

ONslow COUNTY
PURCHASING & CONTRACTING DEPARTMENT
234 NW Corridor Blvd., Jacksonville, North Carolina 28540
Phone (910) 455-1750 Fax (910) 455-3024

Invitation to Bid
WAREHOUSE OFFICE SUPPLIES

Issue Date: June 5, 2026

BID NO: 100-26DS

BIDS DUE BY 2:00:00 PM, EST, June 22, 2026

INQUIRIES: Must be submitted in writing to: Katie Bruce, Purchasing Agent
Deadline for written inquiries: June 12, 2026 by 12:00 noon
Email Address: Kathryn_Bruce@onslowcountync.gov

NOTICE TO OFFEROR

The County of Onslow is soliciting bids for various warehouse office supplies.

The purpose of this solicitation is to award a *Term Contract* to a vendor or multiple vendors for a period of six (6) months. The contract will be effective July 1, 2026 through December 31, 2026. The Term Contract may be extended for an additional six-month period upon the same pricing, terms, and conditions, if agreeable by awarded vendors.

Successful Offerors will be e-mailed a Term Contract which will identify each individual item, the vendor who was awarded the item, the brand, item number, unit of measure, and price. Orders will be placed as needed either by purchase order or called in with a county-issued procurement card.

Bids will be received by the County until **2:00 PM, June 22, 2026**. Bids must be submitted by hardcopy on the forms provided to the Onslow County Purchasing Department, 234 NW Corridor Blvd., Jacksonville, North Carolina 28540. **This is not a public bid opening; however, bids will not be accepted after the date and time stated in the Invitation to Bid.**

Bids submitted via electronic means, such as email, in response to this Invitation to Bid will not be acceptable. Bids are subject to rejection unless submitted on this form. **Additional terms and conditions provided by prospective Offerors will NOT be considered.**

EXECUTION

In compliance with this Invitation to Bid, and subject to all the conditions herein, the undersigned offers and agrees to furnish and deliver any or all items upon which prices are bid, at the prices set opposite each item within the time specified herein. By executing this bid, I certify that this bid is submitted competitively and without collusion (G.S. 143-54), that none of our officers, directors, or owners of an unincorporated business entity has been convicted of any violations of Chapter 78A of the General Statutes, the Securities Act of 1933, or the Securities Exchange Act of 1934 (G.S. 143-59.2), and that we are not an ineligible vendor as set forth in G.S. 143-59.1. False certification is a Class I felony.

Failure to execute/sign bid prior to submittal shall render bid invalid. Late bids are not acceptable.

OFFEROR (Company Name)

FEDERAL ID OR SOCIAL SECURITY NO:

ADDRESS:

CITY STATE ZIP

(_____)_____
TELEPHONE NUMBER:

EMAIL ADDRESS

AUTHORIZED SIGNATURE:

DATE

TYPE OR PRINT NAME & TITLE OF PERSON SIGNING:

INSTRUCTIONS FOR BIDDERS

1. **READ, REVIEW AND COMPLY:** It shall be the Offeror's responsibility to read this entire document, review all enclosures and attachments and comply with all requirements specified herein.
2. **NOTICE TO OFFERORS:** All bids are subject to the provisions of the Instructions to Bidders, general terms and conditions and other conditions specific to this Invitation to Bid.

Bids must be submitted on the Bid Forms provided. In addition, the County of Onslow objects to and will not evaluate or consider any additional terms and conditions submitted with an Offeror's response. This applies to any language appearing in or attached to the document as part of the Offeror's response. **Do not attach any additional terms and conditions; this may cause the bid to be rejected.**

Only one bid package per company will be accepted. By execution and delivery of this document, the Offeror agrees that any additional terms and conditions, whether submitted purposely or inadvertently, shall have no force or effect.

3. **DEFINITIONS:** **Offeror** – Company, firm, corporation, partnership, individual, etc., submitting a response to an Invitation to Bid.
4. **EXECUTION:** Failure to sign under EXECUTION section will render quote invalid.
5. **ORDER OF PRECEDENCE:** In cases of conflict between specific provisions in this bid, the order of precedence shall be (1) Instructions to Bidders, (2) General Contract Terms and Conditions, (3) specifications, and (4) Special Instructions.
6. **TABULATIONS:** All Offerors will be provided a bid tabulation.
7. **TIME FOR CONSIDERATION:** The County shall have 45 days from the date bids are due to evaluate bid responses and award a contract. If Offeror cannot validate bid for 45 days, preference may be given to bids allowing 45 days for consideration and acceptance.
8. **PROMPT PAYMENT DISCOUNTS:** Offerors are urged to compute all discounts into the price offered. If a prompt payment discount is offered, it will not be considered in the award of the contract except as a factor to aid in resolving cases of identical prices.
9. **SUBMITTAL INSTRUCTIONS:** Mail one (1) fully executed bid. Address envelope and insert Bid Number on outside of the envelope. When mailing a response, mail one fully executed bid document to the address shown below. **It is the responsibility of the Offeror to have the bid in the Purchasing Office by the specified time and date due. Late bids will not be considered.**

Onslow County Purchasing Department Attn: Katie Bruce 234 NW Corridor Blvd. Jacksonville, NC 28540

Bid No. 100-26DS Title: Warehouse Office Supplies
--

10. **SPECIFICATIONS:** Any deviation from the specifications indicated herein must be clearly pointed out; otherwise, it will be considered that items offered are in strict compliance with these specifications, and Offeror will be held responsible, therefore. Deviations shall be explained in detail. **The Offeror shall not construe this paragraph as inviting deviation or implying that any deviation will be acceptable.**
11. **INFORMATION AND DESCRIPTIVE LITERATURE:** Offeror is to furnish all information requested and in the spaces provided in this document. Further, if required elsewhere in this Invitation to Bid, each Offeror shall

submit with their bid, descriptive literature and/or complete specifications covering the products offered. Bid submittals which do not comply with the specifications will be subject to rejection.

12. **CLARIFICATIONS/INTERPRETATIONS:** Any and all questions regarding this document must be addressed in writing before the deadline as described on page one of this document. Any and all revisions to this document shall be made only by written addendum from the Purchasing Department of Onslow County. The Offeror is cautioned that the requirements of this Invitation to Bid can be altered only by written addendum and that verbal communications from whatever source are of no effect.
13. **ACCEPTANCE AND REJECTION:** If a supplier offers an equivalent substitute for any item on the bid, the County reserves the right to delete that item and its unit cost and to accept the remainder of the bid. Onslow County reserves the right to reject any and all bids, to waive any informalities in bids and, unless otherwise specified by the Offeror, to accept any item in the quote. If a unit price or extended price is obviously in error and the other is obviously correct, the incorrect price will be disregarded.
14. **SHIPPING:** All pricing submitted on the bid form shall include shipping costs.
15. **REFERENCES:** Onslow County reserves the right to request a list of users of the exact item offered. Onslow County may contact these users to determine acceptability of the bid. Such information may be considered in the evaluation of the bid.
16. **HISTORICALLY UNDERUTILIZED BUSINESSES:** Onslow County invites and encourages participation in this procurement process by businesses owned by minorities, women, and by disabled business enterprises.
17. **TAXES:** The County is exempt from federal taxes such as excise and transportation. The County does pay sales tax; however, sales tax should not be included in bid price on Bid Form.
18. **AWARD OF CONTRACT:** A Term Contract will be issued awarding items on a line-by-line basis to multiple vendors. The contract(s) will be awarded to the lowest responsible, responsive bidders, taking into consideration price, brand requested vs. offered, quality, suitability of the articles for the intended use; conformance to the specifications, time for delivery, the general reputation and performance capabilities of the Offeror, and other such factors deemed by the County to be pertinent or peculiar to the purchase in question. Onslow County reserves the right to accept or reject any and all bids.
19. **CONFIDENTIAL INFORMATION:** As provided by statute and rule, the County of Onslow will consider keeping trade secrets which the Offeror does not wish disclosed confidential. Each page shall be identified in boldface at the top and bottom as "CONFIDENTIAL" by the Offeror. Cost information shall not be deemed confidential. In spite of what is labeled as a trade secret, the determination whether it is or not will be determined by North Carolina law.
20. **CONFIDENTIALITY OF BIDS:** In submitting its bid, the Offeror agrees not to discuss or otherwise reveal the contents of its bid to any source outside of the using or issuing agency, government or private, until after the award of the contract.
21. **DELIVERY COMPLETION REQUIREMENT:** Guaranteed delivery date may be considered in making the award. Any Offeror who submits a bid on these specifications agrees to accept our purchase order and agrees to guarantee complete delivery within fifteen (15) days of the Purchase Order date, or date order is called in verbally with a procurement card. If an Offeror feels he cannot meet requested delivery/completion date, he/she shall so state and give revised date with bid proposal. This may be listed on the Exception to the Bid Form.

The County of Onslow reserves the right to inspect all materials furnished for conformity with the specifications on order. The right is reserved to reject and return, at vendor's expense, any unacceptable shipment.

If delivered other than the address reflected on the Purchase Order or Contract, the County of Onslow refuses any and all responsibility for losses and damages. No C.O.D. deliveries will be accepted. Deliveries will be accepted

only 8:30 AM through 4:30 PM, Monday through Friday, with the exception of official holidays, when no deliveries will be accepted.

22. **TRANSPORTATION CHARGES:** FOB Destination. Shipping and handling charges must be included in the price of stated on the bid form and not listed as a separate item.
23. **E-VERIFY:** As a condition of payment for services rendered under this agreement, Offeror shall comply with the requirements of Article 2 of Chapter 64 of the General Statutes. Further, if Offeror provides the services to the County utilizing a subcontractor, Offeror shall require the subcontractor to comply with the requirements of Article 2 of Chapter 64 of the General Statutes as well. Offeror shall verify compliance of the terms of this section.
24. **IRAN DIVESTMENT ACT:** Offeror complies that they are not listed on the Final Divestment List created by the State Treasurer pursuant to N.C.G.S. 143-6A-4. Individuals or companies on the Final Divestment List are ineligible to contract or subcontract with Local Government Units. (G.S. 143C-6A-6(a).) It is the responsibility of each Offeror/Bidder to monitor its compliance with this restriction. Contracts valued at less than \$1,000.00 are exempt from this restriction.
25. **DIVESTMENT FORM COMPANIES THAT BOYCOTT ISRAEL:** The Offeror certifies that it has not been designated by the North State Treasurer as a company engaged in the boycott of Israel pursuant to N.C.G.S. 147-86.81. It is the responsibility of each Offeror/Bidder to monitor its compliance with this restriction. Contracts valued at less than \$1,000.00 are exempt from this restriction.
26. **MISCELLANEOUS:** Masculine pronouns shall be read to include feminine pronouns, and the singular of any word or phrase shall be read to include the plural and vice versa.

ONSLOW COUNTY
PURCHASING & CONTRACTING DEPARTMENT
234 NW Corridor Blvd., Jacksonville, North Carolina 28540
Phone (910) 455-1750 Fax (910) 455-3024

GENERAL CONTRACT TERMS AND CONDITIONS

1. **GOVERNMENTAL RESTRICTIONS:** In the event any Governmental restrictions are imposed which necessitate alteration of the material, quality, workmanship or performance of the items offered prior to their delivery, it shall be the responsibility of the Offeror to notify in writing Onslow County at once, indicating the specific regulation which required such alterations. Onslow County reserves the right to accept any such alterations, including any price adjustments occasioned thereby, or to cancel the contract.
2. **AVAILABILITY OF FUNDS:** Any and all payments to the Offeror are dependent upon and subject to the availability of funds to the County for the purposes set forth in this agreement.
3. **TAXES:** Sales tax shall not be included on Bid Form. Any applicable taxes shall be invoiced as a separate item.
4. **SITUS:** The place of this contract, its situs and forum, shall be North Carolina, where all matters, whether sounding in contract or tort, relating to its validity, construction, interpretation and enforcement shall be determined.
5. **GOVERNING LAW:** This Contract shall be governed by and in accordance with the laws of the State of North Carolina. All actions relating in any way to this Contract shall be brought in the General Court of Justice in the County of Onslow and the State of North Carolina.
6. **GOOD STANDING WITH COUNTY:** Offeror certifies that it is not delinquent on any taxes, fees, or other debt owed by Offeror to County. Offeror covenants and agrees to remain current on any taxes, fees, or other debt owed by Offeror to County during the Term of this Contract.
7. **INVOICES AND PAYMENT TERMS:** Payment terms are Net 30 days after receipt of correct invoice or acceptance of goods, whichever is later. The using agency/department is responsible for all payments to the awarded vendors under the contract. It is the vendor's responsibility to submit invoices directly to the department and address specified on the contract or as "Ship To" on the Purchase Order. Invoices shall include Purchase Order number, description of item(s), quantities, unit price, extended price, sales taxes, and date of delivery.
Payment may be made by procurement card, and it shall be accepted by the vendor for payment if the vendor accepts that card (Visa, Mastercard, etc.) from other customers. If payment is made by procurement card, then payment may be processed immediately by the vendor. Vendor must disclose any credit card processing fees in their price or list on the Exceptions to the Bid Form.
8. **CONDITION AND PACKAGING:** Unless otherwise provided by special terms and conditions or specifications, it is understood and agreed that any item offered or shipped has not been sold or used for any purpose and shall be in first class condition. All containers/packaging shall be suitable for handling, storage or shipment.
9. **SAFETY DATA SHEETS:** If applicable, vendors awarded items under the Term Contract will be required to provide the County with the appropriate Safety Data Sheets (SDSs) for hazardous materials sold.
10. **AFFIRMATIVE ACTION:** Awarded vendors will take affirmative action in complying with all federal and state requirements concerning fair employment and employment of people with disabilities and concerning the treatment of all employees without regard to discrimination by reason of race, color, religion, sex, national origin or disability.
11. **PATENT:** The Offeror shall hold and save Onslow County, its officers, agents and employees, harmless from liability of any kind, including costs and expenses, on account of any copyrighted material, patented or unpatented invention, articles, device or appliance manufactured or used in the performance of this contract, including use by the government.
12. **INDEPENDENT CONTRACTOR:** The Offeror shall be considered to be an independent contractor and as such shall be wholly responsible for the work to be performed and for the supervision of its employees. The Offeror represents that it has, or will secure at its own expense, all personnel required in performing the services under this agreement. Such employees shall not be employees of or have any individual contractual relationship with the County.
13. **PERFORMANCE AND DEFAULT:** If, through any cause, the Offeror shall fail to fulfill in timely and proper manner the obligations under this agreement, the County shall thereupon have the right to terminate this contract by giving written notice to

the Offeror and specifying the effective date thereof. In that event, all finished or unfinished deliverable items under this contract prepared by the Offeror shall, at the option of the County, become its property, and the Offeror shall be entitled to receive just and equitable compensation for any satisfactory work completed on such materials. Notwithstanding, the Offeror shall not be relieved of liability to the County for damages sustained by the County by virtue of any breach of this agreement, and the County may withhold any payment due the Offeror for the purpose of setoff until such time as the exact amount of damages due the County from such breach can be determined.

In case of default by the Offeror, Onslow County may procure the services from other sources and hold the Offeror responsible for any excess cost occasioned thereby.

Upon the entering of a judgment of bankruptcy of insolvency by or against the Offeror, the County may terminate this contract for cause.

Neither party shall be deemed to be in default of its obligations hereunder if and so long as it is prevented from performing such obligations by any act of war, hostile foreign action, nuclear explosion, riot, strikes, civil insurrection, earthquake, hurricane, tornado, or other catastrophic natural event or act of God.

14. **TERMINATION OF CONTRACT.** This Contract may be terminated, without cause, by either party upon thirty (30) days written notice to the other party. This termination notice period shall begin upon receipt of the notice of termination. Such a termination does not bar either party from pursuing a claim for damages for breach of the contract.
15. **CARE OF PROPERTY:** The Offeror agrees that it shall be responsible for the proper custody and care of any property furnished for use in connection with the performance of this contract or purchased by it for this contract and will reimburse Onslow County for loss of damage of such property.
16. **COMPLIANCE WITH LAWS:** The Offeror shall comply with all laws, ordinances, codes, rules, regulations, and licensing requirements that are applicable to the conduct of its business, including those of federal, state, and local agencies having jurisdiction and/or authority.
17. **ADVERTISING:** Offeror agrees not to use the existence of this contract or the name of Onslow County as a part of any commercial advertising without prior approval of Onslow County.
18. **INSURANCE:** During the term of the Contract, the Offeror at its sole cost and expense shall provide commercial insurance of such type and with such terms and limits as may be reasonably associated with the contract. As a minimum, the Offeror shall provide and maintain the following coverage and limits.
 - a. **Worker's Compensation** – The Offeror shall provide and maintain worker's compensation insurance, as required by the laws of North Carolina, as well as employer's liability coverage with minimum limits of \$150,000, covering all of Offeror's employees who are engaged in any work under the contract. If any work is sublet, the Offeror shall require the subcontractor to provide the same coverage for any of his employees engaged in any work under the contract.
 - b. **Commercial General Liability** – General Liability Coverage, on a Comprehensive Broad Form on an occurrence basis in the minimum amount of \$500,000.00 combined single limit (Defense cost shall be in excess of the limit of liability).
 - c. **Automobile** – Automobile Liability Insurance, to include liability coverage, covering all owned, hired and non-owned vehicles used in connection with the contract. The minimum combined single limit shall be \$150,000.00 bodily injury and property damage; \$150,000.00 uninsured/under-insured motorist; and \$1,000.00 medical payment.
19. **REQUIREMENTS:** Providing and maintaining adequate insurance coverage is a material obligation of the Offeror and is of the essence of this contract. All such insurance shall meet all laws of the state of North Carolina. Such insurance coverage shall be obtained from companies that are authorized to provide such coverage and that are authorized by the Commissioner of Insurance to do business in North Carolina. The Offeror shall at all times comply with the terms of such insurance policies, and all requirements of the insurer under any of such insurance policies, except as they may conflict with existing North Carolina laws or this contract. The limits of coverage under each insurance policy maintained by the Offeror shall not be interpreted as limiting the Offeror's liability and obligations under the contract.

20. **ENTIRE AGREEMENT:** This contract and any documents incorporated specifically by reference represent the entire agreement between the parties and supersede all prior oral or written statements or agreements. This Invitation to Bid, any addenda thereto, and the Offeror's proposal are incorporated herein by reference as though set forth verbatim.

All promises, requirements, terms, conditions, provisions, representations, guarantees, and warranties contained herein shall survive the contract expiration or termination date unless specifically provided otherwise herein, or unless superseded by applicable federal or state statutes of limitation.

21. **DRUG-FREE WORKPLACE:** The Offeror agrees to make a good faith effort to establish and maintain a drug-free workplace in connection with the performance of this contract.

22. **GENERAL INDEMNITY:** The Offeror shall hold and save the County, its officers, agents, and employees, harmless from liability of any kind, including all claims and losses accruing or resulting to any other person, firm, or corporation furnishing or supplying work, services, materials, or supplies in connection with the performance of this contract, and from any and all claims and losses accruing or resulting to any person, firm, or corporation that may be injured or damaged by the Offeror in the performance of this contract and that are attributable to the negligence or intentionally tortious acts of the Offeror provided that the Offeror is notified in writing within 30 days that the County has knowledge of such claims. The Offeror represents and warrants that it shall make no claim of any kind or nature against the County's agents who are involved in the delivery or processing of vendor goods to the County. The representation and warranty in the preceding sentence shall survive the termination or expiration of this contract.

I. INTENT:

To establish a **6-month term contract** with a vendor, or multiple vendors, to supply requested warehouse office supplies at a predetermined price. The establishment of such a price agreement will enable the County to become a “customer” of the selected vendor(s) for a set time for certain items, as well as facilitate the economical placement and payment of orders.

II. EXPLANATION OF HEADINGS ON BID FORM

In order to eliminate confusion, the purpose of informational headings on the BID FORM is outlined below:

Item #: A numerical order of the items that the County is requesting pricing on. If an Offeror has a question on a particular item, please reference the item number listed.

Item: General description of the item. If Brand name of supply is listed **no substitutions** will be accepted.

Description: Detailed information (specifications) on the item.

MFG/Brand Name: Brand name of the item being offered by the vendor to fulfill description requirements.

*If a Brand Name of supply is listed in this Item description column, the County is requiring Offeror to provide a specific brand with no substitutions. **The substitution will not be considered. If your company does not carry that specific item, put “No Bid” in the price column.***

MFG Number: Vendor’s item/stock # for specific item being offered by firm. This is the number the County will use when placing an order with the awarded vendor.

U/M (Unit of Measure): Refers to the unit of measure that the County would like to order the item. If available, provide bid in accordance with the County’s desired unit of measure.

However, if the County’s requested U/M differs from vendor’s U/M, make sure the unit of measure is changed on the bid form to reflect the Offeror’s bid price.

Example:

Item: Paper, White

Mfg # 000011

U/M: 12 boxes/case (50/box)

Price: \$12.00 per Cs/12

Another vendor may bid on \$18.00/CS 12 but their box has a 100/box. If the U/M is not clear, the bid for that item may be rejected. It is the responsibility of the Offeror to ensure the U/M is clearly provided.

Price: Price offered for the term contract period including shipping costs. The price reflects the requested U/M unless otherwise noted on the Bid Form. If you are not bidding on a certain item write **NB** (no bid) in the Price column. In order to accurately evaluate competitive pricing, these columns must be filled in correctly. If the County is not able to determine the unit of measure, that item will not be considered.

III. SPECIAL CONDITIONS

A. GENERAL

1. Where a brand name is already typed in the "Item" column, **no substitutions of that item will be accepted.**
2. On items where a brand name is not specified, if an Offeror elects to send a sample of that item, the County shall not be charged for any samples supplied and submitted by an Offeror. Samples will not be returned to the Offeror by the County. Other items should be bid using strict adherence to the description of the item required.

B. PRICE ADJUSTMENTS

1. All prices must remain firm during the contract period. The only time a price adjustment may be considered is if the company supplies the County Purchasing Agent with an official manufacturer's notice or other evidence that the price change occurred. The notice from the manufacturer must be dated and the price increase must have occurred after the contract was awarded. The Purchasing Agent must be notified **in writing 15 days** prior to any proposed price adjustments.
2. If the proposed price adjustment is higher than the next lowest bidder, it will be at the discretion of the County on how to award the item.
3. The County shall reserve the right to immediately cancel the contract for that particular item, when a requested price adjustment is unacceptable.

Warehouse Office Supplies - Vendor Contact Information

BID INFORMATION

Provide the following contact information should the County have questions pertaining to the items submitted on this bid.

Company Name: _____

Address: _____

Contact Name: _____

Contact Email Address: _____

Contact Office Number: _____

Contact Cell Phone #: _____

ORDER INFORMATION

Provide contact information should you be awarded items. The contact information below will be used for processing orders.

Company Name: _____

Address: _____

Contact Name: _____

Contact Email Address: _____

Contact Office Number: _____

Contact Cell Phone #: _____

TEMPORARY WEBSITE LOGIN INFORMATION (PLEASE PROVIDE TO HELP VERIFY ITEMS)

Provide information below if not already established with the County of Onslow.

Website URL: _____

Login: _____

Password: _____

**Onslow County
Warehouse Office Supplies Bid No. 100-26DS - BID FORM**

ITEM #	DESCRIPTION	Requested Manufacturer - Part #	Requested UOM	Vendor MFG/Brand Name	Vendor Item #	Vendor U/M	Vendor Price	1-Year Usage	Inventory Item #	Notes
1	Paper, White, 8.5 x 14, 20#		CS					16	O-010-01	
2	Paper, White, 11 x 17, 20#		CS					39	O-010-02	
3	Paper, Pink, 8.5 x 11, 20#		CS					1	O-010-03	
4	Paper, Canary, 8.5 x 11, 20#		CS					10	O-010-04	
5	Paper, White, 8.5 x 11, 20#		CS					199	O-010-12	
6	Binding Paper, White, 8.5 x 11		CS					13	O-010-16	
7	RECEIPT PAPER, THERMAL 2.25 X 81' ROLL		50/CTN					-	O-020-02	
8	ADDING MACHINE PAPER-2 1/4" ONE-PLY		100/CTN					12	O-025-01	
9	BINDERS, 3-RING, BLACK, 1"		1/EA					161	O-030-01	
10	BINDERS, 3-RING, BLACK, 2"		1/EA					66	O-030-02	
11	BINDERS, 3-RING, BLACK, 3"		1/EA					9	O-030-03	
12	1" WHITE BINDER-CARDINAL ECONOMY-RING-ROUND-CLEARVUE PRESENTATION VIEW		12/PK					35	O-030-04	
13	2" WHITE BINDER-CARDINAL ECONOMY-RING-ROUND-CLEARVUE PRESENTATION VIEW		12/PK					17	O-030-05	
14	3" WHITE BINDER-CARDINAL ECONOMY-RING-ROUND-CLEARVUE PRESENTATION VIEW		12/PK					5	O-030-06	
15	ENVELOPE, KRAFT 6 X 9, BROWN		500/BX					2	O-035-01	
16	ENVELOPE, KRAFT 10 X 13, BROWN		100/BX					10	O-035-04	
17	ENVELOPE, WHITE #10		500/BX					34	O-035-05	
18	CORRECTION FLUID BOTTLE W/BRUSH (WHITE OUT)		12/BX					4	O-045-01	
19	CORRECTION TAPE, BIC EXACT LINER		2/PK					179	O-045-03	
20	FILE FOLDERS, LETTER SIZE, MANILA		100/BX					48	O-050-01	
21	FILE FOLDERS, POCKET EXPANDING, 5.25"		10/BX					14	O-050-02	
22	FILE FOLDERS, HANGING, LETTER		25/BX					13	O-050-03	

Onslow County
Warehouse Office Supplies Bid No. 100-26DS - BID FORM

ITEM #	DESCRIPTION	Requested Manufacturer - Part #	Requested UOM	Vendor MFG/Brand Name	Vendor Item #	Vendor U/M	Vendor Price	1-Year Usage	Inventory Item #	Notes
23	FILE FOLDERS, PORTFOLIO, DARK BLUE, TWIN POCKET		25/BX					15	O-050-05	
24	FILE FOLDERS, OPEN SHELF, 11 PT, FULL CUT		100/BX					1	O-050-06	
25	SMEAD FILE FOLDERS, LETTER SIZE, 1/3-CUT TAB, ASSORTED PRIMARY COLORS		100/PK					3	O-050-07	
26	RUBBER BANDS, #16		1/BX					6	O-055-02	
27	RUBBER BANDS, #32		1/BX					15	O-055-03	
28	BINDER CLIPS, SMALL		12/BX					30	O-060-01	
29	BINDER CLIPS, MEDIUM 12/BOX		12/BX					19	O-060-02	
30	BINDER CLIPS, LARGE 12/BOX		12/BX					14	O-060-03	
31	RIBBONS - CALCULATOR R3027		1/EA					8	O-070-01	
32	SCISSORS 8"		1/EA					76	O-100-01	
33	PAPER CLIPS, JUMBO		100/BX					89	O-105-01	
34	PAPER CLIPS, MEDIUM 100 PER BOX		1000/CS					88	O-105-02	
35	TACKY FINGER, 3/4 oz		1/EA					17	O-110-01	
36	GLUE STICK		18/PK					205	O-115-01	
37	STAPLE REMOVER		1/EA					26	O-125-01	
38	STAPLER, FULL STRIP		1/EA					22	O-130-01	
39	STAPLES, STANDARD		5000/BX					102	O-135-01	
40	POST-IT, YELLOW, 1.5 X 2		12/PK					47	O-140-01	
41	POST-IT, YELLOW, 3 X 3		12/PK					76	O-140-02	
42	POST-IT, YELLOW, 3 X 5		12/PK					36	O-140-03	
43	POST-IT, SUPER STICKY, ASSORTED BRIGHT COLORS, 3X3IN, MULTI-COLOR	POST-IT	PK					8	O-140-04	
44	EASEL CHARTS, POST-IT NOTE STYLE		PK					4	O-140-05	

Onslow County
Warehouse Office Supplies Bid No. 100-26DS - BID FORM

ITEM #	DESCRIPTION	Requested Manufacturer - Part #	Requested UOM	Vendor MFG/Brand Name	Vendor Item #	Vendor U/M	Vendor Price	1-Year Usage	Inventory Item #	Notes
45	PEN, COUNTERFEIT		12/PK					4	O-150-01	
46	SHARPIE MARKERS, CHISEL POINT BLACK <i>*No Substitutions, Needs to be 12/PK*</i>	Sharpie SAN38201	12/PK					17	O-155-03	
47	SHARPIE MARKERS, BLACK FINE TIP PERMANENT <i>*No Substitutions, Needs to be 12/PK*</i>	Sharpie SAN30001	12/PK					15	O-155-04	
48	HIGHLIGHTERS, YELLOW <i>*No Substitutions, Needs to be 12/PK*</i>	BIC BL11-YW	12/PK					20	O-160-03	
49	PENCILS, #2 <i>*Needs to be 12/PK*</i>		12/PK					8	O-165-01	
50	PENCILS, MECHANICAL <i>*Needs to be 12/PK*</i>		12/PK					11	O-165-02	
51	PENS, MED PT BLACK <i>*No Substitutions, needs to be 12/PK*</i>	BIC GSM11BK	12/PK					59	O-170-02	
52	PENS, MED PT BLUE <i>*No Substitutions, needs to be 12/PK*</i>	BIC GSM11-BLU	12/PK					29	O-170-03	
53	PENS, MED PT RED <i>*No Substitutions, needs to be 12/PK*</i>	BIC GSM11-RD	12/PK					16	O-170-04	
54	SHARPIE MARKERS, TWIN-TIP, FINE POINT AND ULTRA FINE TIP <i>*No Substitutions, needs to be 12/PK*</i>	Sharpie 32002	12/PK					4	O-170-05	
55	MARKERS, RED-TWIN TIP, CHISEL <i>*No Substitutions, needs to be 12/PK*</i>	Sharpie 38202	12/PK					0	O-170-07	
56	EXPO DRY-ERASE WHITE BOARD MARKERS, LOW-ODOR CHISEL TIP, ASSORTED COLORS <i>*No Substitutions, needs to be 12/PK*</i>	Expo 81043	12/PK					12	O-170-08	
57	EXPO DRY-ERASE BOARD ERASER-LORELL, 2 3/16" x 5 3/16", BLACK <i>*No Substitutions, needs to be 12/PK*</i>	Expo 24850	12/PK					2	O-170-09	
58	PENS-PENTEL ENERGEL DELUXE RTX RETRACTABLE NEEDLE POINT, 0.7 MM, BLUE <i>*No Substitutions, needs to be 12/PK*</i>	Pentel PENBLN77CDZ	12/PK					8	O-170-10	
59	PENS-PENTEL ENERGEL DELUXE RTX RETRACTABLE NEEDLE POINT, 0.7 MM, BLACK <i>*No Substitutions, needs to be 12/PK*</i>	Pentel PENBLN77-A	12/PK					12	O-170-11	
60	PENS-PENTEL ENERGEL DELUXE RTX RETRACTABLE NEEDLE POINT, 0.7 MM, RED <i>*No Substitutions, needs to be 12/PK*</i>	Pentel PENBLN77-B	12/PK					3	O-170-12	
61	SHARPIE POCKET STYLE HIGHLIGHTERS, CHISEL TIP, ASSORTED FLUORESCENT <i>*No substitutions, needs to be 12/PK*</i>	Sharpie SAN27145	12/PK					2	O-170-13	
62	SHARPIE PERMANENT MARKERS, ULTRA FINE POINT, BLACK <i>*No substitutions, needs to be 12/PK*</i>	Sharpie SAN37001	12/PK					16	O-170-14	
63	TAPE DISPENSER, BLACK	Business Source BSN32954	1/EA					26	O-175-01	
64	TAPE, TRANSPARENT 3/4"W 1" CORE	Business Source BSN32953	12/PK					397	O-180-03	

Onslow County
Warehouse Office Supplies Bid No. 100-26DS - BID FORM

ITEM #	DESCRIPTION	Requested Manufacturer - Part #	Requested UOM	Vendor MFG/Brand Name	Vendor Item #	Vendor U/M	Vendor Price	1-Year Usage	Inventory Item #	Notes
65	TAPE, BOX SEALING 2"	Business Source BSN32946	6/PK					128	O-180-04	
66	DUCT TAPE, 90FT X 2IN, HEAVY DUTY SILVER, FLEXIBLE, NO RESIDUE, TEAR BY HAND		5/PK					6	O-180-05	
67	LABELS, PRINTER LASER, 3000/BX	Business Source BSN21050	3000/BX					1	O-210-05	
68	INDEX TABS, 8 CLEAR FOR BINDERS	Avery AVE11468	1 Set					65	O-215-01	
69	SHEET PROTECTORS, 50/BOX	Universal UNV21126	50/BX					74	O-220-01	
70	DVR-RW, VERBATIM BLANK DISCS 4.7GB, RECORDABLE	Verbatim 94834	30/PK					3	O-230-03	
71	CD DVD SLEEVES MAXTEK WHITE PAPER ENVELOPE W/WINDOW & FLAP	Verbatim 49976	100/PK					0	O-230--04	
72	16GB MEMORY STICK USB 2.0 THUMB DRIVE FLASH DRIVE		10/PK					0	O-230-05	
73	128GB MEMORY STICK USB 2.0 THUMB DRIVE FLASH DRIVE		10/PK					0	O-230-06	
74	256GB MEMORY STICK USB 2.0 or 3.0 THUMB DRIVE FLASH DRIVE		10/PK					13	O-230-07	
75	DUST-OFF SPRAY, 12 OZ CAN	Dust-Off DPSXL4	4/PK					37	O-240-01	
76	STENO PADS, 6X9		12/PK					13	O-265-01	
77	WRITING TABLET, 5X8	TOPS TOP20152	12/PK					16	O-270-01	
78	WRITING TABLET, 8.5X11	Staples ST57339M	12/DZ					29	O-270-02	