

Bid Checklist

Proposal: RFP 16.11 - Office Supplies

Awarded Vendor(s): Innovative Office Solutions

Award Date: 11/18/2015

Contract Number: 16.11 - OFS

- Copy of Public Notice/Legal Ad(s)
- Copy Of Release (via Public Purchase)
- Copy of Bid Specifications (includes Q&A, addenda if issued)
- Notification Report
- Copy of Closing (via Public Purchase)
- Access Report (via Public Purchase)
- Response Detail Report (via Public Purchase)
- Copy of Bids Received
- Evaluation Compilation/Executive Summary
- Copy of Award Letter
- Copy of Rejection Letter
- Copy of Signed Contract(s) *Executed Contract (for web); original contract on file at CPC office.*
- Board Acceptance of Bid



Classified Advertising Invoice

Bismarck Tribune
PO BOX 4001
LaCrosse, WI 54602-4001
888-418-6474

LAKES COUNTRY SERVICE COOP
1001 E MOUNT FAITH
FERGUS FALLS MN 56537

Customer: 60058870
Phone: (218) 737-6535
Date: 10/26/2015

CREDIT CARD PAYMENT (circle one)



Card #: _____
Exp Date: _____
Signature: _____
Credit card users: Fax to 608-791-8212

CashAmt

PLEASE DETACH AND RETURN TOP PORTION WITH YOUR PAYMENT

Lee Enterprises no longer accepts credit card payments sent via e-mail. Emails containing credit card numbers will be blocked. Please use the coupon above to send a credit card payment to remittance address located in the upper right corner. You may also send the coupon to a secure fax at 608-791-8212.

Date	Date	Times Run	Description	Lines	Class Code	Order Amt	Net Amt Due
			RFP 16.11 - Office Supplies	25.00	Legals	75.00	75.00
10/19/15	10/26/15	2	Bismarck Tribune				

Affidavit of Publication

State of North Dakota) SS County of Burleigh
Before me, a Notary Public for the State of North Dakota
personally appeared CK who being duly sworn, deposes
and says that he (she) is the Clerk of Bismarck Tribune Co.,
and that the publication(s) were made through the
Bismarck Tribune on the following dates:
10/19, 26. Signed Celine Kuntz
sworn and subscribed to before me this 26th
day of November 2015
Morgan Doll
Notary Public and for the State of North Dakota



Notice to Bidders

Sealed proposals will be received by the Cooperative Purchasing Connection (CPC) on behalf of its member agencies in Minnesota, North Dakota, and South Dakota until:

**10:00 a.m. CDT,
Tuesday, November 10, 2015**

Notice is hereby given that proposals will be accepted for RFP 16.11 - Office Supplies. Conformity with technical specifications, RFP forms, terms of delivery and other conditions shall be imposed. Specifications and forms may be obtained by registering for free with the Cooperative Purchasing Connection via Public Purchase (www.publicpurchase.com).

Proposals must be submitted/uploaded to Public Purchase prior to 10:00 a.m. CDT on Tuesday, November 10, 2015. The Cooperative Purchasing Connection reserves the right to award the contract to one respondent, make multiple awards, or reject any or all proposals.
10/19 & 26 - 20814031

Please return invoice or put order number on check. Thank You.

Remarks	Total Due: 75.00
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Bismarck Tribune
www.bismarcktribune.com
PO BOX 4001
LaCrosse, WI 54602-4001

Terms: PAYMENT IS DUE UPON RECEIPT OF INVOICE



THE FORUM
 PO BOX 2020
 FARGO, ND 58107-2020



INVOICE

CLIENT

LAKES COUNTRY SERVICE COOPERATIVE
 C/O LORI MITTELSTADT
 1001 EAST MOUNT FAITH AVE.
 FERGUS FALLS, MN 56537

ACCOUNT NUMBER 339095	INVOICE DATE 10/26/2015
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INVOICE NUMBER CL01731264	INVOICE AMOUNT 40.50
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AMOUNT PAID

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REMITTANCE PORTION: CUT AND RETURN THIS PORTION WITH YOUR PAYMENT

Account Number	Terms	Invoice Date	Invoice Number
339095	DUE UPON RECEIPT	10/26/2015	CL01731264

Ad Text: Notice to Bidders Sealed proposals will be received by the Cooperative Purchasing Connection (CPC) on behalf of its member agencies in Minnesota, North Dakota, and South Dakota until: 10:00 a.m. CDT, Tuesday, November 10, 2015. Notice is hereby given that proposals will be accepted for RFP 16.11 – Office Supplies. Conformity with technical specifications, RFP forms, terms of delivery and other conditions shall be imposed. Specifications and forms may be obtained by registering for free with the Cooperative Purchasing Connection via Public Purchase (www.publicpurchase.com). Proposals must be submitted/uploaded to Public Purchase prior to 10:00 a.m. CDT on Tuesday, November 10, 2015. The Cooperative Purchasing Connection reserves the right to award the contract to one respondent, make multiple awards, or reject any or all proposals. (October 19, 26, 2015) 2220838

Ad #: 2220838 **Date:** 10/12/2015 **Ad Size:** 1 col. x 26.00 Lines **Word Count:** 129
Ad Heading: NORTH DAKOTA LEGALS **Tearsheets:** **P.O. #:**

40.50

TOTAL: 40.50

ADJUSTMENTS: 0.00

PAYMENTS: 0.00

Amount Due:

40.50



TERMS: A FINANCE CHARGE OF 1.5% PER MONTH, WHICH IS AN ANNUAL PERCENTAGE RATE OF 18%, IS CHARGED ON ALL PAST DUE ACCOUNTS AFTER 60 DAYS.

AFFIDAVIT OF PUBLICATION
2220838

STATE OF NORTH DAKOTA,
COUNTY OF CASS

Bridgette Cossette, *The Forum*, being duly sworn, states as follows:

1. I am the designated agent of The Forum, under the provisions and for the purposes of, Section 31-04-06, NDCC, for the newspapers listed on the attached exhibits.
2. The newspapers listed on the exhibits published the advertisement of: **Notice to Bidders**; 2 times, *Monday, October 19 & 26, 2015*, as required by law or ordinance.
3. All of the listed newspapers are legal newspapers in the State of North Dakota and, under the provisions of Section 46-05-01, NDCC, are qualified to publish any public notice or any matter required by law or ordinance to be printed or published in a newspaper in North Dakota.

.....
BC

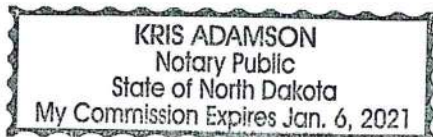
[Signed]

Subscribed and sworn to before me this

26 day of October, 2015.

Kris Adamson

Notary Public, Cass Co., N.D.



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(October 19, 26, 2015) 2220838

AFFIDAVIT OF PUBLICATION



STATE OF MINNESOTA)
COUNTY OF HENNEPIN)

650 3rd Ave. S. Suite 1300 | Minneapolis, MN | 55488

Toni Ferdelman, being first duly sworn, on oath states as follows:

1. She is and during all times herein stated has been an employee of the Star Tribune Media Company LLC, a Delaware limited liability company with offices at 650 Third Ave. S., Suite 1300, Minneapolis, Minnesota 55488, or the publisher's designated agent. I have personal knowledge of the facts stated in this Affidavit, which is made pursuant to Minnesota Statutes §331A.07.

2. The newspaper has complied with all of the requirements to constitute a qualified newspaper under Minnesota law, including those requirements found in Minnesota Statutes §331A.02.

3. The dates of the month and the year and day of the week upon which the public notice attached/copied below was published in the newspaper are as follows:
Monday, October 19; and Monday, October 26, 2015.

4. The publisher's lowest classified rate paid by commercial users for comparable space, as determined pursuant to § 331A.06, is as follows: **\$347.20.**

5. Mortgage Foreclosure Notices. Pursuant to Minnesota Statutes §580.033 relating to the publication of mortgage foreclosure notices: The newspaper's known office of issue is located in Hennepin County. The newspaper complies with the conditions described in §580.033, subd. 1, clause (1) or (2). If the newspaper's known office of issue is located in a county adjoining the county where the mortgaged premises or some part of the mortgaged premises described in the notice are located, a substantial portion of the newspaper's circulation is in the latter county.

FURTHER YOUR AFFIANT SAITH NOT.

Toni Ferdelman

Subscribed and sworn to before me on October 26, 2015

Jalene K. Howard

Notary Public



StarTribune

classifieds

jobs | autos | homes

startribune.com/classifieds | 612.673.7000

Lakes Country Service Coop
N/A
K-1-A1
Not a Bidders Sealed proposal...

Advertiser: 0000104783-01
Agency: N/A
Section-Page-Zone(s): K-1-A1
Description: 1 Col x 2.72 in
Color Type: 0

Ad Number: 0000104783-01
Insertion Number: N/A
Size: 1 Col x 2.72 in
Color Type: 0

General Policies
Readers are advised that the first day of publication...
107 Home & Commercial Services
HAUL AWAY JUNK
CRASH STATE...
140 Therapeutic Massage
MELISSA...
226 Adult Entertainment
Wild Honey...
324 Collectibles
COVE...
340 Misc. Equipment & Supplies
K&B...
371 Jewelry & Precious Metals
Minnesota's...
389 Misc. For Sale & Wanted
Steele...

419 Horses & Livestock
Sawduster...
422 Fishing & Hunting
Hunting...
430 Vacation Guide
M...
438 Hunting & Fishing Equipment
C...

434 Dogs
L...
439 Horses & Livestock
Sawduster...
422 Fishing & Hunting
Hunting...
430 Vacation Guide
M...
438 Hunting & Fishing Equipment
C...

631 APTS & CONDOS UNFURN. NORTH SUBURBS
BLAINE...
633 APTS & CONDOS UNFURN. N.W. & WEST SUBURBS
Central...
643 BBL BUNGALOW/ DUPLEX/TOWNHOME UNFURN. NORTH SUBURBS
Central...
650 HOUSES FOR RENT UNFURN. MPLS
B...

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General Notices
NOTICE OF PUBLIC AUCTION OF STORAGE
Y...
Proposals for Bids
Notice to Bidders...
371 Jewelry & Precious Metals
Minnesota's...
389 Misc. For Sale & Wanted
Steele...

419 Horses & Livestock
Sawduster...
422 Fishing & Hunting
Hunting...
430 Vacation Guide
M...
438 Hunting & Fishing Equipment
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jobs find your career here

general careers

LANDSCAPE LABORERS
NEEDED: 14 Landscape laborers: landscape and maintain grounds of retirement village and...
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Star Tribune is the #1 way to find a great job. So don't settle for less, employ the best and put Star Tribune to work for you today.

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StarTribune

Get a second helping
Find Sunday Taste in Variety.

Yum

Treat yourself to *more* of what you love with a full page of restaurant and food news, dining trends and recipes.

StarTribune

Always

Don't miss a story as it happens. Get breaking news all day, every day. Turn to Star Tribune digital today and put Minnesota's largest and most-trusted newsroom at your fingertips.

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StarTribune
Monday, October 19, 2015

From: [Public Purchase](#)
To: [Lisa Truax](#)
Subject: Release Successful on Bid RFP #16.11 - Office Supplies
Date: Monday, October 19, 2015 10:52:28 AM



Lisa M Truax

Bid: RFP #16.11 - Office Supplies
Status: Release Successful on Oct 19, 2015 10:34:28 AM CDT

You can check the released bid by going to the following address:

<http://www.publicpurchase.com/gems/bid/bidView?bidId=52179>

If you have any questions regarding this bid, please contact our Customer Support Staff at agency-support@publicpurchase.com

Thank you for using Public Purchase.

Public Purchase Support Team
Email: support@publicpurchase.com
Website: www.publicpurchase.com

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This message is not SPAM. You received this email because you are listed in the contact database of a government agency using Public Purchase.

MK: EIV/SEIYZa898Wppu6rC9w==

Proposals Requested by the:

Cooperative Purchasing Connection

Servicing cooperative members in Minnesota, North Dakota & South Dakota



RFP 16.11 – Office Supplies

Due: 10:00 a.m. CDT on Tuesday, November 10, 2015
Cooperative Purchasing Connection

Respondents/Vendors will submit their proposals online via Public Purchase (www.publicpurchase.com)

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RFP 16.11 – Office Supplies

Proposals for the requested products and/or services are detailed in the accompanying Technical Specifications.

I. Instructions to Respondents

In Minnesota, the Service Cooperatives, organized pursuant to Minnesota Statute 123A.21, are public, nonprofit cooperatives designed to provide a variety of services to their member organizations including, but not limited to, cooperative purchasing services. The Service Cooperatives currently provide purchasing contracts to more than 1,200 members (schools, cities, counties, other governmental organizations and nonprofit agencies) in Minnesota and South Dakota through the Cooperative Purchasing Connection.

The Cooperative Purchasing Connection is a joint powers group of eight (8) Minnesota service cooperatives:

- **Lakes Country Service Cooperative (LCSC)**, Fergus Falls, MN
- **Metro ECSU (METRO)**, Arden Hills, MN
- **Northeast Service Cooperative (NESC)**, Mt. Iron, MN
- **Northwest Service Cooperative (NWSC)**, Thief River Falls, MN
- **Resource Training and Solutions (RESOURCE)**, Sartell, MN
- **South Central Service Cooperative (SCSC)**, Mankato, MN
- **Southeast Service Cooperative (SSC)**, Rochester, MN
- **Southwest/West Central Service Cooperative (SW/WC)**, Marshall, MN, also serves members in South Dakota

In addition, the North Dakota Educators Service Cooperative (NDESC) is a joint powers group of North Dakota school districts, multi-district special education units, cities, counties, other governmental agencies, and nonprofits organized under the provisions of Chapter 54-40.3 of the North Dakota Century Code. NDESC holds a joint powers agreement with LCSC to provide purchasing contracts to its members. NDESC currently serves approximately 200 members across the state of North Dakota.

Together, these cooperatives operate a joint purchasing program under the name of Cooperative Purchasing Connection. In this Request for Proposal (RFP), the Cooperative Purchasing Connection and the North Dakota Educators Service Cooperative will be referred to as the Cooperative Purchasing Connection (CPC).

LCSC provides the administrative functions of CPC. Administrative functions include, but are not limited to: bid and contract research, development, and negotiations; fiscal reporting agent; marketing development; contract promotion and member support services.

II. Bid Procedures

A. Intent of the Request for Proposals

Purpose: CPC is seeking to partner with a vendor(s) to develop a program for service cooperative members to have the ability to purchase office supplies as described in the accompanying technical specifications at consortium level discounted pricing.

Objective: To accept a vendor(s) proposal(s) that will provide a broad-line of office supplies to members along with exceptional services at discounted pricing. Through the combination of purchasing power, CPC's objective is to achieve cost savings through a single competitive solicitation process. This process eliminates vendor(s) from responding to multiple quotes and proposals allowing for the reduction in administrative and overhead costs through our purchasing procedures. CPC will work closely with the awarded vendor(s) to market this contract not only to CPC members,

but also to potential members where the contract would be an advantageous option for growing membership and purchases through the awarded vendor(s).

B. Responding Vendor Qualifications

All proposals must contain answers, responses and/or documentation to the information requested. Any respondent failing to provide the required information/documentation may be considered non-responsive.

Respondents must demonstrate their ability, capacity and available resources to provide the requested products and/or services to CPC members. Respondents are required to communicate and demonstrate within their response that they have extensive knowledge, background, and at least five (5) years of experience with manufacturing, obtaining, delivering, installing, maintaining and/or supporting the product lines of products, equipment, services or software offered. CPC reserves the right to accept or reject respondents failing to demonstrate their abilities or capacity solely based on information provided in the bid response and/or its own investigation of the company.

C. Required Securities

Awarded vendor(s) will be required to post a \$1,000.00 performance bond at the time of the award(s). The performance bond may be in the form of a bond, certified or cashier's check, or money order payable to Lakes Country Service Cooperative, Attn: Bid & Contract Facilitator, 1001 E. Mount Faith Ave., Fergus Falls, MN 56537. It may also be a bond naming Lakes Country Service Cooperative as obligee written by a corporate surety, satisfactory to CPC, pledging that the respondent will abide by the terms stated in this RFP and in the vendor's proposal and pledges the faithful performance of the contract and the payment of all obligations arising thereunder. Failure to comply with the awarded vendor(s) proposal, the performance bond shall be forfeited to CPC as liquidating damages, not as a penalty. Loss of the performance bond may include, but is not limited to: poor customer service, poor quality of product, delivery issues, lack of reporting, and lack of administrative fee payments.

D. RFP Submission

Public Purchase: CPC has moved its RFPs to a web-based system called Public Purchase. Public Purchase is an easy-to-use platform that provides respondents/vendors with automatic notification of open solicitations, automatic notification of answered questions and issued addenda, and a way to electronically submit your organization's solicitation response. All changes, updates, uploads, and downloads are time stamped and logged as part of the RFP process.

Submission of Proposals: It is the responsibility of the respondent to be certain that the proposal being submitted has been uploaded to Public Purchase by the due date and time, as described in the Technical Specifications. All proposals MUST be submitted electronically via Public Purchase. If the proposal has not completed its upload to Public Purchase by the due date and time, the Public Purchase system and CPC will not accept the proposal. If any issues occur during the upload of the proposal, respondents/vendors should contact Public Purchase at support@publicpurchase.com or utilize the chat function within Public Purchase for immediate technical support. If the data in the submission is password protected, the password must be provided with the proposal. Oral or hardcopy proposals are invalid and will not receive consideration.

Interpretations: Requests for additional information, including Instructions to Respondents or Technical Specifications shall be asked via the Public Purchase platform for all participating respondents to see. CPC will respond accordingly via Public Purchase to all questions and/or by issuing an addenda.

E. RFP Particulars

Addenda: Addenda are written instruments issued by CPC which modify or interpret the RFP documents by additions, deletions, clarification, or corrections. All addenda issued by CPC shall become a part of the specifications and will be made part of the contract. Addenda will be sent automatically upon CPC's response via the Public Purchase platform. Addenda are logged and tracked within the Public Purchase system. If such confirmation is not received, the respondent may be deemed non-responsive. Interpretations, corrections, or changes made in any other manner will not be binding, and respondents shall not rely upon such interpretations, corrections and changes. No answers to questions or addenda will be issued later than five (5) business days prior to the due date and time of the proposal, except an addendum withdrawing the proposal or one which includes postponement of the date of receipt of proposals.

Correction of RFP Documents: Upon examination of the RFP documents, respondents shall promptly notify the RFP Facilitator of any ambiguity, inconsistency or error, which they may discover. Any notification of ambiguity, corrections and/or requests for interpretation must be submitted, via the Public Purchase platform, no later than six (6) business days prior to the RFP opening. Interpretations, corrections, and changes to the documents will be made either by answers or an addendum. Such addenda will be sent to respondents via the Public Purchase platform. All changes are logged and tracked automatically by the Public Purchase system. If such confirmation is not received, the respondent may be deemed non-responsive. Interpretations, corrections, or changes made in any other manner will not be binding, and respondents shall not rely upon such interpretations, corrections and changes.

Late Submissions: Proposals will not be allowed to be submitted and/or uploaded after the RFP due date and time set by CPC (see Technical Specifications). It is the respondent's responsibility to ensure that RFP responses are received by the due date and time listed.

Modifications or Withdrawal of a Proposal: A proposal may not be modified, withdrawn or cancelled by the respondent for a period of one hundred-twenty (120) days following the due date and time of the proposal, as each responder so agrees in submitting a proposal. Prior to the due date and time of the proposals, any proposal submitted may be modified or withdrawn within the Public Purchase system. Withdrawn proposals may be resubmitted online via Public Purchase up to the due date and time designated for the proposal provided that they are fully in conformance with these Instructions to Respondents.

Opening of Proposals: The properly identified proposals which have been submitted on time will be opened after the RFP due date and time. A summary of the proposals will be made available for public inspection during normal business hours in the RFP Facilitator's office (Fergus Falls, MN) free of charge during normal business hours. For those requesting a copy (electronic or hard copy) of the RFP responses will need to pay a twenty-five (\$25.00) service fee for that compilation.

F. Bid Evaluation

Conditions Precedent to Award: CPC shall have the right to waive any informality or irregularity in any proposal or proposals received; to accept the proposal or proposals which, in their judgment, is in the best interest of CPC members; and to advertise for new proposals where the acceptance, rejection, waiving, or re-advertising is determined to be in the best interest of the CPC members. Within these categories, specific criteria considered are included (but are not necessarily limited to) the following:

1. Award(s) will be based on, but not necessarily limited to, the following:
 - a. Adherence to all conditions and requirements of the bid specifications
 - b. Proposed pricing
 - c. Services and support to members

- d. Qualifications and experience; reputation with current and past users
- e. "Value Added" services offered
- f. Needs and requirements of CPC members
- g. Evaluation of bidder's ability to service CPC
- h. Ease and efficiency of the bidder's order process
- i. Respondent's ability to meet RFP requirements
- j. Geographic service capability
- k. Nature and extent of company data furnished upon request of CPC
- l. Ability of vendor to develop partnership with CPC

CPC reserves the right to award the entire contract to one vendor, to award multiple contracts, or to reject any or all proposals. A response to this solicitation is an offer to contract with CPC based upon the terms, conditions, scope of work, and specifications contained in this request. The awarded vendor(s) acknowledges that the contract offer and award (Form G – Contract Offer & Award) binds the awarded vendor(s) to all terms and conditions stated in the proposal until a contract has been signed by both parties.

CPC will conduct a cost evaluation analysis of the lowest responsible vendor(s) by creating a market basket (from Form C – Pricing Schedule) and/or by creating a core list of products from multiple categories defined in this proposal to measure proposed pricing between vendors.

Proposal responses will be reviewed, analyzed, and evaluated based on the evaluation criteria stipulated within this RFP document. All proposals shall be evaluated using the same criteria and scoring process of 250 points. The following criteria shall be used by CPC to evaluate proposals:

Evaluation Item	Maximum Points
Qualifications & Experience	30
Quality & Variety of Product Selection Offered	50
Pricing	75
Services & Support – "Value Added Attributes"	50
Ease of Ordering	45
Total Points	250

The evaluation points listed within the evaluation table above are the maximum number of points that a respondent can receive for their proposal. CPC may grant partial points for each category. Forms found in Form C – Pricing Schedule that are labeled as "Optional" are considered as "Value Added Attributes" along with other services and support that can be evaluated and scored to receive a maximum of fifty (50) points per the evaluation table.

G. Contract Award

Contract Development: Following the final evaluations, CPC will develop a contract with the most highly qualified respondent(s). If a satisfactory contract cannot be developed with the most highly qualified respondent(s) the second most qualified respondent(s) may then be approached to develop a contract.

III. General Terms & Specifications

Assignment: Any contract awarded under the conditions of this RFP shall be for the use of organizations eligible for membership in the Cooperative Purchasing Connection Consortium. In addition, any eligible agency outside of the tri-state area may participate (piggyback) with this contract at their discretion, with the consent of the awarded vendor(s). All requirements of this RFP will apply to all participating eligible agencies. Agencies outside of the tri-state area participating in this RFP contract shall be responsible for obtaining approval from their approving body of authority when necessary and shall hold

the agencies of the Cooperative Purchasing Connection harmless from any disputes, disagreement, or actions which may arise as a result of using this RFP contract.

Audit: In accordance with applicable law, the awarded vendor will agree that a member(s) of CPC's purchasing team may audit their records to establish that total compliance of the agreement is met. CPC will give at least three days' notice of an audit. The audit will be conducted at a reasonable place and time.

Collusion: Collusion between respondents is cause for rejection of those respondents involved.

Confidential Information: CPC is a public entity; the information contained in the proposals shall be considered public information under the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13 et. seq. No part of a proposal shall be treated as confidential unless so designated, by the vendor submitting the proposal, as trade secret information having met the criteria under Minnesota Statutes § 13.37 Subd. 1(b) and other applicable laws. Any data claimed by the vendor submitting the proposal to be trade secret data must be clearly marked "proprietary and confidential." Should a challenge occur to said vendor's designation of data as "proprietary and confidential," the vendor shall indemnify and hold CPC harmless for any attorney's fees, costs, penalties, or losses associated with such designation. CPC make no representations to any vendor regarding their designation of data as "proprietary and confidential."

Defects: All products must be 100% guaranteed. Any product which is received damaged, found to be defective, or does not perform to the end users' expectations must be replaced at the vendor's expense including all shipping/delivery charges. If a member receives product(s) that appear to be damaged, they reserve the right to refuse delivery. Participating members will not be charged for items that are refused.

Delivery: All prices submitted are to be F.O.B. Destination, Freight Pre-Paid and Allowed. Unless clearly stated otherwise by the respondent, prices submitted shall include all charges for transportation, packaging, etc., necessary to complete delivery on an F.O.B. Destination basis.

Express Online Marketplace: CPC provides members with an online purchasing platform called Express. Through Express, members are able to search for and purchase items. Essentially, Express is a one-stop shop for many of CPC's commodity based contracts. Awarded vendor(s) do not have to have an e-commerce site to be included in Express. Over the span of a year, members have purchased over \$1,638,000 in commodity type goods through Express. As Express offers integration into two of the main school financial systems in Minnesota, CPC expects members utilizing the marketplace and sales to grow significantly. A demonstration of Express will be available to all respondents who participate in the non-required conference call. CPC will work with the awarded vendor(s) to determine if the contract agreement is suitable for the online platform.

Force Majeure: Except for payments of sums due, neither party shall be liable to the other, nor deemed in default under this contract, if and to the extent that such party's performance of this contract is prevented by reason of force majeure. The term "force majeure" means an occurrence that is beyond the control of either party affected and occurs without fault or negligence, including, but not limited to, the following: acts of nature; acts of the public enemy; war; riots; strikes; mobilization; labor disputes; civil disorders; fire; flood; earthquakes; famine; volcanic eruptions; meteor strikes; lockouts; injunctions-interventions-acts or failures; or refusals to act by government authority; and other similar occurrences beyond the control of the party declaring force majeure which such party is unable to prevent by exercising reasonable diligence. The force majeure shall be deemed to commence when the party declaring force majeure notifies the other party of the existence of the force majeure, and shall be deemed to continue as long as the results or effects of the force majeure prevent the party from resuming performance in accordance with this agreement. Force majeure shall not include late deliveries of

software or materials caused by congestion at a manufacturer's plant or elsewhere, an over-sold condition of the market, inefficiencies and poor management practices, or similar occurrences. If either party is delayed at any time by force majeure, then the delayed party shall notify the other party in writing of such delay within 48 hours.

Insurance: The awarded vendor(s) shall purchase, maintain and provide certification from insurer(s) for minimal coverage during the life of an awarded contract, to include, but not limited to, comprehensive public and/or commercial liability, errors and omissions, workman's compensation, unemployment, and other insurance coverage required by and applicable to each of CPC's individual state's statutes and federal laws which proposed products and services will be offered and provided.

Leasing: Members may intend to purchase products and/or equipment from the awarded vendor(s) through a leasing program. The awarded vendor(s) should attempt to work with CPC's current leasing vendor. The current leasing vendor may require a minimum purchase amount to begin the leasing process. Should the awarded vendor(s) be required to utilize their own financial leasing company, this should be noted/requested as an exception in Form B – Questionnaire.

New Member Notification: CPC will email the current membership list to the awarded vendor(s) each quarter. Those members not renewing membership should not receive member pricing/discounts.

Ordering: All orders will be executed by CPC members, directly, with the awarded vendor(s). The awarded vendor(s) will provide products and/or service(s) directly to the specified member and invoice that member directly. The awarded vendor(s) may offer a variety of options for members to place orders.

Patents: The awarded vendor(s) shall hold and save CPC and CPC members and their officers, agents, servants, and employees, harmless from liability of any nature or kind, including cost and expense for, or on account of, any patented or non-patented invention, process, article or appliance manufactured or used in the performance of this contract, including its use by the owner, unless specifically stipulated in the contract document.

Quarter: As used herein, quarters are defined as the periods from July 1 through September 30, October 1 through December 31, January 1 through March 31, and April 1 through June 30.

Recalls: The awarded vendor(s) shall notify CPC and their participating members immediately of any product recalls. The awarded vendor(s) will issue a credit or comparable substitute for any delivered, recalled product at the member's discretion. All costs associated with voluntary and involuntary product recalls shall be borne by the awarded vendor(s).

Service Cooperative Member: A service cooperative member shall be defined in accordance with the, Minnesota Statutes M.S. §471.59, and M.S. §123A.21, Sub. 11, North Dakota Century Code Chapter 54-40.3, and South Dakota Statutes §5-18A-37. An eligible member includes any school, city, county, other governmental agency, or nonprofit organization that has been deemed eligible for participation.

Sales Representation and Marketing: The awarded vendor(s) agree(s) to provide identified sales/marketing representatives whom CPC can contact for sales and product information.

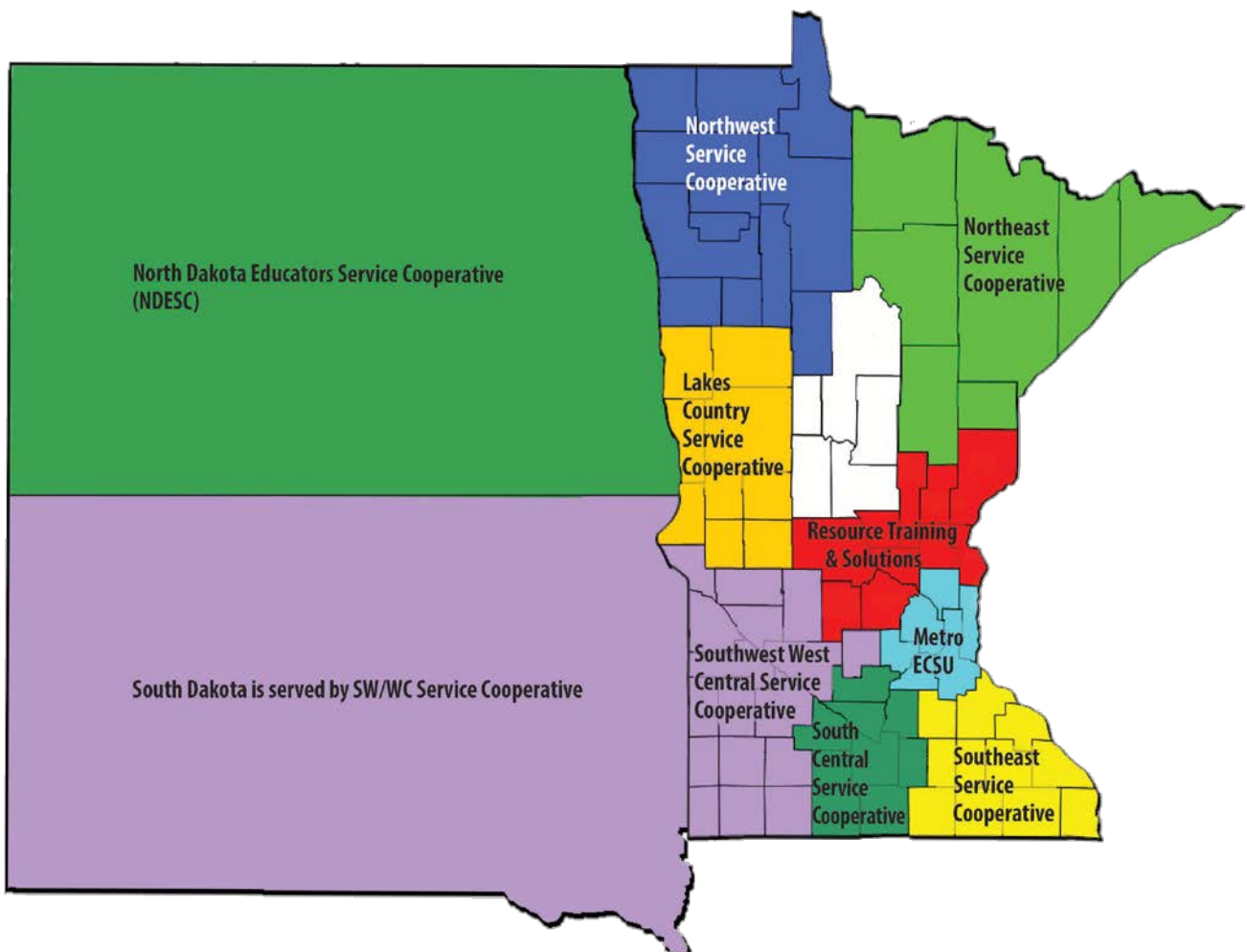
Sales Tax: Sales tax shall not be included in the prices quoted on the proposal form.

Substitutions: The materials, products or equipment described in these documents establish a standard of type, function and quality to be met by any proposed substitution. Unless the particular specification prohibits substitution, respondents are encouraged to propose materials, products or equipment of comparable type, function and quality. Proposals for substitute items shall be stated in the appropriate blank on the proposal form, or if the form does not contain blanks for substitution, on the respondent's

letterhead attached to the pricing form. Respondents shall attach to the form a statement of the manufacturer and brand name of each proposed substitution plus a complete description of the item, including descriptive literature, illustrations, performance and test data and any other information necessary for an evaluation. The burden of proof is upon the respondent for the merit of the proposed substitution.

Value Added Attributes: Attributes that a vendor can provide that assist in educating or providing additional service to CPC members. This would include, but is not limited to products/services, such as promotional items, participation in vendor shows, demonstration of products, training seminars, and ability to integrate with CPC's Express online marketplace (if applicable). CPC also considers any "optional" forms listed within Form C- Pricing Schedule to be value added attributes.

COOPERATIVE *Purchasing* CONNECTION



RFP 16.11 – Office Supplies

I. Technical Specifications

- A. Purpose:** CPC is seeking to accept a vendor(s) proposal(s) that will provide a broad-line of office supplies, furniture, copy paper and other related supplies to members along with exceptional services at consortium level discounted pricing. Through the combination of purchasing power, CPC’s objective is to achieve cost savings for its members through a single competitive solicitation process. This process eliminates vendor(s) from responding to multiple proposals allowing for the reduction in administrative and overhead costs through our purchasing procedures. CPC will work closely with the awarded vendor(s) to market this contract, not only to CPC members, but also to potential members where the contract would be an advantageous option for growing membership and purchases through the awarded vendor(s).
- B. Quantity History:** On average, CPC members have purchased around \$2,100,000 annually in office supplies and catalog furniture. With CPC’s intent to market the contract to current and potential members and to position the contract within the Express marketplace, it is CPC’s belief that the program will continue to grow significantly throughout the course of the solicitation term, not to exceed four (4) years.
- C. RFP Facilitator:**
 Lisa Truax, Bid & Contract Facilitator
 Cooperative Purchasing Connection
 1001 East Mount Faith Avenue,
 Fergus Falls, MN 56537
 1-218-737-6535 (direct)
ltruax@lcsc.org
- D. RFP Timeline:** Below is CPC’s timeline for RFP 16.11 – Office Supplies. Questions regarding the RFP must be submitted electronically via Public Purchase (www.publicpurchase.com). Any issues encountered during submission, respondents should contact support@publicpurchase.com or for immediate assistance use the Public Purchase chat function to solve any technical issues.

October 19, 2015	Publication of RFP 16.11 – Office Supplies
October 28, 2015 at 9:00 a.m. CDT	Non-Required Conference Call; a demonstration of the Express marketplace will be available during the conference call
October 30, 2015 at 10:00 a.m. CDT	Deadline for Bidders to Submit Questions
November 10, 2015 at 10:00 a.m. CDT	Deadline for RFP Submission
November 17-18, 2015	Vendor Presentations (if necessary); location TBD
November 25, 2015	Contact Awarded Vendor(s)
January 1, 2016	Initial Start of Contract Term

- E. Non-Required Conference Call:** A web conference will be held on Wednesday, October 28, 2015, at 9:00 a.m. CDT to allow respondents to ask questions relating to this RFP. Respondents are encouraged to participate and address any questions, concerns and/or issues they may have. Respondents participating in the conference call will have the opportunity to view a demonstration of CPC’s Express online marketplace. **To register for the non-required conference call, please visit: <https://www.anymeeting.com/525-388-948>.**
1. **Dial-in Number:** 323-920-0091
 2. **Attendee PIN:** 858 9785#

- F. RFP Submission:** CPC requires that responses be submitted electronically via Public Purchase (www.publicpurchase.com). Any issues encountered during the submission, respondents/vendors should contact support@publicpurchase.com or for immediate assistance use the Public Purchase chat function to solve any technical issues.

For RFP 16.11 – Office Supplies, your submission should reflect the following submitted documents:

1. Form A – Vendor Information (Submit as a PDF, not scanned)
2. Form B – Questionnaire (Submit as a Word (.doc or .docx) document)
3. Form C – Pricing Schedule (Submit as an Excel (.xls or .xlsx) document)
4. Form D – References (Submit as a PDF, not scanned)
5. Form E – Level of Support (Printed, signed, and scanned, submit as PDF)
6. Form F – Assurance of Compliance (Printed, signed, and scanned, submit as PDF)
7. Form G – Contract Offer & Award (Printed, signed, and scanned, submit as PDF)
8. Form H – Proposal Checklist (Printed, signed, and scanned, submit as PDF)

Required documents MUST be submitted in the indicated format. Any documents with inserted images of completed documents will not be accepted.

- G. Vendor Presentations:** Vendors submitting proposals may be asked to make a formal presentation of their proposal to CPC, if necessary, on Tuesday, November 17, or Wednesday, November 18, 2015. Presentations will take place at Resource Training & Solutions, 137 23rd Street South, Suite 200, Sartell, MN 56377. Exact presentation date, time, and details will follow.
- H. Notification of Intent to Award:** RFP award notification will be made by Wednesday, November 25, 2015. The actual award is subject to approval by the Board of Directors.
- I. Contract Term:** The term of the contract resulting from this RFP will be from January 1, 2016, through December 31, 2016. There will be an optional yearly renewal for a period lasting no longer than three (3) additional years, based on successful performance. All renewals and performance criteria will be mutually agreed upon between CPC and the awarded vendor(s).
- J. Administrative Fee:** The awarded vendor(s) will be required to pay a three (3.0%) percent administrative fee on the total gross sales to CPC members. This fee is used to cover CPC's program costs, including the cost of conducting the RFP, continuing support of the contract, and marketing the contract to current and potential members through direct mail, email notifications, and personal on-site visits. Administrative fees shall be paid to Lakes Country Service Cooperative on a quarterly basis.
- K. Reports Required of the Awarded Vendor(s):** The awarded vendor(s) will provide CPC with quarterly reports listing the sales volume showing the total gross dollar volume of all purchases made by members within that quarter and the correlating administrative fee calculations. CPC may also request reports on commonly purchased items or top selling items to create or update a market basket. All reports must be submitted in MS Excel.
- L. Specific Terms and Conditions:**
1. The awarded vendor(s) will provide a broad-line of office supplies to members along with exceptional services at consortium level discounted pricing.
 2. **Standard terms and conditions:**
 - a. The awarded vendor(s) agrees to:
 - i. Have access to a full inventory of the awarded product line(s).
 - ii. Provide sales and marketing representation that is able to educate, introduce and demonstrate products and/or services to CPC members.

- iii. Demonstrate that it possesses the necessary resources to, and agrees to, provide a comprehensive training and support program on the operation and use of the contract agreement. Services offered must be appropriate and adequate to ensure a successful partnership.
- iv. Maintain a minimum monthly average fill rate of 95% or above. Items that are reordered, backordered, or partially filled are not considered filled items when calculating this service level.
- v. Provide an electronic online catalog for order entry use by and suitable for the members' needs. The online catalog will note product discounts and, if applicable, the differing discounts for catalog categories awarded.
- vi. Supply quoted pricing to CPC's members upon their request. Quoted pricing should reflect the pricing submitted in Form C – Pricing Schedule. Pricing will remain locked for the duration of the contract term.
 - 1. Unless the particular specification prohibits substitution, respondents are encouraged to propose materials, products or equipment of comparable type, function and quality.
 - 2. Quotes for substitute items shall be stated in the appropriate blank on the quote form, or if the form does not contain blanks for substitution, on the respondent's letterhead attached to the pricing form including the manufacturer and brand name of each proposed substitution, plus a complete description of the item, including descriptive literature, illustrations, performance and test data and any other information necessary for an evaluation. The burden of proof is upon the respondent for the merit of the proposed substitution.
 - 3. Pricing should be in the form of a percentage from catalog list, published price, or price list. Discounts may be for the entire catalog or for a specific product or manufacturer categories.
 - 4. Price changes can only be made if the manufacturer's price changes. CPC must be made aware of the changes and approve the changes prior to the price changes taking effect.
 - 5. New products may be added at the established percentage discounts with CPC's approval.
 - 6. Discontinued products may be removed at any time during the contract term
 - 7. Notify CPC of any changes made to the contract resulting from this RFP, in writing, to the Bid & Contract Facilitator.
- vii. Include delivery in all pricing, although the awarded vendor(s) may require a minimum order for no delivery charge to be assessed. If the member's order is below the minimum order, a delivery charge may be assessed. The minimum order is based upon the member's order. No delivery surcharge may be assessed if the order meets or exceeds the minimum, even though the actual delivery may be below the minimum due to "out of stock" or backordered items.
- viii. Invoice and ship all items directly to CPC's participating members.
- ix. Provide packing slips with all deliveries including the members' purchase order number.
 - x. Orders not filled and partial shipments shall be indicated on the packing list. CPC members shall be notified of an anticipated availability date.
- xi. Deliver goods during normal hours of operation on weekdays, unless at the convenience of the member and through mutual agreement with the awarded vendor(s).
- xii. Pay return shipping and give full credit on any defective product. All products must be 100% guaranteed.
- xiii. Warranty the products and supplies purchased by members against any defects in design, workmanship and as suitable use intended for a period equal to the original manufacturer's warranty period.

- xiv. Assist members in reaching a resolution in a dispute with the manufacturer over warranty terms. Equipment warranties must be clearly and visibly stated.
- xv. Verify that all items conform to applicable federal and state safety requirements.
- xvi. Provide proper Safety Data Sheets (SDS) as required by law for all products sold. The SDS literature must be delivered to the member with each shipment of goods.
- xvii. Notify CPC and their participating members immediately of any product recalls.
 - 1. Issue a credit or comparable substitute for any delivered, recalled product at the member's discretion. All costs associated with voluntary and involuntary product recalls shall be borne by the awarded vendor(s).
- xviii. CPC reserves the right to request samples of products for evaluation. The awarded vendor must provide the requested samples, at no charge, within five (5) business days of the request.

3. Product and/or category terms and conditions:

- a. The awarded vendor(s) agrees to:
 - i. Provide general office supplies that include, but are not limited to: pencils, pens, markers and other writing instruments, correction fluid, tape, film, and other correction products; ink and toner cartridges, tape glue, past, and other adhesives; staplers, staples, paper clips and paper clamps; permanent and removable self-adhesive, moisten and stick, colored and clear, and specialty labels; standard file folders, hanging file folders, floor and desktop file cabinets, trays, containers and organization systems, bulletin boards, batteries, mailing and shipping supplies; storage files.
 - ii. Provide office electronics that include, but are not limited to: scanners, printers, electronic handhelds, desktops, scientific printers and nonprinting calculators.
 - iii. Provide paper products that include, but are not limited to: white and color copy and duplicator paper, linen office papers, envelopes, index cards, writing pads, composition books, loose-leaf paper, and card and cover stock papers.
 - iv. Provide specialty equipment and supplies that include, but are not limited to: signs, nameplates, name badges, computer supplies, carrying cases, briefcases, break room, and housekeeping supplies.
 - v. Provide annually, a shopping list of core items for members to purchase from. The initial contract will use the core list of items provided in Form C – Pricing Schedule.
 - vi. Provide quarterly, a shopping list of copy paper. Pricing on the copy paper shopping list shall remain locked for the quarter.
 - 1. All copy paper shall meet the following specifications: 20# weight, 92 brightness per US Brightness Scale, 190 or better in smoothness.
 - vii. Supply CPC with summary usage reports for members. Usage reports may include, but are not limited to all products ordered by members, unit of measure, price per unit and total, year-to-date quantity shipped, year-to-date price, and year-to-date frequency.
 - viii. Have the ability to offer a customized price list(s) to participating agencies for items within the awarded vendor(s) catalog. The vendor must work with the individual service cooperatives and communicate goals, pricing, and status changes regarding the customizable list(s).
 - ix. Offer private label items. The awarded vendor shall maintain the same manufacturer specification for private label products throughout the term of the contract. Any change of manufacturers for a private label shall result in offering equal to or superior to the originally approved manufacturer at a price equal to or lower than the original offering.
 - x. Ship all products within forty-eight (48) hours or two (2) days upon receipt of order from member.
 - xi. Confirm that all products sold are new.

M. Glossary of Terms

1. Awarded Vendor(s). The company or companies chosen by CPC to provide goods and/or services to CPC members through the RFP process.
2. Respondent. A respondent has notified CPC of a desire to respond to the proposal and/or has submitted a proposal in response to the Request for Proposals (RFP).
3. Safety Data Sheet SDS. Documentation providing workers and emergency personnel with procedures for handling or working with a specific substance in a safe manner, and information such as physical data, toxicity, health effects, first aid, reactivity, storage, disposal, protective equipment, and spill-handling procedures.
4. Shopping Lists. Shopping lists, formerly known as requisition forms, are quick reference and/or order forms that members can use to place orders with the awarded vendor(s).

Form A – Vendor Information

Company Information			
Company Name			
Address			
City/State/Zip			
Phone		Fax	
Toll Free Customer Number			

Company Contacts	
General Manager Name <ul style="list-style-type: none"> • Email • Phone 	
Sales Manager Name <ul style="list-style-type: none"> • Email • Phone 	
Customer Service Manager Name <ul style="list-style-type: none"> • Email • Phone 	
Account Manager(s) for the Cooperatives Name(s) <ul style="list-style-type: none"> • Email • Phone 	

Responsibilities	
CPC New Member Notification <ul style="list-style-type: none"> • Name • Email/Phone 	
CPC Member Customer Service <ul style="list-style-type: none"> • Name • Email/Phone 	
Submitting Sales Reports to CPC <ul style="list-style-type: none"> • Name • Email/Phone 	
Payment of Administrative Fees to CPC <ul style="list-style-type: none"> • Name • Email/Phone 	
Conducting Audits <ul style="list-style-type: none"> • Name • Email/Phone 	

Form B – Questionnaire

Instructions. Please complete the questionnaire below by placing your company’s answers in the correlating response column.

Responding Company’s Name:	
Instructions: For those responding to the RFP, please respond to the questions below.	
Question	Response
1. As you envision it, what is your company’s role in this partnership? Please include sales and marketing strategies.	
2. Does your company have the capability to attend conferences and provide training seminars?	
3. How many staff members are dedicated to in-house customer service?	
4. Using the map provided in the RFP, please identify areas that your company may not be able to service.	
5. Inventory: where are your company’s distribution hubs located? What is the service/fill rate of inventory from those locations?	
6. Describe your company’s ordering process and what methods can be used by members to place or create orders?	
7. Does your company offer online ordering? How many staff members are dedicated to your online ordering helpdesk?	
8. Does your company have retail locations that members would be able to access to make purchases? If so, please describe how our members would receive their discount(s) at your retail locations.	
9. Please explain if your company would or would not be willing to proceed with integration into Express should your company be awarded a contract.	
10. What are your payment terms?	
11. Does your company accept payment by procurement/credit card? If so, is the member assessed a fee for purchasing with a procurement/credit card?	
12. Does your company offer any prompt payment discounts? If so, please describe.	
13. Does your company require a minimum order? If so, what are your minimum order requirements? If the minimum is not met, what surcharge would you assess?	
14. Briefly explain your delivery policy and the lead time required from a member placing an order to receipt of delivery.	
15. Does your company assess fuel surcharges for deliveries? If so, what is the charge?	

16. At times there are issues with service and/or deliveries. Please describe your process for addressing issues with participating members.	
17. State your company's process for handling returns and/or credits.	
18. State your company's process for introducing new products to participating members.	
19. What value-added services does your company offer to CPC members?	
20. Is there a specific time of the year when you as a company receive pricing increases and/or decreases from the manufacturers? How will your company propose pricing increases and decreases to the core list and paper core lists?	
<p>21. SCENARIO – The following scenario has occurred with some of our vendors in the past, please review and respond accordingly.</p> <p><i>A sales representative was contacted by one of the Cooperative Purchasing Connection (CPC) regions for special pricing on a large quantity order. Once pricing was returned to the member, the member agreed to place the order. The ordering process took a few weeks because a decision was made to drop ship the items directly from the manufacturer because the company didn't have the quantity requested in stock. The delivery was made quickly, however, one of the items was damaged during the shipping process. The CPC member contacted the company to report the shipping/delivery issue and the member was told that in order for a credit to be placed on their account or to replace the item they would first need the approval of the member's sales representative.</i></p> <p><i>The member had reached out to their sales representative, but never responded. The member reached out to the regional purchasing coordinator and asked for assistance with the issue. The regional purchasing coordinator received the same information from the company stating that in order for a credit to be placed on the account, approval would need to come from the member's sales representative. The regional purchasing coordinator reached out to the sales representative through a phone call and the issue was resolved and a replacement item was sent to the member.</i></p> <p>Please describe how your company would have handled this situation. How would your company have handled</p>	

<p>communication with the member and the regional purchasing coordinator?</p> <p>What does your company have in place to resolve issues quickly and easily for members, in particular when a sales representative cannot be reached?</p>	
<p>22. Would your company consider a dedicated inside sales representative that would be familiar with the CPC contract/program and our membership, be empowered to handle situations as a regular sales account representative would, and be available for quick responses to member inquiries and questions?</p>	
<p>23. Would your company be willing to work with each of the regions on sending/ mailing out physical catalogs to members?</p>	
<p>24. Please describe what your company envisions as a 30-day roll-out and marketing plan. Do you believe your company has enough staff that will be dedicated to CPC to ensure a successful roll-out to 1,400+ members in a timely, well communicated, responsive fashion?</p>	
<p>25. Please list the contracts your company currently holds that may compete directly with the CPC program and describe how you will position the CPC program versus other contracts to CPC members.</p> <p>If other contracts are available, please describe the process CPC would need to take to transition a current purchaser who requests to utilize our program/contract instead of their current contract.</p>	
<p>26. How would you educate your sales representatives on the strengths of our contract? Would sales representatives be willing to conduct on-site visits with service cooperative staff to members to explain the benefits of the CPC program?</p>	
<p>27. Please describe your marketing plan to reach and connect with our members in both all three states. Please note what touch points and connection those members have with sales representatives.</p>	
<p>28. While attending conferences, please describe how the CPC program will be represented/promoted at those events.</p>	
<p>29. Are your sales representatives' wages and compensations effected by different programs/contracts they promote?</p>	
<p>30. List any additional stipulations and/or requirements your company requests that are not covered in the RFP.</p>	

31. List any exceptions that your company is requesting to the terms set forth in the Instructions and Technical Specifications.

Form C.2A - Core Items Price Schedule

*Please note this workbook has multiple tabs.

Instructions. Please complete the following information for all of the core items listed below. The items below are high usage items and it is anticipated that deeper discounts will be bid for those specific items. Form C.2A has been formatted to print to one-page width. Please note this is a **required form**.

Responding Company's Name:

REQUIRED FORM

Product Category	12 Mo. Volume	Product Description	Manufacturer	Manufacturer SKU	Vendor SKU	Unit of Measure	Catalog List Price	Category Discount	Net Price To Member	Comments
BATTERIES	240	AAA COPPERTOP VALUE PACK 24				PK			\$ -	
BATTERIES	360	ALKALINE AA COPPERTOP 24 PK				PK			\$ -	
BATTERIES	130	PROCELL D BATTERY 12 PACK				PK			\$ -	
BINDERS & PORTFOLIO	110	BINDER BLACK 1" 2PK				EA			\$ -	
BINDERS & PORTFOLIO	160	BINDER WHITE 2" RR				EA			\$ -	
BINDERS & PORTFOLIO	110	BINDER WHITE 3" RR				EA			\$ -	
BINDERS & PORTFOLIO	100	BINDER,VIEW,5",ROUND,WE				EA			\$ -	
BINDERS & PORTFOLIO	200	D-RING VIEW BINDER 3" WHITE				EA			\$ -	
BINDERS & PORTFOLIO	100	D-RING VIEW BINDER 4" WHITE				EA			\$ -	
BINDERS & PORTFOLIO	175	INDEX DIV CLEAR 8 TAB 3 PACK				PK			\$ -	
BINDERS & PORTFOLIO	150	INDEX DIV MULTI C/N 5 TAB 3 PACK				PK			\$ -	
BINDERS & PORTFOLIO	100	INDEX DIV MULTICLR 8TAB 3 PACK				PK			\$ -	
BINDERS & PORTFOLIO	400	INSERTABLE 5TB BUFF-CLEAR 1PK				PK			\$ -	
BINDERS & PORTFOLIO	160	INSERTABLE 5TB BUFF-COLOR 1PK				PK			\$ -	
BINDERS & PORTFOLIO	150	INSERTABLE 8TB BUFF-CLEAR 1PK				PK			\$ -	
BINDERS & PORTFOLIO	700	INSERTABLE 8TB BUFF-COLOR 1PK				PK			\$ -	
BINDERS & PORTFOLIO	500	VIEW 1" BINDER BLACK				EA			\$ -	
BINDERS & PORTFOLIO	250	VIEW 1" BINDER WHITE				EA			\$ -	
BINDERS & PORTFOLIO	200	VIEW 1.5" BINDER WHITE				EA			\$ -	
BINDERS & PORTFOLIO	130	VIEW BINDER WHITE 1.5" 2PK				PK			\$ -	
BINDERS & PORTFOLIO	110	WRITE-ON TOP TAB 5TB COLOR 1PK				PK			\$ -	
CLIPS, PINS & RUBBER BANDS	400	BINDER CLIPS MED BLACK 24PK				PK			\$ -	
CLIPS, PINS & RUBBER BANDS	170	BINDER CLIPS MINI BLACK 60PK				PK			\$ -	
CLIPS, PINS & RUBBER BANDS	280	BINDER CLIPS SMALL BLACK 36PK				PK			\$ -	
CLIPS, PINS & RUBBER BANDS	210	CLEAR PUSH PINS 250CT				PK			\$ -	
CLIPS, PINS & RUBBER BANDS	400	PAPER CLIPS #1 1000PK				PK			\$ -	
CLIPS, PINS & RUBBER BANDS	100	PAPER CLIPS #1 NONSKID 1000PK				PK			\$ -	
CLIPS, PINS & RUBBER BANDS	340	PAPER CLIPS JUMBO 1000PK				PK			\$ -	
CLIPS, PINS & RUBBER BANDS	180	RUBBERBANDS ASSORTED 1.5OZ				PK			\$ -	
CLIPS, PINS & RUBBER BANDS	115	SMALL BINDER CLIPS 3/8"144PK				PK			\$ -	
CORRECTION SUPPLIES	410	CORRECTION FLUID				EA			\$ -	
CORRECTION SUPPLIES	120	CORRECTION TAPE 10PK				PK			\$ -	
CORRECTION SUPPLIES	165	DRYLINE CORRECTION FILM 2 PK.				PK			\$ -	
CORRECTION SUPPLIES	120	LIQUID PAPER BOND WHITE 3PK				PK			\$ -	
DESK ACCESSORIES	210	6 OUTLET POWER STRIP 3FT				EA			\$ -	
DESK ACCESSORIES	185	GAS DUSTER 2PACK 8OZ				PK			\$ -	
DESK ACCESSORIES	115	MED RECYCLED WASTE CAN, 28-QT				EA			\$ -	
DESK ACCESSORIES	1040	RECYCLED CLIPBRD HRDBD-LTR				EA			\$ -	
DESK ACCESSORIES	300	SCIENTIFIC CALC				EA			\$ -	
DESK ACCESSORIES	120	SOLID MOUSE PAD BLACK				EA			\$ -	
DRY ERASE	465	CHISEL ASST 4CT				PK			\$ -	
DRY ERASE	150	CHISEL TIP GRN DZ				BX			\$ -	
DRY ERASE	160	CHISEL TIP MARKER BLUE DZ				BX			\$ -	
DRY ERASE	125	CHISEL TIP MARKR RED DZ				BX			\$ -	
DRY ERASE	510	CHISEL TIP ORANGE DZ				DZ			\$ -	
DRY ERASE	200	CHISEL TIP PURPLE DZ				BX			\$ -	
DRY ERASE	115	ERASER				EA			\$ -	
DRY ERASE	900	LOW ODOR CHISEL BLACK DZ				BX			\$ -	
DRY ERASE	520	LOW ODOR CHISEL BLUE DZ				BX			\$ -	
DRY ERASE	400	LOW ODOR CHISEL RED DZ				BX			\$ -	
DRY ERASE	1040	MARKER CLEANER 8 OZ				PK			\$ -	
ENVELOPES & MAILING	160	ENV #10 WHITE 500 COUNT				BX			\$ -	

Product Category	12 Mo. Volume	Product Description	Manufacturer	Manufacturer SKU	Vendor SKU	Unit of Measure	Catalog List Price	Category Discount	Net Price To Member	Comments
ENVELOPES & MAILING	170	ENV CLASP 10X13 28LB 100CT				BX			\$ -	
ENVELOPES & MAILING	240	ENV CLASP 6X9 28LB 100CT				BX			\$ -	
ENVELOPES & MAILING	285	ENV CLASP 9X12 28LB 100CT				BX			\$ -	
ENVELOPES & MAILING	231	ENV MOISTENER				EA			\$ -	
ENVELOPES & MAILING	115	ENV WINDOW #10 500CT				BX			\$ -	
ENVELOPES & MAILING	110	LABEL 1X2-5/8 WHT LSR/IJ 3000PK				PK			\$ -	
ENVELOPES & MAILING	105	MAIL SEAL 1-1/2 WHT IJ/LSR 240				PK			\$ -	
FILING	170	FOLDER 2 POCKET ASST 24PK				PK			\$ -	
FILING	115	FOLDER 2PKT DK BLUE 25PK				PK			\$ -	
FILING	150	FOLDER 2PKT LT BLUE 25PK				PK			\$ -	
FILING	225	FOLDER 2PKT RED 25PK				PK			\$ -	
FILING	215	FOLDER 2PKT YLW 25PK				PK			\$ -	
FILING	210	FOLDER HANGING LTR1/5 RECYCLE 25				BX			\$ -	
FILING	1100	FOLDER LTR 1/3CUT MAN 100CT				BX			\$ -	
FILING	130	FOLDER MANILA 1/5-CUT LETTER				PK			\$ -	
FILING	184	STD WEIGHT SHEET PROT 100PK				PK			\$ -	
INDEX CARDS	340	INDEX CARD 3X5 BLANK WHT 500CT				PK			\$ -	
INDEX CARDS	190	INDEX CARD 4X6 RULD WHT 500CT				PK			\$ -	
INDEX CARDS	170	INDEX CARD 5X8 RULD WHT 100CT				PK			\$ -	
MARKERS & HIGHLIGHTERS	1000	FINE BLACK 12 PACK				PK			\$ -	
MARKERS & HIGHLIGHTERS	155	FINE BLUE 12 PACK				PK			\$ -	
MARKERS & HIGHLIGHTERS	105	FINE GREEN 12 PACK				PK			\$ -	
MARKERS & HIGHLIGHTERS	175	FINE RED 12 PACK				PK			\$ -	
MARKERS & HIGHLIGHTERS	140	HIGHLIGHTER BLUE 12 PK				PK			\$ -	
MARKERS & HIGHLIGHTERS	140	HIGHLIGHTER GREEN 12 PK				PK			\$ -	
MARKERS & HIGHLIGHTERS	130	HIGHLIGHTER PINK 12 PK				PK			\$ -	
MARKERS & HIGHLIGHTERS	340	HIGHLIGHTER YELLOW 12 PK				PK			\$ -	
MARKERS & HIGHLIGHTERS	140	LARGE PERM MARKER CHISEL PURPLE				EA			\$ -	
MARKERS & HIGHLIGHTERS	120	LARGE PERM MARKER ORANGE				EA			\$ -	
MARKERS & HIGHLIGHTERS	175	MARKERS BLACK 12PK				PK			\$ -	
MARKERS & HIGHLIGHTERS	130	MARKERS BROADLINE 10CT				PK			\$ -	
MARKERS & HIGHLIGHTERS	150	VIS-A-VIS FINE POINT BLACK DZ				PK			\$ -	
OFFICE SUPPLIES	170	LAMINATING CARTRIDGE 100' REFILL 8 1/2" x 11"				EA			\$ -	
OFFICE SUPPLIES	170	12" ACRYLIC OFF-RULE				PK			\$ -	
OFFICE SUPPLIES	125	2015RY TWO-COLOR DSK PD,22X17				EA			\$ -	
OFFICE SUPPLIES	127	7" STRAIGHT SCISS POINTED BLK				EA			\$ -	
OFFICE SUPPLIES	425	8" BENT SHEAR				EA			\$ -	
OFFICE SUPPLIES	155	8-DIGIT MINI HANDHELD CALC				EA			\$ -	
OFFICE SUPPLIES	930	ADD MACH ROLL 2.25"X128"				PK			\$ -	
OFFICE SUPPLIES	100	CALCULATOR ROLL 2.25"X200' 5PK				PK			\$ -	
OFFICE SUPPLIES	440	DISINFECTING WIPES 75CT				EA			\$ -	
OFFICE SUPPLIES	240	HARDWOOD ENGLISH/METRIC 12"				EA			\$ -	
OFFICE SUPPLIES	125	INSTANT COLD PACK				PK			\$ -	
OFFICE SUPPLIES	150	KID'S SCISSORS BLUNT 5"				EA			\$ -	
OFFICE SUPPLIES	310	MONEY/RENT RCPT 3PART 7X11				PK			\$ -	
OFFICE SUPPLIES	135	PROTRACTOR 6"PLAS CR				EA			\$ -	
OFFICE SUPPLIES	160	RCYCL ADD ROLL 2.25"X150' WHT				EA			\$ -	
OFFICE SUPPLIES	145	RECEIPT BK 200 SETS/BK 5X11				PK			\$ -	
OFFICE SUPPLIES	150	RIBN-CALC TWIN SPOOL BLACK/RED				PK			\$ -	
OFFICE SUPPLIES	390	STRAIGHT SCISSORS BLACK				EA			\$ -	
OFFICE SUPPLIES	260	STRAIGHT VALUE SCISSOR RED 8"				EA			\$ -	
OFFICE SUPPLIES	130	WOOD RULER W/METAL EDGE 12"				EA			\$ -	
PAD & FILLERS	160	LEGAL PAD CANARY LR 8.5X11 12PK				PK			\$ -	
PAD & FILLERS	270	LEGAL PAD WHITE LR 8.5X11 12PK				PK			\$ -	
PAD & FILLERS	155	LEGAL PAD WHT 5X8 12PK				PK			\$ -	
PAPER	100	CONSTRUCTION PAPER BLK 12X18 76#				PK			\$ -	
PAPER	300	CONSTRUCTION PAPER BLK 9X12 76#				PK			\$ -	
PAPER	100	CONSTRUCTION PAPER BLU 12X18 76#				PK			\$ -	
PAPER	100	CONSTRUCTION PAPER BLU 9X12 76#				PK			\$ -	
PAPER	100	CONSTRUCTION PAPER BRW 12x18 76#				PK			\$ -	
PAPER	100	CONSTRUCTION PAPER BRW 9X12 76#				PK			\$ -	

Product Category	12 Mo. Volume	Product Description	Manufacturer	Manufacturer SKU	Vendor SKU	Unit of Measure	Catalog List Price	Category Discount	Net Price To Member	Comments
PAPER	100	CONSTRUCTION PAPER GRN 12x18 76#				PK			\$ -	
PAPER	100	CONSTRUCTION PAPER GRN 9X12 76#				PK			\$ -	
PAPER	100	CONSTRUCTION PAPER ORG 12x18 76#				PK			\$ -	
PAPER	100	CONSTRUCTION PAPER ORG 9X12 76#				PK			\$ -	
PAPER	100	CONSTRUCTION PAPER PRP 12x18 76#				PK			\$ -	
PAPER	100	CONSTRUCTION PAPER PRP 9X12 76#				PK			\$ -	
PAPER	100	CONSTRUCTION PAPER RED 12x18 76#				PK			\$ -	
PAPER	100	CONSTRUCTION PAPER RED 9X12 76#				PK			\$ -	
PAPER	100	CONSTRUCTION PAPER WHT 12X18 76#				PK			\$ -	
PAPER	135	CONSTRUCTION PAPER WHT 9X12 76#				PK			\$ -	
PAPER	100	CONSTRUCTION PAPER YLW 12x18 76#				PK			\$ -	
PAPER	163	CONSTRUCTION PAPER YLW 9X12 76#				PK			\$ -	
PENCILS & ERASERS	260	CAP ERASERS ASSORTED 25CT				PK			\$ -	
PENCILS & ERASERS	260	COLORED PENCILS 24 COUNT				PK			\$ -	
PENCILS & ERASERS	140	PENCIL LEADS 0.7MM 30/TUBE 1PK				PK			\$ -	
PENCILS & ERASERS	1440	YELLOW PENCILS #2 12CT				PK			\$ -	
PENCILS & ERASERS	105	YELLOW PENCILS #2 36CT				PK			\$ -	
PENCILS & ERASERS	410	YELLOW PENCILS #2 72CT				PK			\$ -	
PENCILS & ERASERS	100	.5MM HB FINE BLACK LEAD REFILL				EA			\$ -	
PENCILS & ERASERS	150	.7MM HB MED BLACK LEAD REFILL				EA			\$ -	
PENS	140	STIC BLACK 60CT				BX			\$ -	
PENS	110	STIC BLUE 60CT				BX			\$ -	
PENS	340	STIC GRIP BLACK 12PK				BX			\$ -	
PENS	140	STIC GRIP BLUE 12PK				BX			\$ -	
PENS	136	STIC GRIP RED 12PK				BX			\$ -	
POST-IT NOTES	330	NOTE 1.5X2 12PK YELLOW				PK			\$ -	
POST-IT NOTES	200	NOTE 3X3 18PK PASTELS				PK			\$ -	
POST-IT NOTES	520	NOTE 3X3 18PK YELLOW				PK			\$ -	
POST-IT NOTES	115	NOTE 3X5 12PK YELLOW				PK			\$ -	
SHARPENERS & PUNCHES	165	1-HOLE PUNCH 6 SHEET BASIC				PK			\$ -	
SHARPENERS & PUNCHES	250	MULTI-HOLE MAN PENCIL SHRPNR				EA			\$ -	
SHARPENERS & PUNCHES	150	PENCIL SHARPENER-BLACK				EA			\$ -	
SHARPENERS & PUNCHES	190	SCHOOL PRO ELECTRIC SHARPENER				EA			\$ -	
STAPLERS & STAPLES	675	FULL STRIP STAPLES 5000 BOX				BX			\$ -	
STAPLERS & STAPLES	1050	STANDARD STAPLER BLACK				EA			\$ -	
STAPLERS & STAPLES	460	STANDARD STAPLES-3PK				PK			\$ -	
STAPLERS & STAPLES	305	STAPLE REMOVER JAW-STYLE				EA			\$ -	
TAPE, DISPENSERS & ADHESIVES	115	ADHESIVE MOUNTING PUTTY				PK			\$ -	
TAPE, DISPENSERS & ADHESIVES	280	BOOK REPAIR TAPE				EA			\$ -	
TAPE, DISPENSERS & ADHESIVES	135	DISPENSER TAPE HAND 3/4"W1"				EA			\$ -	
TAPE, DISPENSERS & ADHESIVES	780	DOUBLE COATED TAPE W/DISPENSER				EA			\$ -	
TAPE, DISPENSERS & ADHESIVES	325	DUCT TAPE 2" X 45YDS				EA			\$ -	
TAPE, DISPENSERS & ADHESIVES	560	GLUE STICK WASHABLE 1PK				PK			\$ -	
TAPE, DISPENSERS & ADHESIVES	300	GLUE STICK WASHABLE 24PK				PK			\$ -	
TAPE, DISPENSERS & ADHESIVES	105	GLUE STICK WASHABLE 4PK				PK			\$ -	
TAPE, DISPENSERS & ADHESIVES	230	GLUE-ALL 4OZ				EA			\$ -	
TAPE, DISPENSERS & ADHESIVES	115	MAGIC TAPE 3/4" X 1000" 16PK				PK			\$ -	
TAPE, DISPENSERS & ADHESIVES	200	MASKING TAPE .75"X60 YD				EA			\$ -	
TAPE, DISPENSERS & ADHESIVES	3320	MASKING TAPE 18MMX55M				EA			\$ -	
TAPE, DISPENSERS & ADHESIVES	2275	MASKING TAPE 24MMX55M				EA			\$ -	
TAPE, DISPENSERS & ADHESIVES	350	MASKING TAPE 3" CORE 1"X 60				EA			\$ -	
TAPE, DISPENSERS & ADHESIVES	995	MASKING TAPE 48MMX55M 24/CS				EA			\$ -	
TAPE, DISPENSERS & ADHESIVES	150	PKGTAPE 1.88X54.6 6PK				EA			\$ -	
TAPE, DISPENSERS & ADHESIVES	150	PKGTAPE WDISP CLR 1.88X30				EA			\$ -	
TAPE, DISPENSERS & ADHESIVES	150	REMOVABLE ADHESIVE PUTTY 2OZ				EA			\$ -	
TAPE, DISPENSERS & ADHESIVES	1490	RUBBER CEMENT 4OZ				EA			\$ -	
TAPE, DISPENSERS & ADHESIVES	455	TAPE DISPENSER DESKTOP 1" CORE				EA			\$ -	
TAPE, DISPENSERS & ADHESIVES	235	TAPE MATT .75X1296 16 PACK				PK			\$ -	
TAPE, DISPENSERS & ADHESIVES	115	TAPE TWO SIDED 1/2X450 2PK				PK			\$ -	

Form C.3 - Furniture

*Please note this workbook has multiple tabs.

Instructions. Please complete the following information for all catalog furniture that your company offers. Form C.3 has been formatted to print to one page width. Please note this is an **optional form**.

Responding Company's Name:

OPTIONAL FORM

Product Category	Product Description	Manufacturer	Manufacturer SKU	Vendor SKU	Unit of Measure	Catalog List Price	Category Discount	Net Price To Member
								\$ -
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C.4 - Services Price Schedule

*Please note this workbook has multiple tabs.

Instructions. Please complete the tables below if your company offers any of the following services. Form C.4 - has been formatted to print to one page width. Please note this is an **optional form**.

Responding Company's Name: _____

#VALUE!

OPTIONAL FORM

Design & Print Services	Description	Standard Price & Rate	Discounted Price & Rates	Per Diem Charges (if any)	Mileage Charges (if any)	Additional Discounts on Large Projects: Y/N, please detail if Yes.

Installation Services	Description	Standard Price & Rate	Discounted Price & Rates	Per Diem Charges (if any)	Mileage Charges (if any)	Additional Discounts on Large Projects: Y/N, please detail if Yes.

Training Services	Description	Standard Price & Rate	Discounted Price & Rates	Per Diem Charges (if any)	Mileage Charges (if any)	Additional Discounts on Large Projects: Y/N, please detail if Yes.

Support Services	Description	Standard Price & Rate	Discounted Price & Rates	Per Diem Charges (if any)	Mileage Charges (if any)	Additional Discounts on Large Projects: Y/N, please detail if Yes.

Form C.5 - Volume Discounts

***Please note this workbook has multiple tabs.**

Instructions. Please complete the form below if your company is offering additional discounts for a one time purchase OR a group of local agencies in a geographic area combining requirements (estimate annual spend). Form C.5 has been formatted to print to one page width. Please note this is an **optional form**.

Responding Company's Name: _____

OPTIONAL FORM

Dollar Amount From	Dollar Amount To	Catalog/Category	Additional Discount Offered

Form D – References

Instructions: Please provide three references in the spaces below.

Responding Company's Name:	
-----------------------------------	--

Reference #1	
Reference Name	
Reference Contact Name <ul style="list-style-type: none">• Phone• Email	
Notes (for CPC use only):	

Reference #2	
Reference Name	
Reference Contact Name <ul style="list-style-type: none">• Phone• Email	
Notes (for CPC use only):	

Reference #3	
Reference Name	
Reference Contact Name <ul style="list-style-type: none">• Phone• Email	
Notes (for CPC use only):	

Form E – Level of Support

Instructions: Please indicate the level of support you will offer on this contract category. Check only one box in each section.

Prices are (check one box):	
<input checked="" type="checkbox"/>	No different from what we ordinarily offer to individual members.
<input checked="" type="checkbox"/>	Two percent (2%) lower than our best price to individual members.
<input checked="" type="checkbox"/>	Three percent (3%) lower than our best price individual members.
<input checked="" type="checkbox"/>	Four percent (4%) lower than our best price to individual members.
<input checked="" type="checkbox"/>	Five percent (5%) lower than our best price to individual members.
<input checked="" type="checkbox"/>	Ten percent (10%) lower than our best price to individual members.
<input checked="" type="checkbox"/>	Other, please explain

Prices are (check one box):	
<input checked="" type="checkbox"/>	No different from what we ordinarily offer to other consortiums.
<input checked="" type="checkbox"/>	Two percent (2%) lower than our best price to other consortiums.
<input checked="" type="checkbox"/>	Three percent (3%) lower than our best price other consortiums.
<input checked="" type="checkbox"/>	Four percent (4%) lower than our best price to other consortiums.
<input type="checkbox"/>	Five percent (5%) lower than our best price to other consortiums.
<input type="checkbox"/>	Ten percent (10%) lower than our best price to other consortiums.
<input type="checkbox"/>	Other, please explain

Authorized Signature (must match Signature on Form F)

Date

Form F – Assurance of Compliance

To Whom It May Concern:

The respondent has carefully checked the accuracy of all items including description, price per unit, and listed total price per item in this proposal. In addition, the respondent accepts the general provisions of the proposal, including delivery timelines, and all responsibilities of delivery as outlined.

The respondent is aware of any detailed and special conditions.

In submitting this proposal, it is understood that the right is reserved by the Cooperative Purchasing Connection to reject any or all proposals, and it is agreed that this proposal may not be withdrawn during a period of one hundred-twenty (120) days from the time of the opening date.

Company Name: _____

Authorized Agent's Signature: _____

Agent's Name (printed): _____

Address: _____

City/State/Zip: _____

Telephone Number: _____ Fax Number: _____

E-Mail Address: _____

Form G – Contract Offer & Award

OFFER TO BE COMPLETED BY VENDOR

In compliance with the Request for Proposal, the undersigned warrants that I/we have examined the Instructions to Respondents and Technical Specifications, and being familiar with all of the conditions surrounding the proposed projects, hereby offer and agree to furnish all professional services in compliance with all terms, conditions, specifications and amendments in this solicitation and any written exceptions in the offer. Signature also certifies understanding and compliance of this proposal.

The undersigned understands that his/her competence and responsibility and that of his/her proposed subcontractors, time of completion, as well as other factors of interest to the Cooperative Purchasing Connection as stated in the evaluation section, will be a consideration in making the award.

This contract offer and award binds said vendor to all terms and conditions stated in the proposal until a contract has been signed by both parties.

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Contract Contact Person: _____

Authorized Signature: _____

Printed Name: _____

ACCEPTANCE OF OFFER AND CONTRACT AWARD TO BE COMPLETED ONLY BY THE COOPERATIVE PURCHASING CONNECTION

Contract Term: It is the Cooperative Purchasing Connection's intent to award a contract(s) for Office Supplies for one (1) year, with the option to renew annually for three (3) years. The contract term shall be for a term of January 1, 2016, through December 31, 2016.

CPC Authorized Signature

16.11 - OFS
Contract Number

Awarded this _____ day of _____, 2015.

Form H – Proposal Checklist

The following items/submittals are required to be qualified as a respondent to the RFP. Respondents must submit an electronic version of their proposal by the due date and time listed in this RFP via Public Purchase (www.publicpurchase.com). Please take a moment to review the checklist provided and ensure all of the necessary documents have been uploaded with your response.

Your organization’s uploaded proposal should include the following submitted documents:

1. Form A – Vendor Information (Submit as a PDF, not scanned)
2. Form B – Questionnaire (Submit as a Word (.doc or .docx) document)
3. Form C – Pricing Schedule (Submit as an Excel (.xls or .xlsx) document)
4. Form D - References (Submit as a PDF, not scanned)
5. Form E – Level of Support (Printed, signed, and scanned, submit as PDF)
6. Form F – Assurance of Compliance (Printed, signed, and scanned, submit as PDF)
7. Form G – Contract Offer & Award (Printed, signed, and scanned, submit as PDF)
8. Form H – Proposal Checklist (Printed, signed, and scanned, submit as PDF)

IMPORTANT: Forms MUST be submitted electronically in the format indicated for the proposal to receive consideration. MS Word documents with inserted images of completed documents will not be accepted.

Authorized Signature

Date

From: [Public Purchase](#)
To: [Lisa Truax](#)
Subject: New Question on bid RFP #16.11 - Office Supplies.
Date: Friday, October 30, 2015 8:47:16 AM



Lisa M Truax

A question was posted on bid RFP #16.11 - Office Supplies on Oct 30, 2015 8:26:38 AM CDT

Question: *Can you describe the resulting workflow when a supplier ordering site is integrated with Express? Are items loaded to Express via a file upload, or is there a punchout to the supplier web site?*

You can post an answer to this question by clicking on "Answer Question" at the following link:

http://www.publicpurchase.com/gems/bid/questions/questionsBid?bidId=52179#question_383053

Please contact Public Purchase with any questions or requests at support@publicpurchase.com

Thank you for using Public Purchase.

Public Purchase Support Team
Email: support@publicpurchase.com
Website: www.publicpurchase.com

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MK: 24xOS6m4pww75vA6Pan4VA==

From: [Public Purchase](#)
To: [Lisa Truax](#)
Subject: New Question on bid RFP #16.11 - Office Supplies.
Date: Friday, October 30, 2015 8:50:17 AM



Lisa M Truax

A question was posted on bid RFP #16.11 - Office Supplies on Oct 30, 2015 8:47:33 AM CDT

Question: 1. *The file named Pricing Schedule that outlines the products you want priced out is locked. "Can we get an unlocked excel version of these items as soon as possible?"*

You can post an answer to this question by clicking on "Answer Question" at the following link:

http://www.publicpurchase.com/gems/bid/questions/questionsBid?bidId=52179#question_383057

Please contact Public Purchase with any questions or requests at support@publicpurchase.com

Thank you for using Public Purchase.

Public Purchase Support Team
Email: support@publicpurchase.com
Website: www.publicpurchase.com

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MK: FOalswUUbKym64xRZKbq1Q==

From: [Public Purchase](#)
To: [Lisa Truax](#)
Subject: New Question on bid RFP #16.11 - Office Supplies.
Date: Friday, October 30, 2015 8:50:17 AM



Lisa M Truax

A question was posted on bid RFP #16.11 - Office Supplies on Oct 30, 2015 8:48:06 AM CDT

Question: *2. Can you grant an extension to the due date since the core item file is locked and we need this open to proceed?*

You can post an answer to this question by clicking on "Answer Question" at the following link:

http://www.publicpurchase.com/gems/bid/questions/questionsBid?bidId=52179#question_383058

Please contact Public Purchase with any questions or requests at support@publicpurchase.com

Thank you for using Public Purchase.

Public Purchase Support Team
Email: support@publicpurchase.com
Website: www.publicpurchase.com

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MK: PAA5xbZnk+hCi6scywMG6g==

From: [Public Purchase](#)
To: [Lisa Truax](#)
Subject: New Question on bid RFP #16.11 - Office Supplies.
Date: Friday, October 30, 2015 8:50:17 AM



Lisa M Truax

A question was posted on bid RFP #16.11 - Office Supplies on Oct 30, 2015 8:48:55 AM CDT

Question: 4. Will cost plus or margin floors be allowed in any aspect of the pricing, especially with the List Less discount structure? Discount based pricing that allows for Cost Plus or Margin Floors are extremely misleading indicators of the true cost of product. The examples below are just part of the problem, the bigger problem is what is cost? Is cost what the vendor is invoiced for, should any early payment discounts be considered? What about rebates that vendors get from manufactures or marketing dollars? As a vendor can I add 15% - 25% for my overhead to determine the true cost of a product? Example of a 50% Discount with a 10% Margin Floor: List Price: \$200 Vendor Cost: \$150 (this is typically not known by customer) Discount % from List: 50% (appears to be \$100) Margin Floor 10% above Cost: \$15 Actual Cost to Customer: \$165 (Cost \$150 + 10% above Cost \$15) Example of a 35% Discount without Margin Floor: List Price: \$200 Vendor Cost: \$150 (this doesn't matter without Floors) Discount % from List: 35% (\$70 Discount) Actual Cost to Customer: \$130 As you can see this method of discounting makes it difficult for a public agency to audit the dollars being spent on a contract and therefore our recommendation is that no floors or cost plus be allowed.

You can post an answer to this question by clicking on "Answer Question" at the following link:

http://www.publicpurchase.com/gems/bid/questions/questionsBid?bidId=52179#question_383060

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Email: support@publicpurchase.com
Website: www.publicpurchase.com

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MK: kXPVffZMdn8ap3T18jprt看==

From: [Public Purchase](#)
To: [Lisa Truax](#)
Subject: New Question on bid RFP #16.11 - Office Supplies.
Date: Friday, October 30, 2015 8:50:18 AM



Lisa M Truax

A question was posted on bid RFP #16.11 - Office Supplies on Oct 30, 2015 8:48:28 AM CDT

Question: *3. On tab C.2A column I you are asking for the category discount for each item. In the instructions you are asking for a net price that should be lower than the category discounts. Please clarify if you are you asking for the same category discount percent as tab C.1, the discount from list for that specific item, or should that column be left blank?*

You can post an answer to this question by clicking on "Answer Question" at the following link:

http://www.publicpurchase.com/gems/bid/questions/questionsBid?bidId=52179#question_383059

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MK: KdwKSUR2IbMHOP0qssk/iQ==

Questions for Bid RFP #16.11 - Office Supplies



<p>Question #1</p> <p>Can you describe the resulting workflow when a supplier ordering site is integrated with Express? Are items loaded to Express via a file upload, or is there a punchout to the supplier web site?</p> <p>Answers Integration with a vendor can be done at multiple levels. Express is able to connect via a cXML punch-out connection or hosted catalog file. Order delivery can be done either by cXML or via email.</p> <p>Answer</p>	<p>Oct 30, 2015 8:26:37 AM CDT By: Innovative Office Solutions - InnovativeOS</p> <p>Oct 30, 2015 10:14:19 AM CDT By: ltruax</p> <p>Archive Reject</p>
<p>Question #2</p> <p>1. The file named Pricing Schedule that outlines the products you want priced out is locked. "Can we get an unlocked excel version of these items as soon as possible?"</p> <p>Answers On Form C - Pricing Schedule, C.2A - Core Items, there are four (4) columns that are locked, however, the remaining columns are unlocked and able to be edited by potential respondents.</p> <p>The locked columns include: column A "Product Category", column B "12 Mo. Volume", column C "Product Description", and column G "Unit of Measure".</p> <p>Answer</p>	<p>Oct 30, 2015 8:47:33 AM CDT By: Office Depot, Inc. - cmceynowa</p> <p>Oct 30, 2015 9:49:34 AM CDT By: ltruax</p> <p>Archive Reject</p>
<p>Question #3</p> <p>2. Can you grant an extension to the due date since the core item file is locked and we need this open to proceed?</p> <p>Answers As Form C - Pricing Schedule is editable for respondents to complete, an extension will not be granted.</p> <p>Answer</p>	<p>Oct 30, 2015 8:48:06 AM CDT By: Office Depot, Inc. - cmceynowa</p> <p>Oct 30, 2015 10:08:41 AM CDT By: ltruax</p> <p>Archive Reject</p>
<p>Question #4</p> <p>3. On tab C.2A column I you are asking for the category discount for each item. In the instructions you are asking for a net price that should be lower than the category discounts. Please clarify if you are asking for the same category discount percent as tab C.1, the discount from list for that specific item, or should that column be left blank?</p> <p>Answers In Form C - Pricing Schedule, tab C.2A - Core Items, CPC is requesting deeper discounts on this core list of products due to their high volume. The category discount listed in column I should be equal to or larger than the category discount entered on tab C.1 - Category Discount.</p> <p>Answer</p>	<p>Oct 30, 2015 8:48:28 AM CDT By: Office Depot, Inc. - cmceynowa</p> <p>Oct 30, 2015 10:10:41 AM CDT By: ltruax</p> <p>Archive Reject</p>
<p>Question #5</p> <p>4. Will cost plus or margin floors be allowed in any aspect of the pricing, especially with the List Less discount structure? Discount based pricing that allows for Cost Plus or Margin Floors are extremely misleading indicators of the true cost of product. The examples below are just part of the problem, the bigger problem is what is cost? Is cost what the vendor is invoiced for, should any early payment discounts be considered? What about rebates that vendors get from manufactures or marketing dollars? As a vendor can I add 15% - 25% for my overhead to determine the true cost of a product?</p> <p>Example of a 50% Discount with a 10% Margin Floor: List Price: \$200 Vendor Cost: \$150 (this is typically not known by customer) Discount % from List: 50% (appears to be \$100) Margin Floor 10% above Cost: \$15 Actual Cost to Customer: \$165 (Cost \$150 + 10% above Cost \$15)</p> <p>Example of a 35% Discount without Margin Floor: List Price: \$200 Vendor Cost: \$150 (this doesn't matter without Floors) Discount % from List: 35% (\$70 Discount) Actual Cost to Customer: \$130</p> <p>As you can see this method of discounting makes it difficult for a public agency to audit the dollars being spent on a contract and therefore our recommendation is that no floors or cost plus be allowed.</p> <p>Answers For this RFP, cost plus or margin floors will not be allowed.</p> <p>Answer</p>	<p>Oct 30, 2015 8:48:55 AM CDT By: Office Depot, Inc. - cmceynowa</p> <p>Oct 30, 2015 12:09:30 PM CDT By: ltruax</p> <p>Archive Reject</p>

Notifications Report

Agency **Cooperative Purchasing Connection**
 Bid Number **16.11**
 Bid Title **Office Supplies**

Vendor Name	State	Invitation	Date	Email	Reason
2 Earth	TX	Classification	2015-10-19 10:09:07	venetia.flowers@2-earth.com	Bid Notification
360 Technologies, Inc.	TX	Classification	2015-10-19 10:09:07	steves@360tech.com	Bid Notification
AAA Office Supplies	WA	Classification	2015-10-19 10:09:07	jeanm@aaaofficesupplies.com	Bid Notification
Aaron Solutions Company	PA	Classification	2015-10-19 10:09:07	jgrant@aaronolutionsco.com	Bid Notification
ABC LASER JET INC.	GA	Classification	2015-10-19 10:09:07	SALES@ABCLASERUSA.COM	Bid Notification
ABC LASER JET INC.	GA	Classification	2015-10-30 08:49:35	SALES@ABCLASERUSA.COM	Bid Answer
ABC LASER JET INC.	GA	Classification	2015-10-30 09:08:43	SALES@ABCLASERUSA.COM	Bid Answer
ABC LASER JET INC.	GA	Classification	2015-10-30 09:10:42	SALES@ABCLASERUSA.COM	Bid Answer
ABC LASER JET INC.	GA	Classification	2015-10-30 09:14:21	SALES@ABCLASERUSA.COM	Bid Answer
ABC LASER JET INC.	GA	Classification	2015-10-30 11:09:32	SALES@ABCLASERUSA.COM	Bid Answer
ABC Promos & Gifts	IL	Classification	2015-10-19 10:09:07	abc.bids@yahoo.com	Bid Notification
Access Press	TX	Classification	2015-10-19 10:09:07	accesspress@verizon.net	Bid Notification
Accolade Binders, Inc.	CA	Classification	2015-10-19 10:09:07	johnharkins1942@gmail.com	Bid Notification
Accurate Forms & Supplies	TX	Classification	2015-10-19 10:09:07	salinas@accuratesupplies.com	Bid Notification
ACE Educational Supplies	FL	Classification	2015-10-19 10:09:07	ACEbids@bellsouth.net	Bid Notification
AC Supply	MO	Classification	2015-10-19 10:09:07	acsupply@swbell.net	Bid Notification
ADAPT CONSULTING, INC	CA	Classification	2015-10-19 10:09:07	YBERKE@AOL.COM	Bid Notification
Ad Image	TX	Classification	2015-10-19 10:09:07	vlees@adimageonline.com	Bid Notification
Adonai Perazim Inc	CA	Classification	2015-11-05 08:42:33	snorton@printscharlesrepro.com	Bid Notification
Ad Specialties & Promotions, Inc	WA	Classification	2015-10-19 10:09:07	asap@asap-promotions.com	Bid Notification
advantage direct	TX	Classification	2015-10-20 15:13:30	lvrana@sbcglobal.net	Bid Notification
advantage direct	TX	Classification	2015-10-30 08:49:35	lvrana@sbcglobal.net	Bid Answer
advantage direct	TX	Classification	2015-10-30 09:08:43	lvrana@sbcglobal.net	Bid Answer
advantage direct	TX	Classification	2015-10-30 09:10:42	lvrana@sbcglobal.net	Bid Answer
advantage direct	TX	Classification	2015-10-30 09:14:21	lvrana@sbcglobal.net	Bid Answer
advantage direct	TX	Classification	2015-10-30 11:09:32	lvrana@sbcglobal.net	Bid Answer
Advantage Imaging Supply	CA	Classification	2015-10-19 10:09:07	kurtis@aisink.com	Bid Notification
Advantage Imaging Supply, Inc	CA	Classification	2015-10-19 10:09:07	jamesr@aisink.com	Bid Notification
advantage supply	TX	Classification	2015-10-19 10:09:07	larry.vrana@advantagesupply.us	Bid Notification
Advertising/Marketing/Strategic Planning, LLC	OR	Classification	2015-10-19 10:09:07	lpocan@pacinfo.com	Bid Notification
AFP INDUSTRIES, INC.	FL	Classification	2015-10-19 10:09:07	sales@afpschoolsupply.com	Bid Notification
AFP INDUSTRIES, INC.	FL	Classification	2015-10-30 08:49:35	sales@afpschoolsupply.com	Bid Answer
AFP INDUSTRIES, INC.	FL	Classification	2015-10-30 09:08:43	sales@afpschoolsupply.com	Bid Answer
AFP INDUSTRIES, INC.	FL	Classification	2015-10-30 09:10:42	sales@afpschoolsupply.com	Bid Answer
AFP INDUSTRIES, INC.	FL	Classification	2015-10-30 09:14:21	sales@afpschoolsupply.com	Bid Answer
AFP INDUSTRIES, INC.	FL	Classification	2015-10-30 11:09:32	sales@afpschoolsupply.com	Bid Answer
A GROUP LLC	FL	Classification	2015-10-19 10:09:07	a_group_llc@hotmail.com	Bid Notification
All American	NJ	Classification	2015-10-19 10:09:07	zeke@allampoly.com	Bid Notification
All American Balloons Wholesale Dist.	TX	Classification	2015-10-19 10:09:07	cheryl@allamericanballoons.net	Bid Notification
Allegra Print and Imaging	MI	Classification	2015-10-19 10:09:07	angie@ally-press.com	Bid Notification
Alta One, LLC	CA	Classification	2015-10-19 10:09:07	m.milano@altaoneusa.com	Bid Notification
American Awards & Promotions	WI	Classification	2015-10-19 10:09:07	sales@AmericanAwardsOnline.com	Bid Notification
American Commodities AWOB	CA	Classification	2015-10-19 10:09:07	mark.cook@americancommoditiesawob.com	Bid Notification
American Commodities AWOB	CA	Classification	2015-10-30 08:49:35	mark.cook@americancommoditiesawob.com	Bid Answer
American Commodities AWOB	CA	Classification	2015-10-30 09:08:43	mark.cook@americancommoditiesawob.com	Bid Answer
American Commodities AWOB	CA	Classification	2015-10-30 09:10:42	mark.cook@americancommoditiesawob.com	Bid Answer
American Commodities AWOB	CA	Classification	2015-10-30 09:14:21	mark.cook@americancommoditiesawob.com	Bid Answer
American Commodities AWOB	CA	Classification	2015-10-30 11:09:32	mark.cook@americancommoditiesawob.com	Bid Answer
AmericanCommoditiesawob Inc.	CA	Classification	2015-10-19 10:09:07	tonyduhig@yahoo.com	Bid Notification
AmericanCommoditiesawob Inc.	CA	Classification	2015-10-30 08:49:35	tonyduhig@yahoo.com	Bid Answer
AmericanCommoditiesawob Inc.	CA	Classification	2015-10-30 09:08:43	tonyduhig@yahoo.com	Bid Answer
AmericanCommoditiesawob Inc.	CA	Classification	2015-10-30 09:10:42	tonyduhig@yahoo.com	Bid Answer
AmericanCommoditiesawob Inc.	CA	Classification	2015-10-30 09:14:21	tonyduhig@yahoo.com	Bid Answer
AmericanCommoditiesawob Inc.	CA	Classification	2015-10-30 11:09:32	tonyduhig@yahoo.com	Bid Answer
American International Sales Corp.	AZ	Classification	2015-10-19 10:09:07	info@aisale.com	Bid Notification
American Pacific Promotions	CA	Classification	2015-10-19 10:09:07	scague@appromo.net	Bid Notification
AmeriComp Group Imaging LLC	CA	Classification	2015-10-19 10:09:07	kyle.jewell@americompgroup.com	Bid Notification
ANCHORTEX CORPORATION	NJ	Classification	2015-10-19 10:09:07	BIDS@ANCHORTEX.COM	Bid Notification
APS USA	CA	Classification	2015-11-03 10:07:43	derek.ballot@apslaminating.com	Bid Notification
Aramark Uniform Services	MO	Classification	2015-10-19 10:09:07	laura.schmidt@uniform.aramark.com	Bid Notification
Asel Art Supply	TX	Classification	2015-10-19 10:09:07	tcicherski@aselart.com	Bid Notification
Aviator Gear, Inc.	FL	Classification	2015-10-19 10:09:07	trap@aviatorgear.com	Bid Notification
Award Concepts, Inc.	IL	Classification	2015-10-19 10:09:07	djeanis@awardconcepts.net	Bid Notification
Awards and Frames	IL	Classification	2015-10-19 10:09:07	mike@awardsandframes.com	Bid Notification

AwardsMart	TX	Classification	2015-10-19 10:09:07	awards@awards-mart.com	Bid Notification
BahFed Corp	OR	Classification	2015-10-19 10:09:07	govsales@bahfed.com	Bid Notification
Banner Incorporated	FL	Classification	2015-10-19 10:09:07	monty@banner-inc.com	Bid Notification
Barbarian Usa Inc.	TX	Classification	2015-10-19 10:09:07	info@barbarianusainc.com	Bid Notification
Barbelo Group	WA	Classification	2015-10-19 10:09:07	charina.flores@barbelogroup.com	Bid Notification
bay area doctors inc	CA	Classification	2015-10-19 10:09:07	bayareadoctors@gmail.com	Bid Notification
BEAUTIFUL VENTURES INC	TX	Classification	2015-10-19 10:09:07	fran@bvresourcesusa.com	Bid Notification
Big Hit Productions	TX	Classification	2015-10-19 10:09:07	sales@bighitproductions.com	Bid Notification
Big Red Print Solutions, LLC	CA	Classification	2015-10-19 10:09:07	rudy@bigredink.com	Bid Notification
Blackinton	MA	Classification	2015-10-19 10:09:07	ehirsch@blackinton.com	Bid Notification
Buffalo Envelope	NY	Classification	2015-10-19 10:09:07	marcy.reamsnyder@buffaloenvelope.com	Bid Notification
BURKETT'S OFFICE SUPPLY	CA	Classification	2015-10-19 10:09:07	efarrington@burkettsoffice.com	Bid Notification
Busch Systems International Inc.	ON	Classification	2015-10-19 10:09:07	michaelan@buschsystems.com	Bid Notification
BW Printworks	CA	Classification	2015-10-19 10:09:07	joe@bwprintworks.com	Bid Notification
C3 Document Solutions	FL	Classification	2015-10-19 10:09:07	steveb@c3documentsolutions.com	Bid Notification
Canon USA	NY	Classification	2015-10-19 10:09:07	Kdantone@cusa.canon.com	Bid Notification
Cartridge Plus, Inc	TX	Classification	2015-10-19 10:09:07	quinteros59@yahoo.com	Bid Notification
Century 2001 Inc	FL	Classification	2015-10-19 10:09:07	beth@century2001.com	Bid Notification
Cenveo Incorporated	CA	Classification	2015-10-19 10:09:07	pat.verdoorn@cenveo.com	Bid Notification
CF Motion	FL	Classification	2015-10-19 10:09:07	mikem@cfmotions.com	Bid Notification
Champion Awards	TX	Classification	2015-10-19 10:09:07	juan@champtx.com	Bid Notification
Chester Green	DE	Classification	2015-10-19 10:09:07	info@chestergreen.com	Bid Notification
CHIINA MAPLELEAF INDUSTRIAL DEVELOPMENT LIMITED	00	Classification	2015-10-19 10:09:07	mapleleafcraft@126.com	Bid Notification
Christianson's Business Furniture	ND	Self Invited	2015-10-30 08:49:35	roger@cbfplus.com	Bid Answer
Christianson's Business Furniture	ND	Self Invited	2015-10-30 09:08:43	roger@cbfplus.com	Bid Answer
Christianson's Business Furniture	ND	Self Invited	2015-10-30 09:10:42	roger@cbfplus.com	Bid Answer
Christianson's Business Furniture	ND	Self Invited	2015-10-30 09:14:21	roger@cbfplus.com	Bid Answer
Christianson's Business Furniture	ND	Self Invited	2015-10-30 11:09:32	roger@cbfplus.com	Bid Answer
Citation Box & Paper Company	IL	Classification	2015-10-19 10:09:07	bgierke@citationbox.com	Bid Notification
Coastal Tag & Label, Inc.	CA	Classification	2015-10-19 10:09:07	juan@coastaltag.com	Bid Notification
Cole Enterprise LLC	TN	Classification	2015-10-19 10:09:07	joshua.richardson@coleenterprisellc.com	Bid Notification
ColorID, LLC	NC	Classification	2015-10-19 10:09:07	Julie.Westhofen@colorid.com	Bid Notification
Commerce Printing Services	CA	Classification	2015-10-19 10:09:07	christy@commerceprinting.com	Bid Notification
CompNation	TN	Classification	2015-10-19 10:09:07	rdugas@compnation.com	Bid Notification
COMPUPRO GLOBAL	TX	Classification	2015-10-19 10:09:07	TAMMYL@COMPUPROGLOBAL.COM	Bid Notification
Computer Networking Inc	NJ	Classification	2015-10-19 10:09:07	bids@cniofficesupplies.com	Bid Notification
ConServ Flag Company	NE	Classification	2015-10-19 10:09:07	conservflag@conservflag.com	Bid Notification
ConServ Flag Company	NE	Classification	2015-10-19 10:09:07	conservflag@conservflag.com	Bid Notification
ConServ Flag Company	NE	Classification	2015-10-30 08:49:35	conservflag@conservflag.com	Bid Answer
ConServ Flag Company	NE	Classification	2015-10-30 09:08:43	conservflag@conservflag.com	Bid Answer
ConServ Flag Company	NE	Classification	2015-10-30 09:10:42	conservflag@conservflag.com	Bid Answer
ConServ Flag Company	NE	Classification	2015-10-30 09:14:21	conservflag@conservflag.com	Bid Answer
ConServ Flag Company	NE	Classification	2015-10-30 11:09:32	conservflag@conservflag.com	Bid Answer
Cooper's Office Supply, Inc.	MN	Classification	2015-10-19 15:42:47	sshale@coopersinc.com	Bid Notification
Cooper's Office Supply, Inc.	MN	Classification	2015-10-30 08:49:35	sshale@coopersinc.com	Bid Answer
Cooper's Office Supply, Inc.	MN	Classification	2015-10-30 09:08:43	sshale@coopersinc.com	Bid Answer
Cooper's Office Supply, Inc.	MN	Classification	2015-10-30 09:10:42	sshale@coopersinc.com	Bid Answer
Cooper's Office Supply, Inc.	MN	Classification	2015-10-30 09:14:21	sshale@coopersinc.com	Bid Answer
Cooper's Office Supply, Inc.	MN	Classification	2015-10-30 11:09:32	sshale@coopersinc.com	Bid Answer
Costco Wholesale	MO	Classification	2015-10-19 10:09:07	w375mkt04@costco.com	Bid Notification
Crestline Specialties Inc	ME	Classification	2015-10-19 10:09:07	cproulx@crestline.com	Bid Notification
Crestline Specialties Inc	ME	Classification	2015-10-30 08:49:35	cproulx@crestline.com	Bid Answer
Crestline Specialties Inc	ME	Classification	2015-10-30 09:08:43	cproulx@crestline.com	Bid Answer
Crestline Specialties Inc	ME	Classification	2015-10-30 09:10:42	cproulx@crestline.com	Bid Answer
Crestline Specialties Inc	ME	Classification	2015-10-30 09:14:21	cproulx@crestline.com	Bid Answer
Crestline Specialties Inc	ME	Classification	2015-10-30 11:09:32	cproulx@crestline.com	Bid Answer
Crystal Images INC	TX	Classification	2015-10-19 10:09:07	sales@crystalimagesinc.com	Bid Notification
CW Nielsen Manufacturing	WA	Classification	2015-10-19 10:09:07	Accounting@cwnielsenmfg.com	Bid Notification
Dee and Jay the DJs	MO	Classification	2015-10-19 10:09:07	jimkellyjimk@aol.com	Bid Notification
DeepSleep Studio	FL	Classification	2015-10-19 10:09:07	Zac@DeepSleepStudio.com	Bid Notification
DEMCO, Inc.	WI	Classification	2015-10-19 10:09:07	quote@demco.com	Bid Notification
Digital Vision Resources Group, LLC	KS	Classification	2015-10-19 10:09:07	diane.stlouis@dvrg.com	Bid Notification
DirectSource Imaging LLC	TX	Classification	2015-10-19 10:09:07	dane@dsimaging.com	Bid Notification
DI TECHNOLOGY GROUP	CA	Classification	2015-10-19 10:09:07	amie@dataimpressions.com	Bid Notification
DMB Academics	IL	Classification	2015-10-19 10:09:07	diane@dmbackademics.com	Bid Notification
DOVE DATA PRODUCTS, INC.	SC	Classification	2015-10-19 10:09:07	JMILLER@DOVEDATA.COM	Bid Notification
Dream Ranch LLC	TX	Classification	2015-10-19 10:09:07	sheri@dreamranchtx.com	Bid Notification
ds technologies, inc	CA	Classification	2015-10-19 10:09:07	dstechnologies@live.com	Bid Notification
DuncanDay Advertising	TX	Classification	2015-10-19 10:09:07	chris@duncanday.com	Bid Notification
Eagle Enterprises	TX	Classification	2015-10-19 10:09:07	pbjinc@msn.com	Bid Notification
E-Complete LLC	NV	Classification	2015-10-19 10:09:07	tessa@completek-12.com	Bid Notification
Educational Outfitters	TX	Classification	2015-10-19 10:09:07	Cindy.Schoel@EdOutfitters.com	Bid Notification

Education Supply Network, Inc,	VA	Classification	2015-10-19 10:09:07	mike.dietrich@education-supply.net	Bid Notification
Electric Ants	FL	Classification	2015-10-19 10:09:07	education@electric-ants.com	Bid Notification
ELP Enterprises, Inc.	TX	Classification	2015-10-19 10:09:07	martha@elenterprisesinc.com	Bid Notification
Emgence Technologies	CA	Classification	2015-10-19 10:09:07	amather@emgence.com	Bid Notification
Empire Safety	CA	Classification	2015-10-19 10:09:07	srigsby@empiresafety.com	Bid Notification
Encon Systems, Inc.	TX	Classification	2015-10-19 10:09:07	chashovitz@enconsupplies.com	Bid Notification
Environmental Image Solutions	FL	Classification	2015-10-19 10:09:07	acribby@enviroimage.com	Bid Notification
EPA Consultants dba Business Branding Specialties	WA	Classification	2015-10-19 10:09:07	suziesresale@gmail.com	Bid Notification
Evolv Solutions	KS	Classification	2015-10-19 10:09:07	cgonzales@mbconnect.com	Bid Notification
ExteriorBox	TX	Classification	2015-10-19 10:09:07	info@exteriorbox.com	Bid Notification
Fast RFID	FL	Classification	2015-10-19 10:09:07	frank@fastrfid.com	Bid Notification
F & H Office systems	CA	Classification	2015-10-19 10:09:07	yosi@fhos.net	Bid Notification
File Mart	IL	Classification	2015-10-19 10:09:07	truffin@filemart.com	Bid Notification
FileSource	CA	Classification	2015-10-19 10:09:07	len@filesource.com	Bid Notification
Filing Supplies Online	FL	Classification	2015-10-19 10:09:07	davidj@filingsuppliesonline.com	Bid Notification
Find Import Corporation	MA	Classification	2015-10-19 10:09:07	vendor@opentip.com	Bid Notification
Forestry Suppliers, Inc.	MS	Classification	2015-11-02 12:08:43	dawsonb@forestry-suppliers.com	Bid Notification
Friends Business Source	OH	Classification	2015-10-19 10:09:07	JForgach@FriendsOffice.com	Bid Notification
From the Hart	CA	Classification	2015-10-19 10:09:07	harleyshellos@msn.com	Bid Notification
G2G INTERNATIONAL LLC	TX	Classification	2015-10-19 10:09:07	koorosh@g2ginternational.com	Bid Notification
GBS Corp.	OH	Classification	2015-10-19 10:09:07	abart@gbscorp.com	Bid Notification
General Data Company	CA	Classification	2015-10-19 10:09:07	Carolyne@universallaser.com	Bid Notification
G & E OFFICE WORLD	NY	Classification	2015-10-19 10:09:07	malky@fernofficesupplies.com	Bid Notification
GEORGIA EXPO MANUFACTURING CORP	GA	Classification	2015-10-19 10:09:07	JULIE@GEORGIAEXPO.COM	Bid Notification
GHA Technologies, Inc	AZ	Classification	2015-10-19 10:09:07	derrick.luther@gha-technologies.com	Bid Notification
Global Computer Supplies, Inc.	NJ	Classification	2015-10-19 10:09:07	tvanduyne@globalcomputer.com	Bid Notification
Global Gov Ed Solutions, Inc.	OH	Classification	2015-10-19 10:09:07	penny.musser@globalgoved.com	Bid Notification
Global Gov Ed Solutions, Inc.	OH	Classification	2015-10-30 08:49:35	penny.musser@globalgoved.com	Bid Answer
Global Gov Ed Solutions, Inc.	OH	Classification	2015-10-30 09:08:43	penny.musser@globalgoved.com	Bid Answer
Global Gov Ed Solutions, Inc.	OH	Classification	2015-10-30 09:10:42	penny.musser@globalgoved.com	Bid Answer
Global Gov Ed Solutions, Inc.	OH	Classification	2015-10-30 09:14:21	penny.musser@globalgoved.com	Bid Answer
Global Gov Ed Solutions, Inc.	OH	Classification	2015-10-30 11:09:32	penny.musser@globalgoved.com	Bid Answer
Global Products Inc.	MO	Classification	2015-10-19 10:09:07	mkt02@gpii.com	Bid Notification
Go-Green Recycling Systems	CA	Classification	2015-10-19 10:09:07	mark@go-greenrecyclingsystems.com	Bid Notification
Golden Rule Creations	NJ	Classification	2015-10-19 10:09:07	info@goldenrulecreations.com	Bid Notification
Gordon Products	WA	Classification	2015-10-19 10:09:07	theadrick@creativeof.com	Bid Notification
GOV GROUP	CA	Classification	2015-10-19 10:09:07	andy@govgroup.com	Bid Notification
GTM Sportswear	KS	Classification	2015-10-19 10:09:07	christie.wyckoff@igtm.com	Bid Notification
Hasty Awards	KS	Classification	2015-10-19 10:09:07	thad@hastyawards.com	Bid Notification
HBH Promos, Inc.	FL	Classification	2015-10-19 10:09:07	sharring@jbedwards.com	Bid Notification
HD SUPPLY FACILITIES MAINTENANCE, LTD.	CA	Classification	2015-10-19 10:09:07	HDS-FMBIDS@HDSUPPLY.COM	Bid Notification
Health Enterprises, Inc	MA	Classification	2015-10-19 10:09:07	leaton@healthenterprises.com	Bid Notification
HERTZ ASSOCIATES INC	PA	Classification	2015-10-19 10:09:07	nancy@allentowntoy.com	Bid Notification
hitech paper	MN	Classification	2015-10-19 10:09:07	joe@paperrollproducts.com	Bid Notification
Hitmaster Graphics LLC	FL	Classification	2015-10-19 10:09:07	sales@hitmastergraphics.org	Bid Notification
Howard Industries, Inc.	MS	Classification	2015-10-19 10:09:07	bids@howardcomputers.com	Bid Notification
IDW LLC	FL	Classification	2015-10-19 10:09:07	stephenb@idwholesaler.com	Bid Notification
IDW, LLC	FL	Classification	2015-10-19 10:09:07	DanF@IDWholesaler.com	Bid Notification
IGWT Partners	TN	Classification	2015-10-19 10:09:07	Timothy.cole@coleenterprisellc.com	Bid Notification
Image Access, Inc	FL	Classification	2015-10-19 10:09:07	bidresponse@imageaccess.com	Bid Notification
imagestuff.com	CA	Classification	2015-10-19 10:09:07	juli@imagestuff.com	Bid Notification
IMAGING TECHNOLOGIES DIRECT LLC	CA	Classification	2015-10-19 10:09:07	jenniferr@itdprintsolutions.com	Bid Notification
Impact Promotions, LLC	MI	Classification	2015-10-19 10:09:07	patty@myimpactpromotions.com	Bid Notification
Imprint Group LLC	FL	Classification	2015-10-19 10:09:07	jerry@shrevepress.com	Bid Notification
Independent Living Aids	NY	Classification	2015-10-19 10:09:07	mindy@independentliving.com	Bid Notification
Independent Tabulation, Inc.	NC	Classification	2015-10-19 10:09:07	sales@intab.net	Bid Notification
Information Management Services	OR	Classification	2015-10-19 10:09:07	michelle.velasco@mybinding.com	Bid Notification
Information Management Services LLC	OR	Classification	2015-10-19 10:09:07	dustin.burch@mybinding.com	Bid Notification
InkHead, Inc.	GA	Classification	2015-10-19 10:09:07	aboyd@inkhead.com	Bid Notification
Inland Associates, Inc.	KS	Classification	2015-10-19 10:09:07	mfloyd@inlandassoc.com	Bid Notification
Inland Associates, Inc.	KS	Classification	2015-10-30 08:49:35	mfloyd@inlandassoc.com	Bid Answer
Inland Associates, Inc.	KS	Classification	2015-10-30 09:08:43	mfloyd@inlandassoc.com	Bid Answer
Inland Associates, Inc.	KS	Classification	2015-10-30 09:10:42	mfloyd@inlandassoc.com	Bid Answer
Inland Associates, Inc.	KS	Classification	2015-10-30 09:14:21	mfloyd@inlandassoc.com	Bid Answer
Inland Associates, Inc.	KS	Classification	2015-10-30 11:09:32	mfloyd@inlandassoc.com	Bid Answer
Innovative Office Solutions	MN	Classification	2015-10-19 10:09:07	cboerigter@innovativeos.com	Bid Notification
Innovative Office Solutions	MN	Classification	2015-10-30 08:49:35	cboerigter@innovativeos.com	Bid Answer
Innovative Office Solutions	MN	Classification	2015-10-30 09:08:43	cboerigter@innovativeos.com	Bid Answer

Innovative Office Solutions	MN	Classification	2015-10-30 09:10:42	cboerigter@innovativeos.com	Bid Answer
Innovative Office Solutions	MN	Classification	2015-10-30 09:14:20	cboerigter@innovativeos.com	Bid Answer
Innovative Office Solutions	MN	Classification	2015-10-30 11:09:32	cboerigter@innovativeos.com	Bid Answer
Intelligent Technology Solutions	TX	Classification	2015-10-19 10:09:07	rahmadi@its-itsm.com	Bid Notification
Intelligent Technology Solutions	TX	Classification	2015-10-30 08:49:35	rahmadi@its-itsm.com	Bid Answer
Intelligent Technology Solutions	TX	Classification	2015-10-30 09:08:43	rahmadi@its-itsm.com	Bid Answer
Intelligent Technology Solutions	TX	Classification	2015-10-30 09:10:42	rahmadi@its-itsm.com	Bid Answer
Intelligent Technology Solutions	TX	Classification	2015-10-30 09:14:21	rahmadi@its-itsm.com	Bid Answer
Intelligent Technology Solutions	TX	Classification	2015-10-30 11:09:32	rahmadi@its-itsm.com	Bid Answer
International Promotional Ideas Inc.	IL	Classification	2015-10-19 10:09:07	intl.ideas@sbcglobal.net	Bid Notification
IPC, Inc	ND	Classification	2015-10-19 10:09:07	ron.griffith@ipc-labels.com	Bid Notification
IRIS Ltd. Inc.	PA	Classification	2015-10-19 10:09:07	cynthiat@irisltd.com	Bid Notification
IRIS Ltd., Inc	PA	Classification	2015-10-19 10:09:07	bids@irisltd.com	Bid Notification
IRIS Ltd., Inc.	PA	Classification	2015-11-02 11:47:06	maryt@irisltd.com	Bid Notification
ITsavvy, LLC	IL	Classification	2015-10-19 10:09:07	drussell@itsavvy.com	Bid Notification
JANCO & WINNEX INC.	CA	Classification	2015-10-19 10:09:07	JENNIFERJAN@YAHOO.COM	Bid Notification
J. Brandt Recognition, Ltd.	TX	Classification	2015-10-19 10:09:07	alicia.brandt@jbrandt.com	Bid Notification
JB's Awards & Engraving	CA	Classification	2015-10-19 10:09:07	aaron@jbawards.net	Bid Notification
JetCo Solutions	MI	Classification	2015-10-19 10:09:07	psaites@jetcosolutions.com	Bid Notification
JG Imprinters	MO	Classification	2015-10-19 10:09:07	valleau25@comcast.net	Bid Notification
Joni Industries	FL	Classification	2015-10-19 10:09:07	joseph@joniindustries.com	Bid Notification
Joseph Thibault	MA	Classification	2015-10-19 10:09:07	masscobra@aol.com	Bid Notification
Jose Robledo	TX	Classification	2015-10-19 10:09:07	Joe@MeVida.Net	Bid Notification
J.P. Cooke Company	NE	Classification	2015-10-19 10:09:07	jbluvas@jpcooke.com	Bid Notification
Just Call, Inc.	CA	Classification	2015-10-19 10:09:07	jperry@justcall.com	Bid Notification
Kaeser & Blair, Inc.	CA	Classification	2015-10-19 10:09:07	friends@tedpendlebury.com	Bid Notification
KD8 Enterprises, LLC	UT	Classification	2015-10-19 10:09:07	debbie@kd8.com	Bid Notification
KLAS Products, Inc.	TX	Classification	2015-10-19 10:09:07	kristin@klasproducts.com	Bid Notification
Knox Supply Company	TX	Classification	2015-10-19 10:09:07	knox752@gmail.com	Bid Notification
Kui Kei & S.D. Inc.	CA	Classification	2015-10-19 10:09:07	regalgreetings@sbcglobal.net	Bid Notification
KV & Associates	CA	Classification	2015-10-19 10:09:07	bids@kvapromotions.com	Bid Notification
Lakes Country Service Cooperative	MN	Self Invited	2015-10-30 08:49:35	megstad@lcsc.org	Bid Answer
Lakes Country Service Cooperative	MN	Self Invited	2015-10-30 09:08:43	megstad@lcsc.org	Bid Answer
Lakes Country Service Cooperative	MN	Self Invited	2015-10-30 09:10:42	megstad@lcsc.org	Bid Answer
Lakes Country Service Cooperative	MN	Self Invited	2015-10-30 09:14:21	megstad@lcsc.org	Bid Answer
Lakes Country Service Cooperative	MN	Self Invited	2015-10-30 11:09:32	megstad@lcsc.org	Bid Answer
LAKESHORE EQUIPMENT COMPANY	CA	Classification	2015-10-19 10:09:07	BIDDEPT@LAKESHORELEARNING.COM	Bid Notification
LAKESHORE EQUIPMENT COMPANY	CA	Classification	2015-10-30 08:49:35	BIDDEPT@LAKESHORELEARNING.COM	Bid Answer
LAKESHORE EQUIPMENT COMPANY	CA	Classification	2015-10-30 09:08:43	BIDDEPT@LAKESHORELEARNING.COM	Bid Answer
LAKESHORE EQUIPMENT COMPANY	CA	Classification	2015-10-30 09:10:42	BIDDEPT@LAKESHORELEARNING.COM	Bid Answer
LAKESHORE EQUIPMENT COMPANY	CA	Classification	2015-10-30 09:14:21	BIDDEPT@LAKESHORELEARNING.COM	Bid Answer
LAKESHORE EQUIPMENT COMPANY	CA	Classification	2015-10-30 11:09:32	BIDDEPT@LAKESHORELEARNING.COM	Bid Answer
Laminator.com	IL	Classification	2015-10-19 10:09:07	amy@laminator.com	Bid Notification
Laminator.com	IL	Classification	2015-10-30 08:49:35	amy@laminator.com	Bid Answer
Laminator.com	IL	Classification	2015-10-30 09:08:43	amy@laminator.com	Bid Answer
Laminator.com	IL	Classification	2015-10-30 09:10:42	amy@laminator.com	Bid Answer
Laminator.com	IL	Classification	2015-10-30 09:14:21	amy@laminator.com	Bid Answer
Laminator.com	IL	Classification	2015-10-30 11:09:32	amy@laminator.com	Bid Answer
Larry Rosenbaum	VA	Classification	2015-10-19 10:09:07	jelaro@aol.com	Bid Notification
Laser Connection	FL	Classification	2015-10-19 10:09:07	frank@laserconnection.com	Bid Notification
LaserCycle, Inc.	KS	Classification	2015-10-19 10:09:07	jtrask@lasercycle.com	Bid Notification
LD Products	CA	Classification	2015-10-19 10:09:07	Gov@LDProducts.com	Bid Notification
LD Products	CA	Classification	2015-10-30 08:49:35	Gov@LDProducts.com	Bid Answer
LD Products	CA	Classification	2015-10-30 09:08:43	Gov@LDProducts.com	Bid Answer
LD Products	CA	Classification	2015-10-30 09:10:42	Gov@LDProducts.com	Bid Answer
LD Products	CA	Classification	2015-10-30 09:14:21	Gov@LDProducts.com	Bid Answer
LD Products	CA	Classification	2015-10-30 11:09:32	Gov@LDProducts.com	Bid Answer
Leon Smith	AZ	Classification	2015-10-19 10:09:07	leon.smith@desertofficesupplies.com	Bid Notification
LexJet Corporation	FL	Classification	2015-10-19 10:09:07	tricia.pokorney@lexjet.com	Bid Notification
LIFETIME MEMORY PRODUCTS, INC.	CA	Classification	2015-10-19 10:09:07	mel@lifetimememory.com	Bid Notification
Lighthouse for the Blind, Inc	WA	Classification	2015-10-19 10:09:07	lpschon@seattlelh.org	Bid Notification
LRE INC DBA LEE RYDER LAMINATION	FL	Classification	2015-10-19 10:09:07	OFFICE@LEERYDER.COM	Bid Notification
LRE INC DBA LEE RYDER LAMINATION	FL	Classification	2015-10-30 08:49:35	OFFICE@LEERYDER.COM	Bid Answer
LRE INC DBA LEE RYDER LAMINATION	FL	Classification	2015-10-30 09:08:43	OFFICE@LEERYDER.COM	Bid Answer
LRE INC DBA LEE RYDER LAMINATION	FL	Classification	2015-10-30 09:10:42	OFFICE@LEERYDER.COM	Bid Answer
LRE INC DBA LEE RYDER LAMINATION	FL	Classification	2015-10-30 09:14:21	OFFICE@LEERYDER.COM	Bid Answer
LRE INC DBA LEE RYDER LAMINATION	FL	Classification	2015-10-30 11:09:32	OFFICE@LEERYDER.COM	Bid Answer

Lyme Computer Systems, Inc	NH	Classification	2015-10-19 10:09:07	Steve@Lyme.com	Bid Notification
Makit Supply, Inc.	TX	Classification	2015-10-19 10:09:07	scott@laminatorwarehouse.com	Bid Notification
MALL OFFICE PRODUCTS OF TAMPA, LLC	FL	Classification	2015-10-19 10:09:07	DAVE@MALLOFFICEPRODUCTS.COM	Bid Notification
Marez & Associates	TX	Classification	2015-10-19 10:09:07	jmar326@yahoo.com	Bid Notification
Marketing and Technical Materials	OR	Classification	2015-10-19 10:09:07	samantha@mtmimagingsupplies.com	Bid Notification
Market Street Office Supplies	WA	Classification	2015-10-19 10:09:07	b2b@marketstreetofficesupplies.com	Bid Notification
MaxiAids, Inc.	NY	Classification	2015-10-19 10:09:07	bids@maxiaids.com	Bid Notification
MaxiAids, Inc.	NY	Classification	2015-10-30 08:49:35	bids@maxiaids.com	Bid Answer
MaxiAids, Inc.	NY	Classification	2015-10-30 09:08:43	bids@maxiaids.com	Bid Answer
MaxiAids, Inc.	NY	Classification	2015-10-30 09:10:42	bids@maxiaids.com	Bid Answer
MaxiAids, Inc.	NY	Classification	2015-10-30 09:14:21	bids@maxiaids.com	Bid Answer
MaxiAids, Inc.	NY	Classification	2015-10-30 11:09:32	bids@maxiaids.com	Bid Answer
Memco Inc	MO	Classification	2015-10-19 10:09:07	Elise.Aldenbernd@MemcoSafety.com	Bid Notification
M.E. Sharpe, Inc.	NY	Classification	2015-10-19 10:09:07	jwright@mesharpe.com	Bid Notification
metis inc	OK	Classification	2015-10-19 10:09:07	asmith@metisinc.com	Bid Notification
Missouri Office Systems & Supplies, Inc.	MO	Classification	2015-10-19 10:09:07	greg@8asupplier.com	Bid Notification
MMG Technology Group inc	CA	Classification	2015-10-19 10:09:07	dgross@mimgtech.com	Bid Notification
MNJ TECHNOLOGIES DIRECT, INC.	IL	Classification	2015-10-19 10:09:07	rian.yablun@MNJTECH.COM	Bid Notification
Mobile ID Solutions, Inc.	CA	Classification	2015-10-19 10:09:07	sales@mobileidsolutions.com	Bid Notification
Modern Data Products	CA	Classification	2015-10-19 10:09:07	roannl@moderndataproducs.com	Bid Notification
Modern Imaging Solutions	CA	Classification	2015-10-19 10:09:07	Kraymerp@modernimagingsolutions.com	Bid Notification
Modern Imaging Solutions	CA	Classification	2015-10-19 10:09:07	richs@modernimagingsolutions.com	Bid Notification
Modern Imaging Solutions Inc	CA	Classification	2015-10-19 10:09:07	joanae@modernimagingsolutions.com	Bid Notification
Modern Imaging Solutions, Inc.	CA	Classification	2015-10-19 10:09:07	raffy@modernimagingsolutions.com	Bid Notification
Momentum Procurement Group	OR	Classification	2015-10-19 10:09:07	jessicam@mpg-us.com	Bid Notification
Momentum Procurement Group	OR	Classification	2015-10-19 10:09:07	jmillican@mpg-us.com	Bid Notification
Moos Printing & Advertising	OH	Classification	2015-10-19 10:09:07	mattmoos@moosprinting.com	Bid Notification
MRC Smart Technology Solutions	CA	Classification	2015-10-19 10:09:07	ghuey@mrc360.com	Bid Notification
MTM Recognition Corporation	OK	Classification	2015-10-19 10:09:07	jthompson@mtmrecognition.com	Bid Notification
MTS Partners, Inc.	CA	Classification	2015-10-19 10:09:07	scott@iPrintTechnologies.com	Bid Notification
Mustang Computers & Supplies	GA	Classification	2015-10-19 10:09:07	jessica@mustangcpu.com	Bid Notification
MyOfficeProducts	OH	Classification	2015-10-19 10:09:07	scott.miller@myofficeproducts.com	Bid Notification
Namifiers, LLC	UT	Classification	2015-10-19 10:09:07	nick@namifiers.com	Bid Notification
Navrat's Inc.	KS	Classification	2015-10-19 10:09:07	rduncan@navrats.com	Bid Notification
New Century Technologies Inc	CA	Classification	2015-10-19 10:09:07	tammy@nctsolution.com	Bid Notification
New Precision Technology, LLC	CT	Classification	2015-11-02 11:47:06	agianacoplos@usi-corp.com	Bid Notification
Northwest Engravers, LLC	TX	Classification	2015-10-19 10:09:07	terry@northwestengravers.com	Bid Notification
OFFICE DEPOT	CA	Classification	2015-10-19 10:09:07	michele.gaspard@officedepot.com	Bid Notification
Office Depot, Inc.	FL	Classification	2015-10-19 10:09:07	douglas.grove@officedepot.com	Bid Notification
Office Depot, Inc.	MN	Classification	2015-10-19 10:09:07	christopher.ceynowa@officedepot.com	Bid Notification
Office Depot, Inc.	MN	Classification	2015-10-30 08:49:34	christopher.ceynowa@officedepot.com	Bid Answer
Office Depot, Inc.	MN	Classification	2015-10-30 09:08:42	christopher.ceynowa@officedepot.com	Bid Answer
Office Depot, Inc.	MN	Classification	2015-10-30 09:10:41	christopher.ceynowa@officedepot.com	Bid Answer
Office Depot, Inc.	MN	Classification	2015-10-30 09:14:21	christopher.ceynowa@officedepot.com	Bid Answer
Office Depot, Inc.	MN	Classification	2015-10-30 11:09:30	christopher.ceynowa@officedepot.com	Bid Answer
OfficeMax	CA	Classification	2015-10-19 10:09:07	nicholaslombardo@officemax.com	Bid Notification
OM Office Supply Inc	PA	Classification	2015-10-19 10:09:07	neena@omos.com	Bid Notification
Pacific OneSource	CA	Classification	2015-10-19 10:09:07	matt.jenkins@schooltechsupply.com	Bid Notification
Pacific OneSource	CA	Classification	2015-10-30 08:49:35	matt.jenkins@schooltechsupply.com	Bid Answer
Pacific OneSource	CA	Classification	2015-10-30 09:08:43	matt.jenkins@schooltechsupply.com	Bid Answer
Pacific OneSource	CA	Classification	2015-10-30 09:10:42	matt.jenkins@schooltechsupply.com	Bid Answer
Pacific OneSource	CA	Classification	2015-10-30 09:14:21	matt.jenkins@schooltechsupply.com	Bid Answer
Pacific OneSource	CA	Classification	2015-10-30 11:09:32	matt.jenkins@schooltechsupply.com	Bid Answer
Paige Company Containers Inc.	NJ	Classification	2015-10-19 10:09:07	gknoll@paigecompany.com	Bid Notification
Pala Supply Company, Inc	TX	Classification	2015-10-19 10:09:07	larryjost@sbcglobal.net	Bid Notification
paper and graphics inc	MN	Classification	2015-10-19 10:09:07	info@paperandgraphics.com	Bid Notification
Paper Solutions, Inc. dba Partek Solutions, Inc	IN	Classification	2015-10-19 10:09:07	mllilge@parteksolutions.com	Bid Notification
PartStock Computer	MN	Classification	2015-10-19 10:09:07	eogden@partstock.com	Bid Notification
Payton's Blend LLC	TX	Classification	2015-10-19 10:09:07	paytonblend@hotmail.com	Bid Notification
PCdisposal.com LLC	KS	Classification	2015-10-19 10:09:07	yrokb@cs.com	Bid Notification
Pitsco, Inc	KS	Classification	2015-10-19 10:09:07	awatson@pitsco.com	Bid Notification
Pixel Technology Consultants	FL	Classification	2015-10-19 10:09:07	dmartin@pixeltechfl.com	Bid Notification
Positive Impressions Inc	KS	Classification	2015-10-19 10:09:07	mingle@positiveimpressionsks.com	Bid Notification
Positive Promotions	NY	Classification	2015-10-19 10:09:07	bids@positivepromotions.com	Bid Notification
Positive Promotions	NY	Classification	2015-10-30 08:49:35	bids@positivepromotions.com	Bid Answer
Positive Promotions	NY	Classification	2015-10-30 09:08:43	bids@positivepromotions.com	Bid Answer
Positive Promotions	NY	Classification	2015-10-30 09:10:42	bids@positivepromotions.com	Bid Answer
Positive Promotions	NY	Classification	2015-10-30 09:14:21	bids@positivepromotions.com	Bid Answer
Positive Promotions	NY	Classification	2015-10-30 11:09:32	bids@positivepromotions.com	Bid Answer
POS Supply Solutions Inc.	MA	Classification	2015-10-19 10:09:07	bids@possupply.com	Bid Notification

Precision Micrographics & Imaging, Inc.	TX	Classification	2015-10-19 10:09:07	barry@imagescan.com	Bid Notification
Premier Paper and Packaging, Inc.	MO	Classification	2015-10-19 10:09:07	lindsay@premierpaper.com	Bid Notification
Presslink Printing, Ltd.	TX	Classification	2015-10-19 10:09:07	rholmes@presslinkusa.com	Bid Notification
Printing Pros	CA	Classification	2015-10-19 10:09:07	sales@myprintingpros.com	Bid Notification
Progressive Business Supplies	CA	Classification	2015-10-19 10:09:07	brian@probizcorp.com	Bid Notification
Project:Promotions	TX	Classification	2015-10-19 10:09:07	steely@projectpromotion.com	Bid Notification
Pro Specialties Group, Inc.	CA	Classification	2015-10-19 10:09:07	aarons@psginc.com	Bid Notification
PRO STAMPS	CA	Classification	2015-10-19 10:09:07	BRIAN@PROSTAMPS.BIZ	Bid Notification
Pyramid Paper Company	FL	Classification	2015-10-19 10:09:07	bids@pyramidsp.com	Bid Notification
Pyramid Paper Company	FL	Classification	2015-10-30 08:49:35	bids@pyramidsp.com	Bid Answer
Pyramid Paper Company	FL	Classification	2015-10-30 09:08:43	bids@pyramidsp.com	Bid Answer
Pyramid Paper Company	FL	Classification	2015-10-30 09:10:42	bids@pyramidsp.com	Bid Answer
Pyramid Paper Company	FL	Classification	2015-10-30 09:14:21	bids@pyramidsp.com	Bid Answer
Pyramid Paper Company	FL	Classification	2015-10-30 11:09:32	bids@pyramidsp.com	Bid Answer
Qcorp Printing Solutions	CA	Classification	2015-10-19 10:09:07	kim@qcorpco.com	Bid Notification
Quill Corporation	IL	Classification	2015-10-29 09:10:01	bid@quill.com	Bid Notification
Quill Corporation	IL	Classification	2015-10-30 08:49:35	bid@quill.com	Bid Answer
Quill Corporation	IL	Classification	2015-10-30 09:08:43	bid@quill.com	Bid Answer
Quill Corporation	IL	Classification	2015-10-30 09:10:42	bid@quill.com	Bid Answer
Quill Corporation	IL	Classification	2015-10-30 09:14:21	bid@quill.com	Bid Answer
Quill Corporation	IL	Classification	2015-10-30 11:09:32	bid@quill.com	Bid Answer
Rain Design Inc.	CA	Classification	2015-10-19 10:09:07	partners@raindesigninc.com	Bid Notification
Rasix Computer Center, Inc	CA	Classification	2015-10-19 10:09:07	jeff@academicsupplier.com	Bid Notification
rbiCompany	OK	Classification	2015-10-19 10:09:07	jsmith@rbicompany.com	Bid Notification
RELIABLE OFFICE SOLUTIONS	CA	Classification	2015-10-19 10:09:07	WENDYW@RELIABLE-OS.COM	Bid Notification
Remi Corporation	NC	Classification	2015-10-19 10:09:07	marketingrfrp@theremigroup.com	Bid Notification
Retrieval Business Systems, Inc	IA	Classification	2015-10-19 10:09:07	ken.rbs@sbcglobal.net	Bid Notification
Ricoh America's	TX	Classification	2015-10-19 10:09:07	kerry.walsh@ricoh-usa.com	Bid Notification
RIS Paper Company, Inc	OH	Classification	2015-10-19 10:09:07	deborah.mckee@rispaper.com	Bid Notification
RL Enterprises	CA	Classification	2015-10-19 10:09:07	rwl@rlntrprzs.com	Bid Notification
Roanoke Stamp & Seal Co.	VA	Classification	2015-10-19 10:09:07	frankf@usacustom.com	Bid Notification
RoseDrew, Inc	FL	Classification	2015-10-19 10:09:07	showcases1@aol.com	Bid Notification
Royal Media Inc.	MD	Classification	2015-10-19 10:09:07	koi@royalimagingolutions.com	Bid Notification
Royal Media Network	MD	Classification	2015-10-19 10:09:07	xyra@royalimagingolutions.com,elices@royalimagingolutions.com,jojo@royalimagingolutions.com	Bid Notification
Royal Media Network	MD	Classification	2015-10-19 10:09:07	michaeljerome@royalimagingolutions.com	Bid Notification
Royal Media Network	MD	Classification	2015-10-30 08:49:35	xyra@royalimagingolutions.com,elices@royalimagingolutions.com,jojo@royalimagingolutions.com	Bid Answer
Royal Media Network	MD	Classification	2015-10-30 09:08:43	xyra@royalimagingolutions.com,elices@royalimagingolutions.com,jojo@royalimagingolutions.com	Bid Answer
Royal Media Network	MD	Classification	2015-10-30 09:10:42	xyra@royalimagingolutions.com,elices@royalimagingolutions.com,jojo@royalimagingolutions.com	Bid Answer
Royal Media Network	MD	Classification	2015-10-30 09:14:21	xyra@royalimagingolutions.com,elices@royalimagingolutions.com,jojo@royalimagingolutions.com	Bid Answer
Royal Media Network	MD	Classification	2015-10-30 11:09:32	xyra@royalimagingolutions.com,elices@royalimagingolutions.com,jojo@royalimagingolutions.com	Bid Answer
Royal media network inc	MD	Classification	2015-10-19 10:09:07	jojo@royalimagingolutions.com	Bid Notification
Royal Media Network Inc.	MD	Classification	2015-10-19 10:09:07	jude@royalimagingolutions.com	Bid Notification
Royal Media Network Inc.	MD	Classification	2015-10-19 10:09:07	kristopher@royalimagingolutions.com	Bid Notification
Royal Media Network, Inc.	MD	Classification	2015-10-28 16:50:32	maricris@royalimagingolutions.com	Bid Notification
Royal Media Network, Inc.	MD	Classification	2015-10-30 08:49:35	ernesto@royalimagingolutions.com	Bid Answer
Royal Media Network, Inc.	MD	Classification	2015-10-30 09:08:43	ernesto@royalimagingolutions.com	Bid Answer
Royal Media Network, Inc.	MD	Classification	2015-10-30 09:10:42	ernesto@royalimagingolutions.com	Bid Answer
Royal Media Network, Inc.	MD	Classification	2015-10-30 09:14:21	ernesto@royalimagingolutions.com	Bid Answer
Royal Media Network, Inc.	MD	Classification	2015-10-30 11:09:32	ernesto@royalimagingolutions.com	Bid Answer
R-SAFE Specialty	CA	Classification	2015-10-19 10:09:07	mike@r-safe.net	Bid Notification
Russell-Hampton	KS	Classification	2015-10-19 10:09:07	j.robinson@ruh.com	Bid Notification
Safari Micro	AZ	Classification	2015-10-19 10:09:07	tina@safarimicro.com	Bid Notification
sage global products and services llc	CA	Classification	2015-10-19 10:09:07	tony@sageglobal-llc.com	Bid Notification
Samsung Electronics America Inc.	NJ	Classification	2015-10-19 10:09:07	d.curran@sea.samsung.com	Bid Notification
Samsung Electronics America, Inc.	NJ	Classification	2015-10-19 10:09:07	wcroe@sea.samsung.com	Bid Notification
SAN UNIVERSAL INC	GA	Classification	2015-10-19 10:09:07	SANUNIVERS@GMAIL.COM	Bid Notification
Skyline Book Binding & Presentation Supplies	CA	Classification	2015-10-19 10:09:07	customerservice@onlineskyline.com	Bid Notification

Skyline Book Binding & Presentation Supplies	CA	Classification	2015-10-30 08:49:35	customerservice@onlineskyline.com	Bid Answer
Skyline Book Binding & Presentation Supplies	CA	Classification	2015-10-30 09:08:43	customerservice@onlineskyline.com	Bid Answer
Skyline Book Binding & Presentation Supplies	CA	Classification	2015-10-30 09:10:42	customerservice@onlineskyline.com	Bid Answer
Skyline Book Binding & Presentation Supplies	CA	Classification	2015-10-30 09:14:21	customerservice@onlineskyline.com	Bid Answer
Skyline Book Binding & Presentation Supplies	CA	Classification	2015-10-30 11:09:32	customerservice@onlineskyline.com	Bid Answer
Skyline Communications	CA	Classification	2015-10-19 10:09:07	peter@onlineskyline.com	Bid Notification
SMITH OFFICE & COMPUTER SUPPLY	FL	Classification	2015-10-19 10:09:07	brucek@smithoff.com	Bid Notification
Source Rite	CA	Classification	2015-10-19 10:09:07	julia@sourcerite-gsa.com	Bid Notification
Source Rite	CA	Classification	2015-10-19 10:09:07	ritchartz@sourcerite-gsa.com	Bid Notification
Source Rite	CA	Classification	2015-10-30 08:49:35	ritchartz@sourcerite-gsa.com	Bid Answer
Source Rite	CA	Classification	2015-10-30 09:08:43	ritchartz@sourcerite-gsa.com	Bid Answer
Source Rite	CA	Classification	2015-10-30 09:10:42	ritchartz@sourcerite-gsa.com	Bid Answer
Source Rite	CA	Classification	2015-10-30 09:14:21	ritchartz@sourcerite-gsa.com	Bid Answer
Source Rite	CA	Classification	2015-10-30 11:09:32	ritchartz@sourcerite-gsa.com	Bid Answer
Source Rite LLC	CA	Classification	2015-10-19 10:09:07	jonm@sourcerite-gsa.com	Bid Notification
Southland Envelope Co., Inc	CA	Classification	2015-10-19 10:09:07	nmendez@southlandenvelope.com	Bid Notification
Southwest Enterprises	TX	Classification	2015-10-19 10:09:07	swinfo@southwestemblem.com	Bid Notification
SPIRAL BINDING JB	NJ	Classification	2015-10-19 10:09:07	rsims@spiralbinding.com	Bid Notification
SRA Office Solutions LLC	FL	Classification	2015-10-19 10:09:07	rsantos@sraofficesolutions.com	Bid Notification
Staples	CA	Classification	2015-10-19 10:09:07	kenneth.jones@staples.com	Bid Notification
Staples	TX	Classification	2015-10-19 10:09:07	geraldlyn.williams@staples.com	Bid Notification
Staples Contract & Commercial	CO	Classification	2015-10-19 10:09:07	StaplesPublicBidsDesk@staples.com	Bid Notification
Staples Contract & Commercial	CO	Classification	2015-10-30 08:49:35	StaplesPublicBidsDesk@staples.com	Bid Answer
Staples Contract & Commercial	CO	Classification	2015-10-30 09:08:43	StaplesPublicBidsDesk@staples.com	Bid Answer
Staples Contract & Commercial	CO	Classification	2015-10-30 09:10:42	StaplesPublicBidsDesk@staples.com	Bid Answer
Staples Contract & Commercial	CO	Classification	2015-10-30 09:14:21	StaplesPublicBidsDesk@staples.com	Bid Answer
Staples Contract & Commercial	CO	Classification	2015-10-30 11:09:32	StaplesPublicBidsDesk@staples.com	Bid Answer
STAR POLY BAG INC	NY	Classification	2015-10-19 10:09:07	REPSTEIN@STARPOLY.COM	Bid Notification
Stormforce Corporation	CA	Classification	2015-10-19 10:09:07	matt@myschoolthings.com	Bid Notification
Sun Badge Company	CA	Classification	2015-10-19 10:09:07	bdawson@sunbadgeco.com	Bid Notification
Sunset Survival & First Aid, Inc.	CA	Classification	2015-10-19 10:09:07	info@sunsetssurvival.com	Bid Notification
Sunset Survival & First Aid, Inc.	CA	Classification	2015-10-30 08:49:35	info@sunsetssurvival.com	Bid Answer
Sunset Survival & First Aid, Inc.	CA	Classification	2015-10-30 09:08:43	info@sunsetssurvival.com	Bid Answer
Sunset Survival & First Aid, Inc.	CA	Classification	2015-10-30 09:10:42	info@sunsetssurvival.com	Bid Answer
Sunset Survival & First Aid, Inc.	CA	Classification	2015-10-30 09:14:21	info@sunsetssurvival.com	Bid Answer
Sunset Survival & First Aid, Inc.	CA	Classification	2015-10-30 11:09:32	info@sunsetssurvival.com	Bid Answer
Supplies Hotline Corporation	PA	Classification	2015-10-19 10:09:07	rmerwine@supplieshotline.com	Bid Notification
Supplies Now, Inc.	OH	Classification	2015-10-19 10:09:07	bmcloud@suppliesnow.com	Bid Notification
Swift Print Solutions, LLC	NJ	Classification	2015-10-19 10:09:07	linda@swiftprintsolutions.com	Bid Notification
Systems & Space, Inc.	CA	Classification	2015-10-19 10:09:07	dback@systemsnspace.com	Bid Notification
Tatooine Electronic Systems Inc	WY	Classification	2015-10-19 10:09:07	recycle@tatooineinc.com	Bid Notification
TCP, Inc.	OH	Classification	2015-10-19 10:09:07	cdelehanty@printplususa.com	Bid Notification
Technal, Inc.	CA	Classification	2015-10-19 10:09:07	neal@technal.com	Bid Notification
Texas Custom Prints	TX	Classification	2015-10-19 10:09:07	texascustomprints@att.net	Bid Notification
The Aby Manufacturing Group Inc.	CA	Classification	2015-10-19 10:09:07	bids@erbadge.com	Bid Notification
The Blue Book Building & Construction Network	NY	Self Invited	2015-10-30 08:49:35	dpeters@thebluebook.com	Bid Answer
The Blue Book Building & Construction Network	NY	Self Invited	2015-10-30 09:08:43	dpeters@thebluebook.com	Bid Answer
The Blue Book Building & Construction Network	NY	Self Invited	2015-10-30 09:10:42	dpeters@thebluebook.com	Bid Answer
The Blue Book Building & Construction Network	NY	Self Invited	2015-10-30 09:14:21	dpeters@thebluebook.com	Bid Answer
The Blue Book Building & Construction Network	NY	Self Invited	2015-10-30 11:09:32	dpeters@thebluebook.com	Bid Answer
The Educational Outback	AK	Classification	2015-10-19 10:09:07	educationaloutback@yahoo.com	Bid Notification
The J Paul Company	TX	Classification	2015-10-19 10:09:07	Lindsay@jpaulco.com	Bid Notification
the office pal	NJ	Classification	2015-10-19 10:09:07	gsa@theofficepal.com	Bid Notification
the office pal	NJ	Classification	2015-10-30 08:49:35	gsa@theofficepal.com	Bid Answer
the office pal	NJ	Classification	2015-10-30 09:08:43	gsa@theofficepal.com	Bid Answer
the office pal	NJ	Classification	2015-10-30 09:10:42	gsa@theofficepal.com	Bid Answer
the office pal	NJ	Classification	2015-10-30 09:14:21	gsa@theofficepal.com	Bid Answer
the office pal	NJ	Classification	2015-10-30 11:09:32	gsa@theofficepal.com	Bid Answer
The Office Pal	NJ	Classification	2015-10-19 10:09:07	latziet@theofficepal.com	Bid Notification
The Student Planner	CO	Classification	2015-10-19 10:09:07	Josh@studentplannerUSA.com	Bid Notification
Tiger Direct	TX	Classification	2015-10-19 10:09:07	steven.lubom@TigerDirect.com	Bid Notification
Tiger Direct	TX	Classification	2015-10-30 08:49:35	steven.lubom@TigerDirect.com	Bid Answer

Tiger Direct	TX	Classification	2015-10-30 09:08:43	steven.lubom@TigerDirect.com	Bid Answer
Tiger Direct	TX	Classification	2015-10-30 09:10:42	steven.lubom@TigerDirect.com	Bid Answer
Tiger Direct	TX	Classification	2015-10-30 09:14:21	steven.lubom@TigerDirect.com	Bid Answer
Tiger Direct	TX	Classification	2015-10-30 11:09:32	steven.lubom@TigerDirect.com	Bid Answer
Tigerdirect Inc	FL	Classification	2015-10-19 10:09:07	Derek.James@Tigerdirect.com	Bid Notification
TNT Promotions	FL	Classification	2015-10-19 10:09:07	suzi@sharpmarketing.com	Bid Notification
Tri-Tech Forensics, Inc	NC	Classification	2015-10-19 10:09:07	cspec@tritechusa.com	Bid Notification
Trivex Trading, Inc.	NH	Classification	2015-10-19 10:09:07	camden@trivextrading.com	Bid Notification
T-Shirt King, Inc.	MO	Classification	2015-10-19 10:09:07	chris@kingpromo.com	Bid Notification
TTI Business Products, Inc.	NY	Classification	2015-10-19 10:09:07	billiejean@ttibusiness.com	Bid Notification
Ultimate Office Solutions, Inc.	NJ	Classification	2015-10-19 10:09:07	customerservice@ultoffice.com	Bid Notification
Ultimate Office Solutions, Inc.	NJ	Classification	2015-10-30 08:49:35	customerservice@ultoffice.com	Bid Answer
Ultimate Office Solutions, Inc.	NJ	Classification	2015-10-30 09:08:43	customerservice@ultoffice.com	Bid Answer
Ultimate Office Solutions, Inc.	NJ	Classification	2015-10-30 09:10:42	customerservice@ultoffice.com	Bid Answer
Ultimate Office Solutions, Inc.	NJ	Classification	2015-10-30 09:14:21	customerservice@ultoffice.com	Bid Answer
Ultimate Office Solutions, Inc.	NJ	Classification	2015-10-30 11:09:32	customerservice@ultoffice.com	Bid Answer
Unified Packaging, Inc.	CO	Classification	2015-10-19 10:09:07	HelenS@UnifiedBinders.com	Bid Notification
United Art and Education Inc	IN	Classification	2015-10-19 10:09:07	kwarran@unitednow.com	Bid Notification
University Custom	TX	Classification	2015-10-21 16:31:12	chase@universitycustom.com	Bid Notification
USCOMPUTERS	CA	Classification	2015-10-19 10:09:07	info@uscomputersinc.com	Bid Notification
US Pan American Solutions	MD	Classification	2015-10-29 14:16:01	admin@uspasgov.com	Bid Notification
Value Retail Group Inc.	FL	Classification	2015-10-19 10:09:07	mweb72@yahoo.com	Bid Notification
VRS Inc	TN	Classification	2015-10-19 10:09:07	jusey@nucycle.com	Bid Notification
VRS Inc	TN	Classification	2015-10-30 08:49:35	jusey@nucycle.com	Bid Answer
VRS Inc	TN	Classification	2015-10-30 09:08:43	jusey@nucycle.com	Bid Answer
VRS Inc	TN	Classification	2015-10-30 09:10:42	jusey@nucycle.com	Bid Answer
VRS Inc	TN	Classification	2015-10-30 09:14:21	jusey@nucycle.com	Bid Answer
VRS Inc	TN	Classification	2015-10-30 11:09:32	jusey@nucycle.com	Bid Answer
V & V MANUFACTURING, INC.	CA	Classification	2015-10-19 10:09:07	vandvmfg@aol.com	Bid Notification
Walker Group, LLC	OK	Classification	2015-10-19 10:09:07	krscampbell@hotmail.com	Bid Notification
Walker Group, LLC	OK	Classification	2015-10-30 08:49:35	krscampbell@hotmail.com	Bid Answer
Walker Group, LLC	OK	Classification	2015-10-30 09:08:43	krscampbell@hotmail.com	Bid Answer
Walker Group, LLC	OK	Classification	2015-10-30 09:10:42	krscampbell@hotmail.com	Bid Answer
Walker Group, LLC	OK	Classification	2015-10-30 09:14:21	krscampbell@hotmail.com	Bid Answer
Walker Group, LLC	OK	Classification	2015-10-30 11:09:32	krscampbell@hotmail.com	Bid Answer
WALTER KLEIN	NY	Classification	2015-10-19 10:09:07	walter@alphasum.com	Bid Notification
Washington Correctional Industries	WA	Classification	2015-10-19 10:09:07	donna.gober@doc.wa.gov	Bid Notification
Wellness Way Inc.	ON	Classification	2015-10-19 10:09:07	billm@wellnessway.com	Bid Notification
Wess Holdings	TX	Classification	2015-10-19 10:09:07	darlene.lopez@mavich.com	Bid Notification
Whitaker Brothers Business Machines Inc.	MD	Classification	2015-10-19 10:09:07	jbrown@whitakerbrothers.com	Bid Notification
Windswept Marketing	NC	Classification	2015-11-05 11:41:01	brian@windsweptmarketing.com	Bid Notification
Woodeez Woodcrafts, LLC	TX	Classification	2015-10-19 10:09:07	contact@woodeezstonelaserimaging.com	Bid Notification
Xeroc	TX	Classification	2015-10-19 10:09:07	tsbsalesteam@xerox.com	Bid Notification
Xerox Corporation	TX	Classification	2015-10-19 10:09:07	tsb.sales.team@xerox.com	Bid Notification
X, Inc.	CA	Classification	2015-10-19 10:09:07	taniac@callonestop.com	Bid Notification
YORKTOWN INDUSTRIES CALIFORNIA, INC	CA	Classification	2015-10-19 10:09:07	CF@YORKTOWNINDUSTRIES.COM	Bid Notification
YORKTOWN INDUSTRIES, INC	CA	Classification	2015-10-19 10:09:07	ddavis@yorktownindustries.com	Bid Notification
Zapopan Business Group. LLC	TX	Classification	2015-10-19 10:09:07	Jesse@WorldWideImagingSupplies.com	Bid Notification

From: [Public Purchase](#)
To: [Lisa Truax](#)
Subject: Public Purchase - RFP #16.11 - Office Supplies Closed Notification
Date: Tuesday, November 10, 2015 10:00:06 AM



Lisa M Truax

The bid RFP #16.11 - Office Supplies has closed on Nov 10, 2015 10:00:00 AM CST

To see more details on this bid go to

<http://www.publicpurchase.com/gems/bid/bidView?bidId=52179>

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Website: www.publicpurchase.com

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MK: aU4Nk4Un7fLKOgwwR6mBTw==

Access Report

Agency **Cooperative Purchasing Connection**
 Bid Number **16.11**
 Bid Title **Office Supplies**

Vendor Name	Accessed First Time	Most Recent Access	Documents	Most Recent Response Date
Intelligent Technology Solutions	2015-10-19 11:53 AM CDT	2015-10-19 11:57 AM CDT	Form B - Questionnaire.docx Form A - Vendor Information.pdf RFP 16.11 - Office Supplies.pdf	
Paige Company Containers Inc.	2015-10-19 11:11 AM CDT	2015-10-19 11:11 AM CDT		
Wellness Way Inc.	2015-10-19 11:14 AM CDT	2015-10-19 11:15 AM CDT		
American Commodities AWOB	2015-10-19 12:23 PM CDT	2015-10-30 12:44 PM CDT	Form E - Level of Support.pdf Form D - References (3 - Generic).pdf Form C - Pricing Schedule.xlsx Form B - Questionnaire.docx RFP 16.11 - Office Supplies.pdf	
SAN UNIVERSAL INC	2015-10-20 09:12 AM CDT	2015-10-20 09:22 AM CDT		
Royal Media Network Inc.	2015-10-19 11:11 AM CDT	2015-10-20 10:54 AM CDT		
Barbarian Usa Inc.	2015-10-19 11:25 AM CDT	2015-10-19 11:25 AM CDT		
Source Rite	2015-10-20 10:32 AM CDT	2015-10-20 10:56 AM CDT	Form H - Proposal Checklist.pdf Form G - Contract Offer & Award.pdf Form D - References (3 - Generic).pdf Form C - Pricing Schedule.xlsx RFP 16.11 - Office Supplies.pdf	
LD Products	2015-10-19 12:35 PM CDT	2015-10-30 11:31 AM CDT	Form C - Pricing Schedule.xlsx	
Information Management Services	2015-10-20 12:40 PM CDT	2015-11-06 03:29 PM CST		
Advantage Imaging Supply	2015-10-19 03:42 PM CDT	2015-10-19 03:42 PM CDT		
The Blue Book Building & Construction Network	2015-10-20 02:31 AM CDT	2015-11-03 02:09 AM CST	Form B - Questionnaire.pdf	
Cooper's Office Supply, Inc.	2015-10-19 10:51 AM CDT	2015-11-10 07:47 AM CST	Form D - References (3 - Generic).pdf Form G - Contract Offer & Award.pdf Form F - Assurance of Compliance.pdf Form E - Level of Support.pdf Form B - Questionnaire.docx Form A - Vendor Information.pdf Form B - Questionnaire.docx Form H - Proposal Checklist.pdf Form C - Pricing Schedule.xlsx RFP 16.11 - Office Supplies.pdf	
AmericanCommoditiesawob Inc.	2015-10-19 04:16 PM CDT	2015-10-30 12:55 PM CDT	Form C - Pricing Schedule.xlsx Form D - References (3 - Generic).pdf Form A - Vendor Information.pdf RFP 16.11 - Office Supplies.pdf Form G - Contract Offer & Award.pdf Form H - Proposal Checklist.pdf	
Dee and Jay the DJs	2015-11-07 10:15 AM CST	2015-11-07 10:15 AM CST		
Tiger Direct	2015-10-19 03:55 PM CDT	2015-10-19 04:11 PM CDT	Form B - Questionnaire.docx	
Royal Media Inc.	2015-10-28 09:51 AM CDT	2015-11-03 03:58 PM CST		
MyOfficeProducts	2015-10-19 11:10 AM CDT	2015-10-19 11:15 AM CDT		
Inland Associates, Inc.	2015-10-19 03:07 PM CDT	2015-10-28 09:04 AM CDT	RFP 16.11 - Office Supplies.pdf Form B - Questionnaire.docx	
Larry Rosenbaum	2015-10-19 01:57 PM CDT	2015-10-19 01:58 PM CDT		
Modern Imaging Solutions Inc	2015-10-19 11:23 AM CDT	2015-11-03 08:47 AM CST		
Skyline Book Binding & Presentation Supplies	2015-10-19 12:31 PM CDT	2015-11-02 05:58 PM CST	Form C - Pricing Schedule.xlsx Form H - Proposal Checklist.pdf Form G - Contract Offer & Award.pdf Form F - Assurance of Compliance.pdf Form E - Level of Support.pdf Form D - References (3 - Generic).pdf Form A - Vendor Information.pdf RFP 16.11 - Office Supplies.pdf	
All American	2015-10-19 11:10 AM CDT	2015-10-19 11:11 AM CDT		
Crestline Specialties Inc	2015-10-21 10:49 AM CDT	2015-10-26 08:21 AM CDT	RFP 16.11 - Office Supplies.pdf Form C - Pricing Schedule.xlsx	

Vendor Support Account	2015-10-29 10:11 AM CDT	2015-10-29 10:12 AM CDT		
Golden Rule Creations	2015-10-19 11:14 AM CDT	2015-10-19 11:14 AM CDT		
Accolade Binders, Inc.	2015-10-19 11:41 AM CDT	2015-10-19 11:43 AM CDT		
Impact Promotions, LLC	2015-10-20 09:25 AM CDT	2015-10-20 09:25 AM CDT		
SRA Office Solutions LLC	2015-10-19 11:33 AM CDT	2015-10-19 11:33 AM CDT		
the office pal	2015-10-19 12:26 PM CDT	2015-11-05 01:38 PM CST	Form C - Pricing Schedule.xlsx	
Advantage Imaging Supply, Inc	2015-10-19 11:23 AM CDT	2015-11-09 10:54 AM CST	RFP 16.11 - Office Supplies.pdf	
Paper Roll Products	2015-10-19 11:11 AM CDT	2015-10-19 11:12 AM CDT		
Southwest Enterprises	2015-10-19 04:02 PM CDT	2015-10-23 11:49 AM CDT		
Lakes Country Service Cooperative	2015-10-23 01:57 PM CDT	2015-10-30 09:43 AM CDT	Form C - Pricing Schedule.xlsx	
ColorID, LLC	2015-11-03 09:02 AM CST	2015-11-03 09:02 AM CST		
Pro Specialties Group, Inc.	2015-10-19 12:15 PM CDT	2015-10-19 12:15 PM CDT		
LAKESHORE EQUIPMENT COMPANY	2015-10-19 02:00 PM CDT	2015-11-09 04:16 PM CST	RFP 16.11 - Office Supplies.pdf Form C - Pricing Schedule.xlsx	
Asel Art Supply	2015-10-19 12:05 PM CDT	2015-10-19 12:05 PM CDT		
ConServ Flag Company	2015-10-19 12:01 PM CDT	2015-11-09 02:54 PM CST	Form B - Questionnaire.docx Form C - Pricing Schedule.xlsx Form A - Vendor Information.pdf RFP 16.11 - Office Supplies.pdf	
LRE INC DBA LEE RYDER LAMINATION	2015-10-19 11:38 AM CDT	2015-10-30 11:25 AM CDT	Form C - Pricing Schedule.xlsx RFP 16.11 - Office Supplies.pdf Form B - Questionnaire.docx	
APS USA	2015-11-03 11:28 AM CST	2015-11-06 03:48 PM CST	Form C - Pricing Schedule.xlsx RFP 16.11 - Office Supplies.pdf	
DirectSource Imaging LLC	2015-10-19 11:53 AM CDT	2015-10-19 11:53 AM CDT		
Royal Media Network, Inc.	2015-10-29 04:16 PM CDT	2015-11-05 10:52 AM CST	Form B - Questionnaire.docx RFP 16.11 - Office Supplies.pdf RFP 16.11 - Office Supplies.pdf	
Staples Contract & Commercial	2015-10-19 11:11 AM CDT	2015-10-30 10:22 AM CDT	Form C - Pricing Schedule.xlsx	
Office Depot, Inc.	2015-10-20 05:44 PM CDT	2015-11-10 09:59 AM CST	Form H - Proposal Checklist.pdf Form G - Contract Offer & Award.pdf Form F - Assurance of Compliance.pdf Form E - Level of Support.pdf Form D - References (3 - Generic).pdf Form C - Pricing Schedule.xlsx Form B - Questionnaire.docx Form A - Vendor Information.pdf RFP 16.11 - Office Supplies.pdf Form B - Questionnaire.docx	2015-11-10 09:55 AM CST
BOX RESEARCH	2015-10-20 12:38 AM CDT	2015-10-20 12:38 AM CDT		
Christianson's Business Furniture	2015-10-27 11:42 AM CDT	2015-10-27 11:48 AM CDT	RFP 16.11 - Office Supplies.pdf	
Ultimate Office Solutions, Inc.	2015-10-28 03:54 PM CDT	2015-10-28 04:04 PM CDT	Form C - Pricing Schedule.xlsx Form B - Questionnaire.docx Form A - Vendor Information.pdf RFP 16.11 - Office Supplies.pdf Form B - Questionnaire.docx	
ABC LASER JET INC.	2015-10-19 11:09 AM CDT	2015-10-19 12:42 PM CDT	Form B - Questionnaire.docx Form A - Vendor Information.pdf RFP 16.11 - Office Supplies.pdf	
Adonai Perazim Inc	2015-11-05 09:43 AM CST	2015-11-05 09:43 AM CST		
University Custom	2015-10-21 06:00 PM CDT	2015-10-21 06:00 PM CDT		
Innovative Office Solutions	2015-10-19 11:00 AM CDT	2015-11-10 07:46 AM CST	Form H - Proposal Checklist.pdf Form G - Contract Offer & Award.pdf Form F - Assurance of Compliance.pdf Form E - Level of Support.pdf Form D - References (3 - Generic).pdf Form C - Pricing Schedule.xlsx Form B - Questionnaire.docx Form A - Vendor Information.pdf RFP 16.11 - Office Supplies.pdf Form B - Questionnaire.docx	2015-11-10 07:45 AM CST
Consolidated Communications	2015-11-02 08:38 AM CST	2015-11-02 08:38 AM CST		

Walker Group, LLC	2015-10-19 11:46 AM CDT	2015-10-19 11:49 AM CDT	Form C - Pricing Schedule.xlsx RFP 16.11 - Office Supplies.pdf	
Positive Promotions	2015-10-19 11:10 AM CDT	2015-10-23 11:20 AM CDT	RFP 16.11 - Office Supplies.pdf Form F - Assurance of Compliance.pdf Form E - Level of Support.pdf Form B - Questionnaire.docx Form A - Vendor Information.pdf Form H - Proposal Checklist.pdf Form G - Contract Offer & Award.pdf Form D - References (3 - Generic).pdf Form C - Pricing Schedule.xlsx Form B - Questionnaire.docx	
IDW LLC	2015-10-21 03:57 PM CDT	2015-10-21 03:57 PM CDT		
VRS Inc	2015-10-20 03:43 PM CDT	2015-10-20 03:52 PM CDT	Form H - Proposal Checklist.pdf Form G - Contract Offer & Award.pdf Form F - Assurance of Compliance.pdf Form E - Level of Support.pdf Form D - References (3 - Generic).pdf Form C - Pricing Schedule.xlsx Form B - Questionnaire.docx Form A - Vendor Information.pdf Form B - Questionnaire.docx RFP 16.11 - Office Supplies.pdf	
USCOMPUTERS	2015-10-21 05:06 PM CDT	2015-10-21 05:06 PM CDT		
North America Procurement Council	2015-10-19 11:34 PM CDT	2015-10-25 10:24 PM CDT		
POS Supply Solutions Inc.	2015-10-19 11:22 AM CDT	2015-10-19 11:25 AM CDT		
US Pan American Solutions	2015-11-03 02:48 PM CST	2015-11-03 02:48 PM CST		
MTS Partners, Inc.	2015-10-19 10:10 PM CDT	2015-10-19 10:10 PM CDT		
Laminator.com	2015-10-19 02:27 PM CDT	2015-10-19 03:16 PM CDT	Form C - Pricing Schedule.xlsx RFP 16.11 - Office Supplies.pdf	
IRIS Ltd., Inc.	2015-11-02 01:21 PM CST	2015-11-02 03:20 PM CST	Form C - Pricing Schedule.xlsx Form A - Vendor Information.pdf RFP 16.11 - Office Supplies.pdf	
LIFETIME MEMORY PRODUCTS, INC.	2015-11-02 06:01 PM CST	2015-11-02 06:01 PM CST		
Southland Envelope Co., Inc	2015-10-19 11:41 AM CDT	2015-10-19 11:41 AM CDT		
Source Rite LLC	2015-10-19 11:26 AM CDT	2015-11-06 03:26 PM CST		
Champion Awards	2015-10-21 08:22 PM CDT	2015-10-21 08:22 PM CDT		
Sunset Survival & First Aid, Inc.	2015-10-19 01:07 PM CDT	2015-10-19 01:11 PM CDT	RFP 16.11 - Office Supplies.pdf	
Rasix Computer Center, Inc	2015-10-19 12:14 PM CDT	2015-11-03 06:45 PM CST	Form C - Pricing Schedule.xlsx Form A - Vendor Information.pdf	
Royal Media Network	2015-10-19 11:16 AM CDT	2015-11-09 02:13 PM CST	Form B - Questionnaire.docx Form C - Pricing Schedule.xlsx Form B - Questionnaire.docx RFP 16.11 - Office Supplies.pdf	
Source Rite	2015-10-19 06:55 PM CDT	2015-10-19 06:55 PM CDT		
360 Technologies, Inc.	2015-10-19 11:58 AM CDT	2015-10-19 11:58 AM CDT		
Pyramid Paper Company	2015-10-19 12:20 PM CDT	2015-11-09 02:19 PM CST	Form C - Pricing Schedule.xlsx Form B - Questionnaire.docx Form A - Vendor Information.pdf RFP 16.11 - Office Supplies.pdf	
New Precision Technology, LLC	2015-11-02 12:49 PM CST	2015-11-02 12:57 PM CST	Form C - Pricing Schedule.xlsx	
MaxiAids, Inc.	2015-10-19 11:26 AM CDT	2015-10-30 10:26 AM CDT	RFP 16.11 - Office Supplies.pdf Form C - Pricing Schedule.xlsx	
Dream Ranch LLC	2015-11-09 12:17 PM CST	2015-11-09 12:18 PM CST	Form C - Pricing Schedule.xlsx	
Global Gov Ed Solutions, Inc.	2015-10-27 08:22 AM CDT	2015-11-05 08:11 AM CST	Form C - Pricing Schedule.xlsx Form H - Proposal Checklist.pdf Form A - Vendor Information.pdf RFP 16.11 - Office Supplies.pdf Form B - Questionnaire.docx	
Pacific OneSource	2015-10-19 11:15 AM CDT	2015-10-19 11:19 AM CDT	Form C - Pricing Schedule.xlsx RFP 16.11 - Office Supplies.pdf	

Quill Corporation	2015-10-29 10:11 AM CDT	2015-11-09 03:53 PM CST	Form H - Proposal Checklist.pdf Form G - Contract Offer & Award.pdf Form F - Assurance of Compliance.pdf Form E - Level of Support.pdf Form D - References (3 - Generic).pdf Form C - Pricing Schedule.xlsx Form B - Questionnaire.docx Form A - Vendor Information.pdf RFP 16.11 - Office Supplies.pdf Form B - Questionnaire.docx	2015-11-09 03:35 PM CST
AFP INDUSTRIES, INC.	2015-10-20 08:28 AM CDT	2015-11-02 03:41 PM CST	Form H - Proposal Checklist.pdf Form G - Contract Offer & Award.pdf Form F - Assurance of Compliance.pdf Form E - Level of Support.pdf Form D - References (3 - Generic).pdf Form C - Pricing Schedule.xlsx Form B - Questionnaire.docx Form A - Vendor Information.pdf RFP 16.11 - Office Supplies.pdf Form B - Questionnaire.docx	
advantage direct	2015-10-20 03:26 PM CDT	2015-11-06 11:06 AM CST	Form C - Pricing Schedule.xlsx Form G - Contract Offer & Award.pdf Form F - Assurance of Compliance.pdf Form E - Level of Support.pdf Form D - References (3 - Generic).pdf Form B - Questionnaire.docx Form A - Vendor Information.pdf RFP 16.11 - Office Supplies.pdf Form B - Questionnaire.docx Form H - Proposal Checklist.pdf	
AmeriComp Group Imaging LLC	2015-10-19 12:26 PM CDT	2015-10-19 12:26 PM CDT		

Cooperative Purchasing Connection
Tabulation Report RFP #16.11 - Office Supplies
Vendor: Innovative Office Solutions

General Comments: Please find attached Innovative Office Solution's response to RFP 16.11 - Office Supplies.

General Attachments: Form A - 16.11 Vendor Information.pdf
Form B - 16.11 Questionnaire.docx
Form C - Pricing Schedule - 2015 Innovative Office Solutions.xlsx
Form D - References (3 - Generic).pdf
Form E - Level of Support.pdf
Form F - Assurance of Compliance.pdf
Form G - Contract Offer and Award.pdf
Form H - Proposal Checklist.pdf

Form A – Vendor Information

Company Information			
Company Name			
Address			
City/State/Zip			
Phone		Fax	
Toll Free Customer Number			

Company Contacts	
General Manager Name <ul style="list-style-type: none"> Email Phone 	
Sales Manager Name <ul style="list-style-type: none"> Email Phone 	
Customer Service Manager Name <ul style="list-style-type: none"> Email Phone 	
Account Manager(s) for the Cooperatives Name(s) <ul style="list-style-type: none"> Email Phone 	

Responsibilities	
CPC New Member Notification <ul style="list-style-type: none"> Name Email/Phone 	
CPC Member Customer Service <ul style="list-style-type: none"> Name Email/Phone 	
Submitting Sales Reports to CPC <ul style="list-style-type: none"> Name Email/Phone 	
Payment of Administrative Fees to CPC <ul style="list-style-type: none"> Name Email/Phone 	
Conducting Audits <ul style="list-style-type: none"> Name Email/Phone 	

Form B – Questionnaire

Instructions. Please complete the questionnaire below by placing your company’s answers in the correlating response column.

Responding Company’s Name:	Innovative Office Solutions
Instructions: For those responding to the RFP, please respond to the questions below.	
Question	Response
<p>1. As you envision it, what is your company’s role in this partnership? Please include sales and marketing strategies.</p>	<p>Innovative Office Solutions was formed in 2001 to bring change to the office products industry. Built on the foundation of a Relationships Matter belief system, you can expect Innovative to fulfill the role of a true partner. A partnership with a supplier that understands your success equals our success. We deliver on our promises, value long-term results, and work every day to ensure that we fulfill your expectations.</p> <p>This approach has served Innovative well and the proof is in the result. We’ve grown to be the largest Independent supplier in the Upper Midwest and one of the largest in the country. Small business approach, combined with large business scale and key vendor partnerships is a winning formula. By partnering with Innovative you can join the thousands of organizations who chose something different and we’re confident you’ll never regret that choice.</p> <p>As your partner, our objective is to be an extension of your organization. We will take the time to understand your needs, customize our approach, and execute with confidence. Our industry experience, particularly in K-12 is unmatched, and we’ll use that experience to develop a winning sales & marketing strategy for this contract.</p> <p>We view this as an opportunity to bring together two of the strongest organizations in K-12 space, and Innovative is uniquely positioned to be the best ambassador and support for your organization.</p> <p>As we collaboratively work on a sales and marketing strategy, Innovative will make recommendations, listen to your needs, and develop a plan that will drive success for your contract. This plan will make use of our market leading K-12 sales & support team, and all of the tools at our disposal to deliver the message to your membership. Such as in-person meetings, trade-shows, telephone marketing, email marketing, customized web experience and more.</p>
<p>2. Does your company have the capability to attend conferences and provide training seminars?</p>	<p>Innovative has a strong presence and regular attendance at trade shows and conferences throughout the State of Minnesota. We are active with several statewide organizations, such as MESBA, MASBO, MASMS and also NSSEA/EdSpaces nationally. We are sponsors and regular attendees of events provided by these organizations.</p> <p>Through partnerships with our suppliers, we regularly provide seminars and product introductions at prominent education conferences, as well as within districts as necessary.</p> <p>Training and education does not stop at the trade show level. Innovative is also highly experienced in offering training either in person at districts or via online webinars. This training may include product innovations, concepts and services, website training, joint powers contract information and more.</p> <p>We find that while some customers still prefer an in-person group training session, most now favor an online webinar format where members can log-in from their own desks and follow a training session remotely. Oftentimes, simple and concise written training materials combined with access to Live Chat to have questions answered are sufficient for most users.</p> <p>Innovative is able to provide whatever training method would fit the needs of</p>

	<p>your members. We can customize training with a combination of online tutorials, Live Chat online help, web-based training, quarterly communication pieces to end users, FAQ documents, easy-to-use reference guides and, of course, our local team of experienced Sales and Support staff. All of these services will be provided to CPC members at no additional cost.</p>
<p>3. How many staff members are dedicated to in-house customer service?</p>	<p>The Innovative Customer Care approach is built around a model of highly experienced individuals who are dedicated to customer accounts, with cross-trained backups available when required. This model ensures the highest level of service possible while minimizing the amount of time required by our customers to answer questions or address issues.</p> <p>When you contact Innovative, you're not calling a massive call-center staffed by hundreds of individuals who don't know anything about your organization. You're calling a dedicated team who know you and understand your unique needs.</p> <p>Your dedicated team is the most experienced K-12 sales and support team in the Upper Midwest. They are fully empowered to promptly resolve questions and concerns for our customers as needed. This team receives accolades from our clients on a regular basis, recognizing superior response and performance.</p> <p>CPC will have a dedicated individual assigned in each of the roles outlined below, supported by cross-trained backups. This elite support team consists of 17 individuals in total.</p> <p>Account Coordinator (Sales Support): Works in tandem with the Account Executive to provide account level support. This includes user setup/maintenance, training, report requests or any other functions required to assist the Account Executive in managing the contract and customer business reviews. There are 6 members of the Account Coordinator Team.</p> <p>Customer Care Representative: The primary point of contact for customer service tasks related to product information, order placement or inquiry, delivery questions, etc. There are 11 members of the Customer Care Team.</p> <p>We are constantly reviewing performance metrics and customer feedback to ensure our customer care team is delivering on our brand promise.</p> <p>For example, we perform an annual company-wide survey with all of our clients to measure satisfaction levels and identify areas for improvement. On our most recent user survey, on a scale of 1 to 10 (with 10 representing the highest possible score), 81% of respondents selected a 9 or 10 for their satisfaction level with Customer Care.</p> <p>The wait time to reach customer care via phone is a metric that Innovative measures regularly and is currently 6 seconds from the time a customer selects the option to speak to a Customer Care Team member.</p>
<p>4. Using the map provided in the RFP, please identify areas that your company may not be able to service.</p>	<p>Innovative is capable of servicing the entire area covered in the map both from a delivery perspective and with access to sales/support representation.</p>
<p>5. Inventory: where are your company's distribution hubs located? What is the service/fill rate of inventory from those locations?</p>	<p>Innovative has a long-standing, 14-year strategic relationship with Essendant, formerly United Stationers, which allows us to operate with the power of a \$5 billion enterprise, with access to 29 office supply distribution centers nationwide, carrying more than \$830 million in inventory on a daily basis.</p> <p>The Eagan facility (\$14.3 million in inventory) is further supported by the facility in Chicago (\$44.3 million in inventory). Innovative is one of the few dealers in the Upper Midwest that receives next day delivery from Chicago. The combined inventories of the Eagan, Chicago and Denver facilities allows us to offer the best overall selection of SKU's in the industry, as well as extremely high fill rates of nearly 99% on every order.</p>

	<p>The primary distribution center for the state of Minnesota and eastern North Dakota and eastern South Dakota is located in Eagan, MN, with backup next-day fill from Chicago, IL. The two facilities combined represent \$60M of inventory and 650,000 sq. ft. of warehouse space. CPC members in western North Dakota and South Dakota will be serviced by the United Denver location and will receive 2- day delivery.</p> <p>Essendant Minneapolis 1720 Alexander Rd Eagan, MN 55121</p> <p>Essendant Chicago 810 Kimberly Dr Carol Stream, IL 60188</p> <p>Essendant Denver 9910 East 47th Ave, #D3 Denver, CO 80238</p> <p>If backorders do occur, our local Customer Care Team contacts our customers directly via phone or email for each backorder. They will suggest an alternate product that may be available for immediate fulfillment and is in compliance with the contract.</p>
<p>6. Describe your company's ordering process and what methods can be used by members to place or create orders?</p>	<p>Innovative offers a variety of ordering methods for our customers. The majority of customers use our website to meet their ordering needs. Our site is easy-to-use and provides users with the search ability, product information and pricing that they need, right at their fingertips. We are able to receive cXML PO's electronically from CPC members who use the Express Online Marketplace, and also offer existing punchout capability with Smart Finance and Skyward today. Our team of Customer Care professionals also enter orders received from customers via email, fax, phone call or Live Chat.</p>
<p>7. Does your company offer online ordering? How many staff members are dedicated to your online ordering helpdesk?</p>	<p>Innovative offers an online ordering website with proven reliability and ease of use. Our site is intuitive and provides users with the search ability, product information and pricing that they need, right at their fingertips. The website can be configured to provide a secure online ordering and management website that meets each customer's individual requirements. Additionally, we can provide a customized login portal to deliver customer specific information to users.</p> <p>All members of the Innovative Customer Care and Account Support Team are able to answer questions and guide members through the online ordering process, this increases the likelihood that customer questions can be answered with a single point of contact. Innovative also has 7 full-time IT professionals, who have access to numerous consultants, should deeper technical support be required.</p> <p>The online ordering catalog specifically notes all contract items. During the product search process, these items will be clearly marked with labels to guide the user towards appropriate purchases. The search results will first prioritize to the key words provided by the user. In this prioritization, it will provide relevant products to the key words and will designate which items are on contract. The most effective search will assist the user in narrowing down to relevant results and then indicate which items are on contract or the best fit within that relevant result set.</p> <p>Once items are located, users can add items to their Cart to build their order and can toggle back and forth between screens freely without losing information. An order status box displays the running total and number of items in a customer's Cart at all times. Orders are auto-saved and kept active for our customer's convenience. Items can also be added to a Favorites List in a few keystrokes so customers can save frequently ordered part numbers for</p>

	<p>easy access.</p> <p>The Checkout process resembles a typical online consumer website and will be familiar to users. Customers pass through 2-3 simple Checkout steps whereby they confirm their billing details, provide required order information such as Purchase Order number or Billing Code, and contact information. Innovative's website then emails an order confirmation after the order is successfully received. Once shipped, all order information becomes part of a customer's accessible and searchable order history.</p> <p>Key Features of the Innovative Online Ordering Website Include:</p> <ul style="list-style-type: none"> • Individual Password Protected Logins – Each user will have their own login which will display their organization's specific pricing and ordering criteria, such as product restrictions or approval routing. • Product Information – Includes pictures, detailed descriptions, product specifications, warranties, and environmental information and notations. • Search – Search by keywords, full or partial part numbers, with advanced filters that allow users to narrow their search to just those attributes that they need. Our search is powered by a world-leading search engine, designed to bring users quickly to relevant results with minimal effort. • Help Feature – Click on the Live Chat feature to be connected to an operator and have your questions answered without leaving your online session. • Order Acknowledgement – Easy to follow Checkout steps walk a customer through required order information, with a confirmation on screen before order placement as well as sending an emailed order confirmation after an order is received. • Online Returns – Request a return online in a few keystrokes. • Order History – All order history is housed online and can be sorted, searched and printed. • Dynamic Stock Check – No need to check inventory levels before ordering, our system will immediately notify you if an item has insufficient inventory to fulfill your order. • Highly flexible order approval system allows customization down to the user level with a variety of available criteria.
<p>8. Does your company have retail locations that members would be able to access to make purchases? If so, please describe how our members would receive their discount(s) at your retail locations.</p>	<p>Innovative is a business-to-business provider and does not have retail store locations. With the ease of ordering using the Innovative website as well as access to our Customer Care Team coupled with our 98.6% fill rate for orders, members should be able to receive the items they need in a timely manner without having to leave work to procure supplies. We believe this method is safer and more cost effective than having employees leave work to visit a retail location. This business model also keeps purchasing in line with the budgeting, accounting, and product selection control needs of individual members, as well as preventing commonly seen issues in our industry where retailers may not appropriately honor consistent contract pricing.</p>
<p>9. Please explain if your company would or would not be willing to proceed with integration into Express should your company be awarded a contract.</p>	<p>Innovative is willing to proceed with an integration into Express upon award of the contract.</p> <p>We have extensive experience in third party integrations, both within the K-12 community and also with State, County and commercial accounts. We currently have punch-out integrations with systems such as Skyward, Smart Finance, SAP, Ariba, SciQuest and more; servicing thousands of end users.</p> <p>Additionally, Innovative has been recognizing by customers for having</p>

	significantly faster setup & implementation time than our competitors.
10. What are your payment terms?	Innovative's standard payment terms are Net 30.
11. Does your company accept payment by procurement/credit card? If so, is the member assessed a fee for purchasing with a procurement/credit card?	Innovative does accept payment via procurement/credit card. Visa, Mastercard, Discover and American Express are all accepted as forms of payment. Members would not be assessed a fee for purchases made with a procurement/credit card. We treat P-cards and ghost accounts the same as a credit card transaction.
12. Does your company offer any prompt payment discounts? If so, please describe.	Innovative's standard payment terms are Net 30. There are no payment discounts being offered as part of this RFP.
13. Does your company require a minimum order? If so, what are your minimum order requirements? If the minimum is not met, what surcharge would you assess?	Innovative does not require a minimum order threshold. However, we do encourage our customers to order as efficiently as possible by grouping up orders to maximize efficiency, reduce cost and reduce environmental impact.
14. Briefly explain your delivery policy and the lead time required from a member placing an order to receipt of delivery.	CPC members in Minnesota and eastern North Dakota and South Dakota should expect next-day delivery for in-stock office supply items ordered by 5:00 pm via phone/fax and 5:30pm online. CPC members in western North Dakota and South Dakota should expect a 2- day delivery. Orders for locations within the Minneapolis/St. Paul metropolitan area are delivered on Innovative delivery vehicles. Locations outside of this area are serviced via UPS or via a courier service such as Spee-Dee or CMD.
15. Does your company assess fuel surcharges for deliveries? If so, what is the charge?	Innovative does not assess fuel surcharges for deliveries.
16. At times there are issues with service and/or deliveries. Please describe your process for addressing issues with participating members.	Our culture is built on the compelling Brand Promise of Expect Response, Expect Reduction and Expect Relief. This is the measurement against which all of our performance is measured. If at any time we do not live up to this brand promise, we will do whatever is necessary to remedy the situation. The employees at Innovative are uniquely equipped to remedy service issues due to the lack of corporate red tape, and the fact that all employees are empowered to do whatever is necessary to solve a customer issue. Our goal is to have the issue resolved on the first call. On a daily basis, service issues are reviewed by our Customer Care Supervisor to ensure that appropriate actions were taken and to uncover any potential training issues to prevent repeat occurrences. We also work with key clients and joint powers contract holders to develop customized performance measurement surveys for their end users. This helps to validate that specific program requirements are being met and that service levels remain high.
17. State your company's process for handling returns and/or credits.	Office supply items can be returned for a full refund within 30 days of receipt if the product has not been used, is in its original packaging and is in resalable condition. Some items such as food and first aid supplies are not returnable and are marked accordingly in our catalog. Returns will be picked up within 2-3 business days and credits will be issued within 48 hours of product pickup. Returns are picked up and returned to our warehouse at no cost to our customers. Requests for returns can be processed online or by calling Customer Care.
18. State your company's process for introducing new products to participating members.	Innovative has strong partnerships with leading manufacturers and has access to new products, concepts and solutions for the scholastic market. We bring this information to market through a variety of channels. The first

	<p>being our attendance at many industry tradeshows, showcasing the latest products available to increase productivity and reduce cost.</p> <p>Additionally, we reach schools and end users through a variety of means, such as but not limited to; catalogs, regular flyers, informative emails, web site, blogs, and social media.</p>
<p>19. What value-added services does your company offer to CPC members?</p>	<p>We believe that Innovative offers the best overall value to CPC. While many of the following features have already been outlined in previous sections of our response, we would like to take this opportunity to summarize our overall value proposition to CPC.</p> <p><u>Accurate and Consistent Pricing</u> Innovative has been recognized for delivering accurate and consistent pricing throughout the life of a contract. Most notably, the University of Minnesota recognized Innovative for cutting two hours per day from their accounting team compared to the reconciliation time required with their previous supplier. This in part led to Innovative being awarded University of Minnesota, Corporate Supplier of the Year.</p> <p><u>Dedication to the K-12 Market:</u> Innovative offers the largest and most experienced K-12 Sales and Support team in the Upper Midwest. We bring 22 full-time sales professionals serving office supplies, furniture, facilities, break room, managed print services and print production services to the table each day and are in the best possible position to ensure adequate coverage throughout the State of Minnesota.</p> <p><u>Local Dedicated Team:</u> It is our experience that no competitor can provide the unique level of service that Innovative can. With the combination of a dedicated service team, extensive experience in the K-12 market, and entirely local management team, Innovative will provide the best service to your end users.</p> <p><u>Technical Capability:</u> Innovative is constantly investing in new technology to remain competitive and provide our customers with the power of a multi-billion dollar organization, but the nimble and specialized service of a local Minnesota based business.</p> <p><u>Local Community Commitment:</u> Innovative is a Minnesota company and believes strongly in supporting and giving back to our local community. In addition to volunteer work performed by our company and employees, Innovative also supports local charities through many initiatives including the following programs:</p> <ul style="list-style-type: none"> • Minnesota Vikings – Field Goals for Charity • Minnesota Vikings – In the Game Award • Minnesota Wild – Charity of the Month • Minnesota Twins – Double Plays for Charity & Back-to-School Backpack Program • Saint Paul Saints – Toilet Paper Drive benefiting Second Harvest Heartland • In Sports – Changing lives through the power of sport. <p><u>Marketing and Promotions:</u> Innovative has a full service Marketing Department as well as in-house Print and Promotional Item Departments with staff who are experienced in designing and producing marketing materials. Innovative can support email or social media marketing campaigns as well as traditional, in-person, telephone or print marketing campaigns to announce/promote the contract as well as ongoing promotional efforts. Innovative regularly hosts or attends trade shows for our K-12, State of Minnesota and corporate customers.</p> <p><u>Green Practices:</u> Innovative currently provides a toner and ink recycling</p>

	<p>program free of charge to our customers. Customers can either receive a pre-paid shipping label to return empty toners or inks directly to our recycling partner or, for customers serviced by our own delivery drivers, they can return their empty toners and inks to Innovative via their driver and Innovative will send them to our recycling partner.</p> <p><u>Business Reviews:</u> As a standard practice, Innovative offers a customized approach to regularly scheduled business review meetings. The purpose of the meetings are to report on the program as well as identify opportunities for cost savings, both through increased efficiency and direct product cost savings. Our extremely low account turnover is evidence of our extremely competitive pricing and the fact that we will identify and deliver significant savings in both the short and long-term.</p> <p><u>Furniture:</u> Innovative has a highly experienced scholastic furniture team and provides products and services across and outside of Minnesota. We feel that bringing this capability to bear within your coverage area will further develop relationships and increase compliance with this joint powers contract. Shipping charges may apply to furniture orders.</p> <p><u>Industry Recognition:</u> Innovative has been the recipient of many industry awards representing our commitment to our Customer Care, Employee Satisfaction and Local Economic Growth. Recent notable awards include:</p> <ul style="list-style-type: none"> • University of Minnesota – Corporate Supplier of the Year • Fourth consecutive year MN Business 100 Best Companies to Work For, 2015 • Seven years as one of the 5000 fastest growing privately held companies in America, Inc, 2015 • Three years recognized in the 50 Fastest Growing Women-Owned businesses by Women’s Presidents Organization. • Top 10 "Best In Class" Managed Print Service Partners, HP, 2015 <p><u>Capability:</u> Innovative currently serves a large portfolio of K-12 business, the University of Minnesota, the State of Minnesota, as well as dozens of county governments, municipalities and corporate customers. Our attention to detail, budgetary management solutions, approval processes and accountability has made Innovative a valued partner and solutions provider with governmental entities as well as large private sector accounts.</p>
<p>20. Is there a specific time of the year when you as a company receive pricing increases and/or decreases from the manufacturers? How will your company propose pricing increases and decreases to the core list and paper core lists?</p>	<p>Innovative would review your pricing on an annual basis, allowing you the benefit of having prices locked in for the year. The prices quoted in your RFP will remain firm until the end of 2016. At the end of each year we would adjust based on manufacturer price changes and market conditions. The only exception to this would be paper which will be reviewed on a quarterly basis with cost increases or decreases being passed through.</p>
<p>21. SCENARIO – The following scenario has occurred with some of our vendors in the past, please review and respond accordingly.</p> <p><i>A sales representative was contacted by one of the Cooperative Purchasing Connection (CPC) regions for special pricing on a large quantity order. Once pricing was returned to the member, the member agreed to place the order. The ordering process took a few weeks because a decision was made to drop ship the items directly from the manufacturer because the company didn't have the quantity requested in stock. The delivery was made quickly,</i></p>	<p>The scenario you have outlined is a textbook example of why Innovative was formed and why we have been so successful in the marketplace.</p> <p>In 2001, service levels were in decline as big-box companies consolidated the marketplace. This created a gap that Innovative stepped in to fill, bringing customer-focused service back to the industry. To build a business founded on treating people how we'd like to be treated, and trusting that success will come as a result. This message holds true today just as much as it did in 2001.</p> <p>Employee empowerment, flat management structure and lack of red tape was baked into our culture and brand promise from day one. We want our front line employees to be able to solve as many problems as possible, including a simple credit due to a delivery problem.</p> <p>Specifically, in this scenario our local Customer Care Representative would have immediately issued credit and worked to remedy the situation. It would not have been necessary to involve the Sales Representative.</p>

<p><i>however, one of the items was damaged during the shipping process. The CPC member contacted the company to report the shipping/delivery issue and the member was told that in order for a credit to be placed on their account or to replace the item they would first need the approval of the member's sales representative.</i></p> <p><i>The member had reached out to their sales representative, but never responded. The member reached out to the regional purchasing coordinator and asked for assistance with the issue. The regional purchasing coordinator received the same information from the company stating that in order for a credit to be placed on the account, approval would need to come from the member's sales representative. The regional purchasing coordinator reached out to the sales representative through a phone call and the issue was resolved and a replacement item was sent to the member.</i></p> <p>Please describe how your company would have handled this situation. How would your company have handled communication with the member and the regional purchasing coordinator?</p> <p>What does your company have in place to resolve issues quickly and easily for members, in particular when a sales representative cannot be reached?</p>	<p>Additionally, if an issue was brought to the attention of the Sales Representative, lack of response is unacceptable and non-existent in our culture. Expect Response is the first standard outlined in our brand promise of: Expect Response, Expect Reduction, Expect Relief.</p> <p>In short, it would not have been necessary to have the Regional Purchasing Coordinator and Sales Representative involved. They would be left to focus on program management issues rather than customer care issues.</p> <p>In the event that an issue did require escalation beyond front line Customer Care, we have a structure in place locally to provide fast response. Our Account Coordinator (assigned to CPC) would be a second layer of support, working as the right hand of the sales person. Our Customer Care Manager and upper management are also immediately accessible should the need arise.</p>
<p>22. Would your company consider a dedicated inside sales representative that would be familiar with the CPC contract/program and our membership, be empowered to handle situations as a regular sales account representative would, and be available for quick responses to member inquiries and questions?</p>	<p>Yes, in fact, our Account Coordinator position is designed for this very role. It is already in place, working effectively, and is a critical component of our successful joint powers contracts.</p>
<p>23. Would your company be willing to work with each of the regions on sending/ mailing out physical catalogs to members?</p>	<p>Yes, we would work collaboratively with CPC to customize our marketing and communication strategies.</p>
<p>24. Please describe what your company envisions as a 30-day roll-out and marketing plan. Do you believe your company has enough staff that will be dedicated to CPC to ensure a successful roll-out to 1,400+ members in a timely, well communicated, responsive fashion?</p>	<p>We understand that a change of contract holder is a big decision. Will they be able to execute? Can they perform a changeover without a loss of business? How long will it take? These are all valid questions and we understand that there is risk involved on the part of CPC. At Innovative we take these concerns very seriously and that is why we have a collaborative approach to new program implementations. We will bring our expertise and adjust the plan according to the specific needs of CPC.</p> <p>When the State of Minnesota switched to Innovative over five years ago, it was a massive implementation, as well as a complete change of fulfillment model as they were closing down a central store. Innovative implemented the new program across hundreds of entities, including very detailed account setups and group training sessions in the course of 90 days. This timeline was</p>

	<p>unprecedented and was recognized by the State as the best contract rollout they had ever experienced.</p> <p>After we hold our initial implementation strategy meeting, we will develop a detailed plan outlining all implementation activities. This plan will be executed and monitored closely with regular updates and monitoring reports to ensure success.</p> <p>For example, some of the following elements would be involved in the first 30 days of rollout.</p> <ul style="list-style-type: none"> • Marketwide communication on the change, the reasons for, benefits, and the process we will be following. • We would review your list of participating members and devise a process of gathering their account information and create accounts in our system. For example, we approached the State of Minnesota Implementation in this manner. Many agencies were able to be setup through a surveying process to gather their preliminary information, others required more detailed interaction either via phone or in-person meeting. This would be a collaborative process with CPC to devise the best strategy to get accounts setup and ready to order. • As accounts are setup, we would provide a pre-packaged launch packet that would include the necessary information about the program, FAQs, information about Innovative and supporting materials such as catalogs. • Training would be offered on the program, as well the online ordering system. This training will be available in a variety of formats including, but not limited to: <ul style="list-style-type: none"> ○ Detailed online user guide. ○ Webinars ○ Group sessions at Region or District level. ○ In-person training via sales representative. ○ Telephone follow-up with Account Support Coordinator. • Ongoing marketing plan via physical mail and/or email to continually market the change with members. • Critical number reporting. We will monitor adoption and report weekly to CPC on the progress of implementation and adoption. Targeted actions will be devised based on the results of this reporting.
<p>25. Please list the contracts your company currently holds that may compete directly with the CPC program and describe how you will position the CPC program versus other contracts to CPC members.</p> <p>If other contracts are available, please describe the process CPC would need to take to transition a current purchaser who requests to utilize our program/contract instead of their current contract.</p>	<p>Innovative currently holds joint powers contracts in office supplies with cmERDC, ISD196 and ISD622. All of these contracts have peacefully coexisted and have seen growth through their partnership with Innovative Office Solutions.</p> <p>Your program will be built on the strong foundation of the best K-12 supplier in the market, giving the best opportunity and program to your members. It will allow you to focus on the merits of your overall program while offering all of the benefits that come with a local K-12 focused supplier.</p> <p>In today's world, we are competitors. This is a rare opportunity to align two of the most dominant forces in the marketplace as partners. Based on our track record, we're confident that we provide the best solution, delivered with a focus on growth for both organizations. By partnering with Innovative, we believe CPC will have a much improved program for its membership.</p>
<p>26. How would you educate your sales representatives on the strengths of our contract? Would sales representatives be willing to conduct on-site visits with service cooperative staff to members to explain the benefits of the CPC program?</p>	<p>As part of our launch plan, we would ensure that the team is fully educated on the CPC value proposition and all merits of the program. This training would take any form necessary, including on-site visits with service cooperative staff members.</p> <p>You would be able to consider the Innovative team as a fully educated extension of your own team, delivering the CPC message with pride through the states of Minnesota, North Dakota and South Dakota.</p>

<p>27. Please describe your marketing plan to reach and connect with our members in both all three states. Please note what touch points and connection those members have with sales representatives.</p>	<p>As mentioned in our response on overall sales & marketing plan, Innovative would work with CPC to outline a broad plan that covers the entire membership through a variety of touch points.</p> <p>All CPC members would have access to sales representatives through a combination of field and internal representatives.</p>
<p>28. While attending conferences, please describe how the CPC program will be represented/promoted at those events.</p>	<p>Innovative is heavily involved with and well represented at industry conference. When present at these conferences, Innovative is representing the Innovative brand and in turn, the contracts that we hold.</p> <p>Our core purpose at conferences is to deepen relationships and uncover new opportunities. Due to our strength in the market and at conferences, we believe the CPC contract would be best served as part of the Innovative joint powers portfolio. Additionally, our strength in the K-12 furniture market opens many doors to new office supply opportunities.</p> <p>As we plan for each conference, we would strategize with CPC to identify prospective clients that we should target for discussion on the CPC contract opportunity.</p>
<p>29. Are your sales representatives' wages and compensations effected by different programs/contracts they promote?</p>	<p>Our sales representatives are paid the same commission rate on contracts, there is no difference between the programs they present, or incentive to sell one over the other.</p>
<p>30. List any additional stipulations and/or requirements your company requests that are not covered in the RFP.</p>	<p>Innovative does not have any additional stipulations or requirements to CPC's RFP 16.11 – Office Supplies.</p>
<p>31. List any exceptions that your company is requesting to the terms set forth in the Instructions and Technical Specifications.</p>	<p>Innovative is able to comply with all of the terms and conditions set forth in the Instructions and Technical Specifications with the following exceptions.</p> <p>Page 13, L, 2.a.xv: Innovative typically displays just the contract price online to a CPC member. However, we are able to show a List Price in addition to the contract price so the CPC member can view the price difference. At this time, Innovative is not able to show an actual % discount per item at a category level.</p> <p>Page 14, L, 2.a.xvi: Innovative provides environmentally-friendly online links to associated product MSDS sheets. If an item does not contain a link, MSDS sheets can be requested.</p> <p>Due to the volatile nature of 8.5 x 11 white copy paper and the varying list prices in comparison to market sensitive pricing, we have identified some additional discounting at the SKU level in C.5 – Volume Discount for two items.</p>

Form D – References

Instructions: Please provide three references in the spaces below.

Responding Company's Name:	
-----------------------------------	--

Reference #1	
Reference Name	
Reference Contact Name <ul style="list-style-type: none">• Phone• Email	
Notes (for CPC use only):	

Reference #2	
Reference Name	
Reference Contact Name <ul style="list-style-type: none">• Phone• Email	
Notes (for CPC use only):	


Reference #3	
Reference Name	
Reference Contact Name <ul style="list-style-type: none">• Phone• Email	
Notes (for CPC use only):	

Form E - Level of Support

Instructions: Please indicate the level of support you will offer on this contract category. Check only one box in each section.

Prices are (check one box):	
<input type="checkbox"/>	No different from what we ordinarily offer to individual members.
<input type="checkbox"/>	Two percent (2%) lower than our best price to individual members.
<input type="checkbox"/>	Three percent (3%) lower than our best price individual members.
<input type="checkbox"/>	Four percent (4%) lower than our best price to individual members.
<input type="checkbox"/>	Five percent (5%) lower than our best price to individual members.
<input type="checkbox"/>	Ten percent (10%) lower than our best price to individual members.
<input checked="" type="checkbox"/>	Other, please explain <small style="font-size: 8px; margin-left: 20px;">Our proposal is aggressive and competitive commensurate with the size of the opportunity for the membership base. The exact difference varies by situation and product mix.</small>

Prices are (check one box):	
<input type="checkbox"/>	No different from what we ordinarily offer to other consortiums.
<input type="checkbox"/>	Two percent (2%) lower than our best price to other consortiums.
<input type="checkbox"/>	Three percent (3%) lower than our best price other consortiums.
<input type="checkbox"/>	Four percent (4%) lower than our best price to other consortiums.
<input type="checkbox"/>	Five percent (5%) lower than our best price to other consortiums.
<input type="checkbox"/>	Ten percent (10%) lower than our best price to other consortiums.
<input checked="" type="checkbox"/>	Other, please explain <small style="font-size: 8px; margin-left: 20px;">Our proposal is aggressive and competitive commensurate with the size of the opportunity for the membership base. The exact difference varies by situation and product mix.</small>



 Authorized Signature (must match Signature on Form F)

11/9/2015

 Date

Form F – Assurance of Compliance


To Whom It May Concern:

The respondent has carefully checked the accuracy of all items including description, price per unit, and listed total price per item in this proposal. In addition, the respondent accepts the general provisions of the proposal, including delivery timelines, and all responsibilities of delivery as outlined.

The respondent is aware of any detailed and special conditions.

In submitting this proposal, it is understood that the right is reserved by the Cooperative Purchasing Connection to reject any or all proposals, and it is agreed that this proposal may not be withdrawn during a period of one hundred-twenty (120) days from the time of the opening date.

Company Name: Innovative Office Solutions

Authorized Agent's Signature:  _____

Agent's Name (printed): Brooks Smith

Address: 151 East Cliff Rd

City/State/Zip: Burnsville, MN 55337

Telephone Number: 952-698-9222 Fax Number: 952-894-7153

E-Mail Address: bsmith@innovativeos.com

Form G – Contract Offer & Award

OFFER TO BE COMPLETED BY VENDOR

In compliance with the Request for Proposal, the undersigned warrants that I/we have examined the Instructions to Respondents and Technical Specifications, and being familiar with all of the conditions surrounding the proposed projects, hereby offer and agree to furnish all professional services in compliance with all terms, conditions, specifications and amendments in this solicitation and any written exceptions in the offer. Signature also certifies understanding and compliance of this proposal.

The undersigned understands that his/her competence and responsibility and that of his/her proposed subcontractors, time of completion, as well as other factors of interest to the Cooperative Purchasing Connection as stated in the evaluation section, will be a consideration in making the award.

This contract offer and award binds said vendor to all terms and conditions stated in the proposal until a contract has been signed by both parties.

Company Name: INNOVATIVE OFFICE SOLUTIONS LLC

Address: 151 CLIFF ROAD EAST

City: BURNSVILLE State: MN Zip: 55337

Contract Contact Person: BROOKS SMITH

Authorized Signature: 

Printed Name: BROOKS SMITH

ACCEPTANCE OF OFFER AND CONTRACT AWARD TO BE COMPLETED ONLY BY THE COOPERATIVE PURCHASING CONNECTION

Contract Term: It is the Cooperative Purchasing Connection's intent to award a contract(s) for Office Supplies for one (1) year, with the option to renew annually for three (3) years. The contract term shall be for a term of January 1, 2016, through December 31, 2016.

CPC Authorized Signature

16.11 - OFS
Contract Number

Awarded this _____ day of _____, 2015.

Form H – Proposal Checklist

The following items/submittals are required to be qualified as a respondent to the RFP. Respondents must submit an electronic version of their proposal by the due date and time listed in this RFP via Public Purchase (www.publicpurchase.com). Please take a moment to review the checklist provided and ensure all of the necessary documents have been uploaded with your response.

Your organization’s uploaded proposal should include the following submitted documents:

1. Form A – Vendor Information (Submit as a PDF, not scanned)
2. Form B – Questionnaire (Submit as a Word (.doc or .docx) document)
3. Form C – Pricing Schedule (Submit as an Excel (.xls or .xlsx) document)
4. Form D - References (Submit as a PDF, not scanned)
5. Form E – Level of Support (Printed, signed, and scanned, submit as PDF)
6. Form F – Assurance of Compliance (Printed, signed, and scanned, submit as PDF)
7. Form G – Contract Offer & Award (Printed, signed, and scanned, submit as PDF)
8. Form H – Proposal Checklist (Printed, signed, and scanned, submit as PDF)

IMPORTANT: Forms MUST be submitted electronically in the format indicated for the proposal to receive consideration. MS Word documents with inserted images of completed documents will not be accepted.



Authorized Signature

11/9/2015

Date

Cooperative Purchasing Connection

Tabulation Report RFP #16.11 - Office Supplies

Vendor: Office Depot, Inc.

General Comments: Office Depot appreciates the opportunity to bid on the CPC requirements. As the incumbent we are trying hard to continue to serve CPC and its Members and have explained the tremendous effort we are making to meet the expectations of CPC and its Membership.

General Attachments: Additional Core Items Reference Sheet FINAL.xlsx
Copy of Form C - Pricing Schedule (RESPONSE).xlsx
Form A - Vendor Information V2.pdf
Form B - QuestionnaireMM V5.docx
Form D - References (3 - Generic) V1.pdf
Furniture Line Card_ODP Updated.pdf
GRR_CPC_317461_AgencyPack_7.16.15(EmailRez).pdf
GRR_CPC_584440_LargeTeacherPack_7.16.15(EmailRez).pdf
GRR_CPC_584458_StudentPack_7.16.15(EmailRez).pdf
MSC Implementation Schedule.xls
Office Depot Marketing Plan Draft Final.docx
Office Depot-Max Smarter Solutions Overview.pptx
Office Depot-Max Stores in MN ND SD 11.06.15.xlsx
Resource Training SPC_taxable (1) (1).pdf
Signed Pages V1.pdf
SPC Application 07 EDITABLE FORM - Elite.pdf
Store Purchasing Card (SPC) Overview.pdf
Value Added Services FINAL.pptx
Value Added Technology.pptx

Form A – Vendor Information

Company Information			
Company Name			
Address			
City/State/Zip			
Phone		Fax	
Toll Free Customer Number			

Company Contacts	
General Manager Name <ul style="list-style-type: none"> • Email • Phone 	
Sales Manager Name <ul style="list-style-type: none"> • Email • Phone 	
Customer Service Manager Name <ul style="list-style-type: none"> • Email • Phone 	
Account Manager(s) for the Cooperatives Name(s) <ul style="list-style-type: none"> • Email • Phone 	

Responsibilities	
CPC New Member Notification <ul style="list-style-type: none"> • Name • Email/Phone 	
CPC Member Customer Service <ul style="list-style-type: none"> • Name • Email/Phone 	
Submitting Sales Reports to CPC <ul style="list-style-type: none"> • Name • Email/Phone 	
Payment of Administrative Fees to CPC <ul style="list-style-type: none"> • Name • Email/Phone 	
Conducting Audits <ul style="list-style-type: none"> • Name • Email/Phone 	

Form B – Questionnaire

Instructions. Please complete the questionnaire below by placing your company’s answers in the correlating response column.

Responding Company’s Name:	Office Depot, Inc.
Instructions: For those responding to the RFP, please respond to the questions below.	
Question	Response
<p>1. As you envision it, what is your company’s role in this partnership? Please include sales and marketing strategies.</p>	<p>After reviewing your Request for Proposal 16.11, Office Depot has a clear understanding of CPC’s requirements for office supplies and related products and services, and is positioned to continue to leverage our infrastructure and resources to serve your office supply membership’s needs. Our proposal is based on the requirements you have provided and also based on the feedback we have received on the opportunities to strengthen the program that is currently in place. We have highlighted some of the things below that we will do to make the program even better for your members.</p> <ol style="list-style-type: none"> 1. Customer Service – We have a dedicated account team responsible for growing the business with members that consists of District Sales Manager Kaaren Burgwald, Vertical Market Managers; Brian Bram, Chris Ceynowa, Caleb Swenson, Inside Sales/ Service Consultant Barbara Slotto. We also have 2 specialist in the areas of Copy & Print that cover MN and the Dakotas along with a Cleaning & Break Room Specialist and a furniture specialist that will all be a part of helping provide solutions for your members. We are flexible to add additional members to the team as needed and as discussed with CPC to help grow the business. We are also flexible to make changes to the team as necessary to ensure that CPC is satisfied with the team partnering with them. We also have a dedicated email box CPCINFO@officedepot.com that our team monitors and manages daily to quickly answer member questions. We made a recent change to have your members routing through our National Customer Service Team phone numbers. This will ensure that they receive the most highly trained customer service representatives that can easily be understood and strive on quick call resolution. . All documents have been updated so that any and all materials going out to members will have these phone numbers. Here are the statistics for our ational Accounts Customer Service Representatives whose level of service is commiserate with your account including: <ul style="list-style-type: none"> ✓ 10 seconds time to answer national average ✓ 88% of all calls resolved on initial call ✓ Representatives familiar with your account structure ✓ Unresolved issues are computer monitored until satisfactorily resolved with 4 business hour updates 2. Tax Exempt Members – We initiated a comprehensive audit of the accounts set up for CPC members to ensure that members that are supposed to tax exempt are set up correctly in the system. Our audit is complete and we are confident that every member is set up correctly. There are a handful of members that are not tax exempt and we verified those as well. We get a report every Monday that our team reviews that quickly highlights any new accounts that were set up the previous week and it shows us if they are set up to be tax exempt. We have also taken steps to ensure all orders that were charged tax wererecredited back the tax amoun. 3. Invoicing/Collections – Our team just completed an audit of the billing set up for every CPC member to make sure that the member has the preferred method of invoicing; paper or electronic on the frequency of their choice; we offer daily, weekly, bi-weekly and monthly. Our

team also contacted each member that showed past due in our system to verify that the AP contact we are sending the invoice to is correct. We made changes where necessary and resent copies of past invoices as needed. Members should not be contact by collections unless their account is past due and we have notes in our system and we have informed the team that manages CPC accounts that a lot of these are new sets and so we need to verify the correct people are getting the correct format of the invoice. After all the audit and all the recent updates we made, this should not be an issue moving forward.

4. Multiple Shipments of orders – Over the past few months Office Depot has had an increase in orders splitting which results in members getting multiple shipments for an order. This was due to some forecasting challenges we faced as a company. Our Sr VP of Supply Chain has implemented an entire team dedicated to resolving these issues as we know it has caused frustration among customers. A couple of the issues result in a handful of key vendors not producing enough inventory to keep up with our demand. Supply Chain has action plans in place with each of these vendors and where we haven't seen improvement quick enough we have sourced new vendor partners. We have been monitoring split orders, fill rates, back orders every week and seeing significant improvement week over week. Members now should see these split shipments happen less and less frequently. Sales and Supply have regular calls so we are informed on updates and on where we stand. The most important thing is that you know we are and have invested tremendous efforts to resolve this issue which is caused by the integrating of inventory management of two large companies. We are diligently working to reduce the incidences of this occurring and will be pleased to discuss this further with CPC and its affected members. If you have an interest in having someone from our Supply Chain speak directly with you to go over the metrics and give you the confidence that this has and is improving we would be happy to set that up.
5. Pricing differences – CPC brought to our attention some concerns with pricing. We reviewed each and every example provided and what we found was that the basis for the List Less discount was the List Price in Office Depot's printed catalog. Unfortunately, the list price can change on products quarterly. In all the examples we review, our sell price to CPC was correct based on the correct List Price in our system and per the language in the contract. Moving forward we will provide CPC a net pricer which is an excel listing of all products and includes the current List Price per the manufacturer and the net price. Before any price changes on the go into the system we will provide a new net pricer to CPC so you can see the new List Price and your new net price so that you feel confident about the pricing.

It is our goal to provide CPC members the very best program and solutions. Moving forward we would like to continue our communication calls that are taking place on Tuesdays. Maybe we do them every other week or every month, but we believe these are important.

As CPC's partner for eight years, OfficeMax served your cooperative by providing its members with a balance of the most reliable, affordable, smart, and innovative products. In addition, CPC will benefit from Office Depot's significant experience with your customer base, as the public sector is a large part of Office Depot's clientele as well and they have shared their experience with us. The merger of our companies allows us to adopt the highest standards and best practices of each company to enable us to better anticipate customer needs, create quicker access to the necessary data to control spend, provide faster service, and help customers streamline their procurement processes to save money and time. Office Depot can also provide new and innovative ways to bring the CPC the most productive solutions at the lowest possible prices.

Office Depot will utilize all the knowledge we have gathered regarding CPC members and the intricacies each of those members requires in their account setups. Each one of your members has their own unique set of setup parameters and Office Depot will work diligently to make sure they are all set up according to those parameters.

Office Depot will continue to offer solutions focused on what matters most to CPC and your members. The account management team has developed a solid relationship with CPC and your members by listening to your needs and offering recommendations. We will continue to assist you to plan, produce, evaluate and forecast member's needs and find the best solutions at the lowest cost. Office Depot will continue to dedicate our expertise to provide CPC staff with strategic management to continue the success of CPC programs, ongoing program management and cost savings/reduction initiatives, world-class customer service to the CPC staff.

Office Depot currently serves more than 10,000 local, regional, and State public agencies through GPOs and has been providing support for GPOs since 1996 when we were awarded our first national GPO contract. We understand the support a GPO requires to be successful and we have our own team of Account Managers, Product Managers, Marketing Associates, Purchasing Associates, and Executive Managers at all levels dedicated to supporting your efforts.

In addition, the CPC can continue to rely on us to help your organization market its cooperative. Office Depot intends to grow the CPC contract through effective use of our local account management team who have experience in servicing the membership that make up the CPC marketplace including K-12, cities, counties, and other local government agencies. Office Depot will use sales and marketing programs and campaigns approved by the CPC, and to welcome members and end users to the Office Depot platform. Office Depot looks forward to an award from the CPC and to development of the specific marketing campaigns following the award. *Please refer to the attachment, Office Depot Marketing Plan.*

Our Partnership

Office Depot will continue to invest the time required to understand CPC's and your members business needs, and will deliver upon your and their specified service requirements. The Office Depot distribution network provides consistent, coverage that reaches all of the U.S. and fills 98% of all lines the next day in most instances. We will continue to ensure that CPC regularly gets accurate reports that you can use to build a foundation for good business decisions cooperative-wide. Moreover, Office Depot will continue to customize delivery options, billing, invoicing, and our e-commerce solutions for your membership to meet your members' specific needs and provide insight into procurement and spend. When continuing to partner with Office Depot, these capabilities are afforded to CPC and thus the ability to manage procurement across your map, thereby achieving efficiency, cost savings, and control.

Value Added

Value Added Programs & Tools:

Office Depot brings a new meaning to innovation. We have attached our file "Office Depot-Max Smarter Solutions Overview" and also 2 presentations that list all of the Value Added Offerings we can offer to your members. Please review the Value Added Technology presentation and also Value Added Services.

We do offer a variety of value adds with functionality of our website.

One highlight is we just launched through Express that members can now customize products on our website. This is perfect for custom envelopes, stamps, promotional items, etc. This is a growing arm of our business and we make ordering simple.

	<p>Custom Messaging – Just for CPC and Members buyers, messages you create and control</p> <p>Stored Shopping Lists – Create personal and shared shopping lists and save them</p> <p>Ink/Toner Finder – Efficient search tool for your printer(s) and it remembers your printers</p> <p>Select Cart – Live, on-line tool suggests your pre-approved alternate items for savings when appropriate (Office Depot does not substitute without written approval)</p> <p>Enhanced Images and Videos – Product views with zoom provide your buyers with complete details quickly</p> <p>Shared Cart – Efficient way to consolidate orders for multiple buyers</p> <p>Order Controls & Approvals – Shows your buyers how to save and provides automated order approval process</p> <p>Smart Dashboard – Live, on-line, 24/7/365, comprehensive account business review tool for your authorized users to proactively manage your account</p> <p>Mobile Apps – Ordering & automated email order approvals from Smart phones</p> <p>On-line Bill Management - Office Depot provides our customers with Smart On-line Account Management Options including:</p> <ul style="list-style-type: none"> • Access your account summary and detailed billing information anytime • Search for invoices by date, due date, purchase order, or invoice number, ship to, or transaction type • Drill down into invoice activities including payments, credits, and adjustments • View, print or export your invoice directly from our website in a variety of formats • Pay your invoices on-line using your credit card • Pay one or multiple invoices in a simple transaction • You can dispute an invoice on-line and receive a tracking number to follow the progress • A dedicated team will work to resolve your issue efficiently and effectively <p>Office Depot can be your <u>one stop shop</u> for office and school supplies and <u>services</u>.</p>
<p>2. Does your company have the capability to attend conferences and provide training seminars?</p>	<p>Yes, Office Depot knows how important marketing is and if we are given notification of the conference and fees associated we will make every attempt to be attendance if it is a high traffic show valued by CPC. We do have marketing budgets that we have to stay within, but this has not been a problem in the past.</p> <p>We also host an annual customer appreciation event every year which is highly attended by customers and is very well done. have a variety of solutions to provide webinars for members for program awareness and training. We would like to incorporate these into our rollout of the new program.</p>
<p>3. How many staff members are dedicated to in-house customer service?</p>	<p>National Account Customer Service Desk</p> <p>The Office Depot National and Local Sales Team will be available to all CPC and Members' locations. The National Customer Service Desk is available by toll free phone and fax, and email and Monday through Friday between the hours of 7:00 a.m. and 8:00 p.m. Eastern Time. Our on-line CHAT button is manned between 8:00 a.m. and 11:00 p.m. Eastern Time.</p> <p>The National Customer Service Desks are located in Boca Raton, FL, Signal Hill, CA and Frisco, TX. This group consists of many dedicated Customer Service Representatives. This group is designed specifically for complex national</p>

	<p>accounts with multiple locations and office supply spend of \$1 million and above annually. This service offers one point of contact nationwide and dramatically improves the consistency of service, by utilizing a core group of customer service professionals exclusively dedicated to managing our corporate customer's needs.</p> <p>Our National Account Service Desk has several designated lines for National Accounts.</p> <p>We have more than 1,000 highly trained Customer Service Representatives (CSR) available. Our model has the ability to adjust the number of CSRs as changes occur in customer calls. This model has helped us win more than 10 Stevie Awards for Customer Service over the last 7 years.</p> <p>Your National Account Managers can be reached Monday through Friday from 8:00 a.m. to 5:00 p.m. local time. Executive Management can be reached Monday through Friday 8:00 am to 5:00 p.m. (ET). Service Consultants will be available Monday through Friday from 8:00 am to 5:00 p.m. local time. Office Depot's Toll- Free Customer Service Department is available Monday through Friday between the hours of 7:00 a.m. and 8:00 p.m. (ET). Office Depot's On-line CHAT function is manned from 8:00 AM to 11:00 PM (ET) Monday through Friday. The Office Depot Internet Help Desk Representatives are available Monday through Friday from 7:00 a.m. to 8:00 p.m. (ET). You can reach them by phone at 888-777-4044 or through our website at business.officedepot.com.</p>
<p>4. Using the map provided in the RFP, please identify areas that your company may not be able to service.</p>	<p>Office Depot is able to service all areas in which CPC participating members are located. We have a large team that supports the entire state of MN and a handful of team members that service the Dakotas. If we need to add additional team members to make sure we are getting out to the rural areas we can. We also have retail stores in all 3 states. Please see our attached Office Depot-Max Stores in MN ND SD 11.06.15 for the current list of stores in the area.</p>
<p>5. Inventory: where are your company's distribution hubs located? What is the service/fill rate of inventory from those locations?</p>	<p>Office Depot has 14 strategically located distribution centers in the USA and the one in Plymouth (Minneapolis) Minnesota is the one which will be the primary center for CPC and Member locations. We also have centers in Seattle, Dallas, Houston, Denver, Fremont (San Francisco), Weston (Miami), Cincinnati, Atlanta, Phoenix, Los Angeles, Newville PA, and Kansas City. Line item fill rate at our Plymouth location is currently 97% while our nationwide rate is 98.6% and our goal is 99.1%. Typically we use our wholesaler partners for about 5% of our line items and their fill rate is included in our metrics.</p>
<p>6. Describe your company's ordering process and what methods can be used by members to place or create orders?</p>	<p>eCommerce</p> <p>Office Depot's eCommerce strategy is to continue to lead our industry in providing tools for our customers to improve their procurement process. By recognizing this growing need for purchasing organizations Office Depot has invested considerable dollars to ensure our IT staff are more than capable of working with the eCommerce platforms our customers need. During our relationship with CPC, our eCommerce experts have learned a great deal about both the Express and SmartFinance platforms. We will continue to use that valuable information to streamline ordering for your members. We have already taken steps to encourage members to utilize the Express platform and we will continue to do so.</p> <p>The key to our success in working with these organizations is the fact that our industry leading web site has tremendous scale and reliability allowing for a dramatic number of users. Our electronic catalog has robust content; our system searches are fast. We have invested tremendous resources in training and support to our customers who take advantage of eCommerce.</p> <p>Most of our customers' proprietary systems evolve around how they can link their order entry systems to our order entry systems or how they can link to our electronic catalog. We have field IT support that works in conjunction with</p>

	<p>our National Account Managers. Our IT team will set up the interface between CPC and/or Members and Office Depot's ordering system.</p> <p>Website Ordering</p> <p>Office Depot has had its website accepting orders since 1998. As an eCommerce pioneer, Office Depot has connected over 325,500 mid to large corporations with over 1,388,000 users. 95% of their business with us comes via the internet. In addition, Office Depot is one of the largest internet retailers. By utilizing our knowledge and experience, you can integrate systems that make on-line ordering not only easy for you but for your users too.</p> <p>Our contract customer BSD web site offers the following advantages:</p> <ul style="list-style-type: none"> • Live Inventory Status- Real Time Inventory viewing of all our distribution centers based on your shipping location. • 12 months of Order History & Tracking on-line. • Your contract pricing on all items. • The ability to build both personal and companywide Custom Shopping Lists containing best value (contract) items, favorites, frequently ordered items, etc... • Browse our approximately 8,000 item catalog on-line. • Place orders for Design, Print, and Ship (DPS) directly on the same site for your specialized printed items. • Place orders for technical products with Tech Depot on the same site. • Request returns and credit on the same site. • Create and store individual custom shopping lists. <p>Phone Ordering</p> <p>Office Depot's customer service team provides you with easy access phone ordering through the use of an 800 toll free number. Your Customer Service Representatives (CSR's) will customize their service to your needs. They will learn your frequently ordered products, quantities, cost centers and any other information unique to you.</p> <p>Having the following information will make your call fast and accurate:</p> <ul style="list-style-type: none"> • Account Number • Shipping Address • Contact Name and Telephone Number • Billing Information (i.e. Purchase Order number, dept./cost center) • Items to Order <p>Fax & Email Ordering</p> <p>Office Depot has streamlined the fax & email ordering process to its maximum efficiency. For your pre-approved, most frequently ordered products, you may use our Core Requisition Form. These products are already listed for you. You need only to write in the quantities and fax the form.</p> <p>For infrequently ordered items, you may fill out the Non-Core Requisition Form. You can write in the quantity, Office Depot 6 digit SKU number, unit of measure, description and fax the form.</p> <p>Office Depot's rapid turnaround time on faxed & emailed orders dictates that all orders for in-stock items received by 4:00 p.m. Eastern Time will be delivered the next business day to most areas.</p>
<p>7. Does your company offer online ordering? How many staff members are</p>	<p>Yes, Office Depot has one of the top 5 ordering websites (in order value) in the world. It is the highest rated in our industry for reliability and availability. All of our Customer Service Representatives are able to assist with online ordering</p>

<p>dedicated to your online ordering helpdesk?</p>	<p>concerns by just using the on-line CHAT button from 8:00 AM to 11:00 PM ET Monday through Friday or calling our toll free Customer Service Number (provided at implementation and during training) from 7:00 AM to 8:00 PM ET Monday through Friday.</p>
<p>8. Does your company have retail locations that members would be able to access to make purchases? If so, please describe how our members would receive their discount(s) at your retail locations.</p>	<p>Office Depot provides two methods enabling CPC and Members employees to obtain contract pricing at USA Office Depot or OfficeMax Retail Stores (more than 1,600 stores) for office purchases. In fact, both of these methods will give them the lower of contract price or store price at the time of the sale in the store. Please see attachment Office Depot-Max Stores in MN ND SD 11.06.15 for the Retail Stores in your area.</p> <p>Store Purchasing Card (SPC)</p> <p>Office Depot's Store Purchasing Card (SPC) permits you the convenience of shopping in an Office Depot superstore while still allowing billing to their contract account.</p> <p>Functionality within the network has been developed to provide multiple payment options:</p> <ul style="list-style-type: none"> • (AB Only) Account Billing Only • (Both) Both Account Billing and Other Payment (cash, check or credit card) • (Other Only) Cash, Check, or Credit Card <p>The card should be presented to the cashier while the order is being totaled. All merchandise is then re-priced on the receipt to reflect your contract price. In addition, your Store Purchasing Card also applies to services like our Copy and Print Centers and UPS Shipping Counters with everyday low UPS rates.</p> <p>Store Purchasing Cards are issued during contract implementation in bulk and during the term of the contract as needed with an efficient on-line process.</p> <p>Mobile Store Purchasing Cards SPCs</p> <p>Office Depot offers its Contract customers a Store Purchasing Card (SPC), which allows them to get the same agreed upon price in our retail stores, as they would on-line, by phone or fax, for their shopping convenience.</p> <p>SPCs are now available on mobile devices! This exciting new enhancement gives us the ability to allow customers to manage their SPC card offerings on the BSD Website with a click of a button. It allows a single web user to apply, print, or use the BSD Mobile App to receive and use their SPC for all their in-store purchases.</p> <p>Procurement Cards (P-Cards)</p> <p>Through the use of your Visa, MasterCard, Discover, or American Express Card, Office Depot is able to expand our business partnership with you. All Office Depot purchases can be paid with this card, whether by phone, fax, Internet or in-store shopping. You will receive the benefits of contract pricing and have use of our convenient, in-store Copy & Print centers for all your copying, collating and quick-print projects!</p> <p>The Client is required to register each P-Card in order to be offered this service. The registration of P-Cards is done in bulk during contract implementation or on an individual basis when needed and does require an overnight system roll-up process which means there is a one day wait required from registration before the initial use in a Retail Store.</p>
<p>9. Please explain if your company would or would not be willing to proceed with integration into Express should your company be awarded a contract.</p>	<p>Yes, we are already integrated with Express and have a process in place to ensure that every order that comes through is processed. We did have an initial challenge of members placing and order through Express that we did not have an account set up for. When we launched the program we set up an account for every CPC member that was ordering through Express on the OfficeMax side of the business and for all other members we asked that they fill</p>

	<p>out the registration form so we could get their account set up correctly before they order.</p> <p>Upon Award, we can review the full list of members set up with an account in Express currently along with the agency id they are tied to.</p>
10. What are your payment terms?	Office Depot payment terms are net thirty (30) days from date of invoice. Please note that credit card payment is at the time of purchase only and not available for account with payment terms.
11. Does your company accept payment by procurement/credit card? If so, is the member assessed a fee for purchasing with a procurement/credit card?	Yes, Office Depot accepts payment by Visa, MasterCard, Discover and American Express cards. We do not charge a fee for payments made by credit or procurement cards. We provide Level III detail on credit card orders.
12. Does your company offer any prompt payment discounts? If so, please describe.	Office Depot is not providing a prompt payment discount in this proposal.
13. Does your company require a minimum order? If so, what are your minimum order requirements? If the minimum is not met, what surcharge would you assess	<p>Office Depot is offering free delivery to CPC members. We would like to review quarterly the number of orders placed and the average order size to ensure that we are communicating with and encouraging members to place larger orders whenever possible. Most customers have free delivery on orders over \$50 so this is a value to CPC members.</p> <p>If the average order size remains consistently low and we find that members are cherry picking from Office Depot, we reserve the right to discuss with CPC to add a Minimum Order Value.</p>
14. Briefly explain your delivery policy and the lead time required from a member placing an order to receipt of delivery.	<p>Orders placed by fax and email up to 3:00 PM Eastern Time, and website/phone orders up to 5:00 PM in each local time zone are available for next-day delivery. In most cases, we reach 95% of the U.S. with next-day delivery. Some of CPC's Members in North Dakota and South Dakota will have second business day delivery and their order confirmation will show that.</p> <p>We will be pleased to provide CPC and Members with a detailed delivery schedule for each location if you provide us with the 5 digit zip code of each delivery location.</p>
15. Does your company assess fuel surcharges for deliveries? If so, what is the charge?	No, Office Depot does not currently assess fuel surcharges to deliveries.
16. At times there are issues with service and/or deliveries. Please describe your process for addressing issues with participating members.	<p>More than 90% of the queries to our Customer Service Team are resolved during the initial contact. Unless there are extenuating circumstances, most remaining issues are resolved within a four-hour timeframe.</p> <p>There are several levels of problem resolution:</p> <ul style="list-style-type: none"> • Immediate resolution on the phone • Standard research/resolution time within two hours • Extended research/resolution time within four hours • Complex circumstances involving one or more departments and/or locations with mutual Management involvement and/or approval may take several hours or days for final resolution. <p>Issue resolution and problem escalation will be managed through our formal CRF process to ensure each issue is documented, tracked and monitored until resolution. Office Depot's problem resolution Customer Resolution Form (CRF) is a software system that tracks every issue that is not resolved on the first contact. This system insures that no problem goes unresolved. Every issue that cannot be resolved on the initial phone call is identified as mission critical, urgent or important and then escalated through the CRF process until resolved in our agreed upon SLA terms.</p> <p>Your designated National and Local Sales Team will be your primary contact of all business practices between Office Depot and CPC and Members. In the event a problem should escalate, our teams will properly advise them on what our contingency plan would be to handle and rectify the immediate situation.</p>

	<p>CPC and Members will have access to our Customer Service Department through our National 800 number. In the event that a greater degree of intervention is necessary because they are still not satisfied, the Project Manager and Executive Sponsor will work with them to assess and resolve the issue. Once your contract has been awarded a customer-specific plan will be provided with contacts and phone numbers.</p>
<p>17. State your company's process for handling returns and/or credits.</p>	<p>Office Depot's strength lies in our flexibility, and we are committed to providing you with a flexible program and procedure for returned or damaged goods. Returns are handled in a fashion that is unique to our industry. Credit pickups are keyed into our system like orders. A pick ticket will be printed in our distribution center and the return will be picked up within 5 business days. Credit/returns are tracked through our system, and reports are generated daily. Most products (see below for specifics) can be returned for credit within 30 days of the purchase date for any reason, if the product is in sellable condition and in the original manufacturer's container. Credits are made to the account originally invoiced within 2 to 5 business days.</p> <p>Policy</p> <p>Your complete satisfaction is our primary concern. For returns, please contact your Customer Service Representative or initiate the return online.</p> <p>Your Original Receipt is required for all store returns or exchanges of technology and furniture. Technology products may be returned or exchanged within 14 days of purchase with Original Receipt, in original packaging and with UPC code intact. If product box is opened, we will offer an exchange only.</p> <p>For technology a 15% Restocking Fee will be applied if the box is missing any components. This applies to all technology products including, without limitation: Computers, Monitors, Cameras, Camcorders, Projectors, GPS, Printers, Copiers, Faxes, Shredders, Telephones, Wireless Technology, MP3s, TVs, DVD Players, Media, Hard Drives, Peripherals, Accessories and Software.</p> <p>Opened software may be exchanged for the same item only. Please remove all personal data from returned/exchanged product. Office Depot is not responsible for any personal data left in or on a returned/exchanged product. Furniture in new condition, unassembled, in original packaging, with Original Receipt and with UPC code intact may be returned within 14 days of purchase.</p> <p>Special Order/Custom Items and Manufacturer Direct items cannot be returned or exchanged unless damaged upon receipt. Tech Depot Services are non-refundable once services have been performed. Pre-Paid Cards such as Gift Cards and Phone Cards are non-refundable, and cannot be returned or used to purchase other gift cards. Special terms and conditions are included with each card.</p> <p>Online Returns</p> <p>Office Depot has a feature on our web site allowing our customers the ease of processing online return requests. Online return requests may be created by following these steps:</p> <ul style="list-style-type: none"> • Click on order tracking towards the top of screen • Then click on the order number you need to place a return on • On the order detail page you click on submit return • Then select the item or items you want to return and hit continue • Last review the information for the return and hit submit return at which point you will get a confirmation number for the return <p>Telephone Returns Process</p> <p>Step # 1: Call Our Customer Service Department</p>

	<p>Please provide your Customer Service representative with all the pertinent information.</p> <p>Be sure to include your invoice number and SKU number of the product being returned/credited.</p> <p>Step # 2: Give A Brief Description Of The Reason For The Return/Credit</p> <ul style="list-style-type: none"> • Product is damaged/defective • Delivery related • Original order incorrect • Customer request
<p>18. State your company's process for introducing new products to participating members.</p>	<p>The Office Depot Account Manager, Brian Bram, will periodically meet with your organization to review new products and suggest alternate lower cost products. He can provide samples for testing and arrange meetings with manufacturer experts, as well as visits to manufacturer plants. This review process offers your purchasing professionals the chance to evaluate products before purchasing them.</p> <p>Office Depot will also continue to conduct product fairs for CPC if you would like. We often refer to our suppliers' expertise about their products and utilize their assistance in putting together the programs. Product fairs may include, but are not limited to:</p> <ul style="list-style-type: none"> • New Products Fair • Recycled Products Fair • Ergonomic Products Fair • Calendar Fair <p>Office Depot representatives will also work directly with CPC members to educate them about new products. From time-to-time representatives may demonstrate new products in-person with members.</p>
<p>19. What value-added services does your company offer to CPC members?</p>	<p>Value Added</p> <p>Please reference the attached document titled Additional Core items. We noticed that your usage had numerous additional high usage items and we have included this additional list of items on your core so your members will have the added value of these aggressively priced items.</p> <p>Value Added Programs & Tools:</p> <p>Office Depot brings a new meaning to innovation. We have attached our file "Office Depot-Max Smarter Solutions Overview" which details some of the most useful tools we added to our website recently to assist our customers in truly gaining real time management control of their office supply budgets. You can get your products anywhere but only Office Depot provides you with a full, real time, understanding of what you are buying and who is buying it so you can manage it on day to day basis rather than in the past tense.</p> <p>Those tools include:</p> <p>Custom Messaging – Just for CPC and Members buyers, messages you create and control</p> <p>Stored Shopping Lists – Create personal and shared shopping lists and save them</p> <p>Ink/Toner Finder – Efficient search tool for your printer(s) and it remembers your printers</p> <p>Select Cart – Live, on-line tool suggests your pre-approved alternate items for savings when appropriate (Office Depot does not substitute without written approval)</p> <p>Store Fronts – Product specific store fronts save time ordering</p>

	<p><u>Enhanced Images and Videos</u> – Product views with zoom provide your buyers with complete details quickly</p> <p><u>Shared Cart</u> – Efficient way to consolidate orders for multiple buyers</p> <p><u>Order Controls & Approvals</u> – Shows your buyers how to save and provides automated order approval process</p> <p><u>Smart Dashboard</u> – Live, on-line, 24/7/365, comprehensive account business review tool for your authorized users to proactively manage your account</p> <p><u>Mobile Apps</u> – Ordering & automated email order approvals from Smart phones</p> <p><u>On-line Bill Management</u> - Office Depot provides our customers with Smart On-line Account Management Options including:</p> <ul style="list-style-type: none"> • Access your account summary and detailed billing information anytime • Search for invoices by date, due date, purchase order, or invoice number, ship to, or transaction type • Drill down into invoice activities including payments, credits, and adjustments • View, print or export your invoice directly from our website in a variety of formats • Pay your invoices on-line using your credit card • Pay one or multiple invoices in a simple transaction • You can dispute an invoice on-line and receive a tracking number to follow the progress • A dedicated team will work to resolve your issue efficiently and effectively <p><u>Office Depot can be your one stop shop for office and school supplies and services.</u></p>
<p>20. Is there a specific time of the year when you as a company receive pricing increases and/or decreases from the manufacturers? How will your company propose pricing increases and decreases to the core list and paper core lists?</p>	<p>Manufacturers can change prices at any time throughout the year, but it is typically quarterly, semi-annually or annually. Price increases and decreases often impact the List Price of a product.</p> <p>It is our goal to keep the core pricing in tact unless the event of a manufacturer increase. We will hold the core list pricing for 12 months from the date of RFP submission and the paper and toner for 90 days. If there is a price increase, we will provide CPC with a list of the item impacted and manufacturer documentation letters whenever possible.</p> <p>Price increases require manufacturer documentation when available for items on the core list. Also Customer approval on price increases when available.</p>
<p>21. SCENARIO – The following scenario has occurred with some of our vendors in the past, please review and respond accordingly.</p> <p><i>A sales representative was contacted by one of the Cooperative Purchasing Connection (CPC) regions for special pricing on a large quantity order. Once pricing was returned to the member, the member agreed to place the order. The ordering process took a few weeks because a decision was made to drop ship the items directly from the manufacturer because the company didn't have the quantity requested in stock. The delivery was made quickly, however, one of the items was damaged during the shipping process. The CPC member contacted the</i></p>	<p>Office Depot's Customer Service Representatives are highly empowered and can usually process returns and/or replacements without involving your Account Manager or Sales Representative.</p> <p>We have detailed our issue resolution program in the response to 16 above.</p>

<p><i>company to report the shipping/delivery issue and the member was told that in order for a credit to be placed on their account or to replace the item they would first need the approval of the member's sales representative.</i></p> <p><i>The member had reached out to their sales representative, but never responded. The member reached out to the regional purchasing coordinator and asked for assistance with the issue. The regional purchasing coordinator received the same information from the company stating that in order for a credit to be placed on the account, approval would need to come from the member's sales representative. The regional purchasing coordinator reached out to the sales representative through a phone call and the issue was resolved and a replacement item was sent to the member.</i></p> <p>Please describe how your company would have handled this situation. How would your company have handled communication with the member and the regional purchasing coordinator?</p> <p>What does your company have in place to resolve issues quickly and easily for members, in particular when a sales representative cannot be reached?</p>	
<p>22. Would your company consider a dedicated inside sales representative that would be familiar with the CPC contract/program and our membership, be empowered to handle situations as a regular sales account representative would, and be available for quick responses to member inquiries and questions?</p>	<p>Yes, we have one that works specifically on MSC and if we need more resources we can discuss. She manages the CPCinfo@officedepot.com email box and is available to work shows, help members, visit schools, whatever she is needed for.</p>
<p>23. Would your company be willing to work with each of the regions on sending/ mailing out physical catalogs to members?</p>	<p>Yes. Office Depot provides catalogs to all CPC and Member buyers who request them, usually delivered with an order when practical. We do not have a limit on catalog availability. Also upon contract award, we can have our custom welcome kits and marketing packets be mailed directly to members.</p>
<p>24. Please describe what your company envisions as a 30-day roll-out and marketing plan. Do you believe your company has enough staff that will be dedicated to CPC to ensure a successful roll-out to 1,400+ members in a timely, well communicated, responsive fashion?</p>	<p>Please see marketing plan.</p>
<p>25. Please list the contracts your company currently holds that may compete directly with the CPC program and describe how you will position the CPC program versus other contracts to CPC members.</p> <p>If other contracts are available, please describe the process CPC would need to</p>	<p>PLEASE NOTE: The response to this question is confidential and proprietary as we have existing confidentiality agreements with other customers and may not be able to disclose same.</p> <p>Leveraging our relationships with more than 20,000 public sector entities, Office Depot will utilize our existing customer case studies and best practices, as well as demonstrate credibility through our associations with industry leaders and publications. We will also employ public relations efforts via</p>

take to transition a current purchaser who requests to utilize our program/contract instead of their current contract

interviews, news conferences and engagement with key media contacts and editorial reporters.
Office Depot takes a team approach to implementing and supporting a contract of this size and significance. Several groups within the Office Depot organization will be aligned to insure the seamless execution and ongoing management of our CPC contract. This multidisciplinary approach will ensure existing CPC Members will be transitioned.

Post-merger with OfficeMax, Office Depot has cooperative agreements with five of the leading cooperative purchasing programs in the United States – National IPA, TCPN, WSCA/NASPO, America Saves and the Committee on Institutional Cooperation (CIC).

National IPA

Office Depot has been awarded the following National IPA contracts:

State of Florida – Office & School Supplies – 618-001-10-1, effective October 18, 2010

DuPage County– HON Furniture – P10-004, effective April 1, 2011

Office Depot began its cooperative partnership with National IPA in December 2010 and expanded our State of Florida Office & Schools Supplies contract from a statewide offering to a national offering, with National IPA as the cooperative program partner.

The State of Florida contract has gained significant momentum in the two years since it was established as part of our national cooperative platform strategy, growing to over \$100M in annual sales.

Office Depot added the DuPage County – HON Furniture contract to the cooperative portfolio in 2011. Our national furniture sales team has had a long standing relationship with HON furniture, and to be able to respond to the DuPage County solicitation with the HON furniture line was a natural extension. This DuPage county contract allows public agencies to break from the inefficient practice of securing multiple bids for easily acquired capital assets, while providing a cooperative contract solution for large furniture projects.

TCPN

Office Depot has been awarded the following TCPN contracts:

R142212– Furniture & Installation, effective May 1, 2015

R141605– School Supplies, effective March 1, 2015

R141703– Office Supplies, effective March 1, 2015

R5243– Managed Print Services, effective March 1, 2013

R5120– Janitorial Supplies, effective January 23, 2012

R5112– Technology Solutions, effective November 22, 2011

Office Depot has grown our current TCPN Office Supply contract (R141703) engagement and participation significantly in the past six years, building it from a regional contract to our largest single office supply contract in both scope and sales.

Today more than 20,000 public agencies nationwide actively utilize the contract; with a total annual spend of over \$400M. Office Depot has a dedicated Public Sector leadership and account management team that joins forces with more than 1,200 professional Office Depot sales associates nationwide to provide value, service and solutions contract customers coast to coast. The Office & School Supplies contracts began on March 1, 2015; the contract is a three-year (3) award with two (2) possible one year extensions.

In May 2015, when Office Depot was awarded the Furniture and Installation contract (R142212), we were able to leverage our existing relationships with public agencies utilizing the Office Supply contract and immediately extend the benefits of the Furniture contract to these existing agency partners. This contract features one stop shopping with In Stock and Quick Ship solutions along with more than 20 furniture manufacturers that can round out your project need. Customers realize significant processing cost savings by having multiple furniture manufacturers rolled into one seamless account.

	<p>The contract is a three-year (3) award with two (2) possible one year extensions.</p> <p>Our team of Furniture Specialists know and understand how to support our contract customers' needs in the specialized area of systems furniture. The furniture team works directly with customers alongside our sales associates and public sector teams.</p> <p>WCSA/NASPO Contract WCSA/NASPO LLC Master Agreement PA 5737 Office Depot was recently awarded the new WCSA/NASPS contract which began January 5, 2015. The contract, is a 2-year contract, with three 2-year renewals for a maximum of 8 years. Prior to the merger both Office Depot and OfficeMax were awarded vendors with OfficeMax supporting the majority portion of the current contract and has a long standing relationship with the state of Oregon. The new WCSA contract, although used most in the western United States is continuing to gaining acceptance throughout the country and is expected to grow with the new contract award.</p> <p>America Saves The OfficeMax America Saves program is a competitively solicited contract that K-12 and local government and higher education institutions can take advantage of to maximize the benefit they receive from our program. Oakland County, MI is the lead agency of this agreement. This agreement has been in place since 2005. This contract was recently extend and amended to be inclusive of both the OfficeMax and Office Depot ordering platforms and is effective until May, 2018.</p> <p>Committee on Institutional Cooperation (CIC) The OfficeMax CIC partnership is a competitively solicited contract that higher education customers have been participating in since 2004. CIC is a consortium of the Big Ten Universities plus the University of Chicago. This contract has been newly extended and runs through December, 2020. Both Office Depot and OfficeMax ordering platforms are available as options under this agreement.</p> <p>While this list is extensive each contract has advantages and disadvantages for potential public agencies and schools depending on how they operate and their rules of purchasing. Office Depot has been able to show each of these GPOs that we aggressively promote their program to customers who will benefit from the way the GPO has structured their particular program. CPC has unique elements to your proposed program which will interest customers who desire those particular program advantages.</p> <p>Each of our GPO programs usually experience growth for a simple reason, Office Depot has the widest range of Public Sector GPO programs and many Public Sector Agencies in the USA invite us to propose a program for their particular needs. There is no one program that fits every need. We evaluate each Agency's particular requirements and propose one or more GPO programs that may be attractive to them. Sometimes they are a member of an GPO already and if they wish to change we work with their existing program to either resolve their dissatisfaction with that program to remove the need for a change or accomplish the change under the terms of each program.</p> <p>We have found this creates higher customer Agency satisfaction and each of the GPOs thrive because their Members needs are more exactly aligned with the GPO's designed goals. And this satisfaction is a major reason more Agencies come to Office Depot for a solution and the pie continues to grow larger for the GPOs.</p>
<p>26. How would you educate your sales representatives on the strengths of our contract? Would sales representatives be willing to conduct on-site visits with service cooperative staff to members to</p>	<p>PUBLIC SECTOR DEDICATED SELLING RESOURCES We have over 200 Office Depot Public Sector specific selling resources across the county. This team of talented and tenured sales professionals has been trained to serve the public sector community, many have focused on this segment of business for the majority of their career in the industry. They are tasked specifically with growing this vertical market of business and know</p>

<p>explain the benefits of the CPC program?</p>	<p>their customer intimately. In most cases they have long term relationships with their customers making them veterans in their market place within this sector of business.</p> <p>When a new Public Sector GPO contract is signed we immediately train this dedicated team on the program and its merits. They review each new opportunity and evaluate all programs and their matches with the opportunity requirements. .</p> <p>We have found this is especially attractive to GPOs which are interested in expanding their program territorially for program growth.</p> <p>Office Depot's dedicated team of local Vertical Account Managers will be responsible for the implementation of the CPC contract. This dedicated team of seven people will work closely with our local sales representatives as well as our inside sales representatives, ensuring that all teams are properly trained to service customers participating in the CPC Contract. Training will include webinars highlighting the details of the program and key features of the Master Agreement.</p> <p>The Sales team will have a working knowledge of the solicitation process and an awareness of the range of agencies that can utilize the master Agreement through CC will include webinars highlighting the details of the program and key features of the Master Agreement.</p> <p>The Sales team will have a working knowledge of the solicitation process and an awareness of the range of agencies that can utilize the master Agreement through CPC.</p>
<p>27. Please describe your marketing plan to reach and connect with our members in both all three states. Please note what touch points and connection those members have with sales representatives.</p>	<p>Please see our attached Marketing Plan.</p>
<p>28. While attending conferences, please describe how the CPC program will be represented/promoted at those events.</p>	<p>We have a variety of customized marketing materials, registrations forms and welcome kits for CPC. We can utilize all of these materials and any other as needed to market the program.</p>
<p>29. Are your sales representatives' wages and compensations effected by different programs/contracts they promote?</p>	<p>Office Depot is unable to answer this question, as employee compensation is confidential and proprietary.</p>
<p>30. List any additional stipulations and/or requirements your company requests that are not covered in the RFP.</p>	<p>In the event that Office Depot is awarded the bid and we are asked to sign a separate agreement with terms that were NOT in the RFP, then any such agreement must be submitted to and reviewed by the Legal Department.</p> <p>Attached please find a list of issues/call-outs, each of which may need to be addressed in our RFP response.</p>
<p>31. List any exceptions that your company is requesting to the terms set forth in the Instructions and Technical Specifications.</p>	<p>III. General Terms & Specifications</p> <p>Audit: In accordance with applicable law, the awarded vendor will agree that a member(s) of CPC's purchasing team may audit their records to establish that total compliance of the agreement is met. CPC will give at least three (3) days' notice of an audit. The audit will be conducted at a reasonable place and time.</p> <p>Unless otherwise required by statute, Office Depot requests that audits and records inspection be limited solely to review of the non-confidential and non-proprietary records and that any such audits be performed at mutually acceptable times and places. Office Depot further requests that audits be performed no more than once per calendar year, at the sole cost and expense of Customer (CPC), and no audits shall occur after the date that is one year following termination or expiration of the contract. In the event that a third party auditor is used, Office Depot reserves the right to approve such auditor, which approval shall not be unreasonably upheld. Additionally, the auditor must execute a non-disclosure and confidentiality agreement with Office Depot, the form of which will be provided by Office Depot.</p>

Defects: All products must be 100% guaranteed. Any product which is received damaged, found to be defective, or does not perform to the end users' expectations must be replaced at the vendor's expense including all shipping/delivery charges. If a member receives product(s) that appear to be damaged, they reserve the right to refuse delivery. Participating members will not be charged for items that are refused.

WARRANTY. To the extent Customer requires Office Depot to provide warranties on products sold to Customer, Office Depot's warranties shall be limited to Office Depot branded products. For all other products, Office Depot will pass through to Customer, to the extent permissible under applicable law, all manufacturer-supplied end-user warranties.

Delivery: All prices submitted are to be F.O.B. Destination, Freight Pre-Paid and Allowed. Unless clearly stated otherwise by the respondent, prices submitted shall include all charges for transportation, packaging, etc., necessary to complete delivery on an F.O.B. Destination basis.

Office Depot agrees that all products on Form C.2- Core Items Price Schedule will be delivered freight free. All other products ordered under any resulting agreement will also be FOB Delivered with the following exceptions: Any items exceeding 70 lbs. and/or 110" in length/width may be assessed a special handling charge that will be determined by the distance of the customer's location from the Office Depot Customer Fulfillment Center. That fee will be visible on the business.officedepot.com website at order placement time. Special order items and deliveries in AK, HI and PR may incur additional fees which will be advised prior to placing the order.

Leasing: Members may intend to purchase products and/or equipment from the awarded vendor(s) through a leasing program. The awarded vendor(s) should attempt to work with CPC's current leasing vendor. The current leasing vendor may require a minimum purchase amount to begin the leasing process.

The leasing of traditional "office supplies" is not applicable to this bid, as it is not done in the industry. At the same time, in the event a member has a request for leasing of a quantity of furniture or a significant investment in technology, for example, Office Depot would be willing to discuss leasing options including looking at your current leasing vendor.

Patents: The awarded vendor(s) shall hold and save CPC and CPC members and their officers, agents, servants, and employees, harmless from liability of any nature or kind, including cost and expense for, or on account of, any patented or non-patented invention, process, article or appliance manufactured or used in the performance of this contract, including its use by the owner, unless specifically stipulated in the contract document.

To the extent Customer requires Office Depot to indemnify Customer for claims arising from products sold to Customer, Office Depot's indemnification obligations shall be limited to claims arising from Office Depot-branded products. For all other products, Office Depot will pass through to Customer, to the extent permissible under applicable law, all indemnities Office Depot receives from its suppliers with respect to such products.

Recalls: The awarded vendor(s) shall notify CPC and their participating members immediately of any product recalls. The awarded vendor(s) will issue a credit or comparable substitute for any delivered, recalled product at the member's discretion. All costs associated with voluntary and involuntary product recalls shall be borne by the awarded vendor(s).

Office Depot agrees to utilize best efforts to notify any member user who has purchased a product that has subsequently been recalled by the manufacturer. Upon this very rare industry occurrence, Office Depot has a standardized procedure in place to review our database for any customer purchases of a

recalled item and a notification is subsequently made directly to the member user as to how to handle the return and replacement of that product.

K. Administrative Fee: The awarded vendor(s) will be required to pay a two (2.0%) percent administrative fee of the total gross sales made to CPC members. This fee is used to cover CPC's program costs, including the cost of conducting the RFP, continuing support of the contract, and marketing the contract to current and potential members. Administrative fees shall be paid to Lakes Country Service Cooperative on a quarterly basis for those members electing to utilize the program.

Quarterly Administrative Fee. Provided Members are in compliance with the payment terms set forth in the Agreement, Office Depot shall pay Company a Quarterly Administrative Service Fee ("**Fee**") based on Program Spend per Contract Quarter. The Fees will be paid to Company within sixty (60) days after the end of each Contract Quarter and will include a report as mutually agreed to by the parties outlining the Spend. Payment shall be based on the following rebate tiers:

Quarterly Spend	Rebate [or Fee] Percentage
\$0.00 - \$2,500,000.00	3.00%
\$2,500,000.01 - \$3,000,000.00	3.25%
\$3,000,000.01 +	3.50%

For purposes of this Agreement, "Spend" shall mean Customer's actual purchases net of taxes, shipping costs, returns, discounts, credits, any incentives amortized for the applicable period, rebates actually paid, postage, shipping and mailing services, gift cards and warranties.

M. Specific Terms and Conditions

2. Standard Terms and Conditions

vi. Ship all products within forty-eight (48) hours or two (2) business days upon receipt of order from Member.

Office Depot agrees to ship all products within 2 business days after receipt of order with the only exceptions being discontinued items or items that are not in inventory and are on back order.

ix. Orders not filled and partial shipments shall be indicated on the packing list. CPC Members shall be notified of an anticipated availability date.

End users who place orders either on line or with an Office Depot Customer Advocate will be notified of any backorders and of approximate receipt date of backordered items. In the event an order is faxed to Office Depot that end user can call Office Depot Customer Service or review the order online to see the anticipated receipt date for a backordered item.

xiv. Warranty the products and supplies purchased by members against any defects in design, workmanship and as suitable use intended for a period equal to the original manufacturer's warranty period. Awarded vendor(s) agrees to help members reach resolution in a dispute with the manufacturer over warranty terms. Equipment warranties must be clearly and visibly stated.

WARRANTY. To the extent Customer requires Office Depot to provide warranties on products sold to Customer, Office Depot's warranties shall be limited to Office Depot products. For all other products, Office Depot will pass through to Customer, to the extent permissible under applicable law, all manufacturer-supplied end-user warranties.

xv. Provide an electronic online catalog for order entry use by and suitable for the members' needs. The online catalog will note product discounts and, if applicable, the differing discounts for catalog categories awarded.

Office Depot's online ordering system will only show the final net selling price to the end user after any discounts are calculated.

xvi. Provide proper Safety Data Sheets (SDS) as required by law for all products sold.

The SDS literature must be delivered to the buyer with each shipment of goods.

Applicable Material Safety Data Sheets are available online or from your Office Depot Account Manager. III. General Terms & Specifications

Audit: In accordance with applicable law, the awarded vendor will agree that a member(s) of CPC's purchasing team may audit their records to establish that total compliance of the agreement is met. CPC will give at least three (3) days' notice of an audit. The audit will be conducted at a reasonable place and time.

Unless otherwise required by statute, Office Depot requests that audits and records inspection be limited solely to review of the non-confidential and non-proprietary records and that any such audits be performed at mutually acceptable times and places. Office Depot further requests that audits be performed no more than once per calendar year, at the sole cost and expense of Customer (CPC), and no audits shall occur after the date that is one year following termination or expiration of the contract. In the event that a third party auditor is used, Office Depot reserves the right to approve such auditor, which approval shall not be unreasonably upheld. Additionally, the auditor must execute a non-disclosure and confidentiality agreement with Office Depot, the form of which will be provided by Office Depot.

Defects: All products must be 100% guaranteed. Any product which is received damaged, found to be defective, or does not perform to the end users' expectations must be replaced at the vendor's expense including all shipping/delivery charges. If a member receives product(s) that appear to be damaged, they reserve the right to refuse delivery. Participating members will not be charged for items that are refused.

WARRANTY. To the extent Customer requires Office Depot to provide warranties on products sold to Customer, Office Depot's warranties shall be limited to Office Depot branded products. For all other products, Office Depot will pass through to Customer, to the extent permissible under applicable law, all manufacturer-supplied end-user warranties.

Delivery: All prices submitted are to be F.O.B. Destination, Freight Pre-Paid and Allowed. Unless clearly stated otherwise by the respondent, prices submitted shall include all charges for transportation, packaging, etc., necessary to complete delivery on an F.O.B. Destination basis.

Office Depot agrees that all products on Form C.2- Core Items Price Schedule will be delivered freight free. All other products ordered under any resulting agreement will also be FOB Delivered with the following exceptions: Any items exceeding 70 lbs. and/or 110" in length/width may be assessed a special handling charge that will be determined by the distance of the customer's location from the Office Depot Customer Fulfillment Center. That fee will be visible on the business.officedepot.com website at order placement time. Special order items and deliveries in AK, HI and PR may incur additional fees which will be advised prior to placing the order.

Leasing: Members may intend to purchase products and/or equipment from the awarded vendor(s) through a leasing program. The awarded vendor(s) should attempt to work with CPC's current leasing vendor. The current leasing vendor may require a minimum purchase amount to begin the leasing process.

The leasing of traditional "office supplies" is not applicable to this bid, as it is not done in the industry. At the same time, in the event a member has a request for leasing of a quantity of furniture or a significant investment in technology, for example, Office Depot would be willing to discuss leasing options including looking at your current leasing vendor.

Patents: The awarded vendor(s) shall hold and save CPC and CPC members and their officers, agents, servants, and employees, harmless from liability of any nature or kind, including cost and expense for, or on account of, any patented or non-patented invention, process, article or appliance manufactured or used in the performance of this contract, including its use by the owner, unless specifically stipulated in the contract document.

To the extent Customer requires Office Depot to indemnify Customer for claims arising from products sold to Customer, Office Depot's indemnification obligations shall be limited to claims arising from Office Depot-branded products. For all other products, Office Depot will pass through to Customer, to the extent permissible under applicable law, all indemnities Office Depot receives from its suppliers with respect to such products.

Recalls: The awarded vendor(s) shall notify CPC and their participating members within 3 business days of the Sales Team learning of the recall of any product recalls. The awarded vendor(s) will issue a credit or comparable substitute for any delivered, recalled product at the member's discretion. All costs associated with voluntary and involuntary product recalls shall be borne by the awarded vendor(s).

Office Depot agrees to utilize best efforts to notify any member user who has purchased a product that has subsequently been recalled by the manufacturer. Upon this very rare industry occurrence, Office Depot has a standardized procedure in place to review our database for any customer purchases of a recalled item and a notification is subsequently made directly to the member user as to how to handle the return and replacement of that product.

K. Administrative Fee: The awarded vendor(s) will be required to pay a two (2.0%) percent administrative fee of the total gross sales made to CPC members. This fee is used to cover CPC's program costs, including the cost of conducting the RFP, continuing support of the contract, and marketing the contract to current and potential members. Administrative fees shall be paid to Lakes Country Service Cooperative on a quarterly basis for those members electing to utilize the program.

Quarterly Administrative Fee. Provided Members are in compliance with the payment terms set forth in the Agreement, Office Depot shall pay Company a Quarterly Administrative Service Fee ("**Fee**") based on Program Spend per Contract Quarter. The Fees will be paid to Company within sixty (60) days after the end of each Contract Quarter and will include a report as mutually agreed to by the parties outlining the Spend. Payment shall be based on the following rebate tiers:

Quarterly Spend	Rebate [or Fee] Percentage
\$0.00 - \$2,500,000.00	3.00%
\$2,500,000.01 - \$3,000,000.00	3.25%
\$3,000,000.01 +	3.50%

For purposes of this Agreement, "Spend" shall mean Customer's actual purchases net of taxes, shipping costs, returns, discounts, credits, any incentives

amortized for the applicable period, rebates actually paid, postage, shipping and mailing services, gift cards and warranties.

M. Specific Terms and Conditions

2. Standard Terms and Conditions

vi. Ship all products within forty-eight (48) hours or two (2) days upon receipt of order from member.

Office Depot agrees to ship all products within 48 hours after receipt of order with the only exceptions being discontinued items or items that are not in inventory and are on back order.

ix. Orders not filled and partial shipments shall be indicated on the packing list. CPC members shall be notified of an anticipated availability date.

End users who place orders either on line or with an Office Depot Customer Advocate will be notified of any backorders and of approximate receipt date of backordered items. In the event an order is faxed to Office Depot that end user can call Office Depot Customer Service or review the order online to see the anticipated receipt date for a backordered item.

xiv. Warranty the products and supplies purchased by members against any defects in design, workmanship and as suitable use intended for a period equal to the original manufacturer's warranty period. Awarded vendor(s) agrees to help members reach resolution in a dispute with the manufacturer over warranty terms. Equipment warranties must be clearly and visibly stated.

WARRANTY. To the extent Customer requires Office Depot to provide warranties on products sold to Customer, Office Depot's warranties shall be limited to Office Depot products. For all other products, Office Depot will pass through to Customer, to the extent permissible under applicable law, all manufacturer-supplied end-user warranties.

xv. Provide an electronic online catalog for order entry use by and suitable for the members' needs. The online catalog will note product discounts and, if applicable, the differing discounts for catalog categories awarded.

Office Depot's online ordering system will only show the final net selling price to the end user after any discounts are calculated.

xvi. Provide proper Safety Data Sheets (SDS) as required by law for all products sold.

The SDS literature must be delivered to the buyer with each shipment of goods.

Applicable Material Safety Data Sheets are available online or from your Office Depot Account Manager.

Form D – References

Instructions: Please provide three references in the spaces below.

Responding Company's Name:	
-----------------------------------	--

Reference #1	
Reference Name	
Reference Contact Name <ul style="list-style-type: none">• Phone• Email	
Notes (for CPC use only):	

Reference #2	
Reference Name	
Reference Contact Name <ul style="list-style-type: none">• Phone• Email	
Notes (for CPC use only):	

Reference #3	
Reference Name	
Reference Contact Name <ul style="list-style-type: none">• Phone• Email	
Notes (for CPC use only):	

Form E – Level of Support

Instructions: Please indicate the level of support you will offer on this contract category. Check only one box in each section.

Prices are (check one box):	
<input type="checkbox"/>	No different from what we ordinarily offer to individual members.
<input type="checkbox"/>	Two percent (2%) lower than our best price to individual members.
<input type="checkbox"/>	Three percent (3%) lower than our best price individual members.
<input type="checkbox"/>	Four percent (4%) lower than our best price to individual members.
<input type="checkbox"/>	Five percent (5%) lower than our best price to individual members.
<input type="checkbox"/>	Ten percent (10%) lower than our best price to individual members.
<input checked="" type="checkbox"/>	Other, please explain <small>Prices are structured under the terms of the agreement with CPC and it is not possible to rank them as above. They are usually lower than would be charged individual members due to</small>

Prices are (check one box):	
<input type="checkbox"/>	No different from what we ordinarily offer to other consortiums.
<input type="checkbox"/>	Two percent (2%) lower than our best price to other consortiums.
<input type="checkbox"/>	Three percent (3%) lower than our best price other consortiums.
<input type="checkbox"/>	Four percent (4%) lower than our best price to other consortiums.
<input type="checkbox"/>	Five percent (5%) lower than our best price to other consortiums.
<input type="checkbox"/>	Ten percent (10%) lower than our best price to other consortiums.
<input checked="" type="checkbox"/>	Other, please explain <small>Each consortium has different contract terms. It is not practical to directly compare solely pricing.</small>

Chris M. Euter

Authorized Signature (must match Signature on Form F)

11-9-15

Date

Office Depot offers competitive pricing to each customer based on several factors, including Office Depot's total delivered cost, the customer's unique service level requirements, the customer's total volume of spend, and the customer's product mix. Because Office Depot customizes its pricing for each individual customer based on numerous factors, and because each customer is unique in its requirements, spend and product mix, we are unable to guarantee that one particular customer's pricing is as favorable as any other customer's pricing at the SKU-level. However, Office Depot is committed to providing each customer the best valued program that suits such customer's needs.

Form F - Assurance of Compliance

To Whom It May Concern:

The respondent has carefully checked the accuracy of all items including description, price per unit, and listed total price per item in this proposal. In addition, the respondent accepts the general provisions of the proposal, including delivery timelines, and all responsibilities of delivery as outlined.

The respondent is aware of any detailed and special conditions.

In submitting this proposal, it is understood that the right is reserved by the Cooperative Purchasing Connection to reject any or all proposals, and it is agreed that this proposal may not be withdrawn during a period of one hundred-twenty (120) days from the time of the opening date.

Company Name: Office Depot, Inc.

Authorized Agent's Signature: 

Agent's Name (printed): Chris McEntee, Vice President, Regional

Address: 6600 North Military Trail

City/State/Zip: Boca Raton, FL 33496-2434

Telephone Number: 913-201-4831 Fax Number: 913-327-5486

E-Mail Address: Chris.McEntee@officedepot.com

Form G – Contract Offer & Award

OFFER TO BE COMPLETED BY VENDOR

In compliance with the Request for Proposal, the undersigned warrants that I/we have examined the Instructions to Respondents and Technical Specifications, and being familiar with all of the conditions surrounding the proposed projects, hereby offer and agree to furnish all professional services in compliance with all terms, conditions, specifications and amendments in this solicitation and any written exceptions in the offer. Signature also certifies understanding and compliance of this proposal.

The undersigned understands that his/her competence and responsibility and that of his/her proposed subcontractors, time of completion, as well as other factors of interest to the Cooperative Purchasing Connection as stated in the evaluation section, will be a consideration in making the award.

This contract offer and award binds said vendor to all terms and conditions stated in the proposal until a contract has been signed by both parties.

Company Name: Office Depot, Inc.

Address: 6600 North Military Trail

City: Boca Raton State: FL Zip: 33496-2434

Contract Contact Person: Brian Bram, Vertical Market Manager

Authorized Signature: 

Printed Name: Chris McEntee, Vice President, Regional

NOTE: Please see our exceptions/clarifications in #31 of Form B attached.

In the event that Office Depot is awarded the bid, and the customer then asks us to sign a separate agreement with terms that were NOT in the RFP, then any such agreement must be submitted to and reviewed by the Legal Department.

ACCEPTANCE OF OFFER AND CONTRACT AWARD TO BE COMPLETED ONLY BY THE COOPERATIVE PURCHASING CONNECTION

Contract Term: It is the Cooperative Purchasing Connection's intent to award a contract(s) for Office Supplies for one (1) year, with the option to renew annually for three (3) years. The contract term shall be for a term of January 1, 2016, through December 31, 2016.

CPC Authorized Signature

16.11 - OFS
Contract Number

Awarded this _____ day of _____, 2015.

Form H – Proposal Checklist

The following items/submittals are required to be qualified as a respondent to the RFP. Respondents must submit an electronic version of their proposal by the due date and time listed in this RFP via Public Purchase (www.publicpurchase.com). Please take a moment to review the checklist provided and ensure all of the necessary documents have been uploaded with your response.

Your organization's uploaded proposal should include the following submitted documents:

1. Form A – Vendor Information (Submit as a PDF, not scanned)
2. Form B – Questionnaire (Submit as a Word (.doc or .docx) document)
3. Form C – Pricing Schedule (Submit as an Excel (.xls or .xlsx) document)
4. Form D - References (Submit as a PDF, not scanned)
5. Form E – Level of Support (Printed, signed, and scanned, submit as PDF)
6. Form F – Assurance of Compliance (Printed, signed, and scanned, submit as PDF)
7. Form G – Contract Offer & Award (Printed, signed, and scanned, submit as PDF)
8. Form H – Proposal Checklist (Printed, signed, and scanned, submit as PDF)

IMPORTANT: Forms MUST be submitted electronically in the format indicated for the proposal to receive consideration. MS Word documents with inserted images of completed documents will not be accepted.



Vice President, Regional

Authorized Signature

11-9-15

Date

Marketing Plan

As an existing customer, the CPC can count on a procurement program that continues to deliver on your unique business objectives. Office Depot will utilize our extensive knowledge of CPC's membership buying patterns to maximize volume on the contract. With our awareness of spend on the three major platforms CPC's members are using for ordering, including Express, direct-to-web, and in-store spend, Office Depot will continue our momentum of retaining and growing member participation.



Office Depot has more experience helping regional Public Sector GPOs work toward their goals and grow their programs than any other company in our industry. We have been doing this since 1996 and we are very experienced.

Through our superior Communications Program, we will continue to help drive end-user participation and capture office supply spend from your members. The savings opportunities are substantial for your members, and we will assist the CPC in promoting and communicating the advantages to your members. In addition, we will work with you to help increase your membership. Our program starts with activation, drives ongoing participation, and brings end users into compliance. We first establish an updated comprehensive list of your end-users. Second, we will make personal contact with each individual on that list by sending them a welcome letter explaining the advantages of the program, and utilization of the CPC's online ordering options. Finally, we help them get started and follow through the entire activation process for all locations. Once completed, we then track participation by individual end user using our on-line Smart Dashboard to detect changes in ordering behavior and identify those members not utilizing the program to their greatest benefit.

Office Depot will continue to listen to your business goals, analyze your unique features, and package them to your end users in innovative ways that help you systematically drive down the overall cost of procurement. Some of the components of our Communication Program are:

- **Welcome Email Campaigns** – Office Depot sends members an introduction to the Office Depot program via email and provides instructions on how to participate.
- **Individual Coop Representative Support** – Office Depot representatives covering each of your service cooperatives will work directly with those CPC contacts to drive compliance and participation.
- **Business Review Reports** – Track participation by individual member to detect changes in ordering behavior and identify those not in compliance.
- **Regular Promotions** – Office Depot will work with your office to create and promote product and service specials to your members to help drive savings to those users and grow the overall volume of the program.
- **Retail Connect/Store Purchasing Cards** – We will continue to offer and promote, with your assistance, the Retail Connect Card program your members have enjoyed for many years. This program allows members to purchase products at the lower of CPC contract or store price at both Office Depot and OfficeMax retail stores. Your members, in particular teachers, have saved thousands of dollars over the course of this program with us, and we look forward to continuing and growing this beneficial program with you.

Office Depot considers training to be an important step in the implementation and compliance process. Our objective is to properly educate new members, so they have the tools and knowledge to easily interface with Office Depot on every level. We accomplish this by hosting webinars or by traveling to individual customer locations for on-site instruction. In addition, when the transition to the Office Depot platform occurs, we will host training webinars and introductions to the new system for your members.

Your Office Depot Account Manager, Brian Bram, is the main point person for all training sessions. With CPC's direction, he will identify and establish a suitable format, schedule each event, and enlist the appropriate resources. Administrative guides or orientation packets are supplied and include information such as contacts, numbers, hours of operation, cut-off times, internet procedures, delivery schedules, return policy, FAQs, etc. These reference materials are straight forward, easy-to-follow, and can be customized based on account rules and preferences all at no additional charge.

Office Depot's program strategy addresses all of CPC's requirements. Our main focus is to educate, increase awareness, and facilitate program compliance while demonstrating our commitment to providing world-class service. We will provide the tools, talent, and resources for the CPC to continue to succeed.

Step 1 – All VMM's schedule meetings with their assigned cooperatives to communicate an effective marketing strategy specific to that cooperative's base of customers.

Step 2 – Schedule a series of up to 6 webinar trainings to go over the details of the new program and how members can benefit from buying through the program. If more webinars are needed, we will work with the cooperatives to schedule those. Webinars will cover program details, web and Express ordering, customer service and delivery, and Q & A, how to get copies of catalogs, seasonal information any specials or promotions for CPC members, etc. If someone from CPC could be on the webinar to help answer questions on Express, etc that would be very helpful. We can provide the dial in numbers and webinar access.

Step 3 – Email or mail (as agreed) the CPC Welcome kits to registered members. The kits include all customized CPC program information, order guides, where to go for help packets, etc. We have been sending these to the Business Managers, but in the future we want to make sure all the users get the same communication and know where to go if they have questions or need help.

Step 4 – Schedule meeting with members starting with members currently buying thanking them for their business and making sure they are aware of the full value of the program. VMM's and team will communicate the availability and benefits of Store Purchasing Cards to members along with a current listing of stores where they can get their discount. We have 2 programs for the store discount. One is for tax exempt purchases and one is for taxable purchases as a benefit to members.

They will also communicate Copy & Print special pricing and capabilities to all members. The Copy & Print pricing being offered nearly mirrors the discounts for some of our national cooperatives. This is a huge benefit and we need to get the word out to members so they can take advantage of it.

They will provide members our Cleaning & Break Room catalog and offering and try to gain an understanding when meeting with the member what their needs are and how Office Depot can help. We realize every school, every District, every member is unique and different.

They will touch on Furniture, Technology, Classroom Supplies, and Instructional Materials.

Step 5 – We would like to host a communication call with the regions 1 x per month to share highlights and the success of the program. Short call 30 minute and we can answer any questions.

Step 6 – We would like to pre-schedule quarterly meeting with CPC to review the program, any feedback and adjust our marketing/ action plan as needed. We realize communication with CPC and members is what is going to make this program a success.

Ongoing – In-person visits to districts and organizations to add new users at non-participating schools and departments within the district/organization to capture additional rogue spend.

Ongoing – In-person visits to organization leadership, including school business managers, to discuss centralizing their purchasing on the CPC program. The goal here would be to show districts/organizations the benefits of mandating purchasing within the district/organization to the CPC program.

Cooperative Purchasing Connection
Tabulation Report RFP #16.11 - Office Supplies
Vendor: Quill Corporation

General Comments: QUILL CORPORATION BID Reference #15-12275

General Attachments: Cooperative Purchasing 16.11 Office Supplies.xlsx
Minnesota Service Coop 15-12275 Form_B_-_Questionnaire[1].docx
Minnesota Service Coop Catalog Discount Exclusions.docx
Minnesota Service Coop Forms A,D,E,F,G - H.pdf
Minnesota Service Coop Quill Addendum.doc
Minnesota Service Coop Quill Corp bid support documents.pdf

Form A – Vendor Information

Company Information			
Company Name	Quill Corporation		
Address	100 Schelter Road		
City/State/Zip	Lincolnshire, IL 60069		
Phone	800-634-4809	Fax	800-789-2016
Toll Free Customer Number	800-634-4809		

Company Contacts	
General Manager Name <ul style="list-style-type: none"> • Email • Phone 	Karen Stricker bid@quill.com 800-634-4809
Sales Manager Name <ul style="list-style-type: none"> • Email • Phone 	Martin Colburn bid@quill.com 800-634-4809
Customer Service Manager Name <ul style="list-style-type: none"> • Email • Phone 	Dan White daniel.white@quill.com 800-789-7020 ext. 4352
Account Manager(s) for the Cooperatives Name(s) <ul style="list-style-type: none"> • Email • Phone 	Mylene Blanchard mylene.blanchard@quill.com 800) 789-7020 ext. 1461

Responsibilities	
CPC New Member Notification <ul style="list-style-type: none"> • Name • Email/Phone 	Conni Ciffone bid@quill.com 800-634-4809
CPC Member Customer Service <ul style="list-style-type: none"> • Name • Email/Phone 	Customer Service info@quill.com 800-789-8965
Submitting Sales Reports to CPC <ul style="list-style-type: none"> • Name • Email/Phone 	Conni Ciffone bid@quill.com 800-634-4809
Payment of Administrative Fees to CPC <ul style="list-style-type: none"> • Name • Email/Phone 	Conni Ciffone bid@quill.com 800-634-4809
Conducting Audits <ul style="list-style-type: none"> • Name • Email/Phone 	Conni Ciffone bid@quill.com 800-634-4809

Form B – Questionnaire

Instructions. Please complete the questionnaire below by placing your company’s answers in the correlating response column.

Responding Company’s Name:	QUILL CORPORATION
Instructions: For those responding to the RFP, please respond to the questions below.	
Question	Response
1. As you envision it, what is your company’s role in this partnership? Please include sales and marketing strategies.	Being part of the CPC contract gives Quill the opportunity to strategically penetrate into each market. We have a regionalized sales force which gives us the advantage of having those reps in the three states fully understand the contract/pricing strategy and advantages of the Coop. The Coop gives Quill an opportunity to sell the program to our existing customers to penetrate incremental business as well as uncover new customers due to our partnership with CPC. Marketing will align with our sales strategy as pieces we can use to drive awareness to the Coop/Quill partnership.
2. Does your company have the capability to attend conferences and provide training seminars?	Yes. Quill understands that a large part of our partnership with the Coop is to attend conferences and provide training seminars. Quill views all as potentially opportunities to help inform customers/potential customers of our offering and pricing strategy within the Coop.
3. How many staff members are dedicated to in-house customer service?	Our customer service staff has approximately 35 members.
4. Using the map provided in the RFP, please identify areas that your company may not be able to service.	Per the map we are able to cover all areas. Delivery times may vary to remote areas.
5. Inventory: where are your company’s distribution hubs located? What is the service/fill rate of inventory from those locations?	See Warehouse location document attached. Our fill rate is 99% in stock, 98% on time delivery.
6. Describe your company’s ordering process and what methods can be used by members to place or create orders?	Convenient online ordering at www.quill.com , phone ordering 800-634-4809, email at info@quill.com or fax to 800-789-2016 in orders.
7. Does your company offer online ordering? How many staff members are dedicated to your online ordering helpdesk?	We do offer online ordering on our website. www.quill.com . We offer Online account management as well. Track Orders, View Invoices, View Account Balance and Make a Return. We have approximately 35 staff members dedicated to assisting with online ordering at 3 separate locations.
8. Does your company have retail locations that members would be able to access to make purchases? If so, please describe how our members would receive their discount(s) at your retail locations.	No Retail locations
9. Please explain if your company would or would not be willing to proceed with integration into Express should your company be awarded a contract.	Yes, Quill would be willing to proceed with the integration into Express. We want to partner with the Coop to make ordering easy for our customer base. This also gives us the opportunity to be visible during all ordering processes.
10. What are your payment terms?	Net 30
11. Does your company accept payment by procurement/credit card? If so, is the member assessed a fee for purchasing with a procurement/credit card?	Yes, we accept credit cards but do not yet have procurement card capabilities. This is coming in the next year or so. There is no fee assessed with credit cards.
12. Does your company offer any prompt payment discounts? If so, please describe.	We do not offer a prompt payment discounts.
13. Does your company require a minimum order? If so, what are your minimum order requirements? If the minimum is not met, what surcharge would you assess?	No minimum order requirements.
14. Briefly explain your delivery policy and the lead time required from a member	Standard shipping is via UPS or Local Carrier within 1-2 business days after receipt of order. We offer free shipping. Large volume orders may ship via

placing an order to receipt of delivery.	truck-tailgate delivery within 2-7 business days. See copy of Delivery Policy.
15. Does your company assess fuel surcharges for deliveries? If so, what is the charge?	No fuel surcharges.
16. At times there are issues with service and/or deliveries. Please describe your process for addressing issues with participating members.	We offer superior customer service. Our 100% Satisfaction guarantee means that we will do whatever it takes to make things right if you ever encounter an issue with your order or service. See attached Conflict Resolution document.
17. State your company's process for handling returns and/or credits.	We offer easy online returns using our online Return Wizard and flexible 60 day return policy (30 days for Technology products). See attached copy of Return Policy for additional information.
18. State your company's process for introducing new products to participating members.	If new products are added to the contract, Quill would inform participating members with marketing pieces (e-mailed/mailed) along with a sales blitz where our regional reps are speaking to those products to their participating customers as well as engraving on the partnership we have with Minnesota Service Coop.
19. What value-added services does your company offer to CPC members?	See attached Added Value document
20. Is there a specific time of the year when you as a company receive pricing increases and/or decreases from the manufacturers? How will your company propose pricing increases and decreases to the core list and paper core lists?	During the year prices on our website do fluctuate due to change in cost of the product, however there is a list of items that have locked in pricing for term of the bid.
<p>21. SCENARIO – The following scenario has occurred with some of our vendors in the past, please review and respond accordingly.</p> <p><i>A sales representative was contacted by one of the Cooperative Purchasing Connection (CPC) regions for special pricing on a large quantity order. Once pricing was returned to the member, the member agreed to place the order. The ordering process took a few weeks because a decision was made to drop ship the items directly from the manufacturer because the company didn't have the quantity requested in stock. The delivery was made quickly, however, one of the items was damaged during the shipping process. The CPC member contacted the company to report the shipping/delivery issue and the member was told that in order for a credit to be placed on their account or to replace the item they would first need the approval of the member's sales representative.</i></p> <p><i>The member had reached out to their sales representative, but never responded. The member reached out to the regional purchasing coordinator and asked for assistance with the issue. The regional purchasing coordinator received the same information from the company stating that in order for a credit to be placed on the account, approval would need to come from the member's sales representative. The regional purchasing coordinator</i></p>	<p>Quill.com has a "Best in Class" customer service team. Quill wants all of our customers, whether they are part of CPC or not, to be fully happy with their purchase.</p> <p>If the below scenario occurred (damage to an order), we would simply ask the customer to reach out to our customer support team. That team will verify what the issue is. If it is a damaged item, as the scenario calls for, that team will issue a replacement order. Quill is also fortunate that we have several sources for items. If the item was dropped shipped and we may have gotten new stock in during the time of the original order, we may be able to do a stock order to have it ship quicker or simply do another drop ship order.</p> <p>The customer will receive new shipping information on the replacement order so that they have confirmation that it was complete.</p> <p>Quill.com will never ask for member's sales representatives signatures on order issues, we simply want to make sure we are taking care of our customers.</p>

<p><i>reached out to the sales representative through a phone call and the issue was resolved and a replacement item was sent to the member.</i></p> <p>Please describe how your company would have handled this situation. How would your company have handled communication with the member and the regional purchasing coordinator?</p> <p>What does your company have in place to resolve issues quickly and easily for members, in particular when a sales representative cannot be reached?</p>	
<p>22. Would your company consider a dedicated inside sales representative that would be familiar with the CPC contract/program and our membership, be empowered to handle situations as a regular sales account representative would, and be available for quick responses to member inquiries and questions?</p>	<p>Yes, we one to two regional reps that work in each state.. Our goal is to fully train those reps to the CPC contract/program so that they can not only sell the program but answer questions and inquiries in a timely fashion. We also have an internal Cooperative Sales Manager that would partner with CPC and our internal sales team to help drive the program and partnership.</p>
<p>23. Would your company be willing to work with each of the regions on sending/mailling out physical catalogs to members?</p>	<p>Yes we would definitely be willing to mail catalogs to members, however our website www.quill.com offers a much wider assortment of products than listed in the catalog offers.</p>
<p>24. Please describe what your company envisions as a 30-day roll-out and marketing plan. Do you believe your company has enough staff that will be dedicated to CPC to ensure a successful roll-out to 1,400+ members in a timely, well communicated, responsive fashion?</p>	<p>Quill has a full team of marketing experts that would partner together to drive a campaign and roll-out for our CPC launch date. Those marketing experts will partner with our Cooperative Sales Manager and sales force to understand who we are marketing to, the frequency in which we will market the partnership and the advantages of the program. Our initial roll-out will highlight the partnership between Quill and CPC and the advantages customers can take switching over to the CPC contract. We will also target new business by highlighting the partnership and why they should switch over to Quill and CPC.</p>
<p>25. Please list the contracts your company currently holds that may compete directly with the CPC program and describe how you will position the CPC program versus other contracts to CPC members.</p> <p>If other contracts are available, please describe the process CPC would need to take to transition a current purchaser who requests to utilize our program/contract instead of their current contract.</p>	<p>Quill is part of the AEPA/REMC contracts which are both national. CPC is unique in that we will be selling to three markets/states. This gives a very unique advantage for the potential customers in those three markets as they will have specific contract advantage going through CPC vs. other nationally held contracts.</p> <p>If a customer chooses to switch from one contract to another, Quill requires an e-mail from that customer indicating that they would like to make the switch. Once we get that confirmation, we normally switch their pricing based on which contract they want to be part of. Normally this is a 24 hour process.</p>
<p>26. How would you educate your sales representatives on the strengths of our contract? Would sales representatives be willing to conduct on-site visits with service cooperative staff to members to explain the benefits of the CPC program?</p>	<p>Our Cooperative Sales Manager will partner with CPC on a higher level to fully understand the strengths of the contract and drive our partnership and efforts both at Quill and at CPC. All information will be used to strategically train our reps so that they understand how to leverage the contract. We will hold monthly inside trainings at our cooperate office as needed, have call review sessions where management has a strong understanding of how our strategy is coming across when customer facing and more. We will change strategies as needed and with the help/partnership of CPC. We will also have an internal marketing strategy so Quill can highlight those speaking points/opportunities to our sales force. Yes, our Cooperative Sales Manager would be willing to conduct on-site visits with service cooperative staff to members to explain the benefits and program.</p>
<p>27. Please describe your marketing plan to reach and connect with our members in</p>	<p>Marketing pieces will be geared towards the market that they are being sent out to however, they mostly will have the same message. We will highlight the</p>

<p>28. both all three states. Please note what touch points and connection those members have with sales representatives.</p>	<p>partnership between Quill and CPC and the advantages of the contract. Each state will have 1-2 dedicated sales representatives. All marketing pieces will hold those rep's contact information so that if a customer wants to switch, has questions, etc. they will know who to contact and how. All members that are current Quill customers will also have regular maintenance calls with their representatives as they help to manage their account.</p>
<p>29. While attending conferences, please describe how the CPC program will be represented/promoted at those events.</p>	<p>Quill would love the opportunity to partner closely with CPC. We would be willing to co-support any conferences where we can have representatives from Quill and CPC available. If not, we would co-brand literature and hand-outs so that we are highlighting the partnership appropriately. Our Cooperative Sales Manager will also be in attendance and will act as an expert on Quill's end for what our program/pricing strategy entails to speak to/answer questions to.</p>
<p>30. Are your sales representatives' wages and compensations effected by different programs/contracts they promote?</p>	<p>No, our sales reps are regionalized. They have set bases with net sale goals and are encouraged/paid to also inquire new business within their region. The Minnesota Service Coop would be a great tool for our reps to use to sell our partnership and bring business into their book of business.</p>
<p>31. List any additional stipulations and/or requirements your company requests that are not covered in the RFP.</p>	<p>When placing orders please reference your Quill Account number and Quill bid number to ensure members receive bid pricing.</p>
<p>32. List any exceptions that your company is requesting to the terms set forth in the Instructions and Technical Specifications.</p>	<p>See Quill Addendum</p>

Form D - References

Instructions: Please provide three references in the spaces below.

Responding Company's Name:	QUILL CORPORATION
-----------------------------------	-------------------

Reference #1	
Reference Name	
Reference Contact Name <ul style="list-style-type: none">• Phone• Email	SEE ATTACHED COPY OF QUILL COOPERATIVE REFERENCES
Notes (for CPC use only):	

Reference #2	
Reference Name	
Reference Contact Name <ul style="list-style-type: none">• Phone• Email	
Notes (for CPC use only):	

Reference #3	
Reference Name	
Reference Contact Name <ul style="list-style-type: none">• Phone• Email	
Notes (for CPC use only):	



Cooperative References

TCPN (National Governmental Purchasing Cooperative)

7145 Tidwell Rd Houston TX 77092

Matthew Mackel 713-744-6349

mmackel@tcpn

Nassau County BOCES (New York)

PO BOX 9195 GARDEN CITY NY 11530

Kelly May 516-396-2030

Capital Region Education Council (Connecticut)

Cara Hart 860-524-4021

Kentucky Educational Development Corporation (Kentucky)

904 W Rose Rd Ashland KY 41102

Toni King 606-928-0205

toni.king@kedc.org prefers email

Region 2 (Texas)

Gerald Goodwin (361) 561-8452

email: gerald.goodwin@esc2.us

Donors Choose .Org (New York)

Jonathan Evans

Senior Director Business Relations & Logistics

646-556-9911

Form E – Level of Support

Instructions: Please indicate the level of support you will offer on this contract category. Check only one box in each section.

Prices are (check one box):	
<input type="checkbox"/>	No different from what we ordinarily offer to individual members.
<input type="checkbox"/>	Two percent (2%) lower than our best price to individual members.
<input type="checkbox"/>	Three percent (3%) lower than our best price individual members.
<input type="checkbox"/>	Four percent (4%) lower than our best price to individual members.
<input type="checkbox"/>	Five percent (5%) lower than our best price to individual members.
<input type="checkbox"/>	Ten percent (10%) lower than our best price to individual members.
<input checked="" type="checkbox"/>	Other, please explain The discounts vary by category but are comparable to other AEPA members discounts.

Prices are (check one box):	
<input type="checkbox"/>	No different from what we ordinarily offer to other consortiums.
<input type="checkbox"/>	Two percent (2%) lower than our best price to other consortiums.
<input type="checkbox"/>	Three percent (3%) lower than our best price other consortiums.
<input type="checkbox"/>	Four percent (4%) lower than our best price to other consortiums.
<input type="checkbox"/>	Five percent (5%) lower than our best price to other consortiums.
<input type="checkbox"/>	Ten percent (10%) lower than our best price to other consortiums.
<input checked="" type="checkbox"/>	Other, please explain The discounts vary by category but are comparable to other AEPA members discounts.

[Handwritten Signature]

Authorized Signature (must match Signature on Form F)

11-9-15

Date

Form F – Assurance of Compliance

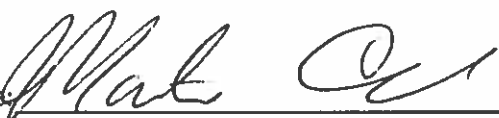
To Whom It May Concern:

The respondent has carefully checked the accuracy of all items including description, price per unit, and listed total price per item in this proposal. In addition, the respondent accepts the general provisions of the proposal, including delivery timelines, and all responsibilities of delivery as outlined.

The respondent is aware of any detailed and special conditions.

In submitting this proposal, it is understood that the right is reserved by the Cooperative Purchasing Connection to reject any or all proposals, and it is agreed that this proposal may not be withdrawn during a period of one hundred-twenty (120) days from the time of the opening date.

Company Name: Quill Corporation

Authorized Agent's Signature: 

Agent's Name (printed): Martin Colburn

Address: 100 Schelter Rd.

City/State/Zip: Lincolnshire ,IL 60069

Telephone Number: 800-634-4809 Fax Number: 800-789-2016

E-Mail Address: bid@quill.com

Form G – Contract Offer & Award

OFFER TO BE COMPLETED BY VENDOR

In compliance with the Request for Proposal, the undersigned warrants that I/we have examined the Instructions to Respondents and Technical Specifications, and being familiar with all of the conditions surrounding the proposed projects, hereby offer and agree to furnish all professional services in compliance with all terms, conditions, specifications and amendments in this solicitation and any written exceptions in the offer. Signature also certifies understanding and compliance of this proposal.

The undersigned understands that his/her competence and responsibility and that of his/her proposed subcontractors, time of completion, as well as other factors of interest to the Cooperative Purchasing Connection as stated in the evaluation section, will be a consideration in making the award.

This contract offer and award binds said vendor to all terms and conditions stated in the proposal until a contract has been signed by both parties.

Company Name: Quill Corporation

Address: 100 Schelter Road

City: Lincolnshire State: IL Zip: 60069

Contract Contact Person: Martin Colburn

Authorized Signature: 

Printed Name: Martin Colburn

ACCEPTANCE OF OFFER AND CONTRACT AWARD TO BE COMPLETED ONLY BY THE COOPERATIVE PURCHASING CONNECTION

Contract Term: It is the Cooperative Purchasing Connection's intent to award a contract(s) for Office Supplies for one (1) year, with the option to renew annually for three (3) years. The contract term shall be for a term of January 1, 2016, through December 31, 2016.

CPC Authorized Signature

16.11 - OFS
Contract Number

Awarded this _____ day of _____, 2015.

Form H – Proposal Checklist

The following items/submittals are required to be qualified as a respondent to the RFP. Respondents must submit an electronic version of their proposal by the **due date and time** listed in this RFP via **Public Purchase** (www.publicpurchase.com). Please take a moment to review the checklist provided and ensure all of the necessary documents have been uploaded with your response.

Your organization's uploaded proposal should include the following submitted documents:

1. Form A – Vendor Information (Submit as a PDF, not scanned)
2. Form B – Questionnaire (Submit as a Word (.doc or .docx) document)
3. Form C – Pricing Schedule (Submit as an Excel (.xls or .xlsx) document)
4. Form D - References (Submit as a PDF, not scanned)
5. Form E – Level of Support (Printed, signed, and scanned, submit as PDF)
6. Form F – Assurance of Compliance (Printed, signed, and scanned, submit as PDF)
7. Form G – Contract Offer & Award (Printed, signed, and scanned, submit as PDF)
8. Form H – Proposal Checklist (Printed, signed, and scanned, submit as PDF)

IMPORTANT: Forms MUST be submitted electronically in the format indicated for the proposal to receive consideration. MS Word documents with inserted images of completed documents will not be accepted.


Authorized Signature

11-9-15
Date



**Proposed Comments to
Cooperative Purchasing Connection Bid 16.11 Office Supplies**

Bidder: Quill Corporation

Page	Section	Exception
#7	Express Online Marketplace	It can be done, however, it would require a level of customization and understanding of what is required for the ordering platform.
#8	Leasing	It can be done, however, it would require a level of customization and understanding of what is required for the ordering platform.
#		
#		
#		
#		
#		



November 5, 2015

Lisa M. Truax
Bid & Contract Facilitator
Cooperative Purchasing Connection
1001 E. Mount Faith
Fergus Falls, MN 56537

Quill Bid Number: 15-12275
Customer Bid Info: 16.11 Office Supplies Bid
Account Number: 7071575

Dear Lisa M. Truax,

Thank you for the recent bid you have submitted to Quill.com. We are happy to announce that we have been approved as a vendor with AEPA. The pricing Quill.com is able to offer is extraordinary because a group of 24 states (AEPA) come together to submit both bids on products you use everyday. We are excited to offer the 375+ specially priced items, along with the outstanding category discounts. Please note that all AEPA contract pricing includes **free shipping with no minimum** order size.

- **Over 375 specially priced items**
- ***Catalog Discounts**
 - 5% discount on Computer Peripherals and Office Machines*
 - 10% discount on Furniture*
 - 12% discount on Ink and Toner*
 - 20% discount on Office Products and Classroom Supplies*
 - 20% discount Nurse Supplies
 - 20% discount on Copy Paper*
 - 25% discount Coffee, Water, and Snacks*
 - 25% discount on Cleaning & Janitorial Supplies*

We at Quill.com are looking forward to working with you in the future. If you have any questions regarding this please don't hesitate to call us.

Sincerely,

Martin Colburn
National Sales Manager
100 Schelter Road, Lincolnshire, IL 60069
Office: 800.634.4809

***Discounts do not apply to any item that is identified as Special Order in a Special Order catalog or that begins with the prefix "SPW or "UNI". The technology discount does not apply to the following technology product categories: software and licensing, e-readers, computers and computing products (tablets, notebooks, and desktops), electronic machines (copiers, fax machines), TVs, and vending and gumball machines. Discounts may not be used in combination with certain coupons, sales or promotions (including but not limited to Sales, Extreme Offers, Top Seller/Best Price items, Free Gift offers, Special offers, Clearance and Just for You offers).**



Below are a few guidelines that we ask for you to follow to ensure the proper pricing and handling of your purchase orders:

- **Verbal or written acceptance** is requested to guarantee your discounts. Please see attached Bid Response Form. If any additional recap information is available please forward as well. This will allow us to review and revise our pricing in the future in order to continue to provide the best product pricing available.
- Please use the Quill bid number above, Quill item numbers and prices that are referenced on your bid when placing purchase orders for easy and accurate processing. Orders will ship and invoice the same day, if orders must invoice and/or ship on or after a certain date this must be indicated clearly on your purchase order
- Please fax or email your tax exempt form to taxexempt@quill.com or fax # 800-499-8805
- Quill offers easy online ordering with visibility to your special item pricing as well as your extra discount. www.Quill.com

Thank you once again for choosing Quill.com. We look forward to working with you in the future.



BID RESPONSE FORM

Verbal or written acceptance is requested in order to ensure the proper bid pricing is received, please fill out and return this form along with any detail recap information available.

Quill Bid # **15-12275**

**** Please reference this bid # and Quill Item Numbers on ALL purchase orders**

Account: #: **7071575**

State: **MN**

Account Name: **Cooperative Purchasing Connection**

Were items awarded to Quill.com on this bid? Some All None

- **Quill Corporation reserves the right to review and correct pricing/product errors. We will make every effort to satisfy the needs of our customers, as you are our most important asset.**
- **If Quill is awarded, please provide us a list of contacts and/or locations that need to be included as a part of this bid.**

Do you accept our discounts on our catalog? Yes No

If no, who was awarded your bid? _____

Is bid tabulation available? Yes No If yes, please send the tabulation to Quill.com.

If the tabulation will not be available until a later date, please list the approximate date this would be available _____

In order to remain on your bid solicitation list, we welcome your feedback as to the reason(s) we were not considered

Are you tax exempt? NO YES if yes, please email your certificate to taxexempt@Quill.com or fax to 800-499-8805

This BID RESPONSE FORM and/or the tabulation can be sent by fax or email to:

Fax: (888) 888-8250

Email: bid@quill.com

Or Mail:

Quill Corporation
Bid Department
100 Schelter Road
Lincolnshire, IL 60069-3621



January 26, 2015

AEPA Bid 015

Ryan Spiegel
Quill Corporation
100 Schelter Road
Lincolnshire IL 60069

Mr. Spiegel:

On behalf of the 26 agencies that compose the Association of Educational Purchasing Agencies, Inc. (AEPA) I want to thank you for submitting a bid to the AEPA Invitation for Bid (IFB) (#015). In accordance with the terms and conditions of the IFB an evaluation committee formed of representatives of the participating agencies has reviewed the bids that were received. It is my pleasure to inform you that your bid was recommended and accepted.

Preparing a response to an IFB is a time consuming task. The effort that you spent is greatly appreciated. The next step is to provide each AEPA agency with a full copy of your bid. The documents need to be sent to the lead AEPA agency in all 26 states. The contract will be approved and signed by the appropriate person at each AEPA agency. The bid and contract are not valid if you do not obtain a signed copy of the Acceptance of Bid and Contract Award (this document is within the bid document).

Thank you, again, for your interest in AEPA. Please contact me with any questions at 620.724.6281 or brad.stefanoni@greenbush.org.

Sincerely,

A handwritten signature in black ink, appearing to read "Brad Stefanoni", is written over a circular stamp or seal.

Brad Stefanoni, President
Association of Educational Purchasing Agencies, Inc.
Director of Procurement: Southeast Kansas Education Service Center (Greenbush)



100 Schelter Road
Lincolnshire, IL 60069
P: 800.634.4809
F: 800.789.2016
www.quill.com

Sales Contact Information

Mylene Blanchard
National Account Manager
Phone: (800) 789-7020 ext. 1461
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Email: Mylene.Blanchard@quill.com

Sales Team Manager

Erick Tumang
Phone: (847) 876-4266
Email: Erick.Tumang@quill.com

Bid Department Email

bid@quill.com



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/20/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Beecher Carlson Insurance Services 6 Concourse Parkway, Suite 2300 Atlanta, GA 30328	CONTACT NAME (ATL) Diane Stalcup		
	PHONE (A/C, No, Ext): 678-539-4877	FAX (A/C, No): 770-870-3031	
	E-MAIL ADDRESS: dstalcup@beechercarlson.com		
www.beechercarlson.com INSURED Staples, Inc. and the attached Named Insureds 500 Staples Drive Framingham MA 01702	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : ACE American Insurance Company		22667
	INSURER B : ACE Property & Casualty		20699
	INSURER C : Indemnity Insurance Company of North America		43575
	INSURER D : ACE Fire Underwriters Insurance Company		20702
	INSURER E : Agri General Insurance Company		42757
INSURER F :			

COVERAGES

CERTIFICATE NUMBER: 23106807

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Contractual Liability GENL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		HDO-G27341342	2/1/2015	2/1/2016	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		ISA-H08852339	2/1/2015	2/1/2016	COMBINED SINGLE LIMIT (Ea accident) \$ 3,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$10K SIR		XOO-G27638107	2/1/2015	2/1/2016	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	Y/N	WLR-C48142059(AZ,CA,MA)	2/1/2015	2/1/2016	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
D	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	N N/A	SCF-C48142072(WI)	2/1/2015	2/1/2016	E.L. EACH ACCIDENT \$ 1,000,000
A			WCU-C48142084(OH)	2/1/2015	2/1/2016	E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
C	If yes, describe under DESCRIPTION OF OPERATIONS below		WLR-C48142047(AOS)	2/1/2015	2/1/2016	E.L. DISEASE - POLICY LIMIT \$ 1,000,000
E			WLR-C48142060(TN)	2/1/2015	2/1/2016	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The certificate holder is included as Additional Insured to the extent required by written contract only.

CERTIFICATE HOLDER**CANCELLATION**

* Evidence of Coverage *

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Sharon D. Brainard

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ADDITIONAL REMARKS SCHEDULE

AGENCY Beecher Carlson Insurance Services		NAMED INSURED Staples, Inc. and the attached Named Insureds 500 Staples Drive Framingham MA 01702	
POLICY NUMBER		EFFECTIVE DATE:	
CARRIER	NAIC CODE		

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: 25 FORM TITLE: Certificate of Liability (01/14)

CERTIFICATE HOLDER: "Evidence of Coverage"

ADDRESS:

INSURED: Staples, Inc.
POLICY PERIOD: 2/1/15 - 2/1/16

NAMED INSUREDS:

Staples the Office Superstore East, Inc.

Staples the Office Superstore LP

Staples Contract & Commercial, Inc., including:

- Staples National Advantage
- Business Interiors by Staples (fka Corporate Express Business Interiors)
- Coastwide Laboratories, Inc.
- Staples Promotional Products (fka Corporate Express Promotional Marketing, Inc.)
- Kross Outfitters
- Corporate Express Imaging & Computer Graphic Supplies
- Any other entity formerly known as Corporate Express
- Staples Technology Solutions.com
- Staples Enterprise Advantage
- Staples Business Advantage
- Staples Advantage
- Staples Industrial
- Staples Print Solution

Quill Corporation
- MAP (Medical Arts Press, Inc.)

Schoolkids.com, Inc.

Smilemakers, Inc.

Thrive Networks, Inc.

Corporate Express Document & Print Management, Inc.

Lonesource

PNI Digital Media, ULC

Sun Office Solution

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line. do not leave this line blank. Quill Corporation		
	2 Business name/disregarded entity name, if different from above		
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC. check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>	
	5 Address (number, street, and apt. or suite no.) 100 Schelter Road	Requester's name and address (optional)	
	6 City, state, and ZIP code Lincolnshire, IL 60069		
	7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number									
or									
Employer identification number									
3	6	-	2	9	5	2	9	0	4

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶ 11/1/2015
------------------	----------------------------	-------------------------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.



Delivery

- 99% in stock rate, 98% on time delivery
- **Standard Shipping** is via UPS or Local Carrier within 1-2 business days (Mon-Fri) ARO.
 - UPS automatically provides inside delivery (the driver will bring the merchandise inside to a main location-no desk top delivery).
 - Standard shipping for items w/prefix of JV are normally 1-2 business days ARO, however, large quantities of an item may require longer delivery times-up to 5-7 business days ARO
 - No shipping or processing fees.
- **Large Volume Orders** may ship via Truck - Tailgate Delivery within 2-7 business days ARO.
 - Tailgate Delivery means the driver is only responsible to get cartons to the end of the truck and customer is responsible for unloading and bringing inside the building. No shipping or processing fees
 - A call 24 hours before a truck delivery can be arranged at no charge.
 - Lift gates (cargo lift) can be requested for truck orders at no charge- you must note the PO.
 - For an additional fee of \$25.00 the driver will assist in unloading cartons from truck and bringing inside the building.
 - Installation and or set/up is not included. Additional charges will apply based on weight and site conditions. Please call for quote.
 - Pallet size is 48" X 42"
 - We cannot guarantee full carton shipments due to our automated order system.
 - In order to provide prompt delivery of your order, we may have to utilize stock from multiple warehouse locations.
 - We cannot guarantee palletized shipments for large orders due to our automated order system.
 - For us to ship larger quantities and provide prompt delivery service, we may have to utilize stock from multiple warehouse locations.
- Quill's Future Delivery option enables a school to plan for future needs while securing today's low sale prices
 - Schedule delivery and billing up to 4 months from the time of submitting your order
Just write "Future Delivery" on your purchase order and the date you want the order to ship. If ordering online, simply click "Delayed Shipment" on the checkout screen.



Size and Location of Inventory

500 E High St.
London, OH 43140
Sq.Ft.= 500,000 # of Skus = 18,299

19499 NE Riverside Pkwy.
Portland, OR 97230
Sq.Ft.= 199,799 # of Skus = 15,088

200 Bromley Business Pkwy
Brighton, CO 80603
Sq.Ft.= 300,000 # of Skus = 13,445

15 Ridge Road
Putnam, CT 06260
Sq.Ft.= 327,917 # of Skus = 14,420

3140 Colley Road
Beloit, WI 53511
Sq.Ft.= 399,695 # of Skus = 17,036

7701 Staples Drive
Lithia Springs, GA 30122
Sq.Ft.= 399,695 # of Skus = 18,098

3 Keystone Drive
Lebanon, PA 17042
Sq.Ft.= 221,313 # of Skus = 16,068

4510 Alitalia Ave.
Stockton, CA 95206
Sq.Ft.= 327,840 # of Skus = 14,463

1400 N. Cambridge Ave.
Kansas City, MO 64120
Sq.Ft.= 244,200 # of Skus = 16,099

1133 Poplar Creek Rd.
Henderson, NC 27537
Sq.Ft.=149,000 # of Skus = 13,300

125 Mushroom Blvd.
Rochester, NY 14623
Sq.Ft.=178,000 # of Skus = 13,300

8602 W. Buckeye Rd., Suite 103
Tolleson, AZ 85353
Sq.Ft.=272,000 # of Skus = 19,000

10701 Central Port Dr.
Orlando, FL 32824
Sq.Ft.= 555,000 # of Skus = 15,081

440 S Royal Ln.
Coppell, TX 75019
Sq.Ft.= 179,000 # of Skus = 9,496

5440 Francis St.
Ontario, CA 91761
Sq.Ft.= 221,000 # of Skus = 15,515



Return Policy:

If there's a problem with your order or you need to make a return, we will do whatever it takes to make it right. Unless otherwise noted below, merchandise must be returned within 60 days for full credit, refund or replacement. Machines and furniture must be returned in the original box.

Technology and Electronic Items: Non-defective technology and electronics items such as, but not limited to, electronics, printers, copiers, multifunction/fax machines, peripherals, networking, computer hardware, cameras, scanners, PDAs, monitors, multimedia projectors, and video equipment must be returned within 30 days and meet the following conditions: All computer product returns will be inspected and must be 100% complete. Returns must contain all original packing materials (including box), UPC codes on the box, all product documentation, parts, and accessories. Defective products must be handled under each manufacturer's guidelines.

Vending Equipment: The following policy covers non-defective vending equipment that includes, but is not limited to, bulk vending machines (gumball machines), electronic and mechanical snack machines, beverage machines, change machines and accessories. Defective products must be handled under each manufacturer's guidelines. Items must be returned within 30 days and meet the following conditions: The box must contain all original packing materials (where applicable), all product documentation as well as all parts and accessories with the UPC codes on the exterior. All returns will be inspected and must be 100% complete. All free items included with a specific product purchase must be returned as well to receive credit.

Non-perishable free items included with a specific product purchase must be returned as well to receive credit.

Software: Software must be returned in the original, unopened packaging within 30 days from receipt of product for a full credit, return or replacement unless noted by the manufacturer. Any defective software must be returned within 30 days and will be exchanged for the exact same software. Software licensing varies by manufacturer; call 1-800-789-1331 for details. Multiple licenses may not be returned beyond 30 days for any reason unless authorized by the manufacturer.

Computers/Laptops: You must have all of your original packaging and documentation. All notebooks/laptops must be returned within 14 days of receipt of product for a full credit or refund. Defective products must be handled under the guidelines stated in the warranty and repair policy sheet included with the product. All returns will be inspected and must be 100% complete. Notebook/Laptop returns must contain all original packing materials (including box), UPC codes on the box, all product documentation, parts and accessories.

RFP 16.11– Office Supplies

Due November 10, 2015, at 10:00 a.m. CDT

Responses Submitted Online Via Public Purchase

Notification Report:

323 companies were invited, self-invited, or met the classification codes and were notified of its availability.

Access Report:

83 companies accessed the RFP

42 companies downloaded all or partially downloaded the RFP

3 companies submitted a response to the RFP

Respondents:

Innovative Office Solutions

Office Depot

Quill Corporation

Bid Opening Overview: All respondents qualified for full evaluation by CPC. A summary is provided in the following pages.

Executive Summary

The objective of this RFP is to develop a program for service cooperative members to have the ability to purchase a broad-line of office supplies at consortium level discounted pricing. Respondents were asked to submit aggressive, deep discounts on a core list of products that are most commonly purchased by CPC members. Respondents were also requested to submit additional discounts, by category and/or by manufacturer on the remaining products in their catalog(s). Respondents also had the option to propose different lines of catalog furniture, services, and volume discounts. These optional items are considered as value adds as they go beyond the scope of the RFP for office supplies. Please note, at the end of this summary, the questionnaire and pricing schedule have been included for your review. Any additional materials provided by the qualified respondents, or documented by CPC have been added to this Executive Summary as appendices.

Innovative Office Solutions

From their website: Since its founding in 2001, Innovative Office Solutions has rapidly grown to become the largest independent office productivity supplier in the Upper Midwest and one of the largest in the country. Throughout this expansion, we have made it a priority to maintain the culture that got us here in the first place. And that's a culture that takes a small company approach, offering the personalized service and one-on-one relationships that have always made Innovative a rewarding company to do business with as well as to work for. Simply put, we provide the solutions and services you expect from smaller local organizations with all the capabilities, resources, products, services and technology a larger company offers.

Below are some highlights from Innovative Office Solution's response to the RFP:

1. Built on the foundation of a Relationships Matter belief; they deliver on their promises, value long-term results...your success equals our success. Goal is to become an extension of the CPC organization by bringing two of the strongest organizations in K-12 together.
2. Regularly attends trade shows and conferences throughout Minnesota, as well as some national shows. Ability to provide product demonstrations, provide training in multiple formats to suit the members' needs, along with providing additional resources to members for support (i.e. live chat, FAQ, reference guides, etc.).
3. A dedicated, fully empowered team that will know information about the program to promptly resolve questions and concerns of customers as needed. A team of 17 elite members who are supported by cross-trained backups: 6 Account Coordinators, 11 Customer Care Representatives.
4. Primary distribution from Eagan to Minnesota and eastern North Dakota and South Dakota members, with next-day fill backup from Chicago. Members in western North Dakota and South Dakota will be serviced out of Denver, CO, and will receive 2-day delivery. If backorders do occur, the Customer Care Team contacts the customers directly via phone or each for each backorder, suggesting an alternate for immediate fulfillment.
5. Ability to receive cXML transactions from punch outs like Express, Smart Finance, and Skyward; multiple ways for members to place orders.
6. Online ordering: ability to provide a website that is intuitive to each users search ability. The website is staffed by 7 IT professionals. The online catalog will specifically note all contract items with a clear label to help steer purchases. Key features to the website include: protected logins, intuitive search, help (i.e. live chat), online returns, order history, dynamic stock check (i.e. the site will notify user immediately if there is insufficient inventory to fulfill the order), and options to an order approval system.
7. No minimum order threshold, but encourage customers to place efficient orders. North Dakota and South Dakota will have 2 day delivery. Metropolitan orders are delivered by Innovative trucks, the locations outside the metro area are services as Spee-Dee or CMD deliveries.
8. Employees at Innovative are all equipped to remedy service issues due to the lack of corporate red tape; all employees are empowered to do whatever is necessary to resolve a customer issue.
9. Ability to request returns online or by calling customer care.
10. *Value-Adds:* accurate and consistent pricing, dedication to the K-12 market, local dedicated team, technical capability, local community commitment, full marketing and promotions department, green practices, business reviews, experienced scholastic furniture team, and industry recognition.

Office Depot

From their website: Formed by the merger of Office Depot and OfficeMax, Office Depot, Inc. is a leading global provider of products, services, and solutions for every workplace whether your workplace is an office, home, school, or car. Office Depot, Inc. is a resource and a catalyst to help customers work better. We are a single source for

everything customers need to be more productive, including the latest technology, core office supplies, facilities products, furniture, and school essentials. The company also provides a variety of services including copy and print, technical services, mailing and shipping.

Below are some highlights from Office Depot's response to the RFP:

1. Proposal response is positioned around the requirements of the RFP, and the feedback previously received from CPC about the program that is currently in place.
2. Pricing: Office Depot will provide CPC with a "net pricer" which is an excel listing of all products and includes the current list price, per the manufacturer and the net price. Ability to review any changes to the "net pricer" prior to any changes being made.
3. Limited trade show/conference attendance, typically only when requested by the partner. Ability to provide program awareness through webinars.
4. Available to members, a dedicated email (cpcinfo@officedepot.com), and a direct customer service phone line through their National Customer Service Team.
5. 14 distribution hubs throughout the United States; 97% fill rate at their Plymouth, MN location.
6. Ability to receive cXML transactions from punch outs like Express, Smart Finance, and Skyward; multiple ways for members to place orders.
7. One of the top 5 ordering websites (in order value) in the world; highest rated in the industry for reliability and availability.
8. No purchasing minimum, however, would like to review order size quarterly and if Office Depot feels members are cherry picking, they want the right to discuss to add a minimum order value. 95% of the U.S. has next-day delivery.
9. Most issues are resolved within a 4 hour timeframe; Customer Resolution Form (CRF) software system tracks every issue that is not resolved.
10. Ability to request returns online or by calling customer care.
11. *Value-Adds*: ink/toner finder, select cart tool, shared cart option, stored shopping lists, smart dashboard, and online bill management.

Quill Corporation

From their website: The Quill.com Promise. We understand the importance of having a trusted partner who's always looking out for you. That's why we dedicate each and every day to providing the best service possible to you, our customer. Reliable service since 1956, we're always here for you. We offer, fast free shipping (orders \$45 and over), superior service, free online returns, personalized savings, and expansive assortment (over 1 million products).

Below are some highlights from Quill Corporation's response to the RFP:

1. The partnership will provide an opportunity to migrate current customers to the program while uncovering new customers due to the partnership.
2. Ability to attend conference and provide training seminars.
3. Customer service staff of 35 members.
4. 99% in stock, 98% on time delivery.
5. Online ordering, phone, email, and phone orders are options to members placing orders.
6. Offer members online account management.
7. No minimum order requirements for free shipping (1-2 days after receipt of order).
8. Superior customer service with 100% satisfaction guaranteed.
9. Offer easy online returns using their Online Return Wizard and flexible 60-day return policy (30 days technology).
10. *Value-Adds*: Future ship option (hold product for up to four months), access to Purchasing Manager (control of your company's ordering needs while simplifying the ordering process), and Quill brand items backed with a lifetime guarantee.

Pricing Schedule

Pricing Overview: this section of the Executive Summary evaluates the pricing submitted by the three qualified respondents. Please note a full recap of the pricing evaluation is included at the end of this summary.

Category Discount (required): When reviewing the category discounts offered by each of the respondents, each company categorizes and broke out their discounts a little differently from one another.

Innovative Office Solutions is offering discounts across 90 different categories, the lowest discount offered on non-core items is 20% (excluding one category of a 0% discount, Clover/Dell toner cartridges) ranging to the highest discount of 78% off the list price. The average discount for non-core items from Innovative Office Solutions is 46%.

Office Depot is proposing their catalog discount structure across 10 categories ranging from machine (20%) to cut sheet paper (70%). The average discount for non-core items from Office Depot is 42% from list price.

Quill proposed their catalog discount structure similar to that of Office Depot. Their discounts span across 16 categories ranging from 5% to 25% from list price. The average discount for non-core items from Quill is 12%.

Core Items (required): In review of the core list of items submitted by the qualified vendors, both Innovative Office Solutions and Office Depot submitted responses to all 150 items on the core list. Quill responded to 128 of the 150 items, approximately 85% of the core list. Office Depot has also proposed to include an additional 549 items in which they would like to include and add into the core list (see Appendix A).

When looking at all items side by side amongst the three respondents, any item that did not match across all three vendors was not taken into consideration for the evaluation of the core items list (i.e. an item from a vendor that was not bid or an item from a vendor that had an alternative package size, the item for all three respondents was not evaluated). This resulted in a list of 112 'for like' items.

Based on the list of 112 'for like' items, Office Depot had the lowest total list price at \$331.69. Innovative Office Solutions came in second with a total list price of \$438.62 (\$106.93 difference from Office Depot) and Quill came in third with a total list price of \$534.12 (\$202.43 difference from Office Depot).

Evaluating the actual number of low priced items, Office Depot offers the lowest price on 93 out of the 112 "for like" items. Innovative came in second offering the lowest price on 10 items and Quill offered the lowest price on 9 items.

Non-Core Items (required): Per the RFP specifications, respondents are required to include all items outside of the core list that are offered by their company. Innovative responded with their entire catalog of 39,586 items, Office Depot submitted 11,246 items, and Quill submitted 531 items. CPC went back to each of the vendors to confirm if they had submitted their entire catalog. Innovative confirmed that the items submitted were reflective of their entire catalog. Office Depot stated that they submitted a "net pricer" for the items in their current Business Solutions Division catalog and their current School Supply Catalog. Quill noted that when it came to From C, their bid team ran out of time to get their response organized and they chose a representative list of items, across categories to meet the bid deadline rather than asking for an extension. Knowing that the catalog pricing would not change any of the pricing previously submitted, we allowed Quill to submit their entire catalog, which resulted in 49,987 items. Documentation of the communications regarding the non-core items is included in Appendix B.

While reviewing the non-core items across all three respondents, CPC was able to compose a market basket of 32 items. Of those 32 items, Quill had the lowest non-core total price of \$942.08, \$84.53 less than Office Depot (\$1,026.61) and \$187.65 (\$1,129.73) less than Innovative Office Solutions. When comparing the number of items that each respondent offered the lowest price, Quill and Office Depot both offered 15 low priced items, and Innovative had the lowest price on the other two items in the non-core market basket.

Furniture (optional): Listed as an optional form for this RFP, only Innovative Office Solutions and Office Depot offered a proposed pricing list for Furniture. Innovative Office Solutions is offering a 35% discount and Office Depot is offering a 34% discount on catalog. Quill, however, did list Furniture as a category and is offering 10% off list price to CPC members, but a list was not provided with their response.

Services (optional): Respondents had the option to list any additional services to CPC members that could be considered value-adds. Services range from design and print services, to installation, and training and support services, where applicable. Innovative Office Solutions stated that design and print services are available and are

priced per project, no exact pricing, or discount was proposed with their submission. Office Depot has offered discount pricing on design and print services. Office Depot also offers installation, training, and support services, however, pricing varies by project and no exact pricing has been offered. Quill did not respond with any additional services available to members.

Volume Discounts (optional): Respondents also had the option to include any volume discounts. Innovative Office Solutions is offering additional discounts to CPC members on the SKU level for category 46A (copy paper: UNV21200 and UNV91200). The additional discounts range from .38% on UNV91200 copy paper to 4.38% on UNV21200 copy paper. Office Depot is offering CPC administrative fee payout increase based on the dollar volume running through an awarded contract. The administrative fee will increase as sales increase with the program; administrative fees can increase from the 3% standard fee up to 3.5% based on the total gross sales. Quill did not respond with any available volume discounts.

Recommendation

Based on the vendors' responses, it is my recommendation to CPC, to invite all three respondents in for a formal presentation. This formal presentation will showcase more detail about the company and their products, customer service, and value-adds than what is implied through the details of their response. From the respondents' presentations, I would recommend an intent to award no later than Wednesday, November 25, 2015.

Regards,



Lisa M. Truax | Bid & Contract Facilitator
Cooperative Purchasing Connection

Form B – Questionnaire

Responding Company's Name:	Innovative Office Solutions	Office Depot	Quill Corporation
Question	Response	Response	Response
<p>1. As you envision it, what is your company's role in this partnership? Please include sales and marketing strategies.</p>	<p>Innovative Office Solutions was formed in 2001 to bring change to the office products industry. Built on the foundation of a Relationships Matter belief system, you can expect Innovative to fulfill the role of a true partner. A partnership with a supplier that understands your success equals our success. We deliver on our promises, value long-term results, and work every day to ensure that we fulfill your expectations.</p> <p>This approach has served Innovative well and the proof is in the result. We've grown to be the largest Independent supplier in the Upper Midwest and one of the largest in the country. Small business approach, combined with large business scale and key vendor partnerships is a winning formula. By partnering with Innovative you can join the thousands of organizations who chose something different and we're confident you'll never regret that choice.</p> <p>As your partner, our objective is to be an extension of your organization. We will take the time to understand your needs, customize our approach, and execute with confidence. Our industry experience, particularly in K-12 is un-matched, and we'll use that experience to develop a winning sales & marketing strategy for this contract.</p> <p>We view this as an opportunity to bring together two of the strongest organizations in K-12 space, and Innovative is uniquely positioned to be the best ambassador and support for your organization.</p> <p>As we collaboratively work on a sales and marketing strategy, Innovative will make recommendations, listen to your needs, and develop a plan that will drive success for your contract. This plan will make use of our market leading K-12 sales & support team, and all of the tools at our disposal to deliver the message to your membership. Such as in-person meetings, trade-</p>	<p>After reviewing your Request for Proposal 16.11, Office Depot has a clear understanding of CPC's requirements for office supplies and related products and services, and is positioned to continue to leverage our infrastructure and resources to serve your office supply membership's needs. Our proposal is based on the requirements you have provided and also based on the feedback we have received on the opportunities to strengthen the program that is currently in place. We have highlighted some of the things below that we will do to make the program even better for your members.</p> <p>1. Customer Service – We have a dedicated account team responsible for growing the business with members that consists of District Sales Manager Kaaren Burgwald, Vertical Market Managers; Brian Bram, Chris Ceynowa, Caleb Swenson, Inside Sales/ Service Consultant Barbara Slotto. We also have 2 specialist in the areas of Copy & Print that cover MN and the Dakotas along with a Cleaning & Break Room Specialist and a furniture specialist that will all be a part of helping provide solutions for your members.</p> <p>We are flexible to add additional members to the team as needed and as discussed with CPC to help grow the business. We are also flexible to make changes to the team as necessary to ensure that CPC is satisfied with the team partnering with them.</p> <p>We also have a dedicated email box CPCINFO@officedepot.com that our team monitors and manages daily to quickly answer member questions.</p> <p>We made a recent change to have your members routing through our National Customer Service Team phone numbers. This will ensure that they receive the most highly trained customer service representatives that can easily be understood and strive on quick call</p>	<p>Being part of the CPC contract gives Quill the opportunity to strategically penetrate into each market. We have a regionalized sales force which gives us the advantage of having those reps in the three states fully understand the contract/pricing strategy and advantages of the Coop. The Coop gives Quill an opportunity to sell the program to our existing customers to penetrate incremental business as well as uncover new customers due to our partnership with CPC. Marketing will align with our sales strategy as pieces we can use to drive awareness to the Coop/Quill partnership.</p>

	<p>shows, telephone marketing, email marketing, customized web experience and more.</p>	<p>resolution. . All documents have been updated so that any and all materials going out to members will have these phone numbers. Here are the statistics for our national Accounts Customer Service Representatives whose level of service is commiserate with your account including:</p> <ul style="list-style-type: none"> ✓ 10 seconds time to answer national average ✓ 88% of all calls resolved on initial call ✓ Representatives familiar with your account structure ✓ Unresolved issues are computer monitored until satisfactorily resolved with 4 business hour updates <p>2. Tax Exempt Members – We initiated a comprehensive audit of the accounts set up for CPC members to ensure that members that are supposed to tax exempt are set up correctly in the system. Our audit is complete and we are confident that every member is set up correctly. There are a handful of members that are not tax exempt and we verified those as well.</p> <p>We get a report every Monday that our team reviews that quickly highlights any new accounts that were set up the previous week and it shows us if they are set up to be tax exempt. We have also taken steps to ensure all orders that were charged tax were credited back the tax amount.</p> <p>3. Invoicing/Collections – Our team just completed an audit of the billing set up for every CPC member to make sure that the member has the preferred method of invoicing; paper or electronic on the frequency of their choice; we offer daily, weekly, bi-weekly and monthly. Our team also contacted each member that showed past due in our system to verify that the AP contact we are sending the invoice to is correct. We made changes where necessary and resent copies of past invoices as needed. Members should not be contacted by collections unless their account is past due and we have notes in our system and we have informed the team that manages CPC accounts that a lot of these are new sets and so we need to verify the correct people are getting the correct format of the invoice. After all the audit and all the recent updates</p>	
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		<p>we made, this should not be an issue moving forward.</p> <p>4. Multiple Shipments of orders – Over the past few months Office Depot has had an increase in orders splitting which results in members getting multiple shipments for an order. This was due to some forecasting challenges we faced as a company. Our Sr VP of Supply Chain has implemented an entire team dedicated to resolving these issues as we know it has caused frustration among customers. A couple of the issues result in a handful of key vendors not producing enough inventory to keep up with our demand. Supply Chain has action plans in place with each of these vendors and where we haven't seen improvement quick enough we have sourced new vendor partners. We have been monitoring split orders, fill rates, back orders every week and seeing significant improvement week over week. Members now should see these split shipments happen less and less frequently. Sales and Supply have regular calls so we are informed on updates and on where we stand. The most important thing is that you know we are and have invested tremendous efforts to resolve this issue which is caused by the integrating of inventory management of two large companies. We are diligently working to reduce the incidences of this occurring and will be pleased to discuss this further with CPC and its affected members. If you have an interest in having someone from our Supply Chain speak directly with you to go over the metrics and give you the confidence that this has and is improving we would be happy to set that up.</p> <p>5. Pricing differences – CPC brought to our attention some concerns with pricing. We reviewed each and every example provided and what we found was that the basis for the List Less discount was the List Price in Office Depto's printed catalog. Unfortunately, the list price can change on products quarterly. In all the examples we review, our sell price to CPC was correct based on the correct List Price in our system and per the language in the contract. Moving forward we will provide CPC a net</p>	
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		<p>pricer which is an excel listing of all products and includes the current List Price per the manufacturer and the net price. Before any price changes on the go into the system we will provide a new net pricer to CPC so you can see the new List Price and your new net price so that you feel confident about the pricing.</p> <p>It is our goal to provide CPC members the very best program and solutions. Moving forward we would like to continue our communication calls that are taking place on Tuesdays. Maybe we do them every other week or every month, but we believe these are important.</p> <p>As CPC's partner for eight years, OfficeMax served your cooperative by providing its members with a balance of the most reliable, affordable, smart, and innovative products. In addition, CPC will benefit from Office Depot's significant experience with your customer base, as the public sector is a large part of Office Depot's clientele as well and they have shared their experience with us. The merger of our companies allows us to adopt the highest standards and best practices of each company to enable us to better anticipate customer needs, create quicker access to the necessary data to control spend, provide faster service, and help customers streamline their procurement processes to save money and time. Office Depot can also provide new and innovative ways to bring the CPC the most productive solutions at the lowest possible prices.</p> <p>Office Depot will utilize all the knowledge we have gathered regarding CPC members and the intricacies each of those members requires in their account setups. Each one of your members has their own unique set of setup parameters and Office Depot will work diligently to make sure they are all set up according to those parameters.</p> <p>Office Depot will continue to offer solutions focused on what matters most to CPC and your members. The account management team has developed a solid relationship with CPC and your members by listening to your needs and offering recommendations. W will continue to</p>	
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		<p>assist you to plan, produce, evaluate and forecast member's needs and find the best solutions at the lowest cost. Office Depot will continue to dedicate our expertise to provide CPC staff with strategic management to continue the success of CPC programs, ongoing program management and cost savings/reduction initiatives, world-class customer service to the CPC staff.</p> <p>Office Depot currently serves more than 10,000 local, regional, and State public agencies through GPOs and has been providing support for GPOs since 1996 when we were awarded our first national GPO contract. We understand the support a GPO requires to be successful and we have our own team of Account Managers, Product Managers, Marketing Associates, Purchasing Associates, and Executive Managers at all levels dedicated to supporting your efforts.</p> <p>In addition, the CPC can continue to rely on us to help your organization market its cooperative. Office Depot intends to grow the CPC contract through effective use of our local account management team who have experience in servicing the membership that make up the CPC marketplace including K-12, cities, counties, and other local government agencies. Office Depot will use sales and marketing programs and campaigns approved by the CPC, and to welcome members and end users to the Office Depot platform. Office Depot looks forward to an award from the CPC and to development of the specific marketing campaigns following the award. <i>Please refer to the attachment, Office Depot Marketing Plan.</i></p> <p>Our Partnership</p> <p>Office Depot will continue to invest the time required to understand CPC's and your members business needs, and will deliver upon your and their specified service requirements. The Office Depot distribution network provides consistent, coverage that reaches all of the U.S. and fills 98% of all lines the next day in most instances. We will continue to ensure that CPC regularly gets accurate reports that you can use to build a foundation for good business decisions cooperative-wide. Moreover, Office Depot will continue to customize delivery options, billing, invoicing, and our e-commerce solutions for</p>	
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your membership to meet your members' specific needs and provide insight into procurement and spend. When continuing to partner with Office Depot, these capabilities are afforded to CPC and thus the ability to manage procurement across your map, thereby achieving efficiency, cost savings, and control.

Value Added

Value Added Programs & Tools:

Office Depot brings a new meaning to innovation. We have attached our file "Office Depot-Max Smarter Solutions Overview" and also 2 presentations that list all of the Value Added Offerings we can offer to your members. Please review the Value Added Technology presentation and also Value Added Services.

We do offer a variety of value adds with functionality of our website.

One highlight is we just launched through Express that members can now customize products on our website. This is perfect for custom envelopes, stamps, promotional items, etc. This is a growing arm of our business and we make ordering simple.

Custom Messaging – Just for **CPC and Members** buyers, messages you create and control

Stored Shopping Lists – Create personal and shared shopping lists and save them

Ink/Toner Finder – Efficient search tool for your printer(s) and it remembers your printers

Select Cart – Live, on-line tool suggests your pre-approved alternate items for savings when appropriate (Office Depot does not substitute without written approval)

Enhanced Images and Videos – Product views with zoom provide your buyers with complete details quickly

Shared Cart – Efficient way to consolidate orders for multiple buyers

		<p>Order Controls & Approvals – Shows your buyers how to save and provides automated order approval process</p> <p>Smart Dashboard – Live, on-line, 24/7/365, comprehensive account business review tool for your authorized users to proactively manage your account</p> <p>Mobile Apps – Ordering & automated email order approvals from Smart phones</p> <p>On-line Bill Management - Office Depot provides our customers with Smart On-line Account Management Options including:</p> <ul style="list-style-type: none"> • Access your account summary and detailed billing information anytime • Search for invoices by date, due date, purchase order, or invoice number, ship to, or transaction type • Drill down into invoice activities including payments, credits, and adjustments • View, print or export your invoice directly from our website in a variety of formats • Pay your invoices on-line using your credit card • Pay one or multiple invoices in a simple transaction • You can dispute an invoice on-line and receive a tracking number to follow the progress • A dedicated team will work to resolve your issue efficiently and effectively <p>Office Depot can be your one stop shop for office and school supplies and services.</p>	
<p>2. Does your company have the capability to attend conferences and provide training seminars?</p>	<p>Innovative has a strong presence and regular attendance at trade shows and conferences throughout the State of Minnesota. We are active with several statewide organizations, such as MESBA, MASBO, MASMS and also NSSEA/EdSpaces nationally. We are sponsors and regular attendees of events provided by these organizations.</p> <p>Through partnerships with our suppliers, we regularly provide seminars and product introductions at prominent education conferences, as well as within districts as necessary.</p> <p>Training and education does not stop at the trade show level. Innovative is also highly experienced in</p>	<p>Yes, Office Depot knows how important marketing is and if we are given notification of the conference and fees associated we will make every attempt to be attendance if it is a high traffic show valued by CPC. We do have marketing budgets that we have to stay within, but this has not been a problem in the past. We also host an annual customer appreciation event every year which is highly attended by customers and is very well done. have a variety of solutions to provide webinars for members for program awareness and training. We would like to incorporate these into our rollout of the new program.</p>	<p>Yes. Quill understands that a large part of our partnership with the Coop is to attend conferences and provide training seminars. Quill views all as potentially opportunities to help inform customers/potential customers of our offering and pricing strategy within the Coop.</p>

	<p>offering training either in person at districts or via online webinars. This training may include product innovations, concepts and services, website training, joint powers contract information and more.</p> <p>We find that while some customers still prefer an in-person group training session, most now favor an online webinar format where members can log-in from their own desks and follow a training session remotely. Oftentimes, simple and concise written training materials combined with access to Live Chat to have questions answered are sufficient for most users.</p> <p>Innovative is able to provide whatever training method would fit the needs of your members. We can customize training with a combination of online tutorials, Live Chat online help, web-based training, quarterly communication pieces to end users, FAQ documents, easy-to-use reference guides and, of course, our local team of experienced Sales and Support staff. All of these services will be provided to CPC members at no additional cost.</p>		
<p>3. How many staff members are dedicated to in-house customer service?</p>	<p>The Innovative Customer Care approach is built around a model of highly experienced individuals who are dedicated to customer accounts, with cross-trained backups available when required. This model ensures the highest level of service possible while minimizing the amount of time required by our customers to answer questions or address issues.</p> <p>When you contact Innovative, you're not calling a massive call-center staffed by hundreds of individuals who don't know anything about your organization. You're calling a dedicated team who know you and understand your unique needs.</p> <p>Your dedicated team is the most experienced K-12 sales and support team in the Upper Midwest. They are fully empowered to promptly resolve questions and concerns for our customers as needed. This team receives accolades from our clients on a regular basis, recognizing superior response and performance.</p>	<p>National Account Customer Service Desk</p> <p>The Office Depot National and Local Sales Team will be available to all CPC and Members' locations. The National Customer Service Desk is available by toll free phone and fax, and email and Monday through Friday between the hours of 7:00 a.m. and 8:00 p.m. Eastern Time. Our on-line CHAT button is manned between 8:00 a.m. and 11:00 p.m. Eastern Time.</p> <p>The National Customer Service Desks are located in Boca Raton, FL, Signal Hill, CA and Frisco, TX. This group consists of many dedicated Customer Service Representatives. This group is designed specifically for complex national accounts with multiple locations and office supply spend of \$1 million and above annually. This service offers one point of contact nationwide and dramatically improves the consistency of service, by utilizing a core group of customer service professionals exclusively dedicated to managing our corporate customer's needs.</p>	<p>Our customer service staff has approximately 35 members.</p>

	<p>CPC will have a dedicated individual assigned in each of the roles outlined below, supported by cross-trained backups. This elite support team consists of 17 individuals in total.</p> <p>Account Coordinator (Sales Support): Works in tandem with the Account Executive to provide account level support. This includes user setup/maintenance, training, report requests or any other functions required to assist the Account Executive in managing the contract and customer business reviews. There are 6 members of the Account Coordinator Team.</p> <p>Customer Care Representative: The primary point of contact for customer service tasks related to product information, order placement or inquiry, delivery questions, etc. There are 11 members of the Customer Care Team.</p> <p>We are constantly reviewing performance metrics and customer feedback to ensure our customer care team is delivering on our brand promise.</p> <p>For example, we perform an annual company-wide survey with all of our clients to measure satisfaction levels and identify areas for improvement. On our most recent user survey, on a scale of 1 to 10 (with 10 representing the highest possible score), 81% of respondents selected a 9 or 10 for their satisfaction level with Customer Care.</p> <p>The wait time to reach customer care via phone is a metric that Innovative measures regularly and is currently 6 seconds from the time a customer selects the option to speak to a Customer Care Team member.</p>	<p>Our National Account Service Desk has several designated lines for National Accounts.</p> <p>We have more than 1,000 highly trained Customer Service Representatives (CSR) available. Our model has the ability to adjust the number of CSRs as changes occur in customer calls. This model has helped us win more than 10 Stevie Awards for Customer Service over the last 7 years.</p> <p>Your National Account Managers can be reached Monday through Friday from 8:00 a.m. to 5:00 p.m. local time.</p> <p>Executive Management can be reached Monday through Friday 8:00 am to 5:00 p.m. (ET). Service Consultants will be available Monday through Friday from 8:00 am to 5:00 p.m. local time.</p> <p>Office Depot's Toll- Free Customer Service Department is available Monday through Friday between the hours of 7:00 a.m. and 8:00 p.m. (ET).</p> <p>Office Depot's On-line CHAT function is manned from 8:00 AM to 11:00 PM (ET) Monday through Friday.</p> <p>The Office Depot Internet Help Desk Representatives are available Monday through Friday from 7:00 a.m. to 8:00 p.m. (ET). You can reach them by phone at 888-777-4044 or through our website at business.officedepot.com.</p>	
<p>4. Using the map provided in the RFP, please identify areas that your company may not be able to service.</p>	<p>Innovative is capable of servicing the entire area covered in the map both from a delivery perspective and with access to sales/support representation.</p>	<p>Office Depot is able to service all areas in which CPC participating members are located. We have a large team that supports the entire state of MN and a handful of team members that service the Dakotas. If we need to add additional team members to make sure we are getting out to the rural areas we can. We also have retail stores in all 3 states. Please see our attached Office Depot-Max Stores in MN ND SD 11.06.15 for the current list of stores in the area.</p>	<p>Per the map we are able to cover all areas. Delivery times may vary to remote areas.</p>

<p>5. Inventory: where are your company's distribution hubs located? What is the service/fill rate of inventory from those locations?</p>	<p>Innovative has a long-standing, 14-year strategic relationship with Essendant, formerly United Stationers, which allows us to operate with the power of a \$5 billion enterprise, with access to 29 office supply distribution centers nationwide, carrying more than \$830 million in inventory on a daily basis.</p> <p>The Eagan facility (\$14.3 million in inventory) is further supported by the facility in Chicago (\$44.3 million in inventory). Innovative is one of the few dealers in the Upper Midwest that receives next day delivery from Chicago. The combined inventories of the Eagan, Chicago and Denver facilities allows us to offer the best overall selection of SKU's in the industry, as well as extremely high fill rates of nearly 99% on every order.</p> <p>The primary distribution center for the state of Minnesota and eastern North Dakota and eastern South Dakota is located in Eagan, MN, with backup next-day fill from Chicago, IL. The two facilities combined represent \$60M of inventory and 650,000 sq. ft. of warehouse space. CPC members in western North Dakota and South Dakota will be serviced by the United Denver location and will receive 2- day delivery.</p> <p>Essendant Minneapolis 1720 Alexander Rd Eagan, MN 55121</p> <p>Essendant Chicago 810 Kimberly Dr Carol Stream, IL 60188</p> <p>Essendant Denver 9910 East 47th Ave, #D3 Denver, CO 80238</p> <p>If backorders do occur, our local Customer Care Team contacts our customers directly via phone or email for each backorder. They will suggest an alternate product that may be available for immediate fulfillment and is in compliance with the contract.</p>	<p>Office Depot has 14 strategically located distribution centers in the USA and the one in Plymouth (Minneapolis) Minnesota is the one which will be the primary center for CPC and Member locations. We also have centers in Seattle, Dallas, Houston, Denver, Fremont (San Francisco), Weston (Miami), Cincinnati, Atlanta, Phoenix, Los Angeles, Newville PA, and Kansas City. Line item fill rate at our Plymouth location is currently 97% while our nationwide rate is 98.6% and our goal is 99.1%. Typically we use our wholesaler partners for about 5% of our line items and their fill rate is included in our metrics.</p>	<p>See Warehouse location document attached. Our fill rate is 99% in stock, 98% on time delivery.</p>
<p>6. Describe your company's ordering process and what methods can be used by</p>	<p>Innovative offers a variety of ordering methods for our customers. The majority of customers use our website to meet their ordering needs. Our site is</p>	<p>eCommerce</p>	<p>Convenient online ordering at www.quill.com, phone ordering 800-634-4809, email at</p>

<p>members to place or create orders?</p>	<p>easy-to-use and provides users with the search ability, product information and pricing that they need, right at their fingertips. We are able to receive cXML PO's electronically from CPC members who use the Express Online Marketplace, and also offer existing punchout capability with Smart Finance and Skyward today. Our team of Customer Care professionals also enter orders received from customers via email, fax, phone call or Live Chat.</p>	<p>Office Depot's eCommerce strategy is to continue to lead our industry in providing tools for our customers to improve their procurement process. By recognizing this growing need for purchasing organizations Office Depot has invested considerable dollars to ensure our IT staff are more than capable of working with the eCommerce platforms our customers need. During our relationship with CPC, our eCommerce experts have learned a great deal about both the Express and SmartFinance platforms. We will continue to use that valuable information to streamline ordering for your members. We have already taken steps to encourage members to utilize the Express platform and we will continue to do so.</p> <p>The key to our success in working with these organizations is the fact that our industry leading web site has tremendous scale and reliability allowing for a dramatic number of users. Our electronic catalog has robust content; our system searches are fast. We have invested tremendous resources in training and support to our customers who take advantage of eCommerce.</p> <p>Most of our customers' proprietary systems evolve around how they can link their order entry systems to our order entry systems or how they can link to our electronic catalog. We have field IT support that works in conjunction with our National Account Managers. Our IT team will set up the interface between CPC and/or Members and Office Depot's ordering system.</p> <p>Website Ordering</p> <p>Office Depot has had its website accepting orders since 1998. As an eCommerce pioneer, Office Depot has connected over 325,500 mid to large corporations with over 1,388,000 users. 95% of their business with us comes via the internet. In addition, Office Depot is one of the largest internet retailers. By utilizing our knowledge and experience, you can integrate systems that make on-line ordering not only easy for you but for your users too.</p> <p>Our contract customer BSD web site offers the following advantages:</p>	<p>info@quill.com or fax to 800-789-2016 in orders.</p>
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- Live Inventory Status- Real Time Inventory viewing of all our distribution centers based on your shipping location.
- 12 months of Order History & Tracking on-line.
- Your contract pricing on all items.
- The ability to build both personal and companywide Custom Shopping Lists containing best value (contract) items, favorites, frequently ordered items, etc...
- Browse our approximately 8,000 item catalog on-line.
- Place orders for Design, Print, and Ship (DPS) directly on the same site for your specialized printed items.
- Place orders for technical products with Tech Depot on the same site.
- Request returns and credit on the same site.
- Create and store individual custom shopping lists.

Phone Ordering

Office Depot's customer service team provides you with easy access phone ordering through the use of an 800 toll free number. Your Customer Service Representatives (CSR's) will customize their service to your needs. They will learn your frequently ordered products, quantities, cost centers and any other information unique to you.

Having the following information will make your call fast and accurate:

- Account Number
- Shipping Address
- Contact Name and Telephone Number
- Billing Information (i.e. Purchase Order number, dept./cost center)
- Items to Order

Fax & Email Ordering

Office Depot has streamlined the fax & email ordering process to its maximum efficiency. For your pre-approved, most frequently ordered products, you may use our Core Requisition Form. These products are already listed for you.

		<p>You need only to write in the quantities and fax the form.</p> <p>For infrequently ordered items, you may fill out the Non-Core Requisition Form. You can write in the quantity, Office Depot 6 digit SKU number, unit of measure, description and fax the form.</p> <p>Office Depot's rapid turnaround time on faxed & emailed orders dictates that all orders for in-stock items received by 4:00 p.m. Eastern Time will be delivered the next business day to most areas.</p>	
<p>7. Does your company offer online ordering? How many staff members are dedicated to your online ordering helpdesk?</p>	<p>Innovative offers an online ordering website with proven reliability and ease of use. Our site is intuitive and provides users with the search ability, product information and pricing that they need, right at their fingertips. The website can be configured to provide a secure online ordering and management website that meets each customer's individual requirements. Additionally, we can provide a customized login portal to deliver customer specific information to users.</p> <p>All members of the Innovative Customer Care and Account Support Team are able to answer questions and guide members through the online ordering process, this increases the likelihood that customer questions can be answered with a single point of contact. Innovative also has 7 full-time IT professionals, who have access to numerous consultants, should deeper technical support be required.</p> <p>The online ordering catalog specifically notes all contract items. During the product search process, these items will be clearly marked with labels to guide the user towards appropriate purchases. The search results will first prioritize to the key words provided by the user. In this prioritization, it will provide relevant products to the key words and will designate which items are on contract. The most effective search will assist the user in narrowing down to relevant results and then indicate which items are on contract or the best fit within that relevant result set.</p> <p>Once items are located, users can add items to their Cart to build their order and can toggle back and forth between screens freely without losing information. An order status box displays the</p>	<p>Yes, Office Depot has one of the top 5 ordering websites (in order value) in the world. It is the highest rated in our industry for reliability and availability. All of our Customer Service Representatives are able to assist with online ordering concerns by just using the on-line CHAT button from 8:00 AM to 11:00 PM ET Monday through Friday or calling our toll free Customer Service Number (provided at implementation and during training) from 7:00 AM to 8:00 PM ET Monday through Friday.</p>	<p>We do offer online ordering on our website. www.quill.com. We offer Online account management as well. Track Orders, View Invoices, View Account Balance and Make a Return. We have approximately 35 staff members dedicated to assisting with online ordering at 3 separate locations.</p>

running total and number of items in a customer's Cart at all times. Orders are auto-saved and kept active for our customer's convenience. Items can also be added to a Favorites List in a few keystrokes so customers can save frequently ordered part numbers for easy access.

The Checkout process resembles a typical online consumer website and will be familiar to users. Customers pass through 2-3 simple Checkout steps whereby they confirm their billing details, provide required order information such as Purchase Order number or Billing Code, and contact information. Innovative's website then emails an order confirmation after the order is successfully received. Once shipped, all order information becomes part of a customer's accessible and searchable order history.

Key Features of the Innovative Online Ordering Website Include:

- Individual Password Protected Logins – Each user will have their own login which will display their organization's specific pricing and ordering criteria, such as product restrictions or approval routing.
- Product Information – Includes pictures, detailed descriptions, product specifications, warranties, and environmental information and notations.
- Search – Search by keywords, full or partial part numbers, with advanced filters that allow users to narrow their search to just those attributes that they need. Our search is powered by a world-leading search engine, designed to bring users quickly to relevant results with minimal effort.
- Help Feature – Click on the Live Chat feature to be connected to an operator and have your questions answered without leaving your online session.
- Order Acknowledgement – Easy to follow Checkout steps walk a customer through required order information, with a confirmation on screen before order placement as well as sending an emailed order confirmation after an order is

	<p>received.</p> <ul style="list-style-type: none"> • Online Returns – Request a return online in a few keystrokes. • Order History – All order history is housed online and can be sorted, searched and printed. • Dynamic Stock Check – No need to check inventory levels before ordering, our system will immediately notify you if an item has insufficient inventory to fulfill your order. • Highly flexible order approval system allows customization down to the user level with a variety of available criteria. 		
<p>8. Does your company have retail locations that members would be able to access to make purchases? If so, please describe how our members would receive their discount(s) at your retail locations.</p>	<p>Innovative is a business-to-business provider and does not have retail store locations. With the ease of ordering using the Innovative website as well as access to our Customer Care Team coupled with our 98.6% fill rate for orders, members should be able to receive the items they need in a timely manner without having to leave work to procure supplies. We believe this method is safer and more cost effective than having employees leave work to visit a retail location. This business model also keeps purchasing in line with the budgeting, accounting, and product selection control needs of individual members, as well as preventing commonly seen issues in our industry where retailers may not appropriately honor consistent contract pricing.</p>	<p>Office Depot provides two methods enabling CPC and Members employees to obtain contract pricing at USA Office Depot or OfficeMax Retail Stores (more than 1,600 stores) for office purchases. In fact, both of these methods will give them the lower of contract price or store price at the time of the sale in the store. Please see attachment Office Depot-Max Stores in MN ND SD 11.06.15 for the Retail Stores in your area.</p> <p>Store Purchasing Card (SPC)</p> <p>Office Depot’s Store Purchasing Card (SPC) permits you the convenience of shopping in an Office Depot superstore while still allowing billing to their contract account.</p> <p>Functionality within the network has been developed to provide multiple payment options:</p> <ul style="list-style-type: none"> • (AB Only) Account Billing Only • (Both) Both Account Billing and Other Payment (cash, check or credit card) • (Other Only) Cash, Check, or Credit Card <p>The card should be presented to the cashier while the order is being totaled. All merchandise is then re-priced on the receipt to reflect your contract price. In addition, your Store Purchasing Card also applies to services like our Copy and Print Centers and UPS Shipping Counters with everyday low UPS rates.</p>	<p>No Retail locations</p>

		<p>Store Purchasing Cards are issued during contract implementation in bulk and during the term of the contract as needed with an efficient on-line process.</p> <p>Mobile Store Purchasing Cards SPCs</p> <p>Office Depot offers its Contract customers a Store Purchasing Card (SPC), which allows them to get the same agreed upon price in our retail stores, as they would on-line, by phone or fax, for their shopping convenience.</p> <p>SPCs are now available on mobile devices! This exciting new enhancement gives us the ability to allow customers to manage their SPC card offerings on the BSD Website with a click of a button. It allows a single web user to apply, print, or use the BSD Mobile App to receive and use their SPC for all their in-store purchases.</p> <p>Procurement Cards (P-Cards)</p> <p>Through the use of your Visa, MasterCard, Discover, or American Express Card, Office Depot is able to expand our business partnership with you. All Office Depot purchases can be paid with this card, whether by phone, fax, Internet or in-store shopping. You will receive the benefits of contract pricing and have use of our convenient, in-store Copy & Print centers for all your copying, collating and quick-print projects!</p> <p>The Client is required to register each P-Card in order to be offered this service. The registration of P-Cards is done in bulk during contract implementation or on an individual basis when needed and does require an overnight system roll-up process which means there is a one day wait required from registration before the initial use in a Retail Store.</p>	
<p>9. Please explain if your company would or would not be willing to proceed with integration into Express should your company be awarded a contract.</p>	<p>Innovative is willing to proceed with an integration into Express upon award of the contract.</p> <p>We have extensive experience in third party integrations, both within the K-12 community and also with State, County and commercial accounts. We currently have punch-out integrations with systems such as Skyward, Smart Finance, SAP,</p>	<p>Yes, we are already integrated with Express and have a process in place to ensure that every order that comes through is processed. We did have an initial challenge of members placing and order through Express that we did not have an account set up for. When we launched the program we set up an account for every CPC member that was ordering through Express on the OfficeMax side of the business and for all</p>	<p>Yes, Quill would be willing to proceed with the integration into Express. We want to partner with the Coop to make ordering easy for our customer base. This also gives us the opportunity to be visible during all ordering processes.</p>

	<p>Ariba, SciQuest and more; servicing thousands of end users.</p> <p>Additionally, Innovative has been recognizing by customers for having significantly faster setup & implementation time than our competitors.</p>	<p>other members we asked that they fill out the registration form so we could get their account set up correctly before they order.</p> <p>Upon Award, we can review the full list of members set up with an account in Express currently along with the agency id they are tied to.</p>	
10. What are your payment terms?	Innovative's standard payment terms are Net 30.	Office Depot payment terms are net thirty (30) days from date of invoice. Please note that credit card payment is at the time of purchase only and not available for account with payment terms.	Net 30
11. Does your company accept payment by procurement/credit card? If so, is the member assessed a fee for purchasing with a procurement/credit card?	<p>Innovative does accept payment via procurement/credit card. Visa, Mastercard, Discover and American Express are all accepted as forms of payment. Members would not be assessed a fee for purchases made with a procurement/credit card.</p> <p>We treat P-cards and ghost accounts the same as a credit card transaction.</p>	Yes, Office Depot accepts payment by Visa, MasterCard, Discover and American Express cards. We do not charge a fee for payments made by credit or procurement cards. We provide Level III detail on credit card orders.	Yes, we accept credit cards but do not yet have procurement card capabilities. This is coming in the next year or so. There is no fee assessed with credit cards.
12. Does your company offer any prompt payment discounts? If so, please describe.	Innovative's standard payment terms are Net 30. There are no payment discounts being offered as part of this RFP.	Office Depot is not providing a prompt payment discount in this proposal.	We do not offer a prompt payment discounts.
13. Does your company require a minimum order? If so, what are your minimum order requirements? If the minimum is not met, what surcharge would you assess?	Innovative does not require a minimum order threshold. However, we do encourage our customers to order as efficiently as possible by grouping up orders to maximize efficiency, reduce cost and reduce environmental impact.	<p>Office Depot is offering free delivery to CPC members. We would like to review quarterly the number of orders placed and the average order size to ensure that we are communicating with and encouraging members to place larger orders whenever possible. Most customers have free delivery on orders over \$50 so this is a value to CPC members.</p> <p>If the average order size remains consistently low and we find that members are cherry picking from Office Depot, we reserve the right to discuss with CPC to add a Minimum Order Value.</p>	No minimum order requirements.
14. Briefly explain your delivery policy and the lead time required from a member placing an order to receipt of delivery.	<p>CPC members in Minnesota and eastern North Dakota and South Dakota should expect next-day delivery for in-stock office supply items ordered by 5:00 pm via phone/fax and 5:30pm online. CPC members in western North Dakota and South Dakota should expect a 2- day delivery.</p> <p>Orders for locations within the Minneapolis/St. Paul metropolitan area are delivered on Innovative delivery vehicles. Locations outside of this area are serviced via UPS or via a courier service such as Spee-Dee or CMD.</p>	<p>Orders placed by fax and email up to 3:00 PM Eastern Time, and website/phone orders up to 5:00 PM in each local time zone are available for next-day delivery. In most cases, we reach 95% of the U.S. with next-day delivery. Some of CPC's Members in North Dakota and South Dakota will have second business day delivery and their order confirmation will show that.</p> <p>We will be pleased to provide CPC and Members with a detailed delivery schedule for each</p>	Standard shipping is via UPS or Local Carrier within 1-2 business days after receipt of order. We offer free shipping. Large volume orders may ship via truck-tailgate delivery within 2-7 business days. See copy of Delivery Policy.

		location if you provide us with the 5 digit zip code of each delivery location.	
15. Does your company assess fuel surcharges for deliveries? If so, what is the charge?	Innovative does not assess fuel surcharges for deliveries.	No, Office Depot does not currently assess fuel surcharges to deliveries.	No fuel surcharges.
16. At times there are issues with service and/or deliveries. Please describe your process for addressing issues with participating members.	<p>Our culture is built on the compelling Brand Promise of Expect Response, Expect Reduction and Expect Relief. This is the measurement against which all of our performance is measured. If at any time we do not live up to this brand promise, we will do whatever is necessary to remedy the situation.</p> <p>The employees at Innovative are uniquely equipped to remedy service issues due to the lack of corporate red tape, and the fact that all employees are empowered to do whatever is necessary to solve a customer issue. Our goal is to have the issue resolved on the first call.</p> <p>On a daily basis, service issues are reviewed by our Customer Care Supervisor to ensure that appropriate actions were taken and to uncover any potential training issues to prevent repeat occurrences.</p> <p>We also work with key clients and joint powers contract holders to develop customized performance measurement surveys for their end users. This helps to validate that specific program requirements are being met and that service levels remain high.</p>	<p>More than 90% of the queries to our Customer Service Team are resolved during the initial contact. Unless there are extenuating circumstances, most remaining issues are resolved within a four-hour timeframe.</p> <p>There are several levels of problem resolution:</p> <ul style="list-style-type: none"> • Immediate resolution on the phone • Standard research/resolution time within two hours • Extended research/resolution time within four hours • Complex circumstances involving one or more departments and/or locations with mutual Management involvement and/or approval may take several hours or days for final resolution. <p>Issue resolution and problem escalation will be managed through our formal CRF process to ensure each issue is documented, tracked and monitored until resolution. Office Depot's problem resolution Customer Resolution Form (CRF) is a software system that tracks every issue that is not resolved on the first contact. This system insures that no problem goes unresolved. Every issue that cannot be resolved on the initial phone call is identified as mission critical, urgent or important and then escalated through the CRF process until resolved in our agreed upon SLA terms.</p> <p>Your designated National and Local Sales Team will be your primary contact of all business practices between Office Depot and CPC and Members. In the event a problem should escalate, our teams will properly advise them on what our contingency plan would be to handle and rectify the immediate situation.</p> <p>CPC and Members will have access to our Customer Service Department through our</p>	<p>We offer superior customer service. Our 100% Satisfaction guarantee means that we will do whatever it takes to make things right if you ever encounter an issue with your order or service. See attached Conflict Resolution document.</p>

		<p>National 800 number. In the event that a greater degree of intervention is necessary because they are still not satisfied, the Project Manager and Executive Sponsor will work with them to assess and resolve the issue. Once your contract has been awarded a customer-specific plan will be provided with contacts and phone numbers.</p>	
<p>17. State your company's process for handling returns and/or credits.</p>	<p>Office supply items can be returned for a full refund within 30 days of receipt if the product has not been used, is in its original packaging and is in resalable condition. Some items such as food and first aid supplies are not returnable and are marked accordingly in our catalog. Returns will be picked up within 2-3 business days and credits will be issued within 48 hours of product pickup. Returns are picked up and returned to our warehouse at no cost to our customers. Requests for returns can be processed online or by calling Customer Care.</p>	<p>Office Depot's strength lies in our flexibility, and we are committed to providing you with a flexible program and procedure for returned or damaged goods. Returns are handled in a fashion that is unique to our industry. Credit pickups are keyed into our system like orders. A pick ticket will be printed in our distribution center and the return will be picked up within 5 business days. Credit/returns are tracked through our system, and reports are generated daily. Most products (see below for specifics) can be returned for credit within 30 days of the purchase date for any reason, if the product is in sellable condition and in the original manufacturer's container. Credits are made to the account originally invoiced within 2 to 5 business days.</p> <p>Policy</p> <p>Your complete satisfaction is our primary concern. For returns, please contact your Customer Service Representative or initiate the return online.</p> <p>Your Original Receipt is required for all store returns or exchanges of technology and furniture. Technology products may be returned or exchanged within 14 days of purchase with Original Receipt, in original packaging and with UPC code intact. If product box is opened, we will offer an exchange only.</p> <p>For technology a 15% Restocking Fee will be applied if the box is missing any components. This applies to all technology products including, without limitation: Computers, Monitors, Cameras, Camcorders, Projectors, GPS, Printers, Copiers, Faxes, Shredders, Telephones, Wireless Technology, MP3s, TVs, DVD Players, Media, Hard Drives, Peripherals, Accessories and Software.</p>	<p>We offer easy online returns using our online Return Wizard and flexible 60 day return policy (30 days for Technology products). See attached copy of Return Policy for additional information.</p>

Opened software may be exchanged for the same item only. Please remove all personal data from returned/exchanged product. Office Depot is not responsible for any personal data left in or on a returned/exchanged product. Furniture in new condition, unassembled, in original packaging, with Original Receipt and with UPC code intact may be returned within 14 days of purchase.

Special Order/Custom Items and Manufacturer Direct items cannot be returned or exchanged unless damaged upon receipt. Tech Depot Services are non-refundable once services have been performed. Pre-Paid Cards such as Gift Cards and Phone Cards are non-refundable, and cannot be returned or used to purchase other gift cards. Special terms and conditions are included with each card.

Online Returns

Office Depot has a feature on our web site allowing our customers the ease of processing online return requests. Online return requests may be created by following these steps:

- Click on order tracking towards the top of screen
- Then click on the order number you need to place a return on
- On the order detail page you click on submit return
- Then select the item or items you want to return and hit continue
- Last review the information for the return and hit submit return at which point you will get a confirmation number for the return

Telephone Returns Process

Step # 1: Call Our Customer Service Department

Please provide your Customer Service representative with all the pertinent information.

Be sure to include your invoice number and SKU number of the product being returned/credited.

Step # 2: Give A Brief Description Of The Reason For The Return/Credit

		<ul style="list-style-type: none"> • Product is damaged/defective • Delivery related • Original order incorrect • Customer request 	
<p>18. State your company's process for introducing new products to participating members.</p>	<p>Innovative has strong partnerships with leading manufacturers and has access to new products, concepts and solutions for the scholastic market.</p> <p>We bring this information to market through a variety of channels. The first being our attendance at many industry tradeshows, showcasing the latest products available to increase productivity and reduce cost.</p> <p>Additionally, we reach schools and end users through a variety of means, such as but not limited to; catalogs, regular flyers, informative emails, web site, blogs, and social media.</p>	<p>The Office Depot Account Manager, Brian Bram, will periodically meet with your organization to review new products and suggest alternate lower cost products. He can provide samples for testing and arrange meetings with manufacturer experts, as well as visits to manufacturer plants. This review process offers your purchasing professionals the chance to evaluate products before purchasing them.</p> <p>Office Depot will also continue to conduct product fairs for CPC if you would like. We often refer to our suppliers' expertise about their products and utilize their assistance in putting together the programs. Product fairs may include, but are not limited to:</p> <ul style="list-style-type: none"> • New Products Fair • Recycled Products Fair • Ergonomic Products Fair • Calendar Fair <p>Office Depot representatives will also work directly with CPC members to educate them about new products. From time-to-time representatives may demonstrate new products in-person with members.</p>	<p>If new products are added to the contract, Quill would inform participating members with marketing pieces (e-mailed/mailed) along with a sales blitz where our regional reps are speaking to those products to their participating customers as well as engraving on the partnership we have with Minnesota Service Coop.</p>
<p>19. What value-added services does your company offer to CPC members?</p>	<p>We believe that Innovative offers the best overall value to CPC. While many of the following features have already been outlined in previous sections of our response, we would like to take this opportunity to summarize our overall value proposition to CPC.</p> <p><u>Accurate and Consistent Pricing</u> Innovative has been recognized for delivering accurate and consistent pricing throughout the life of a contract. Most notably, the University of Minnesota recognized Innovative for cutting two hours per day from their accounting team compared to the reconciliation time required with their previous supplier. This in part led to Innovative being awarded University of Minnesota, Corporate Supplier of the Year.</p>	<p>Value Added</p> <p>Please reference the attached document titled Additional Core items. We noticed that your usage had numerous additional high usage items and we have included this additional list of items on your core so your members will have the added value of these aggressively priced items.</p> <p>Value Added Programs & Tools: Office Depot brings a new meaning to innovation. We have attached our file "Office Depot-Max Smarter Solutions Overview" which details some of the most useful tools we added to our website recently to assist our customers in truly gaining real time management control of</p>	<p>See attached Added Value document</p>

Dedication to the K-12 Market: Innovative offers the largest and most experienced K-12 Sales and Support team in the Upper Midwest. We bring 22 full-time sales professionals serving office supplies, furniture, facilities, break room, managed print services and print production services to the table each day and are in the best possible position to ensure adequate coverage throughout the State of Minnesota.

Local Dedicated Team: It is our experience that no competitor can provide the unique level of service that Innovative can. With the combination of a dedicated service team, extensive experience in the K-12 market, and entirely local management team, Innovative will provide the best service to your end users.

Technical Capability: Innovative is constantly investing in new technology to remain competitive and provide our customers with the power of a multi-billion dollar organization, but the nimble and specialized service of a local Minnesota based business.

Local Community Commitment: Innovative is a Minnesota company and believes strongly in supporting and giving back to our local community. In addition to volunteer work performed by our company and employees, Innovative also supports local charities through many initiatives including the following programs:

- Minnesota Vikings – Field Goals for Charity
- Minnesota Vikings – In the Game Award
- Minnesota Wild – Charity of the Month
- Minnesota Twins – Double Plays for Charity & Back-to-School Backpack Program
- Saint Paul Saints – Toilet Paper Drive benefiting Second Harvest Heartland
- In Sports – Changing lives through the power of sport.

Marketing and Promotions: Innovative has a full service Marketing Department as well as in-house Print and Promotional Item Departments with staff who are experienced in designing and producing

their office supply budgets. You can get your products anywhere but only Office Depot provides you with a full, real time, understanding of what you are buying and who is buying it so you can manage it on day to day basis rather than in the past tense.

Those tools include:

Custom Messaging – Just for **CPC and Members** buyers, messages you create and control

Stored Shopping Lists – Create personal and shared shopping lists and save them

Ink/Toner Finder – Efficient search tool for your printer(s) and it remembers your printers

Select Cart – Live, on-line tool suggests your pre-approved alternate items for savings when appropriate (Office Depot does not substitute without written approval)

Store Fronts – Product specific store fronts save time ordering

Enhanced Images and Videos – Product views with zoom provide your buyers with complete details quickly

Shared Cart – Efficient way to consolidate orders for multiple buyers

Order Controls & Approvals – Shows your buyers how to save and provides automated order approval process

Smart Dashboard – Live, on-line, 24/7/365, comprehensive account business review tool for your authorized users to proactively manage your account

Mobile Apps – Ordering & automated email order approvals from Smart phones

On-line Bill Management - Office Depot provides our customers with Smart On-line Account Management Options including:

- Access your account summary and detailed billing information anytime

marketing materials. Innovative can support email or social media marketing campaigns as well as traditional, in-person, telephone or print marketing campaigns to announce/promote the contract as well as ongoing promotional efforts. Innovative regularly hosts or attends trade shows for our K-12, State of Minnesota and corporate customers.

Green Practices: Innovative currently provides a toner and ink recycling program free of charge to our customers. Customers can either receive a pre-paid shipping label to return empty toners or inks directly to our recycling partner or, for customers serviced by our own delivery drivers, they can return their empty toners and inks to Innovative via their driver and Innovative will send them to our recycling partner.

Business Reviews: As a standard practice, Innovative offers a customized approach to regularly scheduled business review meetings. The purpose of the meetings are to report on the program as well as identify opportunities for cost savings, both through increased efficiency and direct product cost savings. Our extremely low account turnover is evidence of our extremely competitive pricing and the fact that we will identify and deliver significant savings in both the short and long-term.

Furniture: Innovative has a highly experienced scholastic furniture team and provides products and services across and outside of Minnesota. We feel that bringing this capability to bear within your coverage area will further develop relationships and increase compliance with this joint powers contract. Shipping charges may apply to furniture orders.

Industry Recognition: Innovative has been the recipient of many industry awards representing our commitment to our Customer Care, Employee Satisfaction and Local Economic Growth. Recent notable awards include:

- University of Minnesota – Corporate Supplier of the Year
- Fourth consecutive year MN Business 100 Best Companies to Work For, 2015

- Search for invoices by date, due date, purchase order, or invoice number, ship to, or transaction type
- Drill down into invoice activities including payments, credits, and adjustments
- View, print or export your invoice directly from our website in a variety of formats
- Pay your invoices on-line using your credit card
- Pay one or multiple invoices in a simple transaction
- You can dispute an invoice on-line and receive a tracking number to follow the progress
- A dedicated team will work to resolve your issue efficiently and effectively

Office Depot can be your one stop shop for office and school supplies and services.

	<ul style="list-style-type: none"> • Seven years as one of the 5000 fastest growing privately held companies in America, Inc, 2015 • Three years recognized in the 50 Fastest Growing Women-Owned businesses by Women's Presidents Organization. • Top 10 "Best In Class" Managed Print Service Partners, HP, 2015 <p><u>Capability:</u> Innovative currently serves a large portfolio of K-12 business, the University of Minnesota, the State of Minnesota, as well as dozens of county governments, municipalities and corporate customers. Our attention to detail, budgetary management solutions, approval processes and accountability has made Innovative a valued partner and solutions provider with governmental entities as well as large private sector accounts.</p>		
<p>20. Is there a specific time of the year when you as a company receive pricing increases and/or decreases from the manufacturers? How will your company propose pricing increases and decreases to the core list and paper core lists?</p>	<p>Innovative would review your pricing on an annual basis, allowing you the benefit of having prices locked in for the year. The prices quoted in your RFP will remain firm until the end of 2016. At the end of each year we would adjust based on manufacturer price changes and market conditions. The only exception to this would be paper which will be reviewed on a quarterly basis with cost increases or decreases being passed through.</p>	<p>Manufacturers can change prices at any time throughout the year, but it is typically quarterly, semi-annually or annually. Price increases and decreases often impact the List Price of a product.</p> <p>It is our goal to keep the core pricing in tact unless the event of a manufacturer increase. We will hold the core list pricing for 12 months from the date of RFP submission and the paper and toner for 90 days. If there is a price increase, we will provide CPC with a list of the item impacted and manufacturer documentation letters whenever possible.</p> <p>Price increases require manufacturer documentation when available for items on the core list. Also Customer approval on price increases when available.</p>	<p>During the year prices on our website do fluctuate due to change in cost of the product, however there is a list of items that have locked in pricing for term of the bid.</p>
<p>21. SCENARIO – The following scenario has occurred with some of our vendors in the past, please review and respond accordingly.</p> <p><i>A sales representative was contacted by one of the Cooperative Purchasing Connection (CPC) regions for special pricing on a large quantity order. Once pricing was returned to the member,</i></p>	<p>The scenario you have outlined is a textbook example of why Innovative was formed and why we have been so successful in the marketplace.</p> <p>In 2001, service levels were in decline as big-box companies consolidated the marketplace. This created a gap that Innovative stepped in to fill, bringing customer-focused service back to the industry. To build a business founded on treating people how we'd like to be treated, and trusting that success will come as a result. This message holds true today just as much as it did in 2001.</p>	<p>Office Depot's Customer Service Representatives are highly empowered and can usually process returns and/or replacements without involving your Account Manager or Sales Representative.</p> <p>We have detailed our issue resolution program in the response to 16 above.</p>	<p>Quill.com has a "Best in Class" customer service team. Quill wants all of our customers, whether they are part of CPC or not, to be fully happy with their purchase.</p> <p>If the below scenario occurred (damage to an order), we would simply ask the customer to reach out to our customer support team. That team will verify what the issue is. If it is a damaged item, as the scenario calls for, that team will issue a replacement order. Quill is also fortunate that we have several sources for items. If the item was dropped shipped and we</p>

<p><i>the member agreed to place the order. The ordering process took a few weeks because a decision was made to drop ship the items directly from the manufacturer because the company didn't have the quantity requested in stock. The delivery was made quickly, however, one of the items was damaged during the shipping process. The CPC member contacted the company to report the shipping/delivery issue and the member was told that in order for a credit to be placed on their account or to replace the item they would first need the approval of the member's sales representative.</i></p> <p><i>The member had reached out to their sales representative, but never responded. The member reached out to the regional purchasing coordinator and asked for assistance with the issue. The regional purchasing coordinator received the same information from the company stating that in order for a credit to be placed on the account, approval would need to come from the member's sales representative. The regional purchasing coordinator reached out to the sales representative through a phone call and the issue was resolved and a replacement item was sent to the member.</i></p> <p>Please describe how your company would have</p>	<p>Employee empowerment, flat management structure and lack of red tape was baked into our culture and brand promise from day one. We want our front line employees to be able to solve as many problems as possible, including a simple credit due to a delivery problem.</p> <p>Specifically, in this scenario our local Customer Care Representative would have immediately issued credit and worked to remedy the situation. It would not have been necessary to involve the Sales Representative.</p> <p>Additionally, if an issue was brought to the attention of the Sales Representative, lack of response is unacceptable and non-existent in our culture. Expect Response is the first standard outlined in our brand promise of: Expect Response, Expect Reduction, Expect Relief.</p> <p>In short, it would not have been necessary to have the Regional Purchasing Coordinator and Sales Representative involved. They would be left to focus on program management issues rather than customer care issues.</p> <p>In the event that an issue did require escalation beyond front line Customer Care, we have a structure in place locally to provide fast response. Our Account Coordinator (assigned to CPC) would be a second layer of support, working as the right hand of the sales person. Our Customer Care Manager and upper management are also immediately accessible should the need arise.</p>		<p>may have gotten new stock in during the time of the original order, we may be able to do a stock order to have it ship quicker or simply do another drop ship order.</p> <p>The customer will receive new shipping information on the replacement order so that they have confirmation that it was complete.</p> <p>Quill.com will never ask for member's sales representatives signatures on order issues, we simply want to make sure we are taking care of our customers.</p>
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<p>handled this situation. How would your company have handled communication with the member and the regional purchasing coordinator?</p> <p>What does your company have in place to resolve issues quickly and easily for members, in particular when a sales representative cannot be reached?</p>			
<p>22. Would your company consider a dedicated inside sales representative that would be familiar with the CPC contract/program and our membership, be empowered to handle situations as a regular sales account representative would, and be available for quick responses to member inquiries and questions?</p>	<p>Yes, in fact, our Account Coordinator position is designed for this very role. It is already in place, working effectively, and is a critical component of our successful joint powers contracts.</p>	<p>Yes, we have one that works specifically on MSC and if we need more resources we can discuss. She manages the CPCinfo@officedepot.com email box and is available to work shows, help members, visit schools, whatever she is needed for.</p>	<p>Yes, we one to two regional reps that work in each state.. Our goal is to fully train those reps to the CPC contract/program so that they can not only sell the program but answer questions and inquiries in a timely fashion. We also have an internal Cooperative Sales Manager that would partner with CPC and our internal sales team to help drive the program and partnership.</p>
<p>23. Would your company be willing to work with each of the regions on sending/ mailing out physical catalogs to members?</p>	<p>Yes, we would work collaboratively with CPC to customize our marketing and communication strategies.</p>	<p>Yes. Office Depot provides catalogs to all CPC and Member buyers who request them, usually delivered with an order when practical. We do not have a limit on catalog availability. Also upon contract award, we can have our custom welcome kits and marketing packets be mailed directly to members.</p>	<p>Yes we would definitely be willing to mail catalogs to members, however our website www.quill.com offers a much wider assortment of products than listed in the catalog offers.</p>
<p>24. Please describe what your company envisions as a 30-day roll-out and marketing plan. Do you believe your company has enough staff that will be dedicated to CPC to ensure a successful roll-out to 1,400+ members in a timely, well communicated, responsive fashion?</p>	<p>We understand that a change of contract holder is a big decision. Will they be able to execute? Can they perform a changeover without a loss of business? How long will it take? These are all valid questions and we understand that there is risk involved on the part of CPC. At Innovative we take these concerns very seriously and that is why we have a collaborative approach to new program implementations. We will bring our expertise and adjust the plan according to the specific needs of CPC.</p> <p>When the State of Minnesota switched to Innovative over five years ago, it was a massive implementation, as well as a complete change of fulfillment model as they were closing down a central store. Innovative implemented the new program across hundreds of entities, including</p>	<p>Please see marketing plan.</p>	<p>Quill has a full team of marketing experts that would partner together to drive a campaign and roll-out for our CPC launch date. Those marketing experts will partner with our Cooperative Sales Manager and sales force to understand who we are marketing to, the frequency in which we will market the partnership and the advantages of the program. Our initial roll-out will highlight the partnership between Quill and CPC and the advantages customers can take switching over to the CPC contract. We will also target new business by highlighting the partnership and why they should switch over to Quill and CPC.</p>

very detailed account setups and group training sessions in the course of 90 days. This timeline was unprecedented and was recognized by the State as the best contract rollout they had ever experienced.

After we hold our initial implementation strategy meeting, we will develop a detailed plan outlining all implementation activities. This plan will be executed and monitored closely with regular updates and monitoring reports to ensure success.

For example, some of the following elements would be involved in the first 30 days of rollout.

- Marketwide communication on the change, the reasons for, benefits, and the process we will be following.
- We would review your list of participating members and devise a process of gathering their account information and create accounts in our system. For example, we approached the State of Minnesota Implementation in this manner. Many agencies were able to be setup through a surveying process to gather their preliminary information, others required more detailed interaction either via phone or in-person meeting. This would be a collaborative process with CPC to devise the best strategy to get accounts setup and ready to order.
- As accounts are setup, we would provide a pre-packaged launch packet that would include the necessary information about the program, FAQs, information about Innovative and supporting materials such as catalogs.
- Training would be offered on the program, as well the online ordering system. This training will be available in a variety of formats including, but not limited to:
 - Detailed online user guide.
 - Webinars
 - Group sessions at Region or District level.
 - In-person training via sales representative.
 - Telephone follow-up with Account Support Coordinator.
- Ongoing marketing plan via physical mail and/or email to continually market the change with members.

	<ul style="list-style-type: none"> Critical number reporting. We will monitor adoption and report weekly to CPC on the progress of implementation and adoption. Targeted actions will be devised based on the results of this reporting. 		
<p>25. Please list the contracts your company currently holds that may compete directly with the CPC program and describe how you will position the CPC program versus other contracts to CPC members.</p> <p>If other contracts are available, please describe the process CPC would need to take to transition a current purchaser who requests to utilize our program/contract instead of their current contract.</p>	<p>Innovative currently holds joint powers contracts in office supplies with cmERDC, ISD196 and ISD622. All of these contracts have peacefully coexisted and have seen growth through their partnership with Innovative Office Solutions.</p> <p>Your program will be built on the strong foundation of the best K-12 supplier in the market, giving the best opportunity and program to your members. It will allow you to focus on the merits of your overall program while offering all of the benefits that come with a local K-12 focused supplier.</p> <p>In today's world, we are competitors. This is a rare opportunity to align two of the most dominant forces in the marketplace as partners. Based on our track record, we're confident that we provide the best solution, delivered with a focus on growth for both organizations. By partnering with Innovative, we believe CPC will have a much improved program for its membership.</p>	<p>PLEASE NOTE: The response to this question is confidential and proprietary as we have existing confidentiality agreements with other customers and may not be able to disclose same.</p> <p>Leveraging our relationships with more than 20,000 public sector entities, Office Depot will utilize our existing customer case studies and best practices, as well as demonstrate credibility through our associations with industry leaders and publications. We will also employ public relations efforts via interviews, news conferences and engagement with key media contacts and editorial reporters.</p> <p>Office Depot takes a team approach to implementing and supporting a contract of this size and significance. Several groups within the Office Depot organization will be aligned to insure the seamless execution and ongoing management of our CPC contract. This multidisciplinary approach will ensure existing CPC Members will be transitioned.</p> <p>Post-merger with OfficeMax, Office Depot has cooperative agreements with five of the leading cooperative purchasing programs in the United States – National IPA, TCPN, WSCA/NASPO, America Saves and the Committee on Institutional Cooperation (CIC).</p> <p>While this list is extensive each contract has advantages and disadvantages for potential public agencies and schools depending on how they operate and their rules of purchasing. Office Depot has been able to show each of these GPOs that we aggressively promote their program to customers who will benefit from the way the GPO has structured their particular program. CPC has unique elements to your proposed program which will interest customers who desire those particular program advantages.</p> <p>Each of our GPO programs usually experience growth for a simple reason, Office Depot has the</p>	<p>Quill is part of the AEPA/REMC contracts which are both national. CPC is unique in that we will be selling to three markets/states. This gives a very unique advantage for the potential customers in those three markets as they will have specific contract advantage going through CPC vs. other nationally held contracts.</p> <p>If a customer chooses to switch from one contract to another, Quill requires an e-mail from that customer indicating that they would like to make the switch. Once we get that confirmation, we normally switch their pricing based on which contract they want to be part of. Normally this is a 24 hour process.</p>

		<p>widest range of Public Sector GPO programs and many Public Sector Agencies in the USA invite us to propose a program for their particular needs. There is no one program that fits every need. We evaluate each Agency's particular requirements and propose one or more GPO programs that may be attractive to them. Sometimes they are a member of an GPO already and if they wish to change we work with their existing program to either resolve their dissatisfaction with that program to remove the need for a change or accomplish the change under the terms of each program.</p> <p>We have found this creates higher customer Agency satisfaction and each of the GPOs thrive because their Members needs are more exactly aligned with the GPO's designed goals. And this satisfaction is a major reason more Agencies come to Office Depot for a solution and the pie continues to grow larger for the GPOs.</p>	
<p>26. How would you educate your sales representatives on the strengths of our contract? Would sales representatives be willing to conduct on-site visits with service cooperative staff to members to explain the benefits of the CPC program?</p>	<p>As part of our launch plan, we would ensure that the team is fully educated on the CPC value proposition and all merits of the program. This training would take any form necessary, including on-site visits with service cooperative staff members.</p> <p>You would be able to consider the Innovative team as a fully educated extension of your own team, delivering the CPC message with pride through the states of Minnesota, North Dakota and South Dakota.</p>	<p>PUBLIC SECTOR DEDICATED SELLING RESOURCES</p> <p>We have over 200 Office Depot Public Sector specific selling resources across the county. This team of talented and tenured sales professionals has been trained to serve the public sector community, many have focused on this segment of business for the majority of their career in the industry. They are tasked specifically with growing this vertical market of business and know their customer intimately. In most cases they have long term relationships with their customers making them veterans in their market place within this sector of business.</p> <p>When a new Public Sector GPO contract is signed we immediately train this dedicated team on the program and its merits. They review each new opportunity and evaluate all programs and their matches with the opportunity requirements. .</p> <p>We have found this is especially attractive to GPOs which are interested in expanding their program territorially for program growth.</p> <p>Office Depot's dedicated team of local Vertical Account Managers will be responsible for the implementation of the CPC contract. This dedicated team of seven people will work closely with our local sales representatives as</p>	<p>Our Cooperative Sales Manager will partner with CPC on a higher level to fully understand the strengths of the contract and drive our partnership and efforts both at Quill and at CPC. All information will be used to strategically train our reps so that they understand how to leverage the contract. We will hold monthly inside trainings at our cooperate office as needed, have call review sessions where management has a strong understanding of how our strategy is coming across when customer facing and more. We will change strategies as needed and with the help/partnership of CPC. We will also have an internal marketing strategy so Quill can highlight those speaking points/opportunities to our sales force. Yes, our Cooperative Sales Manager would be willing to conduct on-site visits with service cooperative staff to members to explain the benefits and program.</p>

		<p>well as our inside sales representatives, ensuring that all teams are properly trained to service customers participating in the CPC Contract. Training will include webinars highlighting the details of the program and key features of the Master Agreement.</p> <p>The Sales team will have a working knowledge of the solicitation process and an awareness of the range of agencies that can utilize the master Agreement through CC will include webinars highlighting the details of the program and key features of the Master Agreement.</p> <p>The Sales team will have a working knowledge of the solicitation process and an awareness of the range of agencies that can utilize the master Agreement through CPC.</p>	
<p>27. Please describe your marketing plan to reach and connect with our members in all three states. Please note what touch points and connection those members have with sales representatives.</p>	<p>As mentioned in our response on overall sales & marketing plan, Innovative would work with CPC to outline a broad plan that covers the entire membership through a variety of touch points.</p> <p>All CPC members would have access to sales representatives through a combination of field and internal representatives.</p>	<p>Please see our attached Marketing Plan.</p>	<p>Marketing pieces will be geared towards the market that they are being sent out to however, they mostly will have the same message. We will highlight the partnership between Quill and CPC and the advantages of the contract. Each state will have 1-2 dedicated sales representatives. All marketing pieces will hold those rep's contact information so that if a customer wants to switch, has questions, etc. they will know who to contact and how. All members that are current Quill customers will also have regular maintenance calls with their representatives as they help to manage their account.</p>
<p>28. While attending conferences, please describe how the CPC program will be represented/promoted at those events.</p>	<p>Innovative is heavily involved with and well represented at industry conference. When present at these conferences, Innovative is representing the Innovative brand and in turn, the contracts that we hold.</p> <p>Our core purpose at conferences is to deepen relationships and uncover new opportunities. Due to our strength in the market and at conferences, we believe the CPC contract would be best served as part of the Innovative joint powers portfolio. Additionally, our strength in the K-12 furniture market opens many doors to new office supply opportunities.</p> <p>As we plan for each conference, we would strategize with CPC to identify prospective clients</p>	<p>We have a variety of customized marketing materials, registrations forms and welcome kits for CPC. We can utilize all of these materials and any other as needed to market the program.</p>	<p>Quill would love the opportunity to partner closely with CPC. We would be willing to co-support any conferences where we can have representatives from Quill and CPC available. If not, we would co-brand literature and hand-outs so that we are highlighting the partnership appropriately. Our Cooperative Sales Manager will also be in attendance and will act as an expert on Quill's end for what our program/pricing strategy entails to speak to/answer questions to.</p>

	that we should target for discussion on the CPC contract opportunity.		
29. Are your sales representatives' wages and compensations effected by different programs/contracts they promote?	Our sales representatives are paid the same commission rate on contracts, there is no difference between the programs they present, or incentive to sell one over the other.	Office Depot is unable to answer this question, as employee compensation is confidential and proprietary.	No, our sales reps are regionalized. They have set bases with net sale goals and are encouraged/paid to also inquire new business within their region. The Minnesota Service Coop would be a great tool for our reps to use to sell our partnership and bring business into their book of business.
30. List any additional stipulations and/or requirements your company requests that are not covered in the RFP.	Innovative does not have any additional stipulations or requirements to CPC's RFP 16.11 – Office Supplies.	In the event that Office Depot is awarded the bid and we are asked to sign a separate agreement with terms that were NOT in the RFP, then any such agreement must be submitted to and reviewed by the Legal Department. Attached please find a list of issues/call-outs, each of which may need to be addressed in our RFP response.	When placing orders please reference your Quill Account number and Quill bid number to ensure members receive bid pricing.
31. List any exceptions that your company is requesting to the terms set forth in the Instructions and Technical Specifications.	<p>Innovative is able to comply with all of the terms and conditions set forth in the Instructions and Technical Specifications with the following exceptions.</p> <p>Page 13, L, 2.a.xv: Innovative typically displays just the contract price online to a CPC member. However, we are able to show a List Price in addition to the contract price so the CPC member can view the price difference. At this time, Innovative is not able to show an actual % discount per item at a category level.</p> <p>Page 14, L, 2.a.xvi: Innovative provides environmentally-friendly online links to associated product MSDS sheets. If an item does not contain a link, MSDS sheets can be requested.</p> <p>Due to the volatile nature of 8.5 x 11 white copy paper and the varying list prices in comparison to market sensitive pricing, we have identified some additional discounting at the SKU level in C.5 – Volume Discount for two items.</p>	<p>III. General Terms & Specifications</p> <p>Audit: In accordance with applicable law, the awarded vendor will agree that a member(s) of CPC's purchasing team may audit their records to establish that total compliance of the agreement is met. CPC will give at least three (3) days' notice of an audit. The audit will be conducted at a reasonable place and time.</p> <p>Unless otherwise required by statute, Office Depot requests that audits and records inspection be limited solely to review of the non-confidential and non-proprietary records and that any such audits be performed at mutually acceptable times and places. Office Depot further requests that audits be performed no more than once per calendar year, at the sole cost and expense of Customer (CPC), and no audits shall occur after the date that is one year following termination or expiration of the contract. In the event that a third party auditor is used, Office Depot reserves the right to approve such auditor, which approval shall not be unreasonably upheld. Additionally, the auditor must execute a non-disclosure and confidentiality agreement with Office Depot, the form of which will be provided by Office Depot.</p> <p>Defects: All products must be 100% guaranteed. Any product which is received damaged, found to be defective, or does not perform to the end</p>	See Quill Addendum

		<p>users' expectations must be replaced at the vendor's expense including all shipping/delivery charges. If a member receives product(s) that appear to be damaged, they reserve the right to refuse delivery. Participating members will not be charged for items that are refused.</p> <p>WARRANTY. To the extent Customer requires Office Depot to provide warranties on products sold to Customer, Office Depot's warranties shall be limited to Office Depot branded products. For all other products, Office Depot will pass through to Customer, to the extent permissible under applicable law, all manufacturer-supplied end-user warranties.</p> <p>Delivery: All prices submitted are to be F.O.B. Destination, Freight Pre-Paid and Allowed. Unless clearly stated otherwise by the respondent, prices submitted shall include all charges for transportation, packaging, etc., necessary to complete delivery on an F.O.B. Destination basis.</p> <p>Office Depot agrees that all products on Form C.2- Core Items Price Schedule will be delivered freight free. All other products ordered under any resulting agreement will also be FOB Delivered with the following exceptions: Any items exceeding 70 lbs. and/or 110" in length/width may be assessed a special handling charge that will be determined by the distance of the customer's location from the Office Depot Customer Fulfillment Center. That fee will be visible on the business.officedepot.com website at order placement time. Special order items and deliveries in AK, HI and PR may incur additional fees which will be advised prior to placing the order.</p> <p>Leasing: Members may intend to purchase products and/or equipment from the awarded vendor(s) through a leasing program. The awarded vendor(s) should attempt to work with CPC's current leasing vendor. The current leasing vendor may require a minimum purchase amount to begin the leasing process.</p> <p>The leasing of traditional "office supplies" is not applicable to this bid, as it is not done in the industry. At the same time, in the event a</p>	
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		<p>member has a request for leasing of a quantity of furniture or a significant investment in technology, for example, Office Depot would be willing to discuss leasing options including looking at your current leasing vendor.</p> <p>Patents: The awarded vendor(s) shall hold and save CPC and CPC members and their officers, agents, servants, and employees, harmless from liability of any nature or kind, including cost and expense for, or on account of, any patented or non-patented invention, process, article or appliance manufactured or used in the performance of this contract, including its use by the owner, unless specifically stipulated in the contract document.</p> <p>To the extent Customer requires Office Depot to indemnify Customer for claims arising from products sold to Customer, Office Depot's indemnification obligations shall be limited to claims arising from Office Depot-branded products. For all other products, Office Depot will pass through to Customer, to the extent permissible under applicable law, all indemnities Office Depot receives from its suppliers with respect to such products.</p> <p>Recalls: The awarded vendor(s) shall notify CPC and their participating members immediately of any product recalls. The awarded vendor(s) will issue a credit or comparable substitute for any delivered, recalled product at the member's discretion. All costs associated with voluntary and involuntary product recalls shall be borne by the awarded vendor(s).</p> <p>Office Depot agrees to utilize best efforts to notify any member user who has purchased a product that has subsequently been recalled by the manufacturer. Upon this very rare industry occurrence, Office Depot has a standardized procedure in place to review our database for any customer purchases of a recalled item and a notification is subsequently made directly to the member user as to how to handle the return and replacement of that product.</p> <p>K. Administrative Fee: The awarded vendor(s) will be required to pay a two (2.0%) percent administrative fee of the total gross sales made</p>	
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to CPC members. This fee is used to cover CPC's program costs, including the cost of conducting the RFP, continuing support of the contract, and marketing the contract to current and potential members. Administrative fees shall be paid to Lakes Country Service Cooperative on a quarterly basis for those members electing to utilize the program.

Quarterly Administrative Fee. Provided Members are in compliance with the payment terms set forth in the Agreement, Office Depot shall pay Company a Quarterly Administrative Service Fee ("**Fee**") based on Program Spend per Contract Quarter. The Fees will be paid to Company within sixty (60) days after the end of each Contract Quarter and will include a report as mutually agreed to by the parties outlining the Spend. Payment shall be based on the following rebate tiers:

Quarterly Spend	Rebate [or Fee] Percentage
\$0.00 - \$2,500,000.00	3.00%
\$2,500,000.01 - \$3,000,000.00	3.25%
\$3,000,000.01 +	3.50%

For purposes of this Agreement, "Spend" shall mean Customer's actual purchases net of taxes, shipping costs, returns, discounts, credits, any incentives amortized for the applicable period, rebates actually paid, postage, shipping and mailing services, gift cards and warranties.

M. Specific Terms and Conditions

2. Standard Terms and Conditions

vi. Ship all products within forty-eight (48) hours or two (2) business days upon receipt of order from Member.

Office Depot agrees to ship all products within 2 business days after receipt of order with the only exceptions being discontinued items or items that are not in inventory and are on back order.

		<p>ix. Orders not filled and partial shipments shall be indicated on the packing list. CPC Members shall be notified of an anticipated availability date.</p> <p>End users who place orders either on line or with an Office Depot Customer Advocate will be notified of any backorders and of approximate receipt date of backordered items. In the event an order is faxed to Office Depot that end user can call Office Depot Customer Service or review the order online to see the anticipated receipt date for a backordered item.</p> <p>xiv. Warranty the products and supplies purchased by members against any defects in design, workmanship and as suitable use intended for a period equal to the original manufacturer's warranty period. Awarded vendor(s) agrees to help members reach resolution in a dispute with the manufacturer over warranty terms. Equipment warranties must be clearly and visibly stated.</p> <p>WARRANTY. To the extent Customer requires Office Depot to provide warranties on products sold to Customer, Office Depot's warranties shall be limited to Office Depot products. For all other products, Office Depot will pass through to Customer, to the extent permissible under applicable law, all manufacturer-supplied end-user warranties.</p> <p>xv. Provide an electronic online catalog for order entry use by and suitable for the members' needs. The online catalog will note product discounts and, if applicable, the differing discounts for catalog categories awarded.</p> <p>Office Depot's online ordering system will only show the final net selling price to the end user after any discounts are calculated.</p> <p>xvi. Provide proper Safety Data Sheets (SDS) as required by law for all products sold. The SDS literature must be delivered to the buyer with each shipment of goods.</p> <p>Applicable Material Safety Data Sheets are available online or from your Office Depot</p>	
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		Account Manager. III. General Terms & Specifications	
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Form C.1 - Category Discount

*Please note this workbook has multiple tabs.

REQUIRED FORM

	Catalog/Category Grouping	Discount Offered	Comments
Innovative Office Solutions	1 - Adhesives, Glues, Glue sticks, Adhesive Removers	45%	
	1A - Adhesives, Glues, Glue sticks, Adhesive Removers - Universal Brand	75%	
	2 - Dictionaries, Thesauruses, Diaries, Reference Sets,	35%	
	3 - Archive Boxes, Cardboard Boxes, Storage Containers	42%	
	3A - Archive Boxes, Cardboard Boxes, Storage Containers - Universal Brand	60%	
	4 - Displays	40%	
	5 - Badges	40%	
	5A - Badges - Universal	55%	
	6 - Batteries, Chargers Extension Cords	44%	
	6A - Batteries - Innovera Industrial	78%	
	7 - Scissors, Shears, Cutters, Trimmers, Hole Punches	50%	
	7A - Scissors, Shears, Cutters, Trimmers, Hole Punches, Universal Brand	72%	
	8 - Binders, Combs, Rings, Spines	60%	
	8A - Binders, Combs, Rings, Spines, Universal Brand	68%	
	9 - Book Cases, Book Ends, Book Shelves	47%	
	10 - White Boards, Bulletin Boards, Cork Boards, Easels, Poster Boards, Display Rails	47%	
	10A - White Boards, Bulletin Boards, Cork Boards, Easels, Poster Boards, Display Rails - Universal Brand	60%	
	11 - Calendars, Deskpads, Refills, Planners	45%	
	12 - Garbage Can Liners, Shredder bags	50%	
	12A - Garbage Can Liners, Shredder bags - Jaguar, Boardwalk	64%	
	13 - Carts, Handtrucks	42%	
	14 - Camera Film, Photo Paper, Camera Bags, Camera Cases	20%	
	14A - Camera Film, Photo Paper, Camera Bags, Camera Cases - Innovera Brand	44%	
	15 - Chair Mats, Door Mats, Floor Mats, Anti-fatigue Mats	44%	
16 - Clocks, Lamps (including Desk Lamps and Light Bulbs)	35%		
16A - Clocks, Lamps (including Desk Lamps and Light Bulbs) - Universal Brand	57%		
17 - Correction Fluid, Correction Tape, Correction Pens	42%		
17A - Correction Fluid, Correction Tape, Correction Pens - Universal Brands	65%		
18 - Food Service Ware: Cups, Spoons, Forks, Plates, Bowls	50%		
19 - Breakroom Cleaners: Dusters, Computer Air Dusters, Wipes, All Purpose Cleaners, Bathroom Cleaners, Disinfectants, Sanitizers, Hand Soaps, Glass Cleaners, Air Fresheners, Dust Pans, Stainless Steel Cleaners, Microfiber Cloths, Kitchen Cleaners, Furniture Cleaners and Other Cleaning Supplies	47%		
20 - Chalk Erasers, Dry Erase Erasers, Chalk	35%		
21 - Calculators, Digital Voice Recorders, Typewriters, Cameras, Fans, Heaters, Laminators, Shredders, Pencil Sharpeners, Air Cleaners	35%		
22 - First Aid, Hand Lotions, Hand Sanitizers, Pain Relief, Gloves, Safety Supplies	45%		
23 - Headsets, Headset Accessories, Headphones	30%		
24 - Ink Pads, Refills, Calculator Ink, Stamps, Calculator Spools, Adding Machine Tape, Cash Register Tape	40%		

24A - Ink Pads, Refills, Calculator Ink, Stamps, Calculator Spools, Adding Machine Tape, Cash Register Tape - Universal Brand	57%	
25 - Knives, Cutters, Blades, Scrapers	35%	
26 - Labels, Label Holders	45%	
26A - Labels, Label Holders - Universal Brands	75%	
27 - Mailing Tubes, Mailing Tubs, Packaging, Envelopes, Fingertips, Letter Openers, Moistener, Butcher Paper	50%	
28 - Markers, Highlighters, Felt Pens	50%	
28A - Markers, Highlighters, Felt Pens - Universal Brands	67%	
28B - Markers, Highlighters, Felt Pens - Crayola Brands	55%	
29 - Mice, Wristrests, Keyboard Pads, Mousepads, Speakers, Screen Filters, Computer accessories	25%	
29A - Mice, Wristrests, Keyboard Pads, Mousepads, Speakers, Screen Filters, Computer accessories - Innovera Brand	44%	
30 - Notebooks, Notepads, Pads of Paper, Sticky Notes, Easel Pads, Stationery Paper	48%	
30A - Notebooks, Notepads, Pads of Paper, Sticky Notes, Easel Pads, Stationery Paper - Universal Brand	68%	
31 - Office Organizers, Inboxes, Copyholders, Pen and Pencil Holders, Wastebaskets, Drawers, Desktop Shelves, Foot Rests	30%	
31A - Office Organizers, Inboxes, Copyholders, Pen and Pencil Holders, Wastebaskets, Drawers, Desktop Shelves, Foot Rests - Universal Brands	53%	
32 - desk top imaging, desk top copiers, printers, scanners, fax	25%	
33 - Pencils, Pencil Erasers, Mechanical Pencils, Lead Refills, Pens, Pen Refills	50%	
33A - Pencils, Pencil Erasers, Mechanical Pencils, Lead Refills, Pens, Pen Refills - Universal Brands	70%	
34 - Protractors, Rulers, Yardsticks, Compasses, Engineer Triangles, Measuring Tapes	45%	
35 - Report Covers, Files, File Folders, Pocket Files, Portfolios, Jackets, Inserts, Folder Frames, Dividers, Wallet Files, File Guides, Index Cards, Card Holders, Tabs, Ledgers, Tab Reinforcements, Tags, Sheet Protectors, Fasteners, Fastener Bases, Clipboards	40%	
35A - Report Covers, Files, File Folders, Pocket Files, Portfolios, Jackets, Inserts, Folder Frames, Dividers, Wallet Files, File Guides, Index Cards, Card Holders, Tabs, Ledgers, Tab Reinforcements, Tags, Sheet Protectors, Fasteners, Fastener Bases, Clipboards - Universal Brands	60%	
36 - Signs, Sign Holders, Flyer Holders, Racks, Literature Displays, Name Plates	40%	
37 - Staplers	58%	
38 - Storage Cabinets, Filing Cabinets, File Storage Systems, Rails	35%	
39 - Tape, Tape Dispensers, Embossing Tape, Velcro Products	42%	
39A - Tape, Tape Dispensers, Embossing Tape, Velcro Products - Universal Brands	55%	
40 - Breakroom Paper Products: Tissue, Paper Towels, Napkins	55%	
41 - Transparency Film, Transparency Paper, Laminating Supplies, Laminating Pouches	40%	
41A - Transparency Film, Transparency Paper, Laminating Supplies, Laminating Pouches - Universal Brands	60%	
42 - "School Supplies": Art Supplies, Game/Learning Tools	30%	
42A - School Supplies - Paper	52%	
42B - School Supplies - Paint	40%	
42C - School Supplies - Crayons	35%	
43 - Toner Cartridges, Hewlett Packard, Toshiba	37%	
43A - Toner Cartridges	30%	

Innovative Office Solutions	43B - Toner Cartridges, Epson, IBM, Konica/Minolta/QMS, Murata, Ricoh, Samsung, Savin	25%	
	43C - Toner Cartridges - Clover, Dell	0%	
	44 - Ink Cartridges, Fusers, Kits, Drums	25%	
	45 - High Yield, Remanufactured and Bio-based Toner and Ink Cartridges	40%	
	45A - High Yield, Remanufactured and Bio-based Toner and Ink Cartridges - Innovera Brand	50%	
	46 - Cut Sheet Paper	71%	
	46A - Cut Sheet Paper - High Volume Copy paper	79%	
	46B - Cut Sheet Paper - Card Stock, Cover, Brites, Gloss, Mohawk, Presentation, Premium, SOPORCEL, Xerox, Georgia Pacific	50%	
	46C - Cut Sheet Paper - Wausau	60%	
	47 - Paper, Other - Carbon, Continuous Feed	35%	
	48 - Technology	35%	
	49 - Tools	35%	
	50 - Breakroom/Food Items	37%	
	51 - Furniture	35%	
	52 - Scales, Magnifiers	35%	
	53 - Other	35%	
	54 - Label Makers, Supplies	35%	
	55 - Ring Binder Indexes, Page Flages	40%	
	55A - Ring Binder Indexes, Page Flages - Universal Brand	74%	
	56 - MICR Toner Carridges	25%	
57 - Inkjet/Specialty Paper	35%		
Office Depot	GENERAL OP	57%	
	CUT SHEET	70%	
	INK AND TONER	32%	
	CBS	46%	
	COMPUTER SUPPLIES	38%	
	TECHNOLOGY	38%	
	MACHINES	20%	
	SCHOOL	40%	
	FURNITURE	34%	
	OTHER	43%	
Quill Corporation	Overall Discount	20%	See attached list of exceptions
	Software & Peripherals	5%	See attached list of exceptions
	Monitors	5%	See attached list of exceptions
	Furniture	10%	See attached list of exceptions
	Steel shelving & Cabinet	10%	See attached list of exceptions
	Daily Deals	10%	See attached list of exceptions
	Multimedia	5%	See attached list of exceptions
	Printers & Multifunction Machine	5%	See attached list of exceptions
	Electronic Communication	5%	See attached list of exceptions
	Office Machine	5%	See attached list of exceptions
	Imaging Machine	12%	See attached list of exceptions
	Computer Accessories	5%	See attached list of exceptions
	Copier & Fax Toner	12%	See attached list of exceptions
	Safety & Maintenance	25%	See attached list of exceptions
	Food & Beverage	25%	See attached list of exceptions
Cleaning Breakroom	25%	See attached list of exceptions	

Form C.2A - Core Items Price Schedule

*Please note this workbook has multiple tabs.

Product Category	12 Mo. Volume	Product Description	Innovative Office Solutions				Office Depot				Quill Corporation (128/150 items = 85%)			
			Catalog List Price	Category Discount	Net Price To Member	Low Price = 1	Catalog List Price	Category Discount	Net Price To Member	Low Price = 1	Catalog List Price	Category Discount	Net Price To Member	Low Price = 1
BATTERIES	240	AAA COPPERTOP VALUE PACK 24	\$ 26.40	52%	\$ 12.67	0	\$ 24.24	82%	\$ 4.32	1	\$ 22.49	20%	\$ 17.99	0
BATTERIES	360	ALKALINE AA COPPERTOP 24 PK	\$ 31.68	61%	\$ 12.36	0	\$ 24.24	82%	\$ 4.42	1	\$ 22.49	20%	\$ 17.99	0
BATTERIES	130	PROCELL D BATTERY 12 PACK	\$ 19.80	60%	\$ 7.92	0	\$ 11.95	61%	\$ 4.68	1	\$ 22.99	78%	\$ 5.06	0
BINDERS & PORTFOLIO	100	BINDER,VIEW,5",ROUND,WE	\$ 5.80	75%	\$ 1.45	1	\$ 8.33	60%	\$ 3.34	0	\$ 3.99	20%	\$ 3.19	0
BINDERS & PORTFOLIO	200	D-RING VIEW BINDER 3" WHITE	\$ 18.57	82%	\$ 3.34	0	\$ 18.49	85%	\$ 2.81	1	\$ 11.99	76%	\$ 2.88	0
BINDERS & PORTFOLIO	100	D-RING VIEW BINDER 4" WHITE	\$ 26.90	76%	\$ 6.46	0	\$ 26.22	88%	\$ 3.06	1	\$ 17.99	20%	\$ 14.39	0
BINDERS & PORTFOLIO	500	VIEW 1" BINDER BLACK	\$ 5.81	77%	\$ 1.34	0	\$ 6.24	85%	\$ 0.96	1	\$ 4.49	61%	\$ 1.75	0
BINDERS & PORTFOLIO	250	VIEW 1" BINDER WHITE	\$ 6.10	78%	\$ 1.34	0	\$ 6.24	85%	\$ 0.96	1	\$ 4.49	61%	\$ 1.75	0
BINDERS & PORTFOLIO	200	VIEW 1.5" BINDER WHITE	\$ 8.82	80%	\$ 1.76	0	\$ 7.49	84%	\$ 1.23	1	\$ 5.99	68%	\$ 1.92	0
BINDERS & PORTFOLIO	110	WRITE-ON TOP TAB 5TB COLOR 1PK	\$ 2.08	80%	\$ 0.42	1	\$ 18.72	53%	\$ 8.89	0	\$ 6.39	20%	\$ 5.11	0
CLIPS, PINS & RUBBER BANDS	400	PAPER CLIPS #1 1000PK	\$ 5.57	75%	\$ 1.39	0	\$ 7.41	86%	\$ 1.06	1	\$ 5.49	60%	\$ 2.20	0
CLIPS, PINS & RUBBER BANDS	100	PAPER CLIPS #1 NONSKID 1000PK	\$ 5.45	72%	\$ 1.53	0	\$ 6.35	83%	\$ 1.06	1	\$ 5.49	58%	\$ 2.31	0
CLIPS, PINS & RUBBER BANDS	340	PAPER CLIPS JUMBO 1000PK	\$ 13.94	72%	\$ 3.90	0	\$ 23.73	89%	\$ 2.69	1	\$ 10.99	53%	\$ 5.17	0
CORRECTION SUPPLIES	410	CORRECTION FLUID	\$ 1.16	60%	\$ 0.46	1	\$ 18.92	82%	\$ 3.42	0	\$ 2.29	65%	\$ 0.80	0
DESK ACCESSORIES	1040	RECYCLED CLIPBRD HRDBD-LTR	\$ 3.27	78%	\$ 0.72	0	\$ 3.53	87%	\$ 0.45	1	\$ 1.79	20%	\$ 1.43	0
DESK ACCESSORIES	300	SCIENTIFIC CALC	\$ 8.99	35%	\$ 5.84	1	\$ 18.95	60%	\$ 7.54	0	\$ 9.69	20%	\$ 7.75	0
DESK ACCESSORIES	120	SOLID MOUSE PAD BLACK	\$ 5.49	69%	\$ 1.70	0	\$ 4.99	89%	\$ 0.55	1	\$ 3.49	83%	\$ 0.59	0
DRY ERASE	150	CHISEL TIP GRN DZ	\$ 22.26	83%	\$ 3.78	0	\$ 16.38	87%	\$ 2.06	1	\$ 14.99	55%	\$ 6.75	0
DRY ERASE	160	CHISEL TIP MARKER BLUE DZ	\$ 22.26	83%	\$ 3.78	0	\$ 16.38	87%	\$ 2.08	1	\$ 13.99	52%	\$ 6.72	0
DRY ERASE	125	CHISEL TIP MARKR RED DZ	\$ 22.26	83%	\$ 3.78	0	\$ 16.38	87%	\$ 2.07	1	\$ 13.99	52%	\$ 6.72	0
DRY ERASE	510	CHISEL TIP ORANGE DZ	\$ 26.52	59%	\$ 10.87	0	\$ 18.40	60%	\$ 7.38	1	\$ 15.99	20%	\$ 12.79	0
DRY ERASE	200	CHISEL TIP PURPLE DZ	\$ 26.52	59%	\$ 10.87	0	\$ 18.40	60%	\$ 7.38	1	\$ 16.49	20%	\$ 13.19	0
DRY ERASE	115	ERASER	\$ 3.88	61%	\$ 1.51	0	\$ 4.48	84%	\$ 0.72	1	\$ 3.49	66%	\$ 1.19	0
DRY ERASE	900	LOW ODOR CHISEL BLACK DZ	\$ 22.26	83%	\$ 3.78	0	\$ 16.38	87%	\$ 2.11	1	\$ 16.89	58%	\$ 7.09	0
DRY ERASE	520	LOW ODOR CHISEL BLUE DZ	\$ 22.26	83%	\$ 3.78	0	\$ 16.38	87%	\$ 2.08	1	\$ 16.89	58%	\$ 7.09	0
DRY ERASE	400	LOW ODOR CHISEL RED DZ	\$ 22.26	83%	\$ 3.78	0	\$ 16.38	87%	\$ 2.07	1	\$ 16.89	58%	\$ 7.09	0
DRY ERASE	1040	MARKER CLEANER 8 OZ	\$ 4.82	61%	\$ 1.88	0	\$ 4.82	67%	\$ 1.58	1	\$ 5.99	70%	\$ 1.80	0
ENVELOPES & MAILING	160	ENV #10 WHITE 500 COUNT	\$ 34.39	75%	\$ 8.60	0	\$ 35.04	87%	\$ 4.44	1	\$ 15.79	60%	\$ 6.32	0
ENVELOPES & MAILING	170	ENV CLASP 10X13 28LB 100CT	\$ 35.35	73%	\$ 9.54	0	\$ 32.99	84%	\$ 5.28	1	\$ 29.99	78%	\$ 6.60	0
ENVELOPES & MAILING	240	ENV CLASP 6X9 28LB 100CT	\$ 23.50	70%	\$ 7.05	0	\$ 16.16	80%	\$ 3.22	1	\$ 16.99	75%	\$ 4.25	0
ENVELOPES & MAILING	285	ENV CLASP 9X12 28LB 100CT	\$ 30.23	80%	\$ 6.05	0	\$ 27.29	84%	\$ 4.38	1	\$ 17.99	69%	\$ 5.58	0
ENVELOPES & MAILING	231	ENV MOISTENER	\$ 1.00	75%	\$ 0.25	1	\$ 0.87	-58%	\$ 1.37	0	\$ 1.69	20%	\$ 1.35	0
ENVELOPES & MAILING	115	ENV WINDOW #10 500CT	\$ 71.65	81%	\$ 13.61	0	\$ 48.39	86%	\$ 6.78	1	\$ 15.79	32%	\$ 10.74	0
ENVELOPES & MAILING	110	LABEL 1X2-5/8 WHT LSR/IJ 3000PK	\$ 45.15	85%	\$ 6.77	0	\$ 21.99	86%	\$ 2.98	1	\$ 24.99	71%	\$ 7.25	0
FILING	115	FOLDER 2PKT DK BLUE 25PK	\$ 20.00	69%	\$ 6.20	0	\$ 20.02	69%	\$ 6.15	0	\$ 11.99	60%	\$ 4.80	1
FILING	150	FOLDER 2PKT LT BLUE 25PK	\$ 20.00	66%	\$ 6.80	0	\$ 20.02	69%	\$ 6.15	1	\$ 12.99	20%	\$ 10.39	0
FILING	225	FOLDER 2PKT RED 25PK	\$ 20.00	66%	\$ 6.80	0	\$ 20.02	69%	\$ 6.15	0	\$ 11.99	60%	\$ 4.80	1
FILING	215	FOLDER 2PKT YLW 25PK	\$ 22.29	71%	\$ 6.46	0	\$ 20.02	69%	\$ 6.15	0	\$ 11.99	60%	\$ 4.80	1
FILING	210	FOLDER HANGING LTR1/5 RECYCLE 25	\$ 28.87	82%	\$ 5.20	0	\$ 34.47	92%	\$ 2.76	1	\$ 8.99	62%	\$ 3.42	0
FILING	1100	FOLDER LTR 1/3CUT MAN 100CT	\$ 25.12	77%	\$ 5.78	0	\$ 41.50	91%	\$ 3.68	0	\$ 7.99	56%	\$ 3.52	1
FILING	130	FOLDER MANILA 1/5-CUT LETTER	\$ 27.67	74%	\$ 7.19	0	\$ 41.50	91%	\$ 3.68	1	\$ 12.99	62%	\$ 4.94	0
FILING	184	STD WEIGHT SHEET PROT 100PK	\$ 18.02	83%	\$ 3.06	0	\$ 18.20	88%	\$ 2.15	1	\$ 14.99	63%	\$ 5.55	0
MARKERS & HIGHLIGHTERS	1000	FINE BLACK 12 PACK	\$ 15.46	89%	\$ 1.70	0	\$ 11.52	87%	\$ 1.48	0	\$ 1.79	20%	\$ 1.43	1
MARKERS & HIGHLIGHTERS	155	FINE BLUE 12 PACK	\$ 15.45	68%	\$ 4.94	0	\$ 11.52	87%	\$ 1.53	0	\$ 1.79	20%	\$ 1.43	1
MARKERS & HIGHLIGHTERS	175	FINE RED 12 PACK	\$ 15.46	89%	\$ 1.70	0	\$ 11.52	87%	\$ 1.53	1	\$ 2.49	23%	\$ 1.92	0
MARKERS & HIGHLIGHTERS	140	HIGHLIGHTER BLUE 12 PK	\$ 11.03	79%	\$ 2.32	0	\$ 9.93	85%	\$ 1.45	1	\$ 6.99	71%	\$ 2.03	0
MARKERS & HIGHLIGHTERS	140	HIGHLIGHTER GREEN 12 PK	\$ 11.03	79%	\$ 2.32	0	\$ 9.93	85%	\$ 1.47	1	\$ 6.99	71%	\$ 2.03	0
MARKERS & HIGHLIGHTERS	130	HIGHLIGHTER PINK 12 PK	\$ 11.03	79%	\$ 2.32	0	\$ 9.93	85%	\$ 1.47	1	\$ 6.99	71%	\$ 2.03	0

Product Category	12 Mo. Volume	Product Description	Catalog List Price	Category Discount	Net Price To Member	Low Price = 1	Catalog List Price	Category Discount	Net Price To Member	Low Price = 1	Catalog List Price	Category Discount	Net Price To Member	Low Price = 1
MARKERS & HIGHLIGHTERS	340	HIGHLIGHTER YELLOW 12 PK	\$ 11.03	79%	\$ 2.32	0	\$ 9.93	85%	\$ 1.49	1	\$ 6.99	71%	\$ 2.03	0
MARKERS & HIGHLIGHTERS	175	MARKERS BLACK 12PK	\$ 10.85	77%	\$ 2.50	0	\$ 11.74	84%	\$ 1.92	1	\$ 8.69	25%	\$ 6.52	0
MARKERS & HIGHLIGHTERS	130	MARKERS BROADLINE 10CT	\$ 4.24	54%	\$ 1.95	0	\$ 4.24	59%	\$ 1.73	1	\$ 19.39	20%	\$ 15.51	0
MARKERS & HIGHLIGHTERS	150	VIS-A-VIS FINE POINT BLACK DZ	\$ 23.52	63%	\$ 8.70	0	\$ 23.52	68%	\$ 7.46	1	\$ 13.89	39%	\$ 8.47	0
OFFICE SUPPLIES	170	LAMINATING CARTRIDGE 100" REFILL 8 1/2" x 11"	\$ 81.13	60%	\$ 32.45	1	\$ 130.48	65%	\$ 45.21	0	\$ 46.99	20%	\$ 37.59	0
OFFICE SUPPLIES	170	12" ACRYLIC OFF-RULE	\$ 1.54	73%	\$ 0.42	0	\$ 3.05	88%	\$ 0.36	1	\$ 1.89	23%	\$ 1.46	0
OFFICE SUPPLIES	127	7" STRAIGHT SCISS POINTED BLK	\$ 10.23	90%	\$ 1.02	0	\$ 6.99	91%	\$ 0.62	1	\$ 2.29	71%	\$ 0.66	0
OFFICE SUPPLIES	425	8" BENT SHEAR	\$ 10.23	90%	\$ 1.02	1	\$ 19.20	68%	\$ 6.22	0	\$ 6.49	32%	\$ 4.41	0
OFFICE SUPPLIES	155	8-DIGIT MINI HANDHELD CALC	\$ 6.49	49%	\$ 3.31	0	\$ 6.12	83%	\$ 1.05	1	\$ 4.49	22%	\$ 3.50	0
OFFICE SUPPLIES	440	DISINFECTING WIPES 75CT	\$ 11.20	60%	\$ 4.48	0	\$ 8.31	64%	\$ 2.99	1	\$ 5.49	19%	\$ 4.45	0
OFFICE SUPPLIES	240	HARDWOOD ENGLISH/METRIC 12"	\$ 1.30	62%	\$ 0.49	0	\$ 2.55	93%	\$ 0.17	1	\$ 0.79	78%	\$ 0.17	0
OFFICE SUPPLIES	125	INSTANT COLD PACK	\$ 3.50	59%	\$ 1.44	1	\$ 2.04	-396%	\$ 10.11	0	\$ 9.99	28%	\$ 7.19	0
OFFICE SUPPLIES	150	KID'S SCISSORS BLUNT 5"	\$ 3.60	74%	\$ 0.94	0	\$ 4.90	87%	\$ 0.66	1	\$ 3.19	23%	\$ 2.46	0
OFFICE SUPPLIES	310	MONEY/RENT RCPT 3PART 7X11	\$ 13.29	48%	\$ 6.91	0	\$ 12.38	80%	\$ 2.52	1	\$ 11.59	29%	\$ 8.23	0
OFFICE SUPPLIES	135	PROTRACTOR 6"PLAS CR	\$ 0.65	58%	\$ 0.27	0	\$ 2.97	96%	\$ 0.12	1	\$ 3.49	20%	\$ 2.79	0
OFFICE SUPPLIES	150	RIBN-CALC TWIN SPOOL BLACK/RED	\$ 10.96	90%	\$ 1.10	0	\$ 4.99	88%	\$ 0.59	1	\$ 4.19	20%	\$ 3.35	0
OFFICE SUPPLIES	390	STRAIGHT SCISSORS BLACK	\$ 10.23	91%	\$ 0.92	0	\$ 6.86	93%	\$ 0.46	1	\$ 3.99	24%	\$ 3.03	0
OFFICE SUPPLIES	130	WOOD RULER W/METAL EDGE 12"	\$ 1.30	62%	\$ 0.49	0	\$ 2.26	89%	\$ 0.25	1	\$ 1.49	20%	\$ 1.19	0
PAD & FILLERS	160	LEGAL PAD CANARY LR 8.5X11 12PK	\$ 44.40	84%	\$ 7.10	0	\$ 36.83	89%	\$ 3.96	1	\$ 10.99	45%	\$ 6.04	0
PAD & FILLERS	270	LEGAL PAD WHITE LR 8.5X11 12PK	\$ 44.40	84%	\$ 7.10	0	\$ 36.83	89%	\$ 3.96	1	\$ 10.99	62%	\$ 4.18	0
PAD & FILLERS	155	LEGAL PAD WHT 5X8 12PK	\$ 31.82	85%	\$ 4.77	0	\$ 33.28	94%	\$ 1.86	1	\$ 13.99	31%	\$ 9.65	0
PAPER	100	CONSTRUCTION PAPER BLK 12X18 76#	\$ 5.24	62%	\$ 1.99	0	\$ 3.39	59%	\$ 1.38	1	\$ 3.49	54%	\$ 1.61	0
PAPER	300	CONSTRUCTION PAPER BLK 9X12 76#	\$ 2.63	52%	\$ 1.26	0	\$ 1.89	64%	\$ 0.68	1	\$ 1.99	59%	\$ 0.82	0
PAPER	100	CONSTRUCTION PAPER BLU 12X18 76#	\$ 5.24	58%	\$ 2.20	0	\$ 5.49	72%	\$ 1.52	1	\$ 4.39	63%	\$ 1.62	0
PAPER	100	CONSTRUCTION PAPER BLU 9X12 76#	\$ 2.63	63%	\$ 0.97	0	\$ 1.79	61%	\$ 0.69	1	\$ 1.79	55%	\$ 0.81	0
PAPER	100	CONSTRUCTION PAPER BRW 12x18 76#	\$ 5.67	59%	\$ 2.32	0	\$ 3.49	60%	\$ 1.41	1	\$ 4.39	63%	\$ 1.62	0
PAPER	100	CONSTRUCTION PAPER BRW 9X12 76#	\$ 2.89	58%	\$ 1.21	0	\$ 2.29	69%	\$ 0.71	1	\$ 1.79	55%	\$ 0.81	0
PAPER	100	CONSTRUCTION PAPER GRN 12x18 76#	\$ 5.24	58%	\$ 2.20	0	\$ 5.49	73%	\$ 1.48	1	\$ 4.39	63%	\$ 1.62	0
PAPER	100	CONSTRUCTION PAPER GRN 9X12 76#	\$ 2.63	54%	\$ 1.21	0	\$ 1.79	61%	\$ 0.69	1	\$ 1.79	55%	\$ 0.81	0
PAPER	100	CONSTRUCTION PAPER GRN 12x18 76#	\$ 5.24	58%	\$ 2.20	0	\$ 4.59	67%	\$ 1.50	1	\$ 4.39	63%	\$ 1.62	0
PAPER	100	CONSTRUCTION PAPER GRN 9X12 76#	\$ 2.63	54%	\$ 1.21	0	\$ 2.29	70%	\$ 0.68	1	\$ 1.79	55%	\$ 0.81	0
PAPER	100	CONSTRUCTION PAPER RED 12x18 76#	\$ 6.53	59%	\$ 2.68	0	\$ 2.29	68%	\$ 0.74	1	\$ 4.39	63%	\$ 1.62	0
PAPER	100	CONSTRUCTION PAPER RED 9X12 76#	\$ 2.63	53%	\$ 1.24	0	\$ 2.29	68%	\$ 0.74	1	\$ 1.79	55%	\$ 0.81	0
PAPER	100	CONSTRUCTION PAPER WHT 12X18 76#	\$ 5.24	56%	\$ 2.31	0	\$ 3.49	61%	\$ 1.35	1	\$ 4.69	66%	\$ 1.59	0
PAPER	135	CONSTRUCTION PAPER WHT 9X12 76#	\$ 2.63	53%	\$ 1.24	0	\$ 2.49	67%	\$ 0.82	0	\$ 1.79	55%	\$ 0.81	1
PAPER	100	CONSTRUCTION PAPER YLW 12x18 76#	\$ 5.24	58%	\$ 2.20	0	\$ 4.09	63%	\$ 1.50	1	\$ 4.69	66%	\$ 1.59	0
PAPER	163	CONSTRUCTION PAPER YLW 9X12 76#	\$ 2.63	57%	\$ 1.13	0	\$ 1.79	63%	\$ 0.67	1	\$ 1.79	55%	\$ 0.81	0
PENCILS & ERASERS	260	COLORED PENCILS 24 COUNT	\$ 6.04	51%	\$ 2.96	0	\$ 4.97	78%	\$ 1.11	1	\$ 5.99	58%	\$ 2.52	0
PENCILS & ERASERS	140	PENCIL LEADS 0.7MM 30/TUBE 1PK	\$ 2.35	57%	\$ 1.01	0	\$ 3.49	94%	\$ 0.21	1	\$ 1.39	20%	\$ 1.11	0
PENCILS & ERASERS	1440	YELLOW PENCILS #2 12CT	\$ 3.44	81%	\$ 0.65	0	\$ 2.29	77%	\$ 0.53	1	\$ 1.49	20%	\$ 1.19	0
PENCILS & ERASERS	100	.5MM HB FINE BLACK LEAD REFILL	\$ 1.19	66%	\$ 0.40	0	\$ 1.16	82%	\$ 0.21	1	\$ 0.99	20%	\$ 0.79	0
PENS	340	STIC GRIP BLACK 12PK	\$ 4.44	65%	\$ 1.55	0	\$ 4.00	73%	\$ 1.09	1	\$ 2.69	49%	\$ 1.37	0
PENS	140	STIC GRIP BLUE 12PK	\$ 4.44	65%	\$ 1.55	0	\$ 4.06	60%	\$ 1.64	0	\$ 2.69	49%	\$ 1.37	1
PENS	136	STIC GRIP RED 12PK	\$ 4.44	65%	\$ 1.55	0	\$ 4.00	69%	\$ 1.25	1	\$ 2.79	50%	\$ 1.40	0
POST-IT NOTES	330	NOTE 1.5X2 12PK YELLOW	\$ 6.44	83%	\$ 1.09	0	\$ 3.86	73%	\$ 1.05	1	\$ 5.99	80%	\$ 1.20	0
POST-IT NOTES	115	NOTE 3X5 12PK YELLOW	\$ 18.53	78%	\$ 4.08	0	\$ 18.88	88%	\$ 2.24	1	\$ 15.99	76%	\$ 3.84	0
SHARPENERS & PUNCHES	165	1-HOLE PUNCH 6 SHEET BASIC	\$ 4.38	73%	\$ 1.18	0	\$ 2.42	84%	\$ 0.38	1	\$ 3.99	69%	\$ 1.24	0
SHARPENERS & PUNCHES	250	MULTI-HOLE MAN PENCIL SHRPNR	\$ 20.99	63%	\$ 7.77	0	\$ 24.89	74%	\$ 6.40	1	\$ 19.29	63%	\$ 7.14	0
SHARPENERS & PUNCHES	150	PENCIL SHARPENER-BLACK	\$ 24.89	57%	\$ 10.70	0	\$ 36.29	74%	\$ 9.43	1	\$ 16.09	20%	\$ 12.87	0
SHARPENERS & PUNCHES	190	SCHOOL PRO ELECTRIC SHARPENER	\$ 31.99	50%	\$ 16.00	0	\$ 44.99	74%	\$ 11.86	1	\$ 52.39	50%	\$ 26.20	0
STAPLERS & STAPLES	675	FULL STRIP STAPLES 5000 BOX	\$ 2.81	79%	\$ 0.59	0	\$ 3.03	69%	\$ 0.95	0	\$ 1.99	80%	\$ 0.40	1
STAPLERS & STAPLES	1050	STANDARD STAPLER BLACK	\$ 14.85	88%	\$ 1.78	1	\$ 32.79	67%	\$ 10.73	0	\$ 9.89	20%	\$ 7.91	0

Product Category	12 Mo. Volume	Product Description	Catalog List Price	Category Discount	Net Price To Member	Low Price = 1	Catalog List Price	Category Discount	Net Price To Member	Low Price = 1	Catalog List Price	Category Discount	Net Price To Member	Low Price = 1
STAPLERS & STAPLES	305	STAPLE REMOVER JAW-STYLE	\$ 1.90	88%	\$ 0.23	0	\$ 2.99	94%	\$ 0.17	1	\$ 0.99	64%	\$ 0.36	0
TAPE, DISPENSERS & ADHESIVES	115	ADHESIVE MOUNTING PUTTY	\$ 2.97	65%	\$ 1.04	0	\$ 2.43	67%	\$ 0.80	1	\$ 2.19	20%	\$ 1.75	0
TAPE, DISPENSERS & ADHESIVES	280	BOOK REPAIR TAPE	\$ 7.48	54%	\$ 3.44	0	\$ 9.90	66%	\$ 3.33	1	\$ 10.99	63%	\$ 4.07	0
TAPE, DISPENSERS & ADHESIVES	135	DISPENSER TAPE HAND 3/4"W1"	\$ 1.43	56%	\$ 0.63	0	\$ 1.43	68%	\$ 0.46	1	\$ 2.29	61%	\$ 0.89	0
TAPE, DISPENSERS & ADHESIVES	780	DOUBLE COATED TAPE W/DISPENSER	\$ 3.15	54%	\$ 1.45	0	\$ 3.15	56%	\$ 1.39	1	\$ 6.99	69%	\$ 2.17	0
TAPE, DISPENSERS & ADHESIVES	325	DUCT TAPE 2" X 45YDS	\$ 9.03	43%	\$ 5.15	0	\$ 13.82	74%	\$ 3.59	1	\$ 9.99	25%	\$ 7.49	0
TAPE, DISPENSERS & ADHESIVES	560	GLUE STICK WASHABLE 1PK	\$ 1.65	52%	\$ 0.79	0	\$ 0.87	46%	\$ 0.47	1	\$ 1.49	20%	\$ 1.19	0
TAPE, DISPENSERS & ADHESIVES	230	GLUE-ALL 4OZ	\$ 0.94	45%	\$ 0.52	1	\$ 2.77	75%	\$ 0.70	0	\$ 3.09	20%	\$ 2.47	0
TAPE, DISPENSERS & ADHESIVES	115	MAGIC TAPE 3/4" X 1000" 16PK	\$ 65.05	62%	\$ 24.72	0	\$ 61.55	94%	\$ 3.56	1	\$ 37.99	33%	\$ 25.45	0
TAPE, DISPENSERS & ADHESIVES	150	REMOVABLE ADHESIVE PUTTY 2OZ	\$ 2.97	67%	\$ 0.98	0	\$ 2.43	67%	\$ 0.80	1	\$ 2.99	20%	\$ 2.39	0
TAPE, DISPENSERS & ADHESIVES	1490	RUBBER CEMENT 4OZ	\$ 2.97	60%	\$ 1.19	0	\$ 2.97	73%	\$ 0.79	1	\$ 3.29	62%	\$ 1.25	0
TAPE, DISPENSERS & ADHESIVES	455	TAPE DISPENSER DESKTOP 1" CORE	\$ 6.09	80%	\$ 1.22	0	\$ 7.98	87%	\$ 1.06	1	\$ 4.99	20%	\$ 3.99	0
Totals for Core Items			\$1,551.53	69%	\$ 438.62	10	\$1,565.06	72%	\$ 331.69	93	\$1,013.88	47%	\$ 534.12	9

C.2B - Non-Core Items - Market Basket

Product Description	Manufacturer	Innovative Office Solutions						Office Depot						Quill Corporation					
		Vendor SKU	UOM	Catalog List Price	Category Discount	Net Price To Member	Low Price = 1	Vendor SKU	UOM	Catalog List Price	Category Discount	Net Price To Member	Low Price = 1	Vendor SKU	UOM	Catalog List Price	Category Discount	Net Price To Member	Low Price = 1
NAME BADGR LABEL LABELS 2x4	AVERY	AVE5895	BX	\$67.05	40%	\$40.23	0	9E+05	BX	\$67.05	57%	\$28.83	1	901-5895	BX	\$51.55	20%	\$41.24	0
SCOTCH MOUNTING TAPE	3M	MMM110L ONG	RL	\$19.80	45%	\$10.89	0	5E+05	RL	\$19.13	57%	\$8.23	1	901-110	RL	\$14.79	20%	\$11.83	0
RIO RED DESK STAPLER	SWINGLINE	SWI74736	EA	\$38.59	58%	\$16.21	0	9E+05	EA	\$38.59	57%	\$16.59	0	901-74736	EA	\$18.47	20%	\$14.78	1
READY TAB HANGING FOLDERS	PENDEFLEX	PFX42700	BX	\$41.75	40%	\$25.05	0	7E+05	BX	\$41.75	57%	\$17.95	1	901-42592	BX	\$28.99	20%	\$23.19	0
CLASSIC MARKERS	CRAYOLA	CYO587808	ST	\$5.33	55%	\$2.40	1	5E+05	ST	\$5.33	40%	\$3.20	0	587808	BX	\$4.15	20%	\$3.32	0
LABELWRITER TURBO PRINTER	DYMO	DYM1752265	EA	\$199.99	35%	\$129.99	0	9E+05	EA	\$199.99	57%	\$86.00	1	1752265	EA	\$123.49	20%	\$98.79	0
Monthly Copper Reinforced Laminated Tab Dividers		AVE24286	ST	\$6.55	40%	\$3.93	0	9E+05	ST	\$6.55	57%	\$2.82	1	24286Q	ST	\$7.11	20%	\$5.69	0
FLAG,TAPE,"SIGN HERE",2/PK		MMM680SH2	PK	\$8.48	40%	\$5.09	0	6E+05	PK	\$8.48	57%	\$3.65	1	680SH2	PK	\$5.27	20%	\$4.22	0
Paper Mate® Liquid Paper® DryLine® Grip Correction Tape		PAP660415	EA	\$4.65	42%	\$2.70	0	1E+06	EA	\$4.65	57%	\$2.00	1	6604	EA	\$3.67	20%	\$2.94	0
BIG PAD Post IT 15x15		MMMBP15P	PD	\$15.25	48%	\$7.93	0	1E+06	EA	\$15.25	57%	\$6.56	1	BP15P	EA	\$9.27	20%	\$7.42	0
SANDISK CRUZER GLIDE 16GB USB		SDIDCZ60016GA46	EA	\$36.99	25%	\$27.74	0	8E+05	EA	\$29.99	38%	\$18.59	0	654676	EA	\$18.99	5%	\$18.04	1
Secure Top Sheet Protectors		AVE76000	PK	\$11.76	40%	\$7.06	0	1E+06	PK	\$11.76	57%	\$5.06	1	76000	PK	\$6.95	20%	\$5.56	0
TN450 TONER BLACK	BROTHER	BRTTN450	EA	\$75.34	30%	\$52.74	0	7E+05	EA	\$68.49	32%	\$46.57	1	TN450	EA	\$60.71	12%	\$53.42	0
HP 564 BLACK	HP	HEWC8316WN	EA	\$17.87	25%	\$13.40	0	1E+05	EA	\$16.68	32%	\$11.34	1	CB316WN140	EA	\$13.19	12%	\$11.61	0
HP 940XL (C4906AN140) Black High-Yield Ink Cartridge		HEWC4902AN	EA	\$33.55	25%	\$25.16	1	8E+05	EA	\$49.24	32%	\$33.48	0	C4906AN140	PK	\$36.07	12%	\$31.74	0
EPSON 69 COMBO	EPSON	EPST069520	PK	\$44.60	25%	\$33.45	0	5E+05	PK	\$44.60	32%	\$30.33	1	T069520	PK	\$36.95	12%	\$32.52	0
EPSON 126 COMBO	EPSON	EPST126520	PK	\$50.94	25%	\$38.21	0	7E+05	PK	\$50.94	32%	\$34.64	1	T126520	PK	\$41.79	12%	\$36.78	0
14n1616 (150xl) High-Yield Ink, Magenta	LEXMARK	LEX14N1616	EA	\$40.30	25%	\$30.23	0	5E+05	EA	\$40.30	32%	\$27.40	0	14N1798	EA	\$26.39	12%	\$23.22	1
118 TONER	CANNON	CNM2662B001	EA	\$171.00	30%	\$119.70	0	6E+05	EA	\$171.00	32%	\$116.28	0	2662B001AA	EA	\$123.19	12%	\$108.41	1
Smead® Slash Jackets; Letter, 25/Pack, Assorted		SMD75425	PK	\$17.15	40%	\$10.29	0	1E+06	PK	\$17.15	57%	\$7.37	1	3900SSA	PK	\$16.63	20%	\$13.30	0
Fadeless Paper Roll, 48" X 50 Ft., White	PACON CORPORATION	PAC57015	RL	23.35	52%	\$11.21	0	3E+05	RL	\$23.39	40%	\$14.03	0	57015	BX	\$8.53	20%	\$6.82	1
Spectra Artkraft Duo-Finish Paper, 48 Lbs., 48" X 200 Ft, Flame	PACON CORPORATION	PAC67034	RL	45.09	52%	\$21.64	0	2E+05	RL	\$45.29	40%	\$27.17	0	67034	EA	\$17.23	20%	\$13.78	1
HIGH CAPACITY WRINGER; 35 QUART	RUBBERMAID	RCP758088YW	EA	\$166.66	47%	\$88.33	0	5E+05	EA	\$171.76	46%	\$92.75	0	758000YW	EA	\$67.49	25%	\$50.62	1
ANTIBACTERIAL MULTI-SURFACE CLEANER WINDEX	SC JOHNSON	DVOCB701380	EA	\$10.59	47%	\$5.61	0	4E+05	EA	\$8.73	46%	\$4.71	0	317697	EA	\$2.99	25%	\$2.24	1
Clorox® Disinfecting Wipes; Fresh Lavender Scent, 75ct. Canister		CLO01761EA	EA	\$11.20	47%	\$5.94	0	4E+05	EA	\$9.68	46%	\$5.23	0	901-WYF01356433	EA	\$5.49	25%	\$4.12	1
Webster Ultra Plus® High Density Trash Bags		WBHD404812N	CT	\$91.00	50%	\$45.50	0	1E+06	BX	\$72.78	46%	\$39.30	0	WHD4812	CS	\$41.32	25%	\$30.99	1
Clorox® Toilet Bowl Cleaner with Bleach		CLO00031EA	EA	\$4.71	47%	\$2.50	0	1E+05	EA	\$4.85	46%	\$2.62	0	31	EA	\$0.25	25%	\$0.19	1
Seventh Generation® Dishwashing Products		SEV22733EA	EA	\$7.23	47%	\$3.83	0	3E+05	EA	\$5.92	46%	\$3.20	0	22734	EA	\$3.37	25%	\$2.53	1
CHAIR,RUNTZ,BALL,BLACK	SAFCO	SAF4755BL	EA	\$243.00	35%	\$157.95	0	6E+05	EA	\$236.00	34%	\$155.76	0	147988BAR	EA	\$139.99	10%	\$125.99	1
Indestructables Too 1200 Series Resin Folding Table, 48w X 24d X 29h, Platinum	ICEBERG	ICE65203	EA	\$193.00	35%	\$125.45	0	7E+05	EA	\$193.00	34%	\$127.38	0	65203	EA	\$116.99	10%	\$105.29	1
CD-R DISCS 100PK	VERBATIM CORPORATION	VER94554	PK	\$32.00	20%	\$25.60	0	3E+05	PK	\$34.99	38%	\$21.69	0	479609	PK	\$18.04	5%	\$17.14	1
NON-CORE MARKET BASKET TOTALS				\$1,796.17	39%	\$1,129.73	2			\$1,773.51	45%	\$1,026.61	15			\$1,112.26	18%	\$942.08	15

C.4 - Services Price Schedule

*Please note this workbook has multiple tabs.

OPTIONAL FORM

Design & Print Services	Description	Standard Price & Rate	Discounted Price & Rates	Per Diem Charges (if any)	Mileage Charges (if any)	Additional Discounts on Large Projects: Y/N, please detail if Yes.	
	Design and print services are available and priced per project. Electronic ordering may be available for recurring projects and materials and discounted pricing may apply.						
	Black & White Copies	\$ 0.10	\$ 0.03				
	Color Copies	\$ 0.59	\$ 0.25				
Finishing	10% Off	25% Off					

Installation Services	Description	Standard Price & Rate	Discounted Price & Rates	Per Diem Charges (if any)	Mileage Charges (if any)	Additional Discounts on Large Projects: Y/N, please detail if Yes.	
	Installation services are available when required. Pricing will be established per project and flat rates may apply for specific items.						
	Available - Pricing varies by project						

Training Services	Description	Standard Price & Rate	Discounted Price & Rates	Per Diem Charges (if any)	Mileage Charges (if any)	Additional Discounts on Large Projects: Y/N, please detail if Yes.	
	No charge for training services as outlined in Form B - Questionnaire.						
	Available - Pricing varies by project						

Support Services	Description	Standard Price & Rate	Discounted Price & Rates	Per Diem Charges (if any)	Mileage Charges (if any)	Additional Discounts on Large Projects: Y/N, please detail if Yes.	
	No charge for Customer Service and Account Support services as outlined in Form B - Questionnaire.						
	Available - Pricing varies by project						

Form C.5 - Volume Discounts

*Please note this workbook has multiple tabs.

OPTIONAL FORM

	Dollar Amount From	Dollar Amount To	Catalog/Category	Additional Discount Offered
Innovative Office Solutions	\$1.00	NA	SKU Level additional discount for category 46A	
			UNV21200, Copy Paper, 92 Brightness, 20lb, 8-1/2 X 11, White, 5000 Sheets/carton	4.38%
			Additional discount applied results in total discount of 83.38%, list price of \$177.42 discounted to \$29.49/ct	
			UNV21200, Copy Paper, 92 Brightness, 20lb, 8-1/2 X 11, White, 5000 Sheets/carton	4.38%
			Additional discount applied results in total discount of 83.38%, list price of \$177.42 discounted to \$29.49/ct	
			UNV91200, Copy Paper, 92 Brightness, 20lb, 8-1/2 X 11, White, 5000 Sheets/carton	0.94%
		Additional discount applied results in total discount of 79.94%, list price of \$147.00 discounted to \$29.49/ct		
Office Depot	\$0.00	\$2,500,000.00	Administrative Fee	3.00%
	\$2,500,000.01	\$3,000,000.00	Administrative Fee	3.25%
	\$3,000,000.01	+	Administrative Fee	3.50%
			Furniture	Available - Pricing varies by item
			Technology	Available - Pricing varies by item

Appendix A

From: [Christina Boerigter](#)
To: [Lisa Truax](#); [Ken Ledebor](#)
Subject: RFP 16.11 - Office Supplies - Innovative Follow Up
Date: Wednesday, November 11, 2015 2:19:02 PM
Attachments: [lma3e001.png](#)
[lma3e002.png](#)

Lisa,

Please find following the clarification you requested on Form C – Pricing Schedule, C.2B – Non Core List.

The submitted listing of 39,586 represents the entire catalog offering of products currently available and in-stock with our wholesale partner Essendant. This list of items is constantly in flux as products are discontinued by manufacturers and new products become available. As new items become available in stock, they will be assigned to their appropriate discount category and priced accordingly.

Thank you and please let us know if you need any additional information.

Christina

Christina Boerigter | Innovative Office Solutions | MIT Business Development
Tel: 952-698-9243 | Fax 952-894-7153

From: Lisa Truax [<mailto:ltruax@lcsc.org>]
Sent: Wednesday, November 11, 2015 11:08 AM
To: Ken Ledebor; Christina Boerigter
Cc: Lisa Truax
Subject: RFP 16.11 - Office Supplies - Innovative Follow Up

Good Morning,

Thank you for submitting a response to RFP 16.11 – Office Supplies. The evaluation process has begun and a question has surfaced upon first review. Below you will find the instructions listed on Form C – Pricing Schedule, C.2B – Non Core List.

Instructions. Please complete the table below for all non-core items that your company offers. This marketbasket will be used in the evaluation process when comparing pricing. 500+ rows have been provided, please add additional rows as necessary. Form C.2B has been formatted to print to one-page width. Please note this is a **required form**.

Can you confirm that 39,586 items represents your entire catalog offerings? The instructions (above) request a submission of all items that your company offers.

Please respond by Wednesday, November 11, 2015, by 4:30 p.m. Thank you.



Lisa M. Truax | Bid & Contract Facilitator
Cooperative Purchasing Connection
218.737.6535 (direct) | 888.739.3289

From: [Kaaren Burgwald](#)
To: [Lisa Truax](#)
Cc: [Brian Bran](#)
Subject: Re: RFP 16.11 - Office Supplies - Office Depot Follow Up
Date: Wednesday, November 11, 2015 4:29:10 PM
Attachments: [image.png](#)
[image001.png](#)
[image004.png](#)

Lisa,

Thanks for your response.

We provided the core items you called out in the bid + 100's of additional items (In the Attachment Additional Core Items) on the core list as we reviewed your usage and we know these items are important to your members.

For non-core items, listed in Form C.2B, we provided a net pricer for the items in our current Business Solutions Division catalog and our current School Supply catalog which account for the majority of sales because these 2 catalogs cover our most commonly ordered products. The List Less discount buckets as follows:

Categories	Discount of List
Cut Sheet Paper	70%
General Office Supplies	57%
Cleaning & Break Room	46%
Other	43%
School	40%
Computer Supplies	38%
Technology	38%
Furniture	34%
Ink and Toner	32%
Machines	20%

We carry over 100,000 products online. We can discuss, but most Cooperatives ask that these be priced to match the price listed on our <http://www.officedepot.com> retail site.

These prices fluctuate daily with the market as we have a team that scrubs local competitors like Best Buy, Amazon, etc and lower prices to remain competitive in the market. Typically, customers prefer this pricing as opposed to locking these items into a List Less structure. Then they don't have to worry about finding items that are more expensive on their program than on our retail website.

Does this make sense? Do you need additional information from us? We are happy to discuss to make sure our response is aligned with what CPC wants.

Please note, I had to respond before legal could review.

Thank you.

Kaaren Burgwald
District Sales Manager | Office Depot, Inc.
1105 Xenium Lane N | Plymouth, MN 55441
Tel: 612-859-1571 | kaaren.burgwald@officedepot.com

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On Wed, Nov 11, 2015 at 11:09 AM, Lisa Truax <ltruax@lscs.org> wrote:

Good Morning,

Thank you for submitting a response to RFP 16.11 – Office Supplies. The evaluation process has begun and a question has surfaced upon first review. Below you will find the instructions listed on Form C – Pricing Schedule, C.2B – Non Core List.

Instructions. Please complete the table below for all non-core items that your company offers. This marketbasket will be used in the evaluation process when comparing pricing. 500+ rows have been provided, please add additional rows as necessary. Form C.2B has been formatted to print to one-page width. Please note this is a **required form**.

Can you confirm that 11,241 items represents your entire catalog offerings? The instructions (above) request a submission of **all** items that your company offers.

Please respond by **Wednesday, November 11, 2015, by 4:30 p.m.** Thank you.



Lisa M. Truax | Bid & Contract
Facilitator

Cooperative Purchasing Connection

218.737.6535 (direct) | 888.739.3289

From: [Colburn, Martin](#)
To: [Lisa Truax](#)
Subject: RE: RFP 16.11 - Office Supplies - Quill Follow Up
Date: Wednesday, November 11, 2015 2:54:26 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)

Hi Lisa,

Left you a voicemail earlier today and before we run out of time to respond, I wanted to send you an email

We did reply to the bid, however, when it came to Form C, our bid team ran out of time to get this organized. We chose a **representative list** of items, cross categories in order to meet the bid deadline. Should there be an opportunity to publish a full catalog, we will, however, we wanted to respect the bid process and not seek an extension that might not be granted and miss the bid entirely.

Give me a call or drop me an email if you want to connect.

Thank you,
Marty

Martin Colburn | Sales Manager | (o) 847.876.4676 | martin.colburn@quill.com



A small part of your job is **100%** of ours.

From: Lisa Truax [<mailto:ltruax@lcsc.org>]
Sent: Wednesday, November 11, 2015 11:10 AM
To: Mailbox - Bids and Quotes; Colburn, Martin
Cc: Lisa Truax
Subject: RFP 16.11 - Office Supplies - Quill Follow Up
Importance: High

Good Morning,

Thank you for submitting a response to RFP 16.11 – Office Supplies. The evaluation process has begun and a question has surfaced upon first review. Below you will find the instructions listed on Form C – Pricing Schedule, C.2B – Non Core List.

Instructions. Please complete the table below for all non-core items that your company offers. This marketbasket will be used in the evaluation process when comparing pricing. 500+ rows have been provided, please add additional rows as necessary. Form C.2B has been formatted to print to one-page width. Please note this is a **required form**.

Can you confirm that 531 items represents your entire catalog offerings? The instructions ([above](#)) request a submission of all items that your company offers.

Please respond by **Wednesday, November 11, 2015, by 4:30 p.m.** Thank you.



Lisa M. Truax | Bid & Contract Facilitator
Cooperative Purchasing Connection
218.737.6535 (direct) | 888.739.3289

Form C.2A - Core Items Price Schedule

*Please note this workbook has multiple tabs.

Instructions. Please complete the following information for all of the core items listed below. The items below are high usage items and it is anticipated that deeper discounts will be bid for those specific items. Form C.2A has been formatted to print to one-page width. Please note this is a **required form**.

Responding Company's Name OFFICE DEPOT **REQUIRED FORM**

Product Category	Product Description	Manufacturer	Manufacturer SKU	Vendor SKU	Unit of Measure	Catalog List Price	Category Discount	Net Price To Member
PRESENTATION	PAD,EASEL,SELF STCK,25X30,WHT	3M CO	559VAD6PK	102015	PK	\$ 247.91	57%	\$ 106.59
OFFICE ESSENTIALS	RULER,YARDSTICK,WOOD,BRASS END	ACME UNITED CORP	10425	104042	EA	\$ 5.55	57%	\$ 2.39
OFFICE ESSENTIALS	FLAGS,SIGN HERE,POST-IT(R)	3M CO	680-HVSHR	105873	EA	\$ 17.30	57%	\$ 7.44
OFFICE ESSENTIALS	TABS,WALL MOUNT,1/2X3/4",144/P	ICON INTERNATIONAL INC	MMM7221	106740	PK	\$ 8.25	57%	\$ 3.55
OFFICE ESSENTIALS	FLAG,SIGN & DATE,POST-IT(R)	3M CO	680-HVSD	106748	EA	\$ 17.30	57%	\$ 7.44
WRITING	PENCIL,#2,OD,12/PK	ORIENT INTL HOLDING SHANGHAI	20395EA	107580	DZ	\$ 2.29	77%	\$ 0.53
GENERAL OFFICE PAPER	PAPER ROLL,2-1/4X130,SNGL PLY	TST/IMPRESO INC	108862	108862	PK	\$ 10.88	77%	\$ 2.52
WRITING	PEN,GRIP/ROUND STIC,DOZ,BLACK	BIC CORP	GSMG11BK	112220	DZ	\$ 4.44	66%	\$ 1.52
WRITING	PEN,GRIP/ROUND STIC,DOZ,BLUE	BIC CORP	GSMG11BE	112266	DZ	\$ 4.44	65%	\$ 1.57
LABELS	LABEL,FILE FOLDER,WHT,252/PK	AVERY PRODUCTS CORPORATION	5202	112391	PK	\$ 5.32	57%	\$ 2.29
FILING	FOLDER,LTR,1/3CUT,100BX,ASST 1	SMEAD MFG CO	53LASMT	116253	BX	\$ 41.17	62%	\$ 15.77
PAPER	PAPER,BOISE ASPN,30%REC,LTR,WH	BOISE PAPER	054901-CTN	116946	CT	\$ 216.98	70%	\$ 65.09
OFFICE ESSENTIALS	GLUE,ALL PURPOSE,4OZ	ELMERS PRODUCTS INC	E1322	119677	EA	\$ 2.91	69%	\$ 0.89
MAILROOM/SHIPPING	TAPE,DUCT,1.88"X45YD	SHURTECH BRANDS LLC	394468	122951	RL	\$ 13.82	74%	\$ 3.59
PRESENTATION	PAD,EASEL,40SHT,2PK,25X30,WHT	BI SILQUE VISUAL COMM	FL1219401-002	124540	PK	\$ 74.69	57%	\$ 32.12
PAPER	PAPER,SPLOX,LTR,2500 SHT/CASE	BOISE PAPER	SP8420	125115	CA	\$ 98.61	81%	\$ 18.29
WRITING	CLEANER,BOARD,DRY ERASE,1GAL	SANFORD LP	127731	127731	GA	\$ 38.37	57%	\$ 16.50
WRITING	HIGHLIGHTER,12PK,YELLOW	BEIFA GROUP CO LTD	HY1066-YL	128844	DZ	\$ 9.93	85%	\$ 1.49
OFFICE ESSENTIALS	QUART RUBBER CEMENT	ELMERS PRODUCTS INC	233	132407	QT	\$ 15.46	57%	\$ 6.65
OFFICE ESSENTIALS	PIN,SAFETY,50,PK,AST	SP RICHARDS	LEO83450	136159	PK	\$ 2.10	57%	\$ 0.90
WRITING	LEAD,3 TUBES,HB,0.5MM,BLK	BEIFA GROUP CO LTD	BF05HB	139512	PK	\$ 3.49	94%	\$ 0.21
WRITING	LEAD,HB,0.7MM,BLK,3PK	BEIFA GROUP CO LTD	BF07HB	139640	PK	\$ 3.49	94%	\$ 0.21
BINDERS	PORTFOLIO,PCKT,TWIN,10PK,TEAL	NINGBO GUANGBO IMP & EXP	OD139998	139998	PK	\$ 7.49	57%	\$ 3.22
WRITING	PENCIL,GRIP,WRTBRO,7MM	SANFORD LP	61382	145682	DZ	\$ 9.63	57%	\$ 4.14
WRITING	PENCIL,COLOR,COL-ERASE,CAR RED	SANFORD LP	20045	149047	BX	\$ 13.80	57%	\$ 5.93
WRITING	ERASER,MAGIC RUB,BLOCK SHAPE	SANFORD LP	73201	149088	DZ	\$ 12.24	57%	\$ 5.26
OFFICE ESSENTIALS	TRIMMER,18",GT11,MPL	SP RICHARDS	SWI9118	153401	EA	\$ 196.12	57%	\$ 84.33
FURNITURE	FRAME,EZ MOUNT,PLAS,8.5X11,BLK	VICTORY LIGHT USA	OD1020	160382	EA	\$ 5.99	57%	\$ 2.58
DATED AND FORMS	MONEY/RENT RECEIPT BK 3PT	RR DONNELLEY AND SONS CO	TC1182	162354	EA	\$ 12.38	80%	\$ 2.52
CLEAN/PERSONAL CARE	CLEANER,DESK&OFFICE,15OZ	3M CO	573	172304	EA	\$ 8.88	46%	\$ 4.80
OFFICE ESSENTIALS	TAPE,MAGIC,3M,1/2X1296	SP RICHARDS	MMM81012129	173013	RL	\$ 3.75	57%	\$ 1.61
OFFICE ESSENTIALS	CLIPBOARD,LEGAL,SIZE	OFFICEMATE INTL	83141	174276	EA	\$ 3.99	57%	\$ 1.72
PAPER	PAPER,500SH 24/60,WE	SP RICHARDS	WAU22301	175923	RM	\$ 25.58	70%	\$ 7.67
PAPER	PAPER,LTR 250SH 65#,BGN	SP RICHARDS	WAU22741	176132	PK	\$ 28.49	70%	\$ 8.55
BUSINESS MACHINES	CALCULATOR,SCNTRFC,SLR,TI-30XII	TEXAS INSTRUMENTS INC	TI-30X IIS	176928	EA	\$ 17.00	38%	\$ 10.53
OFFICE ESSENTIALS	STAPLER,ELECTRIC,OPTIMA 45	ACCO BRANDS USA LLC	48209	179230	EA	\$ 219.07	57%	\$ 94.20
WRITING	SHARPENER,PENCIL,BATT,BLK	ELMERS PRODUCTS INC	16750	180076	EA	\$ 10.09	57%	\$ 4.34
WRITING	PENCIL,#2 POLY LEAD,DISP,12/PK	SANFORD LP	30301	181529	DZ	\$ 8.04	57%	\$ 3.46
WRITING	PEN,BALL PT,MEDIUM,STICK,BLUE	SANFORD LP	33111	181578	DZ	\$ 4.64	57%	\$ 2.00
WRITING	PEN,BALL PT,MEDIUM,STICK,RED	SANFORD LP	33211	181586	DZ	\$ 4.64	57%	\$ 2.00
WRITING	PEN,BALL PT,MEDIUM,STICK,BLK	SANFORD LP	33311	181594	DZ	\$ 4.64	57%	\$ 2.00
WRITING	PEN,BALL PT,FINE,STICK,BLUE	SANFORD LP	33611	181610	BX	\$ 4.64	57%	\$ 2.00
WRITING	PEN,BALL PT,FINE,STICK,BLACK	SANFORD LP	33811	181636	DZ	\$ 4.64	57%	\$ 2.00
WRITING	FLUID,CORRECTION,WHITE	SANFORD LP	56401	182089	DZ	\$ 26.16	57%	\$ 11.25
WRITING	FLUID,CORRECTION,F/PEN AND INK	SANFORD LP	74701	182444	EA	\$ 2.16	55%	\$ 0.97
WRITING	PEN,FLAIR,W/PNTGRD,BLUE,DZ	SANFORD LP	84101	182725	DZ	\$ 26.76	57%	\$ 11.51
WRITING	PEN,FLAIR,W/POINTGUARD,DZ,RED	SANFORD LP	84201	182733	DZ	\$ 26.76	57%	\$ 11.51
WRITING	PEN,FLAIR,PNTGRD,DZ,BLK	SANFORD LP	84301	182741	DZ	\$ 26.76	57%	\$ 11.50
WRITING	ORGANIZER,EXPO 2	SANFORD LP	80556	183028	ST	\$ 15.61	57%	\$ 6.71
WRITING	LEAD,7MM,MED,BLK,12-TUBES	PENTEL OF AMERICA LTD	50HB-D24	183806	TB	\$ 1.19	-352%	\$ 5.38
FILING	FOLDER,CLASSIFICATION,LGL,3DIV	SMEAD MFG CO	C502-5A-3D-EA	188003	EA	\$ 10.55	57%	\$ 4.54
ELECTRONIC STORAGE	DVD-R,SPINDLE,TDK,50/PK	IMATION ENTERPRISES CORP	77000015899	188395	PK	\$ 29.99	38%	\$ 18.59
SCHOOL SUPPLIES	CARD,INDEX,RDL,3X5,5 AST,100PK	ESSELTE CORP	40280	189654	PK	\$ 3.47	57%	\$ 1.49
SCHOOL SUPPLIES	CARD,INDX,RDL,5X8,8PT,WHT,100P	ESSELTE CORP	51	189662	PK	\$ 4.93	89%	\$ 0.55
PAPER	PAPER,X-9,11",20LB,10/CASE	BOISE PAPER	OX9001-CTN	196517	CA	\$ 194.91	77%	\$ 45.43
PAPER	PAPER,X-9,8.5X14,20LB,10/CASE	BOISE PAPER	OX9004-CTN	196643	CT	\$ 271.54	98%	\$ 6.38
PAPER	PAPER,X-9,11X17,20LB,5/CASE	BOISE PAPER	OX9007-CTN	196652	CA	\$ 206.10	82%	\$ 36.40
OFFICE ESSENTIALS	CLIP DISPENSER,LARGE,CLR/BK	AIVEN ON STATIONERY CO LTD	CLIP-DISPENSEH	199784	EA	\$ 4.21	57%	\$ 1.81
WRITING	Q1 MARKER,MEDIUM,MAJOR ACCEN	SANFORD LP	25005	203125	DZ	\$ 14.16	57%	\$ 6.09
WRITING	HIGHLIGHTER,MAJ ACC,YEL,DOZ	SANFORD LP	25025	203174	DZ	\$ 14.16	61%	\$ 5.46
WRITING	HIGHLIGHTER,MAJ ACCENT,6PK,AST	SANFORD LP	25076	203190	ST	\$ 7.66	57%	\$ 3.29
WRITING	MARKER,SHARPIE,FINE,DZ,BLACK	SANFORD LP	30001	203349	DZ	\$ 18.12	64%	\$ 6.51
WRITING	MARKER,SHARPIE,FINE,DZ,RED	SANFORD LP	30002	203356	DZ	\$ 18.12	64%	\$ 6.58
WRITING	CLEANER,BOARD,DRY ERASE,8 OZ	SANFORD LP	81803	204057	EA	\$ 4.82	67%	\$ 1.58
OFFICE ESSENTIALS	GLUE,SCHOOL,ELMERS,GALLON	ELMERS PRODUCTS INC	E340NR	205351	EA	\$ 18.99	57%	\$ 8.17
WRITING	ERASER,CAP,RED,12/PK	BLUE GIANT SHANGHAI INC	BG206503	206503	PK	\$ 1.39	94%	\$ 0.09
BINDERS	BINDER,JB,VW,RR,0.5",WHT,12PK	RR DONNELLEY AND SONS CO	OD02793	207001	PK	\$ 80.48	57%	\$ 34.61
BINDERS	BINDER,JB,VW,RR,1",WHT,2PK	RR DONNELLEY AND SONS CO	OD02766	207163	PK	\$ 13.69	57%	\$ 5.89
SCHOOL SUPPLIES	CUSHIONS,PENCIL,RIBBED,50	SP RICHARDS	TC019711	208989	BX	\$ 13.95	57%	\$ 6.00
WRITING	PENCIL,GOLF,SHRPND,144PK,YLW	DIXON TICONDEROGA INC	14998	212634	PK	\$ 22.36	57%	\$ 9.61
LABELS	LABEL,OD,DL,FILE,1/3,1500,WHT	NAKAGAWA MFG USA INC	505-0004-0013	220424	PK	\$ 22.49	57%	\$ 9.67
MAILROOM/SHIPPING	TAPE,MP,1.89X54.6,6PK,CLEAR	3M CO	OD-A19-6	220690	PK	\$ 12.00	62%	\$ 4.55
OFFICE ESSENTIALS	STAPLE,1/4",15-25SHT,5000BX	ACCO BRANDS USA LLC	35440	221044	BX	\$ 4.65	57%	\$ 2.00
OFFICE ESSENTIALS	STAPLE,1/4",15-25 SHT,5000BX	ACCO BRANDS USA LLC	35450	221051	BX	\$ 4.65	66%	\$ 1.58
OFFICE ESSENTIALS	CLIP,PPR,#1,PRM SMTH,OD,500PK	OFFICEMATE INTL	10008	221720	PK	\$ 6.59	59%	\$ 2.70
WRITING	PEN,LIQUID,EXPRESSO,BLACK	SANFORD LP	31001	222061	DZ	\$ 36.36	57%	\$ 15.63
DATED AND FORMS	PAD,PERF,OD,LGL,RDL,8.5X14,CAN	TOPS BUSINESS FORMS INC	99420	223111	DZ	\$ 44.34	57%	\$ 19.07
DATED AND FORMS	PAD,PERF,8.5X14,OD,WHT,LGL,RDL	TOPS BUSINESS FORMS INC	99419	223291	DZ	\$ 44.34	57%	\$ 19.07
DATED AND FORMS	MONEY/RENT RECEIPT BK 2 PT	RR DONNELLEY AND SONS CO	SC1152	223487	EA	\$ 11.12	79%	\$ 2.28
WRITING	MARKER,PERM,CHISEL TP,LRG,ORN	AVERY PRODUCTS CORPORATION	8883	224337	EA	\$ 1.52	59%	\$ 0.63
SCHOOL SUPPLIES	PAPER,CONST,PURP,12X18	PACON CORP	103051EA	230102	PK	\$ 6.49	49%	\$ 3.33
OFFICE ESSENTIALS	TAPE,SCOTCH MAGIC,3/4X1000,4PK	3M CO	810K4-GW3	232403	PK	\$ 16.48	57%	\$ 7.09

ADDITIONAL CORE ITEMS REFERENCE SHEET

Product Category	Product Description	Manufacturer	Manufacturer SKU	Vendor SKU	Unit of Measure	Catalog List Price	Category Discount	Net Price To Member
CLEAN/PERSONAL CARE	BATTERY,AA 16 PACK	DURACELL	MN1500B16	242237	EA	\$ 23.50	57%	\$ 10.11
OFFICE ESSENTIALS	RULER,12",NON-SHATTER,CLR	SP RICHARDS	ACM13862	242745	EA	\$ 1.65	55%	\$ 0.74
OFFICE ESSENTIALS	CLIP,MAGNET,SQUARE,LARGE,3PK	AIVEN ON STATIONERY CO LTD	AV-MGL	242767	PK	\$ 7.01	57%	\$ 3.01
OFFICE ESSENTIALS	CLIP,MAGNET,BULLDOG,LG,3PK	AIVEN ON STATIONERY CO LTD	AV-MGCL	242785	PK	\$ 6.74	57%	\$ 2.90
OFFICE ESSENTIALS	CLIP,MAGNET,BULLDOG,SML,3PK	AIVEN ON STATIONERY CO LTD	AV-MGCS	242794	PK	\$ 5.52	57%	\$ 2.37
PAPER	OD BLUE TOP 96B 11" RM	SOUTH COAST SOLUTIONS LLC	PC8611RM	244491	RM	\$ 28.60	86%	\$ 4.13
WRITING	FLUID,CORRECTION,WHT	SANFORD LP	28411	245118	EA	\$ 2.01	57%	\$ 0.86
BREAKROOM	CUP,FOAM,12 OZ,1M/CTN,WE	LAGASSE LLC	DCC 12 12	246480	CT	\$ 76.84	46%	\$ 41.49
CLEAN/PERSONAL CARE	TISSUE,TOILET,2PLY,60RL	LAGASSE LLC	KCC 17713	251600	CT	\$ 102.81	44%	\$ 57.16
WRITING	TAPE,CORRECTION,LP DRYLINE,2PK	SANFORD LP	6624	254089	PK	\$ 8.75	60%	\$ 3.52
PAPER	PAPER,ASTRO,LTR,COSMIC ORANGE	NEENAH PAPER INC	21658	255815	RM	\$ 25.58	70%	\$ 7.67
PAPER	PAPER,ASTBRT CVR,65# PULSAR,PK	NEENAH PAPER INC	21041	255913	PK	\$ 22.71	67%	\$ 7.60
WRITING	MARKER,EXPO 2,RED	SANFORD LP	80002	256861	DZ	\$ 25.32	66%	\$ 8.65
WRITING	MARKER,DRY ERASE,EXPO II,BLACK	SANFORD LP	82001	256901	DZ	\$ 25.32	57%	\$ 10.89
WRITING	MARKER,HILITER,EF4009,FLUOR	SANFORD LP	64324	257611	DZ	\$ 11.28	77%	\$ 2.58
WRITING	MARKER,DRY ERASE,CHSL,EXPO,BRN	SANFORD LP	83007	258011	DZ	\$ 26.52	57%	\$ 11.40
WRITING	MARKER,PERM,CHISEL TP,LRG,GRN	AVERY PRODUCTS CORPORATION	8885	258041	DZ	\$ 18.24	76%	\$ 4.32
WRITING	PEN,OHP,FINE,VIS-A-VIS,RED	SANFORD LP	16002	258231	DZ	\$ 23.52	57%	\$ 10.11
WRITING	MARKER,DRY ERASE,CHSL,EXPO,PUR	SANFORD LP	83008	258321	DZ	\$ 26.52	62%	\$ 10.06
WRITING	MRKR,D/E,CHL,EXP,ORN	SANFORD LP	83006	258351	DZ	\$ 26.52	97%	\$ 0.90
WRITING	MARKER,DRY ERASE,FINE,EXPO,BLK	SANFORD LP	84001	258781	DZ	\$ 22.20	57%	\$ 9.55
WRITING	MARKER,CHISEL TIP,EXPO,DZ,BLK	SANFORD LP	80001	259251	DZ	\$ 25.32	66%	\$ 8.65
WRITING	MARKER,CHISEL TIP,EXPO 2,BLUE	SANFORD LP	80003	259271	DZ	\$ 25.32	66%	\$ 8.65
OFFICE ESSENTIALS	TAPE,SCOTCH,6/PK	3M CO	6122	259633	PK	\$ 21.38	57%	\$ 9.19
WRITING	PEN,OHP,FINE,VIS-A-VIS,BLUE	SANFORD LP	16003	262271	DZ	\$ 23.52	57%	\$ 10.11
DATED AND FORMS	BOOK,STENO,RECY,GREGG,80PG,WHT	TOPS BUSINESS FORMS INC	74688	268081	DZ	\$ 64.47	67%	\$ 21.09
MAILROOM/SHIPPING	TAPE,PACKAGING,SCOTCH(R),PK12	3M CO	3850-12DP3	268328	PK	\$ 119.04	57%	\$ 51.19
WRITING	MARKER,EXPO 2,FINE,4-PK,AST	SANFORD LP	86674	268601	PK	\$ 6.82	63%	\$ 2.49
BINDERS	BINDER,VIEW,RND RING,3",BLACK	ABISCO PRODUCTS INC	MVB11-30BK	270270	EA	\$ 11.50	57%	\$ 4.95
OFFICE ESSENTIALS	PINS,MAP,100PK,ASTD	AIVEN ON STATIONERY CO LTD	ODMPSN-100	271657	PK	\$ 2.69	57%	\$ 1.16
OFFICE ESSENTIALS	NOTE,PST-IT(R),POP-UP,3X3,PK12	3M CO	R330-U-ALT	272192	PK	\$ 27.75	57%	\$ 11.93
PAPER	PAPER,COPY,WHITE TOP,10/CA	DOMTAR PAPER CO LLC	40428	273646	CA	\$ 189.00	83%	\$ 31.99
SCHOOL SUPPLIES	PAPER,CONST,12X18WHTGW	PACON CORP	103613EA	273664	PK	\$ 4.79	50%	\$ 2.38
SCHOOL SUPPLIES	PAPER,CONST,9X12,GREEN	PACON CORP	103596EA	273706	PK	\$ 2.29	68%	\$ 0.74
SCHOOL SUPPLIES	PAPER,CONST,9X12,50SHTS,BLUE	PACON CORP	103600EA	273789	PK	\$ 2.19	62%	\$ 0.84
SCHOOL SUPPLIES	PAPER,CONST,9X12,BROWN	PACON CORP	103605	273953	PK	\$ 2.29	45%	\$ 1.26
SCHOOL SUPPLIES	PAPER,CONST,9X12,ORN	PACON CORP	103594EA	274217	PK	\$ 2.39	47%	\$ 1.26
OFFICE ESSENTIALS	STAPLER,FULL STRIP,PLASTIC	MAPED HELIX USA INC	75310D	275714	EA	\$ 14.54	83%	\$ 2.54
BINDERS	PROTECTOR,SHT,OD,NONGLR,200BX	CHUNG TIN INDUSTRIAL LTD	OD279376	279376	BX	\$ 25.95	57%	\$ 11.16
OFFICE ESSENTIALS	RULER,WOOD,METRIC,30CM	ACME UNITED CORP	10702	279744	EA	\$ 2.55	93%	\$ 0.17
PRESENTATION	FLIP CHART, RP,27X34,WHT 4PK	BI SILQUE VISUAL COMM	FL2318702-002	281448	PK	\$ 95.99	57%	\$ 41.28
WRITING	MARKER,EXPO 2 CHISEL,ASTD 4PK	SANFORD LP	80174	284571	PK	\$ 8.40	66%	\$ 2.85
WRITING	TAPE,CORRECTN,D,ULTRA,3PK,AST	SANFORD LP	1818799	286717	PK	\$ 11.96	57%	\$ 5.14
OFFICE ESSENTIALS	RUBBERBAND,BRITES,ALLIANCE	ALLIANCE RUBBER CO	7706	287730	BX	\$ 3.14	62%	\$ 1.19
BINDERS	REFILL,LAMINATION,DUAL,3MDL951	3M CO	DL951	297682	EA	\$ 81.13	63%	\$ 30.20
FILING	FOLDER,REINF TB,LGL,100BX,MNLA	SMEAD MFG CO	15334	301838	BX	\$ 52.52	57%	\$ 22.58
BINDERS	BINDER,3",EO,CV,D-RING,WHITE	RR DONNELLEY AND SONS CO	OD303119	303119	EA	\$ 18.49	85%	\$ 2.81
BINDERS	BINDER,EO,CV,D-RING,4" WHITE	RR DONNELLEY AND SONS CO	OD303217	303217	EA	\$ 26.22	88%	\$ 3.06
CLEAN/PERSONAL CARE	PAPER,TOWEL,ROLL,2PLY,15/CA	LAGASSE LLC	MAC 6709-01	303361	CT	\$ 36.01	46%	\$ 19.45
FILING	FOLDER,CLASS,LTR,2/5 1DIV,MLA	SMEAD MFG CO	13700	304571	BX	\$ 49.60	57%	\$ 21.33
DATED AND FORMS	PAD,PERF,8.5X11,OD,LGL RLD,12P	TOPS BUSINESS FORMS INC	99401	305466	DZ	\$ 36.83	89%	\$ 3.96
DATED AND FORMS	PAD,PERF,8.5X11,OD,12PK,LGL RL	TOPS BUSINESS FORMS INC	99400	305706	DZ	\$ 36.83	89%	\$ 3.96
DATED AND FORMS	PAD,PERF,5X8,LGL,WHT,RLD,12PK	TOPS BUSINESS FORMS INC	99422	306902	DZ	\$ 33.28	94%	\$ 1.86
PC ACCESSORIES	WIPES,DESK/OFFICE,WE	3M CO	CL564	307008	EA	\$ 8.88	38%	\$ 5.51
OFFICE ACCESSORIES	HOLDER,DOCUMENT,IN-LINE	3M CO	DH630	307024	EA	\$ 85.79	34%	\$ 56.62
DATED AND FORMS	PAD,WHILE-U-OUT,12PK	RR DONNELLEY AND SONS CO	9711D	307264	DZ	\$ 5.68	57%	\$ 2.44
DATED AND FORMS	PAD,STENO,6X9,GREGG,DOZ,70SHT	TOPS BUSINESS FORMS INC	99470	307389	DZ	\$ 45.71	57%	\$ 19.66
DATED AND FORMS	PAD,PERF,5X8,CAN,LGL,RLD,12PK	TOPS BUSINESS FORMS INC	99421	307397	DZ	\$ 33.28	57%	\$ 14.31
WRITING	ERASER,DRY ERASE,EXPO	SANFORD LP	81505	307512	EA	\$ 3.88	71%	\$ 1.13
FILING	FOLDER,2/5 RIGHT OF CTR,1 DIV	SMEAD MFG CO	C402-5A-1D-EA	307942	EA	\$ 5.51	57%	\$ 2.37
FILING	FOLDER,CLASS,LETTER,2DIV	SMEAD MFG CO	C402-5A-2D-EA	307959	EA	\$ 6.50	57%	\$ 2.80
OFFICE ESSENTIALS	CLIP,PAPER,NSKID,OD,JMB,10PK	OFFICEMATE INTL	10005	308114	PK	\$ 18.75	72%	\$ 5.31
OFFICE ESSENTIALS	CLIP,PAPER,JMB,SMTH,OD,10PK	OFFICEMATE INTL	10004	308239	PK	\$ 23.73	89%	\$ 2.69
OFFICE ESSENTIALS	CLIP,PPR,#1,NSKD,OD,10PK	OFFICEMATE INTL	10002	308353	PK	\$ 6.35	83%	\$ 1.06
OFFICE ESSENTIALS	CLIP,PAPER,#1,SMTH,OD,10PK	OFFICEMATE INTL	10001	308478	PK	\$ 7.41	86%	\$ 1.06
OFFICE ESSENTIALS	CLIP,BINDER,LARGE,2IN,12BX	AIVEN ON STATIONERY CO LTD	RTT-001958-HI	308957	BX	\$ 4.71	57%	\$ 2.03
SCHOOL SUPPLIES	ERASER,FELT,DELUXE	ACCO BRANDS USA LLC	804526	309443	EA	\$ 3.44	57%	\$ 1.48
PC ACCESSORIES	MOUSEPAD,RUBBER,SILVER	WELL LANDS ENT CO LTD	MPC-PBU-RUB-S	310419	EA	\$ 7.27	39%	\$ 4.46
MAILROOM/SHIPPING	ENVELOPE,3.62X6.5,SUB,500BX,WH	CENVEO CORP	78105	311008	BX	\$ 17.34	57%	\$ 7.46
FILING	FOLDER,LTR,1/5CUT,100BX,MANILA	SMEAD MFG CO	155L	316356	BX	\$ 33.08	75%	\$ 8.11
FILING	FOLDER,REINF TB,LTR,100BX,MNLA	SMEAD MFG CO	10334	316471	BX	\$ 41.46	75%	\$ 10.19
PAPER	OD RED TOP 3HP BSD RM	DOMTAR PAPER CO LLC	8510310DRM	317321	RM	\$ 21.86	84%	\$ 3.60
BINDERS	LMNTNG ROLL,1.5ML,18X500,2PK	ACCO BRANDS USA LLC	3000003B	320264	PK	\$ 57.99	57%	\$ 24.94
CLEAN/PERSONAL CARE	BATTERY,ALKA,PROCELL,D,12/BX	SP RICHARDS	DRUPC1300	326211	BX	\$ 21.00	57%	\$ 9.07
WRITING	MARKER,CHISEL TIP,EXPO 2,GREEN	SANFORD LP	80004	328649	DZ	\$ 25.32	57%	\$ 10.85
OFFICE ESSENTIALS	TRIMMER,PPR,GT II SERIES,12IN	ACCO BRANDS USA LLC	9112	330379	EA	\$ 84.04	57%	\$ 36.14
OFFICE ESSENTIALS	TRIMMER,PPR,GT II SERIES,15IN	ACCO BRANDS USA LLC	9115	330440	EA	\$ 120.60	57%	\$ 51.86
MAILROOM/SHIPPING	ENVELOPE,CLASP,KRAFT,6X9,100BX	CENVEO CORP	78955	330744	BX	\$ 16.16	80%	\$ 3.22
MAILROOM/SHIPPING	ENVELOPE,CLASP,28LB,#63,100BX	CENVEO CORP	77963	330768	BX	\$ 24.66	64%	\$ 8.80
MAILROOM/SHIPPING	ENVELOPE,CLASP,28LB,#75,100BX	CENVEO CORP	77975	330776	BX	\$ 21.24	57%	\$ 9.13
MAILROOM/SHIPPING	ENVELOPE,CLSP,RCYCL,9X12,100BX	CENVEO CORP	78990	330808	BX	\$ 27.29	84%	\$ 4.38
MAILROOM/SHIPPING	ENVELOPE,CLASP,28LB,#93,100BX	CENVEO CORP	77993	330840	BX	\$ 32.61	74%	\$ 8.60
MAILROOM/SHIPPING	ENVELOPE,CLASP,28LB,#97,100BX	CENVEO CORP	78997	330888	BX	\$ 32.99	84%	\$ 5.28
MAILROOM/SHIPPING	ENVELOPE,CLASP,10X15,100BX	CENVEO CORP	77998	330920	BX	\$ 40.55	71%	\$ 11.92
MAILROOM/SHIPPING	ENVELOPE,CLASP,28LB,#105,100BX	CENVEO CORP	77905	330952	BX	\$ 44.00	67%	\$ 14.56
MAILROOM/SHIPPING	ENVELOPE,CLASP,12X15.5,100BX	CENVEO CORP	78910	330960	BX	\$ 42.83	64%	\$ 15.56
MAILROOM/SHIPPING	MOISTENER,ENVELOPE	CENVEO CORP	46065	332013	EA	\$ 3.37	64%	\$ 1.21
ELECTRONIC STORAGE	CD-R,80MIN,SPINDLE,50PK	IMATION ENTERPRISES CORP	32024563	332629	PK	\$ 23.19	38%	\$ 14.38
SCHOOL SUPPLIES	PAPER,CONST,VIOLET,9X12	PACON CORP	103009	338244	PK	\$ 3.29	51%	\$ 1.60
SCHOOL SUPPLIES	PAPER,CONST,ORN,12X18	PACON CORP	103034EA	338434	PK	\$ 6.59	59%	\$ 2.71
SCHOOL SUPPLIES	PAPER,CONST,BLUE,12X18	PACON CORP	103054EA	338475	PK	\$ 6.59	59%	\$ 2.68

ADDITIONAL CORE ITEMS REFERENCE SHEET

Product Category	Product Description	Manufacturer	Manufacturer SKU	Vendor SKU	Unit of Measure	Catalog List Price	Category Discount	Net Price To Member
SCHOOL SUPPLIES	PAPER,CONST,YEL,12X18	PACON CORP	103036EA	338533	PK	\$ 6.59	59%	\$ 2.68
SCHOOL SUPPLIES	PAPER,CONST,WHITE,9X12	PACON CORP	103026EA	338608	PK	\$ 3.39	63%	\$ 1.24
SCHOOL SUPPLIES	PAPER,CONST,FSTGRN,12X18	PACON CORP	103038EA	338715	PK	\$ 6.59	59%	\$ 2.71
SCHOOL SUPPLIES	PAPER,CONST,FSTRED,12X18	PACON CORP	103432EA	338756	PK	\$ 6.59	60%	\$ 2.66
OFFICE ESSENTIALS	GLUE,STICK,ELMERS,.21 OZ	ELMERS PRODUCTS INC	E514	340356	EA	\$ 7.32	36%	\$ 4.70
SCHOOL SUPPLIES	ERASER,CHALKBOARD,12" LONG	ACCO BRANDS USA LLC	ESC12	342352	EA	\$ 11.24	57%	\$ 4.83
WRITING	HIGHLIGHTER,LIQUID,ACCENT,5/PK	SANFORD LP	24575	343551	PK	\$ 10.24	57%	\$ 4.40
CLEAN/PERSONAL CARE	BATTERY,AA,1.5V,ENERGIZER,4/PK	ENERGIZER BATTERY INC	E91BP-4	343749	PK	\$ 7.38	57%	\$ 3.17
OFFICE ESSENTIALS	CLAMPS,BUTTERFLY,IDEAL,#2	SP RICHARDS	ACC72620	344134	BX	\$ 3.29	57%	\$ 1.41
OFFICE ESSENTIALS	CLAMPS,BUTTERFLY,IDEAL,#1	SP RICHARDS	ACC72610	344206	BX	\$ 2.15	57%	\$ 0.92
OFFICE ESSENTIALS	T-PINS,100/PK	AIVEN ON STATIONERY CO LTD	LF-70	344615	PK	\$ 5.39	57%	\$ 2.32
PAPER	PAPER,COPIER,20#,LTR,BLU,500SH	DOMTAR PAPER CO LLC	3R05856	345637	RM	\$ 16.01	74%	\$ 4.15
PAPER	PAPER,COPY,8.5X11,500SH,GRN	DOMTAR PAPER CO LLC	3R05857	345645	RM	\$ 16.01	74%	\$ 4.14
PAPER	PAPER,COPY,8.5X11,500SH,PINK	DOMTAR PAPER CO LLC	3R05859	345652	RM	\$ 16.01	74%	\$ 4.16
PAPER	PAPER,COPY,8.5X11,YEL,500SH	DOMTAR PAPER CO LLC	3R05858	345660	RM	\$ 16.01	74%	\$ 4.17
PAPER	PAPER,COPY,8.5X11,500SH,BUFF	DOMTAR PAPER CO LLC	3R05860	345678	RM	\$ 16.01	74%	\$ 4.13
PAPER	PAPER,COPY,8.5X11,500SH,GOLDROD	DOMTAR PAPER CO LLC	3R05861	345686	RM	\$ 16.01	74%	\$ 4.15
PAPER	PAPER,COPY,8.5X11,IVY,500SH	DOMTAR PAPER CO LLC	3R05862	345694	RM	\$ 16.01	74%	\$ 4.14
PAPER	PAPER,COPY,8.5X11,500SH,GREY	DOMTAR PAPER CO LLC	3R20079	345702	RM	\$ 16.01	74%	\$ 4.13
WRITING	MARKER,EXPO 2,CHISEL PT,8COLOR	SANFORD LP	80078	345997	ST	\$ 15.25	63%	\$ 5.61
OFFICE ESSENTIALS	SCISSOR,8",STRT,RBR HANDLE	SP RICHARDS	SPR25226	347416	EA	\$ 11.67	96%	\$ 0.52
PAPER	PAPER,COPY,OD,CASE,LEGAL,10RM	DOMTAR PAPER CO LLC	8540010D	348045	CA	\$ 279.95	72%	\$ 77.89
PAPER	VLM BRSTL67#8.5X11 BLUE	NEENAH PAPER INC	81328	348250	PK	\$ 16.30	70%	\$ 4.88
PAPER	VLM BRSTL67 8.5/11 CNRY	NEENAH PAPER INC	81338	348268	PK	\$ 16.30	70%	\$ 4.88
WRITING	PEN,BP,STCK,GRP,MD,24PK,BLK	CELLO WRITING AIDS PVT LTD	15011	355346	PK	\$ 7.99	86%	\$ 1.09
WRITING	PEN,STIC GRIP,FINE,BLK	BIC CORP	GSFG11-BK	360051	DZ	\$ 4.44	65%	\$ 1.57
DATED AND FORMS	BOOK,RECORD & ROLL	ACCO BRANDS CORP	50153	361161	EA	\$ 7.49	50%	\$ 3.73
PAPER	PAPER,ASTRO,8.5X11,TERRA GREEN	NEENAH PAPER INC	21588	364065	RM	\$ 25.58	76%	\$ 6.18
LABELS	LABEL,LSR,ADDR,WHT,3000CT	AVERY PRODUCTS CORPORATION	5160	364364	BX	\$ 47.68	57%	\$ 20.49
BINDERS	DIVIDER,INSERT,5TAB,6SETS/PK	ASIA FILE PRODUCTS SDN BHD	OD369088	369088	PK	\$ 6.95	89%	\$ 0.78
BINDERS	DIVIDER,INSERT,OD,8TAB,CLR,4PK	ASIA FILE PRODUCTS SDN BHD	OD369113	369113	ST	\$ 7.96	90%	\$ 0.81
BINDERS	OD,DIV,INSERT,5TAB,CLR,6ST/PK	ASIA FILE PRODUCTS SDN BHD	OD369275	369275	ST	\$ 6.95	89%	\$ 0.78
OFFICE ESSENTIALS	POST-IT FLAGS,SM,140 CT,4COLOR	3M CO	683-4	369571	PK	\$ 7.20	57%	\$ 3.10
CLEAN/PERSONAL CARE	WASTEBASKET,MED,"WE RECY",BLU	RUBBERMAID COMMERCIAL	2956-06BLUE/2	373860	EA	\$ 10.40	65%	\$ 3.60
BUSINESS MACHINES	CALCULATOR,FINANCIAL,HP12C	SYNNEX CORP	12C#ABA	375196	EA	\$ 94.95	38%	\$ 58.87
OFFICE ESSENTIALS	SCISSORS,STRAIGHT,OD,8",BLACK	HANGZHOU GREAT STAR IND CO	30029	375667	EA	\$ 6.86	93%	\$ 0.46
PC ACCESSORIES	CASE,JEWEEL,SLIM,30/PK,ASTD CLR	IMATION ENTERPRISES CORP	32020017128	381172	PK	\$ 12.99	38%	\$ 8.05
WRITING	MARKER,PERM,CHSL,DZ,BLK	AVERY PRODUCTS CORPORATION	98028	392522	DZ	\$ 18.33	70%	\$ 5.52
CLEAN/PERSONAL CARE	TISSUE,FCL,FLAT BOX,30/CA,WHT	CASCADES TISSUE GROUP	4569A1	393430	CA	\$ 37.69	46%	\$ 20.35
BINDERS	BINDER,OD,VIEW,RR,3",WHITE	RR DONNELLEY AND SONS CO	OD02786	396201	EA	\$ 9.99	82%	\$ 1.78
BINDERS	BINDER,OD,VIEW,RR,1.5",WHITE	RR DONNELLEY AND SONS CO	OD02769	396251	EA	\$ 7.49	84%	\$ 1.23
BINDERS	BINDER,OD,VIEW,RR,1.5",BLACK	RR DONNELLEY AND SONS CO	OD02768	396271	EA	\$ 7.49	34%	\$ 4.91
BINDERS	BINDER,OD,VIEW,RR,1",BLACK	RR DONNELLEY AND SONS CO	OD02767	396311	EA	\$ 6.24	85%	\$ 0.96
WRITING	PEN,GRIP STIC,MED,RED	BIC CORP	GSMG11RD	396521	DZ	\$ 4.44	71%	\$ 1.28
BINDERS	BINDER,OD,VIEW,RR,5",BLACK	RR DONNELLEY AND SONS CO	OD02771	396921	EA	\$ 4.36	23%	\$ 3.36
PC ACCESSORIES	KEYBOARD,LEVER FREE ARM,ADJ,3M	SP RICHARDS	MMMMAKT150LE	397181	EA	\$ 453.70	38%	\$ 281.29
PAPER	PAPER,FRWX,8.5X11,24,OE	UNITED STATIONERS CO	CASMP2241TE	398335	RM	\$ 19.68	68%	\$ 6.32
PAPER	PAPER,FRWX,8.5X11,24,TL	UNITED STATIONERS CO	CASMP2241TL	398345	RM	\$ 19.68	68%	\$ 6.32
BUSINESS MACHINES	CALCULATOR,PRINTING,EL2630PIII	VICTOR TECHNOLOGY	EL2630P111	398503	EA	\$ 129.99	38%	\$ 80.59
OFFICE ESSENTIALS	CLIPS,BINDER,MINI,BLK,60PK	AIVEN ON STATIONERY CO LTD	LF-33	400866	PK	\$ 5.38	90%	\$ 0.52
LABELS	LABEL,PAP,3.5X15/16,PIN-FED	AVERY PRODUCTS CORPORATION	30720	400929	BX	\$ 34.59	57%	\$ 14.87
WRITING	PEN,BPNT,ECO,R,STIC,50PK,RED	BIC CORP	GSME509-RED	402509	PK	\$ 10.56	69%	\$ 3.28
PRESENTATION	FILM,TRANS,WRITE-ON,5.0MIL	ACCO BRANDS USA LLC	VW0100C-BE	405449	BX	\$ 37.17	57%	\$ 15.98
PRESENTATION	FILM,PLN COPIER,BLK/CLR,100/BX	ACCO BRANDS USA LLC	VPP100CE	405472	BX	\$ 50.99	57%	\$ 21.93
PRESENTATION	FILM,TRNSP,CG7070,PRNTR,LSR,CL	ACCO BRANDS USA LLC	VCG7070E	409971	EA	\$ 71.20	57%	\$ 30.62
WRITING	MARKER,PERM,CHSL,DZ,RED	AVERY PRODUCTS CORPORATION	8887	411678	DZ	\$ 18.24	57%	\$ 7.84
WRITING	MARKER,PERM,CHISEL TP,LRG,BLU	AVERY PRODUCTS CORPORATION	8886	411686	DZ	\$ 18.24	57%	\$ 7.84
LABELS	BADGE,NAME,HELLO,100PK,BE BRDR	AVERY PRODUCTS CORPORATION	OD98838	412524	PK	\$ 5.99	57%	\$ 2.58
OFFICE ESSENTIALS	RUBBERBANDS,#54ASST,1/4LB	SP RICHARDS	ALL42549	420515	BX	\$ 3.29	57%	\$ 1.41
PAPER	PAPER,ASTRO,PULSAR PINK	NEENAH PAPER INC	21038	420919	RM	\$ 25.58	76%	\$ 6.22
PAPER	PAPER,COPY,8.5X11,RE-ENTRY,RED	NEENAH PAPER INC	21558	420927	RM	\$ 25.58	74%	\$ 6.53
PAPER	PAPER,ASTRO,LTR,SLR YEL	NEENAH PAPER INC	21538	420935	RM	\$ 25.58	75%	\$ 6.31
OFFICE ESSENTIALS	NOTE,OD,3" X 3",18/PK,YELLOW	3M CO	OD-3318Y	420994	PK	\$ 16.18	87%	\$ 2.03
PAPER	PAPER,ASTROBRIGHT 65#,LTR,GRN	NEENAH PAPER INC	21788	423545	PK	\$ 22.71	66%	\$ 7.83
PAPER	PAPER,COVER,65#,LTR,250PK,WHITE	NEENAH PAPER INC	21408	423983	PK	\$ 19.30	70%	\$ 5.79
PAPER	PAPER,ASTROBRT 65#,LTR,RE RED	NEENAH PAPER INC	21758	424241	PK	\$ 22.71	70%	\$ 6.80
PAPER	PAPER,ASTROBRT #65,LTR,SLR YLW	NEENAH PAPER INC	21738	424367	PK	\$ 22.71	66%	\$ 7.83
OFFICE ESSENTIALS	STAPLE REMOVER,BLACK	NINGBO DELI IMP & EXP CO LTD	KK0494	427111	EA	\$ 2.99	94%	\$ 0.17
OFFICE ESSENTIALS	PUNCH,3HOLE,ADJ RUBBER HDL,BLK	TUNG YUNG INTL LTD	999	427151	EA	\$ 32.57	57%	\$ 13.92
MAILROOM/SHIPPING	TAPE,SEAL,BOX,2X55YDS,6PK,CLR	3M CO	3750-6	427261	PK	\$ 56.45	59%	\$ 23.09
OFFICE ESSENTIALS	CLIP,BINDER,SMALL,12/BOX	AIVEN ON STATIONERY CO LTD	825182BX	429415	BX	\$ 1.49	57%	\$ 0.64
OFFICE ESSENTIALS	CLIP,BINDER,MEDIUM,	AIVEN ON STATIONERY CO LTD	825190BX	429431	BX	\$ 1.99	57%	\$ 0.86
WRITING	ERASER,CLIC,PENTEL,4PACK	PENTEL OF AMERICA LTD	ZE21BPZ4-D24	430496	PK	\$ 9.00	57%	\$ 3.87
OFFICE ESSENTIALS	STAPLES,STANDARD,3/PACK	SHAOXING SHUNXING MET'L PRODTNG	2663	432087	PK	\$ 9.09	90%	\$ 0.95
BINDERS	PORTFOLIO,PCKET,W/FST,10PK,BLU	NINGBO GUANGBO IMP & EXP	OD433573	433573	PK	\$ 14.69	63%	\$ 5.37
BINDERS	PORTFOLIO,POCKET,W/FAST,10PK	NINGBO GUANGBO IMP & EXP	OD433581	433581	PK	\$ 12.49	57%	\$ 5.37
BINDERS	PORTFOLIO,PCKET,W/FST,10PK,BLU	NINGBO GUANGBO IMP & EXP	OD433599	433599	PK	\$ 12.49	57%	\$ 5.37
BINDERS	PORTFOLIO,2PKT,W/FAST,10PK,RED	NINGBO GUANGBO IMP & EXP	OD433607	433607	PK	\$ 14.72	64%	\$ 5.37
BINDERS	PORTFOLIO,POCKET,TWIN,10PK,WHT	NINGBO GUANGBO IMP & EXP	OD433649	433649	PK	\$ 7.49	57%	\$ 3.22
BINDERS	PORTFOLIO,POCKET,TWIN,10PK,RED	NINGBO GUANGBO IMP & EXP	OD433656	433656	PK	\$ 8.58	84%	\$ 1.39
BINDERS	PORTFOLIO,POCKET,TWIN,10PK,BLU	NINGBO GUANGBO IMP & EXP	OD433664	433664	PK	\$ 8.54	84%	\$ 1.39
BINDERS	PORTFOLIO,POCKET,TWIN,10PK,BLK	NINGBO GUANGBO IMP & EXP	OD433672	433672	PK	\$ 8.50	62%	\$ 3.22
BINDERS	PORTFOLIO,POCKET,TWIN,10PK,LTB	NINGBO GUANGBO IMP & EXP	OD433680	433680	PK	\$ 8.58	84%	\$ 1.39
OFFICE ESSENTIALS	GLUE,SCHOOL,CLEAR,5 OZ.	SP RICHARDS	EPIE305	436660	EA	\$ 3.05	57%	\$ 1.31
OFFICE ESSENTIALS	FLAGS,POST-IT,4/PK,STD COLORS	3M CO	680-RYGB2	438255	PK	\$ 13.35	57%	\$ 5.74
BINDERS	PORTFOLIO,PCKET,TWIN,10PK,ASTD	NINGBO GUANGBO IMP & EXP	OD438366	438366	PK	\$ 7.49	80%	\$ 1.50
OFFICE ESSENTIALS	GLUE STCK,32OZ,MLTPK,WHITE	JIANGSU XINGDA STATIONERY	95096-OD	438731	PK	\$ 3.46	86%	\$ 0.47
OFFICE ESSENTIALS	NOTE,OD,1.5"X2",12PK,YELLOW	3M CO	OD-152Y	442306	PK	\$ 7.54	57%	\$ 3.24
OFFICE ESSENTIALS	NOTE,OD,3" X 3",18/PK,ASTD	3M CO	OD-3318A	442369	PK	\$ 22.39	91%	\$ 2.12
OFFICE ESSENTIALS	NOTES,POST-IT,POP-UP,3X3,12PK	3M CO	R330-12AU	442792	PK	\$ 27.15	57%	\$ 11.67
OFFICE ESSENTIALS	NOTE,OD,3"X5",12PK,YELLOW	3M CO	OD-35Y	443296	PK	\$ 18.88	88%	\$ 2.24

ADDITIONAL CORE ITEMS REFERENCE SHEET

Product Category	Product Description	Manufacturer	Manufacturer SKU	Vendor SKU	Unit of Measure	Catalog List Price	Category Discount	Net Price To Member
OFFICE ESSENTIALS	CEMENT,RUBBER,ELMER'S,4 OZ.	ELMERS PRODUCTS INC	E904	443650	EA	\$ 2.97	73%	\$ 0.79
MAILROOM/SHIPPING	TAPE,PKG,2"X800",6/PK,CLEAR	3M CO	142-6	444970	PK	\$ 24.95	57%	\$ 10.73
CLEAN/PERSONAL CARE	BATTERY,AAA,ENERGIZER,24/BX	ENERGIZER BATTERY INC	EN92	445511	BX	\$ 24.24	82%	\$ 4.32
OFFICE ESSENTIALS	SCISSOR,BLNT,KIDS,5",MICROBAN	ACME UNITED CORP	14606	446445	EA	\$ 4.90	87%	\$ 0.66
OFFICE ESSENTIALS	SCISSOR,POINT,MICROBAN,5"	ACME UNITED CORP	14607	446460	EA	\$ 4.90	57%	\$ 2.11
WRITING	MARKER,SHARPIE,X-FINE,BLUE	SANFORD LP	35003	447474	DZ	\$ 18.84	57%	\$ 8.10
BINDERS	INDEX,ECON INSERT,5TAB,COLR	SP RICHARDS	AVE11465	448216	ST	\$ 0.97	57%	\$ 0.42
CLEAN/PERSONAL CARE	HAND SANTZR,INSTANT,8OZ,PUMP	GOJO INDUSTRIES INC	9652-12	450073	EA	\$ 6.30	47%	\$ 3.33
WRITING	MARKER,PERM,UFINE,SHARP,DZ,BLK	SANFORD LP	37001	451898	DZ	\$ 18.12	57%	\$ 7.78
WRITING	MARKER,SHARPIE,FINE,DZ,BLUE	SANFORD LP	30003	451906	DZ	\$ 18.12	64%	\$ 6.58
PC ACCESSORIES	WRISTREST/MOUSEPAD,3M,ANTIMICR	3M CO	MW310LE	452270	EA	\$ 28.93	38%	\$ 17.94
OFFICE ESSENTIALS	FLAG,TAPE,IN DISP,2PK,RED	3M CO	680-RD2	452367	PK	\$ 7.38	57%	\$ 3.17
OFFICE ESSENTIALS	FLAG,TAPE,IN DISP,BLUE,2PK	3M CO	680-BE2	452375	PK	\$ 7.38	57%	\$ 3.17
OFFICE ESSENTIALS	FLAGS,TAPE,IN DISP,2PK,YELLOW	3M CO	680-YW2	452409	PK	\$ 7.38	57%	\$ 3.17
WRITING	MARKER,DRY ERASE,BROAD,BLUE	SANFORD LP	83003	455329	DZ	\$ 26.52	62%	\$ 10.06
WRITING	MARKER,DRY ERASE,BROAD,RED	SANFORD LP	83002	455451	DZ	\$ 26.52	62%	\$ 10.06
WRITING	MARKER,DRY ERASE,BLACK	SANFORD LP	83001	455469	DZ	\$ 26.52	53%	\$ 12.48
PAPER	PAPER,ASTROBRIGHTS,24#,VIOLET	SP RICHARDS	WU22081	456991	RM	\$ 25.58	70%	\$ 7.67
PAPER	PAPER,ASTRO,LTR,LIFT-OFF LEMON	NEENAH PAPER INC	21018	457981	RM	\$ 25.58	75%	\$ 6.32
PAPER	PAPER,ASTRO,LTR,24#,ROCKET RED	NEENAH PAPER INC	21648	458051	RM	\$ 25.58	70%	\$ 7.67
PAPER	PAPER,ASTROBRIGHTS,24#,FUCHSIA	NEENAH PAPER INC	21688	458121	RM	\$ 25.58	75%	\$ 6.39
OFFICE ESSENTIALS	MOISTENER,FINGERTIP,3/8OZ,3PK	LEE PRODUCTS CO	10053	458547	PK	\$ 6.12	61%	\$ 2.40
OFFICE ESSENTIALS	SCISSORS,STRT,8",2/PK,BLK	HANGZHOU GREAT STAR IND CO	30123	458612	PK	\$ 14.18	94%	\$ 0.88
PAPER	PAPER,65#C,96B,250PK,B/WHITE	NEENAH PAPER INC	91904	458621	PK	\$ 26.64	79%	\$ 5.47
PAPER	PAPER,ASTROBRIGHTS,65#,R/RED	SP RICHARDS	WU22841	458781	RM	\$ 28.49	70%	\$ 8.55
PAPER	PAPER,ASTROBRIGHTS,65#,FUSCHIA	NEENAH PAPER INC	22881	458811	RM	\$ 24.58	70%	\$ 7.37
CLEAN/PERSONAL CARE	BATTERY,AA,ALKALINE,24/PK	DURACELL	MN1500B2400	458914	EA	\$ 34.68	66%	\$ 11.76
WRITING	MARKER,DRY ERASE,GREEN	SANFORD LP	83004	461616	DZ	\$ 26.52	62%	\$ 10.06
BINDERS	INDEX,A-Z,11X8.5,AST	AVERY PRODUCTS CORPORATION	11125	470229	ST	\$ 7.57	57%	\$ 3.26
BINDERS	INDEX,11X8.5,1-31TAB,MULTICLR	AVERY PRODUCTS CORPORATION	11129	470245	ST	\$ 9.83	57%	\$ 4.23
BINDERS	BINDER,JB,RR,1",BLK	RR DONNELLEY AND SONS CO	OD03362	471844	EA	\$ 4.75	60%	\$ 1.88
BINDERS	BINDER,JB,RR,1.5",BLK	RR DONNELLEY AND SONS CO	OD03363	471853	EA	\$ 6.24	54%	\$ 2.85
BINDERS	BINDER,JB,RR,2",BLK	RR DONNELLEY AND SONS CO	OD03364	471880	EA	\$ 7.49	53%	\$ 3.49
BINDERS	BINDER,JB,RR,1",BLU	RR DONNELLEY AND SONS CO	OD03367	472006	EA	\$ 4.75	60%	\$ 1.88
BINDERS	BINDER,JB,RR,1.5",BLU	RR DONNELLEY AND SONS CO	OD03368	472015	EA	\$ 6.24	54%	\$ 2.85
BINDERS	BINDER,JB,RR,2",BLU	RR DONNELLEY AND SONS CO	OD03369	472024	EA	\$ 7.49	53%	\$ 3.49
OFFICE ESSENTIALS	TAPE,INVISIBLE,3/4"X1296",PK16	3M CO	OD-IB3436-16	473576	PK	\$ 74.49	92%	\$ 6.08
OFFICE ESSENTIALS	TAPE, DOUBLE-SIDED, OD, 2PK	3M CO	OD-DSP2D	473648	PK	\$ 14.05	91%	\$ 1.26
STORAGE	FILE,MAG,ECONO/STOR,WH/BK	FELLOWES MFG CO	723	474311	EA	\$ 3.13	57%	\$ 1.35
CLEAN/PERSONAL CARE	SOAP,LIQUID,7.5OZ,SOFTSOAP	LAGASSE LLC	CPC 26012	474353	EA	\$ 5.15	46%	\$ 2.78
PAPER	PAPER,ASTROBR, OUTRAG'S ORCHID	NEENAH PAPER INC	21946	475573	RM	\$ 25.58	84%	\$ 4.13
MAILROOM/SHIPPING	ENVELOPE,#9,24,LB,WHT,500BX	CENVEO CORP	77115	475683	BX	\$ 47.89	74%	\$ 12.57
PC ACCESSORIES	CORD,PRONG,3,OE	SP RICHARDS	FEL99597	476060	EA	\$ 49.49	38%	\$ 30.68
OFFICE ESSENTIALS	HIGHLIGHTER W/ FLAG,3PK,ASTD	3M CO	689-HL3	477320	PK	\$ 10.13	57%	\$ 4.36
PAPER	PAPER,CPY,8.5X11,500SH,SALMON	DOMTAR PAPER CO LLC	3R11231	478123	RM	\$ 16.01	74%	\$ 4.13
PAPER	PAPER,COPY,8.5X11,500SH,LILAC	DOMTAR PAPER CO LLC	3R11230	478156	RM	\$ 16.01	74%	\$ 4.13
WRITING	ERASER,PCL,MED,PNK PEARL,3PK	SANFORD LP	70502	485177	PK	\$ 2.11	57%	\$ 0.91
WRITING	ERASER,PCL,LRG,PNK PEARL,3/PK	SANFORD LP	70501	485185	PK	\$ 2.59	57%	\$ 1.11
WRITING	ERASER,MECH PENCIL,PENTEEL,9PK	PENTEEL OF AMERICA LTD	Z218P3-D2	486944	PK	\$ 8.94	57%	\$ 3.84
BINDERS	SHEET PROT,OD,HVY,CLR,100/BX	SHUN TAT POLYBAGS MANUFACTORY	OD491658	491658	BX	\$ 18.99	57%	\$ 8.17
BINDERS	BNDR,3RG,VNL,11X8.5,1",BLU	ACCO BRANDS USA LLC	W368-14NBLPP	492660	EA	\$ 6.09	61%	\$ 2.35
BINDERS	BINDER,D-RING,2",VUE,WHITE	ACCO BRANDS USA LLC	W386-44WAV	492942	EA	\$ 10.33	57%	\$ 4.44
PAPER	OD RED TOP 3HP BSD 10RM CTN	DOMTAR PAPER CO LLC	8510310D	495200	CA	\$ 218.62	68%	\$ 70.19
OFFICE ESSENTIALS	STAPLER,HEAVY DUTY,PLT	ACCO BRANDS USA LLC	39002	495549	EA	\$ 95.00	57%	\$ 40.85
BINDERS	SHEET PROTECT,OD,STD,CLR,100/B	CHUNG TIN INDUSTRIAL LTD	OD498811	498811	BX	\$ 18.20	88%	\$ 2.15
OFFICE ESSENTIALS	GLUE,SCHOOL,4OZ	ELMERS PRODUCTS INC	E304	502807	EA	\$ 2.18	70%	\$ 0.65
SCHOOL SUPPLIES	PENCIL,COLORED,CRAYOLA,12BX	CRAYOLA LLC	68-4012	504928	BX	\$ 3.20	57%	\$ 1.38
BINDERS	BINDR D-R QUICKFIT O/L 1" WHT	STRIDE INC	87010	506406	EA	\$ 8.33	62%	\$ 3.14
BINDERS	BINDR D-R QUICKFIT O/L 1.5 WHT	STRIDE INC	87020	506434	EA	\$ 10.48	61%	\$ 4.04
BINDERS	FILM,MATTE,1.7M,CLEAR,ROLL	ACCO BRANDS USA LLC	3748203EZ	508260	BX	\$ 216.88	57%	\$ 93.26
WRITING	ERASER,LATXFREE,3PK,WHITPEARL	SANFORD LP	70624	510613	PK	\$ 2.68	57%	\$ 1.15
BINDERS	LMNTNG ROLL,1.5MIL,27X500,2PK	ACCO BRANDS USA LLC	3126061B	514608	PK	\$ 166.04	97%	\$ 4.28
PC ACCESSORIES	SURGE,60TLTS,2.5 CRD,555 JOULE	INGRAM MICRO INC	K62147	514700	EA	\$ 10.99	69%	\$ 3.37
PAPER	PAPER,ASTRO,BRIGHT GREEN	NEENAH PAPER INC	21548	515403	RM	\$ 25.58	74%	\$ 6.56
OFFICE ESSENTIALS	DISPENSER,DESK,1" CORE,BLACK	3M CO	41001-OD	520328	EA	\$ 7.98	87%	\$ 1.06
OFFICE ACCESSORIES	TRAY,LETTER,BLACK	SP RICHARDS	OIC21002	521751	EA	\$ 4.00	63%	\$ 1.48
OFFICE ESSENTIALS	STAPLES,CHISEL POINT,STNDRD	SP RICHARDS	OIC91900	522224	BX	\$ 3.74	57%	\$ 1.61
WRITING	MARKER,PERM,SHRPIE,FN,8PK,ASTD	SANFORD LP	32730	525064	PK	\$ 25.19	57%	\$ 10.83
PRESENTATION	FLIP CHART, RP,27X34,WHT 2PK	BI SILQUE VISUAL COMM	FL2317902-002	525572	PK	\$ 49.99	57%	\$ 21.50
PRESENTATION	FLIP CHART, RP,27X34,WHT 2PK	BI SILQUE VISUAL COMM	FL2318002-002	525740	PK	\$ 49.99	57%	\$ 21.50
DATED AND FORMS	QUAD PAD,4"X4"SQ,LTR,6/PK,WHT	TOPS BUSINESS FORMS INC	99476	533840	PK	\$ 27.55	89%	\$ 3.00
PAPER	OD RED TOP 17" 5RM CTN	DOMTAR PAPER CO LLC	8439230D	536648	CA	\$ 196.20	96%	\$ 8.47
BREAKROOM	CUP,8 OZ,FOAM,1M/CTN,WE	LAGASSE LLC	DCC 8J8	537045	CT	\$ 57.62	46%	\$ 31.11
BREAKROOM	NAPKIN,LUNCHEON,400CT	LAGASSE LLC	MAC 6506	541482	PK	\$ 8.85	46%	\$ 4.78
BINDERS	BINDER,D-RING,5/8",WHITE	STRIDE INC	87000	541553	EA	\$ 8.33	60%	\$ 3.34
CLEAN/PERSONAL CARE	TISSUE,KLEENEX,NATURALS,36BX	LAGASSE LLC	KCC 21272	546273	CA	\$ 101.23	51%	\$ 49.92
MAILROOM/SHIPPING	TAPE,PACKING,TRANSPARENT,4PK	3M CO	3750-4RD	547174	PK	\$ 38.33	59%	\$ 15.64
SCHOOL SUPPLIES	PENCIL,LONG,24BX,COLORED	CRAYOLA LLC	68-4024	550996	BX	\$ 6.04	72%	\$ 1.70
BINDERS	PORTFOLIO,PCKT,W/FAST,LTR,ASTD	NINGBO GUANGBO IMP & EXP	OD552456	552456	BX	\$ 25.20	37%	\$ 15.92
WRITING	MARKER,SHARPIE,ASSORTED,5PK	SANFORD LP	30653	553248	PK	\$ 7.97	57%	\$ 3.43
BINDERS	BINDER,3-RG,GRN,1",64144	SP RICHARDS	SPR03304	555073	EA	\$ 4.67	57%	\$ 2.01
OFFICE ESSENTIALS	CLIPS,BINDER,36PK,SMALL,BLACK	AIVEN ON STATIONERY CO LTD	ODBC-SML-BLK	560394	PK	\$ 4.04	90%	\$ 0.42
OFFICE ESSENTIALS	CLIPS,BINDER,24PK,MED,BLK	AIVEN ON STATIONERY CO LTD	ODBC-BLK	561339	PK	\$ 4.04	83%	\$ 0.70
OFFICE ESSENTIALS	THUMB-TACK,100PK,13MMX8MM,SLVR	AIVEN ON STATIONERY CO LTD	ODTKS-SLVR	565263	PK	\$ 2.79	57%	\$ 1.20
LABELS	LABEL,SEALS,BOOK,1-1/2",WHITE	AVERY PRODUCTS CORPORATION	5278	568102	PK	\$ 9.28	61%	\$ 3.66
MAILROOM/SHIPPING	TAPE,HD,SHIP,2X22.2,DISP,CLR	3M CO	OD-HMSR-1080	568769	RL	\$ 3.24	74%	\$ 0.83
BUSINESS MACHINES	CALC,COMPACT,HAND HELD,8DGT	SP RICHARDS	VCT900	570074	EA	\$ 6.49	38%	\$ 4.02
OFFICE ESSENTIALS	GLUESTICK,3PK,1.40OZ,WHITE	JIANGSU XINGDA STATIONERY	95505-OD	571111	PK	\$ 8.62	82%	\$ 1.59
CLEAN/PERSONAL CARE	BATTERY,ALKA,9V,4	DURACELL	MN16RT4Z	571362	PK	\$ 26.83	59%	\$ 10.95
LABELS	LABELER,DYMO,LETRATAG PLUS	SANFORD LP	21455	571842	EA	\$ 52.49	57%	\$ 22.57
OFFICE ESSENTIALS	STAPLER,HALF STRIP,METAL	MAPED HELIX USA INC	75330D1	572058	EA	\$ 19.90	57%	\$ 8.56

ADDITIONAL CORE ITEMS REFERENCE SHEET

Product Category	Product Description	Manufacturer	Manufacturer SKU	Vendor SKU	Unit of Measure	Catalog List Price	Category Discount	Net Price To Member
BINDERS	DIVIDER,INS,5,BG,TB,RCY,OD,CLR	ASIA FILE PRODUCTS SDN BHD	OD574866	574866	ST	\$ 2.00	62%	\$ 0.77
BINDERS	DIVIDERS,OD,INS,SST,COLOR	ASIA FILE PRODUCTS SDN BHD	OD574985	574985	ST	\$ 2.00	90%	\$ 0.21
BINDERS	DIVIDERS,OD,INS,BST,ASTD	ASIA FILE PRODUCTS SDN BHD	OD575013	575013	ST	\$ 3.49	92%	\$ 0.28
OFFICE ESSENTIALS	TAPE,ACITAPE,.75X1296",OD,10PK	3M CO	OD-IB3436-10	575341	PK	\$ 41.05	84%	\$ 6.58
WRITING	PEN,LIQUID PAPER,2/PK	SANFORD LP	5622432	576025	PK	\$ 6.98	57%	\$ 3.00
WRITING	TAPE,CORRECTION,2PK,WHITE	HAYANSON CO LTD	1005	576481	PK	\$ 7.96	89%	\$ 0.90
OFFICE ESSENTIALS	FLAGS,"SIGN HERE",4/ PK	3M CO	680-SH4VA	576833	PK	\$ 16.96	57%	\$ 7.29
OFFICE ESSENTIALS	PUTTY,SCOTCH(R),ADHESIVE,2OZ	3M CO	860	584296	EA	\$ 2.43	67%	\$ 0.80
SCHOOL SUPPLIES	BOOK,COMP,100SH,WD,9,75X7.5,MB	NORCOM INC	76010-12	588268	EA	\$ 5.29	67%	\$ 1.76
WRITING	SHARPENER,PENCIL,MANUAL,SNG HL	MAPED HELIX USA INC	60520	588290	EA	\$ 2.01	57%	\$ 0.86
BINDERS	PORTFOLIO,2PKT,10PK,YEL	ESSELTE CORP	57579	592029	PK	\$ 8.74	60%	\$ 3.48
BINDERS	DIVIDER,INSERTABLE,8TAB,PLAS	AVERY PRODUCTS CORPORATION	11901	592057	ST	\$ 3.15	57%	\$ 1.35
CLEAN/PERSONAL CARE	TOWELS,SINGLEFOLD,BLEACHED	SP RICHARDS	GPC20904	592757	CT	\$ 63.84	46%	\$ 34.47
WRITING	SHARPNR,PENCIL,SCHOOL PRO	ELMERS PRODUCTS INC	1670	595671	EA	\$ 57.99	63%	\$ 21.49
OFFICE ESSENTIALS	ADHESIVE,UHU TAC,2.1 OZ	SP RICHARDS	SAU99683	598087	EA	\$ 3.40	53%	\$ 1.60
LABELS	TAPE,LETRATAG,CLEAR PLASTIC	SANFORD LP	16952	601012	EA	\$ 8.39	57%	\$ 3.61
LABELS	TAPE,LETRATAG,2-PK,WHT	SANFORD LP	10697	601066	PK	\$ 9.85	57%	\$ 4.24
LABELS	LABEL,ADDR,OD,LSR,3000CT,WHITE	NAKAGAWA MFG USA INC	505-0004-0004	612011	PK	\$ 21.99	86%	\$ 2.98
LABELS	LABEL,SHIP,OD,LSR,1000CT,WHITE	NAKAGAWA MFG USA INC	505-0004-0008	612051	PK	\$ 34.99	57%	\$ 15.05
PAPER	PAPER,XERO/DUP,20#LTR,IY	UNITED STATIONERS CO	CASMP2201IY	612797	RM	\$ 15.42	70%	\$ 4.63
PAPER	PAPER,BOND,PKN8.5X11,20#	UNITED STATIONERS CO	CASMP2201PKN	612877	RM	\$ 15.42	73%	\$ 4.13
PAPER	PAPER,CARD STOCK,90#,WE	BOISE PAPER	235249PK	613073	RM	\$ 14.18	68%	\$ 4.59
OFFICE ESSENTIALS	FASTENER,RND HD,100PK,1",BRASS	ABEL INDUSTRIES INTL CO LTD	ABEL-02	613827	PK	\$ 7.42	90%	\$ 0.73
OFFICE ESSENTIALS	PAD,POST-IT,RULED,4X6,5/PK,YLW	3M CO	660-5PK	617209	PK	\$ 20.05	57%	\$ 8.62
CLEAN/PERSONAL CARE	TISSUE,ANGLSFT,FLATBX,WE	GEORGIA PACIFIC CORP	48580	617368	CT	\$ 84.75	46%	\$ 45.77
BINDERS	PRTCTR,SHT,HVYWGHT,100 BOX	SHUN TAT POLYBAGS MANUFACTORY	OD624900	624900	BX	\$ 18.99	57%	\$ 8.17
OFFICE ESSENTIALS	TAPE,SCOTCH,.75X1000",16/PK	3M CO	810K-16	625312	PK	\$ 65.05	63%	\$ 24.10
BREAKROOM	PLATE,FOAM,LMNTD,9",125PK,WHT	LAGASSE LLC	DCC 9PWQR	628845	PK	\$ 14.43	46%	\$ 7.79
FILING	POCKET,FILE,EXP,3.5"LTR,25BX	SP RICHARDS	PFX1524EOX	630992	BX	\$ 69.16	57%	\$ 29.74
MAILROOM/SHIPPING	ENVELOPE,#10,PLN,24#,500CT,WHT	CENVEO CORP	78125	633888	BX	\$ 35.04	87%	\$ 4.44
MAILROOM/SHIPPING	ENVELOPE,#10,WIN,24#,500CT,WHT	CENVEO CORP	78170	634000	BX	\$ 48.39	86%	\$ 6.78
MAILROOM/SHIPPING	ENVELOPE,SEC,#10,WIN,500CT,WHT	CENVEO CORP	77171	634008	BX	\$ 65.48	73%	\$ 17.87
OFFICE ESSENTIALS	RUBBERBAND,BALL,1 BALL/BX	NINGBO SYLOON IMP	RU-CLAM	644500	EA	\$ 5.71	57%	\$ 2.46
BINDERS	BNDR,ANTI MICRO 1",DBE	SP RICHARDS	SAM14332	646770	EA	\$ 6.20	57%	\$ 2.67
OFFICE ESSENTIALS	GLUE,KRAZY .07OZ	ELMERS PRODUCTS INC	KG58548R	648018	EA	\$ 2.40	57%	\$ 1.03
OFFICE ESSENTIALS	PUNCH,EASYVIEW,SR/BK	SP RICHARDS	SW174063	650438	EA	\$ 38.99	57%	\$ 16.77
CLEAN/PERSONAL CARE	BATTERY, ALKLN AAA 1.5V 16PK	DURACELL	MN2400B16	651674	EA	\$ 19.75	57%	\$ 8.49
BINDERS	INDEX,RG BK,5TAB,11X8.5,CLEAR	AVERY PRODUCTS CORPORATION	CI2135C	653428	ST	\$ 1.30	65%	\$ 0.46
BINDERS	INDEX,RG BK,5TAB,11X8.5,AST	AVERY PRODUCTS CORPORATION	CI-213-5	653436	ST	\$ 1.30	65%	\$ 0.46
BINDERS	INDEX,RG BK,8TAB,11X8.5,AST	AVERY PRODUCTS CORPORATION	CI-213-8	653444	ST	\$ 1.88	63%	\$ 0.70
BINDERS	INDEX,RG BK,8TAB,11X8.5,CLEAR	AVERY PRODUCTS CORPORATION	CI2138C	653451	ST	\$ 1.88	63%	\$ 0.70
WRITING	PEN,UNIBALL,FINE,ONYX,DZ,BLUE	SANFORD LP	60145	659623	DZ	\$ 17.64	57%	\$ 7.59
WRITING	PEN,UNIBALL,FINE,ONYX,DZ,RED	SANFORD LP	60144	659631	DZ	\$ 17.64	57%	\$ 7.59
WRITING	PEN,UNIBALL,FINE,ONYX,DZ,BLACK	SANFORD LP	60143	659649	DZ	\$ 17.64	57%	\$ 7.59
WRITING	PEN,UNIBALL,MICRO,ONYX,DZ,RED	SANFORD LP	60042	664391	DZ	\$ 17.64	57%	\$ 7.59
WRITING	PEN,UNIBALL,MICRO,ONYX,DZ,BLUE	SANFORD LP	60041	664409	DZ	\$ 17.64	57%	\$ 7.59
WRITING	PEN,UNIBALL,MICRO,ONYX,DZ,BLK	SANFORD LP	60040	664417	DZ	\$ 17.64	57%	\$ 7.59
MAILROOM/SHIPPING	TAPE,MASKING,2X60YD,HILND	3M CO	2600-2	666511	RL	\$ 6.80	59%	\$ 2.77
MAILROOM/SHIPPING	TAPE,MASKING,3/4X60YD,HLND	3M CO	260034	666529	RL	\$ 2.54	67%	\$ 0.85
MAILROOM/SHIPPING	TAPE,MASKING,HIGHLAND,1"X60YD	3M CO	2600-1	666537	RL	\$ 3.37	71%	\$ 0.99
OFFICE ESSENTIALS	MASKINGTAPE 1/2" X 60YARD	3M CO	260012	666545	EA	\$ 2.00	57%	\$ 0.86
PC ACCESSORIES	WRISTWREST,KYBRD,ERGO SPLIT	INGRAM MICRO INC	Q52846	666785	EA	\$ 31.13	38%	\$ 19.30
FILING	ENVELOPE,ZIPPER,LTR,3PK,CLEAR	RR DONNELLEY AND SONS CO	OD204262	667805	PK	\$ 15.95	78%	\$ 3.48
PC ACCESSORIES	MOUSEPAD,ERGOPRENE GEL ,BLACK	ALLSOP INC	30191	671994	EA	\$ 16.99	38%	\$ 10.53
PC ACCESSORIES	WRISTREST,ERGOPRENE GEL ,BLACK	ALLSOP INC	30192	672039	EA	\$ 17.99	41%	\$ 10.53
OFFICE ESSENTIALS	TAPE,DBL STICK,1/2X250	SP RICHARDS	MMM136	673935	RL	\$ 3.15	56%	\$ 1.39
PAPER	VLM BRST67# GREEN 8.5X11	NEENAH PAPER INC	81358	675025	PK	\$ 16.30	70%	\$ 4.88
PAPER	PAPER,COPY,ASTRO,LUNAR BLUE	NEENAH PAPER INC	21528	675041	RM	\$ 25.58	75%	\$ 6.40
WRITING	PEN,OH,P,FN,VIS-A-VIS,DZ,BLACK	SANFORD LP	16001	680959	DZ	\$ 23.52	68%	\$ 7.46
WRITING	PEN,SET,VIS-A-VIS,FINE,4-COLOR	SANFORD LP	16074	687301	PK	\$ 7.68	57%	\$ 3.30
WRITING	MARKER,SET,FLIP,CHRT,4 COLOR	SANFORD LP	22474	687319	ST	\$ 6.25	57%	\$ 2.69
OFFICE ESSENTIALS	RULER,12",WOOD W/METAL EDGE,OD	AIVEN ON STATIONERY CO LTD	NB20110506	692165	EA	\$ 2.26	89%	\$ 0.25
CLEAN/PERSONAL CARE	BATTERY,SIZE C,ALKALINE,BOX 12	ENERGIZER BATTERY INC	EN93	696542	BX	\$ 18.48	57%	\$ 7.95
PAPER	PAPER,LTR,ASTRO,24#,PURPLE	NEENAH PAPER INC	21678	696815	RM	\$ 25.58	75%	\$ 6.50
BINDERS	COVER,PORTFOLIO,11.75X9.5,RED	NINGBO GUANGBO IMP & EXP	OD698860	698860	BX	\$ 20.16	57%	\$ 8.75
OFFICE ESSENTIALS	FLAGS,POST-IT,W/DISPENSER	3M CO	680-DGD2A	705650	EA	\$ 16.13	57%	\$ 6.94
OFFICE ESSENTIALS	PUNCH,2HOLE,1/4"-2.75"CC,BLK	ACCO BRANDS USA LLC	A7074050D	710659	EA	\$ 27.21	57%	\$ 11.70
OFFICE ESSENTIALS	STICKS,GLUE,OFFICE DEPOT,18PK	JIANGSU XINGDA STATIONERY	95308-OD	711744	PK	\$ 15.56	84%	\$ 2.43
WRITING	PROTRACTOR,6",180 DEGREES	BEIFA GROUP CO LTD	BFPT	713585	EA	\$ 2.97	96%	\$ 0.12
SCHOOL SUPPLIES	CARD,INDEX,4X6,RLD,300PK,WHITE	ESSELTE CORP	10002	715505	PK	\$ 8.96	85%	\$ 1.36
SCHOOL SUPPLIES	CARD,INDEX,BLKN,4X6,300PK,WHT	ESSELTE CORP	10002	715570	PK	\$ 8.96	73%	\$ 2.43
SCHOOL SUPPLIES	CARD,INDEX,SPRL,100PK,4X6,ASTD	ESSELTE CORP	40286	716325	PK	\$ 4.52	57%	\$ 1.94
OFFICE ESSENTIALS	TAB,POST-IT,DURABLE,3/PK	3M CO	686-RYB	717321	PK	\$ 9.35	57%	\$ 4.02
OFFICE ESSENTIALS	RUBBERBANDS,SIZE 18,1/4LB	UNITED STATIONERS CO	UNV00418	726228	PK	\$ 4.67	57%	\$ 2.01
OFFICE ESSENTIALS	RUBBERBANDS,SIZE117,1/4LB	UNITED STATIONERS CO	UNV04117	726530	PK	\$ 5.14	61%	\$ 2.01
OFFICE ESSENTIALS	HOLE PUNCH,ELECTRIC,OPTIMA 20	ACCO BRANDS USA LLC	A7074520	728433	EA	\$ 201.23	57%	\$ 86.53
WRITING	PEN,BALLPOINT,STICK,DOZEN,BLK	CELLO WRITING AIDS PVT LTD	18004	728919	DZ	\$ 3.79	57%	\$ 1.63
WRITING	PEN,STIC,ROUND,MED,DOZEN,BLUE	CELLO WRITING AIDS PVT LTD	18005	728982	DZ	\$ 3.79	57%	\$ 1.63
BINDERS	BINDER,OVERLAY,CLEAR,2",WHT	ACCO BRANDS USA LLC	W362-44WPPP	729624	EA	\$ 11.84	72%	\$ 3.26
WRITING	PENCIL,#2,OD,72/BX	ORIENT INTL HOLDING SHANGHAI	20395	733601	BX	\$ 13.72	77%	\$ 3.15
BINDERS	BINDER,POCKET,POLY,5PK	AVERY PRODUCTS CORPORATION	75254	735871	PK	\$ 4.26	57%	\$ 1.83
WRITING	PENCIL,MECH,WBRBROS,0.7MM,24PK	SANFORD LP	1770317	740349	PK	\$ 15.64	57%	\$ 6.73
WRITING	MARKER,SHARPIE,FINE,DZ,GREEN	SANFORD LP	30004	742347	DZ	\$ 18.12	64%	\$ 6.58
WRITING	PEN,STICK,CYST,MED,48PK,BLUE	CELLO WRITING AIDS PVT LTD	18002	744320	PK	\$ 11.99	57%	\$ 5.16
BINDERS	BINDER,EARTHVIEW,RR,1.5",WHT	AURORA PRODUCTS CO LLC	10131	744489	EA	\$ 10.25	57%	\$ 4.41
OFFICE ESSENTIALS	GLUE,STIC,6PK,LG,PE	AVERY PRODUCTS CORPORATION	98071	746860	PK	\$ 16.08	57%	\$ 6.91
SCHOOL SUPPLIES	CHALK,DUSTLESS,12/BOX,WHITE	DIXON TICONDEROGA INC	31144	750690	BX	\$ 1.16	57%	\$ 0.50
SCHOOL SUPPLIES	BOOK,COMP,100SHT,WR,9.75X7.5,AST	RR DONNELLEY AND SONS CO	OD756065	756060	EA	\$ 4.28	64%	\$ 1.53
OFFICE ESSENTIALS	NOTES,GRN,POSTIT,3X3,24PK,ASTD	3M CO	6548P-2AAP	756204	PK	\$ 53.46	57%	\$ 22.99
CLEAN/PERSONAL CARE	2-PLY BATHROOM TISSUE,80CT	GEORGIA PACIFIC CORP	18280/01	756625	CA	\$ 125.55	46%	\$ 67.80
SCHOOL SUPPLIES	CARD,INDEX,RLD,3X5,300PK,WHITE	ESSELTE CORP	10022	757750	PK	\$ 4.48	69%	\$ 1.41

ADDITIONAL CORE ITEMS REFERENCE SHEET

Product Category	Product Description	Manufacturer	Manufacturer SKU	Vendor SKU	Unit of Measure	Catalog List Price	Category Discount	Net Price To Member
SCHOOL SUPPLIES	CARD,INDEX,BLNK,300P,3X5,WHITE	ESSELTE CORP	10013	757770	PK	\$ 4.48	79%	\$ 0.93
SCHOOL SUPPLIES	MARKER,BRD,LN,CLSC,CRAYOLA,10PK	CRAYOLA LLC	58-7722	764180	PK	\$ 4.24	59%	\$ 1.73
OFFICE ESSENTIALS	TRIMMER,12",LASER	ACCO BRANDS USA LLC	9712	769736	EA	\$ 98.93	57%	\$ 42.54
MAILROOM/SHIPPING	ENVELOPE,RED,1#,10,WE	CENVEO CORP	21418	772800	BX	\$ 81.09	57%	\$ 34.87
ELECTRONIC STORAGE	CD-RW,SPNDL,4X-12X,MEMRX,25PK	IMATION ENTERPRISES CORP	32020033075	777512	PK	\$ 22.19	38%	\$ 13.76
BREAKROOM	CUTLERY,KNIFE,HVYMED,100CT,WHT	DIXIE CONSUMER PRODUCTS LLC	KM207	780845	BX	\$ 8.77	49%	\$ 4.49
BREAKROOM	CUTLERY,SPOON,HVYMED,100CT,WHT	DIXIE CONSUMER PRODUCTS LLC	TM207	780875	BX	\$ 8.77	49%	\$ 4.49
BREAKROOM	CUTLERY,FORK,HVYMED,100CT,WHT	DIXIE CONSUMER PRODUCTS LLC	FM207	780900	BX	\$ 8.77	49%	\$ 4.49
OFFICE ESSENTIALS	STICK,GLUE,CRAYOLA,880Z,12/BX	CRAYOLA LLC	56-1135-0000	790304	BX	\$ 16.55	57%	\$ 7.12
WRITING	SHARPENER,PENCIL,ELEC,BLACK	ELMERS PRODUCTS INC	1818	805564	EA	\$ 31.99	61%	\$ 12.48
OFFICE ESSENTIALS	TABS,INDEX,PST-IT(R),DRBL,PK24	3M CO	686F-1	810360	PK	\$ 4.50	57%	\$ 1.94
FILING	FOLDER,LTR,1/3CUT,100BX,MANILA	PEACHTREE PRESS INC	NF810838	810838	BX	\$ 41.50	91%	\$ 3.68
FILING	FOLDER,HNG,LTR,1/3CUT,25BX,GRN	ESSELTE CORP	OM97186/8109	810929	BX	\$ 45.65	57%	\$ 19.63
FILING	FOLDER,HNG,LTR,1/5CUT,25BX,GRN	ESSELTE CORP	OM97187/8109	810994	BX	\$ 34.47	92%	\$ 2.76
PAPER	PAPER,COPY,RECYCLE,3HP,8.5X11	DERRAH MORRISON ENT LLC	6510310DREA	811544	RM	\$ 23.47	79%	\$ 4.98
WRITING	HIGHLIGHTER,4PK,FLR,ASSORTED	SP RICHARDS	AVE24063	812263	P4	\$ 4.00	57%	\$ 1.72
PC ACCESSORIES	JEWELCASE,STD,25PK,BLACK	IMATION ENTERPRISES CORP	32020016294	812275	PK	\$ 14.99	38%	\$ 9.29
CLEAN/PERSONAL CARE	WIPES,DISINFECTANT,CLOROX	LAGASSE LLC	CLO15949	821808	EA	\$ 10.57	46%	\$ 5.71
WRITING	HIGHLIGHTER,ACCENT,10CT,ASTD	SANFORD LP	24415	823213	PK	\$ 19.20	57%	\$ 8.26
OFFICE ESSENTIALS	CLIP,BINDER,SM,3/4IN,144/PK	AIVEN ON STATIONERY CO LTD	RTP-001936-HD	825182	PK	\$ 13.49	90%	\$ 1.37
OFFICE ESSENTIALS	PUNCH,1-HOLE,1/4",HANDHELD,CHM	NINGBO DELI IMP & EXP CO LTD	K00114A	825232	EA	\$ 2.42	84%	\$ 0.38
OFFICE ESSENTIALS	PIN,PUSH,200CT,CLEAR	AIVEN ON STATIONERY CO LTD	AV14-1048	825265	BX	\$ 4.71	82%	\$ 0.84
WRITING	SHARPIE,MINI,ASST,BUS,4PK	SANFORD LP	35113	827872	PK	\$ 7.27	57%	\$ 3.13
OFFICE ESSENTIALS	TAPE,SCOTCH,MAGIC,GREENER	3M CO	812-12P	838478	PK	\$ 43.50	63%	\$ 16.31
SCHOOL SUPPLIES	CARD,INDEX,5X8,100PK,ASTD	ESSELTE CORP	35810	839886	PK	\$ 6.21	57%	\$ 2.67
GENERAL OFFICE PAPER	PAPER,ADD,2.25X150,WHITE	TST/IMPRESO INC	554035EA	840215	EA	\$ 0.93	57%	\$ 0.40
OFFICE ESSENTIALS	NOTES,POP UP,OD,12/PK,YELLOW	3M CO	OD-3312PY	843787	PK	\$ 20.15	57%	\$ 8.66
MAILROOM/SHIPPING	ENVELOPE,INTEROFFICE,10X13,100	CENVEO CORP	77880	844803	BX	\$ 40.01	57%	\$ 17.20
CLEAN/PERSONAL CARE	TISSUE,TOILET,2PLY,80RL/CA	LAGASSE LLC	KCC 04460	849346	CA	\$ 130.32	48%	\$ 68.02
PC ACCESSORIES	CORD,EXTENSION,9FT,WHITE	JASCO PRODUCTS CO	7475	850718	EA	\$ 4.99	38%	\$ 3.09
BUSINESS MACHINES	CALCULATOR,STANDARD,MINI	KARCE CO LIMITED	0D02H	853098	EA	\$ 6.12	83%	\$ 1.05
OFFICE ESSENTIALS	RUBBERBANDS,#16,1/4#	ALLIANCE RUBBER CO	2416808	856198	BG	\$ 2.99	57%	\$ 1.29
OFFICE ESSENTIALS	RUBBERBANDS,#19,1/4#	ALLIANCE RUBBER CO	2419808	856225	BG	\$ 2.99	57%	\$ 1.29
OFFICE ESSENTIALS	RUBBERBANDS,#33,1/4#	ALLIANCE RUBBER CO	2433808	856333	BG	\$ 2.99	57%	\$ 1.29
OFFICE ESSENTIALS	RUBBERBANDS,#54,1/4	ALLIANCE RUBBER CO	2454808	856585	BG	\$ 2.99	80%	\$ 0.61
OFFICE ESSENTIALS	RUBBERBANDS,#64,1/4#	ALLIANCE RUBBER CO	2464808	856657	BG	\$ 2.99	57%	\$ 1.29
PAPER	PAPER,COPY,COVER,65#,PLAN PUR	NEENAH PAPER INC	22878	860402	EA	\$ 28.49	70%	\$ 8.55
PAPER	PAPER,CPY,8.5X11,500SH,TAN	DOMTAR PAPER CO LLC	3R20081	860581	RM	\$ 16.01	74%	\$ 4.13
WRITING	PEN,GRIP,WB,MED,DZ,RED	SANFORD LP	88081	863200	DZ	\$ 4.92	57%	\$ 2.12
PAPER	PAPER,LASER,OD,CASE,3-REAM	INTERNATIONAL PAPER	751440	876860	CA	\$ 41.52	61%	\$ 16.39
WRITING	HIGHLIGHTER,4009,PINK	SANFORD LP	64327	877522	DZ	\$ 11.28	77%	\$ 2.58
WRITING	HIGHLIGHTER,4009,BLUE	SANFORD LP	64328	877530	DZ	\$ 11.28	77%	\$ 2.58
WRITING	HIGHLIGHTER,4009,GREEN	SANFORD LP	64329	877548	DZ	\$ 11.28	77%	\$ 2.58
OFFICE ESSENTIALS	NOTES,POST-IT,POP-UP,3X3,12PK	3M CO	R330-12AN	877664	PK	\$ 27.15	57%	\$ 11.67
SCHOOL SUPPLIES	SUNWORKS BLACK 9X12 CONS	PACON CORP	6303	882896	PK	\$ 1.89	64%	\$ 0.68
SCHOOL SUPPLIES	SUNWORKS BLACK 12X18 CONS	PACON CORP	6307	882912	PK	\$ 3.39	59%	\$ 1.38
PC ACCESSORIES	MOUSEPAD,BLACK	ALLSOP INC	28229	882915	EA	\$ 4.99	89%	\$ 0.55
SCHOOL SUPPLIES	SUNWORKS YELLOW 9X12 CONS	PACON CORP	8403	883008	PK	\$ 1.79	63%	\$ 0.67
CLEAN/PERSONAL CARE	BOWL,FOM10-120Z,125PK,WHT	LAGASSE LLC	DRT12BWWC	900234	CT	\$ 51.93	46%	\$ 28.04
BUSINESS MACHINES	CALCULATOR,GRAPHING,TI-83 PLUS	TEXAS INSTRUMENTS INC	TI-83PLUS	905739	EA	\$ 140.00	38%	\$ 86.79
OFFICE ESSENTIALS	STAPLER,DESK,STD,FULL,BLACK	ACCO BRANDS USA LLC	44401	908194	EA	\$ 26.55	74%	\$ 6.99
OFFICE ESSENTIALS	STAPLER,DESK,STD,FULL,BLACK	SP RICHARDS	SW174701	908269	EA	\$ 32.79	69%	\$ 10.18
BINDERS	LAMINATE,REFILL,DL1001,3M,12"	3M CO	DL1001	908415	EA	\$ 130.48	65%	\$ 45.21
WRITING	SHARPENER,PENCIL,MODEL,KS	ELMERS PRODUCTS INC	1031	908996	EA	\$ 20.99	63%	\$ 7.77
WRITING	SHARPENER,PENCIL,ELEC,BLACK	ELMERS PRODUCTS INC	1744	909069	EA	\$ 67.99	69%	\$ 21.01
OFFICE ESSENTIALS	DISPENSER,HAND,TAPE,3/4",SMOKE	3M CO	H-127	910372	EA	\$ 1.43	68%	\$ 0.46
OFFICE ESSENTIALS	TAPE,TRANSPARENT,1/2",X36YD	3M CO	5910-1/2X1296	910398	RL	\$ 1.40	57%	\$ 0.60
OFFICE ESSENTIALS	TAPE,HIGHLAND,MENDING,1/2IN	3M CO	6200-1/2X1296	910422	RL	\$ 1.89	57%	\$ 0.81
OFFICE ESSENTIALS	TAPE,INVISIBLE,3/4",X36YD	3M CO	6200-3/4X1296	910430	RL	\$ 2.54	57%	\$ 1.09
MAILROOM/SHIPPING	TAPE,MASKING,1",X60YD,BULK	3M CO	232-1	910588	RL	\$ 13.35	63%	\$ 4.98
OFFICE ESSENTIALS	TAPE,BOOK,TRANS,2",X15YD	3M CO	845-R2	910638	RL	\$ 9.90	66%	\$ 3.33
PC ACCESSORIES	DUSTER,OFFICE DEPOT,100Z,3PK	AW DISTRIBUTING INC	UDS-10MS-3P	911245	PK	\$ 30.00	84%	\$ 4.67
BINDERS	LABEL,PRIVATE,OD MULTI,10 TAB	ASIA FILE PRODUCTS SDN BHD	OD912115	912115	ST	\$ 4.97	57%	\$ 2.14
DATED AND FORMS	DESKPAD,MTH,2CL,AAG,22X17,BLK	ACCO BRANDS USA LLC	GG25000015	915644	EA	\$ 13.29	59%	\$ 5.50
BINDERS	BINDER,DP,WPF PSBD,11X8.5,LBLU	ACCO BRANDS USA LLC	54122	916916	EA	\$ 13.32	57%	\$ 5.73
BINDERS	BINDER,DP,WPF PSBD,11X8.5,DBL	ACCO BRANDS USA LLC	54123	916924	EA	\$ 13.32	57%	\$ 5.73
BINDERS	BINDER,DP,WPF PSBD,11X8.5,ERD	ACCO BRANDS USA LLC	54129	916940	EA	\$ 13.32	65%	\$ 4.70
FILING	POCKET,FILE,LETTER,5.25" CAP	SMEAD MFG CO	73234	917281	BX	\$ 31.52	57%	\$ 13.55
PAPER	PAPER,COVER STOCK 65#,250PK	NEENAH PAPER INC	21858	919500	PK	\$ 22.71	62%	\$ 8.55
PAPER	PAPER,CPY,8.5X11,20#,500SH,CHR	DOMTAR PAPER CO LLC	3R20080	919519	RM	\$ 16.01	74%	\$ 4.13
PC ACCESSORIES	HOLDER,DOCUMENT,IN-LINE,3M	3M CO	DH640	922981	EA	\$ 132.50	38%	\$ 82.15
WRITING	MARKER,SHARPIE,FINE,12 CLR SET	SANFORD LP	30072	925491	ST	\$ 17.89	57%	\$ 7.69
OFFICE ESSENTIALS	FLAGS,INDEX,DURABLE,3PK,FLUOR	3M CO	686-PGO	925971	PK	\$ 9.35	57%	\$ 4.02
WRITING	MARKER,PERM,CHISEL TP,LRG,PUR	AVERY PRODUCTS CORPORATION	08884EA	926758	EA	\$ 1.52	59%	\$ 0.63
WRITING	PEN SET,VIS-A-VIS,FINE,8-COLOR	SANFORD LP	16078	928333	PK	\$ 15.26	57%	\$ 6.56
WRITING	PENCIL,5MM,AUTO,BARREL BLACK	PENTEL OF AMERICA LTD	A125AEA	928697	EA	\$ 2.59	57%	\$ 1.11
WRITING	LEAD,HBM,SUPERFINE,5MM,12/TB	PENTEL OF AMERICA LTD	C505-HBEA	929364	TB	\$ 1.19	61%	\$ 0.46
BINDERS	INDEX,INSERT,11X8.5,CLEAR,5/ST	AVERY PRODUCTS CORPORATION	11122	933515	ST	\$ 1.62	57%	\$ 0.70
OFFICE ESSENTIALS	GLUE,ALL PURPOSE,NEW FORM,8OZ	ELMERS PRODUCTS INC	E1324NR	939609	EA	\$ 4.39	57%	\$ 1.89
PAPER	OD BLUE TOP 96B 17" 5RM CTN	SOUTH COAST SOLUTIONS LLC	1170950D (CTN)	940643	CA	\$ 181.56	70%	\$ 54.47
OFFICE ESSENTIALS	POST-IT,PAD,RECYCLED,1.5X2,DZ	3M CO	653-RPYW	941815	DZ	\$ 10.65	57%	\$ 4.58
PAPER	PAPER,BOISE ASPN,30%RCY,LGL,WH	BOISE PAPER	054904-CTN	942363	CA	\$ 259.07	77%	\$ 60.40
PAPER	PAPER,BOISE ASPN,30%REC,11"X17	BOISE PAPER	054907-CTN	942426	CA	\$ 234.59	80%	\$ 47.05
OFFICE ESSENTIALS	SCISSORS,FSKRS,BENT,8",RCY,GRY	FISKARS INC	FSK01-004250J	942990	EA	\$ 9.99	57%	\$ 4.30
OFFICE ESSENTIALS	SCISSORS,FSK,DLB THMB,7",RCYLD	FISKARS INC	01-004252	943015	EA	\$ 6.99	91%	\$ 0.62
OFFICE ESSENTIALS	SCISSORS,FSKRS,BENT,8",RCYCLD	FISKARS INC	01-004254	943195	EA	\$ 7.99	57%	\$ 3.44
OFFICE ESSENTIALS	TAG,REDI,RUSH,RED,120/PK	REDI TAG CORP	60315	943498	PK	\$ 5.90	57%	\$ 2.54
LABELS	LABEL,LSR,FILE,ASTD,750CT	AVERY PRODUCTS CORPORATION	5266	944264	PK	\$ 26.48	57%	\$ 11.39
SCHOOL SUPPLIES	CRAYONS,8CT,CRAYOLA	CRAYOLA LLC	52-0008	950162	BX	\$ 1.09	57%	\$ 0.47
FILING	POCKET,LTR,ST,EXP 1-3/4	SMEAD MFG CO	1514C	952250	BX	\$ 58.20	57%	\$ 25.03
MAILROOM/SHIPPING	1C S/SEAL JIFFY 81/2X12	SHURTECH BRANDS LLC	983723	952651	BX	\$ 90.78	57%	\$ 39.04

ADDITIONAL CORE ITEMS REFERENCE SHEET

Product Category	Product Description	Manufacturer	Manufacturer SKU	Vendor SKU	Unit of Measure	Catalog List Price	Category Discount	Net Price To Member
MAILROOM/SHIPPING	1C SS JIFFY 10 1/2X16	SHURTECH BRANDS LLC	983726	952679	BX	\$ 147.58	57%	\$ 63.46
PAPER	PAPER,X-9,8.5X11,500 SHEETS	BOISE PAPER	0X9001	968627	RM	\$ 6.49	51%	\$ 3.20
STATIONERY & CARDS	CERTIFICAT,UNIQ,W/SEAL,25PK,BL	ROYAL CONSUMER PRODUCTS LLC	39087	970450	PK	\$ 6.42	59%	\$ 2.65
CLEAN/PERSONAL CARE	WIPES,DISINFECTING,CLOROX	LAGASSE LLC	CLO 15948	984560	EA	\$ 10.57	57%	\$ 4.56
PRESENTATION	3M POST IT EASEL PAD	3M CO	559-PK2	987156	CT	\$ 87.90	59%	\$ 35.88
OFFICE ESSENTIALS	TABS,FILE,HNGING,PST-IT(R),PK4	3M CO	686A-1	987272	PK	\$ 4.88	57%	\$ 2.10
BINDERS	PORTFOLIO,KT,PCKT,W/FAST,LGRN	NINGBO GUANGBO IMP & EXP	OD988071	988071	PK	\$ 14.49	63%	\$ 5.37
BINDERS	PORTFOLIO,PCKT,TWIN,10PK,L/GRN	NINGBO GUANGBO IMP & EXP	OD988089	988089	PK	\$ 7.49	72%	\$ 2.13
OFFICE ESSENTIALS	CLIPBOARD,LTR,9X12-1/2	OFFICEMATE INTL	83140	991992	EA	\$ 3.53	87%	\$ 0.45
FILING	WALLET,PART,6-PKT,11.75X9.5,LL	SMEAD MFG CO	L1373GL	992156	EA	\$ 11.13	57%	\$ 4.79
BINDERS	TABS,INDEX,PREMIUM,5/ST,MULTI	AVERY PRODUCTS CORPORATION	23076	993220	ST	\$ 2.39	44%	\$ 1.34
SCHOOL SUPPLIES	BOOK,CMP,MRB,CR,9.75X7.5,100CT	RR DONNELLEY AND SONS CO	OD756067	998584	EA	\$ 3.85	57%	\$ 1.66

November 18, 2015

Innovative Office Solutions
Attn: Jennifer Smith, CEO
151 East Cliff Road
Burnsville, MN 55337

Award Decision, RFP # 16.11 – Office Supplies

Dear Jennifer Smith:

Congratulations – the cooperative purchasing team comprised of the regional service cooperatives of the Cooperative Purchasing Connection, using the weighted criteria outlined in the Request for Proposal (RFP), have completed their review of the proposals received. Evaluation criteria included qualifications and experience, quality and variety of product selection, pricing, services and support, and ease of ordering.

We are pleased to announce that your proposal received the recommendation for award. This decision is subject to approval of the Service Cooperative' Boards of Directors and the North Dakota Educators Service Cooperatives Board of Directors and the successful negotiation of a mutually acceptable contract.

I will be contacting you in the near future to finalize a contract for the awarded goods and/or services. Thank you for submitting your proposal; the Cooperative Purchasing Connection looks forward to working with Innovative Office Solutions.

Regards,



Lisa M. Truax | Bid & Contract Facilitator
Cooperative Purchasing Connection

Enclosure:
Performance Bond Requirements

CC: Ken Ledeboer, Director of Education Sales
DeAnn Player, Account Coordinator

November 18, 2015

Innovative Office Solutions
Attn: Jennifer Smith, CEO
151 East Cliff Road
Burnsville, MN 55337

Performance Bond Requirements, RFP #16.11 – Office Supplies

Dear Jennifer Smith:

Congratulations on becoming an awarded vendor with the Cooperative Purchasing Connection (CPC). We're looking forward to working with you and you'll soon be receiving a contract for review. In addition, as you may know, CPC requires awarded vendors to post a \$1,000.00 performance bond at the time an agreement is met and the contract is signed by the awarded vendor. The performance bond may be in the form of a bond, certified or cashier's check, or money order payable to Lakes Country Service Cooperative. It may also be a bond naming Lakes Country Service Cooperative as obligee written by a corporate surety, satisfactory to CPC, pledging that the awarded vendor will abide by the terms stated in the RFP and in the vendor's proposal and pledges the faithful performance of the contract and the payment of all obligations arising thereunder.

With any partnership, some are not successful. Failure from an awarded vendor to comply with the proposal and contract agreement, the performance bond shall be forfeited to CPC as liquidated damages, not as a penalty. The loss of the performance bond may include, but is not limited to:

- Poor communication; multiple documented failures to correspond with CPC.
- Poor customer service; failure to respond on multiple occasions to CPC members within a timely manner.
- Poor quality of product and failure to replace/refund member purchase when appropriate.
- Delivery issues; consistent and documented failures to deliver product on time or in proper condition.
- Lack of on-time reporting and inaccurate quarterly reports.
- Lack of quarterly administrative fee payments.

Performance bonds will be returned in their full amount upon the successful completion of a bid cycle.

Please let me know if you have any questions.

Regards,

A handwritten signature in black ink, appearing to read "Lisa M. Truax".

Lisa M. Truax | Bid & Contract Facilitator
Cooperative Purchasing Connection

CC: Ken Ledeboer, Director of Education Sales
DeAnn Player, Account Coordinator

November 30, 2015

Office Depot, Inc.
Attn: Kaaren Burgwald
1105 Xenium Lane N
Plymouth, MN 55441

Award Decision, RFP # 16.11 – Office Supplies

Dear Kaaren Burgwald:

The Cooperative Purchasing Connection (CPC) would like to thank you for your time, effort, and interest in supplying a response for RFP 16.11 – Office Supplies. The cooperative purchasing team, using the weighted criteria outlined in the Request for Proposal (RFP), have completed their review of the proposals received.

Evaluation criteria included qualifications and experience, quality and variety of product selection, pricing, services and support, and ease of ordering. However, the cooperative purchasing team has decided to reject your proposal based on Office Depot's customer service.

We want to thank you for your proposal, taking the time to present in-person to our purchasing team and the interest in this RFP. CPC will look forward to your participation in future RFP's for similar engagements.

Should you have any questions about this matter, please feel free to contact me.

Regards,



Lisa M. Truax | Bid & Contract Facilitator
Cooperative Purchasing Connection

CC: Brian Bram, Vertical Market Manager

November 30, 2015

Quill Corporation
Attn: Martin Colburn
100 Schelter Road
Lincolnshire, IL 60069

Award Decision, RFP # 16.11 – Office Supplies

Dear Martin Colburn:

The Cooperative Purchasing Connection (CPC) would like to thank you for your time, effort, and interest in supplying a response for RFP 16.11 – Office Supplies. The cooperative purchasing team, using the weighted criteria outlined in the Request for Proposal (RFP), have completed their review of the proposals received.

Evaluation criteria included qualifications and experience, quality and variety of product selection, pricing, services and support, and ease of ordering. However, the cooperative purchasing team has decided to reject your proposal based on Quill's pricing.

We want to thank you for your proposal, taking the time to present in-person to our purchasing team and the interest in this RFP. CPC will look forward to your participation in future RFP's for similar engagements.

Should you have any questions about this matter, please feel free to contact me.

Regards,



Lisa M. Truax | Bid & Contract Facilitator
Cooperative Purchasing Connection

Contract Offer & Award

This CONTRACT AGREEMENT ("Agreement") is made this 18th day of November, 2015, for the purpose of offering and awarding the contract known as Innovative Office Solutions (#16.11 - OFS), dated November 18, 2015, ("Original Contract") by and between Innovative Office Solutions, located at 151 East Cliff Road, Burnsville, MN 55337, and the Cooperative Purchasing Connection, located at 1001 E. Mount Faith Avenue, Fergus Falls, MN 56537, (collectively, the "Parties"). The Parties hereby agree to the term of the contract, which will begin immediately and will end on December 31, 2016.

Under the terms of the contract agreement, Innovative will make available to members a broad line of discounted office supplies and catalog furniture while receiving exceptional services. Innovative will provide members with a shopping list of deeply discounted, high usage products. These products and services will be available to members at consortium level discounted pricing.

This Agreement binds and benefits both Parties and any successors or assigns. This document, including the Original Contract, is the entire agreement between the Parties.

Innovative Office Solutions

Jennifer Smith
 Authorized Signature

Jennifer Smith / CEO
 Name/Title (Print)

12/11/15
 Date

Cooperative Purchasing Connection

Jeremy N. Kovach
 Authorized Signature

Jeremy Kovach, Executive Director (USE)
 Name/Title (Print)

12/11/2015
 Date

North Dakota Educators Service Cooperative

Rodney Schenbenske
 Authorized Signature

Rodney Schenbenske, Board President
 Name/Title (Print)

12/11/2015
 Date