

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES
1 10

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

BPA NO.

1. DATE OF ORDER NOV 03 2009		2. CONTRACT NO. (if any) GB14F0035X		3. SHIP TO:	
8. ORDER NO. NRC-DR-10-09-402		4. REQUISITION/REFERENCE NO. 10-09-402		5. NAME OF CONSIGNEE U.S. Nuclear Regulatory Commission	
5. ISSUING OFFICE (Address correspondence to) U.S. Nuclear Regulatory Commission Div. of Contracts Attn: James Leedom Mail Stop: TWB-01-B10M Washington, DC 20555				6. STREET ADDRESS Attn: James Leedom Mail Stop: TWB-01-B10M	
7. TO:		c. CITY Washington		d. STATE DC	e. ZIP CODE 20555
a. NAME OF CONTRACTOR OFFICEMAX INCORPORATED OFFICEMAX GOVERNMENT SOLUTIONS				f. SHIP VIA	
b. COMPANY NAME				8. TYPE OF ORDER	
c. STREET ADDRESS 6745 BUSINESS PKWY				<input type="checkbox"/> a. PURCHASE <input type="checkbox"/> b. DELIVERY REFERENCE YOUR <u>Office Max</u> Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated. Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is treated subject to the terms and conditions of the above-numbered contract.	
d. CITY ELK RIDGE		e. STATE MD	f. ZIP CODE 210756340	10. REQUISITIONING OFFICE ADM Office of Administration	
9. ACCOUNTING AND APPROPRIATION DATA See Page #2 for Accounting and Appropriation Data DUNS# 879A36640 FFS# ADM-09-402				12. F.O.B. POINT Destination	
11. BUSINESS CLASSIFICATION (Check appropriate box(es))				15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	
<input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZONE <input type="checkbox"/> f. EMERGING SMALL BUSINESS <input type="checkbox"/> g. SERVICE-DISABLED VETERAN-OWNED				16. DISCOUNT TERMS N/A	
18. PLACE OF		14. GOVERNMENT BL. NO.		15. DELIVER TO F.O.B. POINT	
a. INSPECTION Rockville, MD		b. ACCEPTANCE Rockville, MD		N/A	

17. SCHEDULE (See reverse for Reflections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	The purpose of this Fixed Price Requirements Type Delivery Order is to provide the Nuclear Regulatory Commission's (NRC) headquarter locations with office supplies. The contractor shall provide the NRC with supplies in accordance with the attached Statement of Work and contractor quotation dated 9/1/2009. The period of performance shall be one year from the date of award with four one-year option periods. Each year of the Delivery Order shall have an estimated ceiling of \$3,000,000.00. The total estimated ceiling of the Delivery Order is \$15,000,000.00. The NRC reserves the right to procure office supplies that are not listed on the Price Schedule as long as the items are available on Office Max's or XPEDX's GSA Schedules. The unit prices in the price schedule remain unchanged for all five years of the Delivery Order. Office Max shall provide all economic price adjustments to the NRC no later than 15 days before the increase takes effect.					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(b) TOTAL (Cont. Pages) 17(f) GRAND TOTAL
	21. MAIL INVOICE TO:						
	a. NAME Department of Interior / NRC NRCPayments@nrc.gov						
	b. STREET ADDRESS (or P.O. Box) Attn: Fiscal Services Branch - D2770 7301 W. Mansfield Avenue						
c. CITY Denver			d. STATE CO	e. ZIP CODE 80235-2230		\$860,050.00	
22. UNITED STATES OF AMERICA BY (Signature) 				22. NAME (Typed) Morie Gunter-Henderson Contracting Officer TITLE: CONTRACTING/ORDERING OFFICER			

Information in this record was deleted in accordance with the Freedom of Information Act Exemptions 4 FOIAPA 2013-0101

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**ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION**

PAGE NO.
2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER

CONTRACT NO.

ORDER NO.

GS14F0035K

NRC-DR-10-09-402

ITEM NO. (A)	SUPPLIES OR SERVICES (B)	QUANTITY ORDERED (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)	QUANTITY ACCEPTED (G)
Accounting and Appropriation Data:						
94015-5BE312	X2334 2610 X0200 Obligate \$170,250.00					
FFS#	ADM-09-402					
94015-5BE312	X2348 2610 X0200 Obligate \$144,000.00					
FFS#	ADM-09-402					
94015-5BE312	X2350 2610 X0200 Obligate \$91,800.00					
FFS#	ADM-09-402					
94015-5B1306	D2334 2610 X0200 Obligate \$70,000.00					
FFS#	ADM-09-402					
94015-5B1306	D2348 2610 X0200 Obligate \$299,000.00					
FFS#	ADM-09-402					
94015-5B1306	D2350 2610 X0200 Obligate \$85,000.00					
FFS#	ADM-09-402					
Total Obligations:	\$860,050.00					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

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A.1 BRIEF DESCRIPTION OF WORK (MAR 1987)

The contractor shall provide general office supplies, paper products and specialized supplies to meet the daily needs of NRC HQ employees in a reliable, accurate, efficient, timely and cost-effective manner. This shall be conducted using a Just-in-Time purchase and delivery process.

A.2 CONSIDERATION AND OBLIGATION--DELIVERY ORDERS (JUN 1988)

(a) The total estimated amount of this contract (ceiling) for the products/services ordered, delivered, and accepted under this contract is \$15,000,000.00. The Contracting Officer may unilaterally increase this amount as necessary for orders to be placed with the contractor during the contract period provided such orders are within any maximum ordering limitation prescribed under this contract.

(b) The amount presently obligated with respect to this contract is \$860,050.00. The Contracting Officer may issue orders for work up to the amount presently obligated. This obligated amount may be unilaterally increased from time to time by the Contracting Officer by written modification to this contract. The obligated amount shall, at no time, exceed the contract ceiling as specified in paragraph a above. When and if the amount(s) paid and payable to the Contractor hereunder shall equal the obligated amount, the Contractor shall not be obligated to continue performance of the work unless and until the Contracting Officer shall increase the amount obligated with respect to this contract. Any work undertaken by the Contractor in excess of the obligated amount specified above is done so at the Contractor's sole risk.

A.3 DURATION OF CONTRACT PERIOD (MAR 1987) ALTERNATE 2 (MAR 1987)

This contract shall commence on the date of award and will expire 12 months after award. The term of this contract may be extended at the option of the Government for an additional four years.

A.4 PLACE OF INSPECTION AND ACCEPTANCE (MAR 1987)

Inspection and acceptance of the deliverable items to be furnished hereunder shall be made by the Project Officer at the destination.

A.5 PACKAGING AND MARKING (MAR 1987)

The Contractor shall package material for shipment to the NRC in such a manner that will ensure acceptance by common carrier and safe delivery at destination. Containers and closures shall comply with the Interstate Commerce Commission Regulations, Uniform Freight Classification Rules, or regulations of other carriers as applicable to the mode of transportation. On the front of the package, the Contractor shall clearly identify the contract number under which the product is being provided.

52.204-7	CENTRAL CONTRACTOR REGISTRATION	APR 2008
52.223-6	DRUG-FREE WORKPLACE	MAY 2001
52.225-13	RESTRICTIONS ON CERTAIN FOREIGN PURCHASES	JUN 2008

A.6 52.216-18 ORDERING (OCT 1995)

(a) Any supplies and services to be furnished under this contract shall be ordered by issuance of delivery orders or task orders by the individuals or activities designated in the Schedule. Such orders may be issued from contract's start date through contract's end date.

(b) All delivery orders or task orders are subject to the terms and conditions of this contract. In the event of conflict between a delivery order or task order and this contract, the contract shall control.

(c) If mailed, a delivery order or task order is considered "issued" when the Government deposits the order in the mail. Orders may be issued orally, by facsimile, or by electronic commerce methods only if authorized in the Schedule.

A.7 52.216-19 ORDER LIMITATIONS (OCT 1995)

(a) Minimum order. When the Government requires supplies or services covered by this contract in an amount of less than \$0.00, the Government is not obligated to purchase, nor is the Contractor obligated to furnish, those supplies or services under the contract.

(b) Maximum order. The Contractor is not obligated to honor--

(1) Any order for a single item in excess of \$860,050.00;

(2) Any order for a combination of items in excess of \$860,050.00; or

(3) A series of orders from the same ordering office within 1 days that together call for quantities exceeding the limitation in paragraph (b)(1) or (2) of this section.

(c) If this is a requirements contract (i.e., includes the Requirements clause at subsection 52.216-21 of the Federal Acquisition Regulation (FAR)), the Government is not required to order a part of any one requirement from the Contractor if that requirement exceeds the maximum-order limitations in paragraph (b) of this section.

(d) Notwithstanding paragraphs (b) and (c) of this section, the Contractor shall honor any order exceeding the maximum order limitations in paragraph (b), unless that order (or orders) is returned to the ordering office within 5 days after issuance, with written notice stating the Contractor's intent not to ship the item (or items) called for and the reasons. Upon receiving this notice, the Government may acquire the supplies or services from another source.

A.8 52.216-21 REQUIREMENTS (OCT 1995)

(a) This is a requirements contract for the supplies or services specified, and effective for the period stated, in the Schedule. The quantities of supplies or services specified in the Schedule are estimates only and are not purchased by this contract. Except as this contract may otherwise provide, if the Government's requirements do not result in orders in the quantities described as "estimated" or "maximum" in the Schedule, that fact shall not constitute the basis for an equitable price adjustment.

(b) Delivery or performance shall be made only as authorized by orders issued in accordance with the Ordering clause. Subject to any limitations in the Order Limitations clause or elsewhere in this contract, the Contractor shall furnish to the Government all supplies or services specified in the Schedule and called for by orders issued in accordance with the Ordering clause. The Government may issue orders requiring delivery to multiple destinations or performance at multiple locations.

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(c) Except as this contract otherwise provides, the Government shall order from the Contractor all the supplies or services specified in the Schedule that are required to be purchased by the Government activity or activities specified in the Schedule.

(d) The Government is not required to purchase from the Contractor requirements in excess of any limit on total orders under this contract.

(e) If the Government urgently requires delivery of any quantity of an item before the earliest date that delivery may be specified under this contract, and if the Contractor will not accept an order providing for the accelerated delivery, the Government may acquire the urgently required goods or services from another source.

(f) Any order issued during the effective period of this contract and not completed within that period shall be completed by the Contractor within the time specified in the order. The contract shall govern the Contractor's and Government's rights and obligations with respect to that order to the same extent as if the order were completed during the contract's effective period; provided, that the Contractor shall not be required to make any deliveries under this contract after 5 years from the date of award.

A.9 52.232-18 AVAILABILITY OF FUNDS (APR 1984)

Funds are not presently available for this contract beyond \$860,050.00. The Government's obligation under this contract is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are made available to the Contracting Officer for this contract and until the Contractor receives notice of such availability, to be confirmed in writing by the Contracting Officer.

A.10 52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 15 days.

A.11 52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within 15 days; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 30 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

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(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed five (5) years.

A.12 52.233-4 APPLICABLE LAW FOR BREACH OF CONTRACT CLAIM (OCT 2004)

United States law will apply to resolve any claim of breach of this contract.

A.13 52.247-34 F.O.B. DESTINATION (NOV 1991)

(a) The term "f.o.b. destination," as used in this clause, means --

(1) Free of expense to the Government, on board the carrier's conveyance, at a specified delivery point where the consignee's facility (plant, warehouse, store, lot, or other location to which shipment can be made) is located; and

(2) Supplies shall be delivered to the destination consignee's wharf (if destination is a port city and supplies are for export), warehouse unloading platform, or receiving dock, at the expense of the Contractor. The Government shall not be liable for any delivery, storage, demurrage, accessorial, or other charges involved before the actual delivery (or "constructive placement" as defined in carrier tariffs) of the supplies to the destination, unless such charges are caused by an act or order of the Government acting in its contractual capacity. If rail carrier is used, supplies shall be delivered to the specified unloading platform of the consignee. If motor carrier (including "piggyback") is used, supplies shall be delivered to truck tailgate at the unloading platform of the consignee, except when the supplies delivered meet the requirements of Item 568 of the National Motor Freight Classification for "heavy or bulky freight." When supplies meeting the requirements of the referenced Item 568 are delivered, unloading (including movement to the tailgate) shall be performed by the consignee, with assistance from the truck driver, if requested. If the contractor uses rail carrier or freight forwarder for less than carload shipments, the contractor shall ensure that the carrier will furnish tailgate delivery, when required, if transfer to truck is required to complete delivery to consignee.

(b) The Contractor shall--

(1)(i) Pack and mark the shipment to comply with contract specifications; or

(ii) In the absence of specifications, prepare the shipment in conformance with carrier requirements;

(2) Prepare and distribute commercial bills of lading;

(3) Deliver the shipment in good order and condition to the point of delivery specified in the contract;

(4) Be responsible for any loss of and/or damage to the goods occurring before receipt of the shipment by the consignee at the delivery point specified in the contract;

(5) Furnish a delivery schedule and designate the mode of delivering carrier; and

(6) Pay and bear all charges to the specified point of delivery.

A.14 PROJECT OFFICER AUTHORITY ALTERNATE 2 (FEBRUARY 2004)

(a) The contracting officer's authorized representative hereinafter referred to as the project officer for this contract is:

Name: JoAnne Thweatt

Address: 11545 Rockville Pike
Mail Stop: O-2-A-13
Rockville, MD 20852

Telephone Number: 301-415-0187

(b) The project officer shall:

(1) Place delivery orders for items required under this contract up to the amount obligated on the contract award document.

(2) Monitor contractor performance and recommend changes in requirements to the contracting officer.

(3) Inspect and accept products/services provided under the contract.

(4) Review all contractor invoices/vouchers requesting payment for products/services provided under the contract and make recommendations for approval, disapproval, or suspension.

(5) Immediately notify the Security Branch, Division of Facilities and Security (SB/DFS) (via e-mail) when a contractor employee no longer requires access authorization and return of any NRC issued badge to SB/DFS within three days after their termination.

(c) The project officer may not make changes to the express terms and conditions of this contract.

*To be incorporated into any resultant contract

DELIVERY ORDER TERMS AND CONDITIONS NOT SPECIFIED IN THE CONTRACT

A.15 NRC Acquisition Clauses - (NRCAR) 48 CFR Ch. 20

A.16 SEAT BELTS

Contractors, subcontractors, and grantees, are encouraged to adopt and enforce on-the-job seat belt policies and programs for their employees when operating company-owned, rented, or personally owned vehicles.

A.17 WHISTLEBLOWER PROTECTION FOR NRC CONTRACTOR AND SUBCONTRACTOR EMPLOYEES (JULY 2006)

(a) The U.S. Nuclear Regulatory Commission (NRC) contractor and its subcontractor are subject to the Whistleblower Employee Protection public law provisions as codified at 42 U.S.C. 5851. NRC contractor(s) and subcontractor(s) shall comply with the requirements of this Whistleblower Employee Protection law, and the implementing regulations of the NRC and the Department of Labor (DOL). See, for example, DOL Procedures on Handling Complaints at 29 C.F.R. Part 24 concerning the employer obligations, prohibited acts, DOL procedures and the requirement for prominent posting of notice of Employee Rights at Appendix A to Part 24.

(b) Under this Whistleblower Employee Protection law, as implemented by regulations, NRC contractor and subcontractor employees are protected from discharge, reprisal, threats, intimidation, coercion, blacklisting or other employment discrimination practices with respect to compensation, terms, conditions or privileges of their employment because the contractor or subcontractor employee(s) has provided notice to the employer, refused to engage in unlawful practices, assisted in proceedings or testified on activities concerning alleged violations of the Atomic Energy Act of 1954 (as amended) and the Energy Reorganization Act of 1974 (as amended).

(c) The contractor shall insert this or the substance of this clause in any subcontracts involving work performed under this contract.

A.18 OPTION PERIODS - TASK ORDER/DELIVERY ORDER UNDER A GSA FEDERAL SUPPLY SCHEDULE CONTRACT (MARCH 2007)

The Period of Performance (PoP) for this requirement may extend beyond the Offeror's current PoP on their GSA Schedule. Offerors may submit proposals for the entire PoP as long as their current GSA Schedule covers the requested PoP, or their GSA Schedule contains GSA's "Evergreen Clause" (Option to Extend the Term of the Contract), which covers the requested PoP if/when the option(s) are exercised. Offerors are encouraged to submit accurate/realistic pricing for the requirement's entire PoP, even if the proposed GSA Schedule does not include pricing for the applicable option years, etc.

For proposal evaluation purposes, the NRC assumes that applicable Evergreen Clause Option(s) will be exercised and the NRC will apply price analysis, as applicable. It is in the best interest of the Offeror to explain major deviations in escalation, proposed in any Evergreen Clause option years. Resulting GSA task/delivery order option years subject to the Evergreen Clause will be initially priced utilizing the same rates proposed under the last GSA-priced year of the subject GSA Schedule. Upon GSA's exercise of the GSA Schedule option year(s) applicable to the Evergreen Clause, the NRC will modify the awarded task/delivery order to incorporate either the proposed pricing for the option years or the GSA-approved pricing (whichever is lower).

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It is incumbent upon the Offeror to provide sufficient documentation (GSA-signed schedule, schedule modifications, etc.) that shows both the effective dates, pricing and terms/conditions of the current GSA Schedule, as well as Evergreen Clause terms/conditions (as applicable). Failure to provide this documentation may result in the Offeror's proposal being found unacceptable.

ATTACHMENT NUMBER	TITLE	DATE	NO. PAGES
1	Statement of Work		11
2	Price Schedule		14
3	Office Max Proposal		27

NRC STATEMENT OF WORK FOR ACQUISITION OF OFFICE SUPPLIES

I. BACKGROUND

The U.S. Nuclear Regulatory Commission (NRC or Agency), Office of Administration (ADM), Division of Administrative Services (DAS), currently provides supplies for approximately 3,500 Headquarters (HQ) employees and contract staff at the White Flint Complex (WFC) and four interim buildings located in the Rockville and Bethesda areas of Montgomery County, Maryland. The NRC's Supply Program includes operation of the main Supply Store in One White Flint North (OWFN) in the WFC complex and supply rooms at the interim buildings. DAS is responsible for ensuring that a wide variety of general office supplies, specialized supplies and paper products are available for employees at these locations to conduct NRC business in a *reliable, accurate, efficient, timely, and cost-effective manner.*

To reduce the overall cost of NRC's Supply Program, the Agency converted from a supply purchase process of buying supplies in large bulk, storing them in the NRC's warehouse and re-delivering them to the Supply Store when needed, to a more cost-effective just-in-time (JIT) purchase and delivery method. The JIT method allows the Agency to purchase general office supplies, specialized supplies and paper products in smaller amounts on an as-needed basis, including delivering the supplies directly to the NRC Supply Room in the WFC, instead of the NRC Warehouses.

II. OBJECTIVE

The NRC is seeking a contractor to provide general office supplies, paper products, and specialized products to meet the daily needs of HQ employees in a *reliable, accurate, efficient, timely, and cost-effective manner, using a JIT purchase and delivery process.* Offerors are encouraged to form Contractor Team Arrangements (CTA) in accordance with GSA Guidelines, in order to provide a comprehensive solution to the NRC's requirements.

III. SCOPE

The specifications and minimum requirements for each NRC stock item are provided in order for the vendor to provide unit-pricing on the same or comparable items. All orders will be submitted to the contractor by the NRC Project Officer (PO) or authorized point of contact (POC) or designee. All team members working under the CTA will be required to provide supplies from the NRC's consolidated list, as defined by the CTA. The contractor shall deliver all supplies ordered to one of the locations listed in Section X.

The contractor shall provide the Agency a reasonable order and delivery schedule that will allow the NRC PO or designee a sufficient number of times to order supplies and have them delivered to the NRC Supply Store in the WFC to maintain sufficient stock to meet the needs of employees at all HQ locations. NRC is responsible for the delivery of supplies to the interim locations.

During the entire period of this agreement, NRC reserves the right to purchase any items from another source if any of the members under the CTA can not provide a requested item or fail to provide the requested item within the period of delivery agreed upon by the Agency and the contractor

IV. CONTRACT REQUIREMENTS

During the entire period of performance of this agreement, the vendor shall comply with all terms, conditions, deliverables and requirements stated in this Statement of Work (SOW). The contractors identified as members under the CTA must also comply with the requirements of the CTA.

Each member of the CTA must be identified, including the corresponding GSA Schedule Contract Number for the specific supplies each are responsible for providing, the unit price for each item, and whether invoicing and payment arrangement is with each CTA member or CTA lead.

To be accepted for consideration for award of this agreement by NRC, the contractors under the CTA shall complete all of the applicable information requested by NRC under this SOW. NRC reserves the right not to award this agreement to any contractor listed as a member under the CTA that fails to provide this information.

A. VENDOR SERVICES PERFORMANCES STANDARDS:

To ensure the success and effectiveness of this JIT supply ordering and delivery process, the service provided by each member of the CTA under this agreement must be reliable, accurate, efficient, timely, and cost-effective, at least 98 percent of the time, as follows:

- **Reliable** – Each item purchased by NRC fully complies with NRC's specifications and minimum requirements.
- **Accurate** – Each item delivered to NRC is correctly identified based on the original order or approved changes, including the correct type, size, color, and quantity.
- **Efficient** – Systems and personnel are in place to process, track and deliver orders, and delivery dates are met within the agreed upon schedule without compromising the quality and accuracy of the service. Systems and personnel are in place to process and track invoices, resolve administrative issues that may impact the efficiency of the service.
- **Timely** – Each NRC order submitted by the time agreed upon by the members of the CTA and the NRC PO is delivered within 3-business days (Monday – Friday) of receipt of NRC's order. Items identified on NRC orders as a "special request" are delivered within the agreed schedule.
- **Cost-effective** – Overall costs are consistent with level of service and no hidden or unexplained costs exist. NRC is notified of the quantity for each supply item that results in the lowest unit price and is provided the available unit-pricing discounts when such items are ordered in large quantities.

B. UNIT PRICING:

The members of the CTA shall submit unit-pricing for all NRC stock supply items. Delivery of all items under this Agreement shall be "F.O.B. (Freight- On-Board) Destination" and the unit-pricing for all items shall include all costs for "inside-delivery" to the NRC Supply Store in the WFC located in Rockville, Maryland.

To ensure that the NRC has the best unit pricing for each supply item, the contractors under the CTA shall ensure that the NRC PO is notified of the following:

- Unit-pricing discounts available for ordering each supply item in larger quantities.
- Quantity of issue for each supply item that results in the lowest unit price for NRC.
- Quantity (e.g., box, case, bundle, carton, pallet, etc.) of each supply item in order for NRC to place orders in bulk-lots if desired, to reduce packaging and the administrative burden of shipping/receiving the items.

The NRC cannot identify all of the specific "Special Request" items that may be needed during the period of performance of this agreement; therefore, the contractors under the CTA selected for the award shall guarantee NRC that the unit-prices charged for all "Special Request" items shall be limited to the same unit-prices the CTA members normally charge their "Most Favored Customer" for that item in similar quantities.

C. QUALIFIED PERSONNEL TO SERVICE CONTRACT

The contractor shall provide all support, management, supervision, and administrative support of contractor personnel who perform and monitor all facets of the supply ordering, delivery, invoicing, and customer service from the contractor's off-site location. The contractor shall provide personnel with expertise and skills required to:

- Serve as POC to the NRC PO or designee and make decisions on behalf of the contractor.
- Monitor and track NRC orders, deliveries and invoices to provide status reports when requested by the NRC PO or designee.
- Interact with NRC personnel using tact, diplomacy and excellent customer service skills to resolve discrepancies and address problems identified that may impact the effectiveness, efficiency, and quality of services.
- Prepare standard and ad hoc reports with accurate and current data, to include but not limited to, the number and types of supplies used and the cost of supplies to reconcile records and conduct trend analysis of supply utilization.
- Qualified drivers and other personnel to properly load and unload the supplies and deliver them to the NRC.

D. SECURITY

The contractor shall ensure that all drivers delivering products to the NRC OWFN HQ location and NRC warehouse shall, upon arrival, immediately present themselves to the NRC guards and comply with the guards' directions. All vehicles are subject to inspection by NRC guards.

E. CONTRACTOR COMPLIANCE WITH MANDATORY REQUIREMENTS OF "GREENING THE GOVERNMENT" FEDERAL INITIATIVES:

Each contractor under the CTA shall provide NRC with supplies that fully comply with the mandatory requirements of Executive Order (E.O.)13101, "Greening The Government Through Waste Prevention, Recycling and Acquisition" (see www.ofee.gov), implemented through Environmental Protection Agency's (EPA) Comprehensive Procurement Guidelines (CPG) and Recommended Recovered Material Content Ranges (RMAN) (see www.epa.gov/cpg), unless the item is available from a source under the Javits-Wagner-O'Day (JWOD) program. In that case, NRC is committed to purchasing the JWOD item. NOTE: The mandatory requirements of E.O. 13101 and EPA's CPG and RMAN have already been incorporated into NRC's specifications and minimum requirements.

F. ENVIRONMENTALLY PREFERABLE PRODUCTS (EPP):

In addition to the mandatory items specified above, the NRC is committed to the purchase of supplies that contain recovered materials and/or have "environmentally preferable" attributes. The vendor shall actively seek out the availability in the market-place of supplies that contain higher recovered content and other EPP attributes such as reduced packaging, energy efficiency, bio-based content, and "Green" chemical composition and propose as alternative supply items.

By acceptance of the award of this agreement, the contractors certify that all products delivered to NRC shall contain the minimum Post-Consumer and Recovered Materials contents specified for each supply item. In addition, upon receipt of a request by NRC, the contractors shall provide the NRC PO with sufficient documentation to prove compliance of any supply item with NRC's specifications and minimum requirements. NRC prefers that the products and/or boxes/labels state the recycled product contents.

G. CONTRACTOR PROVISION OF MATERIAL SAFETY DATA SHEETS:

The contractors under the CTA shall provide the NRC PO or designee with the applicable material safety data sheets (MSDS) prior to NRC receiving any supply item covered by an MSDS.

H. JAVITS-WAGNER O'DAY ACT REQUIREMENTS:

Some of the office supplies being solicited under this RFQ are available on the AbilityOne Procurement List (<http://www.abilityone.gov/jwod/PL.html>). Per FAR 8.7, the Government is required to purchase supplies that are available on the Procurement List through authorized AbilityOne distributors. Therefore, supplies being solicited in this RFQ that are essentially the same as the supplies located in the Procurement List, must be supplied through AbilityOne.

The AbilityOne Program generates jobs for individuals who are blind or have other severe disabilities. For more information on the AbilityOne Program visit www.abilityone.gov. Please direct any AbilityOne-related questions to Mr. Eric Beale. He can be reached at (703) 603-2119 or ebeale@abilityone.gov.

V. SUPPLY ORDER PROCESSING

The contractor shall strictly adhere to the NRC procedures listed herein for processing any of NRC's orders (calls).

A. LIST OF NRC PERSONNEL AUTHORIZED TO PLACE ORDERS (CALLS):

The contractor shall only accept orders under this agreement and NRC shall only be monetarily liable for orders placed under this agreement by the following NRC personnel:

Nancy Turner Boyd	NRC Project Officer, 301-415-6645
Renea Bailey	Alternate Project Officer, 301-415-2265
Reginald Stansbury	NRC Authorized Ordering Official, 301-415-2095
Catherine Blakeney	NRC Authorized Ordering Official, 301-415-1491

B. METHODS OF NRC ORDER PLACEMENT:

The NRC PO or one of the authorized ordering officials listed above will submit supply orders (calls) to the contractors under the CTA, in writing using a Supply Ordering Form provided by the NRC PO. The NRC PO will provide the contractors a sample copy of a completed Supply Ordering Form at the time of the award and before the first call is placed.

For a successful and efficient ordering process the NRC PO or designee shall ensure that:

- Each Supply Ordering Form is signed and forwarded it to the contractors by fax or email followed by a signed hard copy.
- Orders made orally by telephone or in-person are immediately followed by a signed Supply Ordering Form.
- The contractors only accept NRC Supply Ordering Form in written format either electronically or by fax approved by one of the authorized NRC personnel listed above.
- The contractors' authorized POC sign the Supply Ordering Form upon receipt confirming the order and delivery date and return it to the NRC PO or designee by fax.

Orders placed by NRC for any items during the period of this agreement shall be considered an order for NRC "Stock" items, except those identified as special order that are considered "Special Request" items.

C. INFORMATION TO DOCUMENT NRC ORDERS (CALLS):

The NRC Supply Ordering Form will include, at a minimum, the following information:

- NRC Agreement Order Number for the contractor under the CTA (depending on whether the orders are made to each member contractor under the CTA or a lead member)
- Sequential Call Number assigned by NRC for that order
- NRC stock number matched with the contractor's part number for each line-item. The contractor shall ensure that the "Special Request" number listed on NRC's order form is correctly identified (some special request items may not have an NRC stock number).
- Requested quantity of each Unit-Of-Issue (UOI) for each line-item being ordered and cost per UOI
- UOI of each container line-item (quantity in a box, etc.) and cost per UOI
- Total cost of each order (call)
- Contractor's account code assigned to NRC
- Job Code identified by NRC for each item ordered
- Name and signature of the NRC authorized person placing the order (call)
- Date order was approved by NRC and submitted to the contractor for processing
- Signature of authorized contractor POC confirming receipt of the order and verifying the requested items.

VI. DOCUMENTATION REQUIRED FOR DELIVERY OF SUPPLIES TO NRC:

All bulk deliveries shall be placed and shrink-wrapped. Paper items shall be packaged sufficient to eliminate any effect of moisture, etc., during shipping and storage. All delivery items shall include packing tickets for proper identification.

A. IDENTIFYING INFORMATION ON PACKING TICKETS

- All items shall be identified on the contractor's packing ticket and invoice by the specific NRC stock number listed for each item.
- All "special request" items shall be identified on the contractor's packing ticket by the supply item's description and special order item number assigned by the NRC PO or authorized ordering official who prepared the Supply Ordering Form so that they can be properly identified by NRC personnel authorized to receive supply shipments.
- Each packing ticket and other delivery paperwork required by the NRC PO and/or provided by the contractor shall be given to the authorized NRC receiving personnel.

- Information on the contractor's packing tickets submitted with deliveries shall include but not be limited to the following:
 - Date the NRC order (call) was placed
 - NRC's Agreement Order Number and NRC's assigned Call Number
 - Name of the NRC person who placed the order (call)
 - Description of each line-item being delivered and invoiced
 - Quantity of each line-item requested by NRC, and the quantity being delivered and invoiced by the contractor
 - Contractor part number and the NRC stock number for each NRC "stock" item.
 - Contractor's part number, special description and number provided by NRC for all "special request" items.
 - Place of delivery requested by NRC if other than the WFC Supply Store
 - Clearly marked or labeled NRC order call Number, part number and description for each box included in multiple boxes for a line item.

NRC reserves the right to refuse to accept any delivery from a contractor that does not include all of the information listed above. Further, NRC's refusal of any delivery due to the contractor's failure to provide all of the information requested shall not relieve the vendor of the NRC's requirement for delivery of the order within the time-frame guaranteed to NRC by the contractor.

B. DAILY SCHEDULE FOR ALL DELIVERIES TO NRC:

- Each packing ticket and other delivery paperwork required by the NRC PO and/or provided by the contractor shall be given to the authorized NRC receiving personnel.
- The contractors under the CTA shall deliver supplies to NRC Supply Store in the WFC (or place of delivery requested by NRC if other than the WFC Supply Store) between the hours of 8:00 a.m. and 11:30 a.m., and 12:30 p.m. and 4:00 p.m., Monday through Friday (except Federal holidays or as directed by the NRC PO or designee authorized to order supplies). NRC reserves the right not to accept any deliveries attempted at times other than those stated above or previously approved by the NRC PO or designee authorized to order supplies.
- In those instances where a delivery is not accepted, the contractor shall re-deliver those supplies the next business day within the acceptable NRC delivery schedule stated above, at no additional charge to NRC.

- Refusal by NRC of any delivery attempted outside the acceptable delivery time-frame listed above shall not relieve the contractor of complying with the requirements stated in this agreement for "timely" delivery.
- Delivery personnel are escorted by NRC warehouse personnel at the warehouse at all times.

C. UNLOADING NRC DELIVERIES BY CONTRACTOR:

In delivering supplies to the NRC Supply Store at WFC (or place of delivery requested by NRC if other than the WFC Supply Store), the contractor shall ensure that:

- All deliveries are made via the loading-dock at the rear of the building.
- Drivers immediately present themselves to the NRC Guard at the loading-dock or at the driveway entrance upon arrival on NRC's premises and comply fully with the NRC guards directions.
- Drivers provide "inside delivery" of ordered items to the Supply Store or some other NRC location agreed upon the contractor and the NRC PO such as either (1) the NRC OWFN Bulk Storage Area (located just off the NRC OWFN loading dock), or (2) the OWFN NRC Print Shop (located on the same level as the NRC loading dock) when specified by the order (Call). NRC will ensure that the path required to provide this "inside delivery" is kept clear and unobstructed.
- Drivers and contractor staff assigned to unload the deliveries do not rely on NRC personnel to assist in the unloading of any trucks.
- Delivery trucks have a lift gate capacity for deliveries at NRC's loading dock at the OWFN building which is only 16" high.
- Drivers do not attempt to off load palletized loads at the OWFN location using a ramp from a truck bed higher than 16".
- Drivers do not use tractor trailer trucks to deliver supplies to the OWFN location because of the congested driving area around the loading dock. The loading dock at the NRC Warehouse is a normal straight in delivery facility and tractor-trailers may deliver to that location when required.
- Drivers pick up all used pallets used to deliver supplies to NRC. NRC will have the used pallets stacked on the OWFN loading dock for pick up. NRC cannot guarantee that all pallets were used by the vendor to deliver supplies to NRC.

D. LATE DELIVERIES:

- The contractors shall ensure that deliveries are made within the time frames established herein the SOW or a time agreed upon between the NRC PO or designee and the contractor's authorized representatives approved at the time the order was placed.

- Upon receipt and approval (signed off by both parties) of an NRC order, the contractor shall notify the NRC/PO immediately if any line-item listed in the order can not be delivered within the time-frame requested at the time the order was placed.
- The contractor shall immediately notify the NRC PO or designee upon discovery of any delay which will result in a line item not being delivered by the agreed upon date.

E. RESOLUTION OF DISCREPANCIES IN SUPPLY DELIVERIES:

To address discrepancies in supply deliveries, the contractor shall:

- Provide the NRC PO an authorized POC and alternate to resolve all discrepancies in NRC deliveries prior to the first delivery of supplies to NRC under this agreement.
- Provide a comparable replacement for any item reported by the NRC PO or designee because it failed to comply with NRC's requirements.
- Provide a suitable comparable replacement for any disputed item within the time-frame agreed upon by the contractor and NRC PO (not to exceed the delivery schedule stated in the agreement for that line-item).
- Remove all supply line-items rejected by NRC due to the wrong item being delivered or poor quality, etc. from NRC premises within 3 business days (Monday – Friday), at no charge to NRC.
- Upon notification of a discrepancy by the NRC PO or designee, take action to address the discrepancy within 1 business day.
- Schedule a meeting with the NRC PO and Contracting Officer at the NRC OWFN location, within 1 business day of receipt of the notice if the contractor requests to investigate the claim of a discrepancy.
- Ensure that all NRC orders are complete and accurate when shipped unless the NRC PO or designee has approved a partial delivery of the items in writing on the Supply Ordering Form, prior to the items being shipped.
- Ensure that when orders shipped are not complete, the items are clearly marked on the order as "Back-Ordered" with the time-frame for the delivery provided to the NRC PO or designee.
- Accept NRC's right to cancel an order for any items placed on Back-Order at any time prior to their delivery to NRC, at no cost to NRC.

VII. OTHER DELIVERABLES

The vendor shall provide NRC with all deliverables stated herein the SOW within the schedule listed for each item.

VIII. INVOICING:

After the completion of each calendar month, the team lead under the CTA shall submit a consolidated monthly invoice to the Department of the Interior at the address provided by the NRC at the time of the award. The monthly invoice shall include only the NRC supply purchases that were actually delivered during that monthly period.

The monthly invoice shall include all of the following information:

- Itemized list of the individual NRC orders (calls) delivered during that period
- Itemized list of the supply line-items delivered under each NRC order call
- Description of each supply line-item being billed
- NRC Agreement Number
- Unit price of each supply line-item billed
- The total amounts of each supply line-item and the specific NRC order "calls" that each item was delivered under
- Name and address of the Vendor
- Invoice date
- Shipping and payment terms for each line-item
- Mailing address where payment is to be sent by NRC
- Any other substantiating documentation or information as required by this Agreement

NRC reserves the right to deny payment of any invoice from the contractors that fail to contain all of the information listed above. If NRC denies payment of any invoice due to the failure of the contractor to provide all of the information listed above, the contractor shall not charge NRC any interest and/or additional cost for having to re-invoice for the subject order.

IX. GOVERNMENT FURNISHED INFORMATION

The following information is attached and is provided by NRC to assist the contractors in understanding the NRC's requirements and estimated supply consumption for this agreement. However, the purchase quantity estimates listed are NRC's current best-faith projections only and are not binding on NRC since actual purchases under this agreement are based solely on actual consumption.

X. PLACE(S) OF PERFORMANCE

The vendor shall deliver NRC supply shipments to one of the following three destinations as specified by the NRC in the individual supply order (call):

1. U.S. Nuclear Regulatory Commission
One White Flint North Building
NRC Supply Store Bulk Storage
Room OP139
11555 Rockville Pike
Rockville, Maryland 20852

2. U.S. Nuclear Regulatory Commission
One White Flint North Building
NRC Print Shop
Room OP133
11555 Rockville Pike
Rockville, Maryland 20852

3. U.S. Nuclear Regulatory Commission
NRC Warehouse
5008 Boiling Brook Parkway
Rockville, Maryland 20852

Price Schedule Base Period						
Line Item	Description	Vendor Part Number or NSN	Unit Price	Unit of Issue	Quantity per Unit of Issue	GSA Schedule Number
1	Adhesive, Quick-set, Stick	A198001	\$ (b)(4)	PK	18ea	GS-14F-0035K
2	Arch Board, w/perforator, 9x17	F720001911075	\$	EA	1ea	GS-14F-0035K
3	Badge, ID, Temp, Safety Pin Fast	A574540	\$	BX	100ea	GS-14F-0035K
4	Badge, ID, Temp, Self Adhesive	A55144	\$	PK	100ea	GS-14F-0035K
5	Ballpoint Pen, Nonretrac Blue F	N120010608513	\$	DZ	12ea	GS-14F-0035K
6	Ballpoint Pen, Nonretrac Blue MED	N120014845270	\$	DZ	12ea	GS-14F-0035K
7	Ballpoint Pen, Nonretrac Red F	N120015573168	\$	DZ	12ea	GS-14F-0035K
8	Ballpoint Pen, Nonretrac Red M	N120010594125	\$	DZ	12ea	GS-14F-0035K
9	Ballpoint Pen, Refill, Blk, Med	N120013861604	\$	DZ	12ea	GS-14F-0035K
10	Ballpoint Pen, Retract Black F	N120013861618	\$	DZ	12ea	GS-14F-0035K
11	Band, Rubber, #19	A642199	\$	BX	2100ea	GS-14F-0035K
12	Band, Rubber, #33	A642339	\$	BX	830ea	GS-14F-0035K
13	Band, Rubber, #64	A642649	\$	BX	390ea	GS-14F-0035K
14	Basket, Wastepaper, LBY, RD, Gray	K6356988G	\$	EA	ea	GS-14F-0035K
15	Battery, Alkaline - AA (FSS)	L9MN15RT12Z	\$	PK	12ea per pk	GS-14F-0035K
16	Battery, Alkaline - AAA	L9MN2400B8Z	\$	PK	8ea per pk	GS-14F-0035K
17	Battery, Dry Size C	L9MN1400R4ZX	\$	PK	4ea per pk	GS-14F-0035K
18	Battery, Trans, Alkaline, 9V-FSS	L9MN16RT4Z	\$	PK	4ea per pk	GS-14F-0035K
19	Binder, 6-Ring, Daily Planner	B1CB415WGRN-09	\$	EA	1ea	GS-14F-0035K
20	Binder, Black, 3-Ring, 11x8.5", 1" cap	L210012784131	\$	EA	1ea	GS-14F-0035K
21	Binder, Black, 3-Ring, 2" capacity	L210012784130	\$	EA	1ea	GS-14F-0035K
22	9.5" x 11", continuous feed, computer paper. Binder	L254112	\$	EA	1ea	GS-14F-0035K
23	Binder, Ind, Sh Set, Alpha 3-ring 11x8.5"	L330001608477	\$	ST	1st	GS-14F-0035K
24	Binder, Note Pad LTR Size	L210014840004	\$	EA	1ea	GS-14F-0035K
25	Binder, Pressboard, 11x8.5, 3" cap	L210005824201	\$	EA	1ea	GS-14F-0035K
26	Binder, Pressboard, 8.5x11", 3"C	L210005824201	\$	EA	1ea	GS-14F-0035K
27	Binder, Pressboard, 8.5x14", 3"C	L295031L	\$	EA	1ea	GS-14F-0035K
28	Binder, White, 3-Ring, 1"cap, w/insert	L210012034708	\$	EA	1ea	GS-14F-0035K
29	Binder, White, 3-ring, 1/2"cap, w/insert pockets side opening, for 8.5" x 11" 3-hole paper. Must be 1/2" capacity with clear acetate on the front and spine for insertion of reference materials.	L2MBV11-05WE	\$	EA	1ea	GS-14F-0035K
30	Binder, White, 3-Ring, 2" cap, w/insert	L210012038814	\$	EA	1ea	GS-14F-0035K

31	Binder, White, 3-ring, 3"CP, w/inset	L210015104866	\$(b)(4)	EA	1ea	GS-14F-0035K
32	Book, Dict, Abr, Th In, Type II	B5H45071	\$	EA	1ea	GS-14F-0035K
33	Book, Memo, Rule, 11x8.5" Spiral	P330002866952	\$	EA	1ea	GS-14F-0035K
34	Bookends, Gray	K30M98313	\$	PR	1pr	GS-14F-0035K
35	Box, Paper Recycle, Centralized	P51119265	\$	PK	12ea per pk	GS-14F-0035K
36	Box, Paper Recycle, Desktop	P51119267	\$	CT	12ea per ct	GS-14F-0035K
37	Bulb, Incandescent, 30-70-100W, A-21	K441036	\$	PK	4ea per pack	GS-14F-0035K
38	Bulb, Incandescent, 60W, A-21	K441028	\$	PK	4ea per pack	GS-14F-0035K
39	Calculator, Pocket, General Purpose.	M120014844559	\$	EA	1ea	GS-14F-0035K
40	Card Guide, Rolodex, AL, 2.5"x4" for use with the Rolodex #67011 and Bates VF-27, v-glide type file	F467197	\$	EA	1ea	GS-14F-0035K
41	Card, Index, Ruled Green, 3x5"	F3S31556	\$	PK	250ea per pk	GS-14F-0035K
42	Card, Index, Ruled White, 3x5"	F330002470318	\$	PK	500ea per pk	GS-14F-0035K
43	Card, Index, Ruled, White, 5x8"	F330002439437	\$	PK	100ea per pk	GS-14F-0035K
44	Cardset, File, Blank, LTR, 1&3 pos	F230009886515	\$	HU	100ea	GS-14F-0035K
45	CD Jewel Case, W/Black Stripe-Plastic case holds one CD-Rom disc and is 4 7/8"w x 5 1/2"d x 7/16"h.	S745015026513	\$	PK	25ea per pk	GS-14F-0035K
46	Cleaner, Dry Erase Board Minimum of 8 oz. per bottle, must be spray bottle type.	J481803	\$	EA	1ea	GS-14F-0035K
47	Clip, Binder, Large, 1" CP	H410002855995	\$	DZ	12ea	GS-14F-0035K
48	Clip, Binder, Medium, 0.5" CAP	H41000236807	\$	DZ	12ea	GS-14F-0035K
49	Clip, Binder, Small, 0.25" CP	H410002828201	\$	DZ	12ea	GS-14F-0035K
50	Clip, Fabric Panel System	H40M97395	\$	BX	20ea	GS-14F-0035K
51	Clip, Paper, Large	H410001614292	\$	BX	1000ea	GS-14F-0035K
52	Clipboard, Letter	F720002815918	\$	EA	1ea	GS-14F-0035K
53	Copy Holder, 9x12", Table Top plastic style free-standing.	E621128	\$	EA	1ea	GS-14F-0035K
54	Detergent, Pint, Spray-On	W330009265280	\$	BX	12ea per bx	GS-14F-0035K
55	Dictionary, Unabridged	B5H45071	\$	EA	1ea	GS-14F-0035K
56	Disk, CD-ROM Write-Once Only	B5H45071	\$	PK	10ea per pk	GS-14F-0035K
57	Disk, CD-Rom, Erasable (CD-RW)	S703408	\$	PK	10ea per pk	GS-14F-0035K
58	Diskette Mailer, 3.5" Diskette-mailer	P2E7266	\$	BX	25ea per pk	GS-14F-0035K
59	Dispenser, Tape, 1" Core	A820002402411	\$	EA	1ea	GS-14F-0035K
60	Easel, Display and Training	J420014244867	\$	EA	1ea	GS-14F-0035K
61	Eraser, Automatic Pencil, .5MM	N4MPFGV11	\$	DZ	12ea	GS-14F-0035K

62	Eraser, Dry Erase Board for removing markings without cleaning fluids. Use on white boards, porcelain, melamine and plastic coated surfaces.	N210013166213	\$
63	Eyelet Reinforcement, 3/8 hole	A505721	\$
64	File, Box, 3"x5" Index Card Plastic construction w/flip top, hinged lide style.	F240588	\$
65	File, Rolodex, V-Glide, 2.25x4"	F467197	\$
66	Folder, File, Press, Legal, XHD, SQCut	F10M01456	\$
67	Frame, Picture/Awards, 8.5x11	K11083731-OM	\$
68	Hanger, Coat	E920801	\$
69	Hanger, Magnetic, 4lb Cap	H40M97378	\$
70	HiLiter, Flourescent, Multi Colors 4-6 colors.	N220013837943	\$
71	HiLiter, Yellow, Broad	N220009044476	\$
72	Index SH ST, Blk 3-Ring 8.5x11, 1/5	L312449	\$
73	Index SH ST, (Alphabetical), 3-Ring, 8.5x11	L330001608477	\$
74	Ink roller, Calculator, T15005II	S211201	\$
75	Label, 1-1/2 x 4, ADP	A54014	\$
76	Label, File, White w/blue stripe	A55786	\$
77	Label, File, White, w/Red Stripe	A55266	\$
78	Label, File, White, w/Yellow Stripe	A55966	\$
79	Label, Mailing, Laser, 2"x4" (5163)	A530013360540	\$
80	Label, Photocopy, 1" x 2.75" White.	A55351	\$
81	Label, Photocopy, Special	A58665	\$
82	Lead, Black, 5MM, Auto, Pencils	N410013176421	\$
83	Lead, Black, 9MM Mech Pencil	N450-9-HB	\$
84	Mailing Tube, 3"x 37"	P70M99425	\$
85	Markers, Felt Tip, Fine Red	N220015194374	\$
86	Maptack - Black Head	H40M99952	\$
87	Maptack - Red Head	H40M99952	\$
88	Maptack - White Head	H40M99952	\$
89	Marker, CD Disc, Black, Ultra Fine for CD disk and label marking.	N220015194372	\$
90	Marker, Dry Erase, Blk/Blu/Gm/Red	N220015538142	\$

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EA	1ea	GS-14F-0035K
PK	200ea per pk	GS-14F-0035K
EA	1ea	GS-14F-0035K
EA	1ea	GS-14F-0035K
BX	25 per bx	GS-14F-0035K
PK	12 ea per pk	GS-14F-0035K
ST	12ea per st	GS-14F-0035K
BX	12ea per bx	GS-14F-0035K
ST	6ea per st	GS-14F-0035K
DZ	12ea	GS-14F-0035K
PK	5st per pk	GS-14F-0035K
ST	1ea per st	GS-14F-0035K
EA	1ea	GS-14F-0035K
BX	5000ea per bx	GS-14F-0035K
BX	1500ea per bx	GS-14F-0035K
BX	750ea per bx	GS-14F-0035K
BX	1500ea per bx	GS-14F-0035K
BX	1000ea per bx	GS-14F-0035K
BX	3300ea per bx	GS-14F-0035K
BX	25ea per bx	GS-14F-0035K
TB	12ea per tb	GS-14F-0035K
TB	15ea per tb	GS-14F-0035K
EA	1ea	GS-14F-0035K
DZ	12ea per dz	GS-14F-0035K
BX	100ea per bx	GS-14F-0035K
BX	100ea per bx	GS-14F-0035K
BX	100ea per bx	GS-14F-0035K
DZ	12ea per dz	GS-14F-0035K
ST	4ea per st	GS-14F-0035K

91	Marker, Felt Tip, Broad, Black	N220009731059	\$
92	Marker, Felt Tip, Broad, Blue	N220009731060	\$
93	Marker, Felt Tip, Broad, Red	N220009731062	\$
94	Marker, Felt Tip, Fine, Black	N220009731060	\$
95	Marker, Felt Tip, Fine, Blue	N220015194378	\$
96	Marker, Felt Tip, Fine, Red	N220015194374	\$
97	Marker, Trans, Black, Fine Tip	N216001	\$
98	Marker, Transparency, Fine Tip	N220015194360	\$
99	Moistener, Fingertip	A910132	\$
100	Moistener, Sponge-Tip	A946064	\$
101	Notebook, Steno, 6x9"	P330002237939	\$
102	Opener, Letter	H3OM97450	\$
103	Pad, Mouse, Blue	S645013684809	\$
104	Pad, Note, Post-It, 1 1/2x2	A230011167866	\$
105	Pad, Note, Post-It, 3"x5"	A230011167865	\$
106	Pad, Stamp, Black, 2.75 x 4.25" pre-inked, micro-pore stamp material for high capacity ink storage and sharp	R210014316521	\$
107	Pad, Stamp, Red, 2.75 x 4.25" pre-inked, micro-pore stamp material for high capacity ink storage and sharp	R210014359775	\$
108	Paper, Kraft, Wrapping	P746153	\$
109	Pen, Black, Fine, Rubber Grip	N120013576841	\$
110	Pen, Blue, Fine, Rubber Grip	N120013527310	\$
111	Pen, Red, Fine, Rubber Grip	N120013527311	\$
112	Scissors, 8 1/4", Office Use	N120014612660	\$
113	Pen, Roller Ball/Uni, .2mm, Blue.	N120014612663	\$
114	Pen, Roller Ball/Uni, .2mm, Red.	N120014940908	\$
115	Pencil, Auto, w/Eraser, .5MM	N420013178428	\$
116	Pencil, General Use, w/Eraser#2	N510013578952	\$
117	Pencil, Mech, w/Eraser, .9MM	N420001615664	\$
118	Punch, 2 Hole, .25"	H220002247589	\$
119	Punch, 3 Hole, 3/8"	H220001632563	\$
120	Rack, Distribution, Desk, Gray	K320014521558	\$
121	Ribbon, IBM Wheelwriter	S21380999	\$

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DZ	12ea per dz	GS-14F-0035K
DZ	12ea per dz	GS-14F-0035K
DZ	12ea per dz	GS-14F-0035K
DZ	12ea per dz	GS-14F-0035K
DZ	12ea per dz	GS-14F-0035K
DZ	12ea per dz	GS-14F-0035K
DZ	12ea per dz	GS-14F-0035K
DZ	12ea per dz	GS-14F-0035K
PK	2ea per pk	GS-14F-0035K
PK	2ea per pk	GS-14F-0035K
EA	1ea	GS-14F-0035K
EA	1ea	GS-14F-0035K
EA	1ea	GS-14F-0035K
DZ	12ea per dz	GS-14F-0035K
DZ	12ea per dz	GS-14F-0035K
EA	1ea	GS-14F-0035K
EA	1ea	GS-14F-0035K
RL	1ea	GS-14F-0035K
DZ	12ea per dz	GS-14F-0035K
DZ	12ea per dz	GS-14F-0035K
DZ	12ea per dz	GS-14F-0035K
DZ	12ea per dz	GS-14F-0035K
DZ	12ea per dz	GS-14F-0035K
DZ	12ea per dz	GS-14F-0035K
DZ	12ea per dz	GS-14F-0035K
DZ	12ea per dz	GS-14F-0035K
DZ	12ea per dz	GS-14F-0035K
EA	1ea	GS-14F-0035K

122	Ribbon, Swintec 7000 for use with the Swintec 7000 electronic typewriter.	S211413	\$	(b)(4)	EA	1ea	GS-14F-0035K
123	Rubber Stamp, Mo/Da/Yr, size I	R1010129	\$		EA	1ea	GS-14F-0035K
124	Scissors, 8 1/4", Office Use	H310260	\$		EA	1ea	GS-14F-0035K
125	Stamp - Confidential	R120014195949	\$		EA	1ea	GS-14F-0035K
126	Stamp - Draft	R14717	\$		EA	1ea	GS-14F-0035K
127	Stand, Calendar, Exec	K320014838994	\$		EA	1ea	GS-14F-0035K
128	Staple Remover, Tweezer Type	H120001626177	\$		DZ	12ea per dz	GS-14F-0035K
129	Stapler, Heavy Duty	H120002431780	\$		EA	1ea	GS-14F-0035K
130	Stapler, Standard	H120002815895	\$		EA	1ea	GS-14F-0035K
131	Staples, Swingline 270 Electric	H169495	\$		BX	5000ea per bx	GS-14F-0035K
132	Tape Dispenser, Plastic	A820015167576	\$		EA	1ea	GS-14F-0035K
133	Tape flag, Red, Post-It, 1x1, 7/10	A2680RD2	\$		PK	2ea per pk	GS-14F-0035K
134	Tape Flag, Yellow, Post-It, 1x1, 7/10	A2680YW2	\$		PK	2ea per pk	GS-14F-0035K
135	Tape, Cellulose Acetate 1" w x 3"	A80M97821	\$		PK	12ea per pk	GS-14F-0035K
136	Tape, Cellulose Acetate, 3/4" x 1	A80M96195	\$		PK	3ea per pk	GS-14F-0035K
137	Tape, Clear Vinyl, 4x3" core	A837102CR6	\$		PK	6rl per pk	GS-14F-0035K
138	Tape, Computing, Paper, 2-1/4"	P430002223455	\$		RL	1ea	GS-14F-0035K
139	Tape, Correction, 1/6"	A910013900717	\$		EA	1ea	GS-14F-0035K
140	Tape, Gummed, Rein, 3"W x 375' L	A846083	\$		RL	1rl	GS-14F-0035K
141	Tape, Lift Off, IBM, SWIN, Brother (NEW)	S210012195753	\$		EA	1ea	GS-14F-0035K
142	Tape, Lift Off, Swintec 7000 Yellow (NEW)	S211431	\$		PK	6ea per pk	GS-14F-0035K
143	Tape, Masking, 2"	A810002666710	\$		RL	1ea	GS-14F-0035K
144	Tape, Microcass, Lan MC-60, 60min	S727772	\$		PK	10ea per pk	GS-14F-0035K
145	Tape, Trans, Filament-RF, 1wx3"	A810005824772	\$		RL	1ea	GS-14F-0035K
146	Thumb Tacks	H410002726887	\$		BX	100ea per bx	GS-14F-0035K
147	Towel, Paper	A727315	\$		CT	15rl per ct	GS-14F-0035K
148	Transparency, Clear, for copies	L1PP2500	\$		BX	100ea per bx	GS-14F-0035K
149	Tray, Plastic, Black, Ltr. Size	K320010944307	\$		PK	2ea per pk	GS-14F-0035K
150	Trimmer, Paper, 15x15"	W120006344675	\$	EA	1	GS-14F-0035K	
151	White-Out, Correction Fluid	A910010202806	\$	DZ	12ea	GS-14F-0035K	
152	Box, Mailing, 12x12x16" - 25	P51119264	\$	PK	12ea per pk	GS-14F-0035K	
153	Box, Mailing, 12x12x8" - 25	N912128	\$	BD	25ea per bd	GS-14F-0035K	
154	Box, Mailing, 8"x8"x8"	N9888	\$	BD	25ea per bd	GS-14F-0035K	
155	Box, Records Shipping, 15x12x10	P51119264	\$	PK	12ea per pk	GS-14F-0035K	
156	Calendar, act scheduler, yearly	B140015453716	\$	EA	1ea	GS-14F-0035K	