

BHC Office Supply List - Annual Usage

<i>ITEM DESCRIPTION</i>	<i>UNIT</i>	<i>TOTAL</i>
Binder, 3-Ring, 8-1/2 x 11, 2" Black	each	47
Binder, 3-Ring, 8-1/2 x 11, 1" Black	each	30
Binder, 3-ring 8-1/2x11, White 3"	each	22
Binder, 3-ring 8-1/2x11, White 5"	each	11
Binder, 3 ring, 4" Black	each	21
Binder, 3-Ring, 8-1/2 x 11, 1-1/2" Black	each	7
Ring binder pockets, 5 pack	5/pk	4
Dividers, A-Z, 3-Ring, Clear	25/set	6
Hole Reinforcements	200/pk	4
Dividers, 8 tab, w/labels, 3 ring	8/set	6
Dividers, 12 tab, printable	8/set	6
Sheet Protectors 8-1/2x11	100/box	23
Monthly deskpad calendar	each	44
Monthly planner book	each	14
Weekly Appointment/Planner book	each	18
Wall Calendar- refill	each	2
Monthly wall calendar hanging loop	each	5
CLEANER,DUSTER SPRAY,10OZ	each	6
Paper Clip Jumbo	100/box	65
Paper Clip, Small, Non Skid	100/box	38
Binder Clip, #20 Small	12/box	42
Binder Clip, #50 Medium	12/box	28
Binder Clip, #100 Large	12/box	15
Binder Clip, Mini	12/box	12
Standard Business Envelope #10	500/box	63
Reply Business Envelopes #9	500/box	18
Envelope, Clasp, #97, 10 x 13	100/box	17
Envelope, Clasp, #55, 6 x 9	100/box	14
Interoffice Envelopes 10x13	100/box	14
9 x 12 Self-Seal Envelopes	100/box	4
Coin Envelopes	500/box	2
Bubble mailers	10/box	4
10x13 Expandable envelopes	100/box	4
Removable Strip Catalog Envelopes #10	100/box	5
File Folder, Letter, 1/3 Tab Cut, Manila	100/box	20
File Folder, Legal, 1/3 Tab Cut, Manila	100/box	13
File folder, letter, 1/3 Tab Cut, Assorted Colors	100/box	10
File folder, letter, fastener	100/box	9
File Folder, Letter, Hanging, 2" expansion	25/box	5
File Folder, Letter, Hanging, 3 1/2" expansaion	25/box	4
Tabs, Plastic, Hanging Folder	24/pk	2
Folder, Letter, 2 inside pockets	25/box	5

Folder, Letter, tri-fold inside pockets	25/box	2
Expandable File Jackets 5", Letter	10/box	4
Expandable File Jackets 3", Letter	10/box	4
File jacket, Letter, Folder Thickness	100/box	2
File, jacket, Letter, 2" expansion	100/box	2
Expandable File Jackets 5", Legal	10/box	4
Pouch, Laminate, letter size	12/box	10
Pouch, Laminate, legal size	box	2
Forms, Purchase Order	each	9
Forms, Book Receipt	each	9
Date Stamps	each	10
Red Ink bottles	each	3
Ink Roller Black, Red	each	3
Laser Mailing Labels - shipping 2 x 4, 10/sheet	pkg	4
Laser Mailing Labels, 1" x 4", 20/sheet	box	56
Laser Mailing Labels 1" x 2.62", 30/sheet	pk	46
File Folder Label Protectors	pk	6
File Folder Labels, 0.66" x 3.34", 30/sheet	pk	10
Laser Mailing Labels, 1.25" x 2.37". 18/sheet	pk	5
Label, Round, 2/5"	pk	2
DVD Readwrite (25 disc pk)	25/pk	8
AA Battery	24/box	14
Post-it Flags, 1" standard, variety colors	pk	40
Post-it Note 3 x 3	12/pk	52
Post-it Note 1-1/2 x 2	12/pk	32
Post-it Lined Pad 4 x 6	12/pk	12
1-subject notebook 80 sheets 5" x 7.75"	each	20
Adding Machine Receipt Rolls - 2 1/4" White	dozen	35
Steno Pads	each	35
Blank Perforated Paper	carton	20
Legal Pad Ruled, 8-1/2 x 11	dozen	20
Legal Pad Ruled, 5 x 8	dozen	4
Legal Pad Ruled, 8-1/2 x 14	dozen	8
Copy paper, Letter, White, 10 reams/carton	carton	200
Copy paper, Letter, Various Colors	ream	25
Copy Paper, Legal, White	ream	15
BIC Round Stic Ballpoint, Black	12/box	29
BIC Clic Stic Retractable Ball Pen, Black	12/box	24
BIC Round Stic Ballpoint, Blue	12/box	18
BIC Brite Liner Highlighter Yellow, Chisel Point Style	12/box	6
Pilot Easy Touch Retractable Pen Fine Point Red	12/box	14
Paper Mate ComfortMate Ultra Fine Black	12/box	22
Paper Mate ComfortMate Ultra Fine Blue	12/box	18
Paper Mate Flex Grip Pens Med Black	12/box	19
Paper Mate Flex Grip Pens Med Blue	12/box	13

Sharpie Major Accent Highlighters Yellow	12/box	25
Sharpie Major Accent Highlighters Assorted Colors	6/set	14
Sharpie Marker, Black Fine	12/box	22
Sharpie Permanent Fine Point Red Marker	12/box	4
Counterfeit Currency Detectors	each	12
Pencil, #2, Medium	12/box	8
Marker, dry erase	12/box	4
Marks-a-lot Permanent Marker, Black/chisel	12/box	4
Lead Refill .5 mm	each	12
Rubber Bands, #33	box	5
Rubber Bands, #18	box	3
Rubber Bands, #19	box	2
Universal Staples - 210 per strip; 5000 per box	box	44
Correction Tape, White	each	190
Correction Fluid, White	each	13
Tape, 3M, 3/4" x 1000"	12 roll/pk	20
Packing / masking Tape	roll	24
Calc Ribbons	roll	25
Glue Sticks	each	61

Alternate Bid #1

Toner/Ink Cartridges	each	30
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