



ARLINGTON COUNTY, VIRGINIA  
OFFICE OF THE PURCHASING AGENT  
2100 CLARENDON BOULEVARD, SUITE 500  
ARLINGTON, VIRGINIA 22201

**CONTRACT AWARD COVERPAGE**

<b>TO:</b> W.B. MASON CO., INC. 59 CENTRE STREET BROKTON, MASSACHUSETTS 02303	<b>DATE ISSUED:</b> JANUARY 10, 2022
	<b>CONTRACT NO:</b> 22-OEM-R-583
	<b>CONTRACT TITLE:</b> OFFICE SUPPLIES AND COVID-19 TEST KIT

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**THIS IS A NOTICE OF AWARD OF CONTRACT AND NOT AN ORDER. NO WORK IS AUTHORIZED UNTIL THE VENDOR RECEIVES A VALID COUNTY PURCHASE ORDER ENCUMBERING CONTRACT FUNDS.**

The contract documents consist of the terms and conditions of AGREEMENT No. 22-OEM-R-583 including any attachments or amendments thereto.

**EFFECTIVE DATE:** JANUARY 10, 2022

**EXPIRES:** OCTOBER 31, 2024

**RENEWALS:** THREE (3) ONE-YEAR RENEWAL PERIOD FROM NOVEMBER 1, 2024 TO OCTOBER 31, 2027

**COMMODITY CODE(S):** 61660

**LIVING WAGE:** N

**ATTACHMENTS:**

AGREEMENT No. 2-ORM-R-583

**EMPLOYEES NOT TO BENEFIT:**

**NO COUNTY EMPLOYEE SHALL RECEIVE ANY SHARE OR BENEFIT OF THIS CONTRACT NOT AVAILABLE TO THE GENERAL PUBLIC.**

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**VENDOR CONTACT:** RYAN STROUT

**VENDOR TEL. NO.:** (860) 208-4435

**EMAIL ADDRESS:** [RYAN.STROUT@WBMASON.COM](mailto:RYAN.STROUT@WBMASON.COM)

**COUNTY CONTACT:** JEFF BERGIN (OEM)

**COUNTY TEL. NO.:** (703) 228-7939

**COUNTY CONTACT EMAIL:** [JBERGIN@ARLINGTONVA.US](mailto:JBERGIN@ARLINGTONVA.US)

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**PURCHASING DIVISION AUTHORIZATION**

Sy Gezachew

Title: Procurement Officer

Date: January 10, 2022



**ARLINGTON COUNTY, VIRGINIA  
OFFICE OF THE PURCHASING AGENT  
2100 CLARENDON BOULEVARD, SUITE 500  
ARLINGTON, VA 22201**

**RIDER AGREEMENT NO. 22-OEM-R-583**

THIS AGREEMENT (hereinafter "Agreement") is made, on 1/10/2022 by the County, between W.B. Mason Co., Inc. ("Contractor"), a Massachusetts stock corporation with a place of business at 59 Centre Street, Brokton, Massachusetts 02303, authorized to transact business in the Commonwealth of Virginia, and the County Board of Arlington County, Virginia ("County"). The County and the Contractor, for the consideration specified herein or specified in a County Purchase Order referencing this Agreement, agree as follows:

**1. CONTRACT DOCUMENTS**

The Contract Documents consist of this Agreement, Exhibit A Baltimore County Public Schools Contract JBO-722-19, Exhibit B Bid Tabulation together with any exhibits and amendments issued or applicable thereto (collectively, "Contract Documents" or "Contract"). This Agreement rides a contract awarded to the Contractor by Baltimore County Public Schools and extended by the Contractor to the County on the same terms and conditions as the Contractor's agreement with Baltimore County Public Schools. Where the terms of this Agreement vary from the terms and conditions of the other Contract Documents, the terms and conditions of this Agreement shall prevail.

The Contract Documents set forth the entire agreement between the County and the Contractor. The County and the Contractor agree that no representative or agent of either of them has made any representation or promise with respect to the parties' agreement which is not contained in the Contract Documents.

**2. CONTRACT TERM**

The Contractor's provision of goods and services for the County ("Work") shall commence upon the execution of the Agreement by the County" and shall be completed no later than October 31, 2024 ("Contract Term"), subject to any modifications as provided for in the Contract Documents regarding the Contract Term. No aspect of the Work shall be deemed complete until it is accepted by the County's Project Officer.

Upon satisfactory performance by the Contractor, if the Baltimore County Public Schools renews their agreement identified in Exhibit A, the County may elect to renew this Agreement under the same contract terms for three (3) one-year renewal periods from November 1, 2024 to October 31, 2027("Subsequent Contract Term"). However, if the Baltimore County Public Schools does NOT renew their agreement identified in Exhibit A, this Agreement shall automatically expire on the contract expiration date.

**3. PAYMENT**

Payment will be made by the County to the Contractor within forty-five (45) days after receipt by the County Project Officer of an invoice detailing the Work provided by the Contractor and accepted by the County. Each invoice must certify that the invoice submitted is a true and accurate accounting of the work performed and goods and/or services provided and must be signed and attested to by the Contractor or authorized designee. The Project Officer will either approve the invoice or require corrections. The number of the County Purchase Order pursuant to which authority goods or services have been performed or delivered shall appear on all invoices.

**4. SCOPE OF WORK**

The Contractor agrees to perform the goods and/or services described in the Contract Documents (hereinafter “the Work”). The primary purpose of the Work is to furnish office supplies.

The Contract Documents set forth the minimum Work estimated by the County and the Contractor to be necessary to complete the Work. It shall be the Contractor’s responsibility, at the Contractor’s sole cost, to provide the specific Work set forth in the Contract Documents sufficient to fulfill the purposes of the Work. Nothing in the Contract Documents shall be construed to limit the Contractor’s responsibility to manage the details and execution of the Work.

**5. PROJECT OFFICER**

The performance of the Contractor is subject to the review and approval of the County Project Officer (“Project Officer”) who shall be appointed by the Director of the Arlington County department or agency which seeks to obtain the Work pursuant to this Contract. However, it shall be the responsibility of the Contractor to manage the details of the execution and performance of its Work pursuant to the Contract Documents.

**6. COUNTY PURCHASE ORDER REQUIREMENT**

County purchases are authorized only if a County Purchase Order is issued in advance of the transaction. A Purchase Order must indicate that the ordering agency has sufficient funds available to pay for the purchase. Such a Purchase Order is to be provided to the Contractor by the ordering agency. The County will not be liable for payment for any purchases made by its employees without appropriate purchase authorization issued by the County Purchasing Agent. If the Contractor provides goods or services without a signed County Purchase Order, it does so at its own risk and expense.

**7. NON-APPROPRIATION**

All funds for payments by the County to the Contractor pursuant to this Contract are subject to the availability of an annual appropriation for this purpose by the County Board of Arlington County, Virginia. In the event of non-appropriation of funds by the County Board of Arlington County, Virginia for the goods or services provided under this Contract or substitutes for such goods or services which are as advanced or more advanced in their technology, the County will terminate the Contract, without termination charge or other liability to the County, on the last day of the then current fiscal year or when the appropriation made for the then current year for the services covered by this Contract is spent, whichever event occurs first. If funds are not appropriated at any time for the continuation of this Contract, cancellation will be accepted by the Contractor on thirty (30) days prior written notice, but failure to give such notice shall be of no effect and the County shall not be obligated under this Contract beyond the date of termination specified in the County’s written notice.

**8. COVID-19 VACCINATION POLICY FOR CONTRACTORS**

Due to the ongoing COVID-19 pandemic, the County has taken various steps to protect the welfare, health, safety, and comfort of the workforce and public at large. As part of these steps, the County has implemented various requirements with respect to health and safety including policies with respect to social distancing, the use of face-coverings and vaccine mandates. To protect the County's workforce and the public at large, all employees and subcontractors of the Contractor who are assigned to this Contract, should be fully vaccinated against COVID-19. Any contractor employee or subcontractor who is not fully vaccinated should be following a weekly testing protocol as established by the Contractor, unless exempt pursuant to a valid reasonable accommodation under state or federal law.

**9. APPLICABLE LAW, FORUM, VENUE AND JURISDICTION**

This Contract and the work performed hereunder shall be governed in all respects by the laws of the Commonwealth of Virginia, and the jurisdiction, forum, and venue for any litigation with respect thereto shall be in the Circuit Court for Arlington County, Virginia, and in no other court. In performing its Work pursuant to this Contract, the Contractor shall comply with applicable federal, state, and local laws, ordinances and regulations.

**10. NOTICES**

Unless otherwise provided herein, all notices and other communications required by this Contract shall be deemed to have been given when made in writing and either (a) delivered in person, (b) delivered by an agent, such as an overnight or similar delivery service, or (c) deposited in the United States mail, postage prepaid, certified or registered, addressed as follows:

**TO THE CONTRACTOR:**

Jeffrey Kirsh, Regional Manager  
W.B. Mason Co.  
9420 Gerwig Lane  
Columbia, MD 21046  
Email: [Jeffrey.kirsh@wbmason.com](mailto:Jeffrey.kirsh@wbmason.com)

**TO THE COUNTY:**

Jeffrey E. Bergin, Project Officer  
Arlington County  
Department of Public Safety Communications and Emergency Management  
1400 North Uhle Street, Suite 300  
Arlington, VA 22201  
703-228-7939  
Email: [jbergin@arlingtonva.us](mailto:jbergin@arlingtonva.us)

**AND**

Dr. Sharon T. Lewis, LL.M, MPS, VCO, CPPB  
Purchasing Agent  
Arlington County, Virginia  
2100 Clarendon Boulevard, Suite 500  
Arlington, Virginia 22201  
Email: [slewis1@arlingtonva.us](mailto:slewis1@arlingtonva.us)

**TO COUNTY MANAGER’S OFFICE (FOR PROJECT CLAIMS):**

Mark Schwartz, County Manager  
Arlington County, Virginia  
2100 Clarendon Boulevard, Suite 318  
Arlington, Virginia 22201

**11. ARLINGTON COUNTY BUSINESS LICENSES**

The Contractor must comply with the provisions of Chapter 11 (“Licenses”) of the Arlington County Code, if applicable. For information on the provisions of that Chapter and its applicability to this Contract, the Contractor must contact the Arlington County Business License Division, Office of the Commissioner of the Revenue, 2100 Clarendon Blvd., Suite 200, Arlington, Virginia, 22201, telephone number (703) 228-3060, or e-mail [business@arlingtonva.us](mailto:business@arlingtonva.us).

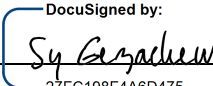
**12. COUNTERPARTS**

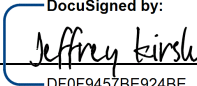
This Agreement may be executed in one or more counterparts and all of such counterparts shall together constitute one and the same instrument. Original signatures transmitted and received via facsimile or other electronic transmission, (e.g., PDF or similar format) are true and valid signatures for all purposes hereunder and shall be effective as delivery of a manually executed original counterpart.

WITNESS these signatures:

THE COUNTY BOARD OF ARLINGTON  
COUNTY, VIRGINIA

W.B. MASON CO., INC.

AUTHORIZED SIGNATURE:  DocuSigned by:  
27FC198F4A6D475...

AUTHORIZED SIGNATURE:  DocuSigned by:  
DF0F9457BE924BE...

NAME: SY GEZACHEV

NAME: Jeffrey Kirsh

TITLE: PROCUREMENT OFFICER

TITLE: Regional Manager

DATE: 1/10/2022

DATE: 1/10/2022

## EXHIBIT A

**BALTIMORE COUNTY PUBLIC SCHOOLS**  
 Departments of Fiscal Services and Facilities Management  
 General Contract Recommendation Form

<b>Board Meeting Date:</b>	10/8/2019
<b>Contract Number and Title:</b>	JBO-722-19 Office Supplies

This is a new competitively bid contract for office supplies for schools and offices. Approval is requested for a five (5) year contract with the option for three (3), one (1) year extensions with one (1) recommended bidder and contract spending authority of \$19,000,000.

<b>Procurement Type:</b>	Multi-Step Invitation for Bids
<b>Procurement Authority:</b>	Educ. §5-112
<b>Number of Vendors Requesting Solicitation:</b>	36
<b>Number of Bids Received:</b>	7

<b>Term:</b> 5 years	<b>Extension:</b> 3 years <b>End Date:</b> 10/31/2024
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<b>Contract Spending Authority:</b>	\$19,000,000
<b>Funding Source:</b>	Operating budget, capital budget, and grants

**Description:**

- This contract will provide for general office supplies including, but not limited to, paper, ink, toner, filing, drafting, writing, and binding supplies for schools and offices.
- This project was issued as a Mid-Atlantic Purchasing Team solicitation and BCPS was the lead jurisdiction.
- The following jurisdictions are included in this solicitation.
  - Anne Arundel County
  - Baltimore City Public Schools
  - Baltimore County Public Schools
  - Calvert County Public Schools
  - Cecil County
  - Cecil County Public Schools
  - Charles County
  - Charles County Public Schools
  - D.C. Public Schools
  - Falls Church County Public Schools
  - Harford County
  - Howard County
  - Howard County Community College
  - Howard County Public School System
  - Maryland Association of Boards of Education
  - St. Mary's County
  - St. Mary's County Public Schools
  - St. Mary's Parish
  - Wicomico County Public Schools
- This contract will replace contracts RGA-141-11, which will expire on December 31, 2019, and MBU-504-18, which will expire on July 31, 2020.

**BALTIMORE COUNTY PUBLIC SCHOOLS**  
 Departments of Fiscal Services and Facilities Management  
 General Contract Recommendation Form

**Description (cont'd):**

- The average annual expenditures on contract RGA-141-11 were \$2,185,979, and total contract expenditures to date are \$17,487,832. The total contract expenditures for MBU-504-18 are \$210,007.
- Capital and grant budgets comprised less than one percent of the total contract expenditures.
- The requested contract spending authority is based on the initial five-year (term) of the contract. Staff will bring the contract back to the Board, if a recommendation is developed to exercise the option to extend the contract.

**Method of Award Recommendation:**

This award recommendation was based on the lowest responsive responsible bidder offering the most favorable proposal.

**Blueprint 2.0:**

This contract supports *Blueprint 2.0*: Goal 4, Organizational Effectiveness, Strategic Initiative E.

**Recommended Award To:**

W.B. Mason Co., Inc.	Brockton, MA
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<b>Responsible School/Office:</b>	Department of Fiscal Services
<b>Contact:</b>	George L. Sarris, Executive Director

## EXHIBIT B

## BALTIMORE COUNTY PUBLIC SCHOOLS BID TABULATION

BID NUMBER: JBO-722-19

BID NAME: OFFICE SUPPLIES

	W.B. MASON	RUDOLPHS OFFICE SUPPLIES	STAPLES	OFFICE DEPOT
TOTAL BID PRICE:	\$ 8,656,027.50	\$ 9,550,291.14	\$ 10,546,275.82	\$ 10,575,145.68
ESTIMATED 5 YEAR TOTAL	\$ 43,280,137.50	\$ 47,751,455.70	\$ 52,731,379.10	\$ 52,875,728.40
WORKSHEET 1- CORE LIST PRICING	\$ 3,741,595.91	\$ 4,902,619.38	\$ 4,330,606.82	\$ 5,534,555.98
WORKSHEET 2- NON-CORE PRODUCT PRICING	\$ 4,914,431.59	\$ 4,647,671.76	\$ 6,215,669.00	\$ 5,040,589.70
WORKSHEET 3 A- Annual volume increases to \$12.5 million	\$ 5,097,500.00	\$ 5,105,000.00	\$ 5,632,500.00	\$ 5,557,500.00
WORKSHEET 3 B- Annual volume increases to \$13.75 million	\$ 5,194,750.00	\$ 5,552,250.00	\$ 6,061,000.00	\$ 5,978,500.00
WORKSHEET 3 C- Annual volume increases to \$15.25 million	\$ 5,456,450.00	\$ 6,179,300.00	\$ 6,572,750.00	\$ 6,481,250.00

**IMPORTANT: NO AWARD HAS BEEN MADE.**

Award bidder(s) has not yet been identified. Complete evaluation of the bids by BCPS representatives will occur in the near future. The recommended award will be available in the Office of Purchasing after the completed evaluation. Bids will not be available for review by bidders at the bid opening. BCPS reserves the right to review all materials and present a recommendation to the Board of Education prior to bids being available for review. Bid documents will only be available for review after approval of the contract by the Board. Bidders may call the Office of Purchasing to set up a date and time for reviewing bid documents.



Work Sheet 1: Core List Pricing  
Total

\$ 3,741,595.91

W.B. MASON JBO-722-19

Non-Core Categories	Worksheet 3 Program Growth Discount Percentages										
	Worksheet 2 Non-Core Product Pricing		Annual volume increases \$12.5 million			Annual volume increases \$13.75 million			Annual volume increases \$15.25 million		
	Discount	Net Cost	Discount	Net Cost	Discount	Net Cost	Discount	Net Cost	Discount	Net Cost	
A. Ink and Toner	48.4%	\$ 1,658,791.39	51.2%	\$ 1,708,000.00	54.2%	\$ 1,763,300.00	56.2%	\$ 1,870,260.00			
B. General Office Supplies	67.4%	\$ 646,459.63	70.2%	\$ 633,250.00	73.2%	\$ 626,450.00	75.2%	\$ 642,940.00			
C. Paper	67.4%	\$ 504,192.90	70.2%	\$ 484,250.00	73.2%	\$ 479,050.00	75.2%	\$ 491,660.00			
D. Furniture	47.4%	\$ 499,536.94	50.2%	\$ 498,000.00	53.2%	\$ 514,800.00	55.2%	\$ 546,560.00			
E. Writing and Drafting Supplies	67.4%	\$ 302,221.56	70.2%	\$ 298,000.00	73.2%	\$ 294,800.00	75.2%	\$ 302,560.00			
F. Filing and Binding	67.4%	\$ 325,114.26	70.2%	\$ 335,250.00	73.2%	\$ 331,650.00	75.2%	\$ 340,380.00			
G. Technology and Computer Peripherals	44.4%	\$ 306,784.12	47.2%	\$ 330,000.00	50.2%	\$ 342,375.00	52.2%	\$ 364,475.00			
H. Cleaning & Breakroom Supplies	42.4%	\$ 409,983.55	45.2%	\$ 411,000.00	48.2%	\$ 427,350.00	50.2%	\$ 455,670.00			
I. Dated Goods	44.4%	\$ 79,262.25	47.2%	\$ 66,000.00	50.2%	\$ 68,475.00	52.2%	\$ 72,895.00			
J. Office Equipment	31.4%	\$ 46,465.52	34.2%	\$ 82,250.00	37.2%	\$ 86,350.00	39.2%	\$ 92,720.00			
K. Copy and Print Services	52.4%	\$ 34,787.03	55.2%	\$ 56,000.00	58.2%	\$ 57,475.00	60.2%	\$ 60,695.00			
L. Bottled Water	46.4%	\$ 11,819.87	49.2%	\$ 63,500.00	52.2%	\$ 65,725.00	54.2%	\$ 69,845.00			
M. Promotional Items	52.4%	\$ 11,545.86	55.2%	\$ 56,000.00	58.2%	\$ 57,475.00	60.2%	\$ 60,695.00			
Other: Catalog Discount for all											
N. other non-category items	36.4%	\$ 77,466.71	39.2%	\$ 76,000.00	42.2%	\$ 79,475.00	44.2%	\$ 85,095.00			
<b>TOTAL</b>		\$ <b>4,914,431.59</b>		\$ <b>5,097,500.00</b>		\$ <b>5,194,750.00</b>		\$ <b>5,456,450.00</b>			

**TOTAL BID PRICE**  
**(WORKSHEETS 1 and 2)** \$ 8,656,027.50  
**X 5= ESTIMATED (5) YEAR**  
**TOTAL** \$ 43,280,137.50

**Worksheet 4: Money/Gift Card Purchasing Program**

Single Order Value	Discount
\$1-\$10,000	0.0%
\$10,001-\$50,000	0.5%
\$50,001-\$100,000	0.5%
\$100,001-\$250,000	1.0%
\$250,001-\$500,000	1.0%
\$500,001-\$750,000	1.0%
\$750,001-\$999,999	1.0%
Above \$1,000,000	1.25%

**Work Sheet 1: Core List Pricing**

RUDOLPH'S OFFICE SUPPLY JBO-722-19

Total \$ **4,902,619.38**

Non-Core Categories	Worksheet 3 Program Growth Discount Percentages							
	Worksheet 2 Non-Core Product Pricing		Annual volume increases \$12.5 million	Annual volume increases \$13.75 million	Annual volume increases \$15.25 million			
	Discount	Net Cost	Discount	Net Cost	Discount	Net Cost	Discount	Net Cost
A. Ink and Toner	44%	\$ 1,800,238.72	44%	\$ 1,960,000.00	44%	\$ 2,156,000.00	44%	\$ 2,391,200.00
B. General Office Supplies	72%	\$ 555,241.40	72%	\$ 595,000.00	72%	\$ 654,500.00	72%	\$ 725,900.00
C. Paper	82%	\$ 278,388.72	82%	\$ 292,500.00	82%	\$ 321,750.00	82%	\$ 356,850.00
D. Furniture	70%	\$ 284,907.00	70%	\$ 300,000.00	70%	\$ 330,000.00	70%	\$ 366,000.00
E. Writing and Drafting Supplies	54%	\$ 426,447.60	54%	\$ 460,000.00	54%	\$ 506,000.00	54%	\$ 561,200.00
F. Filing and Binding	68%	\$ 319,130.56	68%	\$ 360,000.00	68%	\$ 396,000.00	68%	\$ 439,200.00
G. Technology and Computer Peripherals	40%	\$ 331,062.00	42%	\$ 362,500.00	43%	\$ 391,875.00	44%	\$ 427,000.00
H. Cleaning & Breakroom Supplies	44%	\$ 398,595.12	46%	\$ 405,000.00	47%	\$ 437,250.00	48%	\$ 475,800.00
I. Dated Goods	50%	\$ 71,279.00	52%	\$ 60,000.00	53%	\$ 64,625.00	54%	\$ 70,150.00
J. Office Equipment	20%	\$ 54,187.20	22%	\$ 97,500.00	53%	\$ 64,625.00	24%	\$ 115,900.00
K. Copy and Print Services	82%	\$ 13,154.76	84%	\$ 20,000.00	85%	\$ 20,625.00	86%	\$ 21,350.00
L. Bottled Water	40%	\$ 13,231.20	42%	\$ 72,500.00	43%	\$ 78,375.00	44%	\$ 85,400.00
M. Promotional Items	82%	\$ 4,366.08	84%	\$ 20,000.00	85%	\$ 20,625.00	86%	\$ 21,350.00
Other: Catalog Discount for all								
N. other non-category items	20%	\$ 97,442.40	20%	\$ 100,000.00	20%	\$ 110,000.00	20%	\$ 122,000.00
<b>TOTAL</b>		<b>\$ 4,647,671.76</b>		<b>\$ 5,105,000.00</b>		<b>\$ 5,552,250.00</b>		<b>\$ 6,179,300.00</b>

**TOTAL BID PRICE (WORKSHEETS 1 and 2)** \$ **9,550,291.14**  
**X 5= ESTIMATED (5) YEAR TOTAL** \$ **47,751,455.70**

**Worksheet 4: Money/Gift Card Purchasing Program**

Single Order Value	Discount
\$1-\$10,000	0%
\$10,001-\$50,000	2.50%
\$50,001-\$100,000	5%
\$100,001-\$250,000	7.5%
\$250,001-\$500,000	10%
\$500,001-\$750,000	12.5%
\$750,001-\$999,999	15%
Above \$1,000,000	15%

Work Sheet 1: Core List Pricing  
Total

\$ 4,330,606.82

STAPLES JBO-722-19

Non-Core Categories	Worksheet 3 Program Growth Discount Percentages									
	Worksheet 2 Non-Core Product Pricing		Annual volume increases \$12.5 million		Annual volume increases \$13.75 million		Annual volume increases \$15.25 million			
	Discount	Net Cost	Discount	Net Cost	Discount	Net Cost	Discount	Net Cost		
A. Ink and Toner	41%	\$ 1,896,680.00	42%	\$ 2,030,000.00	43%	\$ 2,194,500.00	44%	\$ 2,391,200.00		
B. General Office Supplies	69%	\$ 614,732.00	70%	\$ 637,500.00	71%	\$ 677,875.00	72%	\$ 725,900.00		
C. Paper	72%	\$ 433,049.00	73%	\$ 438,750.00	74%	\$ 464,750.00	75%	\$ 495,625.00		
D. Furniture	44%	\$ 531,826.00	45%	\$ 550,000.00	46%	\$ 594,000.00	47%	\$ 646,600.00		
E. Writing and Drafting Supplies	69%	\$ 287,389.00	70%	\$ 300,000.00	71%	\$ 319,000.00	72%	\$ 341,600.00		
F. Filing and Binding Technology and Computer	69%	\$ 309,158.00	70%	\$ 337,500.00	71%	\$ 358,875.00	72%	\$ 384,300.00		
G. Peripherals	40%	\$ 331,062.00	41%	\$ 368,750.00	42%	\$ 398,750.00	43%	\$ 434,625.00		
H. Cleaning & Breakroom Supplies	40%	\$ 427,066.00	41%	\$ 478,500.00	42%	\$ 478,500.00	43%	\$ 521,550.00		
I. Dated Goods	69%	\$ 44,193.00	70%	\$ 39,875.00	71%	\$ 39,875.00	72%	\$ 42,700.00		
J. Office Equipment	40%	\$ 40,640.00	41%	\$ 79,750.00	42%	\$ 79,750.00	43%	\$ 86,925.00		
K. Copy and Print Services	0%	\$ 73,082.00	0%	\$ 125,000.00	0%	\$ 137,500.00	0%	\$ 152,500.00		
L. Bottled Water	40%	\$ 13,231.00	41%	\$ 73,750.00	42%	\$ 79,750.00	43%	\$ 86,925.00		
M. Promotional Items	0%	\$ 24,256.00	0%	\$ 125,000.00	0%	\$ 137,500.00	0%	\$ 152,500.00		
Other: Catalog Discount for all other non-category items	25%	\$ 91,352.00	26%	\$ 92,500.00	27%	\$ 100,375.00	28%	\$ 109,800.00		
<b>TOTAL</b>		\$ 6,215,669.00		\$ 5,632,500.00		\$ 6,061,000.00		\$ 6,572,750.00		

**TOTAL BID PRICE (WORKSHEETS  
1 and 2)** \$ 10,546,275.82  
**X 5= ESTIMATED (5) YEAR  
TOTAL** \$ 52,731,379.10

**Worksheet 4: Money/Gift  
Card Purchasing Program**

Single Order Value	Discount
\$1-\$10,000	6%
\$10,001-\$50,000	TBD
\$50,001-\$100,000	TBD
\$100,001-\$250,000	TBD
\$250,001-\$500,000	TBD
\$500,001-\$750,000	TBD
\$750,001-\$999,999	TBD
Above \$1,000,000	TBD

Work Sheet 1: Core List Pricing  
Total

\$ 5,534,555.98

OFFICE DEPOT JBO-722-19

Worksheet 2 Non-Core Product Pricing	Worksheet 3 Program Growth Discount Percentages								
	Annual volume increases \$12.5 million			Annual volume increases \$13.75 million			Annual volume increases \$15.25 million		
	Discount	Net Cost	Discount	Net Cost	Discount	Net Cost	Discount	Net Cost	
A. Ink and Toner	45%	\$ 1,768,091.60	46%	\$ 1,890,000.00	47%	\$ 2,040,500.00	48%	\$ 2,220,400.00	
B. General Office Supplies	73%	\$ 535,411.35	74%	\$ 552,500.00	75%	\$ 584,375.00	76%	\$ 622,200.00	
C. Paper	70%	\$ 463,981.20	71%	\$ 471,250.00	72%	\$ 500,500.00	73%	\$ 535,275.00	
D. Furniture	40%	\$ 569,814.00	41%	\$ 590,000.00	42%	\$ 638,000.00	43%	\$ 695,400.00	
E. Writing and Drafting Supplies	70%	\$ 278,118.00	71%	\$ 290,000.00	72%	\$ 308,000.00	73%	\$ 329,400.00	
F. Filing and Binding	75%	\$ 249,320.75	76%	\$ 270,000.00	77%	\$ 284,625.00	78%	\$ 301,950.00	
Technology and Computer									
G. Peripherals Cleaning & Breakroom	45%	\$ 303,473.50	46%	\$ 337,500.00	47%	\$ 364,375.00	48%	\$ 396,500.00	
H. Supplies	20%	\$ 569,421.60	21%	\$ 592,500.00	22%	\$ 643,500.00	23%	\$ 704,550.00	
I. Dated Goods	65%	\$ 49,895.30	66%	\$ 42,500.00	67%	\$ 43,375.00	68%	\$ 48,800.00	
J. Office Equipment	40%	\$ 40,640.40	41%	\$ 73,750.00	42%	\$ 79,750.00	43%	\$ 86,925.00	
K. Copy and Print Services	0%	\$ 73,082.00	0%	\$ 125,000.00	0%	\$ 137,500.00	0%	\$ 152,500.00	
L. Bottled Water	20%	\$ 17,641.60	21%	\$ 98,750.00	22%	\$ 107,250.00	23%	\$ 117,425.00	
M. Promotional Items	0%	\$ 24,256.00	0%	\$ 125,000.00	0%	\$ 137,500.00	0%	\$ 152,500.00	
Other: Catalog Discount for all									
N. other non-category items	20%	\$ 97,442.40	21%	\$ 125,000.00	22%	\$ 107,250.00	23%	\$ 117,425.00	
<b>TOTAL</b>		\$ <b>5,040,589.70</b>		\$ <b>5,557,500.00</b>		\$ <b>5,978,500.00</b>		\$ <b>6,481,250.00</b>	

**TOTAL BID PRICE**  
**(WORKSHEETS 1 and 2)** \$ 10,575,145.68  
**X 5= ESTIMATED (5) YEAR**  
**TOTAL** \$ 52,875,728.40

**Worksheet 4: Money/Gift  
Card Purchasing Program**

Single Order Value	Discount
\$1-\$10,000	0%
\$10,001-\$50,000	3%
\$50,001-\$100,000	5%
\$100,001-\$250,000	8%
\$250,001-\$500,000	9%
\$500,001-\$750,000	12%
\$750,001-\$999,999	15%
Above \$1,000,000	15%