

## Solicitation Amendment No. 001

<b>To: Prospective Bidder/Offeror:</b>	<b>Date:</b>
	June 9, 2010
<b>Project Title:</b>	<b>Project No.:</b>
Office Supplies	10-16
<p>Description of Solicitation Amendment:</p> <p>The Invitation For Bids (#10-16) for Office Supplies is hereby amended as described herein.</p> <ol style="list-style-type: none"> <li>1. <u>Bid Opening Time &amp; Date:</u> This bid opening is hereby extended until 10:00 AM on <b>June 18, 2010, local time.</b></li> <li>2. <u>Contract Term:</u> The contract term is hereby amended to read as follows:             "The contract term for contract(s) awarded from this solicitation, if any, will be three (3) years, unless otherwise extended or terminated by HCC. Actual delivery for the equipment or services to be procured under this solicitation will be upon the terms, conditions, and timelines agreed upon by HCC and the selected contractor."</li> <li>3. <u>Schedule of Items and Prices For Office Supplies, Attachment No. 2</u>             The Schedule of Items and Prices, Attachment No. 2 is hereby deleted in its entirety and is replaced with the revised <b>Attachment 2 dated June 9, 2010</b>, attached hereto:</li> <li>4. <u>Table of Contents:</u>             The Table of contents is hereby deleted in its entirety and is replaced with the revised Table of Contents.</li> <li>5. Questions and Answers: The information is posted on the HCCS website at: <a href="http://www.hccs.edu">www.hccs.edu</a> (Click on: Business &amp; Community/Doing Business with HCC/Procurement Operations/Current Bids and RFPs).</li> </ol> <p>Except as provided herein, all items and conditions of the solicitation, as heretofore changed, remains unchanged and in full force and effect.</p>	
<b>Acknowledgement of Amendment No. 001 by:</b>	<b>Date:</b>
<b>Company Name (Bidder/Offerer):</b>	
<b>Signed by:</b>	
<b>Name (Type or Print):</b>	<b>Title:</b>

**ATTACHMENT NO. 2**  
**Revised: June 9, 2010**

**SCHEDULE OF ITEMS AND PRICES**  
**FOR**  
**OFFICE SUPPLIES**

The Bidder/Contractor shall furnish all resources and services necessary and required to provide office supplies on an "as needed" basis per the general terms and conditions of the proposed contract for the amounts listed herein. All goods shall be delivered (**F.O.B. Destination**) to the appropriate HCC campus location as specified on subsequent purchase orders. This shall be understood to include delivering merchandise to the appropriate room or place designated on the purchase order.

**ADAPTER - WIRELESS**

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
1	F5D8053	BELKIN	ADAPTER,N WIRELESS USB,G	EACH	10		

**BATTERIES**

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
2	MN2400TC12	DURCEL	BATTERY,COPPERTP AAA BUL	CARTON	10		
3	E91SBP36H	UNICAR	BATTERY,ENERGIZER,AA,36P	PACK	40		
4	E91SF24	UNICAR	BATTERY,ENRGZ,AA,24PK...	PACK	40		
5	E92FP12	UNICAR	BATTERY,ENRGZ,AAA,12PK..	PACK	48		

**BINDERS**

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
6	38609	ACCO	BNDR,RNG,11X8.5,.5IN,ERD	EACH	320		
7	07701	AVERY	BNDR,SLNTRNG,11X8.5,3",B	EACH	100		
8	20982	UNVSL	BNDR,VIEW,11X8.5,2",WE..	EACH	145		
9	20994	UNVSL	BNDR,VIEW,D-RNG,4",WE...	EACH	80		

**BOARDS**

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
10	2364L	QUART	BOARD,CVRD,2DR48X36,GPH	EACH	5		
11	2367L	QUART	BOARD,FBRC,W/GLS,GY.....	EACH	5		
12	S538	QUART	BOARD,MARK-WPE,96X48,AM.	EACH	15		

**CABINETS**

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
13	VLCCCRY	MAYLNE	CABINET,LOW WAL 30X19,SC	EACH	5		
14	85109	ALERAT	CABINET,RTA 36X18X72,BK.	EACH	5		
15	SC1872Q	HON	CABINET,STOR,18X36X72,LG	EACH	5		

**CALCULATORS**

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
16	GLINKFBL1L1C	TEXAS	CALC,LINK,GRAPHING,W/WIN	EACH	70		
17	9G	HEW-IS	CALCULATOR,9G GRAPHING..	EACH	30		
18	TI84PLUS	TEXAS	CALCULATOR,GRAPHIC, (84PL/CLM/1L1/B)	EACH	10		
19	TI83PLUS	TEXAS	CALCULATOR,GRAPHIC, (83PL/CLM/1L1/G)	EACH	50		

**CAMERAS & ACCESSORIES**

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
20	L2056A	HEW-IS	CAMERA,PHOTOSMART R927	EACH	5		
21	94964	VERBTM	CARD,MEMORY,SECDGTL1GB.	EACH	25		

**CARTRIDGES - PRINTER**

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
22	Q2610A	HEW-IS	CART, F/LJ2300.....	EACH	10		
23	15026363	INOVER	CART,COPIER,TNR,F/E-40,B	EACH	5		
24	41115	IMATN	CART,DATA,SLR60,30-60GB.	EACH	5		
25	Q1338A	HEW-IS	CART,F/ LJ4200.....	EACH	15		
26	C6657AN.	HEW-IS	CART,IJ,TRI-COLOR,NO. 57	EACH	50		
27	C9720A	HEW-IS	CART,LJ PRINT,BK.....	EACH	15		
28	C9721A.	HEW-IS	CART,LJ PRINT,CYN.....	EACH	10		
29	C9723A	HEW-IS	CART,LJ PRINT,MA.....	EACH	10		
30	C9722A	HEW-IS	CART,LJ PRINT,YW.....	EACH	10		
31	Q6000A	HEW-IS	CARTRIDGE,LJ2600,BK.....	EACH	45		
32	Q6001A	HEW-IS	CARTRIDGE,LJ2600,CYN....	EACH	30		
33	Q6003A.	HEW-IS	CARTRIDGE,LJ2600,MA.....	EACH	30		
34	Q6002A	HEW-IS	CARTRIDGE,LJ2600,YW.....	EACH	30		

**CARTS, MOBILE**

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
35	4049	SAFCO	CART,STOW AND GO CART...	EACH	10		
36	8964BL	SAFCO	CART,BEVERAGE,MOBILE,BK.	EACH	5		

**CLEANER-OFFICE**

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
37	15948CT	CLOROX	CLEANER,DSNFCT,WIPES,LMN	CARTON	15		
38	51505	INOVER	CLEANER,DUSTER,10 OZ,2/P	PACK	50		

**CLIPS**

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
39	71130	ACCO	CLIP,BINDER,30/PK,AST...	PACK	230		
40	72220	UNVSL	CLIP,JUMBO,SMOOTH,1M/PK.	PACK	795		

**CONTAINER - TRASH**

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
41	816088BEIGE	NEWELL	CONTAINER,WASTE,RND,15GA	EACH	10		
42	295700BK	NEWELL	WASTEBASKET,PLAS,20H,BK.	EACH	115		

**COVER - DOCUMENT**

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
43	45332	GEOGRA	COVER,DOCUMENT	PACK	110		

**COVER - TABLE**

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
44	LS2914WH	TABLEM	COVER,TABLESKIRT,LINEN,W	EACH	60		

**DICTIONARY**

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
45	0618396012	HOUGHT	DICTIONARY,WBSTRS II COL	EACH	105		
46	0618406905	HOUGHT	DICTIONARY,WBSTRS II,PCK	EACH	250		

**DRILL**

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
47	CD9602K	BLKDCK	DRILL,9.6V,CRDLS,KIT,RD.	EACH	10		

**DATA STORAGE ITEMS**

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
48	32628	IOMEGA	DISK,ZIP 250MB, 8/PK....	PACK	15		
49	37602	INOVER	DRIVE,1GB USB 2.0,RD....	EACH	70		
50	37601	INOVER	DRIVE,2GB USB 2.0,RD....	EACH	40		
51	37600	INOVER	DRIVE,4GB USB 2.0,RD....	EACH	10		
52	17306	IMATN	DRIVE,FLASH,USB,2.0,1GB.	EACH	20		
53	26192	IMATN	DRIVE,POCKET FLASH, 1GB.	EACH	60		
54	32509067	MEMREX	DRIVE,TRAVEL, 1GB, BE...	EACH	40		
55	32509097	MEMREX	DRIVE,TRAVEL, 8GB, SR...	EACH	5		
56	18067	IMATN	DRIVE,USB 2.0 FLASH, 1GB	EACH	25		
57	18068	IMATN	DRIVE,USB 2.0 FLASH,2GB.	EACH	20		
58	95183	VERBTM	DRIVE,USB FLASH,2GB,RD..	EACH	20		
59	95236	VERBTM	DRIVE,USB FLASH,4GB,RD..	EACH	15		
60	18386	IMATN	DRIVE,USB PRO 2.0,4GB...	EACH	20		
61	32509060	MEMREX	DRIVE,USB,1GB,SR/BK.....	EACH	45		
62.	32509070	MEMREX	DRIVE,USB,2GB,SR/BK.....	EACH	35		
63	95138	VERBTM	DRIVE,USB1GB,MEM,STORAGE	EACH	70		
64	31310	IOMEGA	DRIVE,ZIP 250MB USB.....	EACH	5		

**DRUM**

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
65	AL100DR	SHARP	DRUM,CARTRIDGE,F/AL1010.	EACH	5		
66	Q3964A	HEW-IS	DRUM,F/ CLJ 2550,BK.....	EACH	10		
67	DR400	BROTHR	DRUM,F/HL1440,1650,20K P	EACH	10		
68	C4195A	HEW-IS	DRUM,F/HP4500.....	EACH	10		
69	56116901	OKI-M	DRUM,FAX,20000YLD,53....	EACH	5		

**EASEL**

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
70	27E	QUART	EASEL,HVYDTY,FOLDING,BK.	EACH	20		
71	81E	QUART	EASEL,MULTI-PURPOSE,29X4	EACH	5		
72	3640TE	QUART	EASEL,RVSB,6X4,RDS TE,NT	EACH	5		

**ENVELOPES**

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
73	38597	QLTPK	ENVELOPE,CLSP,10X13,GY..	BOX	85		
74	63568	UNVSL	ENVELOPE,DEPT,10X13,2SID	BOX	25		
75	638143	ESSLTE	ENVELOPE,SDELD,LGL,3PK,C	PACK	220		
76	44580	QUA	ENVELOPE, 9X12/100/BX	BOX	100		
77	46200	QUA	ENVELOPE, JUMBO POLY MAILERS/100/PK	PACK	50		

**ERASER-BOARD**

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
78	81505	SANFRD	ERASER,DRY ERASE SURFACE	EACH	1185		

**FLAGS**

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
79	680-NZ2	MMM	MESSAGE FLAGS, NOTARY	PACK	100		
80	680-SH4VA	MMM	MESSAGE FLAGS, SIGN HERE	PACK	50		

**FAX**

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
81	DCP8065DN	BROTHR	FAX,DCP8065DN.....	EACH	5		
82	MFC9440CN	BROTHR	FAX,MFC-9440CN.....	EACH	5		

**FILTERS - CRT**

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
83	46413	INOVER	FILTER,LCD PRVCY 19IN...	EACH	5		
84	PF400XLB	MMM C	FILTER,PRIVACY 16-19,BK.	EACH	5		
85	26417	INOVER	FILTER,PRIVACY 19"-21",B	EACH	5		
86	PF500XL	MMM C	FILTER,PRIVACY, 16"TO 19	EACH	10		

**FOLDERS**

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
87	50990	ESSLTE	FILE,POLY JKT 1" LTR,AS	PACK	85		
88	10301	UNVSL	FOLDER,CLASS,6SEC,LTR,CB	BOX	25		
89	10506	UNVSL	FOLDER,FILE,1/3C,LTR,AST	BOX	50		
90	12113	UNVSL	FOLDER,MLA,1/3 CT,LTR,10	BOX	260		
91	16113	UNVSL	FOLDER,REIN,1/3CT,MLA,LT	BOX	65		
92	64239	SMD	FOLDER,HANGING/LETTER	BOX	50		
93	10522	UNV	FOLDER,LEGAL 1/3 CUT, GRENN	BOX	50		
94	10525	UNV	FOLDER,LEGAL 1/3 CUT, VIOLET	BOX	50		
95	10524	UNV	FOLDER,LEGAL 1/3 CUT, YELLOW	BOX	50		
96	19934	SMD	FOLDER,LEGAL / PRESSBOARD	BOX	50		

97	12242	SMD	FOLDER,LETTER / GOLDENROD	BOX	50		
98	13193	SMD	FOLDER,LETTER / NAVY	BOX	50		
99	12543	SMD	FOLDER,LETTER / ORGANGE	BOX	50		
100	12743	SMD	FOLDER,LETTER / RED	BOX	50		

**FRAMES**

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
101	31242	NUDELL	FRAME,24X36,MTLPOSTER, B	EACH	20		
102	07523	MEAD	FRAME,CERT,LEATHERETTE,B	EACH	110		

**HEADSETS**

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
103	CS55	PLANT	HEADSET,DIGITAL WRLS,BKS	EACH	70		
104	33137	KENSNNG	HEADSET,HI-FI HEADPHONE.	EACH	110		

**HEATER**

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
105	HZ338	HONEYW	HEATER,DIGITAL CERAMIC,B	EACH	20		

**HOLDER - DOCUMENT**

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
106	582809	DEFLTO	HOLDER,6 MAG. SZ HLDR,CR	EACH	5		
107	44210	ESSLTE	HOLDER,DPLMA/CERT,10X8,B	EACH	65		

**INDEXES**

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
108	60118	CARDNL	INDEX,BNDR,1-31,LTR,ASTD	EACH	110		
109	59112	AVE	GUMMED INDEX TABS 25/PK.	PK	10		
110	11316	ESS	INDEX DIV.CUST.LABEL 8/TAB	SET	10		

**INKCARTRIDGES**

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
111	C8765WN	HEW-IS	INKCART,#94 11ML,BK.....	EACH	90		
112	C8766WN	HEW-IS	INKCART,#95 7ML TRI ,COL	EACH	80		
113	C8767WN	HEW-IS	INKCART,#96 21ML,BK,HY..	EACH	50		
114	18L0232	LEXMRK	INKCART,3/PK,#82,BK.....	PACK	10		
115.	18L0233	LEXMRK	INKCART,3/PK,#88,COL,HY.	PACK	10		

116	C9363WN	HEW-IS	INKCART,97 TRICLR,14ML,H	EACH	50		
117	51645A	HEW-IS	INKCART,DJ750C/1600C,BK.	EACH	130		
118	LC41BK	BROTHR	INKCART,F/ FAX1840C,BK..	EACH	30		
119	C6656AN	HEW-IS	INKCART,HP 56 INK ,BK...	EACH	105		
120	C9364WN	HEW-IS	INKCART,HP 98,BK.....	EACH	60		
121	C6615DN	HEW-IS	INKCART,HP NO.15,BLACK..	EACH	50		
122	C4844A	HEW-IS	INKCART,NO. 10,HICAP,BK.	EACH	50		
123	C4836A	HEW-IS	INKCART,NO. 11,CYN.....	EACH	20		
124	C4838A	HEW-IS	INKCART,NO. 11,YW.....	EACH	20		
125	C4837A	HEW-IS	INKCART,NO.11,MA.....	EACH	20		
126	C6578AN	HEW-IS	INKCART,NO.78,LRGE,TRICL	EACH	20		
127	C6578DN	HEW-IS	INKCART,NO.78,TRI-COLOR.	EACH	105		

**KIT - FIRST AID**

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
128	14302	ACME	KIT,INDST,FIRSTAID,940PC	EACH	5		

**LABELMAKER & LABELS**

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
129	5160	AVERY	LABEL,ADRS,1X2.625,30/SH	BOX	70		
130	QL550	BROTHR	LABELMAKER,DIE CUT,DCL2+	EACH	70		
131	2160	AVE	LABEL, 1X2-5/8 (MAILING)	BOX	25		
132	5267	AVE	LEBEL, 1/2X1-3/4 (CUST.LABEL)	BOX	25		
133	2162	AVE	LABEL, 1-1/3X4 (FOLDER)	BOX	25		

**LAMINATOR**

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
134	1701460	QUART	LAMINATOR,HEATSEALH40013	EACH	5		

**LAMP - PROJECTION**

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
135	AENX	APOLAV	LAMP,PROJECTION,82 VOLT.	EACH	30		
136	AEYB	APOLAV	LAMP,PROJECTION,82 VOLT.	EACH	60		

**MACHINE - BINDING**

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
137	27134	QUART	MACHINE,BNDNG,IBIMSTR500	EACH	5		



**MARKER**

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
138	82001	SANFRD	MARKER,EXPO 2,BULLET,BK.	DOZEN	265		
139	80003	SANFRD	MARKER,EXPO 2,CHISEL,BE.	DOZEN	1485		
140	80001	SANFRD	MARKER,EXPO 2,CHISEL,BK.	DOZEN	2850		
141	80004	SANFRD	MARKER,EXPO 2,CHISEL,GN.	DOZEN	700		
142	83003	SANFRD	MARKER,EXPO,ERASE,BRD,BE	DOZEN	1105		
143	83001	SANFRD	MARKER,EXPO,ERASE,BRD,BK	DOZEN	1025		
144	83004	SANFRD	MARKER,EXPO,ERASE,BRD,GN	DOZEN	540		
145	83008	SANFRD	MARKER,EXPO,ERASE,BRD,PE	DOZEN	2775		
146	83002	SANFRD	MARKER,EXPO,ERASE,BRD,RD	DOZEN	370		
147	07888	AVE	MARKER, MARKS-A-LOT/BLACK	DOZEN	350		

**MACHINE - FAX**

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
148	MFC8860DN	BROTHR	MFC,FAX,MFC8860DN.....	EACH	5		
149	ICMF4270	CANON	MFM,LSR,NTWK,CY/PT/FX&PC	EACH	5		

**MICROWAVE**

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
150	EMS9515W	SANYOF	MICROWAVE,1.4 C.F.,WE...	EACH	3		

**NOTE PADS**

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
151	7532	TOP	LEGAL PADS, LETTER	DOZEN	12		
152	7501	TOP	LEGAL PADS, JR. 5X8	DOZEN	10		
153	20-801	AMP	NOTE PADS, COLLEGE RULE 7X5	DOZEN	10		
154	635-5AU	MMM	POST IT, 3X5 (5/PACK)	PACK	10		
155	660-RP-YW	MMM	POST IT, 4X6 (12 LINED)	PACK	10		
156	63755	TOP	NOTE PADS, DOCKET GOLD WIREBOUND	DOZEN	10		

**NOTEBOOKS**

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
157	40813	WLJ	NOTEBOOKS 1" WHITE	EACH	15		
158	40823	WLJ	NOTEBOOKS 2" WHITE	EACH	15		
159	40833	WLJ	NOTEBOOKS 3" WHITE	EACH	15		

**ORGANIZERS - VARIOUS**

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
160	9241BLR	SAFCO	ORGANIZER,72COMP,LTR,BK.	EACH	2		
161	FA674B	HEW-IS	ORGANIZER,IPAQ, HX2495B.	EACH	4		
162	SA206S	FRNKEL	ORGANIZER,SPLNG ACE W/TH	EACH	30		

**PADHOLDER**

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
163	33688	MEAD	PADHOLDER,TRI,11X12.625B	EACH	55		

**PAPER**

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
164	98200	UNVSL	PAPER,CUTSHEET,98BRT,WE.	CARTON	15		
165	05214	PAP MF	PAPER,THERMAL3.125X230,W	CARTON	10		
166	851001	DOMTAR	WIL GRN TOP 92 BRT LTR C	CARTON	30		
167			THERMAL PAPER 3-1/8X230 SINGLE PLY	BOX	10		

**PEN**

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
168	49838	AVERY	PEN,TRIPLECLICK, STYLUS	EACH	70		
169	BP11-BK	BIC	PENS, BICK/BLACK	DOZEN	10		
170	BP11-BE	BIC	PENS, BICK/BLUE	DOZEN	10		
171	61392	SAN	PENS, UNIBALL 207 PREMIER	DOZEN	10		

**POCKET - FILE**

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
172	73890	SMEAD	POCKET,3.5 EXP 25BX,AST.	BOX	15		
173	15343	UNVSL	POCKET,FILE,LTR,STR,3.5"	BOX	25		
174	15262	UNVSL	POCKET,FILE,LTR,STR,5.25	BOX	55		
175	15363	UNV	POCKET,FILE, REDROPE/LEGAL	BOX	25		
176	15343	UNV	POCKET,FILE REDROOPE/LTR.	BOX	25		

**POWER - UPS**

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
177	BK350	AMERPW	POWER,350VA UPS.....	EACH	10		

**PRINTERS**

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
178	CC376A #ABA	HEW	PRINTER, CLJ CP1215	EACH	5		
179	CC378A #ABA	HEW	PRINTER, CLJ CP1518ni	EACH	5		
180	CB494A #ABA	HEW	PRINTER, CLJ CP2025n	EACH	5		
181	CE4616A #ABA	HEW	PRINTER, CLJ CP2035	EACH	10		
182	CB815A #B1H	HEW	PRINTER, OFF.JET 6500 ALL IN 1	EACH	15		
183	MP830	CANON	PRINTER,PIXMA MP830,BKSR	EACH	5		

**PROJECTORS**

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
184	X55I	MMM C	PROJECTOR,DIGITAL,X55I..	EACH	5		
185	1720	MMM C	PROJECTOR,OVERHEAD,GY...	EACH	5		
186	16000	APOLAV	PROJECTOR,OVERHEAD.....	EACH	5		
187	V11H254220	EPSONA	PROJECTOR,POWERLITE 77C.	EACH	5		

**PRONG**

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
188	81012	UNV	PRONG BASE, 2"	BOX	10		

**PUNCH**

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
189	74525	ACCO	PUNCH,3HOLE,ELECTRIC,PM.	EACH	15		

**RECORDER**

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
190	TCM150	SONY	RECORDER,STD CASSETTE,BK	EACH	50		
191	DMREZ47K	PAN AP	RECORDER,VCR/DVD,BK.....	EACH	5		

**REFILL - APPT**

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
192	G54550	MEAD	REFILL,F/G545 APTBK.....	EACH	65		

**RUBBER BAND**

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
193	00164	UNV	RUBBER BANDS (350/1 LB.)	BOX	20		
194	00133	UNV	RUBBER BANDS (630/1 LB.)	BOX	20		

**RULER**

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
195	10580	ACM	RULER 15"		10		

**SCANNER**

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
196	L1940A	HEW-IS	SCANNER,SJ7650.....	EACH	5		

**SCREEN - PROJECTOR**

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
197	696S	QUART	SCREEN,PROJ,WALL MT,96X9	EACH	5		

**SHELVING**

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
198	ER247272PS	METAL	SHELVING,HEAVY DUTY,GY..	EACH	10		

**SHREDDER**

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
199	3216701	FELLOW	SHREDDER,CONFT,67CS,SAFS	EACH	5		
200	3217701	FELLOW	SHREDDER,CONFT,77CS,SAFS	EACH	5		
201	3218701	FELLOW	SHREDDER,CONFT,87CS,SAFS	EACH	5		
202	1756940	QUART	SHREDDER,CROSS CUT,960X.	EACH	5		
203	3246001	FELLOW	SHREDDER,MICRO,BKSR.....	EACH	5		
204	38225	FELLOW	SHREDDER,MOD220,XCUT....	EACH	5		
205	3219001	FELLOW	SHREDDER,SB80,STRPCUT,GY	EACH	5		
206	38024	UNVSL	SHREDDER,STRIP,24 SHEET.	EACH	5		
207	AS1500CD	AURORA	SHREDDER,XCUT,15 SHT,BK.	EACH	5		
208	AS2000CD	AURORA	SHREDDER,XCUT,20 SHT,BK.	EACH	5		

**SILVER WARE**

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
209	MWP6SYM	SLO	PLATE – SOLO 6” WHITE PLATE	EACH	1		
210	96019	GEP	NAPKINS – BEVNAP WHITE 4,000	CARTON	1		
211	FM207	DXE	FORKS – DIXIE HEAVY MEDIUM WEIGHT	CARTON	1		
212	KM207	DXE	KNIVES – DIXIE HEAVY MEDIUM WEIGHT	CARTON	1		
213	TH207	DXE	SPOONS – DIXIE HEAVY MEDIUM WEIGHT	CARTON	1		

**STANDS**

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
214	89765	BALT	STAND,MOBILE A/V,GY.....	EACH	5		
215	1856BL	SAFCO	STAND,PRINTER,BK.....	EACH	5		

**STAPLERS**

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
216	69270	SWING	STAPLER,ELEC,H/DY,BK....	EACH	5		
217	90147	ELMERS	STAPLER,ELEC,HD,RAPID508	EACH	5		
218	35450	SWING	STAPLES,FULL STRIP,5M/BX	BOX	210		
219	B-2200-BK	BOX	STAPLER, BOSTITCH	EACH	20		
220	35450	SWI	STAPES	EACH	20		

**TAPE**

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
221	83410	UNVSL	TAPE,.75X1000 6ROL/PK,CR	PACK	165		
222	96000	UNVSL	TAPE,48X50,3MIL,12/PK,CR	PACK	15		
223	810P10K	MMM	TAPE,MAGIC,.75X1M,10RL,C	PACK	60		
224	C40-BK	MMM	TAPE,DISPENSER	EACH	10		

**TONER**

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
225	TN350	BROTHR	TONER, F/ HL2040.....	EACH	30		
226	83038	INOVER	TONER, F/ HP LJ 4200, BK	EACH	5		
227	KXFA83	PAN AP	TONER, F/KXFL511/541....	EACH	20		
228	Q2673A	HEW-IS	TONER, F/LJ 3500,MA....	EACH	10		
229	C4129X	HEW-IS	TONER,5000/N/GN,ULTRAP,B	EACH	10		
230	AL110TD	SHARP	TONER,AL1000,YLD 4K.....	EACH	5		
231	20K1403	LEXMRK	TONER,C510,BK.....	EACH	5		
232	C3903A	HEW-IS	TONER,CART,5P,5MP,6P,6MP	EACH	10		
233	C4127X	HEW-IS	TONER,CART,MAX CAP,LJ400	EACH	60		
234	C4127A	HEW-IS	TONER,CART,ULTRA,LJ4000.	EACH	15		
235	Q6470A	HEW-IS	TONER,F/ CLJ3600,BK.....	EACH	10		
236	Q6471A	HEW-IS	TONER,F/ CLJ3600,CYN....	EACH	5		
237	Q6473A	HEW-IS	TONER,F/ CLJ3600,MA.....	EACH	5		
238	Q6472A	HEW-IS	TONER,F/ CLJ3600,YW.....	EACH	5		
239	83096	INOVER	TONER,F/ HP LJ 2100 SER.	EACH	35		
240	Q5949A	HEW-IS	TONER,F/ LJ 1320,BK.....	EACH	25		
241	Q6511X	HEW-IS	TONER,F/ LJ 2400 HY YLD.	EACH	5		
242	Q6511A	HEW-IS	TONER,F/ LJ 2400.....	EACH	20		
243	Q5942X	HEW-IS	TONER,F/ LJ 4250/4350 HY	EACH	5		
244	Q5942A	HEW-IS	TONER,F/ LJ 4250/4350...	EACH	20		

245	Q7516A	HEW-IS	TONER,F/ LJ5200 SERIES,B	EACH	5		
246	TN550	BROTHR	TONER,F/HL5240,HL5250DN.	EACH	15		
247	C4191A	HEW-IS	TONER,F/HP4500,BK.....	EACH	10		
248	C4194A	HEW-IS	TONER,F/HP4500,YW.....	EACH	5		
249	C8061A	HEW-IS	TONER,F/LASERJET4100....	EACH	10		
250	Q2612A	HEW-IS	TONER,F/LJ 1012.....	EACH	45		
251	C7115A	HEW-IS	TONER,F/LJ 1200/1220....	EACH	20		
252	C8061X	HEW-IS	TONER,F/LJ 4100,HIGH CAP	EACH	25		
253	Q2670A	HEW-IS	TONER,F/LJ3500,LJ3700,BK	EACH	10		
254	Q7553A	HEW-IS	TONER,F/P2015,3K,BK.....	EACH	25		
255	52106701	OKI-M	TONER,FAX,OK1000,22,24,2	EACH	25		
256	TN430	BROTHR	TONER,FOR HL-1440,3000PG	EACH	20		
257	TN460	BROTHR	TONER,FOR HL-1440,6000PG	EACH	10		
258	83027	INOVER	TONER,HP 4000 SER,10K...	EACH	10		
260	C4096A	HEW-IS	TONER,HP LJ 2100/2200...	EACH	100		
261	Q2681A	HEW-IS	TONER,LJ 3700,CYN.....	EACH	5		
262	92298A	HEW-IS	TONER,LJ4/4+,5,5N,5M....	EACH	15		
263	CC530A	HEW	TONER,HP BLK 3500 PAGE YIELD	EACH	10		
264	CC531A	HEW	TONER, CYAN, 2800 PAGE YIELD	EACH	10		
265	CC532A	HEW	TONER,HP YEL. 2800 PAGE YIELD	EACH	10		
266	CC533A	HEW	TONER,HP MAGENTA, 2800 YIELD	EACH	10		
267	113R00719	XER	TONER,XEROX CYAN 2800 PAGE	EACH	10		
268	113R00720	XER	TONER,XRX MAG. 2800 PAGE	EACH	10		
269	113R00721	XER	TONER,XEROX YEL. 2800 PAGE	EACH	10		
270	113R00726	XER	TONER,XEROX BLK, 8000 YIELD	EACH	10		

**TOWELS**

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
271	21000	GEOPAC	TOWEL,MLTFLD 2PLY,125PKW	CARTON	20		

**TRANSCRIBER,MICRO,FT CTR**

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
272	BM850T2	SONY	TRANSCRIBER,MICRO,FT CTR	EACH	5		

**TRANSFILM**

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
273	UF1000E	APOLAV	TRANSFLM,MULTPUR 50SHT,C	BOX	15		

**URN,SMOKE/COMBO,12GL,BK**

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
274	9778BL	SAFCO	URN,SMOKE/COMBO,12GL,BK.	EACH	5		

**WALLET - FILE**



Procurement Operations  
3100 Main St.  
Houston, TX 77002

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
275	77142	SMEAD	WALLET,EXP,2IN,LTR,TAPE.	EACH	385		

**TOTAL BID PRICE (FOR ITEMS 1 – 275)**

\$ \_\_\_\_\_

## INVITATION FOR BIDS

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<u>Sample Contract Documents</u>	
(The resulting contract will include at least the following documents)	
Exhibit A: Bid/Award Form	
Exhibit B: Schedule of Items and Prices	
Exhibit C: Scope of Services	
Exhibit D: General Terms and Conditions	
Exhibit E: Contractor & Subcontractor/Supplier Participation Form, if appropriate	
Exhibit F: Insurance Requirements, if appropriate	
Exhibit G: Subcontractor Payment Certification Form, if appropriate	
Exhibit H: Subcontractor Progress Assessment Form, if appropriate	