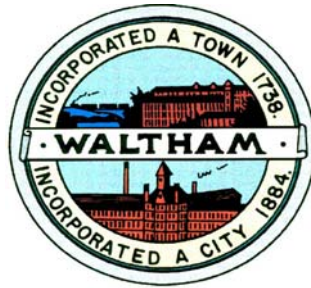


The City of Waltham



*Invites
Interested Parties
To propose the best offer and or bid
For the service or product herewith described:*

Art & Instructional Supplies, School Depart.

The bid opening will be held: Wednesday May 23, 2012 at 11:00 am

Phone: 781-314-3244, Fax: 781-314-3245

Table of Contents:

- **Invitation to Bid**
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- **Agreement**
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Invitation to Bid

The City of Waltham

Purchasing Department

REQUEST FOR BID (RFB)

Under the rules of M.G.L. Chapter 30B, the Chief Procurement Officer of the City of Waltham Purchasing Department hereby requests sealed bids for:

Arts & Instructional Supplies, School Department

Price Proposals will be received at the office of the Purchasing Agent, City Hall, 610 Main Street, Waltham MA 02452, until,

Wednesday May 23, 2012 at 11:00 am

At which time and place the bids will be publicly opened and read.

Specifications and information available on line by visiting the Waltham Purchasing Department web site at www.city.waltham.ma.us/open-bids

BIDS MUST BE SIGNED AND ENCLOSED IN A SEALED ENVELOPE AND MARKED:

BID FOR: Arts and Instructional Supplies

If the Bidder is a corporation, state your correct corporate name and State of incorporation. If Bidder is a partnership, state names and addresses of partners. If Bidder is a trust or other legal entity, state correct names and addresses of trustees or names and address of those legally authorized to bid and enter into contracts.

EXCEPTION OR ALTERNATES TO SPECIFICATIONS, TERMS OF SALE, AND DISCOUNTS AVAILABLE, MUST BE INCLUDED IN THE BID PRIOR TO OPENING DATE.

Intent of Project

The School Department of the City of Waltham wishes to purchase arts and instructional supplies for the whole district.

AGREEMENT

CITY OF WALTHAM

ARTICLE 1. This agreement, made this _____ day of _____, 2012 by and between the CITY OF WALTHAM, party of the first part, hereinafter called the CITY, by its MAYOR, and

_____ hereinafter called the CONTRACTOR.

ARTICLE 2. Witnesseth, that the parties to this agreement, each in consideration of the agreement on the part of the others herein contained, do hereby agree, the CITY OF WALTHAM for itself, and said contractor for his heirs, executors, administrators and assigns as follows:

To furnish all equipment, machinery, tools and labor, to furnish and deliver all materials required to be furnished (except as otherwise specified) and deliver in and about the project and to do and perform all work in strict conformity with the provisions of this Contract and of the Notice to Bidders, bid, Project Manual, and Drawings hereto annexed. The said Notice to Bidders, bid, Project Manual, and Drawings are hereby made a part of this contract as fully and to the same effect as if the same had been set forth at length and incorporated in the contracts.

ARTICLE 3. In consideration of the foregoing premises the CITY agrees to pay and the CONTRACTOR agrees to receive as full compensation for everything furnished and done by the CONTRACTOR under this contract, including all work required by not included in the items herein mentioned, and also for all loss or damage arising out of the nature of the work aforesaid, or from the action of the elements, or from any unforeseen obstruction or difficulty encountered in the prosecution of the work, and for all expenses incurred by or in consequence of the suspension or discontinuance of the work specified, and for well and faithfully completing the work, and the whole thereof, as herein provided, such prices as are set forth in the accompanying bid.

This Agreement entered into as of the day and year first written above.

CITY OF WALTHAM, MASSACHUSETTS

FOR THE CITY

Jeannette A. McCarthy, MAYOR,
City of Waltham
Date: _____

John B. Cervone, City Solicitor
Date: _____

APPROVED AS TO FORM ONLY

Susan Nicholson, School Superintendent
Date: _____

Joseph Pedulla, Purchasing Agent
Date: _____

Paul Centofanti, Auditor
Date: _____

I CERTIFY THAT SUFFICIENT FUNDS
ARE AVAILABLE FOR THIS CONTRACT

FOR THE COMPANY

CONTRACTOR (Signature),
Date: _____

Company

Address

Instructions

INSTRUCTIONS FOR BIDDERS

1. **READ ALL DOCUMENTS.**

Bidders should familiarize themselves with all the documents contained herein; it is mandatory that all Bids be in compliance with all the provisions contained in said documents.

2. **FORMS AND ATTACHMENTS.**

Bids are to be completed on the forms provided ONLY and enclosed in a sealed envelope marked on the outside "BID (title)" and the name and address of bidder. Attachments submitted in addition to the Waltham Purchasing Department produced forms may not be considered.

3. **PRINTED OR TYPED RESPONSE.**

All information must be typewritten or printed in ink, including the price the bidder offers in the space as provided on the bid form.

4. **CORRECTIONS.**

Bids that are submitted containing cross outs, white outs or erasures, will be rejected.

All corrections or modifications to the original bid are to be submitted in a separate envelope, properly marked on the outside, "CORRECTION/ MODIFICATION TO BID (title)" and submitted prior to the bid opening.

ALL DOCUMENTS SUBMITTED WITH YOUR RESPONSE WILL BE INCORPORATED INTO THE CONTRACT.

5. **PRICE IS ALL INCLUSIVE.**

Bid prices shall encompass everything necessary for furnishing all items, materials, supplies or services as specified, and in accordance with the specifications, including proper packing, cost of delivery, and in the case of services, completion of same, as per specifications.

6. **PRICE DISCREPANCY.**

In the event of a discrepancy between the Unit Price and the Extension, the Unit Price shall prevail.

7. EXPLANATIONS, EXCEPTIONS

Explanations, exceptions or other information pertinent to the specifications may be made in writing and included in the same envelope with the bid.

8. BID DEPOSITS.

Bid deposits are to be made payable to the City of Waltham. In the event that the successful bidder fails to execute a Contract within (10) days of the receipt of said contract, such security shall be retained by the city as liquidated damages. Unsuccessful bidders' deposits will be returned immediately following the award to said successful bidder.

9. WITHDRAW.

A Bid may be withdrawn by written request prior to the schedule for the Bid Opening. No withdrawals are permitted after the bid opening date and time. Withdrawals after the bid opening date will cause the forfeit of the bid Deposit.

10. AWARD.

Bids will be awarded not later than (90) ninety days after the scheduled bid opening date, unless otherwise stated, in the specifications. Unless otherwise specified, bids will be evaluated on the basis of, completeness of your RFP response, responsiveness, responsibility, best price and experience.

11. AWARD CRITERIA.

Qualified and responsive proposals will be evaluated based on Price, Technical, and Compliance requirements:

12. DISCOUNTS.

Discounts for prompt payments will be considered when making awards.

13. TAX EXEMPT.

Purchases by the City of Waltham is exempt from any Federal, State or Massachusetts Municipal Sales and/or Excise Taxes.

14. SAMPLES.

The City of Waltham may require the submission of samples either before or after the awarding of a contract. Samples are to be submitted, at no charge to the City, so as to ascertain the product's suitability. If specifically stated in the Bid that samples are required, said samples must be submitted with the Bid prior to the Official Bid Opening. Failure to submit said samples would be cause for rejection of Bid. All samples must be

called for and picked up within (30) thirty days of award or said samples will be presumed abandoned and will be disposed of.

15. **ACTIVE VENDOR LIST.**

Vendors who wish to remain on the Active Bid List must either submit a Bid, No Bid, or a letter requesting same, no later than the Official Bid Opening. This is applicable to those vendors who have received the Invitation to Bid.

16. **FUNDS APPROPRIATION.**

THE CONTRACT OBLIGATION ON BEHALF OF THE CITY IS SUBJECT TO PRIOR APPROPRIATION OF MONIES FROM THE GOVERNMENTAL BODY AND AUTHORIZATION BY THE MAYOR.

17. **THE AWARDING AUTHORITY RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS, OR ANY PART OF ANY BID, WHICH IN THE OPINION OF THE AWARDING AUTHORITY, IS IN THE BEST INTERESTS OF THE CITY OF WALTHAM.**

18. **THE TAX ATTESTATION CLAUSE, CERTIFICATION OF NON-COLLUSION AND THE CERTIFICATE OF VOTE AUTHORIZATION,** are required by statute and are an integral part of the Invitation for Bid and must be completed and signed by the person submitting the Bid, or by the person/persons who are officially authorized to do so. Failure to do so may disqualify the bid.

19. **STANDARD OF QUALITY.**

Where, in the specifications, one certain kind, type, catalog number, brand or manufacturer of material is named, it shall be regarded as the required standard of quality. Where two or more are named, these are presumed to be equal and the Bidder may select one or the other. If the Bidder proposes to offer a substitute as an equal, he shall so indicate on the Bid Form, the kind, type, catalog number, brand, or manufacturer of material that is offered as an equal, and describe where it differs from the specifications. Substituted items must be capable of performing all the functions and/or operational features described or indicated in the specifications. Failure to indicate the description of any substitute item on the Bid will be interpreted to mean that the Bidder will furnish the item or service as specified.

20. MODIFICATION.

No agreement, understanding, alteration or variation of the agreement, terms or provisions herein contained shall bind the parties, hereto unless made and executed in writing by the parties hereto.

21. ASSIGNMENT.

The final payment for work done under this Contract shall be made only after the Contractor has signed a statement under the penalty of perjury, certifying that he has completed the work described in the final estimate. Neither party hereto shall assign this Contract or sublet it in part or as a whole without the prior written consent of the other party hereto. The Contractor shall not assign any sum or sums due or becoming due to him hereunder without the prior written consent of the City.

22. DELIVERIES:

a) The Contractor shall pay all freight and delivery charges. The Waltham Purchasing Department does not pay for shipping and packaging expenses. Items must be delivered as stipulated in the specifications. All deliveries must be made to the inside of city buildings. Sidewalk deliveries will not be accepted. City personnel are not required to assist in the deliveries and contractors are cautioned to notify their shippers that adequate assistance must be provided at the point of delivery, when necessary.

b) All items of furniture must be delivered inside the building, set up, in place and ready for use. Deliveries are to be made between the hours of 8:30 a.m. and 3:00 p.m., Monday through Friday, except on holidays.

c) All damaged items, or items which do not comply with specifications will not be accepted and title therefore will not vest to the Waltham Purchasing Department until such items are accepted and signed for, in good order, by the receiving department.

d) The contractor must replace, without further cost to the Waltham Purchasing Department, such damaged or non-complying items before payment will be made.

23. LABELING.

All packages cartons or other containers must be clearly marked with (a) building and room destination; (b) description of contents of item number from specifications; (c) quantity; (d) City of Waltham Purchase Order Number and (e) Vendor's name and order number.

24. GUARANTEES.

Unless otherwise stipulated in the specifications, furniture, equipment and similar durable items shall be guaranteed by the contractor for a period of not less than one year from the date of delivery and acceptance by the receiving department. In addition, the manufacturer's guarantee shall be furnished. Any items provided under this contract which are or become defective during the guarantee period shall be replaced the contractor free of charge with the specific understanding that all replacements shall carry the same guarantee as the original equipment. The contractor shall make such replacement immediately upon receiving notice from the Purchasing Agent.

25. SINGLE VENDOR.

The Waltham Purchasing Department desires to award a single contract based on the Grand Total Price. However, where applicable, the City reserves the right to make multiple awards on a unit price basis if, in the opinion of the Waltham Purchasing Department, it is in the best interest of the Waltham Purchasing Department.

26. CHANGE ORDERS.

Change orders are not effective until, if, as and when signed by the Mayor and no work is to commence until the change orders are fully executed.

28. BID OPENING INCLEMENT WEATHER

If, at the time of the originally scheduled bid opening, City Hall is closed to inclement weather or another unforeseeable event, the bid opening will be extended until 2:00 PM on the next normal business day. Bids will be accepted until that date and time.

GENERAL CONDITIONS

GENERAL CONDITIONS

1. INFORMATION

All information shall come from the Office of the City Purchasing Agent. The Contractor shall inquire at this office for any information needed. Wherever the words "or equal as approved" are used, it is to be understood that the opinion of the City Purchasing Agent shall govern.

2. SUITS

The Contractor shall assume defense of and shall indemnify and hold the City and its agents harmless from all suits and claims against the City and its sub-contractors arising from the use of any invention, patent right labor or employment, or from any act of omission or neglect of the City, its agents, employees or any subcontractor in performing the work, under this contract.

3. LAWS AND REGULATIONS

The Contractor shall conform to all the applicable rules, regulations, laws and ordinances of the City of Waltham, the Commonwealth of Massachusetts, the United States of America and all agencies having jurisdiction over this contract.

4. PROTECTION OF PROPERTY

The Contractor shall take all proper precautions to protect the City's property from damage and unnecessary inconvenience. Any City property damaged by the Contractor in carrying out the provisions of this contract shall be restored to its original condition, by and at the expense of the Contractor.

5. PROTECTION OF PERSONS

The Contractor shall take all proper precautions to protect persons from injury, unnecessary inconvenience, and shall be responsible for his failure to do so. The Contractor agrees to hold the City harmless from any and all liabilities of every nature and description, which may be suffered through bodily injury, including death, to any person, by reason of negligence of the Contractor, his agents or employees, or any subcontractor.

6. CONTRACT DURATION.

This contract is for the period of one year from July 1, 2012 through June 30, 2013.

7. INSURANCE

A. WORKMAN'S COMPENSATION: The Contractor shall provide by insurance for the payment of compensation and furnishing of other benefits under Chapter 152 of the General Laws of the Commonwealth of Massachusetts to all persons to be employed under this contract, the premiums for which shall be paid by the Contractor.

B. COMPREHENSIVE GENERAL LIABILITY

Bodily Injury:	\$1,000,000 Each Occurrence
	\$2,000,000 Aggregate
Property Damage:	\$1,000,000 Each Occurrence
	\$2,000,000 Aggregate

C. AUTOMOBILE (VEHICLE) LIABILITY

Bodily Injury	\$2,000,000 Each Occurrence
Property Damage	\$1,000,000 Aggregate

D. UMBRELLA POLICY

General liability	\$1,000,000
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Your bid response must include a Certificate of Insurance with the above limits as a minimum. In addition, the Certificate of Insurance must have the following text contained in the bottom left box of the Certificate: **"The City of Waltham is a named Additional Insured for all Insurance"**. The Certificate of Insurance must be mailed directly to:

Office of the Purchasing Agent
Purchasing Department
City of Waltham
610 Main Street
Waltham, MA 02452

A LETTER FROM A SURETY COMPANY CERTIFYING THAT THE CONTRACTOR IS QUALIFIED AND CAPABLE OF OBTAINING THE ABOVE BONDS MUST BE INCLUDED WITH HIS/HERS BID.

8. PERSONNEL:

The Contractor shall employ a competent supervisor and all properly licensed personnel necessary to perform the services required in this contract. The City Purchasing Agent shall have the right to require the Contractor to remove and/or

replace any of the personnel for nonperformance or for unprofessional behavior. The City Purchasing Agent may require the Contractor to submit a weekly performance record of the areas and of the work performed, on forms approved by the City Purchasing Agent. The Contractor or his supervisor shall be available to inspect such work as required by the City Purchasing Agent.

9. **MATERIALS**

The City or its Agent reserves the right to approve or reject any supplies, material or equipment used by the Contractor. The Contractor agrees to replace any supplies, material or equipment used by the Contractor. The Contractor agrees to replace any rejected supplies, materials or equipment, to the satisfaction of the City or its Agents.

10. **TERMINATION OF CONTRACT**

This contract may be terminated by the City upon deliverance to the Contractor of a five-day written notice of said termination.

11. **CONTRACT OBLIGATIONS**

Contract obligations on behalf of the City are subject to an annual appropriation to cover the contract obligation.

12. **BIDDER EXPERIENCE EVALUATION**

Each bidder shall submit with his bid, all the information relative to their experience and qualifications in performing the work required under this contract and shall have been in business for a minimum of five (5) years, in order for their bid to be considered.

15. **NOT-TO-EXCEED AMOUNT**

The bid amount proposed in your company's response is a "not-to- Exceed" amount unless the City makes changes, in writing, to the scope of work to be performed. The Change Order must be signed and approved by the City's Purchasing Agent, City Auditor, Law Department and the Mayor prior to the commencement of the change order work. No work is to begin until the proper approvals have been obtained. A change order will be priced at the unit price. Failure to comply with this procedure will result in the cancellation of the contract and the non-payment of services provided.

16. **FINANCIAL STATEMENTS.**

The City may require, within five (5) days after the bid opening, a complete and detailed Financial Statement prepared by a Certified Public Account, to determine a bidder's financial stability.

17 **BREACH OF CONTRACT/ NON PERFORMANCE**

If the Contractor shall provide services in a manner, which is not to the satisfaction of the City, the City may request that the Contractor refurnish services at no additional cost to the City until approved by the City. If the Contractor shall fail to provide services, which are satisfactory to the City, the City in the alternative may make any reasonable purchase or Contract to purchase services in substitution for those due from the Contractor. The City may deduct the cost of any substitute Contract for nonperformance of services together with incidental and consequential damages from the Contract price and shall withhold such damages from sums due or to become due to the Contractor. If the damages sustained by the City exceed sums due or to become due, the Contractor shall pay the difference to the City upon demand. The Contractor shall not be liable for any damages sustained by the City due to the Contractor's failure to furnish services under the terms of this Contract if such failure is in fact caused by the occurrence of a contingency the nonoccurrence of which was a basic assumption under which this Contract was made, including a state of war, embargoes, expropriation of labor strike or any unanticipated federal, state or municipal governmental regulation of order, provided that the Contractor has notified the City in writing of such cause within seven (7) days after its occurrence.

18 **RIGHT TO AUDIT**

The City of Waltham has the right to review and audit documents related to this contract. This right extends to any subcontractor, supplier or other entity used by the prime contractor to fulfill the obligations under this contract.

19. **CITY ORDINANCE. APPROVAL OF CONTRACTS BY MAYOR, SEC. 3-12 OF THE CITY ORDINANCES.**

All contract made by any department, board or commission where the amount involved is two thousand dollars (\$2,000) or more shall be in writing, and no such contract shall be deemed to have been made or executed until the approval of the Mayor is affixed thereto. Any construction contract shall, and all other contracts may, where the contract

exceed five thousand dollars (\$5,000) be required to be accompanied by a bond with sureties satisfactory to the Mayor.

NOTE

Failure to submit any of the required documents, in this or in other sections, with your bid response package may cause the disqualification of your proposal

Specifications

See Price Spreadsheet

DELIVERY LOCATIONS, Arts & Instructional Supplies

Ordered items will be shipped to the following 9 locations. Delivery cost should be included in the price of the item.

1. Supply Room & Waltham High School, 617 Lexington St., Waltham 02452
2. Kennedy Middle School, 655 Lexington St., Waltham 02452
3. McDevitt Middle School, 75 Church St., Waltham, 02452
4. Fitzgerald Elementary. School, 140 Beal Rd, Waltham 02453
5. MacArthur Elem. School, 494 Lincoln St., Waltham 02451
6. Northeast Elem. School, 70 Putney Lane, Waltham 02452
7. Plympton Elem. School 20 Farnsworth St., Waltham 02451
8. Stanley Elem. School, 250 South St., Waltham 02453
9. Whittemore Elem. School, 30 Parmenter Road, Waltham 02453

Please note all products must be Latex-Free.

Compliance

(Required Documents.)

Compliance

The compliance documents in this section must be completed, signed and returned **with your bid package**.

Purchasing Department

City of Waltham
610 Main Street
Waltham, MA 02452

Failure to submit the completed documents will cause the disqualification of the proposal.

Section Index

	Check when Complete
• Non-collusion form and Tax Compliance form.....	_____
• Corporation Identification Form.....	_____
• Certificate of Vote Authorization.....	_____
• Certificate of Insurance (showing all limits of WC &GL).....	_____
• Three (3) References.....	_____
• Debarment Certificate	_____

Your Company's Name: _____

Service or Product Bid _____

NOTE: Failure to submit any of the required documents, in this or in other sections, with your bid response package may cause the disqualification of your proposal.

NON-COLLUSION FORM AND TAX COMPLIANCE FORM

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity or group of individuals. The undersigned certifies that no representations made by any City officials, employees, entity, or group of individuals other than the Purchasing Agent of the City of Waltham was relied upon in the making of this bid

_____, _____
(Signature of person signing bid or proposal) Date

(Name of business)

TAX COMPLIANCE CERTIFICATION

Pursuant to M.G.L. c. 62C, & 49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

_____, _____
Signature of person submitting bid or proposal Date

Name of business

NOTE

Failure to submit any of the required documents, in this or in other sections, with your bid response package may cause the disqualification of your proposal.

CERTIFICATE OF VOTE OF AUTHORIZATION

Date:

I _____, Clerk of _____ hereby certify that at a meeting of the Board of Directors of said Corporation duly held on the _____ day of _____ at which time a quorum was present and voting throughout, the following vote was duly passed and is now in full force and effect:

VOTED: That _____ (*name*) is hereby authorized, directed and empowered for the name and on behalf of this Corporation to sign, seal with the corporate seat, execute, acknowledge and deliver all contracts and other obligations of this Corporation; the execution of any such contract to be valid and binding upon this Corporation for all purposes, and that this vote shall remain in full force and effect unless and until the same has been altered, amended or revoked by a subsequent vote of such directors and a certificate of such later vote attested by the Clerk of this Corporation.

I further certify that _____ is duly elected/appointed _____ of said corporation

SIGNED:

(Corporate Seal)

Clerk of the Corporation:

Print Name: _____

COMMONWEALTH OF MASSACHUSETTS

County of _____

Date:

Then personally appeared the above named and acknowledged the foregoing instrument to be their free act and deed before me, _____

Notary Public;

My Commission expires: _____

CORPORATION IDENTIFICATION

The bidder for the information of the Awarding Authority furnishes the following information.

If a Corporation:

Incorporated in what state _____

President _____

Treasurer _____

Secretary _____

Federal ID Number _____

If a foreign (out of State) Corporation – Are you registered to do business in Massachusetts?

Yes _____, No _____

If you are selected for this work you are required under M.G.L.ch. 30S, 39L to obtain from the Secretary of State, Foreign Corp. Section, State House, Boston, a certificate stating that you Corporation is registered, and furnish said certificate to the Awarding Authority prior to the award.

If a Partnership: (Name all partners)

Name of partner _____

Residence _____

Name of partner _____

Residence _____

If an Individual:

Name _____

Residence _____

If an Individual doing business under a firm's name:

Name of Firm _____

Name of Individual _____

Business Address _____

Residence _____

Date _____

Name of Bidder _____

By _____

Signature

Title

Business Address

(POST OFFICE BOX NUMBER NOT ACCEPTABLE)

City

State

Telephone Number

Today's Date

PROVIDE THREE (3) SERVICE APPROPRIATE REFERENCES

1. Company Name:

Address:

Contact Name:

Phone #

Type of service/product provided to this Company:

Dollar value of service provided to this Company:

2. Company Name:

Address:

Contact Name:

Phone #

Type of service/product provided to this Company:

Dollar value of service provided to this Company:

3. Company Name:

Address:

Contact Name:

Phone #

Type of service/product provided to this Company:

Dollar value of service provided to this Company:

NOTE

Failure to submit any of the required documents, in this or in other sections, with your bid response package will be cause for the disqualification of your company.

DEBARMENT CERTIFICATION

In connection with this bid and all procurement transactions, by signature thereon, the respondent certifies that neither the company nor its principals are suspended, debarred, proposed for debarment, declared ineligible, or voluntarily excluded from the award of contracts, procurement or non procurement programs from the Commonwealth of Massachusetts, the US Federal Government and /or the City of Waltham. "Principals" means officers, directors, owners, partners and persons having primary interest, management or supervisory responsibilities with the business entity. Vendors shall provide immediate written notification to the Purchasing Agent of the City of Waltham at any time during the period of the contract of prior to the contract award if the vendor learns of any changed condition with regards to the debarment of the company or its officers. This certification is a material representation of fact upon which reliance will be placed when making the business award. If at any time it is determined that the vendor knowingly misrepresented this certification, in addition to other legal remedies available to the City of Waltham, the contract will be cancelled and the award revoked.

Company Name _____

Address _____

City _____, State _____, Zip Code _____

Phone Number (____) _____

E-Mail Address _____

Signed by Authorized Company Representative:

Print name _____,

Date _____

BID PRICE FORM

(Follows)

BID SPEC 12 / 13 School Year																	
ART & INSTRUCTIONAL SUPPLIES																	
ITEM	QTY	Unit	SPECIFICATION	Supply	WHS	Kennedy	McDevitt	Fitz.	MacA	N E	Plym	Stanley	Whitt	Total	BRAND NAME & MODEL NO.	UNIT	TOTAL
1	3	rolls	Bulletin Board Kraft Paper, 50 lb., 36" x 500' rolls	3										3			
2	3	rolls	Bulletin Board Kraft Paper, 50 lb., 36" x 500' rolls	3										3			
3	3	rolls	Bulletin Board Kraft Paper, 50 lb., 36" x 500' rolls	3										3			
4	3	rolls	Bulletin Board Kraft Paper, 50 lb., 36" x 500' rolls	3										3			
5	3	rolls	Bulletin Board Kraft Paper, 50 lb., 36" x 500' rolls	3										3			
6	4	gross	Chalk, Yellow sight protective, dustless, free from grease,	4										4			
7	50	each	Class Record books	50										50			
8	50	each	Class Record Books	50										50			
9	60	each	Clip Boards, 9" X 15-1/2"	60										60			
10	75	cases	Composition book, 40 pages, 7" X 8-1/2", White 16 paper	75										75			
11	12	each	Quadrille Notebooks	12										12			

BID SPEC 12 / 13 School Year																	
ART & INSTRUCTIONAL SUPPLIES																	
ITEM	QTY	Unit	SPECIFICATION	Supply	WHS	Kennedy	McDevitt	Fitz.	MacA	N E	Plym	Stanley	Whitt	Total	BRAND NAME & MODEL NO.	UNIT	TOTAL
12	60	pkg.	Printer Labels, Avery 5160, Address Labels	60										60			
13	500	each	Correcting Fluid, for typewritten, handwritten, fax and	500										500			
14	200	each	Daily Plan Book, for elementary and secondary teachers,	200										200			
15	6	cases	Envelopes, Manila, 6-1/2 x 9-1/2", clasp	6										6			
16	10	cases	Envelopes, Manila, 10 x 13" clasp	10										10			
17	10	cases	Envelopes, White, 4-1/8" x 9-1/2" letter size 10, sub 24	10										10			
18	576	each	Eraser, Laminate Board Eraser, Dry-erase	576										576			
19	400	each	White-Board Cleaner, 8 oz Spray Bottles	400										400			
20	250	boxes	Eraser, Papermate, Pink Pearl	250										250			
21	25	cases	Folders, Manila file, 9-1/2" x 11-3/4" 11 point, heavy	25										25			
22	15	cases	Folders, hanging file, fifth cut with tabs (25/box)	15										15			

BID SPEC 12 / 13 School Year																	
ART & INSTRUCTIONAL SUPPLIES																	
ITEM	QTY	Unit	SPECIFICATION	Supply	WHS	Kennedy	McDevitt	Fitz.	MacA	N E	Plym	Stanley	Whitt	Total	BRAND NAME & MODEL NO.	UNIT	TOTAL
23	18	each	Frames for hanging file folders	18										18			
24	15	cases	Folders, gray pressboard, plain self tabs,	15										15			
25	25	each	Heavy-Duty Expandable Folders	25										25			
26	10	gross	Highlighters, Broad Tip	10										10			
27	15	cases	Index Cards, 3" x 5" horizontal ruled, white 8 point	15										15			
28	5	cases	Index Cards, 4" x 6" horizontal ruled, white 8 point	5										5			
29	5	cases	Index Cards, 5" x 8" horizontal ruled, white 8 point	5										5			
30	20	cases	Paper, Arithmetic, Manila, 6" X 9", unruled, Sub 14	20										20			
31	20	cases	Paper, Arithmetic, Manila, 9" X 12", unruled, Sub 14	20										20			
32	10	reams	Paper, Big Picture Story Paper, White, 30 lbs.	10										10			
33	100	pads	Paper, Easel Pads, 24" x 32", ruled 1" short way	100										100			

BID SPEC 12 / 13 School Year																	
ART & INSTRUCTIONAL SUPPLIES																	
ITEM	QTY	Unit	SPECIFICATION	Supply	WHS	Kennedy	McDevitt	Fitz.	MacA	N E	Plym	Stanley	Whitt	Total	BRAND NAME & MODEL NO.	UNIT	TOTAL
34	5	cases	Paper, White, Legal Ruled S.W., 8-1/2 x 11	5										5			
35	10	cases	Paper, Composition, manila 8" X 10-1/2" ruled 3/8" s.w.,	10										10			
36	10	cases	Paper Composition, manila 8-1/2" X 11" ruled 1/2" s.w.,	10										10			
37	20	cases	Paper Composition, White 8-1/2" X 11" ruled 1/2" s.w.,	20										20			
38	100	cases	Paper Composition White 8-1/2" X 11" ruled 3/8" s.w.,	100										100			
39	10	cases	Paper, Graph quadrille 8-1/2" X 11" ruled 1/2", sub 20, white	10										10			
40	10	cases	Paper, Graph quadrille 8-1/2" X 11" ruled 1/4", sub 20, white	10										10			
41	5	pkgs.	Paper, Reading Sentence Strips, manila tag, 3" x 24"	5										5			
42	5	cases	Paper, Spelling Slips, white	5										5			
43	48	pkgs.	Paper Chart, Ruled Tag Chart, 24" X 36", 2 hole punch	48										48			
44	100	pads	Paper Chart, 18" X 24", Ruled s.w.	100										100			

BID SPEC 12 / 13 School Year																	
ART & INSTRUCTIONAL SUPPLIES																	
ITEM	QTY	Unit	SPECIFICATION	Supply	WHS	Kennedy	McDevitt	Fitz.	MacA	N E	Plym	Stanley	Whitt	Total	BRAND NAME & MODEL NO.	UNIT	TOTAL
45	100	pads	Paper Chart, 24" X 18", ruled l.w.	100										100			
46	25	cases	Paper Clips, Jumbo, White trim finish, Gem or equal	25										25			
47	2	cases	Paper Clips, Size 1 standard, 036 gauge wire, White	2										2			
48	30	boxes	Paper Fasteners, 1/2" size	30										30			
49	30	boxes	Paper Fasteners, 1" size	30										30			
50	10	each	Paper Punch / hand held 1/4" round die						10					10			
51	60	each	Paper Punch, Boston Economy 3-Hole Punch	60										60			
52	20	bags	Pencil Grips, Grip-Rite Grippers; 3 sided gripper	20										20			
53	15	cases	Pencils, Hexagon, yellow finish, gilt tip, red eraser, # 2,	15										15			
54	100	boxes	Pencils, Primary, 13/32" (72/box)	100										100			
55	40	dozen	Pencils, drawing, artist quality, as Turquoise, or Derwent brand, HB		24				4	4		6	2	40			

BID SPEC 12 / 13 School Year																	
ART & INSTRUCTIONAL SUPPLIES																	
ITEM	QTY	Unit	SPECIFICATION	Supply	WHS	Kennedy	McDevitt	Fitz.	MacA	N E	Plym	Stanley	Whitt	Total	BRAND NAME & MODEL NO.	UNIT	TOTAL
56	40	dozen	Pencils, drawing, artist quality, as Turquoise, or Derwent brand, 2B		24				4	4		6	2	40			
57	32	dozen	Pencils, drawing, artist quality, as Turquoise, or Derwent brand, 6B		16				4	4		6	2	32			
58	10	dozen	Design Ebony Pencil						4	4			2	10			
59	3	pks	Drawing Pencils, 144 Count Class pack Blick (Various weights)		2					1				3			
60	432	boxes	Pens, Elementary, medium point with cap, visible ink supply	432										432			
61	432	boxes	Pens, Elementary, medium point with cap visible ink supply	432										432			
62	144	boxes	Pens, elementary, medium point with cap visible ink supply	144										144			
63	25	cases	Portfolios, Pocket, 9" x 12", Multi Colored	25										25			
64	42	cases	Portfolios, Pocket, 9" x 12", RED ONLY	42										42			
65	42	cases	Portfolios, Pocket, 9" x 12", YELLOW ONLY	42										42			
66	42	cases	Portfolios, Pocket, 9" x 12", GREEN ONLY	42										42			

BID SPEC 12 / 13 School Year																	
ART & INSTRUCTIONAL SUPPLIES																	
ITEM	QTY	Unit	SPECIFICATION	Supply	WHS	Kennedy	McDevitt	Fitz.	MacA	N E	Plym	Stanley	Whitt	Total	BRAND NAME & MODEL NO.	UNIT	TOTAL
67	42	cases	Portfolios, Pocket, 9" x 12", BLUE ONLY	42										42			
68	25	pkgs	Post-It-Note pads, yellow 1-1/2" X 2"	25					0					25			
69	100	pkgs	Post-It-Note pads, yellow 3" X 3"	100										100			
70	25	pkgs	Post-It-Note pads, yellow 3" X 5"	25										25			
71	36	pkgs	Push Pins, plastic, assorted colors	36					0					36			
72	25	boxes	Rubber bands, 1/2 lb. box, assorted sizes	25										25			
73	50	boxes	Rulers, Clear Plastic, No Hole	50										50			
74	48	each	Rulers, straight edges 18"			24	24							48			
75	30	each	Protractors, clear plastic, 6 inches, 180 degrees	30										30			
76	36	each	Sharpeners, pencil, equipped with revolving dial, nickel	36										36			
77	30	each	Sharpeners, pencil, electric Panasonic	30										30			

BID SPEC 12 / 13 School Year																	
ART & INSTRUCTIONAL SUPPLIES																	
ITEM	QTY	Unit	SPECIFICATION	Supply	WHS	Kennedy	McDevitt	Fitz.	MacA	N E	Plym	Stanley	Whitt	Total	BRAND NAME & MODEL NO.	UNIT	TOTAL
78	24	each	Sharpeners, pencil, Hand held						12	12				24			
79	200	each	Shears, 7" long life nickel plated blades w/black enamel	200										200			
80	300	each	Stapler, Bostitch B-8 machine w/attached staple remover	300										300			
81	1	cases	Staples, Bostitch B8-STCRP 2115, 1/4"	1										1			
82	150	each	Stapler, Heavy Duty, Swingline 747 or equal	150										150			
83	2	cases	Staples, Heavy Duty, Swingline 747	2										2			
84	2	Cases	Tape, Cellulose 1/2" X 500' transparent w/plastic dispenser	2										2			
85	20	each	Tape dispenser, heavy duty, for 1" tape core;	20										20			
86	20	each	Tape, scotch magic transparent	20										20			
87	24	each	Waste Basket, 14" high, Plastic with rolled top and bottom,	24										24			
88	15	dozen	Brushes, Thin			2	2	2	4			4	1	15			

BID SPEC 12 / 13 School Year																	
ART & INSTRUCTIONAL SUPPLIES																	
ITEM	QTY	Unit	SPECIFICATION	Supply	WHS	Kennedy	McDevitt	Fitz.	MacA	N E	Plym	Stanley	Whitt	Total	BRAND NAME & MODEL NO.	UNIT	TOTAL
89	21	sets	Brushes, Brisel Bright, Dick Blick Economy			2	3		7	2		6	1	21			
90	4	pkcs	Bright set acrylic brushes from Dick Blick		4									4			
91	3	boxes	Charcoal, compressed, Prismacolor SOFT						1	2				3			
92	70	boxes	Clay, lo fire white, cone 06-04, 50 lb box, MASS WHITE		30	4	8	6	4	8	4	6		70			
93	34	boxes	Clay, lo-fire red, cone 06-04, 50 lb box		30	4								34			
94	6	each	Amaco Ceramic Glazes F Series			1	2			3				6			
95	7	each	Amaco Ceramic Glazes F Series			2	2			3				7			
96	5	each	Amaco Ceramic Glazes F Series			1	1			3				5			
97	5	each	Amaco Ceramic Glazes F Series			1	1			3				5			
98	1	each	Amaco Ceramic Glazes F Series			1								1			
99	7	each	Amaco Ceramic Glazes F Series			2	2			3				7			

BID SPEC 12 / 13 School Year																	
ART & INSTRUCTIONAL SUPPLIES																	
ITEM	QTY	Unit	SPECIFICATION	Supply	WHS	Kennedy	McDevitt	Fitz.	MacA	N E	Plym	Stanley	Whitt	Total	BRAND NAME & MODEL NO.	UNIT	TOTAL
100	6	each	Amaco Ceramic Glazes F Series			1	2			3				6			
101	2	each	Amaco Ceramic Glazes F Series			1	1							2			
102	7	each	Amaco Ceramic Glazes F Series			2	2			3				7			
103	7	each	Amaco Ceramic Glazes F Series			2	2			3				7			
104	5	each	Amaco Ceramic Glazes F Series			2				3				5			
105	3	each	Amaco Ceramic Glazes F Series			1	2							3			
106	7	each	Amaco Opalescent Ceramic Glazes O series			2	2			3				7			
107	5	each	Amaco Opalescent Ceramic Glazes O series			2	3							5			
108	6	each	Amaco Opalescent Ceramic Glazes O series			1	2			3				6			
109	6	each	Amaco Opalescent Ceramic Glazes O series			1	2			3				6			
110	4	each	Amaco Opalescent Ceramic Glazes O series			1				3				4			

BID SPEC 12 / 13 School Year																	
ART & INSTRUCTIONAL SUPPLIES																	
ITEM	QTY	Unit	SPECIFICATION	Supply	WHS	Kennedy	McDevitt	Fitz.	MacA	N E	Plym	Stanley	Whitt	Total	BRAND NAME & MODEL NO.	UNIT	TOTAL
111	7	each	Amaco Opalescent Ceramic Glazes O series			2	2			3				7			
112	5	each	Amaco Opalescent Ceramic Glazes O series			2				3				5			
113	26	each	Model Magic, Crayola Model Magic, White					4	4	4	4	4	6	26			
114	0	each	Model Magic, Crayola Model Magic,											0			
115	101	sets	Colored Pencils, Professional quality, PRISMACOLOR				24	12	15	24	2	24		101			
116	35	cases	Colored Pencils, Crayola watercolor pencils, non-toxic, thick			1	1	1	15	15			2	35			
117	756	sets	Multicultural Pencils, Crayola	600			48	24	15	15	24	24	6	756			
118	1100	sets	Write Start Colored Pencils, Crayola	1100										1100			
119	500	sets	Twistable Colored Pencils, Crayola	500										500			
120	42	cases	Crayons, 4" X 7/16", lift lid cardboard box, Crayola #336	35			1	1	1	1	1	1	1	42			
121	100	cases	Crayons, 4" X 7/16", lift lid cardboard box, Crayola #388	100										100			

BID SPEC 12 / 13 School Year																	
ART & INSTRUCTIONAL SUPPLIES																	
ITEM	QTY	Unit	SPECIFICATION	Supply	WHS	Kennedy	McDevitt	Fitz.	MacA	N E	Plym	Stanley	Whitt	Total	BRAND NAME & MODEL NO.	UNIT	TOTAL
122	9	boxes	Crayola, Const. Paper Crayon Classpacks									6	3	9			
123	96	sets	Sakur Cray Pas Non-Toxic Square Color Sticks, 2-1/2"		36			24		24		12		96			
124	79	boxes	Cray Pas Non-Toxic Junior Artist 25 Colors						30	24	25			79			
125	93	boxes	Conte Crayon, BLACK B		87		4		1	1				93			
126	14	boxes	Conte Crayon, WHITE		8		4		1	1				14			
127	12	boxes	Conte Crayon, Bistre		8		3			1				12			
128	22	box	Eraser, white vinyl, Staedler			6	9	1	3			1	2	22			
129	19	cases	Glue, Elmer's White or equal, 8 oz. plastic squeeze bottle	5	6		2		2	3			1	19			
130	16	cases	Glue, Elmer's White or equal, 4 oz. plastic squeeze bottle	5	4			1	2	2	1	1		16			
131	20	each	Glue Gun, Surebonder Low Temp Full Size						10	1	1	7	1	20			
132	15	boxes	Glue Gun Sticks, 10" Standard Sticks			3		1	2	3	2	3	1	15			

BID SPEC 12 / 13 School Year																	
ART & INSTRUCTIONAL SUPPLIES																	
ITEM	QTY	Unit	SPECIFICATION	Supply	WHS	Kennedy	McDevitt	Fitz.	MacA	N E	Plym	Stanley	Whitt	Total	BRAND NAME & MODEL NO.	UNIT	TOTAL
133	16	gross	Markers, Sanford Espresso, Black, Permanent, Bold Point,		2	3	6	1	1	1		1	1	16			
134	20	gross	Markers, Sanford Espresso, Black, Permanent, Fine Point,		2	3	6	1	1	6		1		20			
135	92	sets	Artline living Colors Markers			24	48			20				92			
136	3	boxes	Markers, Living Colors, Waterbase Bulk Pack, 200 Markers,			1				1	1			3			
137	29	sets	Markers, Sergeant Art Fine Tip, Washable			2			15	10		2		29			
138	26	pack	Markers, Ultra Fine Sharpie, Black			4	6		8	4	4			26			
139	28	pack	Markers, Medium Sharpie, Black			6	6		8	4	4			28			
140	15	pack	Markers, Thick Sharpie , Black				3		8		4			15			
141	16	cases	Masking Tape, 1" X 60 yard roll, tight sticking, 3M or equal	10				1	1	1	1	1	1	16			
142	16	cases	Masking Tape, 2" X 60 yard roll, tight sticking, 3M or equal	10		1	1		1	1	1		1	16			
143	8	cases	Oak Tag, 9" X 12", 100 sheets/pkg, Manila				2			3	1		2	8			

BID SPEC 12 / 13 School Year																	
ART & INSTRUCTIONAL SUPPLIES																	
ITEM	QTY	Unit	SPECIFICATION	Supply	WHS	Kennedy	McDevitt	Fitz.	MacA	N E	Plym	Stanley	Whitt	Total	BRAND NAME & MODEL NO.	UNIT	TOTAL
144	5	cases	Oak Tag, 9" X 12", 100 sheets/pkg, Black				1			1	1		2	5			
145	7	cases	Oak Tag, 12" X 18", 100 sheets/pkg, Black						1	1	5			7			
146	5	packs	Oak Tag, 12 x 18", 100 sheets/pkg. White			4	1							5			
147	11	cases	Oak Tag, 18" X 24", 100 sheets/pkg, White			1	2	2	1	1	1	1	2	11			
148	15	ctns.	Construction Paper, 9" X 12", Orange	15										15			
149	16	ctns.	Construction Paper, 9" X 12", Yellow	15							1			16			
150	20	ctns.	Construction Paper, 9" X 12", Green	15					5					20			
151	16	ctns.	Construction Paper, 9" X 12", Blue	15							1			16			
152	23	ctns.	Construction Paper, 9" X 12", Red	15					5				3	23			
153	21	ctns.	Construction Paper, 9" X 12", Black	15					5		1			21			
154	20	ctns.	Construction Paper, 9" X 12", Violet	15					5					20			

BID SPEC 12 / 13 School Year																	
ART & INSTRUCTIONAL SUPPLIES																	
ITEM	QTY	Unit	SPECIFICATION	Supply	WHS	Kennedy	McDevitt	Fitz.	MacA	N E	Plym	Stanley	Whitt	Total	BRAND NAME & MODEL NO.	UNIT	TOTAL
155	27	ctns.	Construction Paper, 9" X 12", Bright White	15				6					6	27			
156	15	ctns.	Construction Paper, 9" X 12", Brown	15										15			
157	15	cases	Construction Paper, 9" X 12", Pink	15										15			
158	16	ctns.	Construction Paper, 12" X 18", Yellow	15	1									16			
159	15	cases	Construction Paper, 12" X 18", Pearl Gray	15										15			
160	16	ctns.	Construction Paper, 12" X 18", Green	15	1									16			
161	20	ctns.	Construction Paper, 12" X 18", Blue	15	1				4					20			
162	25	ctns.	Construction Paper, 12" X 18", Black	15	2		1		5	1	1			25			
163	16	ctns.	Construction Paper, 12" X 18", Orange	15	1									16			
164	15	cases	Construction Paper, 12" X 18", Bright White	15										15			
165	15	cases	Construction Paper, 12" X 18", Violet	15										15			

BID SPEC 12 / 13 School Year																	
ART & INSTRUCTIONAL SUPPLIES																	
ITEM	QTY	Unit	SPECIFICATION	Supply	WHS	Kennedy	McDevitt	Fitz.	MacA	N E	Plym	Stanley	Whitt	Total	BRAND NAME & MODEL NO.	UNIT	TOTAL
166	15	cases	Construction Paper, 12" X 18", Brown	15										15			
167	16	cases	Construction Paper, 12" X 18", Red	15			1							16			
168	15	cases	Construction Paper, 12" X 18", Pink	15										15			
169	22	ctns.	Construction Paper, 12" X 18", Assorted Colors	15	1			1	4				1	22			
170	15	pkgs.	Construction Paper, 18" X 24", Assorted Sulfite	15										15			
171	15	cases	Construction Paper, 18" X 24", White Sulfite	15										15			
172	15	pkgs.	Construction Paper, 24" X 36", Assorted Sulfite	15										15			
173	1	pack	Construction Paper, TRU-RAY, 18" x 24",				1							1			
174	9	pkgs	Construction Paper, TRU-RAY, 18" x 24",		2		2	2	3					9			
175	17	cases	Drawing Paper, 9" X 12", Manila, 80 lbs.		1	2	1	3		3	1	4	2	17			
176	12	cases	Drawing Paper, 12" X 18", Manila, 80 lbs.		1		2	2		3	1	2	1	12			

BID SPEC 12 / 13 School Year																	
ART & INSTRUCTIONAL SUPPLIES																	
ITEM	QTY	Unit	SPECIFICATION	Supply	WHS	Kennedy	McDevitt	Fitz.	MacA	N E	Plym	Stanley	Whitt	Total	BRAND NAME & MODEL NO.	UNIT	TOTAL
177	3	reams	Drawing Paper 18 x 24" White, drawing paper 80 lbs			2	1							3			
178	39	cases	Drawing Paper, 9" x 12" White, 100% Sulfite No recycled Paper		10	4	4	5	3	5	2	4	2	39			
179	45	cases	Drawing Paper, 12" x 18" White, 100% Sulfite No recycled Paper		15	4	4	5	3	5	2	4	3	45			
180	1	cases	Paper, finger paint, easy glide, 65 lbs. A utility grade coated						1					1			
181	132	sets	Watercolor set, Crayola or Artista			24	48		30	30				132			
182	16	cases	Poster Paint, Artista, White, 16 fl.oz. wide mouth plastic jar			1	1			10			4	16			
183	14	cases	Poster Paint, Artista, Red, 16 fl. oz. wide mouth plastic jar,				1			10			3	14			
184	14	cases	Poster Paint, Artista, Yellow, 16 fl.oz. wide mouth plastic jar,							10			4	14			
185	14	cases	Poster Paint, Artista, Blue, 16 fl. oz. wide mouth plastic, jar							10			4	14			
186	10	cartons	Acrylic Paint, Crayola, Portfolio Only, Light Yellow		10									10			
187	15	cartons	Acrylic Paint, Crayola, Portfolio Only, Burnt Umber		10					5				15			

BID SPEC 12 / 13 School Year																	
ART & INSTRUCTIONAL SUPPLIES																	
ITEM	QTY	Unit	SPECIFICATION	Supply	WHS	Kennedy	McDevitt	Fitz.	MacA	N E	Plym	Stanley	Whitt	Total	BRAND NAME & MODEL NO.	UNIT	TOTAL
188	10	cartons	Acrylic Paint, Crayola, Portfolio Only, Bronze Yellow		10									10			
189	23	cartons	Acrylic Paint, Crayola, Portfolio Only, Warm Blue		10					5		5	3	23			
190	23	cartons	Acrylic Paint, Crayola, Portfolio Only, Deep Red		12					5		4	2	23			
191	17	cartons	Acrylic Paint, Crayola, Portfolio Only, Light Red		10					5			2	17			
192	19	cartons	Acrylic Paint, Crayola, Portfolio Only, Bright Yellow		10					5		4		19			
193	15	cartons	Acrylic Paint, Crayola, Portfolio Only, Deep Magenta		10					5				15			
194	37	cartons	Acrylic Paint, Crayola, Portfolio Only, White		20	10				5		2		37			
195	35	cartons	Acrylic Paint, Crayola, Portfolio Only, Black		20	10				5				35			
196	20	cartons	Acrylic Paint, Crayola, Portfolio Only, Ultra Marine Blue		15					5				20			
197	6	pkgs.	Tissue Paper, Colored non-bleeding, deluxe assorted,						6					6			
198	3	boxes	Tissue Paper, Dry Mount					1		1		1		3			

BID SPEC 12 / 13 School Year																	
ART & INSTRUCTIONAL SUPPLIES																	
ITEM	QTY	Unit	SPECIFICATION	Supply	WHS	Kennedy	McDevitt	Fitz.	MacA	N E	Plym	Stanley	Whitt	Total	BRAND NAME & MODEL NO.	UNIT	TOTAL
199	11	pk	Speedball print master paper		8					3				11			
200	12	each	Kids sig sag scissors						12					12			
201	200	each	Scissors, Fiskar Student 9", stainless steel blade	200										200			
202	206	each	Fiskars for Kids - quality scissors, comfortable,	200									6	206			
203	200	each	Fiskars for Kids - quality scissors, comfortable,	200										200			
204	5	pkg.	Wire, Coor Coated						5					5			
205	103	each	Wire, Armature, Gage 11-1/2		100				2	1				103			
206	20	coils	Wire, 50 ft coil thin aluminum wire from Dick Blick		20									20			
207	10	rolls	Countour Mesh, 20"x10" roll, from Dick Blick		10									10			
208	145	pkgs.	Origami Paper, Assorted Colors 6" x 6", Double sided		100		3	6	15	2	1	12	6	145			
209	51	pkgs.	Origami Foil, 6" x 6", Double sided		40			5		2			4	51			

BID SPEC 12 / 13 School Year																	
ART & INSTRUCTIONAL SUPPLIES																	
ITEM	QTY	Unit	SPECIFICATION	Supply	WHS	Kennedy	McDevitt	Fitz.	MacA	N E	Plym	Stanley	Whitt	Total	BRAND NAME & MODEL NO.	UNIT	TOTAL
210	3	cases	Baren, Speedball, Metal, Teflon coated		3									3			
211	50	each	#102 Speedball Fine point pen holders		50									50			
212	4	pkg/30	Scratch-Foam Board (Styrofoam printing plates) 4 x 6							2	2			4			
213	6	pkg/48	Scratch-Foam Board (Styrofoam printing plates) 9 x 12				2			2		2		6			
214	45	each	Acrylic Plates, Clear, for monotype printing					25		20				45			
215	150	each	Sketchbooks, spiral bound 8 1/2 x 11 or 9 x 12		150									150			
216	650	each	Sketchbook, KIDS Strathmore	650										650			
217	112	each	Mirror, self portrait, approx 8 1/2 x 11		24				12	28	12	6	30	112			
218	36	pkg	Scratch-art board, pre-inked black, 11 x 13		24				7	5				36			
219	59	each	Ex-acto Knives, No. 1 knife with metal handle		50			2	5	2				59			
220	8	pkgs.	Blade refills for Exacto knife		2		2	2	1	1				8			

BID SPEC 12 / 13 School Year																	
ART & INSTRUCTIONAL SUPPLIES																	
ITEM	QTY	Unit	SPECIFICATION	Supply	WHS	Kennedy	McDevitt	Fitz.	MacA	N E	Plym	Stanley	Whitt	Total	BRAND NAME & MODEL NO.	UNIT	TOTAL
221	200	pkg	Highlighters, Sharpie Accent	200										200			
222	500	sets	Markers. Dry Erase, Bold Color, EXPO	500										500			
223	6	each	Wall Clocks, Black 12"	6										6			
224	40	boxes	Write-on Tranparency	40										40			
225	60	each	Sanford, Vis-à-vis Overhead Transparency Markers	60										60			
226	144	each	Sanford, Vis-à-vis Overhead Projector Pens, Black	144										144			