

**AWARD OF EXCELLENCE IN PUBLIC PROCUREMENT  
AND/OR  
BEST PRACTICE AWARD APPLICATION**

**Section III. Application**

This application should be completed and mailed to Keith K. Glatz, CPPO, Purchasing & Contracts Manager, City of Tamarac, 7525 NW 88<sup>th</sup> Avenue, Room 108, Tamarac, FL 33321-2401, Phone: (954) 597-3567, E-mail: [keithg@tamarac.org](mailto:keithg@tamarac.org) no later than 5:00 P.M. on March 10, 2011 with all requested attachments. This application, attachments and any other correspondence will be submitted to the Entity Award Committee for evaluation. The official submitting the application will be advised of the decision upon completion of the review process.

Name of Entity and Procurement Unit  
City of Punta Gorda Procurement Division  
(As it will appear on the certificate)

Fiscal Year Ended (month, day, year) September 30, 2010

Official submitting the application (receives notification of results).

Name: Marian Pace, CPPO, CPPB Title: Procurement Manager

Street Address: (required): 326 W. Marion Avenue

P.O. Box (is applicable): \_\_\_\_\_

City/State/Zip: Punta Gorda, FL 33950

Phone/Fax/E-mail: 941-575-3348 F 941-575-3340 mhowe@pgorda.us

If desired, to whom (mayor, board chairman, city manager, etc) would the entity prefer that FAPPO mail the formal announcement of the Award?

Name: Howard Kunik Title: City Manager

Street Address: (required): same

P.O. Box (is applicable): \_\_\_\_\_

City/State/Zip: same

Phone/Fax/E-mail: 941-575-3302 / 941-575-3310 hkunik@pgorda.us

CALCULATION OF POINTS

SECTION	DESCRIPTION	POSSIBLE POINTS	ACTUAL POINTS EARNED
1	Mission & Organization	12	
2	Authority Level	12	
3	Education and Professional Development	35	
4	Method of Source Selection	31	
5	Areas of Direct Responsibility (Will only consider 3 out of 5 categories for a <u>MAXIMUM</u> of 15 points in this section of the application)	15	
6	Auditing and Continual Process Improvement Program	16	
7	Automation and Electronic Commerce	45	
<b>TOTAL POINTS – YES/NO QUESTIONS</b>		<b>166</b>	

All information provided within this document has been verified and is correct to the best of my knowledge.

SUBMITTED BY: Mary H. Pace, CPPO, CPPB \_ TITLE: Procurement Manager

ENTITY NAME: City of Punta Gorda

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**THIS SECTION TO BE COMPLETED BY AGENCY AWARD COMMITTEE**

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DESK AUDIT EVALUATION     Yes    Grand Total \_\_\_\_\_    Date: \_\_\_\_\_    Initials: \_\_\_\_\_

II. <b>ESSAY - BEST PRACTICES</b>	<b>Document</b>	<b>Comments</b>
Describe in essay format at least one innovative program, idea or process developed by the Purchasing Agency during the past year (2010/2011) that was successfully implemented by the Purchasing Department/Division in accordance with the criteria shown herein. Describe the process. Include cost to implement and benefits to the agency	Provide summary at right and attach essay (no more than five (5) pages)	<b>Submitting 2 programs:</b> <b>1) “My Pcard looked like my personal credit card!”</b> <b>2) Back to Basics program for office supplies.</b>

## PROGRAM 1 – “My Pcard looked like my personal credit card!”

The City of Punta Gorda was very apprehensive about establishing a Purchasing Card program because of past horror stories of other governmental agencies and fear of losing control. The Procurement Manager was assigned to the Six Sigma Team and had the opportunity and challenge to facilitate a Purchasing Card project.

One of the challenges was to implement the program with a plan to minimize risk for abuse and fraud. This included sifting through the NIGP list serve for Pcard horror stories and discussion with peers. One problem that stood out like a sore thumb was the excuse that an employee mistook the agencies Pcard as their personal credit card and used it accidentally.

The Procurement Manager had to sell the program to one of the largest stakeholders in this program, her boss the Finance Director! At a “marketing” meeting the two discussed how can we make the City’s Pcard different than any other credit card? The Finance Director wanted pink the Procurement Manager wanted purple.....

The Procurement Manager discussed this custom card with the bank’s account manager and he advised it could be done at a cost of \$500.00-\$1,000.00. However, in future conversations the account manager did not take this request seriously and commented there would be no charge! The Procurement Manager took them up on the custom card at no charge to the City!



Guess who won!

## PROGRAM 2: “Back to Basics” Office Supply Program

The City of Punta Gorda management continually looks to the Procurement Team to cut costs for the City. The Procurement Office sees all usage reports for office supplies for the Agency. While analyzing these reports you think “Does a hot pink post-it note work better then a yellow post-it note?” or “Will a pretty folder make my work more enjoyable?”

Over the last decade, government moved into a new form of sourcing by allowing the entire store or catalog purchases off a contract. While it saved time not having to develop a list of items allowed for purchase by the Agency it ended up costing the Agency more by giving the departments carte blanche to purchase. The City previously stocked standardized office supplies in the Warehouse. However, shortly after this era began we discontinued this practice and management authorized blanket purchase orders for catalog contract purchases.

The luxury of carte blanche ordering needed to be reigned in! The City’s Procurement team determined it was time to reduce the office supply options and get “Back to the Basics”. The City will still receive benefit of JIT purchases but the purchases will be restricted to a generic list of office supplies allowed for purchase.

The City is required is to provide the adequate tools to perform the job. The City is not required to provide the tools to make it pretty!

The “Back to Basics” programs goals were:

- to standardize the types of basic office supplies allowed for purchase;
- restrict purchases to the basic list; and
- allow items off the list to be purchased but only with adequate justification and approval by the Procurement Manager or City Manager.

In order to determine if this program would work the Procurement Team evaluated a couple of standard categories: 1) Post It Notes; 2) Calendars; and 3) Binders. Below is a recap of the usage spend and the same types of items in the program:

Category	Actual Spend	Back to Basics Program
Post It Notes	\$985.25	\$501.93
Calendars	\$505.90	\$121.81
Binders	\$1,120.00	\$565.10
TOTALS	\$2,611.15	\$1,188.84

The analysis of the three (3) categories resulted in over 54% savings, and proved this be a viable program to promote to the City Manager and Finance Director to proceed with final analysis.

Procurement developed a list of “no-frill” basic items which would adequately fulfill the needs of City staff to perform their duties. The list resulted in over 260 items. Since each manufacturer’s package quantities differ and in size and pricing, the spreadsheet drilled down to the units per package for the stated item.

The next step in the process was to determine the contract that would bring the City best value. This list was made available to any office supply company to provide contract pricing. However, there were restrictions and goals for this comparison.

- This was not a bid or quote opportunity – Therefore, it was required the pricing of items shall be based on contract pricing from a previously awarded contract.
- The office supply company was tasked with matching the City to the best governmental contract they had available which would meet the City’s needs.
- The office supply company was required to enter in the stated item’s units per package, which then automatically calculated the company’s price per unit. The company’s price per unit was then multiplied by the City’s stated item’s units per package to result in an “apples to apples” price comparison for all companies.
- The company was required to have a tool to restrict purchases to the basic list of items but also allow requests to purchase non-basic items. Purchases for basic items would be processed without further

approval. However, non-basic items would require the department to enter a justification for purchase and all items would require the Procurement Manager's approval for the order to be placed.

Procurement conducted the evaluation of the unit prices based on the units per package results. Upon review of all pricing from the suppliers it was necessary to remove the incidents of "not available" and "not on contract" items from all the suppliers in order to achieve an accurate evaluation.

The results of the evaluation were presented to the Finance Director and City Manager for approval to use the overall low supplier and to implement the "Back to Basics" program.

This program was implemented on March 3, 2011.

Supporting Documentation:

- 1) Spreadsheet of Contract Survey Results
- 2) Authorization to proceed with program
- 3) Final list of items in program
- 4) Screenshots of "Back to Basic" shopping list and "restriction" example from supplier website

**Spreadsheet of Contract Survey Results**

Detailed line item pricing available but is over 100 pages. Can send if wanted.

CATEGORY SUMMARY	Reporting Adjusted Unit Prices* based on Package Qty per UOM					
	Independent Stationers		Office Depot		Staples	
Adhesives & tape	\$	20.65	\$	31.08	\$	18.33
Clips, Pushpins, Fasteners, Rubber Bands	\$	47.66	\$	67.47	\$	27.18
Staplers, Staples and Removers	\$	129.13	\$	100.31	\$	86.16
Paper Punches, Rulers, Scissors & Trimmers	\$	31.63	\$	24.30	\$	17.44
Stamp Pads & Accessories	\$	27.34	\$	12.35	\$	14.88
Correction Fluid & Tape	\$	5.33	\$	4.00	\$	5.09
Binders & Accessories	\$	153.94	\$	89.60	\$	82.84
Filing & Storage	\$	745.97	\$	456.46	\$	486.64
Laminating Supplies/Transparencies	\$	14.24	\$	19.64	\$	19.95
Tabs/Dividers	\$	113.31	\$	59.89	\$	90.26
Paper, Forms & Envelopes	\$	599.02	\$	458.01	\$	555.12
Pens, Pencils, Highlighters, Markers	\$	143.16	\$	89.96	\$	79.07
Labels & Label Maker	\$	73.24	\$	54.67	\$	71.21
Computer Accessories/Media	\$	68.42	\$	82.23	\$	44.79
Cleaning & Breakroom	\$	13.37	\$	7.75	\$	6.83
<b>TOTAL ADJ UNIT PRICE</b>	<b>\$</b>	<b>2,186.43</b>	<b>\$</b>	<b>1,557.71</b>	<b>\$</b>	<b>1,605.79</b>

Estimated Annual Volume based on current FY monthly avg \$40,000.00

Rebates/Incentives	Ordering Online 1% Volume - Would not qualify	No rebates	Volume - Would not qualify
Terms	No Minimum Order	No Minimum Order	\$35.00 Minimum Order

\*Adjusted Unit Prices was determined by removing all "NO BIDS" or "NOT ON CONTRACT" unilaterally from all Suppliers

Office Max was not included in the evaluation; however, we still show their prices on the "All Comparison" worksheet. They did not meet the goal of the survey. Only 37 items were available on the contract referenced "America Saves"

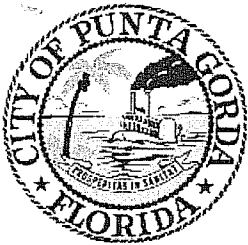


The following analysis was conducted in the same manner but included only Office Depot and Staples based on their Adjusted Unit Prices. In this analysis the "NB" and "NOT ON CONTRACT" relected their responses only.

**CATEGORY SUMMARY**

**Reporting Adjusted Unit Prices based on Package Qty per UOM**

		Office Depot		Staples
Adhesives & tape	\$	19.52	\$	13.54
Clips, Pushpins, Fasteners, Rubber Bands	\$	67.47	\$	27.18
Staplers, Staples and Removers	\$	100.31	\$	86.16
Paper Punches, Rulers, Scissors & Trimmers	\$	24.30	\$	17.44
Stamp Pads & Accessories	\$	12.35	\$	14.88
Correction Fluid & Tape	\$	4.50	\$	6.17
Binders & Accessories	\$	89.60	\$	82.84
Filing & Storage	\$	456.46	\$	486.64
Laminating Supplies/Transparencies	\$	19.64	\$	19.95
Tabs/Dividers	\$	59.89	\$	90.26
Paper, Forms & Envelopes	\$	464.21	\$	562.59
Pens, Pencils, Highlighters, Markers	\$	101.89	\$	97.83
Labels & Label Maker	\$	54.67	\$	71.21
Computer Accessories/Media	\$	82.23	\$	44.79
Cleaning & Breakroom	\$	7.75	\$	6.83
<b>TOTAL ADJ UNIT PRICE</b>	<b>\$</b>	<b>1,564.78</b>	<b>\$</b>	<b>1,628.30</b>



CITY OF PUNTA GORDA
PROCUREMENT DIVISION

INTER-OFFICE MEMORANDUM

Authorization to proceed with program

TO: Dave Drury, Finance Director
Howard Kunik, City Manager
FROM: Marian Pace, Procurement Manager
DATE: February 16, 2011
SUBJECT: Office Supplies - "Back to Basics" program V2010101

Procurement previously received your approval to proceed with the "Back to Basics" program for Office Supplies. The purpose of this program is to standardize office supplies to generic items, which will result in a savings to the City. Procurement conducted an analysis based on FY 09/10 spend for office supplies, which included the type and brands of items purchased. A list of 260+ commonly used items was developed based on the analysis. Refer to the attached for the categories included in the program.

Office supply companies were invited to participate in a survey for the generic items based on previously established cooperative contracts awarded to them. The companies were tasked to cross reference the items on the list to items they have available for purchase on the cooperative contract.

Following are the suppliers who responded, the contract they based their pricing on, and adjusted total unit price:

Table with 3 columns: Supplier, Cooperative Contract, Total Adjusted Unit Price\*. Rows include Office Depot (Florida State Contract, \$1,557.71), Staples (NJPA, \$1,605.79), and Independent Stationers (US Communities, \$2,186.43). Note: \*Local Rep is Office Product Solutions

Office Max submitted contract pricing based on Oakland County Michigan contract (America Saves Program) and their Unadjusted Unit Price was \$5,071.76. The contract contained only 37 of the 264 items listed. Therefore, they were not included in the final evaluation of the total adjusted unit price.

\*The total adjusted unit price is net of the items "no bid" or were not on the contract referenced to allow an "apples to apples" comparison of all suppliers.

Procurement is recommending the City to continue using Office Depot based on the Florida State Contract as their prime supplier for the program. We will use Staples as a back up supplier.

How are we going to work the "Back to Basics" program? Following is the procedure.

- > Office Depot will set up our account to allow employees to order strictly from the basic list.
> Employees can place non-City approved items in their basket, but they will need to justify why they need the item and the items will require Procurement's approval to purchase to place the order.
> Procurement will research the best value on new items to add to the list should there be a consistent valid need for another product.

Requesting approval to proceed with Office Depot and implementation of the "Back to Basics" program.

Approved: [X] Yes [ ] No

Signature of Dave Drury, Finance Director

2/16/11
Date

Approved: [X] Yes [ ] No

Signature of Howard Kunik, City Manager

2/16/2011
Date

CATEGORY SUMMARY	Ind Stationers	Office Depot	Staples
	ADJ UNIT \$	ADJ UNIT \$	ADJ UNIT \$
Adhesives & tape	\$ 20.65	\$ 31.08	\$ 18.33
Clips, Pushpins, Fasteners, Rubber Bands	\$ 47.66	\$ 67.47	\$ 27.18
Staplers, Staples and Removers	\$ 129.13	\$ 100.31	\$ 86.16
Paper Punches, Rulers, Scissors & Trimmers	\$ 31.63	\$ 24.30	\$ 17.44
Stamp Pads & Accessories	\$ 27.34	\$ 12.35	\$ 14.88
Correction Fluid & Tape	\$ 5.33	\$ 4.00	\$ 5.09
Binders & Accessories	\$ 153.94	\$ 89.60	\$ 82.84
Filing & Storage	\$ 745.97	\$ 456.46	\$ 486.64
Laminating Supplies/Transparencies	\$ 14.24	\$ 19.64	\$ 19.95
Tabs/Dividers	\$ 113.31	\$ 59.89	\$ 90.26
Paper, Forms & Envelopes	\$ 599.02	\$ 458.01	\$ 555.12
Pens, Pencils, Highlighters, Markers	\$ 143.16	\$ 89.96	\$ 79.07
Labels & Label Maker	\$ 73.24	\$ 54.67	\$ 71.21
Computer Accessories/Media	\$ 68.42	\$ 82.23	\$ 44.79
Cleaning & Breakroom	\$ 13.37	\$ 7.75	\$ 6.83
<b>TOTAL ADJ UNIT PRICE</b>	<b>\$ 2,186.43</b>	<b>\$ 1,557.71</b>	<b>\$ 1,605.79</b>

Additional Summary for Adjusted Unit Price: Office Depot vs Staples

**OFFICE DEPOT VS STAPLES ONLY (BASED ON OD/STAP NB OR NOT CONTRACT ONLY)**

CATEGORY SUMMARY	ADJ UNIT \$	ADJ UNIT \$
Adhesives & tape	\$ 19.52	\$ 13.54
Clips, Pushpins, Fasteners, Rubber Bands	\$ 67.47	\$ 27.18
Staplers, Staples and Removers	\$ 100.31	\$ 86.16
Paper Punches, Rulers, Scissors & Trimmers	\$ 24.30	\$ 17.44
Stamp Pads & Accessories	\$ 12.35	\$ 14.88
Correction Fluid & Tape	\$ 4.50	\$ 6.17
Binders & Accessories	\$ 89.60	\$ 82.84
Filing & Storage	\$ 456.46	\$ 486.64
Laminating Supplies/Transparencies	\$ 19.64	\$ 19.95
Tabs/Dividers	\$ 59.89	\$ 90.26
Paper, Forms & Envelopes	\$ 464.21	\$ 562.59
Pens, Pencils, Highlighters, Markers	\$ 101.89	\$ 97.83
Labels & Label Maker	\$ 54.67	\$ 71.21
Computer Accessories/Media	\$ 82.23	\$ 44.79
Cleaning & Breakroom	\$ 7.75	\$ 6.83
<b>TOTAL ADJ UNIT PRICE</b>	<b>\$ 1,564.78</b>	<b>\$ 1,628.30</b>

	Order	Unit		
	UOM	Price	Supplier Product #	
<b>Adhesives &amp; tape</b>				
<b>Glues &amp; Adhesives</b>				
1	Glue Stick, clear, .32 oz	each	\$ 0.22	570971
2	Glue Stick, clear, .32 oz (4/pkg)	package	\$ 0.71	438731
3	Glue Stick, Gel, 1.4 oz (3pkg)	package	\$ 1.78	571021
4	Glue, All Purpose, Liquid, 4 oz	each	\$ 0.68	951004
<b>Tape Dispensers</b>				
5	Tape Dispenser, 1" Core, Tabletop, Black	each	\$ 2.69	173336
<b>Tape</b>				
6	Tape, Invisible, 1" Core, 3/4"x1296" (min length per roll), Refill, (6 rolls/pkg)	package	\$ 9.57	597050
7	Tape, Invisible, 1" Core, 3/4"x1296" (min length 1000"), 4/pkg	roll	\$ 5.39	232403
<b>Mailroom Supplies</b>				
8	Tape, Packing/Shipping, Tan, min 2.6 mil thickness, 2"x55 yards (min length),6/pkg	package	\$ 2.84	771084
9	Tape, Packing/Shipping, with dispenser, Clear, 2" x 22.2 yd	roll	\$ 1.43	650457
10	Tape Strips, Envelope/Package Sealing, 1 7/8"x6", transparent, 50/pkg	package	\$ 1.63	946251
10a	Fingertip Moisteners 1.75 oz (2/pkg)	package	\$ 2.61	458554
10b	Fingertip Rubber #14 7/8" diameter (12/pkg)	package	\$ 0.77	964460
<b>Clips, Pushpins, Fasteners, Rubber Bands</b>				
<b>Fasteners</b>				
11	Fasteners, Prong Paper, 2" Capacity, 1 piece, Self Adhesive, Metal	box	\$ 2.63	441771
12	Fasteners, Prong Paper, 2 3/4", 2" Capacity, 2 piece set, Metal	box	\$ 1.31	825489
13	Fastener, Prong Base Only, 2 3/4"x2" 100/box	box	\$ 1.63	102624
<b>Paper &amp; Binder Clips</b>				

## OFFICE DEPOT - STATE CONTRACT

	Order	Unit		
	UOM	Price	Supplier Product #	
14	Paper Clips, No 1 Regular, Silver, Smooth - NO ridges, 100/box, 10 boxes/package	package	\$ 1.17	308478
15	Paper Clips, Jumbo, Silver, Smooth - NO ridges, 100/box, 10 boxes/package	package	\$ 3.45	308239
16	Paper Clips, No 1 Regular, Silver, Smooth - NO ridges, 100/box	box	\$ 0.23	429266
17	Paper Clips, Jumbo, Silver, Smooth - NO ridges, 100/box	box	\$ 0.34	429175
18	Binder Clips, 1/4", Black, 12/box	box	\$ 0.47	909309
19	Binder Clips, 3/4", Black, 12/box	box	\$ 0.23	429415
20	Binder Clips, 1 1/4", Black, 12/box	box	\$ 0.45	429431
21	Binder Clips, 2", Black, 12/box	box	\$ 1.32	308957
22	Binder Clips, 3/4", Black, 12/box, 12 box/pkg	package	\$ 2.70	825182
23	Binder Clips, 1 1/4", Black, 12/box, 12 box/pkg	package	\$ 5.34	825190
	<b>Paper Clip Dispenser</b>			
24	Paper Clip Dispenser, desktop, 200 clip capacity, clear base w/ magnetized top	each	\$ 0.88	199784
	<b>Rubber Bands</b>			
25	Rubber Bands, #33, 3 1/2" x 1/8", 1 lb box/bag	box/bag	\$ 1.26	855883
26	Rubber Bands, #32, 3" x 1/8", 1 lb box/bag	box/bag	\$ 1.26	855595
27	Rubber Bands, #19, 3 1/2" x 1/16", 1 lb box/bag	box/bag	\$ 1.26	855730
28	Rubber Bands, #117B, 7" x 1/18", 1 lb box/bag	box/bag	\$ 4.07	909713
29	Rubber Bands, #16, 2 1/2" x 1/18", 1 lb box/bag	box/bag	\$ 1.26	854866
30	Rubber Bands, #64, 3 1/2" x 1/4", 1 lb box/bag	box/bag	\$ 1.26	855946
31	Rubber Bands, #107, 7" x 5/8", 1 lb box/bag	box/bag	\$ 3.64	909721
32	Rubber Bands, #54, Assorted Sizes, 1 lb box/bag	box/bag	\$ 1.26	855910
33	Rubber Bands, #33, 3 1/2" x 1/8", 1/4 lb box/bag	box/bag	\$ 0.42	856333
34	Rubber Bands, #19, 3 1/2" x 1/16", 1/4 lb box/bag	box/bag	\$ 0.42	856225

## OFFICE DEPOT - STATE CONTRACT

	Order	Unit		
	UOM	Price	Supplier Product #	
35	Rubber Bands, #117B, 7" x 1/18", 1/4 lb box/bag	box/bag	USE 1# BOX ABOVE	
36	Rubber Bands, #16, 2 1/2" x 1/18", 1/4 lb box/bag	box/bag	\$ 0.42	856198
37	Rubber Bands, #54, Assorted Sizes, 1/4 lb box/bag	box/bag	\$ 0.42	856585
	<b>Pushpins</b>			
38	Pushpins, 1/4" head, 1/2" length, clear or assorted colors, 50/pkg	package	\$ 0.63	565308
	<b>Staplers, Staples and Removers</b>			
	<b>Staplers</b>			
39	Electronic Stapler, Black, 45 sheet/20# paper capacity, Staple Size 1/4" (B8) 7 year warranty.	each	\$ 54.84	163460
40	Electronic Stapler, Black, 20 sheet/20# paper capacity, 7 year warranty.	each	\$ 28.66	549014
41	Standard Desk Stapler, Commercial, 20 sheet capacity, full strip standard staples	each	\$ 7.70	908194
42	Stapler, Desk smooth grip, 20 sheet capacity, full strip standard staples	each	\$ 9.69	405918
43	Compact Stapler, min 20 sheet capacity, half strip standard staples	each	\$ 2.18	572058
	<b>Staples</b>			
44	Staples, Standard 1/4", Chisel Point, Full Strip, 5000/box	box	\$ 0.58	766967
45	Staples, B8, 1/4", Full Strip, 5000/box	box	\$ 1.73	371674
46	Staples, Heavy-duty, 1/2", Half Strip, 1000/box	box	\$ 1.06	344090
47	Staples, Heavy-duty, 3/8", Half Strip, 1000/box	box	\$ 0.99	344013
48	Staples, Heavy-duty, 5/8", Half Strip, 1000/box	box	\$ 1.46	344153
	<b>Staple Remover</b>			
49	Staple Remover, Standard	each	\$ 0.42	427111
50	Staple Remover, Pen Style	each	\$ 0.69	344734

## OFFICE DEPOT - STATE CONTRACT

		Order	Unit	
		UOM	Price	Supplier Product #
<b>Paper Punches, Rulers, Scissors &amp; Trimmers</b>				
51	Paper Punch, 2 hole, 20 sheet capacity (20# paper), Punches on 2 3/4" centers	each	\$ 3.25	825307
52	Paper Punch, 3 hole, Basic, 10 sheet capacity (20# paper), Adj	each	\$ 2.18	275833
53	Paper Punch, 3 hole, Basic Heavy Duty, 45 sheet capacity (20# paper), Adj	each	\$ 13.09	332608
54	Ruler, Wood with Metal Edge, 12" with opposing metric, 1/16" increments	each	\$ 0.17	279744
55	Scissors, 8" Stainless Steel Blades, Plastic Straight Handles, Lightweight, for Left- or Right-handed use	each	\$ 0.99	375667
56	Scissors, 8" Stainless Steel Blades, Plastic Straight Handles, Lightweight, for Left- or Right-handed use (2/pkg)	package	\$ 1.87	458612
57	Yardstick, Wood, Heavy-Duty, 1/8" increments	each	\$ 0.77	502325
<b>Stamp Pads &amp; Accessories</b>				
58	Stamp Tray, Holds 6 Stamps, Plastic, Gray or Black	each	\$ 1.43	723888
59	Stamp Rack, Rotating, Holds 8 stamps by handle		not on contract	
60	Stamp Pad, Black, 3 1/4" x 4 5/8"	each	\$ 1.20	420852
61	Stamp Pad, Red, 3 1/4" x 4 5/8"	each	\$ 1.20	420873
62	Stamp Pad Ink, Black, Roll-On, 2 ounce	each	\$ 1.11	421433
63	Stamp Pad Ink, Red, Roll-On, 2 ounce	each	\$ 1.11	421517
64	Stamp "Received" Self-Inking Red, 1 5/8" x 3/8"	each	\$ 1.55	651016
65	Stamp "Faxed" Self-Inking Red, 1 5/8" x 3/8"	each	\$ 1.55	651007
66	Stamp "Posted" Self-Inking Red, 1 5/8" x 3/8"	each	\$ 1.55	651088
67	Stamp "Copy" Self-Inking Blue 1 5/8" x 3/8"	each	\$ 1.53	650962
68	Stamp "Approved" Self-Inking Blue 1 5/8" x 3/8"	each	\$ 1.55	651115
69	Stamp "Approved" Self-Inking Blue 1 5/8" x 1/2"	each	DUPL #68	

## OFFICE DEPOT - STATE CONTRACT

	Order	Unit		
	UOM	Price	Supplier Product #	
<b>Correction Fluid &amp; Tape</b>				
70	Correction Fluid, Multipurpose, Fast Dry, White, Brush or Foam Applicator (20 ml Bottle)	each	\$ 0.40	909119
71	Correction Fluid, Multipurpose, Fast Dry, White, Brush or Foam Applicator (3 ea 20 ml Bottle/Pkg)	each	\$ 1.25	226477
72	Correction Fluid, Ledger Buff, Brush or Foam Applicator (22 ml Bottle)	each	NOT ON CONTRACT	
73	Correction Fluid, Pen & Ink, Brush or Foam Applicator (22 ml Bottle)	each	\$ 0.68	182444
74	Correction Pen, Chisel Tip, White, (10 ml/pen)	each	\$ 0.50	360060
75	Correction Tape, Grip Disposable, Single Line 394" (min length 335"), White (2 each 335" per pkg)	each	\$ 1.67	576481
<b>Binders &amp; Accessories</b>				
<b>Binders</b>				
76	Binder, Basic, Round Ring, 1", Black, 2 inside pockets (NO sheet lifter)	each		
77	Binder, Basic, Round Ring, 2", Black, 2 inside pockets (NO sheet lifter)	each		
78	Binder, Basic, Round Ring, 3", Black, 2 inside pockets (NO sheet lifter)	each		
79	Binder, Round Ring, View, 1/2", 100 sheet capacity, 2 inside pockets, White (NO sheet lifter)	each	\$ 1.56	396941
80	Binder, Round Ring, View, 1", 220 sheet capacity, White (NO spine holder or sheet lifter)	each	\$ 1.56	396291
81	Binder, Round Ring, View, 1", 220 sheet capacity, Black (NO spine holder or sheet lifter)	each	\$ 1.56	396311
82	Binder, Round Ring, View, 2", 480 sheet capacity, 2 inside pockets, White (NO spine holder or sheet lifter)	each	\$ 2.40	396241

## OFFICE DEPOT - STATE CONTRACT

	Order	Unit		
	UOM	Price	Supplier Product #	
83	Binder, Round Ring, View, 2", 480 sheet capacity, 2 inside pockets, Black (NO spine holder)	each	\$ 2.40	396231
84	Binder, Round Ring, View, 3", 600 sheet capacity, 2 inside pockets, White (NO spine holder or sheet lifter)	each	\$ 3.38	396201
85	Binder, Round Ring, View, 3", 600 sheet capacity, 2 inside pockets, Black (NO spine holder or sheet lifter)	each	\$ 3.38	396221
86	Binder, D-Ring, View, 1 1/2", 400 sheet capacity, 2 inside pockets, single touch locking D-Ring, Spine Holder, White	each	\$ 3.03	486312
87	Binder, D-Ring, View, 2", 540 sheet capacity, 2 inside pockets, single touch locking D-Ring, Spine Holder, White	each	\$ 3.36	486328
88	Binder, D-Ring, View, 2", 540 sheet capacity, 2 inside pockets, single touch locking D-Ring, Spine Holder, Blue	each		
89	Binder, D-Ring, View, 3", 670 sheet capacity, 2 inside pockets, single touch locking D-Ring, Spine Holder, White	each	\$ 4.61	486368
90	Binder, D-Ring, View, 4", 780 sheet capacity, 2 inside pockets, single touch locking D-Ring, Spine Holder, White	each	\$ 5.72	486416
91	Binder, D-Ring, View, 5", 1,050 sheet capacity, 2 inside pockets, single touch locking D-Ring, Spine Holder, White	each	\$ 8.48	486560
	Covers			
92	Cover Document, Linen 12 /34" x 9 1/2" Navy Blue with Gold (6/pkg)	package	\$ 4.42	143197
93	Cover Document, Linen 9 1/4" x 12 1/2 Burgundy with Gold (6/pkg)	package	\$ 4.42	739181
<b>Filing &amp; Storage</b>				

## OFFICE DEPOT - STATE CONTRACT

		Order	Unit	
		UOM	Price	Supplier Product #
	<b>File Folders</b>			
94	File Folders, Manila, 1/3 Cut, Letter Size, Recycled (100/box)	box	\$ 6.00	810838
95	File Folders, Manila, 1/3 Cut, Legal Size, Recycled (100/box)	box	\$ 7.76	810846
96	File Folder, End Tab with 2 Fasteners, Manila, Straight Cut, Letter Size (50/pkg)	box	\$ 12.39	208546
97	File Folder, Asst Colors, 1/3 Cut, Letter Size, Recycled (100/box)	box	\$ 10.66	302902
98	File Folder, Blue, 1/3 Cut, Letter Size, Recycled (100/box)	box	\$ 9.43	207944
99	File Folder, Red, 1/3 Cut, Letter Size, Recycled (100/box)	box	\$ 9.43	208025
100	File Folder, Green, 1/3 Cut, Letter Size, Recycled (100/box)	box	\$ 9.43	207951
101	File Folder, Yellow, 1/3 Cut, Letter Size, Recycled (100/box)	box	\$ 9.43	208041
	<b>Hanging Folders</b>			
102	Hanging Folders, Green, 1/3 cut, Letter Size, Recycled (25/box)	box	\$ 5.49	810929
103	Hanging Folders, Green, 1/3 cut, Legal Size, Recycled (25/box)	box	\$ 6.61	811018
104	Hanging Folders, Green, 1/5 cut, Letter Size, Recycled (25/box)	box	\$ 5.08	810994
105	Hanging Folders, Green, 2" Expansion, Letter, Recycled (25 box)	box	\$ 10.92	406074
106	Hanging Folders, Green, 2" Expansion, Legal, Recycled (25 box)	box	\$ 12.63	406090
	<b>Expanding Files</b>			
107	Expanding File with Open Top, Recycled, 12" x 10", A-Z, Brown	each	\$ 5.20	211193
108	Expanding File with Flap/Elastic Cord, Recycled, Legal Size, A-Z, Brown	each	\$ 8.15	211060
	<b>Folder Frames &amp; Sorters</b>			
109	Hanging Folder Frames, Metal, Letter Size (2/pkg)	package	\$ 4.48	767881
110	Hanging Folder Frames, Metal, Legal Size (2/pkg)	package	\$ 5.62	767891
111	Desktop File Sorter, A-Z, 20 tabs	each	\$ 5.96	210476

## OFFICE DEPOT - STATE CONTRACT

	Order	Unit		
	UOM	Price	Supplier Product #	
112	Desktop File Sorter, 1-31/January-February	each	\$ 10.64	210492
113	Sorter, All-Purpose Plastic, 31 leaves, labeled A-Z, 1-31	each	\$ 11.01	123828
114	Desktop File Sorter, Expanding File with Open Top, 12 Pockets, 12 x 10, Customizable Repositioning Tabs	each	\$ 6.72	115272
	<b>Jackets/Pockets</b>			
115	Expanding Pockets, Brown, Recycled, 9 1/2" x 11 3/4", 5 1/4" Expansion, Tyvek reinforcement (10/pkg)	pkg	\$ 8.10	917281
116	Expanding Pockets, Brown, Recycled, 9 1/2" x 11 3/4", 3 1/2" Expansion, Tyvek reinforcement (25/pkg)	pkg	\$ 17.40	917272
117	Expanding Pockets, Brown, Recycled, 9 1/2" x 14 3/4", 5 1/4" Expansion, Tyvek reinforcement (10/pkg)	pkg	\$ 9.42	808584
118	Expanding Pockets, Brown, Recycled, 9 1/2" x 14 3/4", 3 1/2" Expansion, Tyvek reinforcement (25/pkg)	pkg	\$ 19.88	917290
119	File Jacket, Manila Stock, Recycled, Reinforced Tab, 9 1/2" x 11" x 3/4" (100/box)	box	\$ 14.91	500553
120	File Jacket, Manila Stock, Recycled, Reinforced Straight Tab, 9 1/2" x 14 3/4" (100/box)	box	\$ 19.38	353599
121	File Jacket, Manila Stock, Recycled, Straight Tab, 2" Capacity, 9 1/2" x 11 3/4" (10/pkg)	package	\$ 3.86	422147
122	Sheet Protector for 3 ring binder, Top Loading, Clear (100/box)	box	\$ 7.00	279376
	<b>Index Cards</b>			
123	Index Cards, Recycled White, Ruled, 5" x 8" (100/pkg)	package	\$ 0.93	189662
	<b>Storage and Filing Boxes</b>			

## OFFICE DEPOT - STATE CONTRACT

	Order	Unit		
	UOM	Price	Supplier Product #	
124	Storage Box Economy, 65% Recycled Content, 10"h x 12" w x 15" D, Legal or Letter, with lift off lid (6/pkg) (Min 4 per package)	package	\$ 4.36	352008
125	Storage Box Economy, 65% Recycled Content, 10"h x 12" w x 15" D, Legal or Letter, with lift off lid (12/carton)	carton	\$ 13.68	402139
126	Storage Box Medium Duty, 65% Recycled Content, 10"h x 12" w x 15" D, Legal or Letter, with lift off lid (4/pkg)	package	\$ 4.39	876835
127	Storage Box Medium Duty, 65% Recycled Content, 10"h x 12" w x 15" D, Legal or Letter, with lift off lid (12/carton)	carton	\$ 26.61	402067
128	Storage Box, 65% Recycled Content, with String & Button Closure and plastic handle, 10"h x 15"w x 24"d (4/pkg)	package	\$ 23.79	434044
129	Storage Box, 65% Recycled Content, with String & Button Closure and plastic handle, 10"h x 15"w x 24"d (12/carton)	carton	\$ 37.50	481563
130	Storage Box, 65% Recycled Content, with String & Button Closure and plastic handle, 10"h x 12"w x 24"d (4/pkg)	package	\$ 19.40	433900
131	Storage Box, 65% Recycled Content, with String & Button Closure and plastic handle, 10"h x 12"w x 24"d (12/carton)	carton	\$ 35.56	481395
132	File Box, Index Card Tray, 5x8x11, lift off lid, minimum 1000 card capacity	each	\$ 5.66	154880
133	File Box, Index Card Tray, 4x6x11, lift off lid, minimum 1000 card capacity	each	\$ 5.08	808477
134	Storage Tote, Plastic, Stackable, Letter/Legal Size, 10 3/4" H x 13 7/8" W x 18 1/4" D, Lid snap fits, Clear Box	each	\$ 2.94	656328
135	Storage Check File, Economy, 4"x9"x24", flip-top enclosure	each	\$ 4.06	885988

## OFFICE DEPOT - STATE CONTRACT

	Order	Unit		
	UOM	Price	Supplier Product #	
136	Storage Check File, 4 5/8" x10 3/4" x 23 1/4", string/button enclosure	each	\$ 5.95	940379
<b>Laminating Supplies/Transparencies</b>				
123	Laminating Pouches, Letter Size, 3 mil, 9 x 11 1/2 (50/pkg)	package	\$ 7.31	535704
123b	Transparency Film for plain paper/dry toner copiers, clear (100/pkg)	package	\$ 12.33	172171
<b>Tabs/Dividers</b>				
<b>Dividers</b>				
138	Divider, White Paper Stock, 11 x 9 1/2", Insertable Clear Plastic Tab, 5 tabs	set	\$ 0.61	933267
139	Divider, Buff Paper Stock, 8 1/2" x 11", Insertable Asst Colored Plastic Tab, 5 tabs/set, Laser/Inkjet compatible (6 sets/pkg)	set	\$ 1.03	369088
140	Divider, Erasable Write-On, white, 3 hole punched, 8 tabs/set	set	\$ 0.77	360685
141	Divider Presentation, White Paper Stock, 8 1/2"x11", 3 hole punched, 8 tabs/set, Laser/Inkjet compatible (24 sets/box)	box	\$ 47.17	111391
142	Divider Exhibit, Indexed 1 - 15 white w/black, White Paper Stock 8 1/2"x11", 3 hole punched, 15 tab/set, Laser/Inkjet compatible	set	\$ 2.10	478289
143	Divider Exhibit, Indexed 1 - 31 white w/black, White Paper Stock 8 1/2"x11", 3 hole punched, 15 tab/set, Laser/Inkjet compatible	set	\$ 2.95	478297
144	Divider Exhibit, Indexed A-Z asst color w/black, White Paper Stock 8 1/2"x11", 3 hole punched, 26 tabs/set, Laser/Inkjet compatible	set	\$ 1.80	475144

## OFFICE DEPOT - STATE CONTRACT

	Order	Unit		
	UOM	Price	Supplier Product #	
145	Divider Exhibit, Indexed 1-8 asst color w/black, White Paper Stock 8 1/2"x11", 3 hole punched, 8 tabs/set, Laser/Inkjet compatible	set	\$ 1.03	912106
	Tabs			
146	Tabs, Write-On, 1 1/2", Asst Colors, 22/pad (3 pads/pkg)	package	\$ 2.92	717321
147	Tabs, Plastic, Permanent Adhesive, Blank, White, 1"x7/16", (104/package)	package	\$ 0.89	753475
<b>Paper, Forms &amp; Envelopes</b>				
	<b>Copy Paper</b>			
148	Copy Paper, 8 1/2" x 11", 92 Brightness, 20#, White, 500 sheets/ream, 10 reams/case	case	\$ 28.48	145113
149	Copy Paper, 8 1/2" x 14", 92 Brightness, 20#, White, 500 sheets/ream, 10 reams/case	case	\$ 45.65	348045
150	Copy Paper, 11" x 17", 92 Brightness, 20#, White, 500 sheets/ream, 5 reams/case	case	\$ 34.56	536648
151	Copy Paper, 8 1/2" x 11", 92 Brightness, 20#, White, 500 sheets/ream, 5 reams/case	case	\$ 17.46	250983
152	Copy Paper, 8 1/2" x 14", 92 Brightness, 20#, White, 500 sheets/ream	each	\$ 4.57	317339
153	Copy Paper, 11" x 17", 92 Brightness, 20#, White, 500 sheets/ream	each	\$ 8.01	304495
154	Copy Paper, 8 1/2" x 11", Hole Punched, 92 Brightness, 20#, White, 500 sheets/ream, 10 reams/case	case	\$ 41.47	495200
	<b>Adding Machine and POS Rolls</b>			
155	Paper, Adding Machine, White, Single Ply, 2.25" x 150'	roll	\$ 0.20	840215
156	Paper, Machine, 2 ply, carbonless, 2.25" x 85' (10 rolls/pkg)	package	\$ 3.26	109086
	<b>Roll Paper</b>			

## OFFICE DEPOT - STATE CONTRACT

		Order	Unit	
		UOM	Price	Supplier Product #
157	Paper, Inkjet, White, Matte, 96 Brightness, 36" x 150'	roll	\$ 10.92	332821
158	Paper, Photo, Basic High Gloss, 7.0 mil, White, 92 Brightness, 36" x100 roll	roll	\$ 42.00	732411
159	Paper, Photo Glossy, 7.4 Mil, White, 107 Brightness 36"x100'	roll	NOT ON CONTRACT	
160	Paper, Opaque Scrim Banner, Matte, 15 Mil, White, 92 Brightness 36"x50'	roll	NOT ON CONTRACT	
161	Paper, Inkjet, Uncoated Basic Bond, White, 84 Brightness 36"x150'	roll	\$ 7.98	920931
	<b>Envelopes</b>			
162	Envelope, Catalog, 9x12, 28#, Kraft, Clasp Enclosure (100/box)	box	\$ 8.30	341081
163	Envelope, Cat 9x12, 28#, Kraft, Adhesive Strip Seal (100/box)	box	\$ 10.43	254607
164	Envelope, Cat 9x12, 28#, White Kraft, Adhesive Strip Seal (100/box)	box	\$ 10.73	342277
165	Envelope #10, White, Security, Self-Seal (100/box)	box	\$ 4.45	468587
166	Envelope #10, White, Security, Self-Adhesive Strip (250/box)	box	\$ 4.45	468587
167	Envelope #10, White, Gummed Moisture Seal (500/box) (Minimum 100/box)	box	\$ 12.82	348201
168	Envelope, 10x13, White, Kraft, Self-Adhesive Strip (100/box)	box	\$ 10.87	342286
169	Envelope, Interdepartment, 10x13, Kraft, Button/String closure (100/box)	box	\$ 10.36	844803
170	Envelope, Catalog, 11 1/2"x14", White Kraft, 28", Self-Adhesive Strip (100/box)	box	\$ 20.30	500819
171	Envelope, Catalog, 11 1/2"x14", White Kraft, Clasp/Gummed closure (100/box)	box	\$ 8.27	330952
172	Envelope, Letter, Poly, Asst Colors, Button/String closure (5/pkg)	pkg	\$ 1.93	438121
173	Mailer, Bubble, 6"x9", Size 0 (25/pkg) (Minimum 12/pkg)	pkg	\$ 4.27	438939
174	Mailer, Bubble, DVD, 7 1/2"x9", Kraft (12/pkg)	pkg	\$ 2.52	843505

## OFFICE DEPOT - STATE CONTRACT

	Order	Unit		
	UOM	Price	Supplier Product #	
175	Envelope, Catalog, 3 3/8"x6", 28#, Kraft, Clasp Enclosure (100/box)	box		
176	Envelope, DVD/CD, 5"x5", 24#, White with round window (50/pkg)	pkg	\$ 2.34	560941
	<b>Notebook Journals &amp; Filler Paper</b>			
177	Notebook, Reporter, Gregg Ruled, 4"x8", White 70 sheets	pad	\$ 1.57	906907
178	Notebook, Reporter, Gregg Ruled, 4"x8", White 70 sheets (12 books/pkg)	package	\$ 18.88	582254
179	Memo Book, 3"x5", Top Opening, College Ruled, White Paper, 60 sheets/book (12 books/pkg)	package	\$ 1.96	765798
180	Steno Book, 6"x9", Gregg Ruled, 70 Sheets, White Paper (12 pads/pkg)	package	\$ 7.50	307389
181	Steno Book, 6"x9", Gregg Ruled, 70 Sheets, White Paper	pad	\$ 7.50	172460
182	Notebook, Wirebound, 3 hole punched, perforated, 8" x 10.5", College Ruled, 70 pages per book (6 books/pkg)	package	\$ 1.53	834270
	<b>Clipboards</b>			
183	Clipboards, Hardboard, Letter 9 x 12 1/2, Brown	each	\$ 1.12	991992
184	Clipboards, Hardboard, Memo 6 x 9, Brown	each	\$ 0.99	174243
185	Clipboards, Hardboard, Legal 9 x 15 1/2, Brown	each	\$ 1.28	174276
	<b>Phone Message Book</b>			
186	Phone Message Book, 11" x 5 1/2", 2 part carbonless, sprial bound, 4 messages per page, 400 messages per book	book	\$ 1.20	848861
187	Phone Message Book, 11" x 5 1/2", 2 part carbonless, sprial bound, 4 messages per page, 400 messages per book (5 books/pkg)	package	\$ 5.18	420187

## OFFICE DEPOT - STATE CONTRACT

		Order	Unit	
		UOM	Price	Supplier Product #
188	Message Pad, Pink, 4"x5", gummed at top, 50 sheets/pad, 12/pkg	package	\$ 0.92	848846
	<b>Self-Stick Notes &amp; Flags</b>			
189	Self-Stick Notes, 1 1/2"x2", Yellow, 100 sheets/pad (12 pads/pkg)	package	\$ 1.68	442306
190	Self-Stick Notes, 3"x3", Yellow, 100 sheets/pad (18 pads/pkg)	package	\$ 4.70	420994
191	Self-Stick Notes, Pop Up, 3"x3", Yellow, 100 sheets/pad (12 pads/pkg)	package	TOO MUCH ON CONTRACT	
192	Self-Stick Notes, Pop Up, 3"x3", Asst Colors, 100 sheets/pad (12 pads/pkg)	package	\$ 4.70	723688
193	Self-Stick Notes, 3"x5", Yellow, 100 sheets/pad (12 pads/pkg)	package	\$ 5.17	443296
194	Self-Stick Notes, Pop Up, 4"x4", Yellow, 100 sheets/pad (5 pads/pkg)	package	\$ 4.79	666062
195	Self-Stick Notes, Lined, 4"x6", Yellow, 100 sheets/pad (8 pads/pkg)	package	\$ 4.70	723824
196	Self-Stick Notes, Lined, 4"x6", Yellow, 100 sheets/pad (5 pads/pkg)	package	\$ 3.28	172460
197	Flag, Tape, 3/8" x 1 7/10, Asst Colords, 35/pad (4 pads/pkg)	package	\$ 2.34	369581
198	Flag, Tape "Sign Here" Arrow, 1/2", 30/pad (4 pads/pkg)	package	\$ 2.72	550657
199	Flag, Tape Message 1/2" (Please initial, Please sign & date, Please sign here, Please sign and return) 20/pad (4 pads/pkg)	package	\$ 1.80	193302
	<b>Writing Pads</b>			
200	Legal Pad, Perforated, Canary, 5"x8", Ruled, 50 sheets/pad (12 pads/pkg)	package	\$ 4.68	307397
201	Legal Pad, Perforated, Canary, 8 1/2" x 11 3/4", Ruled, 50 sheets/pad (12 pads/pkg)	package	\$ 4.78	305706
202	Legal Pad, Perforated, White, 5"x8", Ruled, 50 sheets/pad (12 pads/pkg)	package	\$ 3.78	752922

## OFFICE DEPOT - STATE CONTRACT

		Order	Unit	
		UOM	Price	Supplier Product #
203	Legal Pad, Perforated, White, 8 1/2" x 11 3/4", Ruled, 50 sheets/pad (12 pads/pkg)	package	\$ 4.78	305466
<b>Pens, Pencils, Highlighters, Markers</b>				
<b>Ballpoint Stick Pens</b>				
204	Pen, Ballpoint Stick, Medium Point, Black (12/pkg)	package	\$ 1.41	181594
205	Pen, Ballpoint Stick, Medium Point, Blue (12/pkg)	package	\$ 1.41	181578
206	pen, Ballpoint Stick, Medium Point, Red (12/pkg)	package	\$ 1.41	181586
207	Pen, Ballpoint, Medium 1.0 mm Black, Security County pen, self adhesive base	package	\$ 0.95	196063
208	Pen, Ballpoint Stick, Stay Put Refill, Black, 1.0 mm	package	\$ 0.49	196048
<b>Ballpoint Retractable Pens</b>				
209	Pen, Ballpoint Retractable, Rubber Grip, 1.0 mm (Medium Pt), Black (12/pkg)	package	\$ 2.50	479608
210	Pen, Ballpoint Retractable, Rubber Grip, 1.0 mm (Medium Pt), Blue (12/pkg)	package	\$ 2.50	479560
211	Pen, Ballpoint Retractable, Rubber Grip, 0.7 mm, Fine, Black (12/pkg)	package	\$ 2.73	775688
212	Pen, Ballpoint Retractable, Rubber Grip, 0.7 mm, Fine, Blue (12/pkg)	package	\$ 2.73	775744
<b>Rollerball Retractable Pens</b>				
213	Pen, Rollerball Retractable, Rubber Grip, .07 mm (Medium Pt) Black (12/pkg)	package	\$ 2.99	510216
214	Pen, Rollerball Retractable, Rubber Grip, .07 mm (Medium Pt) Blue (12/pkg)	package	\$ 2.99	509328
<b>Pencils</b>				
215	Pencils, Wood, #2 Med Soft Lead (72/pkg)	package	\$ 2.55	733601
216	Pencils, Wood, #2 Med Soft Lead (12/pkg)	package	\$ 2.55	733601
217	Pencils, Mechanical, 0.5 mm, Rubber Grip (12 pkg)	package	\$ 1.95	942704

## OFFICE DEPOT - STATE CONTRACT

	Order	Unit		
	UOM	Price	Supplier Product #	
218	Pencils, Mechanical, 0.7 mm, Rubber Grip (12 pkg)	package	\$ 1.95	510128
219	Pencil Lead Refill, .5 mm, HB, Black (12/tube - 3 tubes/pkg)	package	\$ 0.73	139512
220	Pencil Lead Refill, .5 mm, HB, Black (12/tube - 12 tubes/pkg)	package	\$ 2.57	139608
221	Pencil Lead Refill, .7 mm, HB, Black (12/tube - 3 tubes/pkg)	package	\$ 0.73	139640
222	Pencil Lead Refill, .7 mm, HB, Black (12/tube - 12 tubes/pkg)	package	\$ 2.57	139616
	<b>Erasers</b>			
223	Eraser, Cube, Medium Size, Pink (3/pkg)	package	\$ 0.62	485177
224	Eraser, Pencil Cap, Red (12/pkg)	package	\$ 0.27	206503
225	Eraser, White Board	each	\$ 1.13	307512
	<b>Markers</b>			
226	Marker, Chisel Point, Permanent, Black (12/pkg)	package	\$ 2.16	128817
227	Marker, Chisel Point, Permanent, Assorted (8/pkg)	package	\$ 3.46	265078
228	Marker, Medium Point, Permanent, Black (12/pkg)	package	\$ 3.04	728973
229	Marker, Medium Point, Permanent, Assorted (12/pkg)	package	\$ 3.04	729117
230	Marker, Bold Point, Permanent, Black (12/pkg)	package	\$ 3.18	728937
231	Marker, Ultra-Fine Point, Permanent, Black (12/pkg)	package	\$ 2.42	128754
232	Marker, Fine Point, Permanent, Black (12/pkg)	package	\$ 2.42	128718
233	Marker, Fine Point, Permanent, Assorted (2 blk, blue, green, red) (5/pkg)	package	\$ 2.29	553248
234	Marker, Broad Point, Permanent, Black	each	\$ 1.89	517458
235	Marker, Fine Point, Permanent, Blue (12/pkg)	package	\$ 5.22	451906
236	Marker, Fine Point, Permanent, Red (12/pkg)	package	\$ 5.22	203356
237	Marker, Dry Erase, Chisel Point, Starter Kit (black, blue, green, red) with cleaner & eraser	package	\$ 3.96	869832
238	Marker, Dry Erase, Chisel Point, Assorted (3 ea black, blue, green red) (12/pkg)	package	\$ 2.59	128628

## OFFICE DEPOT - STATE CONTRACT

		Order	Unit	
		UOM	Price	Supplier Product #
239	Marker, Dry Erase, Medium Point, Assorted (black, blue, green red) (4/pkg)	package	\$ 1.47	729009
240	Marker, Flip Chart, Bullet Tip, Assorted (8/pkg)	package	\$ 1.68	728703
	<b>Highlighters</b>			
241	Highlighters, Chisel Tip, Yellow (12/pkg)	package	\$ 1.93	128844
242	Highlighters, Chisel Tip, Orange (12/pkg)	package	\$ 1.93	427212
243	Highlighter, Chisel Tip, Assorted (12/pkg)	package	\$ 1.93	128853
244	Highlighters, Grip-Pen Style, Chisel Tip, Yellow (12/pkg)	package	\$ 2.70	728847
245	Highlighters, Grip-Pen Style, Chisel Tip, Assorted (12/pkg)	package	\$ 2.70	728892
	<b>Labels &amp; Label Maker</b>			
	<b>Labels</b>			
246	Label, Laser, Address, White 1 1/3" x 4" (1400/box)	box	\$ 15.15	364380
247	Label, Laser, Address, White 1" x 2 5/8" (750/pkg)	box	\$ 4.55	916460
248	Label, Thermal, 1 1/8"x3", White (260/box)	box	\$ 4.81	479832
249	Label, File, Laser/Inkjet 2/3"x 3 7/16" White (1500/pkg)	package	\$ 7.76	220424
250	Label, File, Laser/Inkjet 2/3"x 3 7/16" White (750/pkg)	package	\$ 5.97	252388
251	Label, Shipping, 3 1/3" x 5", White (100/pkg)	package	\$ 4.55	934713
252	Label, CD/DVD, Laser, White (40/pkg)	package	\$ 5.94	611121
253	Label, CD/DVD, Inkjet, White (40/pkg)	package	\$ 5.94	611201
	<b>Computer Accessories/Media</b>			
254	Wipes, Cleaning for electronics, antistatic (20/pkg)	package	\$ 2.25	142370
255	Cleaning Duster 10 oz	each	\$ 5.85	205012
256	Powerstrip with surge protector, 6 outlet, 6' cord	each	\$ 4.74	986301
257	CD-R Recordable, 700mb/80 minute (50/pkg)	package	\$ 12.98	332629
258	CD-R Recordable, 700mb/80 minute (100/pkg)	package	\$ 23.25	620650

## OFFICE DEPOT - STATE CONTRACT

		Order	Unit	
		UOM	Price	Supplier Product #
259	DVD+RW Rewritable w/cases 4.7gb/120 minutes (10/pkg)	package	\$ 13.19	399650
260	DVD+R Recordable 4.7gb/120 Minutes (50/pkg)	package	\$ 32.27	209344
261	CD Jewel Slim Cases Assorted Colors (30/pkg)	package	\$ 8.57	381172
<b>Cleaning &amp; Breakroom</b>				
262	Container, Recycling, 7 gallons, blue	each	\$ 3.94	373860
263	Container, Waste, 7 gallons, black	each	\$ 3.81	221481
264	First Aid Kit, 170 Piece All Purpose 6 1/2 x 9 1/2	each	\$ 18.72	472348



## My Shopping Lists

[Create a New List](#)

First time  
user?

Note: For best results, please limit your list to a maximum of 200 different items. Exceeding this limit will adversely affect the Shopping List's response time.

### Current Lists

List Name	Comments	List Type	Reminders
BINDERS		Company Wide	None View/Edit
COMPUTER ACCESSORIES		Company Wide	None View/Edit
COPY PAPER		Company Wide	None View/Edit
FILING		Company Wide	None View/Edit
FIRST AID		Company Wide	None View/Edit
FORMS		Company Wide	None View/Edit
LABELS		Company Wide	None View/Edit
MAILING, ENVEL, TAPE		Company Wide	None View/Edit
MARKERS/HIGHLIGHTERS		Company Wide	None View/Edit
NOTES/ADHESIVES		Company Wide	None View/Edit
OFFICE ESSENTIALS		Company Wide	None View/Edit
PAPER ROLLS		Company Wide	None View/Edit
PENS,PENCILS,WTE OUT		Company Wide	None View/Edit
PERS PLAN/ORGANIZE		Company Wide	None View/Edit
PRESENTATION		Company Wide	None View/Edit
SAFES CASH COIN & KE		Company Wide	None View/Edit
SPECIALTY PAPER		Company Wide	None View/Edit
STATIONERY & CARDS		Company Wide	None View/Edit
STORAGE		Company Wide	None View/Edit
WASTE BASKETS		Company Wide	None View/Edit

Shopping list with all items approved by purchase by users without Procurement's approval.

My Account

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# Mailroom Tape 379 Results Found

Advanced Sorting Available!  
Please use Advanced Sorting options below to sort products by price, value, brand and more!

Compare up to 4 items:

Grid

List

Sort By:

Relevance

Showing 1-12 of 379 Results

Items per page:

12

1

|



Compare

Scotch® 3710 General Purpose Packaging Tape, 3" Core, 1 7/8" x 54.6 Yd., Clear, Pack Of 6  
Item # 452001

Your Price:

\$9.49  
/ pack

Qty

Delivery available

Sold in stores

See shipping and availability details

Available\*

**Restricted Item**

Office Depot Exclusive Brands:  
Compare & Save!



Compare

Scotch® Super Strength Mailing Tape With Dispenser, 2" x 22.2 Yd., Clear  
Item # 650457

Your Price:

\$1.43  
/ roll

Qty

Delivery available

Sold in stores

See shipping and availability details

Availability: 796

Contract Items

Example of item restricted from purchase without Procurement's approval. User may place this item in their cart and provide justification for need. When order placed the system emails Procurement to approve the items for purchase.

This item is not restricted therefore eligible for immediate purchase by the users without Procurement's approval.



Compare

Office Depot® Brand General-Purpose Box Sealing Tape, 1 9/10" x 110 Yd., Clear, Pack Of 6  
Item # 220636

Your Price:  
\$4.05  
/ pack

Qty

- Delivery available
- Sold in stores

See shipping and availability details  
Availability: 7,259

[Restricted Item](#)



Compare

Office Depot® Brand General-Purpose Box Sealing Tape, 1 9/10" x 55 Yd., Clear, Pack Of 6  
Item # 220690

Your Price:  
\$4.05  
/ pack

Qty

- Delivery available
- Sold in stores

See shipping and availability details  
Availability: 1,903

[Restricted Item](#)



Compare

Scotch® 142 Packaging Tape In Dispenser, 2" Core, 2" x 22.2 Yd., Clear, Pack Of 6  
Item # 444970

Your Price:  
\$7.92  
/ pack

Qty

- Delivery available
- Sold in stores

See shipping and availability details

Availability: 143

[Restricted Item](#)



Compare

Office Depot® Brand Premium Hot Melt Packaging Tape, 3" Core, 1 7/8" x 54.6 Yd., Pack Of 6  
Item # 568419

Your Price:  
\$10.16  
/ pack

Qty

- Delivery available
- Sold in stores

See shipping and availability details

Availability: 89

[Restricted Item](#)



[Material Safety Data Sheets](#)



Compare

Scotch® 3850 Premium Performance Packaging Tape, 3" Core, 1 7/8" x 54.6 Yd., Pack Of 6  
Item # 363792

Your Price:  
\$18.89  
/ pack

Qty

- Delivery available
- Sold in stores

See shipping and availability details

Availability: 52

[Restricted Item](#)



[Office Depot Exclusive Brands: Compare & Save!](#)



Compare

Scotch® 3710 General Purpose Packaging Tape, 3" Core, 2" x 55 Yd., Tan  
Item # 172049

Your Price:  
\$1.93  
/ roll

Qty

- Delivery available
- Sold in stores

See shipping and availability details  
Available\*

[Restricted Item](#)



Compare

Scotch® Multi-Use Duct Tape, Silver  
Item # 790710

Your Price:  
\$2.11  
/ roll

Qty

- Delivery available
- Sold in stores

See shipping and availability details  
Availability: 184

[Restricted Item](#)



Compare

Scotch® 3750 Premium Heavy Duty Packaging Tape, 1 7/8" x 54.6 Yd., Clear, Pack Of 6  
Item # 427261 ●

Your Price:  
\$17.90  
/ pack

Qty

- Delivery available
- Sold in stores

See shipping and availability details  
Availability: 153

[Restricted Item](#)



Compare

Scotch® High-Performance Packaging Tape, 1.5" Core, 1 7/8" x 25 Yd., Pack Of 6  
Item # 431195 ●

Your Price:  
\$7.85  
/ pack

Qty

- Delivery available
  - Sold in stores
- See shipping and availability details  
Availability: 35

[Restricted Item](#)



Compare

Office Depot® Brand Premium Hot Melt Packaging Tape With Dispenser, 1.5" Core, 1 7/8" x 22.2 Yd.  
Item # 568769

Your Price:  
\$0.75  
/ roll

Qty

- Delivery available
  - Sold in stores
- See shipping and availability details  
Availability: 103

[Restricted Item](#)



[Material Safety Data Sheets](#)

Compare up to 4 items:  
Sort By:  
**Relevance**

Showing 1-12 of 379 Results  
Items per page:  
12

1

\*Inventory validated when item(s) is added to cart.

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