



**procurement
operations**

Invitation for Bids (IFB)

For

Office Supplies

Project No. #10-16

INVITATION FOR BIDS

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<u>Sample Contract Documents</u>	
(The resulting contract will include at least the following documents)	
Exhibit A: Bid/Award Form	
Exhibit B: Schedule of Items and Prices	
Exhibit C: Scope of Services	
Exhibit D: General Terms and Conditions	
Exhibit E: Contractor & Subcontractor/Supplier Participation Form, if appropriate	
Exhibit F: Insurance Requirements, if appropriate	
Exhibit G: Subcontractor Payment Certification Form, if appropriate	
Exhibit H: Subcontractor Progress Assessment Form, if appropriate	

HOUSTON COMMUNITY COLLEGE

INVITATION FOR BIDS – SUMMARY

Date: May 24, 2010

Project Title: Office Supplies

Project No. 10-16

.....
ISSUED BY:

Houston Community College
Procurement Operations
3100 Main Street (11th Floor)
Houston, Texas 77002
Post Office Box 667517
Houston, Texas 77266-7517

SUBMIT INQUIRIES TO:

Name: Jackie Nguyen
Title: Buyer

Telephone: (713) 718-5006
Fax: (713) 718-2113
Email: Jackie.nguyen@hccs.edu

.....
Project Overview: Houston Community College (“HCC”) is seeking sealed bids from qualified firms to provide all necessary resources and transportation to supply and deliver (F.O.B. Destination) office supplies on an “as needed” basis to the various Houston Community College sites and departments.

Award / Contract Approval: This procurement, and any award under this procurement, and the resulting contract, if any, is subject to approval by HCC Board of Trustees. Subsequent to Board approval, the only person authorized to commit HCC contractually is the Chancellor or designee. This solicitation is an invitation for bids and neither this solicitation nor the response or bid from any prospective bidder shall create a contractual relationship that would bind HCC until such time as both HCC and the selected bidder sign a legally binding contract, which includes, without limitation, the terms required by HCC as set forth in Attachment No. 4.

Pre-Bid Meeting: _____ Mandatory X Not Mandatory
A pre-bid meeting will be held on June 04, 2010, at 10:00 A.M., in the 11th Floor Conference Room, 3100 Main Street, Room 11A07, Houston, Texas 77002.

Bid Opening Time/Location: Sealed bids in original form for office supplies contemplated under this invitation for bids as described herein will be received until June 11, 2010, 10:00 A.M.(local time) at the Procurement Operations department, 3100 Main (11th Floor in Room 11A06), Houston, Texas 77002, and at that time publicly opened and read aloud in Room 11A07.

Contract Term: The contract term for contract(s) awarded from this solicitation, if any, will be three (3) years with the option to renew for three (3) one-year periods, unless otherwise extended or terminated by HCC. Actual delivery for the equipment or services to be procured under this solicitation will be upon the terms, conditions, and timelines agreed upon by HCC and the selected contractor.

Small Business Development Program (SBDP): The small business participation goal for this solicitation is **25%** percent. (See Instructions to Bidders, Paragraph 8).

Obligation and Waivers: This Invitation for Bids does not obligate HCC to award a contract or pay any costs incurred by the bidder in the preparation and submittal of a bid.

HCC, IN ITS SOLE DISCRETION, RESERVES THE RIGHT TO ACCEPT ANY BID AND/OR REJECT ANY AND ALL BIDS OR A PART OF A BID, WITHOUT REASON OR CAUSE, SUBMITTED IN RESPONSE TO THIS SOLICITATION.

HCC RESERVES THE RIGHT TO REJECT ANY NON-RESPONSIVE OR CONDITIONAL BID. HCC RESERVES THE RIGHT TO WAIVE ANY INFORMALITIES, IRREGULARITIES, AND/OR TECHNICALITIES IN THIS SOLICITATION, THE BID DOCUMENTS, AND/OR ANY BIDS RECEIVED OR SUBMITTED.

BY SUBMITTING A BID, BIDDER AGREES TO WAIVE ANY CLAIM IT HAS OR MAY HAVE AGAINST HOUSTON COMMUNITY COLLEGE SYSTEM, AND ITS TRUSTEES, OR AGENTS ARISING OUT OF OR IN CONNECTION WITH (1) THE ADMINISTRATION, EVALUATION, OR RECOMMENDATION OF ANY BID; (2) ANY REQUIREMENTS UNDER THE SOLICITATION, BID PACKAGE, OR RELATED DOCUMENTS; (3) THE REJECTION OF ANY BID OR ANY PART OF ANY BID; AND/OR (4) THE AWARD OF A CONTRACT, IF ANY.

HCC reserves the right to withdraw this solicitation at any time for any reason; remove any scope component for any reason and to issue such clarifications, modifications and / or amendments as deemed appropriate.

HCC is an equal opportunity/educational institution, which does not discriminate on the basis of race, color, religion, national origin, gender, age or disability.

Respondents should exercise particular care in reviewing the requirements set forth in this solicitation.

INSTRUCTIONS TO BIDDERS

1. Review of Bid Documents

A complete set of bid documents shall be used in preparing a bid. Each prospective bidder should carefully review the bid documents and take such steps as may be reasonably necessary to ascertain the resulting contract performance requirements. Failure to do so will not relieve bidders from the responsibility of estimating properly the difficulty/level of effort or cost of successfully performing any resulting contract. After the bids have been opened, HCC shall have the right to review the bids and examine the credentials and qualifications of each bidder to determine whether any or all of the bid submittals are responsive and to make a determination as to whether any one or more bidders are qualified, responsible bidders, that will provide the best value to HCC.

2. Explanation to Bidders

Any explanation desired by a prospective bidder regarding the meaning or interpretation of the bid documents must be requested in writing and with sufficient time allowed (a minimum of seven (7) calendar days before the date set to receive bids) for a response to reach prospective bidders before the submission of their bids. Any HCC response will be in the form of an amendment of the solicitation or an information letter. The response will be made available to all prospective bidders on the HCC website at www.hccs.edu. Receipt of any amendment(s) issued by HCC shall be acknowledged by the bidder with the bid submission.

3. Bidder Eligibility for Contract Award

- a. Each bidder shall complete, and submit with the bid, the applicable forms contained in the solicitation. When a special license or permit is required by Federal, State or Local law or ordinance, or required by a company or otherwise to perform the work or sell the equipment, the bidder must be properly licensed prior to submitting a bid to HCC and must furnish evidence of such licensing or credentials with the bid.
- b. In order for a bidder to be eligible to be awarded a contract, the bid must be responsive to the solicitation and HCC must be able to determine that the bidder is responsible to perform the resulting contract satisfactorily.
- c. Responsive bids are those that comply with all material aspects of the solicitation, conform to the solicitation documents and meet the requirements set forth in this solicitation.. Bids that do not comply with the terms and conditions of the solicitation will be rejected as non-responsive.
- d. Responsible bidders at a minimum must meet all of the following requirements:
 - Have adequate financial resources or ability to obtain such resources as required during the performance of any resulting contract;
 - Be able to comply with the required delivery or performance schedule, taking into consideration all existing business commitments;
 - Have a satisfactory history of past performance with equipment of the brand, type, and character described in Attachment No. 3;
 - Have necessary management and technical capability to perform any resulting contract;
 - Provide evidence satisfactory to HCC that the bidder will comply with the Small Business Development Program requirements contained in the solicitation;
 - Certify that the firm is not delinquent in any tax owed the State of Texas under Chapter 171, Tax Code and is not delinquent in taxes owed to the Houston Community College System, signing and submitting the bid is so certifying to such non-delinquency;

- Be qualified as an established firm regularly engaged in the type of business to provide the items/work required by this solicitation;
 - Be otherwise qualified and eligible to receive an award under applicable laws and regulations and;
 - Offers the best value to HCC.
 - Must bid on all items listed in Attachment No. 2.
- e. A bidder may be requested to submit written evidence verifying that he/she meets the minimum requirements described in Section 3(d) and as necessary to be determined a responsible bidder. Bids deviating or taking exceptions to the solicitation requirements will not be considered.
- f. A person is not eligible to be considered for award of this solicitation or any resulting contractor to be a subcontractor of the bidder or prime contractor if the person assisted in the development of this solicitation or any part of this solicitation or if the person participated in a project related to this solicitation when such participation would give the person special knowledge that would give that person or a prime contractor an unfair advantage over other bidders.
- g. A person or bidder shall not be eligible to be considered for this solicitation if the person or bidder engaged in or attempted to engage in prohibited communications as described in Section 10 of this solicitation.

4. Preparation for Bid

- a. A bid shall be prepared on forms furnished by HCC; shall be completed in ink, and shall be manually signed by an authorized official of the company submitting the bid. The person signing the bid shall initial any changes or erasures appearing on the bid forms. Bids submitted via e-mail or facsimile (fax) will not be accepted by HCC.
- b. A bid shall be submitted so as to be received no later than the exact date/time and at the place indicated in the solicitation, and shall be enclosed in a sealed envelope clearly identified as a bid with the project title, project number and bid opening date and time. The envelope also shall identify the name and address of the bidder and shall contain the bid security, if required, and other required documents.

5. Opening of Bids

- a. Bids will be publicly opened immediately following the time set for receipt in the solicitation. The bid prices will be read aloud for the information of bidders and others present. Bids that have been opened may not be changed for the purpose of correcting an error in the price. Other than price, a bidder may have the right to change any other error or mistake in the subject to the approval of HCC and unless such change would be in contravention of statutory or common law requirements or unless such change would give an unfair advantage to the bidder making such change.
- b. If HCC receives two or more bids from responsible bidders that are identical in nature and amount, the Board of Trustees shall reviews such bids and may award the bid by the casting of lots.. The Board of Trustees may reject any and/or all bids, in the best interest of HCC.

6. **Contract Award**

Award of a contract, if awarded, will be made to the bidder who (a) submits a responsive bid; (b) is a responsible bidder (c) offers the lowest bid price for **all** items listed in Attachment No. 2, Schedule of Items and Prices and (d) offers the best value to the Houston Community College System. A responsive bid and a responsible bidder are those that meet the requirements of and are as described in Section 3 or this solicitation.

Note: Bidders shall bid all or none of the items listed in Attachment No. 2.

Except as otherwise may be set forth in this solicitation, HCC reserves the right to waive any informalities, non-material errors, technicalities, or irregularities in the bids submitted and documents and consider the bid for award.

7. **Taxes**

HCC is tax exempt as a governmental subdivision of the State of Texas. No bid shall include any costs for taxes to be assessed against HCC.

8. **Small Business Development Program (SBDP)**

- a. HCC has adopted a Small Business Development Program for small businesses attempting to provide goods and/or services as prime contractors or as subcontractors to other prime contractors to HCC. The program is designed to prevent discrimination by ensuring that small, underutilized and disadvantaged businesses are informed and prepared to compete for HCC procurements. HCC will neither discriminate nor select vendors on the basis of race, color, national origin, religion, gender, age or disability in its procurement selection process.
- b. Small businesses whose gross annual income averaged over the past three (3) years does not exceed the Small Business Administration's size standards as specified in 13 CFR Part 121 are eligible to apply for participation in the program.
- c. For this solicitation, HCC has established **25%** percent of the total bid amount as its goal for Small Business participation.
- d. Good Faith Efforts: HCC will make a good faith effort to utilize small businesses in all contracts. The annual program goals may be met by contracting directly with small businesses or indirectly through subcontracting opportunities. Therefore, any business that contracts with HCC will be required to make a good faith effort to award subcontracts to small businesses. The subcontracting goal applies to all vendors regardless of their status. By implementing the following procedures, a contractor shall be presumed to have made a good faith effort:
 - To the extent consistent with industry practices, divide the contract work into reasonable lots.
 - Give notice to SBDP eligible firms of subcontract opportunities or post notices of such opportunities in newspapers and other circulars.
 - Document reasons for rejecting a firm that proposes or bids on subcontracting opportunities.
- e. Small Business Compliance Review: To ensure compliance with any stated small business participation goal, the selected vendor/contractor will be required to meet with the HCC Buyer and/or other HCC designated representative(s) at the 50% and 75% completion phases/dates of the project, to verify small business participation activity and to ensure compliance with the stated small business goal, if any.

9. **Prime Contractor/Contracts for Services**

If the resulting contract is for services, the prime contractor must perform a minimum of 30% of any contract for services with its labor force and or demonstrate management of the contract for services to the satisfaction of HCC.

10. **Prohibited Communications**

Except as provided in exceptions below, the following communications regarding this solicitation or any other particular invitation for bids, requests for proposal, requests for qualifications, or other solicitation are prohibited:

- Between a potential vendor, subcontractor to vendor, service provider, bidder, offeror, lobbyist or consultant and any Trustee;
- Between any Trustee and any member of a selection or evaluation committee; and between any Trustee and administrator or employee; and
- Between any Trustee and administrator or employee.

The communications prohibition shall be imposed from the day the solicitation is first advertised through the day the contract documents are signed by all parties. During this period, no HCC Trustee and no Vendor shall communicate in any way concerning any pending Solicitation involving that Vendor, subject to the penalties tated herein.

In the event the Board refers the recommendation back to staff for reconsideration, the communications prohibition shall be re-imposed.

The communications prohibition shall not apply to the following:

- Duly noted pre-bid or pre-proposal conferences.
- Communications with the HCC General Counsel.
- Emergency contracts.
- Presentations made to the Board during any duly-noticed public meeting.
- Unless otherwise prohibited in the solicitation documents, any written communications between any parties, provided that the originator shall immediately file a copy of any written communication with the Board Services Office. The Board Services Office shall make copies available to any person upon request.
- Nothing contained herein shall prohibit any person or entity from publicly addressing the Board during any duly-noticed public meeting, in accordance with applicable Board policies, regarding action on the contract.

Any potential vendor, subcontractor vendor, service provider, bidder, offeror, lobbyist or consultant who engages or attempts to engage in prohibited communications shall not be eligible for the award of any resulting contract under this solicitation. Any other direct or indirect actions taken to unduly influence competitive purposes, to circumvent equal consideration for competitive bidders, or to disregard ethical and legal trade practices will disqualify bidders, vendors, service providers, lobbyist, consultants, and contractors from both this current and any future consideration for participation in HCC orders and contracts.

11. **Bid Submittals**

Each bidder must complete and return the following documents, if appropriate:

- Bid/Award Form (Attachment No. 1)
- Schedule of Items and Prices form (Attachment No.2)
- Determination of Good Faith Effort (Attachment No.5)
- Small Business Unavailability Certificate (Attachment No. 6)
- Small Business Development Questionnaire (Attachment 7) *** Mail separately.
- Contractor & Subcontractor/Supplier Participation Form

- Non-Discrimination Statement (Attachment No. 9)
- Certification & Disclosure Statement (Attachment No. 10)
- Affidavit Form (Attachment No. 11)

- Business Questionnaire (Attachment No. 12)
- Assurance of SBDP Goal (Attachment No. 13)
- Conflict of Interest Questionnaire (Attachment No. 16)
- Financial Interests and Potential Conflicts of Interests (Attachment No. 17)

The envelope containing a bid shall be addressed as follows:

- Name, Address and Telephone Number of Bidder;
- Project Description/Title;
- Project Number
- Bid Opening Date/Time.

All bids shall be submitted to:

**Houston Community College
Procurement Operations
3100 Main Street (11th Floor, Room #11A06)
Houston, Texas 77002
Reference: Project No. #10-16
Attn: Jackie Nguyen, Buyer**

12. **Appropriated Funds**

The purchase of service or product, which arises from this solicitation, is contingent upon the availability of appropriated funds. HCC shall have the right to terminate the resulting contract at the end of the current or each succeeding fiscal year if funds are not appropriated by the HCC Board of Trustees for the next fiscal year that would permit continuation of the resulting contract. If funds are withdrawn or do not become available, HCC reserves the right to terminate the contract by giving the contractor a thirty (30) day written notice of its intention to terminate without penalty or any further obligations on the part of HCC or the contractor. Upon termination of the contract, HCC shall not be responsible for any payment of any service or product received that occurs after the end of the current contract period or the effective date of termination, whichever is the earlier to occur. HCC's fiscal year begins on September 1 and ends on August 31st.

13. **Texas Public Information Act**

HCC considers all information, documentation and other materials requested to be submitted in response to this solicitation to be of a non-confidential and/or non-proprietary nature, and therefore, shall be subject to public disclosure under the Texas Public Information Act (Texas Government Code, Chapter 552.001, et seq.)("the Act") after a contract if any, is awarded. If the bidder considers any information submitted in response to this invitation for bids to be confidential under law or constitute trade secrets or other protected information, the bidder must identify such materials in the bid response. Notwithstanding the foregoing, the identification of such materials would not be construed or require HCC to act in contravention of its obligation to comply with the Act and the bidder releases HCC from any liability or responsibility for maintaining the confidentiality of such documents.

14. **Conflict of Interest**

If a firm, bidder, contractor, or other person responding to this solicitation knows of any material personal interest, direct or indirect, that any member, official or employee of HCC would have in any contract resulting from this solicitation, the firm must disclose this information to HCC. Persons submitting a bid or response to this solicitation must comply with all applicable laws, ordinances, and regulations of the State of Texas Government Code, including, without limitation, Chapter 171 and Chapter 176 of the Texas Government Code. The person or firm submitting a response to this solicitation must complete and submit **Attachment No. 16, Conflict of Interest Questionnaire Form and Attachment No. 17. Financial Interests and Potential Conflict of Interests.**

15. **Ethics Conduct**

Any direct or indirect actions taken to unduly influence competitive purposes, to circumvent equal consideration for competitive bidders, or to disregard ethical and legal trade practices will disqualify vendors and contractors from current and future consideration for participation in HCC orders and contracts.

16. **Submission Waiver**

By submitting a response to this IFB, the Bidder or respondent agrees to waive any claim it has or may have against Houston Community College and its trustees, employees or agents arising out of or in connection with (1) the Administration, evaluation or recommendation of any offer or response; (2) any requirements under the solicitation, the solicitation or response package or related documents; (3) the rejection of any offer or any response or any part of any offer or response; and/or (4) the award of a contract, if any.

17. **Drug Policy**

HCC is a drug-free workforce and workplace. The manufacture, sale, distribution, dispensation, possession, or use of illegal drugs (except legally prescribed medications under physician's prescription and in the original container) or alcohol by vendors or contractor while on HCC's premises is strictly prohibited.

ATTACHMENT NO. 1
HOUSTON COMMUNITY COLLEGE
INVITATION FOR BIDS
BID/CONTRACT AWARD FORM

.....

PROJECT TITLE: Office Supplies
PROJECT NO.: # 10-16

.....

Name of Bidder/Contractor: _____

Address: _____

Telephone: _____

Fax: _____

E-mail: _____

Receipt of Bid Amendments Number(s): _____

.....

The undersigned hereby proposes to furnish all labor, materials, supervision and any other services necessary to complete the above referenced project for the bid amount(s) listed on the Schedule of Items and Prices, Attachment No. 2.

The undersigned certifies that the amount(s) contained in Attachment No. 2 have been carefully checked and are submitted as correct and final.

Signed By: _____

Name: _____
(Type or Print)

Title: _____
(Type or Print)

ATTEST: _____
(Secretary, if Bidder is a Corporation)

SEAL:
(If Corporation)

ACCEPTANCE AND CONTRACT AWARD FORM

(This page to be completed by HCC.)

.....
Purchase Order No. _____ (for payment purposes only)

Project No. # 10-16
.....

Contractor to perform the work required herein in accordance with Purchase Order(s) issued by HCC and the Terms and Conditions of Purchase posted on the HCC website at www.hccs.edu, incorporated herein by reference, and the prices, scope of services and general terms and conditions attached hereto and made a part hereof.

HOUSTON COMMUNITY COLLEGE

Executed for and on behalf of Houston Community
College pursuant to approval by the Board of Trustees

on _____

Signed By: _____

ATTACHMENT NO. 2

SCHEDULE OF ITEMS AND PRICES FOR OFFICE SUPPLIES

The Bidder/Contractor shall furnish all resources and services necessary and required to provide office supplies on an "as needed" basis per the general terms and conditions of the proposed contract for the amounts listed herein. All goods shall be delivered (**F.O.B. Destination**) to the appropriate HCC campus location as specified on subsequent purchase orders. This shall be understood to include delivering merchandise to the appropriate room or place designated on the purchase order.

ADAPTER - WIRELESS

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
1	F5D8053	BELKIN	ADAPTER,N WIRELESS USB,G	EACH	10		

BATTERIES

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
2	MN2400TC12	DURCEL	BATTERY,COPPERTP AAA BUL	CARTON	10		
3	E91SBP36H	UNICAR	BATTERY,ENERGIZER,AA,36P	PACK	40		
4	E91SF24	UNICAR	BATTERY,ENRGZ,AA,24PK...	PACK	40		
5	E92FP12	UNICAR	BATTERY,ENRGZ,AAA,12PK..	PACK	48		

BINDERS

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
6	38609	ACCO	BNDR,RNG,11X8.5,.5IN,ERD	EACH	320		
7	07701	AVERY	BNDR,SLNTRNG,11X8.5,3",B	EACH	100		
8	20982	UNVSL	BNDR,VIEW,11X8.5,2",WE..	EACH	145		
9	20994	UNVSL	BNDR,VIEW,D-RNG,4",WE...	EACH	80		

BOARDS

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
10	2364L	QUART	BOARD,CVRD,2DR48X36,GPH	EACH	5		
11	2367L	QUART	BOARD,FBRC,W/GLS,GY.....	EACH	5		
12	S538	QUART	BOARD,MARK-WPE,96X48,AM.	EACH	15		

CABINETS

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
13	VLCCCRY	MAYLNE	CABINET,LOW WAL 30X19,SC	EACH	5		
14	85109	ALERAT	CABINET,RTA 36X18X72,BK.	EACH	5		
15	SC1872Q	HON	CABINET,STOR,18X36X72,LG	EACH	5		

CALCULATORS

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
16	GLINKFBL1L1C	TEXAS	CALC,LINK,GRAPHING,W/WIN	EACH	70		
17	9G	HEW-IS	CALCULATOR,9G GRAPHING..	EACH	30		
18	TI84PLUS	TEXAS	CALCULATOR,GRAPHING,BK..	EACH	10		
19	TI83PLUS	TEXAS	CALCULATOR,GRAPHING.....	EACH	50		

CAMERAS & ACCESSORIES

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
20	L2056A	HEW-IS	CAMERA,PHOTOSMART R927	EACH	5		
21	94964	VERBTM	CARD,MEMORY,SECDGTL1GB.	EACH	25		

CARTRIDGES - PRINTER

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
22	Q2610A	HEW-IS	CART, F/LJ2300.....	EACH	10		
23	15026363	INOVER	CART,COPIER,TNR,F/E-40,B	EACH	5		
24	41115	IMATN	CART,DATA,SLR60,30-60GB.	EACH	5		
25	Q1338A	HEW-IS	CART,F/ LJ4200.....	EACH	15		
26	C6657AN.	HEW-IS	CART,IJ,TRI-COLOR,NO. 57	EACH	50		
27	C9720A	HEW-IS	CART,LJ PRINT,BK.....	EACH	15		
28	C9721A.	HEW-IS	CART,LJ PRINT,CYN.....	EACH	10		
29	C9723A	HEW-IS	CART,LJ PRINT,MA.....	EACH	10		
30	C9722A	HEW-IS	CART,LJ PRINT,YW.....	EACH	10		
31	Q6000A	HEW-IS	CARTRIDGE,LJ2600,BK.....	EACH	45		
32	Q6001A	HEW-IS	CARTRIDGE,LJ2600,CYN....	EACH	30		
33	Q6003A.	HEW-IS	CARTRIDGE,LJ2600,MA.....	EACH	30		
34	Q6002A	HEW-IS	CARTRIDGE,LJ2600,YW.....	EACH	30		

CARTS, MOBILE

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
35	4049	SAFCO	CART,STOW AND GO CART...	EACH	10		
36	8964BL	SAFCO	CART,BEVERAGE,MOBILE,BK.	EACH	5		

CLEANER-FFICE

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
37	15948CT	CLOROX	CLEANER,DSNFCT,WIPES,LMN	CARTON	15		
38	51505	INOVER	CLEANER,DUSTER,10 OZ,2/P	PACK	50		

CLIPS

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
39	71130	ACCO	CLIP,BINDER,30/PK,AST...	PACK	230		
40	72220	UNVSL	CLIP,JUMBO,SMOOTH,1M/PK.	PACK	795		

CONTAINER - TRASH

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
41	816088BEIGE	NEWELL	CONTAINER,WASTE,RND,15GA	EACH	10		
42	295700BK	NEWELL	WASTEBASKET,PLAS,20H,BK.	EACH	115		

COVER - DOCUMENT

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
43	45332	GEOGRA	COVER,DOCUMENT	PACK	110		

COVER - TABLE

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
44	LS2914WH	TABLEM	COVER,TABLESKIRT,LINEN,W	EACH	60		

DICTIONARY

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
45	0618396012	HOUGHT	DICTIONARY,WBSTRS II COL	EACH	105		
46	0618406905	HOUGHT	DICTIONARY,WBSTRS II,PCK	EACH	250		

DRILL

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
47	CD9602K	BLKDCK	DRILL,9.6V,CRDLS,KIT,RD.	EACH	10		

DATA STORAGE ITEMS

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
48	32628	IOMEGA	DISK,ZIP 250MB, 8/PK....	PACK	15		
49	37602	INOVER	DRIVE,1GB USB 2.0,RD....	EACH	70		
50	37601	INOVER	DRIVE,2GB USB 2.0,RD....	EACH	40		
51	37600	INOVER	DRIVE,4GB USB 2.0,RD....	EACH	10		
52	17306	IMATN	DRIVE,FLASH,USB,2.0,1GB.	EACH	20		
53	26192	IMATN	DRIVE,POCKET FLASH, 1GB.	EACH	60		
54	32509067	MEMREX	DRIVE,TRAVEL, 1GB, BE...	EACH	40		
55	32509097	MEMREX	DRIVE,TRAVEL, 8GB, SR...	EACH	5		
56	18067	IMATN	DRIVE,USB 2.0 FLASH, 1GB	EACH	25		
57	18068	IMATN	DRIVE,USB 2.0 FLASH,2GB.	EACH	20		
58	95183	VERBTM	DRIVE,USB FLASH,2GB,RD..	EACH	20		
59	95236	VERBTM	DRIVE,USB FLASH,4GB,RD..	EACH	15		
60	18386	IMATN	DRIVE,USB PRO 2.0,4GB...	EACH	20		
61	32509060	MEMREX	DRIVE,USB,1GB,SR/BK.....	EACH	45		
62.	32509070	MEMREX	DRIVE,USB,2GB,SR/BK.....	EACH	35		
63	95138	VERBTM	DRIVE,USB1GB,MEM,STORAGE	EACH	70		
64	31310	IOMEGA	DRIVE,ZIP 250MB USB.....	EACH	5		

DRUM - PRINTER

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
65	AL100DR	SHARP	DRUM,CARTRIDGE,F/AL1010.	EACH	5		
66	Q3964A	HEW-IS	DRUM,F/ CLJ 2550,BK.....	EACH	10		
67	DR400	BROTHR	DRUM,F/HL1440,1650,20K P	EACH	10		
68	C4195A	HEW-IS	DRUM,F/HP4500.....	EACH	10		
69	56116901	OKI-M	DRUM,FAX,20000YLD,53....	EACH	5		

EASEL

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
70	27E	QUART	EASEL,HVYDTY,FOLDING,BK.	EACH	20		
71	81E	QUART	EASEL,MULTI-PURPOSE,29X4	EACH	5		
72	3640TE	QUART	EASEL,RVSB,6X4,RDS TE,NT	EACH	5		

ENVELOPES

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
73	38597	QLTYPK	ENVELOPE,CLSP,10X13,GY..	BOX	85		
74	63568	UNVSL	ENVELOPE,DEPT,10X13,2SID	BOX	25		
75	638143	ESSLTE	ENVELOPE,SDELD,LGL,3PK,C	PACK	220		
76	44580	QUA	ENVELOPE, 9X12/100/BX	BOX			
77	46200	QUA	ENVELOPE, JUMBO POLY MAILERS/100/PK	PACK			

ERASER-BOARD

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
78	81505	SANFRD	ERASER,DRY ERASE SURFACE	EACH	1185		

FLAGS

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
79	680-NZ2	MMM	MESSAGE FLAGS, NOTARY	PACK			
80	680-SH4VA	MMM	MESSAGE FLAGS, SIGN HERE	PACK			

FAX

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
81	DCP8065DN	BROTHR	FAX,DCP8065DN.....	EACH	5		
82	MFC9440CN	BROTHR	FAX,MFC-9440CN.....	EACH	5		

FILTERS - CRT

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
83	46413	INOVER	FILTER,LCD PRVCY 19IN...	EACH	5		
84	PF400XLB	MMM C	FILTER,PRIVACY 16-19,BK.	EACH	5		
85	26417	INOVER	FILTER,PRIVACY 19"-21",B	EACH	5		
86	PF500XL	MMM C	FILTER,PRIVACY, 16"TO 19	EACH	10		

FOLDERS

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
87	50990	ESSLTE	FILE,POLY JKT 1" LTR,AS	PACK	85		
88	10301	UNVSL	FOLDER,CLASS,6SEC,LTR,CB	BOX	25		
89	10506	UNVSL	FOLDER,FILE,1/3C,LTR,AST	BOX	50		
90	12113	UNVSL	FOLDER,MLA,1/3 CT,LTR,10	BOX	260		
91	16113	UNVSL	FOLDER,REIN,1/3CT,MLA,LT	BOX	65		
92	64239	SMD	FOLDER,HANGING/LETTER	BOX			
93	10522	UNV	FOLDER,LEGAL 1/3 CUT, GREENN	BOX			
94	10525	UNV	FOLDER,LEGAL 1/3 CUT, VIOLET	BOX			
95	10524	UNV	FOLDER,LEGAL 1/3 CUT, YELLOW	BOX			
96	19934	SMD	FOLDER,LEGAL / PRESSBOARD	BOX			
97	12242	SMD	FOLDER,LETTER / GOLDENROD	BOX			
98	13193	SMD	FOLDER,LETTER / NAVY	BOX			
99	12543	SMD	FOLDER,LETTER / ORGANGE	BOX			
100	12743	SMD	FOLDER,LETTER / RED	BOX			

FRAMES

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
101	31242	NUDELL	FRAME,24X36,MTLPOSTER, B	EACH	20		
102	07523	MEAD	FRAME,CERT,LEATHERETTE,B	EACH	110		

HEADSETS

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
103	CS55	PLANT	HEADSET,DIGITAL WRLS,BKS	EACH	70		
104	33137	KENSNG	HEADSET,HI-FI HEADPHONE.	EACH	110		

HEATER

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
105	HZ338	HONEYW	HEATER,DIGITAL CERAMIC,B	EACH	20		

HOLDER - DOCUMENT

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
106	582809	DEFLTO	HOLDER,6 MAG. SZ HLDR,CR	EACH	5		
107	44210	ESSLTE	HOLDER,DPLMA/CERT,10X8,B	EACH	65		

INDEXES

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
108	60118	CARDNL	INDEX,BNDR,1-31,LTR,ASTD	EACH	110		
109	59112	AVE	GUMMED INDEX TABS 25/PK.	PK			
110	11316	ESS	INDEX DIV.CUST.LABEL 8/TAB	SET			

INKCARTRIDGES

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
111	C8765WN	HEW-IS	INKCART,#94 11ML,BK.....	EACH	90		
112	C8766WN	HEW-IS	INKCART,#95 7ML TRI ,COL	EACH	80		
113	C8767WN	HEW-IS	INKCART,#96 21ML,BK,HY..	EACH	50		
114	18L0232	LEXMRK	INKCART,3/PK,#82,BK.....	PACK	10		
115.	18L0233	LEXMRK	INKCART,3/PK,#88,COL,HY.	PACK	10		
116	C9363WN	HEW-IS	INKCART,97 TRICLR,14ML,H	EACH	50		
117	51645A	HEW-IS	INKCART,DJ750C/1600C,BK.	EACH	130		
118	LC41BK	BROTHR	INKCART,F/ FAX1840C,BK..	EACH	30		
119	C6656AN	HEW-IS	INKCART,HP 56 INK ,BK...	EACH	105		
120	C9364WN	HEW-IS	INKCART,HP 98,BK.....	EACH	60		
121	C6615DN	HEW-IS	INKCART,HP NO.15,BLACK..	EACH	50		
122	C4844A	HEW-IS	INKCART,NO. 10,HICAP,BK.	EACH	50		
123	C4836A	HEW-IS	INKCART,NO. 11,CYN.....	EACH	20		
124	C4838A	HEW-IS	INKCART,NO. 11,YW.....	EACH	20		
125	C4837A	HEW-IS	INKCART,NO.11,MA.....	EACH	20		
126	C6578AN	HEW-IS	INKCART,NO.78,LRGE,TRICL	EACH	20		
127	C6578DN	HEW-IS	INKCART,NO.78,TRI-COLOR.	EACH	105		

KIT - FIRST AID

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
128	14302	ACME	KIT,INDST,FIRSTAID,940PC	EACH	5		

LABELMAKER & LABELS

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
129	5160	AVERY	LABEL,ADRS,1X2.625,30/SH	BOX	70		
130	QL550	BROTHR	LABELMAKER,DIE CUT,DCL2+	EACH	70		
131	2160	AVE	LABEL, 1X2-5/8 (MAILING)	BOX			
132	5267	AVE	LEBEL, 1/2X1-3/4 (CUST.LABEL)	BOX			
133	2162	AVE	LABEL, 1-1/3X4 (FOLDER)	BOX			

LAMINATOR

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
134	1701460	QUART	LAMINATOR,HEATSEALH40013	EACH	5		

LAMP - PROJECTION

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
135	AENX	APOLAV	LAMP,PROJECTION,82 VOLT.	EACH	30		
136	AEYB	APOLAV	LAMP,PROJECTION,82 VOLT.	EACH	60		

MACHINE - BINDING

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
137	27134	QUART	MACHINE,BNDNG,IBIMSTR500	EACH	5		

MARKER

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
138	82001	SANFRD	MARKER,EXPO 2,BULLET,BK.	DOZEN	265		
139	80003	SANFRD	MARKER,EXPO 2,CHISEL,BE.	DOZEN	1485		
140	80001	SANFRD	MARKER,EXPO 2,CHISEL,BK.	DOZEN	2850		
141	80004	SANFRD	MARKER,EXPO 2,CHISEL,GN.	DOZEN	700		
142	83003	SANFRD	MARKER,EXPO,ERASE,BRD,BE	DOZEN	1105		
143	83001	SANFRD	MARKER,EXPO,ERASE,BRD,BK	DOZEN	1025		
144	83004	SANFRD	MARKER,EXPO,ERASE,BRD,GN	DOZEN	540		
145	83008	SANFRD	MARKER,EXPO,ERASE,BRD,PE	DOZEN	2775		
146	83002	SANFRD	MARKER,EXPO,ERASE,BRD,RD	DOZEN	370		
147	07888	AVE	MARKER, MARKS-A-LOT/BLACK				

MACHINE - FAX

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
148	MFC8860DN	BROTHR	MFC,FAX,MFC8860DN.....	EACH	5		
149	ICMF4270	CANON	MFM,LSR,NTWK,CY/PT/FX&PC	EACH	5		

MICROWAVE

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
150	EMS9515W	SANYOF	MICROWAVE,1.4 C.F.,WE...	EACH	3		

NOTE PADS

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
151	7532	TOP	LEGAL PADS, LETTER	DOZEN			
152	7501	TOP	LEGAL PADS, JR. 5X8	DOZEN			
153	20-801	AMP	NOTE PADS,COLLEGE RULE 7X5	DOZEN			
154	635-5AU	MMM	POST IT, 3X5 (5/PACK)	PACK			
155	660-RP-YW	MMM	POST IT, 4X6 (12 LINED)	PACK			
156	63755	TOP	NOTE PADS,DOCKET GOLD WIREBOUND	DOZEN			

NOTEBOOKS

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
157	40813	WLJ	NOTEBOOKS 1" WHITE	EACH			
158	40823	WLJ	NOTEBOOKS 2" WHITE	EACH			
159	40833	WLJ	NOTEBOOKS 3" WHITE	EACH			

ORGANIZERS - VARIOUS

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
160	9241BLR	SAFCO	ORGANIZER,72COMP,LTR,BK.	EACH	2		
161	FA674B	HEW-IS	ORGANIZER,IPAQ, HX2495B.	EACH	4		
162	SA206S	FRNKEL	ORGANIZER,SPLNG ACE W/TH	EACH	30		

PADHOLDER

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
163	33688	MEAD	PADHOLDER,TRI,11X12.625B	EACH	55		

PAPER

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
164	98200	UNVSL	PAPER,CUTSHEET,98BRT,WE.	CARTON	15		
165	05214	PAP MF	PAPER,THERMAL3.125X230,W	CARTON	10		
166	851001	DOMTAR	WIL GRN TOP 92 BRT LTR C	CARTON	30		
167			THERMAL PAPER 3-1/8X230 SINGLE PLY	BOX			

PEN

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
168	49838	AVERY	PEN,TRIPLECLICK, STYLUS	EACH	70		
169	BP11-BK	BIC	PENS, BICK/BLACK	DOZEN			
170	BP11-BE	BIC	PENS, BICK/BLUE	DOZEN			
171	61392	SAN	PENS, UNIBALL 207 PREMIER	DOZEN			

POCKET - FILE

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
172	73890	SMEAD	POCKET,3.5 EXP 25BX,AST.	BOX	15		
173	15343	UNVSL	POCKET,FILE,LTR,STR,3.5"	BOX	25		
174	15262	UNVSL	POCKET,FILE,LTR,STR,5.25	BOX	55		
175	15363	UNV	POCKET,FILE, REDROPE/LEGAL	BOX			
176	15343	UNV	POCKET,FILE REDROOPE/LTR.	BOX			

POWER - UPS

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
177	BK350	AMERPW	POWER,350VA UPS.....	EACH	10		

PRINTERS

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
178	CB373A	HEW-IS	PRINTER,CLJ 1600.....	EACH	5		
179	Q6455A	HEW-IS	PRINTER,CLJ 2600N.....	EACH	5		
180	Q5987A	HEW-IS	PRINTER,CLJ 3600N.....	EACH	5		
181	CB366A.	HEW-IS	PRINTER,LJ P2015.....	EACH	10		
182	Q8061A.	HEW-IS	PRINTER,OJ 6310, AIO....	EACH	15		
183	MP830	CANON	PRINTER,PIXMA MP830,BKSR	EACH	5		

PROJECTORS

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
184	X55I	MMM C	PROJECTOR,DIGITAL,X55I..	EACH	5		
185	1720	MMM C	PROJECTOR,OVERHEAD,GY...	EACH	5		
186	16000	APOLAV	PROJECTOR,OVERHEAD.....	EACH	5		
187	V11H254220	EPSONA	PROJECTOR,POWERLITE 77C.	EACH	5		

PRONG

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
188	81012	UNV	PRONG BASE, 2"	BOX			

PUNCH

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
189	74525	ACCO	PUNCH,3HOLE,ELECTRIC,PM.	EACH	15		

RECORDER

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
190	TCM150	SONY	RECORDER,STD CASSETTE,BK	EACH	50		
191	DMREZ47K	PAN AP	RECORDER,VCR/DVD,BK.....	EACH	5		

REFILL - APPT

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
192	G54550	MEAD	REFILL,F/G545 APTBK.....	EACH	65		

RUBBER BAND

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
193	00164	UNV	RUBBER BANDS (350/1 LB.)	BOX			
194	00133	UNV	RUBBER BANDS (630/1 LB.)	BOX			

RULER

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
195	10580	ACM	RULER 15"				

SCANNER

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
196	L1940A	HEW-IS	SCANNER,SJ7650.....	EACH	5		

SCREEN - PROJECTOR

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
197	696S	QUART	SCREEN,PROJ,WALL MT,96X9	EACH	5		

SHELVING

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
198	ER247272PS	METAL	SHELVING,HEAVY DUTY,GY..	EACH	10		

SHREDDER

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
199	3216701	FELLOW	SHREDDER,CONFT,67CS,SAFS	EACH	5		
200	3217701	FELLOW	SHREDDER,CONFT,77CS,SAFS	EACH	5		
201	3218701	FELLOW	SHREDDER,CONFT,87CS,SAFS	EACH	5		
202	1756940	QUART	SHREDDER,CROSS CUT,960X.	EACH	5		
203	3246001	FELLOW	SHREDDER,MICRO,BKSR.....	EACH	5		

SHREDDER – CONT'D							
204	38225	FELLOW	SHREDDER,MOD220,XCUT....	EACH	5		
205	3219001	FELLOW	SHREDDER,SB80,STRPCUT,GY	EACH	5		
206	38024	UNVSL	SHREDDER,STRIP,24 SHEET.	EACH	5		
207	AS1500CD	AURORA	SHREDDER,XCUT,15 SHT,BK.	EACH	5		
208	AS2000CD	AURORA	SHREDDER,XCUT,20 SHT,BK.	EACH	5		

SILVER WARE

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
209	MWP6SYM	SLO	PLATE – SOLO 6" WHITE PLATE	EACH	1		
210	96019	GEP	NAPKINS – BEVNAW WHITE 4,000	CARTON	1		
211	FM207	DXE	FORKS – DIXIE HEAVY MEDIUM WEIGHT	CARTON	1		
212	KM207	DXE	KNIVES – DIXIE HEAVY MEDIUM WEIGHT	CARTON	1		
213	TH207	DXE	SPOONS – DIXIE HEAVY MEDIUM WEIGHT	CARTON	1		

STANDS

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
214	89765	BALT	STAND,MOBILE A/V,GY.....	EACH	5		
215	1856BL	SAFCO	STAND,PRINTER,BK.....	EACH	5		

STAPLERS

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
216	69270	SWING	STAPLER,ELEC,H/DY,BK....	EACH	5		
217	90147	ELMERS	STAPLER,ELEC,HD,RAPID508	EACH	5		
218	35450	SWING	STAPLES,FULL STRIP,5M/BX	BOX	210		
219	B-2200-BK	BOX	STAPLER, BOSTITCH	EACH			
220	35450	SWI	STAPES	EACH			

TAPE

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
221	83410	UNVSL	TAPE,.75X1000 6ROL/PK,CR	PACK	165		
222	96000	UNVSL	TAPE,48X50,3MIL,12/PK,CR	PACK	15		
223	810P10K	MMM	TAPE,MAGIC,.75X1M,10RL,C	PACK	60		
224	C40-BK	MMM	TAPE,DISPENSER	EACH			

TONER

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
225	TN350	BROTHR	TONER, F/ HL2040.....	EACH	30		
226	83038	INOVER	TONER, F/ HP LJ 4200, BK	EACH	5		
227	KXFA83	PAN AP	TONER, F/KXFL511/541....	EACH	20		
228	Q2673A	HEW-IS	TONER, F/LJ 3500,MA.....	EACH	10		
229	C4129X	HEW-IS	TONER,5000/N/GN,ULTRAP,B	EACH	10		
230	AL110TD	SHARP	TONER,AL1000,YLD 4K.....	EACH	5		
231	20K1403	LEXMRK	TONER,C510,BK.....	EACH	5		
232	C3903A	HEW-IS	TONER,CART,5P,5MP,6P,6MP	EACH	10		
233	C4127X	HEW-IS	TONER,CART,MAX CAP,LJ400	EACH	60		
234	C4127A	HEW-IS	TONER,CART,ULTRA,LJ4000.	EACH	15		
235	Q6470A	HEW-IS	TONER,F/ CLJ3600,BK.....	EACH	10		

TONER – CONT'D							
236	Q6471A	HEW-IS	TONER,F/ CLJ3600,CYN....	EACH	5		
237	Q6473A	HEW-IS	TONER,F/ CLJ3600,MA.....	EACH	5		
238	Q6472A	HEW-IS	TONER,F/ CLJ3600,YW.....	EACH	5		
239	83096	INOVER	TONER,F/ HP LJ 2100 SER.	EACH	35		
240	Q5949A	HEW-IS	TONER,F/ LJ 1320,BK.....	EACH	25		
241	Q6511X	HEW-IS	TONER,F/ LJ 2400 HY YLD.	EACH	5		
242	Q6511A	HEW-IS	TONER,F/ LJ 2400.....	EACH	20		
243	Q5942X	HEW-IS	TONER,F/ LJ 4250/4350 HY	EACH	5		
244	Q5942A	HEW-IS	TONER,F/ LJ 4250/4350...	EACH	20		
245	Q7516A	HEW-IS	TONER,F/ LJ5200 SERIES,B	EACH	5		
246	TN550	BROTHR	TONER,F/HL5240,HL5250DN.	EACH	15		
247	C4191A	HEW-IS	TONER,F/HP4500,BK.....	EACH	10		
248	C4194A	HEW-IS	TONER,F/HP4500,YW.....	EACH	5		
249	C8061A	HEW-IS	TONER,F/LASERJET4100....	EACH	10		
250	Q2612A	HEW-IS	TONER,F/LJ 1012.....	EACH	45		
251	C7115A	HEW-IS	TONER,F/LJ 1200/1220....	EACH	20		
252	C8061X	HEW-IS	TONER,F/LJ 4100,HIGH CAP	EACH	25		
253	Q2670A	HEW-IS	TONER,F/LJ3500,LJ3700,BK	EACH	10		
254	Q7553A	HEW-IS	TONER,F/P2015,3K,BK....	EACH	25		
255	52106701	OKI-M	TONER,FAX,OK1000,22,24,2	EACH	25		
256	TN430	BROTHR	TONER,FOR HL-1440,3000PG	EACH	20		
257	TN460	BROTHR	TONER,FOR HL-1440,6000PG	EACH	10		
258	83027	INOVER	TONER,HP 4000 SER,10K...	EACH	10		
260	C4096A	HEW-IS	TONER,HP LJ 2100/2200...	EACH	100		
261	Q2681A	HEW-IS	TONER,LJ 3700,CYN.....	EACH	5		
262	92298A	HEW-IS	TONER,LJ4/4+,5,5N,5M....	EACH	15		
263	CC530A	HEW	TONER,HP BLK 3500 PAGE YIELD	EACH			
264	CC531A	HEW	TONER, CYAN, 2800 PAGE YIELD	EACH			
265	CC532A	HEW	TONER,HP YEL. 2800 PAGE YIELD	EACH			
266	CC533A	HEW	TONER,HP MAGENTA, 2800 YIELD	EACH			
267	113R00719	XER	TONER,XEROX CYAN 2800 PAGE	EACH			
268	113R00720	XER	TONER,XRX MAG. 2800 PAGE	EACH			
269	113R00721	XER	TONER,XEROX YEL. 2800 PAGE	EACH			
270	113R00726	XER	TONER,XEROX BLK, 8000 YIELD	EACH			

TOWELS

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
271	21000	GEOPAC	TOWEL,MLTFLD 2PLY,125PKW	CARTON	20		

TRANSCRIBER,MICRO,FT CTR

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
272	BM850T2	SONY	TRANSCRIBER,MICRO,FT CTR	EACH	5		

TRANSFILM

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
273	UF1000E	APOLAV	TRANSFLM,MULTPUR 50SHT,C	BOX	15		

URN,SMOKE/COMBO,12GL,BK

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
274	9778BL	SAFCO	URN,SMOKE/COMBO,12GL,BK.	EACH	5		

WALLET - FILE

	Mfg.Part Number	Mfg.Name	Item Description	Unit of Measure	Est. Quantity	Unit Price	Extension
275	77142	SMEAD	WALLET,EXP,2IN,LTR,TAPE.	EACH	385		

TOTAL BID PRICE (FOR ITEMS 1 – 275)

\$ _____

ATTACHMENT NO. 3

SCOPE OF SERVICES FOR OFFICE SUPPLIES

1. General Requirements

- a. This scope of service covers the requirements for the Contractor to provide all necessary resources and transportation to supply and deliver (F.O.B. Destination) office supplies on an "as needed" basis to the various Houston Community College sites and departments. All items/products furnished under this scope of services and the contract shall be in new and unused condition.
- b. Within thirty (30) calendar days after notification of award, the Contractor shall prepare and deliver fifty (20) catalogs for the products that were awarded to the Contractor. Each catalog shall clearly identify the Contractor's name, address, telephone and e-mail contact information. These catalogs should be delivered to:

Houston Community College System
Procurement Operations
Attn: Jackie Nguyen
3100 Main Street, 11th Floor
Houston, Texas 77002
Phone: (713) 718-5006
Fax: (713) 718-2113

2. Delivery Requirements

- a. The prices listed on Attachment No. 2 shall include standard delivery (**F.O.B. Destination**) and **Inside Delivery**. All items/products requiring assembly **MUST** be delivered assembled.
- b. Items/products ordered shall be delivered within the time period specified in each HCC Purchase Order.
- c. In the event of any unexpected delay in delivery, HCC shall be notified. Notification shall include the reason(s) why the delivery dates/times cannot be met, and the revised delivery dates/times. Should the Contractor be unable to comply with the required delivery HCC reserves the right to cancel, order from other source, or wait for delivery.
- c. HCC shall not be responsible for any goods delivered, or services performed without a signed purchase order, or proper authorization from the Procurement Operations Department.

3. Packaging

- a. The Contractor shall package the items/products for delivery in accordance with standard commercial practice(s). The Contractor shall provide delivery tickets with each order which shall contain the following information:
 - HCC Purchase Order Number
 - HCC Department/Contact Name
 - HCC Facility Name and Address
 - Manufacturer's item number and item description
 - Quantity ordered and shipped
 - Quantity to be shipped/backordered
 - Price of Order
 - Date of Delivery
- b. All Items shall be suitably packaged to withstand normal transportation and stocking functions. The purchase order number must appear on all containers, packing list and supporting documents. A separate packing list shall be required for each delivery order and shall accompany each shipment. When multiple cartons are used, the packing list must show the number of cartons being delivered.

4. Return of Damaged Items/Products

- a. Any broken or damaged product will be returned to the Contractor for replacement at no cost to HCC. The Contractor shall replace broken or damaged items/products within 14 business days after receipt of notice from HCC.
- b. Unless otherwise specified by HCC's designated representative(s), the Contractor shall collect the office supplies being returned for credit within 5 business days after receipt of notice from HCC.

5. Electronic/On-Line Ordering

The Contractor shall provide an on-line Office Supply ordering system via a secured Internet link with the following capabilities/restrictions:

- The on-line ordering system shall be 100% compatible with Microsoft Internet Explorer version 5.0 or greater.
- The on-line ordering system shall use Secure Hypertext Transfer (HTTP) protocol to insure that information transmitted is protected.
- The Contractor shall provide real-time inventory of the items listed in the Schedule of Items and Prices (Exhibit B).
- The on-line office supply system shall display the contract pricing.
- The Contractor's on-line office supply ordering system shall provide the necessary data fields to allow users the ability to electronically place orders for the items listed in the database.
- The on-line ordering system shall provide free format user fields to enter miscellaneous information such as delivery location, contact name, room number, and/or division name.
- The Contractor's on-line ordering system shall automatically update data fields to display list, HCC's price, percentage discount, description of item, and total price.
- The on-line ordering system shall assign each order a numerical identification, when the user electronically transmits the order.

- The on-line ordering system shall default to the delivery location where the order is originated.
- HCC's users shall have the ability to electronically transmit an order and print a "hard copy" of the order from their facility on local and network printers.
- HCC's users shall have the ability to perform the following:
 - Electronically approve and track all orders before they are electronically released to the Contractor for confirmation of purchase;
 - Determine the status of any order placed;
 - Cancel an order before it is released to the Contractor.

6. Blanket/Open Purchase Orders

HCC may issue blanket/open purchase orders for any supplies listed in the Schedule of Items and Prices (Sxhibit B) of this Contract. Each blanket/open purchase orders will contain the name(s) of HCC personnel authorized to order supplies under the purchase order.

7. Reports

The Contractor shall submit quarterly usage reports and year-to-date reports of each item purchased including quantity and total cost by Purchase Order. These reports shall be submitted to the following address:

Houston Community College System
Procurement Operations
Attn: Jackie Nguyen
3100 Main Street, 11th Floor
Houston, Texas 77002
Phone: (713) 718-5006
Fax: (713) 718-2113

8. Training Services

The Contractor shall provide in-house training for approximately one hundred (100) HCC personnel on how to electronically order office supplies utilizing the Contractor's ordering system.

ATTACHMENT NO. 4

GENERAL TERMS AND CONDITIONS

1. **Contract Award**
A response to the solicitation is an offer to contract with Houston Community College ("HCC") based on the terms and conditions contained therein. Bids do not become contracts until they are accepted by HCC through issuance of written purchase a contract signed by both parties, or other duly executed documents. The general terms and conditions in this Attachment No. 4, the applicable requirements and provisions of the IFB, and other provisions required by HCC shall be included in any resulting contract.
2. **Contract Term**
It is anticipated that the contract performance period will be three (3) years unless otherwise extended or terminated by Houston Community College in accordance with the terms and conditions of the contract.
3. **Ordering / Delivery Provision**
The Contractor(s) shall not deliver products or provide services without an HCC Purchase Order signed by an authorized agent of HCC's Procurement Operations Department. All items shall be shipped F.O.B. Destination, inside delivery, unless specified otherwise in the individual purchase order. This shall be understood to include delivering merchandise to the appropriate room or place designated on each individual order.
4. **Interpretation, Jurisdiction and Venue**
The Contract shall be construed and interpreted solely in accordance with the laws of the State of Texas without regard to its choice of law provisions. Venue of any suit, right or cause of action arising under or in connection with the contract shall be exclusively in a court of competent jurisdiction located in Harris County, Texas.
5. **Compliance with Laws**
The selected contractor shall give all notices and comply with all Federal, State of Texas and local laws. Upon request, the selected contractor shall furnish to HCC certificates of compliance with all such laws.
6. **Taxes**
HCC is tax exempt as a governmental subdivision of the State of Texas under Section 501C (3) of the Internal Revenue Code. Limited Sales Tax Number: 1-74-1709152-1. The contract shall not contain any requirement for HCC to pay sales or other taxes from which it is exempt under applicable law.
7. **Termination for Convenience**
HCC may, at its option and discretion, terminate the resulting contract for convenience and, at its option and discretion, may reduce the statement of work or other requirements of the contract at any time, without any default on the part of HCC or the contractor, by giving ninety (90) calendar days written notice thereof to the selected contractor.
8. **Termination for Default**
HCC may terminate the contract immediately for default, by giving written notice thereof to the contractor, if the contractor fails to execute the work properly; performs in a manner that is unsatisfactory to HCC, breaches any terms, conditions, covenants, or provisions of the contract; or otherwise fails to meet its obligations under the contract. In the event of termination for default, HCC shall have against the contractor all remedies provided by law and equity. HCC, in its discretion, may include a provision granting the contractor a reasonable opportunity to cure contractor's default depending on the nature of the breach or default.

9. **Ethics Conduct**
Any breach of any HCC ethics policies, rules, or regulations; any violation of any ethics laws or prohibitions; and any direct or indirect actions taken to unduly influence competitive processes, to circumvent equal consideration for competitive bidders, or to disregard ethical and legal trade practices will disqualify vendors and contractors from current and future consideration for participation in HCC solicitations, bid awards, orders, and contracts.
10. **Conflict of Interest**
HCC expects the Contractor to comply with Chapter 176 of the Texas Education Code and that failure to comply is grounds for termination of the Contract.
11. **Small Business Development Program (SBDP)**
To the extent required by the solicitation, the contract shall require the selected contractor to agree to attain small business participation goal or target set forth in the solicitation. The contractor further shall agree to enter into agreements for the Work identified in Attachment No. **8** of the solicitation entitled Contractor and Subcontractor/Supplier Participation. The subcontracting goal applies to all vendors regardless of their status. The contractor's failure to comply with the aforementioned small business participation provisions may result in:
- Withholding of payment until such compliance is achieved or a waiver of the provisions is provided by HCC.
 - Revocation of any benefits and incentives provided under the program or suspension or termination of the contract in whole or in part.
12. **Small Business Compliance**
The contract shall require that contractor meet with the HCC Buyer and the HCC Small Business Representative at the 50% and 75% completion phases/dates of the contract, to verify small business participation activity and to ensure compliance with the small business goal stated in the contract, if any.
13. **Prime Contractor/Contract for Services**
If the resulting contract is for services, the contract shall require that the contractor perform a minimum of 30% of the work with its labor force or demonstrate management of the work to the satisfaction of HCC.
14. **Changes**
HCC shall have the right, at any time, to make changes within the scope of the contract. If such change causes a material increase in the contractor's cost and/or the time for performance, the contractor shall so notify HCC in writing within ten (10) calendar days from the date of the contractor's receipt of the notice of change, and an equitable adjustment in the price and/or the time of performance shall be mutually agreed upon between the parties. No such change shall be effective in the absence of express written acceptance and direction of HCC. Notwithstanding the foregoing, any increase in cost or price under the contract of \$50,000 or more shall require approval by the HCC Board of Trustees before effective.
15. **Insurance Requirements**
The Contractor agrees to comply with the insurance requirements contained herein, if any.

16. **Indemnification**
 The Contractor shall indemnify, defend, and hold HCC, its agents, employees, trustees and other officers harmless from any and all losses, damages, harm of any type or character (including attorney's fees and costs of suit) regardless of the nature or theory of the claim, whether negligence, contractual, extra contractual, or otherwise arising from or by reason of any act or omission of the contractor, its agents, servants, officers, directors, and employees in the performance of the contract.
17. **Independent Contractor**
 It is agreed and understood that the contractor shall be deemed to be an independent contractor in all its operations and activities hereunder; that the employees furnished by the contractor to perform the services required by the contract shall be deemed to be contractor's employees or independent subcontractors; that the contractor's employees shall be paid by the contractor; and the contractor and its employees shall be responsible for all obligations and reports covering social security, unemployment insurance, income tax, and other reports and deductions required by State and Federal law. The contractor shall indemnify, defend, and hold HCC, its trustees, officers, employees, agents, and representatives harmless from any claims relating to the payment of salary, compensation, benefits, worker's compensation, or taxes to contractor's employees or agents.
18. **Third Party Rights**
 The resulting contract shall contain the following provision: Nothing in this Contract, whether express or implied, will be construed to give any person or entity (other than the parties hereto and their permitted successors and assigns) any legal or equitable right, remedy. Or claim under or in respect of any terms or provisions contained in this Contract or any standing or authority to enforce the terms and provisions of this Contract. Nothing contained herein shall be construed to or operate to create any rights in any person, party, or entity who is not a party to this Contract including, but not limited to, any rights in the nature of a third-party beneficiary.
19. **Assignment**
 The contractor may not assign or transfer any of its rights, duties or obligations under this Agreement, in whole or in part, without the prior written consent of HCC. This contract shall inure to the benefit of, and be binding upon, the parties hereto and their respective successors and permitted assigns.
20. **Notices**
 All notices by either party to the other shall be in writing, delivered personally, by certified or registered mail, return receipt requested, or by overnight courier, and shall be deemed to have been duly given when delivered personally or when deposited in the United States mail, postage prepaid addressed as follows:

Houston Community College

Procurement Operations
 3100 Main Street
 Houston, Texas 77002
 ATTN: Executive Director, Procurement Operations

Contractor

 Attn: _____

21. **Invoicing and Payment**

The contractor shall submit an original invoice to the address shown below for the goods or services which have been inspected and accepted by HCC:

Houston Community College
Accounts Payable
P.O. Box 667460
Houston, Texas 77266-7460

Reference: Project No. 10-16 and the applicable purchase order number.

Generally, payment will be made within thirty (30) calendar days after receipt of a properly prepared invoice or acceptance of the goods or services, whichever is later. Payment shall be considered made when HCC deposits the contractor's payment in the mail or the date on which an electronic transfer of funds occurs.

22. **Appropriated Funds**

The purchase of any service or product under the resulting contract beyond the initial contract period is contingent upon the availability of appropriated funds. HCC shall have the right to terminate the resulting contract at the end of the current or each succeeding fiscal year if funds are not appropriated by the HCC Board of Trustees for the next fiscal year that would permit continuation of the resulting contract. If funds are withdrawn or do not become available, HCC reserves the right to terminate the contract by giving the contractor a thirty (30) day written notice of its intention to terminate without penalty or any other further obligations on the part of HCC or the contractor. Upon termination of the contract, HCC shall not be responsible for any payment of any service or product received that occurs after the end of the current contract period or the effective date of termination, whichever is the earlier to occur.

23. **Drug Policy**

HCC is a drug-free workfoce and workplace. The manufacture, sale, distribution, dispensation, possession, or use of illegal drugs (except legally prescribed medications under physician's prescription and in the original container) or alcohol by vendors or contractors while on HCC's premises is strickly prohibited.

24. **Entire Agreement**

The resulting contract and its accompanying exhibits contain the entire understanding of the parties regarding the services or materials and subject matter contained in the contract and supersedes all prior agreements, oral or written, and all other communications between the parties relating to the subject matter. The contract shall not be amended or modified, except by mutual written agreement between and signed by the parties to the contract.

ATTACHMENT NO. 5
PROJECT NO. 10-16
HOUSTON COMMUNITY COLLEGE
DETERMINATION OF GOOD FAITH EFFORT

Bidder _____

Address _____

Phone _____

Fax Number _____

In making a determination that a good faith effort has been made, HCC requires the Bidder to complete this form and submit supporting documentation explaining in what ways the Bidder has made a good faith effort to attain the goal. The Bidder will respond by answering "yes" or "no" to the following and provide supporting documentation.

- _____ (1) Whether the Bidder provided written notices and/or advertising to at least five (5) certified small businesses or advertised in general circulation, trade association and/or small businesses focus media concerning subcontracting opportunities.
- _____ (2) Whether the Bidder divided the work into the reasonable portions in accordance with standard industry practices.
- _____ (3) Whether the Bidder documented reasons for rejection or met with the rejected small business to discuss the rejection.
- _____ (4) Whether the Bidder negotiated in good faith with small businesses, not rejecting qualified subcontractors who were also the lowest responsive bidder.

NOTE: If the Bidder is unable to meet the solicitation goal or if any of the above items (1-4) are answered "no", the Bidder must submit a letter of justification.

Signature of Bidder

Title

Date

**ATTACHMENT NO. 6
SMALL BUSINESS UNAVAILABILITY CERTIFICATE**

I, _____, _____, of
 (Name) (Title)

_____, certify that on the date(s) shown, the small businesses listed herein were
 (Name of bidder's company) contacted to solicit Bids for Materials or Services to be used on Project 08-30

DATE CONTACTED	SMALL BUSINESS Name	TELEPHONE NO.	CONTACT PERSON	MATERIALS OR SERVICES	RESULTS
1.					
2.					
3.					
4.					
5.					
6.					

To the best of my knowledge and belief, said small business was unavailable for this solicitation, unable to prepare a bid or prepared a bid that was rejected for the reason(s) stated in the RESULTS column above.

The above statement is a true and accurate account of why I am unable to commit to awarding subcontract(s) or supply order(s) to the small business listed above.

NOTE: This form to be submitted with all Bidder documents for Waiver of small business participation. (See Instructions to Bidders)

Signature: _____

**ATTACHMENT NO. 7
SMALL BUSINESS DEVELOPMENT QUESTIONNAIRE**

Note: Vendors are to complete this form along with a **copy** of the Contractor and Subcontractor/Supplier Participation Form and return it in a separate envelope to:

**Houston Community College
Procurement Operations
3100 Main Street
Houston, Texas 77002
Ref: HCC Project No. 10-16**

FIRM NAME: _____

FIRM ADDRESS: _____

TELEPHONE: _____

FAX NUMBER: _____

EMAIL ADDRESS: _____

CONTACT PERSON'S NAME AND PHONE NO. _____

SIGNATURE OF FIRM'S AUTHORIZED OFFICIAL: _____

NAME AND TITLE (Type or Print): _____

COMPANY MAJORITY OWNERSHIP (Check one in each column)

<u>ETHNICITY</u>	<u>GENDER</u>	<u>LOCATION</u>
_____ African American (AA)	_____ Male	_____ Houston (H)
_____ Asian Pacific American (APA)	_____ Female	_____ Texas (T)
_____ Caucasian (C)		_____ Out of State (O)
_____ Hispanic American (HA)		Specify State _____
_____ Native American (NA)		_____ Public Owned (PO)
_____ Other (O) Specify _____		

BUSINESS CLASSIFICATION

- | | |
|--|---|
| _____ DBE Disadvantaged Business Enterprise | _____ SB Small Business |
| _____ WBE Women Owned Business Enterprise | _____ MBE Minority Business Enterprise |
| _____ HUB Historically Underutilized Business | _____ Other: _____ |

Please provide information regarding certifying agency (if any)

Name of Agency	Certificate Number	Expiration Date
_____	_____	_____
_____	_____	_____
_____	_____	_____

ATTACHMENT NO. 8

CONTRACTOR AND SUBCONTRACTOR PARTICIPATION FORM

Bidder/offeror presents the following participants in this solicitation and any resulting Contract. All bidders / offerors, including small businesses bidding as prime contractors, are required to demonstrate good faith efforts to include eligible small businesses in their bid/proposal submissions.

CONTRACTOR	Specify in Detail Type of Work to be Performed	Indicate below, the following: Small Business (SB) and Certification Status, if any (i.e. SB – COH, METRO, etc.)	Percentage of Contract Effort	Price
Business Name:				
Business Address:				
Telephone No. :				
Contact Person Name/E-mail:				
SMALL BUSINESS SUBCONTRACTOR(S) (Attach separate sheet if more space is needed.)				
Business Name:	Delivery Services		5%	TBD
Business Address:				
Telephone No. :				
Contact Person:				
Business Name:				
Business Address:				
Telephone No. :				
Contact Person:				
NON-SMALL BUSINESS SUBCONTRACTOR(S) (Attach separate sheet if more space is needed.)				
Business Name:				
Business Address:				
Telephone No. :				
Contact Person:				
Business Name:				
Business Address:				
Telephone No. :				
Contact Person:				

Business Name: _____ Submitted By (Name): _____

Address: _____

Telephone/Fax: _____ Date: _____

Contractor 's Price/Total: \$ _____
 Small Business
 Subcontractor (s) Price/Total: \$ _____
 Non-Small Business
 Subcontractors Price/Total: \$ _____
 Grand Total: \$ _____

ATTACHMENT NO. 9

NON-DISCRIMINATION STATEMENT

The undersigned certifies that he/she will not discriminate against any employee or applicant for employment or in the selection of subcontractors because of race, color, age, religion, gender, national origin or disability. The undersigned shall also take action to ensure that applicants are employed, and treated during employment, without regard to their race, color, religion, gender, age, national origin or disability. Such action shall include, but shall not be limited to, the following: employment, upgrading or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other compensation and selection for training, including apprenticeship.

Name/Title: _____
(Type or Print)

Signature: _____ Date: _____

Company Name: _____
(Type or Print)

Address: _____

Telephone Number: _____

ATTACHMENT NO. 10

CERTIFICATION AND DISCLOSURE STATEMENT

A person or business entity entering into a contract with HCC is required by Texas Law to disclose, in advance of the contract award, if the person or an owner or operator of the business entity has been convicted of a felony. The disclosure should include a general description of the conduct resulting in the conviction of a felony as provided in section 44.034 of the Texas Education Code. The requested information is being collected in accordance with applicable law. This requirement does not apply to a publicly held corporation.

If an individual:
Have you been convicted of a felony? YES or NO

If a business entity: YES or NO

Has any owner of your business entity been convicted of a felony? _____

Has any operator of your business entity been convicted of a felony? _____

If you answered yes to any of the above questions, please provide a general description of the conduct resulting in the conviction of the felony, including the Case Number, the applicable dates, the State and County where the conviction occurred, and the sentence.

I attest that I have answered the questions truthfully and to the best of my knowledge.

By: _____ Date: _____

Name: _____

Title: _____

Business Entity: _____

Signature of Firm's Authorized Official: _____

State of Texas

Sworn to and subscribed before me at _____

Texas, this the _____ day of _____, 2010

Notary Public for the State of: _____

ATTACHMENT NO. 11

AFFIDAVIT FORM

This company, contractor, or subcontractor agrees to refrain from discrimination in terms and conditions of employment on the basis of race, color, religion, sex, physical handicap, or national origin, and agrees to take affirmative action as required by Federal Statutes and Rules and Regulations issued pursuant thereto in order to maintain and ensure nondiscriminatory employment practices.

Signed: _____

Name of Company: _____

Address of Company: _____

State of Texas

Sworn to and subscribed before me at _____ /
(City) (State)

this the _____ day of _____, 2010.

Notary Public for the State of: _____

ATTACHMENT NO. 12
BUSINESS QUESTIONNAIRE

FIRM NAME: _____

FIRM ADDRESS: _____

TELEPHONE: _____

FAX NUMBER: _____

EMAIL ADDRESS: _____

CONTACT PERSON'S NAME AND PHONE NO. (Type or Print):

SIGNATURE OF FIRM'S AUTHORIZED OFFICIAL: _____

NAME AND TITLE (Type or Print): _____

Do you or any officer, partner, owner, sales representative and/or spouse work for Houston Community College? _____ Yes _____ No

If yes, please specify: _____

State in which your home office / headquarters is located? _____

If headquarters is located out of state, does that state have preferential treatment on Bids?

If yes, list percentage. _____%

Name of Financial Institution _____

Contact Person _____

Title _____

Please indicate how you became aware of this procurement? Source: _____

Example: Newspapers (Chronicle, El Dia, Voice of Asia, African American News, etc.) Houston Minority Business Council, HCC Website, Chamber of Commerce, etc.)

TYPE OF ORGANIZATION

_____ Individual _____ Sole Proprietorship
_____ Partnership _____ Corporation, Incorporated in _____

Federal Employer Identification Number _____
(Note: please refer to Attachment No. 14, Vendor Application Instructions)

How long in business under present name _____

Number of persons now employed _____

BUSINESS CLASSIFICATION

_____ **DBE** Disadvantaged Business Enterprise _____ **SB** Small Business
_____ **WBE** Women Owned Business Enterprise _____ **MBE** Minority Business Enterprise
_____ **HUB** Historically Underutilized Business _____ Other: _____

** HCC is an equal opportunity / educational institution, which does not discriminate on the basis of race, religion, national origin, gender, age or disability. HCC encourages small and disadvantaged businesses to seek procurement opportunities.*

REFERENCES

List three references (local or otherwise) which have been or are now your customer and at least one in which you have performed comparable work in quantity and scope to that specified in this solicitation.

Name of Firm	Address	Point of Contact	Telephone #
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

State of Texas

Sworn to and subscribed before me at _____

Texas, this the _____ day of _____, 2010

Notary Public _____

for the State of: _____

ATTACHMENT NO. 13
ASSURANCE OF SBDP GOAL

The undersigned certifies that he/she has read, understands and agrees to be bound by the small business provisions set forth in this Solicitation. The undersigned further certifies that he/she is legally authorized to make the statements and representations in the Solicitation and that said statements and representations are true and accurate to the best of his/her knowledge. The undersigned will enter into formal agreement(s) for work identified on the **CONTRACTOR AND SUBCONTRACTOR PARTICIPATION** form conditioned upon execution of a contract with HCC. The undersigned agrees to attain the small business utilization percentages of the total offer amount as set forth below:

Small Business Participation Goal = **25%**

The undersigned certifies that the firm shown below has not discriminated against any small business or other potential subcontractor because of race, color, religion, gender, age, veteran's status, disability or national origin, but has provided full and equal opportunity to all potential subcontractors irrespective of race, color, religion, gender, age, disability, national origin or veteran status.

The undersigned understands that if any of the statements and representations are made knowing them to be false or there is a failure to implement any of the stated commitments set forth herein without prior approval of HCC's Chancellor or the duly authorized representative, the Bidder may be subject to the loss of the contract or the termination thereof resulting from this bid and could be ineligible for future HCC contract awards.

Signature _____

Title _____ Date of Signing _____

Firm Name _____

Address _____

Telephone Number _____

ATTACHMENT NO. 14

VENDOR APPLICATION INSTRUCTIONS

The Houston Community College Procurement Operations department has developed an online vendor application. This is designed to allow firms or individuals that are interested in doing business with HCC to register online and become part of our vendor database. Once registered, you will receive a password and personal login information that will allow you to modify your vendor information anytime a change occurs with your company. You will have the flexibility to add or delete commodity lines, update phone numbers and contact information, etc. This database will allow HCC to notify, via email, all companies that match the desired commodity criteria for procurement opportunities within Houston Community College. What a great way to never miss out on an HCC bid or proposal opportunity again.

Please take a moment to go to the Houston Community College Procurement Operations department website and register as a vendor. The website address to access the vendor registration form is http://hccs.aecglobal.com/Supplier_Registration_Form.asp

Once you have completed your application, please print out a copy of the completed application and submit it with your completed bid package. If you do not have internet access you are welcome to use a computer at any HCC library to access the website and register.

ATTACHMENT NO. 15
INSURANCE REQUIREMENTS

The insurance coverage and limits listed below are the minimum requirements that the Contractor are required to carry during performance of the contract for Office Supplies, Project No. 08-30.

1. Commercial General Liability for Bodily Injury / Property Damage Limits:

Occurrence / Personal Injury / Advertising / Products / Completed Operations	\$1,000,000 CSL
Annual Aggregate	\$2,000,000 CSL
Products Aggregate	\$2,000,000 CSL
Fire, Lightning or Explosion	\$1,000,000 CSL
Medical Expense	\$5,000 Per Person

2. Automobile Liability:

Bodily Injury / Property Damage	\$1,000,000
---------------------------------	-------------

3. Workers Compensation:

Part A - Statutory
Part B - \$1,000,000 Each Accident \$1,000,000 Policy Limits \$1,000,000 Each Employee

The following endorsements and other stated information are required on the Certificate of Insurance:

- 90 Day Notice of Cancellation
- Houston Community College System be named as Additional Insured on all policies except the Workers Compensation (Prohibited by Law)
- Waiver of Subrogation on all policies
- The assigned HCC Project No. 08-02.

The original certificate of insurance, indicating the cover, limits and endorsements stated herein, shall be furnished to Houston Community College with **14** calendar days after receipt of a written purchase order or some other duly executed contractual document. Mail the original certificate of insurance to:

Houston Community College
Risk Management Office
Post Office Box 667517 (MC-1119)
Houston, Texas 77266

NOTE: CSL denotes "Combined Single Limit"

ATTACHMENT NO. 16

CONFLICT OF INTEREST QUESTIONNAIRE For vendor or other person doing business with local governmental entity		FORM CIQ
<p>This questionnaire reflects changes made to the law by H.B. 1451, 80th Leg., Regular Session.</p> <p>This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).</p> <p>By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.</p> <p>A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.</p>	OFFICE USE ONLY Date Received	
<p>1 Name of person who has a business relationship with local governmental entity.</p>		
<p>2 <input type="checkbox"/> Check this box if you are filing an update to a previously filed questionnaire.</p> <p>(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)</p>		
<p>3 Name of local government officer with whom filer has employment or business relationship.</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Name of Officer</p> <p>This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.</p> <p>A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?</p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?</p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?</p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>D. Describe each employment or business relationship with the local government officer named in this section.</p>		
<p>4</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Signature of person doing business with the governmental entity</p> <p style="text-align: right; margin-right: 100px;">_____</p> <p style="text-align: right; margin-right: 100px;">Date</p>		

Adopted 06/29/2007

**ATTACHMENT 17
DISCLOSURES
FINANCIAL INTERESTS AND POTENTIAL CONFLICTS OF INTERESTS**

Texas Local Government Code Chapter 176 requires that vendors desiring to enter into certain contracts with a local governmental entity must disclose the financial and potential conflict of interest information as specified below.

Vendor shall disclose the financial interest and potential conflict of interest information identified in Sections 1 through 3 below as a condition of receiving an award or contract. Submit this information along with your bid, proposal, or offer. **This form must be received by HCC Office of Systemwide Compliance before the vendor's bid, proposal, or offer will be considered received or evaluated.** Completed forms must be **NOTARIZED** and delivered to:

**Houston Community College System
Attn: Office of Systemwide Compliance, Compliance Officers
3100 Main St.
Houston, TX 77002**

This requirement applies to contracts with a value exceeding \$50,000.

Section 1 - Disclosure of Financial Interest in the Vendor

a. If any officers or employees of HCC ("individuals") have one of the following financial interests in the vendor (or its principal) or its subcontractor(s), please show their name and address and check all that apply and (include additional documents if needed):

Name: _____
Address: _____

- Ownership interest exceeding 10% ()
 Ownership interest exceeding \$15,000 or more of the fair market value of vendor ()
 Distributive Income Share from Vendor exceeding 10% of individual's gross income ()
 Real property interest with fair market value of at least \$2,500 ()
 Person related to or married to individual has ownership or real property interest in Vendor ()
 No individuals have any of the above financial interests ()
 (If none, go to Section 4)

b. For each individual named above, show the type of ownership/distributable income share:
 sole proprietorship ___ stock ___ partnership ___
 other (explain) _____

c. For each individual named above, show the **dollar value or proportionate share** of the ownership interest in the vendor (or its principal) or its subcontractor (s) as follows:

If the proportionate share of the named individual(s) in the ownership of the vendor (or its principal) or subcontractor of vendor is 10% or less, and if the value of the ownership interest of the named individual(s) is \$15,000 or less of the fair market value of vendor, check here ().

If the proportionate share of ownership exceeds 10%, or the value of the ownership interest exceeds \$15,000 of the fair market value of vendor, show either:

the percent of ownership _____%, or
 the value of the ownership interest \$ _____.

Section 2 - Disclosure of Potential Conflicts of Interest

For each of the individuals having the level of financial interest identified in Section 1 above, and for any other HCC individual not identified in Section 1 above check "Yes" or "No" to indicate which, if any, of the following potential conflict of interest relationships apply. If "Yes," please describe (use space under applicable section-attach additional pages as necessary).

a. Employment, currently or in the previous 3 years, including but not limited to contractual employment for services for vendor.

Yes ____ No ____

b. Employment of individual's spouse, father, mother, son, or daughter, including but not limited to contractual employment for services for vendor in the previous 2 years.

Yes ____ No ____

Section 3- Disclosure of Gifts

For each of the individuals having the level of financial interest identified in Section 1 above, and for any other HCC individual not identified in Section 1 above check "Yes" or "No" to indicate which, if any, of the following potential conflict of interest relationships apply. If "Yes," please describe (use space under applicable section-attach additional pages as necessary).

a. Received a gift from vendor (or principal), or subcontractor of vendor, of \$250 or more within the preceding 12 months.

Yes ____ No ____

b. Individual's spouse, father, mother, son, or daughter has received a gift from vendor (or principal), or subcontractor of vendor, of \$250 or more within the preceding 12 months.

Yes ____ No ____

Section 4- Other Contract and Procurement Related Information

Vendor shall disclose the information identified below as a condition of receiving an award or contract.

This requirement is applicable to only those contracts with a value exceeding \$50,000. You must submit this information along with your bid, proposal, or offer.

a. Vendor shall identify whether vendor (or its principal), or its subcontractor(s), has current contracts (including leases) with other government agencies of the State of Texas by checking:

Yes ____ No ____

b. If "yes" is checked, identify each contract by showing agency name and other descriptive information such as purchase order or contract reference number (attach additional pages as necessary).

c. Vendor shall identify whether vendor (or its principal) or its subcontractor(s) has pending contracts (including leases), bids, proposal, or other ongoing procurement relationships with other government agencies of the State of Texas by checking:

Yes ____ No ____

d. If "yes" is checked, identify each such relationship by showing agency name and other descriptive information such as bid or project number (attach additional pages as necessary).

This disclosure is submitted on behalf of

(Name of Vendor)

Certification. I hereby certify that to the best of my knowledge and belief the information provided by me in this disclosure statement is true and correct. I understand that failure to disclose the information requested may result in my bid, proposal, or offer, being rejected, and/or may result in prosecution for knowingly violating the requirements of **Texas Local Government Code Chapter 176**. I understand that it is my responsibility to comply with the requirements set forth by HCC as it relates to this disclosure. I also understand that I must submit an updated disclosure form within seven (7) days of discovering changes in the significant financial interests of the individuals I identified in Section 1 of this disclosure or if individuals that were not identified, later receive a financial interest in my company or is a subcontractor of my company.

Official authorized to sign on behalf of vendor:

Name (Printed) _____ Title _____

Signature _____ Date _____

"NOTE: RESPONDENT MUST COMPLETE THE ABOVE "DISCLOSURE OF FINANCIAL INTERESTS AND POTENTIAL CONFLICTS OF INTERESTS" FORM. FAILURE TO COMPLETE AND RETURN THIS FORM WITH YOUR OFFER MAY RESULT IN YOUR OFFER BEING CONSIDERED AS "NON-RESPONSIVE" TO THIS SOLICITATION."

For assistance with completing this form, please contact the **Office of Systemwide Compliance** at (713)718-8233 or 8295.

HCC Office of Systemwide Compliance
Conflict of Interest Disclosure
Created May 2010



**procurement
operations**

Sample Contract Documents

By and Between

Houston Community College

And

For

Office Supplies

Project No. 10-16

SAMPLE CONTRACT EXHIBITS

EXHIBIT A BID / AWARD FORM

Note: (Attachment No. 1 of this solicitation may become Exhibit A in the resulting contract.)

EXHIBIT B SCHEDULE OF ITEMS AND PRICES

Note: (Attachment No. 2 of this solicitation may become Exhibit B in the resulting contract.)

EXHIBIT C SCOPE OF SERVICES

Note: (Attachment No. 3 of this solicitation may become Exhibit C in the resulting contract.)

EXHIBIT D GENERAL TERMS AND CONDITIONS

Note: (Attachment No. 4 of this solicitation may become Exhibit D in the resulting contract.)

EXHIBIT E CONTRACTOR AND SUBCONTRACTOR/SUPPLIER PARTICIPATION FORM

Note: (Attachment No. 8 of this solicitation may become Exhibit E in the resulting contract.)

EXHIBIT F INSURANCE REQUIREMENTS

Note: (Attachment No. 15 of this solicitation may become Exhibit F in the resulting contract.)

EXHIBIT G SUBCONSULTANTS/SUBCONTRACTORS/SUPPLIERS PAYMENT CERTIFICATION FORM (If required)

EXHIBIT H SUBCONTRACTOR PROGRESS ASSESSMENT FORM (If required)

EXHIBIT G

**HOUSTON COMMUNITY COLLEGE
SUBCONSULTANTS/SUBCONTRACTORS/SUPPLIERS PAYMENT CERTIFICATION FORM**

- Instructions:** 1. This form shall be completed and signed by an officer of the subcontractor's company for each payment received from the prime contractor and shall be returned to the prime contractor for its submission to HCC.
2. The prime contractor shall attach this completed form to each invoice for payment submitted to HCC/Acct. Dept.

PROJECT NO./TITLE: _____

NAME OF SUBCONTRACTOR: _____

ADDRESS: _____

I hereby certify that the above firm has received payment on _____ from _____
(Date) **(Prime Contractor)**

In the amount of \$ _____ as full payment of our Invoice No. _____ dated _____

for work performed during _____ under Contract/Project No. 10-16
(Enter Time Period)

Signature: _____

Name (Print or Type) : _____

Title: _____

Date: _____

Telephone: _____

**EXHIBIT H
HOUSTON COMMUNITY COLLEGE
SUBCONTRACTOR PROGRESS ASSESSMENT FORM**

Project No./Title: 10-16 – Office Supplies

Reporting Period: From _____ **To** _____

Prime Contractor: _____

Total Contract Amount (Prime Contractor): \$ _____

Instructions: This form shall be completed and signed by an officer of the prime contractor’s company and shall be attached to each invoice for payment submitted to HCC’s Accounting Dept.

List Subcontractor(s) name below	Total Subcontract Amount	Amount Paid This Period	Total Paid to Date
	\$	\$	\$

I hereby certify that _____ has made timely payments from proceeds of prior payments, and will
(Prime Contractor)

make payments within five (5) calendar days of receipt of funds now due from HCC to our subcontractor(s) in accordance with the contractual arrangements with them.

Signature: _____

Name (Print or Type): _____

Title: _____

Date: _____

Telephone: _____