBL,PLAS,COL	\$6.12
BRTL103BK	CARTRIDGE,HIGH-YLD,BLK	\$20.59
FEL00703	BOX,FILE,STOR,LID,ECON,LTR/LGL	\$34.20
AVE5371	CARD,BUS,LSR,2X3.5,WHT	\$15.21
PENBL77A	PEN,GEL,RTR,ENERGL DLX,MED,BLK	\$1.84
UNV72220BX	CLIP,JUMBO,SMOOTH,100BX	\$1.00
UNV35662	NOTE,STICK-IT,1.5X2,YEL	\$2.65
PENBLN77A	PEN,GEL,RTR,ENERGL DLX,MED,BLK	\$1.84
BRTTZE231	TAPE,LBL,.5",TZ,BLK/WHT	\$10.90
UNV83436	TAPE,WRITE-ON,3/4X36YD	\$1.26
HEWCN684WN	INK CRG,IJ,HP564XL,BLK	\$28.18
HEWCH563WN	INK CRG,HP 61XL,480YLD,BLK	\$43.99
UNV12123	FOLDER,MAN,1/3CT,LTR,POS3	\$12.76
UNV35668	NOTE,STICK-IT,3X3,YEL	\$5.60
UNV12113	FOLDER,MAN,1/3CT,LTR	\$8.91
PIL31021	PEN,GEL,RTR,G2,G27,FN,BLU	\$14.77
UNV00133	RUBBER BAND,SIZE 33,1#	\$5.47
UNV75606	TAPE,COR,ZWY DSP,1LN	\$9.31
BRTL103C	CARTRIDGE,HIGH-YLD,CYA	\$14.27
PENLR7C	PEN REFL,GEL,ENERGEL,MED,BLU	\$0.76
BRTL103Y	CARTRIDGE,HI-YLD,YEL	\$14.27
HEWCN045AN	INK CRG,IJ,HP950XL,BLK	\$44.99
PENC505HB	LEAD,PCL,SUP,.5MM,HB	\$0.61
SAN32001	MARKER,PERM,SHARPIE,2TIP,BLK	\$16.08
UNV10630	PAPER,PAD,LR,PERF,LTR,CAN	\$9.97
TOP74688	BOOK,STENO,6X9,GRG,RECY,80SH	\$3.59
FALDPSXL12	DUSTER,COMPRESSD GAS,BK	\$7.81
PDC1060325	DUSTER,COMPRESSED GAS	\$10.31
BRTL103M	CARTRIDGE,HI-YLD,MAG	\$14.27

BICCSM11BE	PEN,BP,RTR,CLIC STIC,MED,BLU	\$8.29
PENZE22C	ERASER,RTR,REF,CLIC ERS GRP,BL	\$2.25
PENQE517A	PENCIL,MECH,TWST-ERS3,.7MM,BLK	\$4.76
UNV46300	PAPER,LGL RLD,PERF,5X8,WHT	\$7.92
UNV28230	PAPER,XEROX,LTR,3HD,84,WHT	\$67.00
UNV46200	PAPER,LGL,RLD,PERF,5X8,CAN	\$7.92
MMM6559YW	PAPER,NOTE,HIGHLAND,3X5,YEL	\$12.60
AVE05726	BINDER,VIEW,3RG,ECON,1.5",WHT	\$6.69
HEWCF226A	TONER,HP 26A LJ CART,BK	\$125.52
UNV40304	CLIPBOARD,STD CLIP,LTR	\$2.31
UNV24264	PENCIL,WD,GOLF/PEW,YEL	\$12.27
MMMC38BK	DISPENSER,TAPE,F/3/4" RL,BLK	\$4.56
UNV24800	INDEX,LTR,5TAB,WHT	\$6.17
HEWCN046AN	INK CRG,IJ,HP951XL,CYA	\$34.99
HEWCH564WN	INK CRG,HP 61XL,330YLD,TRI-COL	\$43.99
BRTTZE241	TAPE,LBL,.75",TZ,BLK/WHT	\$12.91
BUNBCF100B	FILTER,COFFEE,100/PK	\$1.83
HEWF6U15AN	INKCART,HP 952,BK	\$33.99
AVE11025	TAG,KEY,1.25"D,TAG-PAK,WHT	\$8.42
BICSCSM11BE	PEN,BP,RTR,SFT FEEL,MED,BLU	\$9.58
UNV10220	CLIP,BINDER,LRG	\$3.27
HEWLOS55AN	INKCART,HP 952,ORIG,YL	\$23.99
HEWLOS52AN	INKCART,HP 952,ORIG,MG	\$23.99
TOP4416	BOOK,LOG,VM,8/PK,100PG	\$5.05
AVE05705	BINDER,VIEW,3RG,ECON,.5",BLK	\$2.64
MMM8453	TAPE,BOOK,TRANS,3"X15YD	\$8.38
MMM6200341296	TAPE,INVISIBLE,.75"X36YD,BXD	\$2.14
HEWLOS49AN	INKCART,HP 952,ORIG,CN	\$23.99
KCC21606BX	TISSUE,FACIAL,DISP,2PLY	\$2.38
HEWCN048AN	INK CRG,IJ,HP 951XL,YEL	\$34.99
HEWF6U19AN	INKCART,HP 952XL,HY,BK	\$46.99
SAN37001	MARKER,PERM,SHARPIE,UF,BLK	\$8.88
UNV55400	PENCIL,WD,ECON,#2,YEL	\$1.53
BICGSMG11BK	PEN,BP,STK,URS GRP,MED,BLK	\$2.28
HEWCN047AN	INK CRG,IJ,HP951XL,MAG	\$34.99
HEWCR314FN	INK CRG,IJ,HP951,CYA/MAG/YEL	\$69.99
DPSR1427	INK ROLL,CALC,CAN P150,R/B	\$3.48
BRTTN420	TONER,F/HL2270DW,BLK	\$39.99
AVE05731	BINDER,VIEW,3RG,ECON,2",WHT	\$4.91
DYM30256	LABEL,SHIP,2-5/16X4",WHT	\$16.89
UNV83410	TAPE,.75X1000,CLR	\$9.56
UNV24802	INDEX,LTR,8TAB,WHT	\$8.30
UNV24808	INDEX,LTR,15TAB,WHT	\$14.13
UNV15343	POCKET,FILE,LTR,STR,3.5"	\$32.39
MMM653YW	PAPER,POST-IT,1.5X2,YEL	\$8.62
KCC21270BX	TISSUE,FACIAL,BOUTIQUE,2PLY	\$2.40
NES35170BX	COFFEE,COFFEEMATE,VANILLA	\$5.49

BRTTZE2312PK	TAPE,LBL,.5",TZ,BLK/WHT	\$33.65
MMM810P10K	TAPE,MAGIC,.75X1M,CLR	\$24.35
PENPD345A	PENCIL,MECH,QUKR CLKR,.5MM,BLK	\$4.66
UNV35663	PAPER,NOTE,ADH,1.5X2,AST	\$5.13
UNV14113	FOLDER,HANG,1/3CT,LTR	\$10.73
UNV35611	NOTE,ADH,3X3,POPOP,AST	\$8.87
UNV35614	PAPER,SCRATCH,4X6	\$11.43
MMMR330NALT	PAPER,NOTE,POPOP,3X3,NE	\$20.29
SWI35450	STAPLES,STD,SPDPT,SF4	\$2.90
PIL77241	PEN REFL,GEL,BG27R,FN,BLU	\$2.73
AVE05706	BINDER,VIEW,3RG,ECON,.5",WHT	\$4.15
3608511CT	PAPER,COPY,8.5X11,20#10RM/CS	\$36.80
UNV20435	NOTEBOOK,WB,3X5	\$7.00
PMC08677	PAPER,ADD MACH,2.25"X150'	\$0.63
UNV95400	PAPER,XERO/DUP,LGL,95BRT,WHT	\$69.30
CBC87901800636	AM MEDIUM ROAST COFFEE	\$10.49
UNV95210	PAPER,XERO/DUP,LDGR,95,WHT	\$48.95
SAN30001	MARKER,PERM,SHARPIE,FN,BLK	\$9.15
CTGCTG12AP	TONER,LSR,HP 1010/1012,BLK	\$31.84
KCC03076	TISSUE,FACIAL,KLEENEX,WHT	\$20.89
KCC21271	TISSUE,FACIAL,BOUTIQUE	\$13.19
CBC879018001008	360 AM DECAF,2LBS	\$11.49
HAM162008	PAPER,LTR,TIDAL,WE	\$5.41
UMIKT360BMW	CLEANING KIT, BIO SPILL	\$13.81
UNV80102	LABEL,LASER,2-5/8X1,WHT	\$17.53
DXEFH207	FORK,PLASTIC,HW,DIXIE,WHT	\$5.05
PMC08835	ROLL,ADD 2.25"X150',12/PK	\$8.18
LEX70C1HK0	TONER CRG,701HK,CS310N,HY,BK	\$113.81
UBC69021	PEN,UB,VISIONELITE,0.5MM,BE	\$4.65
UNV20630	PAPER,LGL RLD,PERF,LTR,WHT	\$9.97
FOL0529C	COFFEE,CLASSIC,RD	\$18.79
HEWT6M14AN	INKCART,HP 902XL,BK	\$42.99
HEWT6M02AN	INKCART,HP 902XL,CN	\$23.99
HEWT6M10AN	INKCART,HP 902XL,YL	\$23.99
FEL12770	FILE,LTR/LGL,RCY,CTN12	\$59.73
HEWT6M06AN	INKCART,HP 902XL,MG	\$23.99
PENLR7A	PEN REFL,GEL,ENERGEL,MED,BLK	\$1.27
QUA37815	ENVELOPE,CLASP,4X6-3/8,28#,KFT	\$55.11
BRTLC201BK	INKCART,STD YLD,260 PG,BK	\$14.92
BRTLC203BK	INKCART,F/J4420DW,HY,BK	\$25.19
CLI61958	HOLDER,CD,LL,2PKT,POLY,4CAP	\$7.52
ZEB29220	PEN,BP,RTR,F402,FN,BLU,SLV/BLU	\$5.02
BRTLC201M	INKCART,STD YLD,260 PG,MG	\$7.49
BRTLC201C	INKCART,STD YLD,260 PG,CN	\$7.49
AVE79989	BINDER,D-RG,HD,1",BLK	\$9.32
BRTLC201Y	INKCART,STD YLD,260 PG,YL	\$9.77
FEL00724	FILE,STORAGE,RECY,R-KIVE,WHT	\$77.52

WLJ24166N	BINDER,POST,17X11,7"CC,BLK	\$93.00
FEL00725	FILE,STORAGE,RECY,R-KIVE,WDG	\$77.52
PENQE519C	PENCIL,MECH,TWST-ERS3,.9MM,BLU	\$4.76
AVE11201	INDEX,8TAB,INSRT,STYLE EDG,AST	\$6.14
CRD16302	BINDER,LRR,1",SPINEVUE,BLU	\$8.62
MMM8102P3472	TAPE,TRANS,3/4X2592,CLR	\$12.71
BRTL203Y	INKCART,F/J4420DW,HY,YL	\$14.17
ACC54043	BINDER,DATA,14-7/8X8.5,PSBD,DB	\$14.30
TOM68666	TAPE REFL,COR,MONO,1LN,F/68665	\$2.79
BRTL203C	INKCART,F/J4420DW,HY,CN	\$14.17
BRTL203M	INKCART,F/J4420DW,HY,MG	\$14.17
WAU91904	PAPER,LASER,250SH,65#,BRW	\$14.11
EVEA76BPZ	BATTERY,1.5V,ALK,WACH,ELE	\$1.79
BICSCSM361BE	PEN,SOFT FEEL RET,36PK,BE	\$24.47
AVE79985	BINDER,D-RG,HD,1.5",BLK	\$10.38
AVE79983	BINDER,D-RG,HD,3",BLK	\$17.50
MMF201300006	TAG,KEY,PLN,SLOT,WHT	\$7.91
DUCCS556PK	TAPE,SEALING,1.88"X54.7YD,CLR	\$20.29
ROPNAVIGATOR	NAVIGATOR PAPER NMP1120	\$4.73
ROPHARBOR	PAPER,8.5X11,96 BRIGHT	\$3.68
UNV21200	PAPER,XEROX/DUP,LTR,20#,WHT	\$44.47
UNV72210BX	CLIP,#1,GEM,SMOOTH,100/BX	\$0.36
UNV91200	PAPER,20#,8 1/2X11,WH	\$36.80
CLO15949EA	CLEANER,WIPES,DISINFECT,FRSH	\$6.21
UNV72210	CLIP,#1,GEM,SMOOTH	\$2.54
UNV20962	BINDER,VIEW,11X8.5,1",WHT	\$8.87
SNANMP1120	PAPER,MP,NAVIGATOR,8.5X11	\$47.30
BWK800EA	SANITIZER,HAND	\$2.43
SMD76164	POCKET,ET,LGL,STRT,3.5",MAN	\$41.00
SMD76174	POCKET,ET,LGL,STRT,5.25",MAN	\$43.00
AAGGG250000	DESK PD,MO,22X17,2COL,BLK	\$9.59
AAGPM2628	PLANNER,WLL,YR,24X36,H/V,LAM	\$17.58
AAGSK24B00	MONTHLY DESK PAD	\$4.29
AAGPM21228	PLANNER,WLL,YR,24X36,2SD,V/H	\$13.49
AAGSK2400	DESKPAD,MTH,BLK	\$6.48
AAG7026005	PLANNER,APT,MTH,BLK	\$14.81
AAGPM26X28	CALENDAR,WALL,ERASEABLE,LRG	\$17.09
AAGPM1128	CALENDAR,WLL,3MO,12.25X27	\$14.12
AAG89802	DESK PD,22X17,LNDSCP	\$21.44
AAGDMD16632	DESK PD,MO,PUPPIES	\$17.15
AAGDMW50328	CALENDAR,WLL,3MPP,12.25X27	\$19.19
DVO4599516EA	DISINFECTANT,OXIVIR WIPE	\$14.79
ROPBP8511	PAPER,8.5X11,95 BRIGHT	\$3.68
SAN65802	PEN,GEL,RTR,207 IMPACT,BLD,RED	\$28.41
SAN40173	PEN,GEL,BP,JTSTRM,MED,BLK	\$3.08
CASMP2241GN	PAPER,FRWX,8.5X11,24#,LGR	\$11.50
UBC40173	PEN,JETSTREAM,0.7MM,BK	\$3.08

UNV10200VP3	CLIP,BINDER,SML	\$2.53
BWK28QTWBBLA	WASTEBASKET,28 QT,BK	\$6.99
TOP2222ES	ENVELOPE,1099R,DBL WIN,EZ SEAL	\$28.83
UNV30018	TAPE,FILAMENT,ECON	\$3.06
UNV30402	BINDER,R-RG,5",VNL,RBE	\$3.08
LEXC231HK0	LEXMARK C2325, C2425, C2535, M	\$95.00
UNV40306	CLIPBOARD,BUTERFLYCLP,SMK	\$16.73
IVR39402	HOLDER,CD,SGL,ADH	\$4.52
CASMP2201CY	PAPER,MULT,8.5X11,20#,CAN	\$5.98
CASMP2201GN	PAPER,MULT,8.5X11,20#,GRN	\$5.98
CASMP2201LV	PAPER,FRWX,8.5X11,20LB,LAV	\$7.47
UNV40319	CLIPBOARD,BOX,STORAGE,BK	\$8.26