

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

**MEMO**

DATE: FEBRUARY 27, 2020

TO: ALL VENDORS

FROM: KELIA KIMBELL, FACILITIES & OPERATIONS – WAREHOUSE

RE: INSTRUCTIONAL SAMPLES – BID #20-01

Please submit a sample of the products listed below no later than bid opening day. Samples that are delivered late will not be considered. We would appreciate your immediate cooperation in this matter, as this will expedite the entire bidding and selection process. Please indicate, on EACH sample submitted, VENDOR NAME, BID NUMBER, and WALKER COUNTY SCHOOL SYSTEM ITEM NUMBER of the product. **If another vendor submits samples on your behalf, PLEASE have them include your company name on each sample 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. NOTE: IF A PARTICULAR BRAND IS REQUESTED, DO NOT INCLUDE A PRICE FOR ALTERNATIVE BRANDS.

WCBOE ITEM #	DESCRIPTION	ADDITIONAL DESCRIPTION (PACKAGING QTY IS SUGGESTED NOT REQUIRED)
IN-001	PAPER DUPLICATOR - WHITE 11	8.5 X 11 - 10 REAMS/CASE 840/TRUCK LOAD
IN-003 – 003E	PAPER DUPLICATOR - COLORS	500 SHEETS/REAM- 10 REAMS/CASE – COLORS NOTED ON BID SHEET.
IN-004	PAPER DUPLICATOR – WHITE	8.5 X 14 – 10 REAMS/CASE 500 SHEETS/REAM
IN-006A	PAPER - KINDERGARETN WRITING PAPER	10 REAMS/CASE
IN-010A	CHART TABLET MARKERS <b>8 COLOR SET (NOT 4 COLORS)</b>	BULLET TIP SHARPIE ##22478 12/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-012	LEGAL PAD - JUNIOR SIZE YELLOW	5 X 8 - 12/PACK 144 PADS/CASE
IN-014	LEGAL PAD - LETTER SIZE WHITE	8.5 X 11.75 - 12/PACK - 6 PACKS OF 12/CASE = 72/CASE
IN-017	STENO PAD	6 X 9 – 12/PACK 72/CASE
IN-037	ART TISSUE - ASSORTED COLORS	12" X 18" - 50 SHEETS/PACK - 25 PACKS/CASE
IN-038	DRAWING PAPER – MANILLA	12 X 18 - #50 STOCK 4 REAMS/CASE
IN-042 & 043B	POSTER BOARD	22" X 28" 100 SHEETS/CASE – COLORS NOTED ON BID SHEET.

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IN-048 & 049	FILE FOLDERS - LETTER & LEGAL MANILA	100/BOX - 5 BOXES/CASE
IN-050 – 050C	FILE FOLDERS – LETTER	100/BOX - 5 BOXES/CASE – BRIGHT COLORS ONLY NOT DULL, COLORS NOTED ON BID SHEET
IN-052A – 052D	HANGING FILES – LETTER	PENDAFLEX - 10 BOXES/CASE – BRIGHT COLORS ONLY NOT DULL, COLORS NOTED ON BID SHEET
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-057	ENVELOPE - CLASP - 10 X 15	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
IN-061	INDEX CARDS - 4 X 6 - WHITE	RULED - ONE SIDED - 60PK/CASE
IN-062	INDEX CARDS - 5 X 8 - WHITE	RULED - ONE SIDED - 40PK/CASE
IN-069	RECEIPT BOOK - 2 PART ADAMS	WIRE BOUND 11" X 5 ¼" 200 SHEETS
IN-080	PEN - FELT TIP - BLACK FLAIR	BY DOZEN ONLY - 12 DZ/CASE
IN-081	PEN – RED FLAIR ULTRA FINE	PAPERMATE BY DOZEN ONLY - 12 DZ/CASE
IN-085	PEN - PILOT G2 GEL - BLACK	RETRACTABLE ROLLER BALL FINE 72 DZ/CASE
IN-085A	PEN - PILOT G2 GEL - BLUE	RETRACTABLE ROLLER BALL FINE 72 DZ/CASE
IN-086	PENCIL - #2 LEAD W/ERASER	DIXON 14412 144/BOX 20 BOXES/CASE
IN-087	PENCIL TOP ERASERS - ASSORTED	72 PK/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-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 EA/CASE
IN-105	RUBBER BANDS - 4 OZ.	
IN-108	PAPER CLIPS #2 JUMBO	10 BOXES/PACK – 5 OR 10 PACKS/CASE
IN-109	ART BRUSH – ¾" FLAT	SUITABLE FOR TEMPRA 144/CASE
IN-109A	ART BRUSH – ¼" FLAT	CRAYOLA #178 SUITABLE FOR TEMPRA

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IN-119A	LAMINATING FILM - 1" CORE	25 X 500 4 ROLLS/CASE
IN-129	CLIP BOARD - LETTER	9.5 X 12.5 - 1/8" THICK 24/CASE
IN-130	CLIP BOARD - LEGAL	9 X 15.5 - 1/8" THICK 36/CASE
IN-131	ADDING MACHINE TAPE 2 ¼"	
IN-132 & 132A	RULER - 12" & 18" WOOD RULER	3 DOZEN/BOX - HARD MAPLE W/BRASS EDGE BEVELED
IN-134A	STORAGE BOX LETTER/LEGAL	SHORTER BOX W/LID
IN-138 – 138C	INDEX CARDS 3 X 5 RULED 100/PACK	GREEN, BLUE, CANARY, & CHERRY
IN-139 – 139B	INDEX CARDS 4 X 6 RULED 60/PACK	GREEN, BLUE, & CANARY
IN-149	BRASS FASTENER 1" BRADS	
IN-154	STAMP PAD – BLACK	2.75" X 4.25" PAD
IN-155	INK STAMP PAD REFILL – BLACK	2 OZ. BOTTLE W/ROLL BALL
IN-158	BULLDOG CLIP - MAGNETIC	36/BOX
IN-158A	CLIP - DOUBLE BINDER SPRING	#20 - 12 BOXES/CASE
IN-158B	CLIP - DOUBLE BINDER CLIP MED	12 BOXES/BIG BOX AND 120/CASE
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 #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 EXPO 80078
IN-181	RINGS - LOOSELEAF - 1" 100/BOX	
IN-191	NOTEBOOK – SPIRAL 70 PAGE	WIDE RULE 24/CASE
IN-200	THREE PRONG POCKET FOLDER	25 FOLDERS/BOX - 5 BOXES/CASE – BRIGHT COLORS ONLY NOT DULL.
IN-201	GLUE STICKS – ELMERS ONLY	48 DZ/CASE – MUST COME IN INDIVIAL BOXES OF 12 TO BE CONSIDERED.
IN-202	CORRECTION TAPE – WHITE	BIC ONLY
IN-210	BINDER 1" 3-RING WHITE	CLEAR VIEW D RINGS 24/CASE
IN-212	BINDER 3" 3-RING WHITE	CLEAR VIEW D RINGS 12/CASE
IN-215	TABS - <b>WHITE</b> 8 TAB SETS	48/CASE – <b>PLEASE BID WHITE TABS <u>ONLY</u>.</b>