

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

MEMO

DATE: March 27, 2017
 TO: ALL VENDORS
 FROM: KELIA KIMBELL, FACILITIES & OPERATIONS – WAREHOUSE
 RE: INSTRUCTIONAL SAMPLES – BID #17-01

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.

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 #	DESCRIPTION	QTY
IN-001	PAPER DUPLICATOR – WHITE 8.5 X 11	REAM
IN-003 to E	PAPER DUPLICATOR – PASTEL COLORS 8.5X11 – BLUE, GREEN, PINK, CANARY, GOLDENROD & BUFF	SAMPLE
IN-007A	PAPER - 1ST GR WRITING PAPER	SAMPLE
IN-011	CHART TABLET 24"X32" - 1" RULE 25 SHEETS PER PAD - 2 HOLE 12/CASE	SAMPLE
IN-011A	CHART TABLET 24"X16" - 1" RULE 25 SHEETS PER PAD - 2 HOLE 24/CASE	SAMPLE
IN-014	LEGAL PAD - LETTER SIZE WHITE 8.5 X 11.75 - 12/PACK	1 EACH
IN-037	ART TISSUE - ASSORTED COLORS 12" X 18" - 50 SHEETS/PACK - 25/CASE	SAMPLE
IN-040	CONSTRUCTION PAPER – ASSORTED – PACON RIVERSIDE ONLY 12 X 18 - 50 SHEETS/PACK 25 PKS/CASE 76 LB MUST BE HEAVY WEIGHT	SAMPLE
IN-041 to M	CONSTRUCTION PAPER – COLORS 12 X 18 - 50 SHEETS/PACK 25 PKS/CASE 76 LB MUST BE HEAVY WEIGHT – PACON RIVERSIDE ONLY – RED, PINK, SKY BLUE, ROYAL BLUE, PURPLE, YELLOW, BUTTERSCOTCH, ORANGE, LIGHT BROWN, DARK BROWN, BLACK, GREEN, AND WHITE	SAMPLE
IN-048	FILE FOLDERS - LETTER MANILA	SAMPLE
IN-050 to C	FILE FOLDERS - LETTER RED, GREEN, BLUE, YELLOW	SAMPLE
IN-052A to D	HANGING FILES - LETTER RED, GREEN, BLUE, YELLOW PENDAFLEX	SAMPLE
IN-053B to D	HANGING FILES - LEGAL GREEN, BLUE, & YELLOW PENDAFLEX	SAMPLE
IN-054	ENVELOPE - CLASP - 6 X 9 MANILA, KRAFT #55, OR EQ 10 BOXES/CASE	SAMPLE
IN-055	ENVELOPE - CLASP - 9 X 12 MANILA, KRAFT OR EQ 5 BOXES/CASE	SAMPLE
IN-056	ENVELOPE - CLASP - 10 X 13 MANILA, KRAFT OR EQ 5 BOXES/CASE	SAMPLE
IN-059	ENVELOPE - WHITE #10 500 ENVELOPES/BOX - 5 BOXES/CASE	SAMPLE

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IN-060	INDEX CARDS - 3 X 5 - WHITE RULED - ONE SIDED - 100/PK - 100PK/CASE	SAMPLE
IN-061	INDEX CARDS - 4 X 6 - WHITE RULED - ONE SIDED - 60PK/CASE	SAMPLE
IN-068	CLASS PLAN BOOK - W 202 40 WKS.	1 EACH
IN-075	CRAYONS - LARGE PRIMARY 8 PACK CRAYOLA #2108 - ANTI-ROLL	BOX
IN-076	CRAYONS - STANDARD SIZE 8 PACK CRAYOLA #8 - 12 BOXES/PACK	BOX
IN-077	CRAYONS - STANDARD SIZE 16 PK CRAYOLA #16 - 12 BOXES/PACK	BOX
IN-078	MARKERS - CRAYOLA 8 PACK ASSORTED COLORS - 24 PK/CASE	PACK
IN-080	PEN - FELT TIP - BLACK FLAIR	1 EACH
IN-081	PEN - RED FLAIR ULTRA FINE PAPERMATE	1 EACH
IN-086	PENCIL - #2 LEAD W/ERASER DIXON 14412 - 144/BOX (GROSS)	1 EACH
IN-092	SCISSORS - OFFICE SHEARS ADULT SIZE - 12/BOX	1 EACH
IN-093	HOLE PUNCH - SINGLE 1/4" SPRING ACTION - 12/BOX	1 EACH
IN-094	HOLE PUNCH - 3 HOLES NICKLE PLATED HEADS - STEEL CONSTRUCTION	1 EACH
IN-096	STAPLER - DESK SWINGLINE 767, 747 OR EQUAL 12/BOX	1 EACH
IN-097	STAPLES SWINGLINE - 20 BOXES/PACK 100 BOXES/CASE	1 BOX
IN-100	MASKING TAPE - 1" X 60 YD 36 ROLLS/CASE	1 ROLL
IN-101	SCOTCH TAPE - 3/4" X 1296" 12 ROLLS/PACK - 144 ROLLS/CASE	1 ROLL
IN-101A	SCOTCH TAPE - 1/4" X 1296" 12 ROLLS/PACK - 144 ROLLS/CASE	1 ROLL
IN-102	SCOTCH TAPE DISPENSER SINGLE ROLL	1 EACH
IN-104	PUSH PINS - COLORED OR CLEAR PLASTIC HEAD - 500/BOX	1 BOX
IN-105	RUBBER BANDS - 4 OZ.	1 BOX
IN-106	PENCIL SHARPENER - ELECTRIC CLASS ROOM APPROPRIATE - DURABLE	1 EACH
IN-109	ART BRUSH - 3/4" FLAT SUITABLE FOR TEMPRA	1 EACH
IN-129	CLIP BOARD - LETTER 9.5 X 12.5 - 1/8" THICK	EACH
IN-131	ADDING MACHINE TAPE 2 1/4"	ROLL
IN-132A	RULER - 12" WOOD RULER - HARD MAPLE BRASS EDGE BEVELED	EACH
IN-138B & C	INDEX CARDS - 3 X 5 - CANARY & CHERRY RULED	SAMPLE
IN-139A & B	INDEX CARDS - 4 X 6 - BLUE & CANARY - RULED	SAMPLE
IN-149	BRASS FASTENER 1" BRADS	BOX
IN-157	BULLDOG CLIP - REGULAR #2 2" CLIP 36/BOX	EACH
IN-158	BULLDOG CLIP - MAGNETIC 12/BOX	EACH
IN-158A	CLIP - DOUBLE BINDER SPRING #20 - 12 BOXES/CASE	BOX
IN-168C	SHARPIE - BLACK FINE POINT SANFORD - ODERLESS - QUICK DRY	SAMPLE

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IN-173	HIGHLIGHTER - YELLOW BY DOZEN ONLY – 24 DZ/CASE	SAMPLE
IN-175	DRY ERASE MARKERS - BLACK EXPO FOR WHITE BOARDS 144/CASE	EACH
IN-175C	DRY ERASE MARKERS – ASSORTED 8 COLOR SET FOR WHITE BOARDS	EACH
IN-200	THREE PRONG POCKET FOLDER 25 FOLDERS/BOX - 5 BOXES/CASE	SAMPLE
IN-201	GLUE STICKS - 12/PACK	EACH

POTENTIAL ITEMS RESERVE THE OPTION TO ORDER MORE OF THE POTENTIAL ITEMS THROUGH THE YEAR IF NEEDED SINCE THESE ARE NEW ITEMS AND WE ARE UNCERTAIN HOW MANY OF EACH WE WILL NEED FOR THE YEAR.

ITEM 1	STUDENT SCISSORS K-5 SAFETY – FISKARS OR EQUAL	1 EACH
ITEM 2	CAP ERASERS – WHITE – GOOD QUALITY	1 PACK
ITEM 3	CAP ERASERS – ASSORTED - GOOD QUALITY	1 PACK
ITEM 4	BINDERS - 3 RING WHITE CLEAR VIEW - 1" D-RINGS	1 EACH
ITEM 5	BINDERS - 3 RING WHITE CLEAR VIEW - 2" D-RINGS	1 EACH
ITEM 6	BINDERS - 3 RING WHITE CLEAR VIEW - 3" D-RINGS	1 EACH
ITEM 7	NOTEBOOKS - SPIRAL 70 PG COLLEGE RULED - 70-100 PAGES	1 EACH
ITEM 8	NOTEBOOKS - SPIRAL 70 PG WIDE RULED 70-100 PAGES	1 EACH
ITEM 9	CORRECTION TAPE - HIGH QUALITY ONLY	1 EACH
ITEM 10	FLAG - GEORGIA 16" X 24" CLASSROOM INDOOR	1 EACH
ITEM 11	FLAG - GEORGIA 24" X 34" CLASSROOM INDOOR	1 EACH
ITEM 12	TABS - WHITE, 8 TABS, WRITE ON 3 RING BINDER TABS	1 PACK
ITEM 13	PAPER DUPLICATOR – BRIGHT COLORS 8.5 X 11 – HOT PINK, RED, GREEN, YELLOW, BLUE, ORANGE	SAMPLE
ITEM 14	MEDIUM BINDER CLIPS - CLIP SIZE 1-1/4", CAPACITY 5/8"	SAMPLE