

PURCHASING AGENDA ITEM

Hernando County School District

School Board Approval Meeting:

December 13, 2022

Bid No. 23-615-15 RA

**Bid Title: Miscellaneous Office &
Instructional Supplies (Warehouse
Delivery)**

Recommend approval of this agenda item under the specific category below:

- | | | | |
|---|--|---|---|
| <input type="checkbox"/> Lowest Bid(s) | <input type="checkbox"/> Request for Proposal(s) | <input checked="" type="checkbox"/> Low Bid(s) Meeting Specification (BAFO) | <input type="checkbox"/> Rejection/Cancellation |
| <input type="checkbox"/> Revised Award | <input type="checkbox"/> Renewal of Contract | <input type="checkbox"/> Sole Source | <input type="checkbox"/> Re-Award (Partial/Whole) |
| <input type="checkbox"/> Bid Termination | <input type="checkbox"/> Revisions/Amendments to Bid | <input type="checkbox"/> Bid Extension | <input type="checkbox"/> Emergency |
| <input type="checkbox"/> Reversed Auction | <input type="checkbox"/> Piggyback Cooperative | | |

Bid Contract Period:

12/13/2022 through 12/12/2024

☐ N/A – One Time Purchase

Contract Type:

☐ Estimated
Dollar Amount

☐ Firm, Fixed
Dollar Amount

☐ Firm, Fixed
Unit Prices

☒ Firm, Fixed Unit Prices,
Hourly Rates, Fees and/or
Percentages

Renewal Options:

No. of Terms
Remaining
3

☐ Length of
Each Term (month)

☒ Length of
Each Term (year)
1

☐ None

Rationale/Reason:

Bidders Electronically
Downloaded From Public
Purchase Website: 65

Bids Received:
- 1 -

No Bids:
- 3 -

Late Bids:
- 0 -

Rejected Bids:
- 0 -

☐ N/A – Bids Not
Required:

Submitted By:

Neil McDonald
Director of Purchasing & Warehousing

School(s): District Wide

Requested By:

Genele Firlik
Manager of Warehouse, Property Control
Printing & Records

Department(s): School Distribution Center

Recommended award, description of items and prices: (See attached)

T/C CODE: 2315

School Specialty, LLC

Item No.	Item Description	UOM	Percentage (%) Discount Off (-) Published Price list *
1	Vinyl Binders 3-Ring, Pockets on Both Inside Covers, 8.5" x 11" Acceptable Brands: Avery, Saunders, School Smart, Wilson Jones, or Equal. <u>Sizes: 1/2" to 3"</u> <u>Assorted Colors & Clear</u>	Each	33%
2	Bandage, Adhesive Self-Adhering, Plastic, Absorbent, Non-Stick, Waterproof, 3/4" Width Minimum. 60 Per Pack Minimum. Acceptable Brands: Johnson & Johnson or Equal.	Each	33%
3	Rubber bands #33 Medium 3 1/2" x 1/8", 1/4 lb. per container minimum. Acceptable Brands: Alliance or Equal.	Each	33%
4	Box, Records Storage Legal Sized. 10" x 15" x 24" D. Medium Duty. Button & Tie (String & Button Closure), White Box. Acceptable Brands: Fellowes FEL-00704 Bankers Box or Equal.	Each	33%
5	Box, Records Storage Letter Sized. 10" x 12" x 24" D. Medium Duty. Button & Tie (String & Button Closure), White Box. Acceptable Brands: Fellowes FEL-00704 Bankers Box or Equal.	Each	33%
6	Clay, Modeling Model Magic Modeling Compound, 2 lb. Assorted Colors Bucket, Four (4) - 8 oz. Packages: White, Red, Blue, Yellow. Acceptable Brand: Crayola Only 57-4415.	Each	33%
7	Cleaner, Dry Erase Board 8 oz. Spray Bottle. Acceptable Brand: Sanford #SAN-81803 or Equal.	Each	33%
8	Clip Board Legal Size (8.5" x 14") High Cap Clip, Hardboard. Acceptable Brands: Officemate Int'l Corp. (OIC), Leonard, School Smart or Equal.	Each	33%
9	Clip Board Letter Size (8.5" x 11") High Cap Clip, Hardboard. Acceptable Brands: Officemate Int'l Corp. (OIC), Leonard, School Smart or Equal.	Each	33%
10	Clips, Binder Acceptable Brands: Acco, Officemate, Office Depot, Universal or Equal <u>Assorted sizes & colors</u>	Box	33%
11.	Clips, Paper Silver, Smooth Finish, Wire Gauge, Economy Acceptable Brands: Acco, Office Depot, Universal or Equal <u>Assorted Sizes</u>	Box	33%
12	Composition Book Primary Ruled, 7.5" x 9.75", 100 Sheets Per Book, Sewn Binding. Acceptable Brands: Mead, Tops or Equal.	Each	33%
13.	Correction Tape Dispenser Style, Single Line, Acid-Free, Non-Refillable, 1/6" Width, 25' Minimum Per Roll. Ergonomic Design Preferred. Acceptable Brands: Bic, Papermate, Tombow or Equal.	Each	33%
14	Cover, Report 8.5" x 11" With Pockets, Three-Hole Punched with Paper Fasteners, Assorted Colors Box. Acceptable Brands: File EZ #80128, Oxford, Sparco or Equal.	Box	33%
15	Crayons Assorted Colors Acceptable Brands: Crayola ONLY <u>Assorted Box Sizes/Quantity</u>	Box	33%
16	Display Board Trifold, Corrugate, 36" x 48" White. Acceptable Brands: Elmer's, School Smart or Equal.	Each	33%

Item No.	Item Description	UOM	Percentage (%) Discount Off (-) Published Price list *
17	Dividers Page Dividers for Notebooks, three (3) Ring/Hole, five (5) Tabs, Multicolored Plastic Tabs to Allow for Inserts. Acceptable Brands: Avery, Universal or Equal.	Package	33%
18	Eraser, Whiteboard 2" x 5" Lightweight, Washable Soft Pile Material with Durable Grip. Acceptable Brands: Sanford Expo, Leonard or Equal.	Each	33%
19	File Fasteners 1/2" Roundhead, Brass/Brass-Plated. Acceptable Brands: ACCO, OIC, Leonard, School Smart or Equal.	Box	33%
20	File Folders Legal Size, Manila, 1/3 Cut Tabs. Acceptable Brands: Oxford/Esselte, Triangle, Smead, AFC or Equal.	Box	33%
21	File Folders Letter Size, Manila, 1/3 Cut Tabs. Acceptable Brands: Oxford/Esselte, Triangle, Smead, AFC or Equal.	Box	33%
22	Flag Florida State, Nylon, Outdoor Use FMAA Certified. MADE IN USA ONLY Assorted Sizes	Each	33%
23	Flag United States, Nylon, Outdoor Use FMAA Certified. MADE IN USA ONLY Assorted Sizes	Each	33%
24	Flag United States, Cotton, 2' x 3' with Wooden Pole Indoor Classroom Use FMAA Certified. MADE IN USA ONLY	Each	33%
25	Flag Bracket 4" Metal Bracket for Mounting Indoor Classroom Flags, Complete with Hardware. Acceptable Brands: Leonard or Equal.	Each	33%
26.	Glitter Clear Plastic Container must be 1lb size. Acceptable Brands: Glitterex, Leonard or Equal Assorted Colors	Each	33%
27	Glue White, 4 oz. Bottles, AP Certified, School Glue, Non-Toxic, Washable. Acceptable Brands: Borden, Elmer's, School Smart or Equal.	Box	33%
28	Glue White, one (1) Gallon Plastic Containers, AP Certified, School Glue, Non-Toxic, Washable. Acceptable Brands: Borden, Elmer's, School Smart or Equal.	Each	33%
29	Glue Sticks .74 oz. Clear, Non-Toxic, Acid Free, Washable, Odorless, Minimum Packaged to Prevent Drying Out. Acceptable Brands: Leonard, Ross, Saunders, OIC, Avery, Crayola, Color Splash or Equal.	Each	33%
30	Hanging File Folders Letter Size, Standard Green, 1/3 Cut Tabs. Acceptable Brands: Oxford/Esselte, Triangle, Smead, School Smart or Equal.	Box	33%
31	Hanging File Folders Legal Size, Standard Green, 1/3 Cut Tabs. Acceptable Brands: Oxford/Esselte, Triangle, Smead, School Smart or Equal.	Box	33%

Item No.	Item Description	UOM	Percentage (%) Discount Off (-) Published Price list *
32	Highlighters Barrel Style, Transparent Colors, Chisel Tip, Fade Resistant, Non-Toxic, Low Odor, Can Be Used for Narrow or Wide Work. Acceptable Brands: Avery, Bic, Office Depot, School Smart, Sharpie or Equal. <u>Assorted Sizes and Colors</u>	Package	33%
33	Interoffice Envelopes 10" x 13" 20% Recycled 28lb. - 32lb. Material, String & Button Closure, Kraft/Brown, Printed Front and Back. Packaged 100 Per Box. Acceptable Brands: Office Depot, Uline, Quality Park or Equal.	Box	33%
34	Markers, Dry Erase Whiteboard, Dry Erasable. Acceptable Brands: Sanford Expo, LiquiMark, Dixon or Equal. <u>Assorted Sets and Colors</u> (Black, Red, Blue, Green, Yellow, Purple, Brown, Orange),	Package	33%
35	Markers, Permanent Low Odor, 12 Per Package. Acceptable Brands: Avery, Bic, Office Depot, School Smart, Sharpie or Equal. <u>Assorted Styles and Colors</u>	Package	33%
36	Oil Pastels 24 Count Box, Water Soluble, Assorted Colors, Portfolio Series. Acceptable Brand: Crayola #58-8163 ONLY.	Box	33%
37	Pads Ruled Writing, Blue Pen Ruled, 5" x 8" Canary Colored. Perforated Style with Top Stub. 3/8" Wide Lined, 50 Sheets Per Pad. Acceptable Brands: Universal Brand, Tops, Ampad or Equal.	Package	33%
38	Pads Ruled Writing, Ruled, Legal Size, White, Red Margin Rule Tablet. Perforated Style with Top Stub and Clipboard Backs. Wide Lined, 50 Sheets Per Pad. Acceptable Brands: Tops, Ampad, School Smart or Equal.	Package	33%
39	Pads Ruled Writing, Ruled, Letter Size, White, Red Margin Rule Tablet. Perforated Style with Top Stub and Clipboard Backs. Wide Lined, 50 Sheets Per Pad. Acceptable Brands: Tops, Ampad, School Smart or Equal.	Package	33%
40	Paint Watercolor, eight (8) Color Set, Includes Oval Pans With Paint Brush, Washable. Acceptable Brand: Crayola #525 Only.	Each	33%
41	Paper 8" x 10.5" Newsprint, 30# Grade 1, 500 Sheets Per Ream, Red and Blue Ruled on Both Sides with Five (5) Writing Spaces Per Side. Acceptable Brands: APC or Equal.	Each	33%
42	Paper 8" x 10.5" Newsprint, Grade 2, 500 Sheets Per Ream, Ruled with Red Baseline 3/4" Rule, 3/8" Faint Blue Midline, 3/8" Descender Space (Skip Space). Acceptable Brands: APC or Equal.	Each	33%
43	Paper 8" x 10.5" Newsprint, Grade 3, 500 Sheets Per Ream, Ruled Long Way 1/2", Ruled Both Sides, 1/4" Midline, Red Baseline 1/4" Descender Line. Acceptable Brands: APC or Equal.	Each	33%
44	Paper 12" x 18" Newsprint, Storybook, 3/4" 3/8" x 3/8", 500 Sheets Per Ream. Acceptable Brands: APC or Equal.	Each	33%
45	Paper, Construction 12" x 18" Assorted, 80# Base Weight, 50 Sheets Per Pack, Bright Clear Colors. Acceptable Brand: Riverside Paper or Equal. <u>Assorted Colors</u>	Each	33%

Item No.	Item Description	UOM	Percentage (%) Discount Off (-) Published Price list *
46	Paper, Drawing 12" x 18" White, 50# Base Weight, 500 Sheets Per Ream, General Classroom Art Paper for Pencil, and Crayon Application. Acceptable Brands: APC or Equal.	Ream	33%
47	Paper, Drawing 12" x 18" Manila, 50# Base Weight, 500 Sheets Per Ream, General Classroom Use for Painting, Drawing or Coloring. Acceptable Brands: APC or Equal.	Ream	33%
48	Paper, Drawing 9" x 12" Manila, 50# Base Weight, 500 Sheets Per Ream, General Classroom Use for Painting, Drawing or Coloring. Acceptable Brands: APC or Equal.	Ream	33%
49	Paper, Roll Project, 36" x 1000' (12,000"), Acceptable Brands: Bemiss-Jason Rainbow, Craft, Riverside, Pacon or Equal. Assorted Colors	Roll	33%
50	Pearl Erasers Medium, Soft, Pliable, Rectangular Shape, Pink Preferred, Rubber Material, 24 Per Package, Non-Smudge, Tear Resistant, Self-Cleaning. Acceptable Brands: Papermate, Sanford or Equal.	Package	33%
51	Pens Ballpoint, Retractable, Soft Rubber Grip, Medium Point, Non-Refillable, Assorted Colors of Ink (Must Include Blue, Black and Red Minimum). Packaged Three (3) Per Pack. Acceptable Brands: Bic #VCGP41 or Equal.	Package	33%
52	Pens Rollerball, Gel, Retractable, 0.7mm Point, Assorted Colors of Ink (Must Include Blue, Black and Red Minimum). Packaged Four (4) Per Pack. Acceptable Brands: Avery #AVE 49949 or Equal.	Package	33%
53	Pens Rollerball, Gel, Retractable, 0.7mm Point, Blue Ink Only. Packaged Four (4) Per Pack. Acceptable Brands: Avery #AVE 49949, Pilot G2 or Equal.	Package	33%
54	Pens Rollerball, Gel, Retractable, 0.7mm Point, Red Ink Only. Packaged Four (4) Per Pack. Acceptable Brands: Avery #AVE 49949, Pilot G2 or Equal.	Package	33%
55	Pens Rollerball, Gel, Retractable, 0.7mm Point, Green Ink Only. Packaged Four (4) Per Pack. Acceptable Brands: Avery #AVE 49949, Pilot G2 or Equal.	Package	33%
56	Pencils #2 With Erasers, Packaged 12 Per Pack. Acceptable Brands: Dixon, Musgrave, School Smart or Equal.	Package	33%
57	Pencil Cap Erasers Arrowhead, Soft-Wedge Shape, Pink Preferred, Rubber Material, 144 Per Package, Non-Smudge, Tear Resistant, Medium Size. Acceptable Brands: Papermate, Sanford or Equal.	Package	33%
58	Pencils, Colored Eight (8) Assorted Colors Per Box. Acceptable Brands Crayola #68-4108 or Equal.	Box	33%
59	Pencils, Primary Primary With Erasers, "My First Pencil", Packaged 12 Per Pack. Acceptable Brands: Dixon Beginner, Musgrave or Equal.	Package	33%
60	Pencils, Testing Electronic Test Processing with Erasers, Packaged 12 Per Pack. Acceptable Brand: Musgrave #100 ONLY. NO SUBSTITUTIONS.	Package	33%
61	Pencils, Watercolor 12 Assorted Colors Per Box. Acceptable Brands: Crayola #68-4302 or Equal.	Box	33%
62	Posterboard Six (6) Ply, 22" x 28" Assorted Color Pack, Bright Clear Colors, 50 Sheets Per Package. Acceptable Brand: APC Only.	Package	33%

Item No.	Item Description	UOM	Percentage (%) Discount Off (-) Published Price list *
63	Posterboard Six (6) Ply, 22" x 28" White, 50 Sheets Per Package. Acceptable Brand: APC Only.	Package	33%
64	Push Pins Clear Color, 1/2" Pin Length, 100 Per Box. Acceptable Brands: Gem/OIC/Skilcraft, Office Depot, Sparco or Equal.	Each	33%
65	Scissors Dura Sharp Office 8", Blunt Ends, Left or Right Handles, Rust Resistant, Stainless Steel. Acceptable Brands: Fiskars, Status Plus or Equal.	Each	33%
66	Scissors Safety Ends for Little Hands 5" Blunt. For Both Right- and Left-Hand Users. Acceptable Brands: Crayola #3003, Fiskars, Status Plus or Equal.	Each	33%
67	Self-Stick Notes 3" x 3" Medium Size, Yellow Packs, 100 Sheets Per Pad, 12 Pads Per Package, SFI Certified Brands Preferred. Acceptable Brands: 3M, Office Depot or Equal.	Package	33%
68	Self-Stick Notes 3" x 3" Medium Size, Assorted Colored Packs, 100 Sheets Per Pad, 12 Pads Per Package, SFI Certified Brands Preferred. Acceptable Brands: 3M, Office Depot or Equal.	Package	33%
69	Self-Stick Notes, Pop-Up 3" x 3" Medium Size, Assorted Colored Packs, 100 Sheets Per Pad, 12 Pads Per Package, SFI Certified Brands Preferred. Acceptable Brands: 3M, Office Depot or Equal.	Package	33%
70	Sharpener Pencil, With Locking Guide for Eight (8) Pencil Sizes, Heavy Duty, Must Be Able to Withstand Heavy Use by Children. Acceptable Brand: Bostitch MPS1BLK Only.	Each	33%
71	Sheet Protectors Vinyl, Top Loading, Letter (8.5" x 11"), Non-Glare, Clear, Standard Weight, 2.4 mils. Minimum Thickness, three (3) Hole Punched, Ten (10) Sheet Capacity. 100 Per Package Minimum. Acceptable Brands: Avery, Wilson Jones, School Smart, Sparco or Equal.	Package	33%
72	Stapler Black, Desk Style, Weighted Base. Acceptable Brands: Swingline, Bostitch, School Smart or Equal.	Each	33%
73	Stapler, Electric Operated on AC Transformer (Included) or Batteries (Not Included), Staples Up to 20 Pages of 20# Paper. Acceptable Brands: Swingline, Avery, Bostitch, School Smart or Equal.	Each	33%
74	Staples Standard 1/4" Full Strip Staples, 5M/Box, Strip Count 210, Must Fit with Items #142 and 143 Above. Acceptable Brands: Swingline, Bostitch, School Smart or Equal.	Each	33%
75	Surge Protector Outlet Strip Six (6) Outlets, 15 AMP Reusable Overload, Guardian Standard, Four (4) Foot Cord. Acceptable Brands: ACCO, Kensington, Tripp Lite or Equal.	Each	33%
76	Tablet, Chart 1 1/4" White Bond Paper, 24" x 32", 25 Sheets Per Tablet, Spiral Bound to Stiff Covers, two (2) Hole Punched. Acceptable Brands: Bemiss/Jason #7471, School Smart or Equal.	Each	33%
77	Tablet, Chart 1" White Bond Paper, 24" x 32", 25 Sheets Per Tablet, Spiral Bound to Stiff Covers, two (2) Hole Punched. Acceptable Brands: Bemiss/Jason #7461, School Smart or Equal.	Each	33%
78	Tape, Book Mending Clear Plastic, 3" Width, 15 Yards Length, 3" Core. Acceptable Brands: 3M MMM-845-3 or Equal.	Each	33%
79	Tape, Carton Closure Clear Plastic, 2" x 60 Yards Length. Acceptable Brands: 3M, Scotch 3710-2-CL, School Smart 1354238 or Equal.	Each	33%
80	Tape Dispenser For Pressure Sensitive Tape, Desk Top Type Model, Dispensing 3/4" or 1/2" Wide, 1" Core Tape, Weighted Base, Black. Acceptable Brands: 3M, School Smart or Equal.	Each	33%

Item No.	Item Description	UOM	Percentage (%) Discount Off (-) Published Price list *
81	Tape, Invisible Transparent, 3/4" Width, 1" Core for Dispensers, 1296" Length. Must Fit with Item #37 Above. Acceptable Brands: 3M, School Smart 084855 or Equal.	Each	33%
82	Tape, Invisible - Glossy Invisible, Transparent, 3/4" Width x2592, 3" Core. Acceptable Brands: 3M 600 or Equal.	Each	33%
83	Tape, Masking 3/4" Width, 3" Core, 55 Yard Length. Acceptable Brands: Universal, Scotch, 3M, Shurtape CP106 or Equal.	Each	33%
84	Tissue Art Paper, 20" x 30", 100 Sheets Per Package, Assorted Colors. Acceptable Brands: Bemiss/Jason/Pacon #5851, Satus Plus 43-480 or Equal.	Package	33%
85	Receipt Book Hammond & Stephens, 2-Part Carbonless Record Receipt Book, 8.5" x 11", 240 Receipts, Pre-Numbered. Acceptable Brand: Hammond & Stephens only.	Each	33%

* Published price list provided with vendor's bid submittal and on file in the Purchasing Department.

Contact Information:

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