

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

MEMO

DATE: April 1, 2016

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.

The purpose of requesting samples is so that we can compare the quality of the products included in each bid submittal. If samples are not provided, it is difficult to determine the quality of the items, which may result in your company not being awarded the bid even if you are the low bidder. Please provide samples for our evaluation as requested.

ITEM	QTY	DESCRIPTION
IN-001	1 REAM	PAPER - DUPLICATOR - 8 1/2 X 11 - WHITE 20 LB. 10 REAMS PER CASE - SO THAT WE CAN TRY IT IN THE MACHINES
IN-006A	1 REAM	PAPER - KINDERGARTEN HANDWRITING PAPER - SO THAT WE CAN CHECK THE PACKAGING. WE HAD PROBLEMS WITH THIS IN THE PAST.
IN-007A	1 REAM	PAPER - 1ST GRADE NEW HANDWRITING PAPER - SO THAT WE CAN CHECK THE PACKAGING. WE HAD PROBLEMS WITH THIS IN THE PAST.
IN-014	1 PAD	PAD - LEGAL PAD - LETTER SIZE - WHITE 12 PER PACK - TO CHECK QUALITY
IN-040	1 SHEET	PAPER - CONSTRUCTION - ASSORTED - 12 X 18 50 SHEETS PER PACK
IN-041	1 SHEET	PAPER - CONSTRUCTION - HOLIDAY RED - 12 X 18 50 SHEETS PER PACK
IN-041B	1 SHEET	PAPER - CONSTRUCTION - SKY BLUE - 12 X 18 50 SHEETS PER PACK
IN-041C	1 SHEET	PAPER - CONSTRUCTION - ROYAL BLUE - 12 X 18 50 SHEETS PER PACK
IN-041D	1 SHEET	PAPER - CONSTRUCTION - PURPLE(12X18) (VIOLET) 50 SHEETS PER PACK
IN-041F	1 SHEET	PAPER - CONSTRUCTION - YELLOW - 12 X 18 50 SHEETS PER PACK
IN-041H	1 SHEET	PAPER - CONSTRUCTION -HOLIDAY ORANGE 12 X 18 50 SHEETS PER PACK
IN-041I	1 SHEET	PAPER - CONSTRUCTION - LIGHT BROWN - 12 X 18 50 SHEETS PER PACK
IN-041K	1 SHEET	PAPER - CONSTRUCTION - BLACK - 12 X 18 50 SHEETS PER PACK
IN-041L	1 SHEET	PAPER - CONSTRUCTION - GREEN - 12 X 18 50 SHEETS PER PACK
IN-041M	1 SHEET	PAPER - CONSTRUCTION - WHITE - 12 X 18 50 SHEETS PER PACK
IN-048	1 FOLDER	FILE FOLDERS - LETTER MANILA - 100 PER BOX 5 BOXES PER CS.
IN-050A	1 FOLDER	FILE FOLDERS - LETTER BGR GREEN
IN-050B	1 FOLDER	FILE FOLDERS - LETTER BLUE
IN-053B	1 FOLDER	FILE FOLDERS - HANGING FILES-LEGAL GREEN PENDAFLEX
IN-054	1 ENVELOPE	ENVELOPE - CLASP 6 X 9 MANILA OR KRAFT(#55)

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IN-055	1 ENVELOPE	ENVELOPE - CLASP 9 X 12 MANILA OR KRAFT
IN-056	1 ENVELOPE	ENVELOPE - CLASP 10 X 13 MANILA OR KRAFT
IN-060	1 CARD	INDEX CARDS - 3 X 5 - WHITE - RULED
IN-075	1 BOX	CRAYONS - LARGE PRIMARY - ANTI-ROLL - CRAYOLA #2108 - 8 PER BOX
IN-076	1 BOX	CRAYONS #8 - CRAYOLA (12 PER PACK)
IN-077	1 BOX	CRAYONS #16 - CRAYOLA (12 PER PACK)
IN-078	1 PACK	MARKERS - CRAYOLA - ASSORTED COLORS - 8 PER PACK
IN-085	1 PEN	PEN - PILOT G2 GEL RETRACTABLE ROLLER BALL BLACK
IN-085A	1 PEN	PEN - PILOT G2 GEL RETRACTABLE ROLLER BALL BLUE
IN-085B	1 PEN	PEN - PILOT G2 GEL RETRACTABLE ROLLER BALL RED
IN-086	1 PENCIL	PENCIL - #2 LEAD W/ERASER - 144/BOX
IN-086A	1 PACK	PENCIL- COLORED - 12 PER PACK (CRAYOLA ONLY)
IN-092	1 SET	SCISSORS - OFFICE SHEARS
IN-093	1 SET	HOLE PUNCH - PAPER - SINGLE
IN-096	1	STAPLER - DESK - SWINGLINE
IN-097	1 BOX	STAPLES - SWINGLINE
IN-098	1	STAPLE REMOVER - PLASTIC COVERING
IN-099	1	ERASER - WHITEBOARD ERASER
IN-100	1 ROLL	TAPE - MASKING TAPE - 1 X 60 YD
IN-101	1 ROLL	TAPE SCOTCH TAPE - 3/4 X 1296"(12 PER PACK)
IN-101A	1 ROLL	TAPE - 3 M SCOTCH MAGIC TAPE - 1/2 X 1296" 1" CORE MEDIA TAPE (12 PER PACK)
IN-102	1	DISPENSER - SCOTCH TAPE - SINGLE ROLL
IN-105	3-4 BANDS	RUBBER BANDS - 4 OZ.
IN-106	1	PENCIL SHARPENER - ELECTRIC
IN-107	1 BOX	PAPER CLIPS #1 - 10 BOXES PER PACK
IN-109	1	ART BRUSH - 3/4 FLAT
IN-109A	1	ART BRUSH 1/4 INCH FLAT-CRAYOLA #178
IN-110D	1	TEMPRA PAINT - RED - CRAYOLA - 16 OZ.
IN-111	1	GLUE - 1 1/4 OZ. ELMER'S GLUE (12 PER PACK)
IN-111A	1	GLUE - 4 OZ. ELMER'S GLUE (12 PER PACK)
IN-113	1	PAINT-CRAYOLA WASHABLE PAINT - 16 OZ.-BLACK ****AT LEAST ONE COLOR****
IN-113A	1	PAINT-CRAYOLA WASHABLE PAINT-16 OZ.-BLUE
IN-113B	1	PAINT-CRAYOLA WASHABLE PAINT-16 OZ.-BROWN
IN-113C	1	PAINT-CRAYOLA WASHABLE PAINT-16 OZ.-GREEN
IN-113D	1	PAINT-CRAYOLA WASHABLE PAINT-16 OZ.-ORANGE
IN-113E	1	PAINT-CRAYOLA WASHABLE PAINT-16 OZ.-RED
IN-113F	1	PAINT-CRAYOLA WASHABLE PAINT-16 OZ.-VIOLET
IN-113G	1	PAINT-CRAYOLA WASHABLE PAINT-16OZ.-WHITE
IN-113H	1	PAINT-CRAYOLA WASHABLE PAINT-16 OZ.-YELLOW

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IN-129	1	CLIP BOARD - LETTER
IN-132A	1	RULER - 12 WOOD RULER
IN-138	1 CARD	INDEX CARDS - 3 X 5 GREEN
IN-138A	1 CARD	INDEX CARDS - 3 X 5 BLUE
IN-139	1 CARD	INDEX CARDS - 4 X 6 GREEN
IN-139C	1 CARD	INDEX CARDS - 4 X 6 CHERRY
IN-139D	1 CARD	INDEX CARDS - 4 X 6 SALMON
IN-151	1 PIECE	BULLETIN BOARD BORDERS - ROLL-RED
IN-151A	1 PIECE	BULLETIN BOARD BORDERS - ROLL - ROYAL BLUE
IN-151B	1 PIECE	BULLETIN BOARD BORDERS - ROLL - HOLIDAY GREEN
IN-151D	1 PIECE	BULLETIN BOARD BORDERS - ROLL - WHITE
IN-151E	1 PIECE	BULLETIN BOARD BORDERS - ROLL - VIOLET
IN-157	1 CLIP	CLIP - BULLDOG CLIP - REGULAR #2 2 CLIP
IN-158	1 CLIP	CLIP - BULLDOG CLIP - MAGNETIC
IN-158A	1 CLIP	CLIP - DOUBLE BINDER SPRING CLIP - #20
IN-162	1	FLAG - 1 FLAG HOLDER (ATTACHES TO MAP RAIL ON MARKER BOARD)
IN-163	1	FLAG - U.S. FLAG - 16 X 24"
IN-168B	1 PEN	PEN - VISUAL AID - WATERBASE - BLACK PEN
IN-168C	1 PEN	PEN - SHARPIE - BLACK FINE POINT - SANFORD
IN-172	1	GLUE - RUBBER CEMENT - 4 OZ. BOTTLE
IN-173	1	PEN - HIGHLIGHTER - YELLOW - BY DOZEN ONLY
IN-174A	1	PADS - POST-IT PADS - YELLOW 3 X 3" 3M #654EG (12 PER PACK)
IN-175	1	MARKERS-BLACK DRY ERASE MARKER FOR WHITE BOARDS-EXPO
IN-175A	1	CHALKBOARD - CLEANER FOR WHITE CHALKBOARDS
IN-175C	SET	MARKERS - ASSORTED COLORS FOR WHITE BOARDS 8 COLOR SET
IN-200	1	THREE PRONG FOLDER WITH POCKETS (25 PER BOX)
IN-201	1	GLUE STICK (12 PER PACK)