



# WALKER COUNTY DEPARTMENT OF EDUCATION FACILITIES & OPERATIONS

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## INVITATION TO BID March 19, 2015

The Walker County Board of Education invites your company to submit a bid for INSTRUCTIONAL SUPPLIES to be used by the Walker County School System. Bidders should thoroughly review all terms, conditions, and specifications.

### ITEM: INSTRUCTIONAL SUPPLIES – BID NUMBER 15-01

**SEALED BID:** This will be a sealed bid process. All packages or envelopes must be sealed and mailed or hand delivered to the Walker County Department of Education, Facilities & Operations Department, 298 Culberson Avenue, LaFayette, GA 30728. Bids will not be accepted after Tuesday, April 14<sup>th</sup>, 2015 at 2:30 p.m. EST. Postmark by the U S Postal Service or Express Services will not be considered in relation to the deadline. Therefore, please consider the inconsistent delivery of mail when submitting your bid. Submit your bid package marked clearly on the outside of the envelope or box – INSTRUCTIONAL SUPPLIES – BID #15-01. Samples should be mailed or delivered in a separate envelope or box marked INSTRUCTIONAL BID SAMPLES with Bid #15-01.

**TO OBTAIN BID:** Please visit our website at [www.walkerschools.org](http://www.walkerschools.org) and click on Instructional Supplies Bid 15-01 listed under either Important Links or under Vendor Registry then Open Bids.

**MAILING INSTRUCTIONS:** Walker County Schools, Facilities & Operations, Attn: Kelia Kimbell, Warehouse, 298 Culberson Ave., LaFayette, Georgia 30728.

**BID OPENING:** Bids will be opened on Tuesday, April 14<sup>th</sup>, 2015 at 2:30 p.m. EST in the Facilities & Operations Department Conference Room at 298 Culberson Ave, LaFayette, GA 30728. Please email [keliakimbell@walkerschools.org](mailto:keliakimbell@walkerschools.org) or call 706-639-0168 if you need directions.

**AWARDING OF BIDS:** The bids will be evaluated and awarded according to what is most advantageous for Walker County Schools. The Walker County Board of Education reserves the right to accept or reject any or all bids and to waive any informality.

**CONTACT PERSON:** If you have any questions concerning this bid, contact Kelia Kimbell at Facilities & Operations – Warehouse at 706-639-0168 or by email at [keliakimbell@walkerschools.org](mailto:keliakimbell@walkerschools.org).

Respectfully,

Chris Jones  
Director of Facilities & Operations

**WALKER COUNTY DEPARTMENT OF EDUCATION  
GENERAL TERMS AND REQUIREMENTS  
FACILITIES & OPERATIONS**

1. **MAILING ADDRESS:** Walker County Department of Education, Facilities & Operations Department, 298 Culberson Avenue, LaFayette, Georgia 30728. Telephone 706-639-0168.
2. **WAREHOUSE FACILITY:** The Warehouse Facility is also located at Facilities & Operations Department, 298 Culberson Avenue, LaFayette, Georgia 30728 but access is at the back of the property behind the old LaFayette High School facility. (Turn at the red light beside First Baptist Church off Hwy 27.)
3. **OPENING OF BIDS:** All bids, unless noted otherwise, will be opened in the Conference Room of the Walker County Schools, Facilities & Operations Department by the Superintendent of Schools or his designee.
4. **COMPLETING BID FORM:** All bids must be submitted on the form provided and each item must be completed in its entirety, listing unit price, extended price, manufacturer, and size or liquid amount, etc. Also, if items are grouped, please complete the group bid total. You may bid on any number of items.
5. **AWARDING OF BID:** Bids will be awarded on the basis of quality of products, service, dependability, performance of product, warranty, training capability, and cost. We are not required to accept low bid without considering all aspects of the product and company. The award of bids may be made on groups of items, individual items or the entire bid. The Walker County Board of Education reserves the right to continually purchase items from previous bidders as long as items continue to comply with specifications and performance requirements.
6. **GUARANTEE OF PRICE:** Prices for Custodial/Instructional supplies requested to be guaranteed through 12/31/2015. Other items should be submitted with price guarantee in writing.
7. **SUBMITTAL AGREEMENT:** Each bidder must sign and submit with this bid the Submittal Agreement form which states that the items quoted meet the specifications in every respect.
8. **QUANTITIES:** The quantities shown on the Bid Form are estimates determined by the Walker County School System. Quantities may vary resulting from usage or budget concerns; however, it is anticipated that at least 75% of the quantity listed will be purchased. We anticipate minimal orders as listed. It is understood that the system reserves the right to purchase additional quantities at the price quoted, as long as your purchase price remains constant.
9. **DELIVERY:** Delivery prices must be included in the quoted bid. All orders must be delivered between the hours of 8:00 a.m. and 3:00 p.m. (Deliveries Monday through Thursday ONLY – NO FRIDAY DELIVERIES) Deliveries should be made to the warehouse, NOT to the maintenance offices.
10. **DEMONSTRATION:** Demonstration will be required of several products; therefore, in order to receive the bid, the vendors must demonstrate their product in the manner prescribed. There may be occasions when we will test your product using our own personnel; therefore, we would expect the vendor to provide a sample for usage.
11. **PERSONNEL TRAINING:** The successful bidder must agree to provide training for our school personnel without cost to the System if it becomes necessary. This would include the application and use of material and equipment.

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12. **TAX EXEMPTION:** The Walker County Board of Education is not subject to taxation; therefore, upon request, tax exemption certificates will be furnished, with the exception to Tennessee which if the items are picked up in Tennessee we are required to pay sales tax. All items included in this bid should be delivered and will therefore be tax exempt.
13. **FINANCIAL STATEMENT:** The Walker County Board of Education reserves the right to require any bidder to submit a financial solvency state of rating.
14. **PAYMENT:** Payment will be made from the original invoice after products are received and inspected.
15. **SAMPLES:** The Walker County Board of Education reserves the right to require samples from any bidder for the purpose of testing. If any product fails to meet specifications, the Board will require the vendor to remove all particular products from the Warehouse and reserves the right to cancel the entire bid. Also, the Board may require the vendor to remove the product from areas or surfaces at the expense of the vendor. If this situation occurs, the Board reserves the right to prohibit the vendor from participating in future bids. Please mail samples separately from the sealed bid.
16. **IDENTIFICATION OF PRODUCT:** Each chemical container shall be clearly labeled with the name of the product, manufacturer, directions for use, ratios, and identification and/or batch numbers for floor finish and sealers. Note: This may not be in the form of an attached letter or card, but must be glued to the container. Also, five or six gallon containers must have a closable pouring spout located in the top of the container. Substitution of a product is not permissible. As required by law, Material Safety Data Sheets must be provided for all chemicals.
17. **GIFTS:** The Walker County Board of Education prohibits distribution of any token gift to any school system employee for personal use. Please adhere to this policy and avoid any embarrassing situations for any vendor or salesman.
18. **CONTACT PERSON:** If you have any questions concerning this document or any other item, please contact Kelia Kimbell at (706) 639-0168 or [keliakimbell@walkerschools.org](mailto:keliakimbell@walkerschools.org). We appreciate your interest and participation and look forward to a very good business relationship.

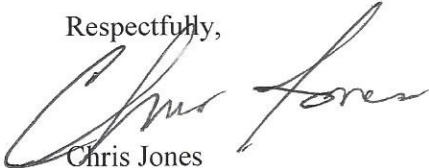
**WALKER COUNTY DEPARTMENT OF EDUCATION  
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**TO ALL PROSPECTIVE BIDDERS:**

If for some reason you choose not to submit a bid, please complete and return the form at the bottom of the page. If you do not submit a bid nor return the "No Bid" form provided below, you will not be extended an invitation for the next bid unless you request by letter to be included. Since the cost of postage is increasing, it is not necessary to return anything but the "No Bid" Reply Form, if you choose not to bid.

Thank you for your cooperation.

Respectfully,



Chris Jones  
Director of Facilities & Operations

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**"No Bid" Reply Form**

If you desire not to participate in the bid invitation, please complete this form and return it to:

Walker County Schools  
Facilities & Operations  
Attn: Kelia Kimbell  
298 Culberson Avenue  
LaFayette, GA 30728

Or you can scan and email it to [keliakimbell@walkerschools.org](mailto:keliakimbell@walkerschools.org).

I do not wish to submit a quotation on this particular bid. Bid Number 15-01.

I wish to remain on the bidders list. Yes  No

Company \_\_\_\_\_

Representative \_\_\_\_\_

State Reason If You Desire: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SUBMITAL AGREEMENT**

**BID NUMBER – 15-01  
INSTRUCTIONAL SUPPLIES BID PACKAGE**

**The Submittal Agreement must be returned with this bid for it to be considered.**

We have carefully read and examined the bid guidelines and fully understand all aspects as it relates to the Walker County Board of Education’s expectations and agree that all bid information submitted meets or exceeds specifications in all aspects.

_____ Company	_____ Signature of Person Completing Form
_____ Address	_____ Date
_____ City, State, Zip	_____ Telephone Number
_____ Local Company Representative	_____ Fax Number
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Bid was opened at the Walker County Department of Education, Facilities & Operations Department, LaFayette, Georgia on this \_\_\_\_ day of \_\_\_\_\_, 2015 at \_\_\_\_\_.

_____ Notary Public	_____ Witness
_____ Commission Expires	_____ Witness

**WALKER COUNTY DEPARTMENT OF EDUCATION  
FACILITIES & OPERATIONS**

**MEMO**

DATE: March 19, 2015  
TO: ALL VENDORS  
FROM: KELIA KIMBELL, FACILITIES & OPERATIONS – WAREHOUSE  
RE: INSTRUCTIONAL SAMPLES

Please submit a sample of the products listed below prior to the bid opening day. I would appreciate your immediate cooperation in this matter, as this will expedite the entire bidding and selection process. Please indicate, on the sample submitted, the bid number and item number of the product.

ITEM	QUANTITY	DESCRIPTION
IN-001	1	Duplicating Paper – White – 8 ½ x 11
IN-014	1	Legal Pad – Letter Size – White
IN-040	1	Construction Paper – Assorted (12x18)
IN-048	1	Manila File Folder – Letter
IN-049	1	Manila File Folder – Legal
IN-050B	1	File Folder – Letter Blue
IN-052A	1	Hanging File Folder – Letter Red
IN-052B	1	Hanging File Folder – Letter Green
IN-052C	1	Hanging File Folder – Letter Blue
IN-054	1	Clasp Envelope (6x9) – Manila or Craft #55
IN-086	1	#2 Lead Pencil w/Eraser
IN-092	1	Scissors – Office/Adult Scissors
IN-093	1	Hole Punch - Single
IN-096	1	Desk Stapler
IN-099	1	White Board Eraser
IN-102	1	Tape Dispenser
IN-106A	1	Pencil Sharpener – Manual
IN-129	1	Clip Board - Letter
IN-132A	1	12” Wood Ruler
IN-155	1	Stamp Pad Ink – Black
IN-174A	1	Post-It Pads – Yellow (3”x3”)
IN-201	1	Glue Stick

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 201 S. DUKE STREET  
 P.O. BOX 29  
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 FAX (706) 638-7990

SUBMITTED BY - COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, ST ZIP: \_\_\_\_\_

FAX PHONE: \_\_\_\_\_

PHONE: \_\_\_\_\_

ITEM	QUANTITY	UNIT PRICE	EXTENDED PR
IN-001 PAPER - DUPLICATOR - 8 1/2 X 11 - WHITE - 20 LB.  LONG GRAIN - 500 SHEETS PER REAM - 10 REAMS PER CASE - 20 LB. BE ABLE TO COPY BOTH SIDE MUST BE SHIPPED ON WOODEN PALLETS TO OUR LOCATION-GOOD QUALITY (DELIVERY IN AUGUST) MFG: GESTETNER OR EQUAL BRAND:	UNIT CASE  QUANTITY 1680		
IN-003 PAPER - DUPLICATOR - 8 1/2 X 11 - BLUE 10 REAMS PER CASE  LONG GRAIN - 500 SHEETS PER REAM - 10 REAMS PER CASE - 20 LB. WEIGHT MUST BE SHIPPED ON PALLETS TO OUR LOCATION GOOD QUALITY MFG: GESTETNER OR EQUAL BRAND:	UNIT CASE  QUANTITY 15		
IN-003A PAPER - DUPLICATOR - 8 1/2 X 11 - GREEN - 10 REAMS PER CASE  BOND/NON-BOND - 20 LB. LONG GRAIN - 500 SHEETS PER REAM - 10 REAMS PER CASE MUST BE SHIPPED ON WOODEN PALLETS TO OUR LOCATION GOOD QUALITY MFG: GESTETNER OR EQUAL BRAND:	UNIT CASE  QUANTITY 5		
IN-003B PAPER - DUPLICATOR - 8 1/2 X 11 - PINK 10 REAMS PER CASE  BOND/NON-BOND - 20 LB. LONG GRAIN - 500 SHEETS PER REAM - 10 REAMS PER CASE MUST BE SHIPPED ON PALLETS TO OUR LOCATION GOOD QUALITY MFG: GESTETNER OR EQUAL BRAND:	UNIT CASE  QUANTITY 10		

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ITEM	QUANTITY	UNIT PRICE	EXTENDED PR
IN-003C PAPER - DUPLICATOR - 8 1/2 X 11 - CANARY  BOND/NON-BOND - 20 LB. LONG GRAIN - 500 SHEETS PER REAM - 10 REAMS PER CASE MUST BE SHIPPED ON PALLETS TO OUR LOCATION GOOD QUALITY MFG: GESTETNER OR EQUAL BRAND:	UNIT CASE  QUANTITY 10		
IN-003D PAPER - DUPLICATOR - 8 1/2 X 11 GOLDENROD  BOND/NON-BOND - 20 LB. LONG GRAIN - 500 SHEETS PER REAM - 10 REAMS PER CASE MUST BE SHIPPED ON WOODEN PALLETS TO OUR LOCATION GOOD QUALITY MFG: GESTETNER OR EQUAL BRAND:	UNIT CASE  QUANTITY 10		
IN-014 PAD - LEGAL PAD - LETTER SIZE - WHITE 12 PER PACK  8 1/2 X 11 3/4 MUST BE SHIPPED TO OUR LOCATION ON PALLETS  MFG: BRAND: AMPAD, TOPS OR EQUAL	UNIT EACH  QUANTITY 576		
IN-040 PAPER - CONSTRUCTION - ASSORTED - 12 X 18 50 SHEETS PER PACK  76 LB. WT. MUST BE HEAVYWEIGHT 25 PACKS PER CASE/SHIP PER CASE ORDERED BY CASES NOT BY PACKS MUST BE SHIPPED ON PALLETS MFG: PACON, RIVERSIDE OR EQUAL BRAND:	UNIT CASE  QUANTITY 10		



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ITEM	QUANTITY	UNIT PRICE	EXTENDED PR
IN-048 FILE FOLDERS - LETTER MANILA - 100 PER BOX 5 BOXES PER CS.  11 PT. 1/3 ASSORTED CUT - SCORED - ROUND CORNERS MUST BE "HEAVY WEIGHT" MUST BE SHIPPED TO OUR LOCATION ON PALLETS MFG: OXFORD OR EQUAL BRAND:	UNIT BOX  QUANTITY  100		
IN-049 FILE FOLDERS - LEGAL MANILA - 100 PER BX. 5 BOXES PER CASE  11 PT. 1/3 ASSORTED CUT - SCORED - ROUND  MUST BE "HEAVY WEIGHT" MUST BE SHIPPED TO OUR LOCATION ON PALLETS MFG: OXFORD OR EQUAL BRAND:	UNIT BOX  QUANTITY  50		
IN-050B FILE FOLDERS - LETTER BLUE  11 PT. 1/3 ASSORTED CUT - SCORED - ROUND CORNERS - TWO TONE - BRIGHT COLOR SLICK FINISH - 100 PER BOX - MUST BE HEAVY WEIGHT MUST BE SHIPPED TO OUR LOCATION ON PALLETS MFG: OXFORD OR EQUAL BRAND:	UNIT BOX  QUANTITY  80		
IN-052A FILE FOLDERS - HANGING FILES - LETTER - RED PENDAFLEX  BRIGHT COLOR - 1/5 CUT 25 PER BOX #F2-4152  MUST BE HEAVY WEIGHT MUST BE SHIPPED TO OUR LOCATION ON PALLETS MFG: OXFORD OR EQUAL BRAND:	UNIT BOX  QUANTITY  30		

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ITEM	QUANTITY	UNIT PRICE	EXTENDED PR
IN-052B FILE FOLDERS - HANGING FILES - LETTER GREEN PENDAFLEX  BRIGHT COLOR - 1/5 CUT 25 PER BOX #F2-4152  MUST BE HEAVY WEIGHT MUST BE SHIPPED TO OUR LOCATION ON PALLETS MFG: OXFORD OR EQUAL BRAND:	UNIT BOX  QUANTITY  50		
IN-052C FILE FOLDERS - HANGING FILES - LETTER - BLUE PENDAFLEX  BRIGHT COLOR - 1/5 CUT 25 PER BOX #F2-4152  MUST BE HEAVY WEIGHT MUST BE SHIPPED TO OUR LOCATION ON PALLETS MFG: OXFORD OR EQUAL BRAND:	UNIT BOX  QUANTITY  60		
IN-054 ENVELOPE - CLASP 6 X 9 MANILA OR KRAFT(#55)  32 LB STOCK - GUMMED FLAP - 2 PRONG CLASP - REINFORCED DYELET - 100 PER BOX MANILA OR KRAFT IN COLOR MUST BE SHIPPED TO OUR LOCATION ON PALLETS MFG: WESTVACO, QUALITY PARK OR EQUAL BRAND:	UNIT BOX  QUANTITY  60		
IN-060 INDEX CARDS - 3 X 5 - WHITE - RULED  COMMERCIAL HORIZONTAL RULE - 1 SIDE - 8 PT. GRADE - 100 PER PACK. EACH PACK MUST BE CELLOPHANED WRAPPED  MFG: OXFORD OR EQUAL BRAND:	UNIT PACK  QUANTITY  500		

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ITEM	QUANTITY	UNIT PRICE	EXTENDED PR
IN-076 CRAYONS #8 - CRAYOLA (12 PER PACK)  STANDARD SIZE - ASSORTED COLORS - 12 BOXES PER PACK - 12 PACKS PER CASE PLEASE BID CRAYOLA ONLY MUST BE SHIPPED TO OUR LOCATION ON PALLETS MFG: BINNEY-SMITH BRAND: CRAYOLA ONLY	UNIT BOX  QUANTITY  864		
IN-077 CRAYONS #16 - CRAYOLA (12 PER PACK)  STANDARD SIZE - ASSORTED COLORS - 12 BOXES PER PACK - 12 PACKS PER CASE PLEASE BID CRAYOLA ONLY MUST BE SHIPPED TO OUR LOCATION ON PALLETS MFG: BINNEY-SMITH BRAND: CRAYOLA ONLY	UNIT BOX  QUANTITY  2520		
IN-078 MARKERS - CRAYOLA - ASSORTED COLORS - 8 PER PACK  WATERCOLOR - NON-PERMANENT - SET OF 8 - NON- TOXIC - BROAD LINE MARKERS - CLASSIC COLORS PLEASE BID CRAYOLA ONLY MUST BE SHIPPED TO OUR LOCATION ON PALLETS MFG: BINNEY & SMITH BRAND: CRAYOLA ONLY	UNIT PACK  QUANTITY  600		
IN-085A PEN - PILOT G2 GEL RETRACTABLE ROLLER BALL- BLUE  RETRACTABLE BALL PEN-FINE PT.-BLUE  MFG: BRAND: PILOT G2	UNIT DZ.  QUANTITY  72		

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ITEM	QUANTITY	UNIT PRICE	EXTENDED PR
IN-086 PENCIL - #2 LEAD W/ERASER  MUST SEND SAMPLE TO BE CONSIDERED TOP QUALITY ONLY-REAL WOOD WITH #2 (HB) LEAD SHOULD SHARPEN EVENLY LIST QTY PER BOX/PACK (EX 72/BOX OR BY GROSS) MFG: BRAND:	UNIT GROSS  QUANTITY  200		
IN-086A PENCIL- COLORED - 12 PER PACK (CRAYOLA ONLY)  ASSORTED COLORS - FULL LENGTH PENCILS THICK 3.3 MM LEADS - PRE-SHARPENED POINTS NON-TOXIC PLEASE BID CRAYOLA ONLY SMOOTH BRIGHT COLORS MFG: BINNEY & SMITH BRAND: CRAYOLA ONLY	UNIT BOX  QUANTITY  312		
IN-092 SCISSORS - OFFICE SHEARS  GOOD MULTI-PURPOSE PLASTIC OR STEEL HANDLES OFFICE SHEARS - 8" LENGTH - BOXES OF 12 PAIR MUST BE GOOD QUALITY MUST SEND SAMPLE  MFG: BRAND:	UNIT EACH  QUANTITY  288		
IN-093 HOLE PUNCH - PAPER - SINGLE  1/4" SPRING ACTION - KNURLED HANDLES - FINGER RING - THROAT 7/8" - LT.5" GOOD QUALITY  MFG: BRAND:	UNIT EACH  QUANTITY  48		

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ITEM	QUANTITY	UNIT PRICE	EXTENDED PR
IN-096 STAPLER - DESK - SWINGLINE  GOOD QUALITY-767, 747 OR EQUAL  MFG: BRAND: SWINGLINE 747	UNIT EACH  QUANTITY  100		
IN-097 STAPLES - SWINGLINE  STANDARD CHISEL POINT - ROUND - 5000 PER BOX MUST FIT SWINGLINE STAPLER #767, 747  MFG: BRAND: SWINGLINE ONLY	UNIT BOX  QUANTITY  400		
IN-099 ERASER - WHITEBOARD ERASER  SOFT PILE ERASER TO BE USED ON WHITE BOARDS HIGH QUALITY MATERIALS 5" OR 6" IN SIZE  MFG: BRAND: EXPO OR EQUAL	UNIT EACH  QUANTITY  228		
IN-100 TAPE - MASKING TAPE - 1" X 60 YD.  ALL PURPOSE MASKING TAPE GOOD QUALITY - 3M  MFG: 3M BRAND: 3M ONLY	UNIT ROLL  QUANTITY  720		

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ITEM	QUANTITY	UNIT PRICE	EXTENDED PR
IN-101 TAPE SCOTCH TAPE - 3/4" X 1296" (12 PER PACK)  3M BRAND OR LEPAGE (NOT GENERIC)  WRAPPED IN CELLOPHANE  MFG: 3M, LEPAGE OR EQUAL BRAND: 3M	UNIT ROLL  QUANTITY  600		
IN-102 DISPENSER - SCOTCH TAPE - SINGLE ROLL  PLASTIC WITH TAPE DRUM ATTACHED - CHOCOLATE OR TAN COLORS  MFG: BRAND: 3M	UNIT EACH  QUANTITY  50		
IN-106A PENCIL SHARPENER  BOSTON MANUAL MULTIPLE OPENINGS CRANK TYPE  MFG: BRAND: BOSTON KS 1031	UNIT EACH  QUANTITY  48		
IN-111 GLUE - 1 1/4 OZ. ELMER'S GLUE (12 PER PACK)  4 DISPLAY OF 12 BOTTLES PER DISPLAY PER BOX OR SINGLE BOTTLES  MUST BE SHIPPED TO OUR LOCATION ON PALLETS MFG: ELMERS BRAND: ELMERS	UNIT EACH  QUANTITY  180		

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IN-111A GLUE - 4 OZ. ELMER'S GLUE (12 PER PACK)  12 BOTTLES PER PACK OF SINGLE BOTTLES  MUST BE SHIPPED TO OUR LOCATION ON PALLETS MFG: ELMERS BRAND: ELMERS	UNIT EACH  QUANTITY  960		
IN-113H PAINT-CRAYOLA WASHABLE PAINT-16 OZ.-YELLOW  MUST BE CRAYOLA ONLY  MFG: BRAND: CRAYOLA	UNIT EACH  QUANTITY  24		
IN-129 CLIP BOARD - LETTER  9 1/2 X 12 1/2 - 1/8" THICK - HARD TEMPERED BOARD 6 6" STRONG SPRING CLIP HOLDS 1 OR MORE SHEETS PLEASE BID GOOD QUALITY MFG: BRAND:	UNIT EACH  QUANTITY  192		
IN-132A RULER - 12" WOOD RULER  12" HARD MAPLE RULER WITH BRASS EDGE.BEVELED WITH PENCIL GROOVE. MUST HAVE INCH & METRIC CALIBRATIONS. GOOD QUALITY PLEASE SEND SAMPLE MFG: BRAND:	UNIT EACH  QUANTITY  360		

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ITEM	QUANTITY	UNIT PRICE	EXTENDED PR
IN-138 INDEX CARDS - 3 X 5 GREEN  COMMERCIAL HORIZONTAL RULE - 1 SIDE - 8 PT. GRADE - 100 PER PACK. EACH PACK MUST BE CELLOPHANED WRAPPED  MFG: OXFORD, AMPAD OR EQUAL BRAND:	UNIT PACK  QUANTITY  100		
IN-138A INDEX CARDS - 3 X 5 BLUE  COMMERCIAL HORIZONTAL RULE - 1 SIDE - 8 PT. GRADE - 100 PER PACK. EACH PACK MUST BE CELLOPHANED WRAPPED  MFG: OXFORD, AMPAD OR EQUAL BRAND:	UNIT PACK  QUANTITY  200		
IN-138C INDEX CARDS - 3 X 5 CHERRY  COMMERCIAL HORIZONTAL RULE - 1 SIDE - 8 PT. GRADE - 100 PER PACK. EACH PACK MUST BE CELLOPHANED WRAPPED  MFG: OXFORD, AMPAD OR EQUAL BRAND:	UNIT PACK  QUANTITY  100		
IN-139A INDEX CARDS - 4 X 6 BLUE  COMMERCIAL HORIZONTAL RULE - 1 SIDE - 8 PT. GRADE - 100 PER PACK. EACH PACK MUST BE CELLOPHANED WRAPPED  MFG: OXFORD, AMPAD OR EQUAL BRAND:	UNIT PACK  QUANTITY  60		



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ADDRESS: \_\_\_\_\_

CITY, ST ZIP: \_\_\_\_\_

FAX PHONE: \_\_\_\_\_

PHONE: \_\_\_\_\_

ITEM	QUANTITY	UNIT PRICE	EXTENDED PR
IN-155 INK - STAMP PAD INK - BLACK - 2 OZ BOTTLE  2 OZ. PLASTIC BOTTLE WITH ROLL BALL  MFG: BRAND:	UNIT EACH  QUANTITY  24		
IN-174A PADS - POST-IT PADS - YELLOW 3" X 3" 3M #6 4EG (12 PER PACK)  3M POST-IT ONLY (NO GENERIC)  MFG: 3M #654 BRAND: 3M	UNIT EACH  QUANTITY  1200		
IN-175 MARKERS-BLACK DRY ERASE MARKER FOR WHITE BOA DS-EXPO  SANFORD-EXPO DRY ERASE BLACK MARKER LOW ODOR IF AVAILABLE-PLEASE SPECIFY  MFG: SANFORD ONLY BRAND: SANFORD 80001 LOW ODOR	UNIT EA.  QUANTITY  648		
IN-175C MARKERS - ASSORTED COLORS FOR WHITE BOARDS 8 COLOR SET  DRY-ERASE MARKERS - 8 COLOR SET - SANFORD #83078 - BLACK, RED, BLUE, GREEN, YELLOW, ORANGE, BROWN PURPLE LOW ODOR IF AVAILABLE-PLEASE SPECIFY MFG: SANFORD #83078 BRAND: SANFORD	UNIT SET  QUANTITY  360		

WALKER COUNTY DEPT OF EDUCATION  
201 S. DUKE STREET  
P.O. BOX 29  
LAFAYETTE, GA. 30728  
PHONE (706) 638-7980  
FAX (706) 638-7990

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ITEM	QUANTITY	UNIT PRICE	EXTENDED PR
IN-201 GLUE STICK (12 PER PACK)	UNIT EACH		
SHOULD BE A SIZE EASY TO USE AND BE EQUAL IN QUALITY TO ELMERS SCHOOL GLUE. LIST SIZE FOR COMPARISON (EX. .28 OZ.)	QUANTITY		
	6528		
MFG: BRAND: SPECIFY BRAND AND SIZE			