

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

MEMO

DATE: February 16, 2018
 TO: ALL VENDORS
 FROM: KELIA KIMBELL, FACILITIES & OPERATIONS – WAREHOUSE
 RE: INSTRUCTIONAL SAMPLES – BID #18-01

Please submit a sample of the products listed below prior to the bid opening day. We 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. If another vendor submits samples on your behalf, PLEASE have them include your company name on the samples so that we know they are for your bid packet. If they are not labeled, we have no way of knowing who they were sent to represent.

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.

WCSD ITEM #	DESCRIPTION	DETAILS
IN-001	PAPER DUPLICATOR - WHITE	8.5 X 11 - 10 REAMS/CASE 840/TRUCK LOAD 40/PALLET
IN-003 – 003C	PAPER DUPLICATOR – 8.5 X 11, BLUE, GREEN, PINK, CANARY	500 SHEETS/REAM- 10 REAMS/CASE
IN-004	PAPER DUPLICATOR – WHITE	8.5 X 14 - 500 SHEETS/REAM
IN-007A	PAPER - 1ST GR WRITING PAPER	10 RMS/CASE
IN-011	CHART TABLET 24"X32" - 1" RULE	25 SHEETS PER PAD - 2 HOLE - 12/CASE
IN-011A	CHART TABLET 24"X16" - 1" RULE	25 SHEETS PER PAD - 2 HOLE - 24/CASE
IN-014	LEGAL PAD - LETTER SIZE WHITE	8.5 X 11.75 - 12/PACK - 6 PACKS OF 12/CASE = 72/CASE
IN-042	POSTER BOARD - WHITE	22" X 28" 100 SHEETS/CASE
IN-048	FILE FOLDERS - LETTER MANILA	100/BOX - 5 BOXES/CASE
IN-050 – 050C	FILE FOLDERS - LETTER RED, GREEN, BLUE, YELLOW.	100/BOX - 5 BOXES/CASE – BRIGHT COLORS NOT DULL
IN-052A – 052D	HANGING FILES - LETTER RED, GREEN, BLUE, YELLOW	100/BOX - 5 BOXES/CASE – BRIGHT COLORS NOT DULL
IN-054	ENVELOPE - CLASP - 6 X 9	MANILA, KRAFT #55, OR EQ 10 BOXES/CASE
IN-055	ENVELOPE - CLASP - 9 X 12	MANILA, KRAFT OR EQ 5 BOXES/CASE
IN-056	ENVELOPE - CLASP - 10 X 13	MANILA, KRAFT OR EQ 5 BOXES/CASE
IN-058	ENVELOPE - CLASP - 12 X 15 1/2	MANILA, KRAFT OR EQ 5 BOXES/CASE
IN-059	ENVELOPE - WHITE #10	500 ENVELOPES/BOX - 5 BOXES/CASE
IN-060	INDEX CARDS - 3 X 5 - WHITE	RULED - ONE SIDED - 100/PK - 100PK/CASE

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IN-061	INDEX CARDS - 4 X 6 - WHITE	RULED - ONE SIDED - 60PK/CASE
IN-075	CRAYONS - LARGE PRIMARY 8 PACK	CRAYOLA #2108 - ANTI-ROLL 24 BOXES/CASE
IN-076	CRAYONS - STANDARD SIZE 8 PACK	CRAYOLA #8 - 12 BOXES/PACK 288 BOXES/CASE
IN-077	CRAYONS - STANDARD SIZE 16 PK	CRAYOLA #16 - 12 BOXES/PACK 144 BOXES/CASE
IN-078	MARKERS - CRAYOLA 8 PACK	ASSORTED COLORS - 24 PK/CASE
IN-080	PEN - FELT TIP - BLACK FLAIR	BY DOZEN ONLY 12 DZ/CASE
IN-085	PEN - PILOT G2 GEL - BLACK	RETRACTABLE ROLLER BALL FINE 72/CASE
IN-085A	PEN - PILOT G2 GEL - BLUE	RETRACTABLE ROLLER BALL FINE 72/CASE
IN-085B	PEN - PILOT G2 GEL - RED	RETRACTABLE ROLLER BALL FINE 72/CASE
IN-086	PENCIL - #2 LEAD W/ERASER	DIXON 14412 144/BOX 20 BOXES/CASE
IN-086A	PENCIL- COLORED - 12 PER PACK	CRAYOLA - ASSORTED COLORS 48 PACKS/CASE
IN-092	SCISSORS - OFFICE SHEARS	ADULT SIZE 12/BOX OR 100/CASE
IN-093	HOLE PUNCH - SINGLE	1/4" SPRING ACTION - 12/BOX
IN-094	HOLE PUNCH - 3 HOLES	NICKLE PLATED HEADS - STEEL CONSTRUCTION 24/CASE
IN-096	STAPLER - DESK	SWINGLINE 767, 747 OR EQUAL 12/CASE
IN-097	STAPLES	SWINGLINE - 20 BOXES/PACK 100 BOXES/CASE
IN-099	ERASER - WHITEBOARD ERASER	240/CASE
IN-100	MASKING TAPE - 1" X 60 YD	36 ROLLS/CASE
IN-101	SCOTCH TAPE - 3/4" X 1296"	12 ROLLS/PACK - 144 ROLLS/CASE
IN-101A	SCOTCH TAPE - 1/4" X 1296"	12 ROLLS/PACK - 144 ROLLS/CASE
IN-102	SCOTCH TAPE DISPENSER	SINGLE ROLL 24/CASE
IN-105	RUBBER BANDS - 4 OZ.	
IN-106	PENCIL SHARPENER - ELECTRIC	MUST BE CLASS ROOM APPROPRIATE & DURABLE. EXAMPLES INCLUDE XACTO ProX Teacher Pro, XACTO ProX School Pro, OR Bostitch QuietSharp 6 Heavy Duty Classroom. WE ARE MOVING TO A NEW SHARPENER, PLEASE BID YOUR BEST QUALITY FOR THE BEST PRICE.
IN-107	PAPER CLIPS #1	10 BOXES/PACK
IN-108	PAPER CLIPS #2 - JUMBO	10 BOXES/PACK
IN-109	ART BRUSH - 3/4" FLAT	SUITABLE FOR TEMPRA 144/CASE
IN-109A	ART BRUSH - 1/4" FLAT	CRAYOLA #178 SUITABLE FOR TEMPRA
IN-110 – 110F	PAINT - TEMPRA – YELLOW, RED, BLUE, WHITE.	PREMIER CRAYOLA - 16 OZ. 12/BOX - 54-1216-034, 038, 042, 053 ALL PAINT MUST BE CRAYOLA AND THE NUMBERS SPECIFIED. ONE COLOR SAMPLE WILL BE FINE.
IN-111A	GLUE - ELMERS 4 OZ BOTTLE	12 BOTTLES/PACK - 48 BTL/CASE GLUE MUST BE ELMERS.
IN-113 – IN-113H	PAINT - WASHABLE – BLACK, BLUE, BROWN, GREEN, ORANGE, RED, VIOLET, WHITE, YELLOW	ARTISTA II CRAYOLA - 16 OZ. 12/BOX - 54-3115-051, 042, 007, 044, 036, 038, 040, 053, 034 ALL PAINT MUST BE CRAYOLA AND THE NUMBERS SPECIFIED. ONE COLOR SAMPLE WILL BE FINE.
IN-118	MODELING CLAY - 1 LB. BOX	WITH 4 CUBES CRAYOLA #300
IN-119A	LAMINATING FILM - 1" CORE	25 X 500 4 ROLLS/CASE

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IN-129	CLIP BOARD - LETTER	9.5 X 12.5 - 1/8" THICK - 24/CASE
IN-131	ADDING MACHINE TAPE 2 1/4"	
IN-132A	RULER - 12" WOOD RULER	3 DOZEN/BOX - HARD MAPLE W/BRASS EDGE BEVELED 360/CASE
IN-149	BRASS FASTENER 1" BRADS	
IN-157	BULLDOG CLIP - REGULAR #2	2" CLIP 36 EA/BOX
IN-158	BULLDOG CLIP - MAGNETIC	36 EA/BOX
IN-158A	CLIP - DOUBLE BINDER SPRING	#20 - 12 BOXES/CASE
IN-158B	CLIP - DOUBLE BINDER CLIP MED	12 BOXES/LARGER BOX - 120 BOXES/CASE
IN-162	FLAG HOLDER 1"	FITS WHITE BOARD MAP RAIL
IN-168C	SHARPIE - BLACK FINE POINT	SANFORD - ODERLESS - QUICK DRY 12 DZ/CASE
IN-173	HIGHLIGHTER - YELLOW	BY DOZEN ONLY 24 DZ/CASE
IN-174A	POST-IT PADS - YELLOW 3 X 3	3M ONLY #654EG - 12/PACK 72/CASE
IN-175	DRY ERASE MARKERS - BLACK	EXPO FOR WHITE BOARDS 144/CASE
IN-175A	WHITE BOARD CLEANER	EXPO 8 OZ SPRAY PUMP BOTTLE 12/CASE
IN-175C	DRY ERASE MARKERS - ASSORTED	8 COLOR SET FOR WHITE BOARDS 12 SETS/CASE
IN-175E	WHITE BOARD CLEANER REFILL	1 GAL BOTTLE - EXPO - NO SPRAY
IN-200	THREE PRONG POCKET FOLDER	25 FOLDERS/BOX - 5 BOXES/CASE BRIGHT COLORS NOT DULL
IN-201	GLUE STICKS	48/CASE