



File ID Number: 13-0488  
Introduction Date: 3/27/13  
Enactment Number: 13-0580  
Enactment Date: 3/27/13  
By: OS

## MEMO

**To** Board of Education

**From** Tony Smith, Ph.D., Superintendent  
Vernon Hal, Deputy Superintendent, Business & Operations  
Michael Moore, Operations Officer

**Subject** Award of Bid - OfficeMax for Office, Classroom, Health, Athletic, Technology and Furniture Supplies - Bid No. 12-13/09

**Action Requested** Approval by the Board of Education of Resolution No. 1213-0041 – Award of Bid and Contract for Office, Classroom, Health, Athletic, Technology and Furniture Supplies, Bid No. 12-13/09 to OfficeMax, Inc., in the amount of \$2,536,877.75, as the lowest responsive, responsible bidder, and rejecting all other bids, if any and approving Contract with said vendor, subject to compliance with conditions for execution of the Agreement, for Fiscal Years 2013 – 2016 estimated to not exceed \$3,000,000.00 annually.

**Background** Oakland Unified School District seeks a provider of Office, Classroom, Health, Athletic, Technology and Furniture Supplies for the Oakland Unified School District schools and central office departments throughout the District through an online web-based system. The District shall not be obligated to purchase any specified herein. The quantities and listed pricing pages are estimates only and may vary significantly from the actual quantities purchased during the term of this contract. The District reserves the right to increase or decrease these quantities as the District determines is in its best interest.

**Discussion** This contract is awarded to the lowest responsible bidder based on the cumulative total of all lots as set forth in further detail on the Quotation Core Price Sheet. Bid packages were received from 3 vendors listed below:

**Estimated Award**

Office Max, Inc. \$2, 536, 877, 75

**No award**

Office Depot Pricing not in accordance with bid specification  
School Specialty Pricing not in accordance with bid specification

In addition to the discounted pricing submitted for the District's high-use items and a percent discount to be applied to all other items available through OfficeMax, the District can earn an annual rebate of up to 2% of total sales 15 Net 30. Rebate of 2% from other districts using this contract. OfficeMax will pay Oakland Unified School District \$175,000. each year of the 3 year agreement. Further, this agreement, once authorized, can be utilized by other school districts and public agencies in California as a "Piggyback-able" contract by virtue of Public Contract Code 20118 and 20652.

**Fiscal Impact** District departments and school sites will pay for items purchased from approved budget accounts.

**Recommendation** Approval by the Board of Education of Resolution No. 1213-0041 – Award of Bid and Contract for Office, Classroom, Health, Athletic, Technology and Furniture Supplies, Bid No. 12-13/09 to OfficeMax, Inc., in the amount of \$2,536,877.75, as the lowest responsive, responsible bidder, and rejecting all other bids, if any and approving Contract with said vendor, subject to compliance

with conditions for execution of the Agreement, for Fiscal Years 2013 – 2016 estimated to not exceed \$3,000,000.00 annually.

**Attachments**

Resolution No. 1213-0041  
Bid Proposal  
Bid Quotation Core Items

RESOLUTION  
OF THE  
BOARD OF EDUCATION OF  
OAKLAND UNIFIED SCHOOL DISTRICT  
NO. 1213-0041

**Award of Bid - OfficeMax for Office, Classroom, Health, Athletic, Technology and Furniture  
Supplies - Bid No. 12-13/09**

**WHEREAS,** the District has heretofore requested a bid for Office, Classroom, Health, Athletic, Technology and Furniture Supplies, for the Oakland Unified School District of Alameda County, California; and

**WHEREAS,** there were 3 bids received on February 22, 2012 by the Procurement and Distribution Office in response to said request as follows:

<b>OfficeMax</b>	<b>\$2,536,877.75</b>
<b>Office Depot</b>	Pricing not in accordance with bid specification
<b>School Specialty</b>	Pricing not in accordance with bid specification

**NOW THEREFORE, BE IT RESOLVED,** the Board of Education of the Oakland Unified School District accepts the bid of Office Max stated here herein, as the responsive, responsible lowest bidder, rejecting all other bids; and

**BE IT FURTHER RESOLVED** that a Contract is awarded to Office Max, Inc. for the aforementioned bid amount for the period of July 1 2013 – June 30 2016, not to exceed \$3,000,000 annually, subject to vendor's compliance with conditions for execution of the Agreement.

**PASSED AND ADOPTED** on March 27, 2013, by the Governing Board of the Oakland Unified School District by the following vote:

**AYES:** Jody London, Gary Yee, Christopher Dobbins, James Harris, Vice President Jumoke Hinton Hodge, President David Kakishiba

**NOES:** None

**ABSTENTIONS:** None

**ABSENCES:** Roseann Torres

I declare under penalty of perjury that the foregoing resolution was duly passed and adopted at a Regular Meeting of the Governing Board on the date and by the vote stated.

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By: o.k.

  
Edgar Rakestraw, Jr.  
Secretary of the Governing Board



OAKLAND UNIFIED  
SCHOOL DISTRICT

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**PROCUREMENT OFFICE  
900 HIGH STREET  
OAKLAND, CALIFORNIA 94601**

**RFP # 12-13/09  
RESOLUTION # 1213-0041  
OFFICE, CLASSROOM, HEALTH, ATHLETIC,  
TECHNOLOGY AND FURNITURE SUPPLIES**

<p><b>DEADLINE: FEBRUARY 22, 2013 TIME: 2:00 PM</b></p>
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**PROPOSALS TO BE DELIVERED TO:**

**OAKLAND UNIFIED SCHOOL DISTRICT  
PROCUREMENT OFFICE  
900 HIGH STREET  
OAKLAND, CALIFORNIA 94601**

**Telephone: (510) 434-2235  
Facsimile: (510) 434-2249**

**SUBMITTED BY:** \_\_\_\_\_

(Vendor)

**VENDOR CONTACT:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**Proposals will be received until the time and date specified above**

**Finalists notified February 28, 2013**

**Final Award March 13, 2013**

**[www.ousd.k12.ca.us](http://www.ousd.k12.ca.us) Click on Department to Procurement and Distribution**

# OAKLAND UNIFIED SCHOOL DISTRICT REQUEST FOR PROPOSAL

## **DISTRICT-WIDE E-COMMERCE OFFICE SUPPLIES PROCUREMENT**

**RFP #12-13/09**

Oakland Unified School District (the "District") invites qualified vendors ("Vendor") to submit a proposal for a District-wide E-Commerce procurement process for office supplies known as eMarketplace. The District eMarketplace procurement system is a central online ordering site in which District users can shop the websites of multiple vendors. Once shopping is completed, the requisition is created and sent through the eMarketplace approval process. Upon completion of the approval the Purchase Order is sent electronically to the appropriate vendor for processing and delivery of the purchased items. Purchase Order information is then loaded into the District's accounting and financial system, which is known as IFAS for financial tracking and online receiving.

E-Commerce Participation Agreement - Vendor must be willing to execute a PECOS Marketplace Supplier Agreement with Elcom and agree to pay a 2% commission fee to Elcom on purchase orders sent via the eMarketplace.

Vendor must have the ability to provide connection to an on-line eCommerce site, accessible from the eMarketplace via cXML punch-out, where the catalog content is hosted and where shopping carts can be created and transferred to PECOS.

Vendor must have the ability to accept purchase orders via cXML that can be integrated directly into the Vendor's order processing system. The Vendor must also be able to transmit invoices via cXML to Elcom to be integrated directly into the eMarketplace.

This request for proposal shall not be construed in any manner to be an obligation by Oakland Unified School District to enter into an agreement or purchase order with Vendor.

The District reserves the right to cancel or revise in part or in its entirety this RFP. If the District cancels or revises this RFP, all respondents will be notified by addenda. The District also reserves the right to extend the date responses are due.

All requests for information concerning this RFP must be directed to Michael Moore, Operations Officer, and may only be submitted by email to: [michaelmoore@ousd.k12.ca.us](mailto:michaelmoore@ousd.k12.ca.us).

Vendors are not to contact District staff (except Mr. Moore) or members of the Board of Education in regard to this RFP or the selection process. Any Vendor that violates this request will be disqualified from further consideration.

Replies involving any substantive issues will be issued by addenda and emailed to all Vendors recorded by the District as having received this RFP. Substantive questions must be received by Mr. Moore as indicated in the "Key Dates" schedule on or before 5:00 p.m. on February 13, 2013. Answers to substantive questions will be provided by 5:00 p.m. on February 15, 2013. Only questions answered by formal written addenda will be binding.

Submission by facsimile or e-mail is not acceptable. Submissions received after the deadline will be returned unopened.

Vendors may withdraw their response to this RFP by submitting a written, facsimile, or email request signed by the Vendor's authorized representative. The withdrawal must be

# OAKLAND UNIFIED SCHOOL DISTRICT REQUEST FOR PROPOSAL

received by the Mr. Moore prior to the date and time set forth herein as the due date for receipt of a response. Responses may be withdrawn and resubmitted in the same manner, if done so before the submission deadline. Withdrawal or modification of a submitted response in any other manner will not be permitted.

Proposals become the property of the District, and may be returned only at the District's option and at the Vendor's expense. To the extent permitted under applicable law, the District will keep all proposals confidential, although most documents provided to the District pursuant to an RFP are subject to the California Public Records Act.

## **KEY DATES**

Time is of the essence for the RFP submittal and contract completion. Vendors are advised of the key dates and times shown below and are expected to adhere to them.

### 1. DISTRICT'S EVALUATION PROCESS

#### 1.1 SCHEDULE

- 1.1.1 RFP formally advertised / solicitation period commences: Feb. 10, 2013
- 1.1.2 Pre-proposal Questions, Requests for Information due: Feb. 13, 2013 by 5:00 p.m.
- 1.1.3 Answers from OUSD: Feb. 15, 2013 by 5:00 p.m.
- 1.1.4 **Proposals due: Feb. 22, 2013 at 2:00 p.m.**
- 1.1.5 Finalists notified: Feb. 28, 2013
- 1.1.6 Interviews : March 4-5, 2013
- 1.1.7 Final determination/award: March 13, 2013

## **RFP RESPONSE REQUIREMENTS**

Responses must contain all requested information and data and conform to the format described in this section. It is the Vendor's responsibility to provide all necessary information for the District to evaluate the response, verify requested information and determine the Vendor's ability to perform the tasks and activities defined in this document.

## **INDEPENDENT CONTRACTOR AGREEMENT**

Vendors must comply with the requirements contained in the District's Independent Contractor Agreement to Provide E-Commerce Office Supplies, a draft of which is attached

## **OAKLAND UNIFIED SCHOOL DISTRICT REQUEST FOR PROPOSAL**

hereto as **Attachment "A"**, including, but not limited to, all insurance, fingerprinting, bonding, non-discrimination, and local business participation requirements.

### **DIRECTIONS FOR DELIVERY OF THE RESPONSE**

Vendor must submit three (3) paper copies and one (1) electronic copy on CD/DVD of its response to the District Representative contact name and address listed below:

**Mr. Michael L. Moore, Sr.**  
**Operations Officer**  
**Oakland Unified School District**  
**900 High Street**  
**Oakland, CA 94601**

***(Please note - E-mailed responses will not be accepted)***

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**In addition to your responses to the requirements below, please be sure to complete the attached spreadsheets:**

- **Location Listing (Attachment "B")** is a current list of Oakland Unified School District locations. Please indicate your Distribution Center that will service each of our facilities, and the delivery timeframe to each.
- **Core List Pricing (Attachment "C")** is the bid list of Oakland Unified School District items. Please complete your proposed product and pricing information.

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### **A. GENERAL REQUIREMENTS**

Vendor must be able to meet several minimum requirements.

**1. Briefly** describe how you will meet or exceed each of the following service requirements:

- Next-Day Delivery
- 98% Fill Rate & 98% On Time Delivery
- Summary Billing
- Ordering Methods – toll-free phone & fax, internet, e-procurement
- Order Confirmations
- Reporting – usage, quality/performance, quarterly program meetings

### **2. References**

Please provide two (2) references of similar size and scope to Oakland Unified School District. Include Oakland Unified School District name, contact name, address, phone number, estimated volume with your Oakland Unified School District, and years serviced.

# OAKLAND UNIFIED SCHOOL DISTRICT REQUEST FOR PROPOSAL

## 3. Pricing

Core: On the attached spreadsheet, please provide the following. The exact manufacturer must be quoted. No alternative items may be quoted. Leave blank if you cannot identify the exact same manufacturer. To qualify, you must match 95% of the core items. Further, you must quote exact same units of measure and you must note the quantity per package. Failure to comply will lead to disqualification. Core item pricing must be held for 12 months except for copy paper which will be adjustable each calendar quarter based on RISI index changes.

- Product Code
- List Price
- Sell Price
- Unit of Measure
- Quantity per item packaging (IE: 100 envelopes per box)
- Catalog Page Number

Non Core: Provide your company pricing structure to price items purchased from your full line catalog NOT covered via the core pricing. The full line catalog must have over 12,000 items and must be turned in with your RFP response. Further, with your RFP response, you must provide an excel file showing the list price, product detail and net price per item using your formula. Items will then be selected to determine the supplier's non core pricing offer. The formula utilized must be adhered to throughout the agreement term.

## 4. Local Business Program / Mandatory Compliance

In order to provide economic opportunity for Oakland residents and businesses and stimulate economic development in Oakland, the District has implemented a Local, Small Local and Small Local Resident Business Enterprise Program. The Program requires a 20% minimum participation of **Certified Oakland Businesses** for all contracts, over \$83,200. The 20% local business participation requirement must be met with a **maximum** participation of 10% for Local Business Enterprises (LBE) and a **minimum** participation of 10% for Small Local and Small Local Resident Business Enterprises (SLBE / SLRBE). Any percentage combination of SLBE's and SLRBE may be used to calculate the full 20% requirement. Respondents must include with their proposal evidence that they will comply with this requirement. More details about this Program are provided on the District's website @ [www.ousd.k12.com](http://www.ousd.k12.com).

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## **B. COMPANY INFORMATION**

1. Briefly describe your company's history and experience in the office supply industry. How long have you been in the business-to-business segment? Attach a copy of your most recent Annual Report.
2. How do you differentiate yourself from your major competitors?
3. Provide details on the distribution facility that will service the district operations.
4. Can you deliver to over 100 locations next day?



## **OAKLAND UNIFIED SCHOOL DISTRICT REQUEST FOR PROPOSAL**

5. Does your company own your trucks and employ your own delivery drivers, or do you contract out with UPS, FedEx, etc.?
  6. What is your company's commitment to corporate responsibility?
  7. Do you have a disaster recovery program?
  8. Does your company have a quality initiative? If so, please describe your program and how it benefits your customers.
  9. List any third party quality-related recognition or awards your company has received.
  10. Oakland Unified School District places strong emphasis on the need for a long-term strategy. Describe your strategic direction and the implications on Oakland Unified School District.
  11. Describe your strategy for moving your company toward innovation and/or future technologies and how this can benefit Oakland Unified School District.
- 

### **PRODUCTS AND PROGRAMS**

#### **C. SCOPE OF OFFERING**

1. Please detail all products and services that would be of interest to us with regard to meeting procurement objectives.
2. Will all orders for office products, papers, furniture and computer supplies be processed through one account number, so we can track usage and ordering history? If not, how would you handle this need?
3. What type of catalogs do you offer end-users?
4. What is the strategy behind your company's catalog layout? What are the benefits to customers when utilizing the catalog?
5. What is the process to fulfill a requested item not supported by a particular distribution facility? What percentages of your orders are fulfilled with the use of a wholesaler? Are these orders delivered next-day? If a wholesaler is used, will we receive the same contracted price?
6. What percentage of your catalog items are private label?
7. Describe your recycled or "green" product offering.

#### **D. OFFICE PAPER SUPPLY**

1. Please describe your company's paper supply capabilities.

## **OAKLAND UNIFIED SCHOOL DISTRICT REQUEST FOR PROPOSAL**

2. Provide details on the relationship with your paper manufacturer. Do you have any control over the formulation (i.e. brightness, surface coating, etc.) and packaging of the paper products you offer?
  3. Will we be guaranteed an uninterrupted supply of paper in a tight market? Are you dedicated to one paper mill or do you provide multiple brands?
  4. Describe any tools or processes you have at your disposal designed to address an evaluation of our paper needs and requirements, as well as to help us identify opportunities to reduce our overall paper consumption.
  5. Oakland Unified School District is interested in recycled content paper. Please describe the recycled paper products you carry, including the percentage of post-consumer recycled content and any environmental certifications.
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### **BACKGROUND, CAPABILITIES AND ONGOING DEVELOPMENT**

#### **E. TECHNOLOGICAL CAPABILITIES**

1. Please discuss your overall electronic ordering capabilities. Include features & benefits, number of users, and annual revenue.
2. What online security measures does your company have?
3. Describe your experience in working with third-party e-procurement systems. What are your punch-out capabilities and advantages?
4. Do you have the ability to track interaction by end user? If not, can you access an individual's ordering history without asking for account and ship to information?
5. E-Commerce Participation Agreement - The vendor must be willing to execute a PECOS Marketplace Supplier Agreement with Elcom and agree to pay a 2% commission fee to Elcom on purchase orders sent via the eMarketplace.
6. Do you have the ability to provide connection to an on-line eCommerce site, accessible from the eMarketplace via cXML punch-out, where the catalog content is hosted and where shopping carts can be created and transferred to PECOS
7. Do you have the ability to accept purchase orders via cXML that can be integrated directly into the vendor's order processing system?
8. The vendor must be able to transmit invoices via cXML to Elcom to be integrated directly into the e-Marketplace.
9. Can you integrate with this system within 30 days?

#### **F. ACCOUNT SET UP, CUSTOMIZATION AND MANAGEMENT TOOLS**

1. Please discuss your e-commerce implementation and the resources that will be dedicated to this effort.

## **OAKLAND UNIFIED SCHOOL DISTRICT REQUEST FOR PROPOSAL**

2. What Payment Terms can you offer?
  3. Do you offer discounted terms? If so what are they?
  4. Do you have an order minimum charge? If so what amount?
  5. Explain your company's capabilities to customize catalogs including blocking items, adding proprietary items, etc. Please include an example on how your company would drive our employees to use the core catalog.
  6. Please discuss the order restriction and approval process.
- 

### **ACCOUNT MANAGEMENT**

#### **G. SALES REPRESENTATION**

1. What level of support do your Sales Reps provide? How does this benefit Oakland Unified School District?
2. Do you have any specialists that can work with our Oakland Unified School District for different commodities?

#### **H. CUSTOMER SERVICE**

1. How many Customer Service Representatives does your company employ in the U.S.? Where are they located and what is their availability?
2. What training do you provide for your Customer Service Reps?
3. What kind of assistance can your Customer Service associates provide for us? Please describe their level of empowerment.
4. How do you measure the effectiveness of your Customer Service team?

#### **I. TIME & MONEY SAVING OPPORTUNITIES**

1. How can your company minimize the time our requisitioners spend ordering, following up on orders or trying to determine the status of specific product inventory?
2. How can you work with our district to reduce our total procurement costs?
3. How can you analyze our purchasing processes and quantify the time and money savings we can expect if we change our practices? Can you provide specific industry benchmarking?

#### **J. PROGRAM PARTICIPATION/COMPLIANCE**

**OAKLAND UNIFIED SCHOOL DISTRICT  
REQUEST FOR PROPOSAL**

1. How would your company implement our agreement and help us drive participation? Please describe how you demonstrate program roll-out/ramp-up is complete and successful.
2. What types of reports can you provide on our purchasing activity at the individual requisitioner level, i.e. ordering method, interactions with your company? Will these reports include retail store purchases? Please provide us with samples.

**K. VALUE ADDED OFFERINGS**

1. Describe any offerings your company can provide that will generate additional benefits for the district.

**The Oakland Unified School District thanks you for your interest!**

Sincerely,

**Michael L. Moore, Sr.**  
Operations Officer

**ATTACHMENT "A"  
TO REQUEST FOR PROPOSAL**

***Independent Contractor Agreement for  
Oakland Unified School District E-Commerce Office Supplies Procurement***

This Independent Contractor Agreement for E-Commerce Office Supplies Procurement ("Agreement") is made and entered into as of the \_\_\_\_\_ day of \_\_\_\_\_, 2013 by and between the Oakland Unified School District ("District") and \_\_\_\_\_ ("Contractor"), (individually a "Party" or collectively the "Parties").

NOW, THEREFORE, the Parties agree as follows:

1. **Services and Pricing.** The Contractor shall provide District-wide E-Commerce procurement ("Services") for office, classroom, health, athletic, technology and furniture supplies ("Supplies") for all District school and office locations. The Services to be provided are more fully set forth in the attached Exhibit "A". The Supplies and Pricing for Supplies shall be as set forth in the attached Exhibit "B".

[INSERT INVOICING AND PAYMENT TERMS]

2. **Term.** Unless terminated or otherwise cancelled as permitted herein, the term of this Agreement shall be for the following:

From \_\_\_\_\_, 20\_\_\_, to \_\_\_\_\_, 20\_\_\_.

3. **Submittal of Documents.** The Contractor shall not commence the Services under this Agreement until the Contractor has submitted and the District has approved the certificate(s) and affidavit(s), and the endorsement(s) of insurance required as indicated below:

Signed Agreement  
 Workers' Compensation Certification  
 Fingerprinting/Criminal Background Investigation Certification  
 Insurance Certificates and Endorsements  
 W-9 Form  
 Bonds (as required or requested by District)  
 E-Commerce Participation Agreement

4. **Expenses.** District shall not be liable to Contractor for any costs or expenses paid or incurred by Contractor in performing Services for District.
5. **Independent Contractor.** Contractor, in the performance of this Agreement, shall be and act as an independent contractor. Contractor understands and agrees that it and all of its employees shall not be considered officers, employees, agents, partner, or joint venture of the District, and are not entitled to benefits of any kind or nature normally provided employees of the District and/or to which District's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. Contractor shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to Contractor's employees. In the performance of the Services, Contractor is an independent contractor or business entity, with the sole authority for controlling and directing the performance of the details of Contractor's Services, District being interested only in the results obtained.

6. **Local / Small Local / Small Local Resident Policy Participation Compliance:** In 2008 the District instituted a local business policy, the Local/Small Local/ Small Local Resident Business Enterprise program ("L/SL/SLRBE"). The L/SL/SLRBE provides economic opportunity to local residents and businesses by supporting local economic development while paying competitive prices for goods and services.

The L/SL/SLRBE establishes a twenty percent (20%) minimum local participation requirement on all contracts and professional service agreements between OUSD and outside vendors. In addition, the program provides for preference points in negotiated professional services contracts and bid discounts in competitively bid contracts, up to five (5) points or five percent (5%) as the level of local, small local and small local resident business participation increases. (A copy of the District's L/SL/SLRBE may be found at [www.ousd.k12.ca.us](http://www.ousd.k12.ca.us)). Compliance with the District's policy is mandatory.

7. **Materials.** Contractor shall furnish, at its own expense, all labor, materials, equipment, supplies and other items necessary to complete the Services to be provided pursuant to this Agreement, except as follows:

7.1. [Insert any exceptions]

8. **Performance of Services.**

8.1. **Standard of Care.** Contractor represents that Contractor has the qualifications and ability to perform the Services in a professional manner, without the advice, control or supervision of District. Contractor's Services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of its profession for services to California school districts.

9. **Audit.**

9.1. Contractor shall establish and maintain books, records, and systems of account, in accordance with generally accepted accounting principles, reflecting all business operations of Contractor transacted under this Agreement. Contractor shall retain these books, records, and systems of account during the Term of this Agreement and for five (5) years thereafter. Contractor shall permit the District, its agent, other representatives, or an independent auditor to audit, examine, and make excerpts, copies, and transcripts from all books and records, and to make audit(s) of all billing statements, invoices, records, and other data related to the Services covered by this Agreement. Audit(s) may be performed at any time, provided that the District shall give reasonable prior notice to Contractor and shall conduct audit(s) during Contractor's normal business hours, unless Contractor otherwise consents. For a period of three (3) years after final payment under this Agreement, all expenditures of public funds in excess of ten thousand dollars (\$10,000) shall be subject to examination and audit by the State Auditor. The audit shall be confined to those matters connected with the performance of this Agreement, including, but not limited to, the costs of administering the Agreement.

10. **Termination.**

10.1. **Without Cause By District.** District may, at any time, with or without reason, terminate this Agreement and compensate Contractor only for the Services satisfactorily rendered to the date of termination. Written notice by District shall be sufficient to stop further performance of Services by Contractor. Notice shall be

## **FORM OF AGREEMENT**

deemed given when received by the Contractor or no later than three (3) days after the day the notice was mailed, whichever is sooner.

10.2. **Without Cause By Contractor.** Contractor may, upon thirty (30) days notice, with or without reason, terminate this Agreement. Upon this termination, District shall only be obligated to compensate Contractor for Services satisfactorily rendered to the date of termination. Written notice by Contractor shall be sufficient to stop further performance of Services to District. Contractor acknowledges that this thirty (30) day notice period is acceptable so that the District can attempt to procure the Services from another source.

10.3. **With Cause By District.** District may terminate this Agreement upon giving of written notice of intention to terminate for cause. Cause shall include:

- 10.3.1. material violation of this Agreement by the Contractor; or
- 10.3.2. any act by Contractor exposing the District to liability to others for personal injury or property damage; or
- 10.3.3. Contractor is adjudged a bankrupt, Contractor makes a general assignment for the benefit of creditors or a receiver is appointed on account of Contractor's insolvency.

Written notice by District shall contain the reasons for such intention to terminate and unless within three (3) calendar days after that notice the condition or violation shall cease, or satisfactory arrangements for the correction thereof be made, this Agreement shall upon the expiration of the three (3) calendar days cease and terminate. In the event of this termination, the District may secure the Services from another Contractor. If the expense, fees, and/or costs to the District exceeds the cost of providing the Services pursuant to this Agreement, the Contractor shall immediately pay the excess expense, fees, and/or costs to the District upon the receipt of the District's notice of these expense, fees, and/or costs. The foregoing provisions are in addition to and not a limitation of any other rights or remedies available to District.

11. **Indemnification.** To the furthest extent permitted by California law, Contractor shall defend, indemnify, and hold free and harmless the District, its agents, representatives, officers, consultants, employees, trustees, and volunteers ("the indemnified parties") from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury of any kind, in law or equity ("Claim"), to property or persons, including personal injury and/or death, to the extent that any of the above arise out of, pertain to, or relate to the negligence, recklessness, errors or omissions, or willful misconduct of Contractor, its officials, officers, employees, subcontractors, consultants, or agents directly or indirectly arising out of, connected with, or resulting from the performance of the Services, the Project, or this Agreement, including without limitation the payment of all consequential damages.

## 12. **Insurance.**

12.1. The Contractor shall procure and maintain at all times it performs any portion of the Services the following insurance with minimum limits equal to the amount indicated below.

- 12.1.1. **Commercial General Liability and Automobile Liability Insurance.** Commercial General Liability Insurance and Any Auto Automobile Liability Insurance that shall protect the Contractor, the District, and the State from all claims of bodily injury, property damage, personal injury, death, advertising injury, and medical payments arising performing any portion of the Services. (Form CG 0001 and CA 0001, or forms substantially similar, if approved by the

District.)

12.1.2. **Workers' Compensation and Employers' Liability Insurance.** Workers' Compensation Insurance and Employers' Liability Insurance for all of its employees performing any portion of the Services. In accordance with provisions of section 3700 of the California Labor Code, the Contractor shall be required to secure workers' compensation coverage for its employees. If any class of employee or employees engaged in performing any portion of the Services under this Agreement are not protected under the Workers' Compensation Statute, adequate insurance coverage for the protection of any employee(s) not otherwise protected must be obtained before any of those employee(s) commence performing any portion of the Services.

Type of Coverage	Minimum Requirement
<b>Commercial General Liability Insurance</b> , including Bodily Injury, Personal Injury, Property Damage, Advertising Injury, and Medical Payments Each Occurrence General Aggregate	\$ 1,000,000 \$ 2,000,000
<b>Automobile Liability Insurance - Any Auto</b> Each Occurrence General Aggregate	\$ 1,000,000 \$ 2,000,000
<b>Workers Compensation</b>	Statutory Limits
<b>Employer's Liability</b>	\$ 1,000,000

12.2. **Proof of Carriage of Insurance.** The Contractor shall not commence performing any portion of the Services until all required insurance has been obtained and certificates indicating the required coverage have been delivered in duplicate to the District and approved by the District. Certificates and insurance policies shall include the following:

12.2.1. A clause stating: "This policy shall not be canceled or reduced in required limits of liability or amounts of insurance until notice has been mailed to the District, stating date of cancellation or reduction. Date of cancellation or reduction shall not be less than thirty (30) days after date of mailing notice."

12.2.2. Language stating in particular those insured, extent of insurance, location and operation to which insurance applies, expiration date, to whom cancellation and reduction notice will be sent, and length of notice period.

12.2.3. An endorsement stating that the District and the State and their agents, representatives, employees, trustees, officers, consultants, and volunteers are named additional insured under all policies except Workers' Compensation Insurance, and Employers' Liability Insurance. An endorsement shall also state that Contractor's insurance policies shall be primary to any insurance or self-insurance maintained by District.

12.2.4. All policies shall be written on an occurrence form.

12.3. **Acceptability of Insurers.** Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A: VII, unless otherwise acceptable to the District.

13. **Assignment.** The obligations and liabilities of the Contractor pursuant to this Agreement shall not be assigned voluntarily by the Contractor nor assigned by operation of law.



## **FORM OF AGREEMENT**

14. **Binding Contract.** This Agreement shall be binding upon the Parties hereto and upon their successors and assigns, and shall inure to the benefit of the Parties and their successors and assigns.
15. **Compliance with Laws.** Contractor shall observe and comply with all rules and regulations of the governing board of the District and all federal, state, and local laws, ordinances and regulations. If Contractor performs any Services that are in violation of any laws, ordinances, rules or regulations, Contractor shall bear all costs arising therefrom.
16. **Certificates/Permits/Licenses.** Contractor and all Contractor's employees or agents shall secure and maintain in force such certificates, permits and licenses as are required by law in connection with the furnishing of Services pursuant to this Agreement.
17. **Employment with Public Agency.** Contractor, if an employee of another public agency, agrees that Contractor will not receive salary or remuneration, other than vacation pay, as an employee of another public agency for the actual time in which Services are actually being performed pursuant to this Agreement.
18. **Anti-Discrimination.** It is the policy of the District that in connection with all work performed under contracts there be no discrimination against any employee engaged in the work because of race, color, ancestry, national origin, religious creed, physical disability, medical condition, marital status, sexual orientation, gender, or age and therefore the Contractor agrees to comply with applicable Federal and California laws including, but not limited to the California Fair Employment and Housing Act beginning with Government Code Section 12900 and Labor Code Section 1735 and District policy. In addition, the Contractor agrees to require like compliance by all its subcontractor(s).
19. **Fingerprinting of Employees.** The Fingerprinting/Criminal Background Investigation Certification must be completed and attached to this Agreement prior to Contractor's performing of any portion of the Services.
20. **No Rights In Third Parties.** This Agreement does not create any rights in, or inure to the benefit of, any third party except as expressly provided herein.
21. **District's Evaluation of Contractor and Contractor's Employees and/or Subcontractors.** The District may evaluate the Contractor in any way the District is entitled pursuant to applicable law. The District's evaluation may include, without limitation:
  - 21.1. Requesting that District employee(s) evaluate the Contractor and the Contractor's employees and subcontractors and each of their performance.
  - 21.2. Announced and unannounced observance of Contractor, Contractor's employee(s), and/or subcontractor(s).
22. **Limitation of District Liability.** Other than as provided in this Agreement, District's financial obligations under this Agreement shall be limited to the payment of the compensation provided in this Agreement. Notwithstanding any other provision of this Agreement, in no event, shall District be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue, arising out of or in connection with this Agreement for the services performed in connection with this Agreement.
23. **Disputes.** In the event of a dispute between the Parties as to performance of Services, Agreement interpretation, or payment, the Parties shall attempt to resolve the dispute by negotiation and/or mediation, if agreed to by the Parties. Pending resolution of the dispute,

**FORM OF AGREEMENT**

Contractor shall neither rescind the Agreement nor stop performance of the Services.

**24. Confidentiality.** The Contractor and all Contractor’s agents, personnel, employee(s), and/or subcontractor(s) shall maintain the confidentiality of all information received in the course of performing the Services. Contractor understands that student records are confidential and agrees to comply with all state and federal laws concerning the maintenance and disclosure of student records. This requirement to maintain confidentiality shall extend beyond the termination of this Agreement.

**25. Notice.** Any notice required or permitted to be given under this Agreement shall be deemed to have been given, served, and received if given in writing and either personally delivered or deposited in the United States mail, registered or certified mail, postage prepaid, return receipt required, or sent by overnight delivery service, or facsimile transmission, addressed as follows:

**Oakland Unified School District  
Procurement Office**  
900 High Street  
Oakland, CA 94601  
(510) 434-2235 (telephone)  
(510) 434-2249 (fax)  
ATTN:

**Contractor:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_, CA 9\_\_\_\_  
ATTN: \_\_\_\_\_

Any notice personally given or sent by facsimile transmission shall be effective upon receipt. Any notice sent by overnight delivery service shall be effective the business day next following delivery thereof to the overnight delivery service. Any notice given by mail shall be effective three (3) days after deposit in the United States mail.

**26. Integration/Entire Agreement of Parties.** This Agreement constitutes the entire agreement between the Parties and supersedes all prior discussions, negotiations, and agreements, whether oral or written. This Agreement may be amended or modified only by a written instrument executed by both Parties.

**27. California Law.** This Agreement shall be governed by and the rights, duties and obligations of the Parties shall be determined and enforced in accordance with the laws of the State of California. The Parties further agree that any action or proceeding brought to enforce the terms and conditions of this Agreement shall be maintained in the county in which the District’s administrative offices are located.

**28. Waiver.** The waiver by either Party of any breach of any term, covenant, or condition herein contained shall not be deemed to be a waiver of such term, covenant, condition, or any subsequent breach of the same or any other term, covenant, or condition herein contained.

**29. Severability.** If any term, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.

**30. Authority to Bind Parties.** Neither Party in the performance of any and all duties under this Agreement, except as otherwise provided in this Agreement, has any authority to bind the other to any agreements or undertakings.

**31. Attorney Fees/Costs.** Should litigation be necessary to enforce any terms or provisions of this Agreement, then each Party shall bear its own litigation and collection expenses, witness fees, court costs and attorney’s fees.



**FORM OF AGREEMENT**

**Information regarding Contractor:**

Contractor: \_\_\_\_\_

License No.: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Type of Business Entity:

- \_\_\_\_\_ Individual
- \_\_\_\_\_ Sole Proprietorship
- \_\_\_\_\_ Partnership
- \_\_\_\_\_ Limited Partnership
- \_\_\_\_\_ Corporation, State: \_\_\_\_\_
- \_\_\_\_\_ Limited Liability Company
- \_\_\_\_\_ Other: \_\_\_\_\_

\_\_\_\_\_  
Employer Identification and/or Social Security Number

**NOTE: Title 26, Code of Federal Regulations, sections 6041 and 6209 require non-corporate recipients of \$600.00 or more to furnish their taxpayer identification number to the payer. The regulations also provide that a penalty may be imposed for failure to furnish the taxpayer identification number. In order to comply with these regulations, the District requires your federal tax identification number or Social Security number, whichever is applicable.**

**EXHIBIT "A"  
Services**

**Exhibit "B"  
Pricing and Supply List**

**WORKERS' COMPENSATION CERTIFICATION**

Labor Code Section 3700 in relevant part provides:

Every employer except the State shall secure the payment of compensation in one or more of the following ways:

- By being insured against liability to pay compensation by one or more insurers duly authorized to write compensation insurance in this State.
- By securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to its employees.

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the Work of this Agreement.

Date: \_\_\_\_\_

Name of Contractor or Company: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

(In accordance with Article 5 – commencing at Section 1860, Chapter 1, part 7, Division 2 of the Labor Code, the above certificate must be signed and filed with the District prior to performing any Work under this Agreement.)

**FINGERPRINTING/CRIMINAL BACKGROUND INVESTIGATION CERTIFICATION**

One of the three boxes below **must** be checked, with the corresponding certification provided, and this form attached to the Independent Contractor Agreement for Professional Services ("Agreement"):

**[TO BE COMPLETED BY AUTHORIZED DISTRICT EMPLOYEE ONLY.]** Contractor's employees will have only limited contact, if any, with District pupils and the District will take appropriate steps to protect the safety of any pupils that may come in contact with Contractor's employees so that the fingerprinting and criminal background investigation requirements of Education Code section 45125.1 shall not apply to Contractor for the services under this Agreement. As an authorized District official, I am familiar with the facts herein certified, and am authorized to execute this certificate on behalf of the District. (Education Code § 45125.1 (c))

Date: \_\_\_\_\_  
District Representative's Name and Title: \_\_\_\_\_  
Signature: \_\_\_\_\_

The fingerprinting and criminal background investigation requirements of Education Code section 45125.1 apply to Contractor's services under this Agreement and Contractor certifies its compliance with these provisions as follows: *"Contractor certifies that the Contractor has complied with the fingerprinting and criminal background investigation requirements of Education Code section 45125.1 with respect to all Contractor's employees, subcontractors, agents, and subcontractors' employees or agents ("Employees") regardless of whether those Employees are paid or unpaid, concurrently employed by the District, or acting as independent contractors of the Contractor, who may have contact with District pupils in the course of providing services pursuant to the Agreement, and the California Department of Justice has determined that none of those Employees has been convicted of a felony, as that term is defined in Education Code section 45122. 1. A complete and accurate list of all Employees who may come in contact with District pupils during the course and scope of the Agreement is attached hereto."*

Contractor's services under this Agreement shall be limited to the construction, reconstruction, rehabilitation, or repair of a school facility and although all Employees will have contact, other than limited contact, with District pupils, pursuant to Education Code section 45125.2 District shall ensure the safety of the pupils by at least one of the following as marked:

\_\_\_\_\_ The installation of a physical barrier at the worksite to limit contact with pupils.

\_\_\_\_\_ Continual supervision and monitoring of all Contractor's on-site employees of Contractor by an employee of Contractor, \_\_\_\_\_, whom the Department of Justice has ascertained has not been convicted of a violent or serious felony.

\_\_\_\_\_ Surveillance of Employees by District personnel. **[TO BE COMPLETED BY AUTHORIZED DISTRICT EMPLOYEE ONLY.]**

Date: \_\_\_\_\_  
District Representative's Name and Title: \_\_\_\_\_  
Signature: \_\_\_\_\_

**Megan's Law (Sex Offenders)**. I have verified and will continue to verify that the employees of Contractor that will be on the Project site and the employees of the Subcontractor(s) that will be on the Project site are **not** listed on California's "Megan's Law" Website (<http://www.meganslaw.ca.gov/>).

**[MUST BE COMPLETED BY CONSULTANT'S AUTHORIZED REPRESENTATIVE.]** I am a representative of the Contractor entering into this Agreement with the District and I am familiar with the facts herein certified, and am authorized and qualified to execute this certificate on behalf of Contractor.



**FORM OF AGREEMENT**

Date: \_\_\_\_\_

Name of Contractor or Company: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

**ATTACHMENT "B"**  
**LOCATION LISTING**



OAKLAND UNIFIED  
SCHOOL DISTRICT

Community Schools, Thriving Students

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## ALL SCHOOLS AND OFFICES

### ACORN WOODLAND ELEMENTARY SCHOOL

*School Type:* Elementary School  
*Address:* 1025 81st Avenue, 94621  
*Phone Number:* 639-3344  
*Fax Number:* 639-3346  
*Principal:* Leroy Gaines

### ALLENDALE ELEMENTARY SCHOOL

*School Type:* Elementary School  
*Address:* 3670 Penniman Avenue, 94619  
*Phone Number:* 535-2812  
*Fax Number:* 535-2815  
*Principal:* Steven Thomasberger

### ALLIANCE ACADEMY

*School Type:* Middle School  
*Address:* 1800 98th Avenue, 94603  
*Phone Number:* 639-2893  
*Fax Number:* 639-3387  
*Principal:* Cheryl Lana

### BARACK OBAMA ACADEMY

*School Type:* Middle School  
*Address:* 9736 Lawlor Street, 94605  
*Phone Number:* 729-7713  
*Fax Number:* 729-7715  
*Principal:* Assistant Principal Tracey Taylor-Burns

### BELLA VISTA ELEMENTARY SCHOOL

*School Type:* Elementary School  
*Address:* 1025 East 28th Street, 94606  
*Phone Number:* 436-4900  
*Fax Number:* 436-4925  
*Principal:* Felicia Phillips

---

#### BRET HARTE MIDDLE SCHOOL

*School Type:* Middle School  
*Address:* 3700 Coolidge Avenue, 94602  
*Phone Number:* 531-6400  
*Fax Number:* 482-7272  
*Principal:* Thomas Hughes

---

#### BRIDGES ACADEMY

*School Type:* Elementary School  
*Address:* 1325 53rd Avenue , 94601  
*Phone Number:* 535-3876  
*Fax Number:* 535-3875  
*Principal:* Clara Tarango

---

#### BROOKFIELD ELEMENTARY SCHOOL

*School Type:* Elementary School  
*Address:* 401 Jones Avenue, 94603  
*Phone Number:* 639-3310  
*Fax Number:* 639-3313  
*Principal:* Shirley Herrera

---

#### BURCKHALTER ELEMENTARY SCHOOL

*School Type:* Elementary School  
*Address:* 3994 Burckhalter Avenue, 94605  
*Phone Number:* 729-7700  
*Fax Number:* 729-7703  
*Principal:* Co- Principals Carin Geathers and Clara Roberts

---

#### CARL B. MUNCK ELEMENTARY SCHOOL

*School Type:* Elementary School  
*Address:* 11900 Campus Drive, 94619  
*Phone Number:* 531-4900  
*Fax Number:* 531-4920  
*Principal:* Denise Burroughs

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CASTLEMONT HIGH SCHOOL

*School Type:* High School  
*Address:* 8601 MacArthur Boulevard, 94605  
*Phone Number:* 639-1466  
*Fax Number:* 639-4271  
*Principal:* John Lynch

---

CHABOT ELEMENTARY SCHOOL

*School Type:* Elementary School  
*Address:* 6686 Chabot Road, 94618  
*Phone Number:* 654-4884  
*Fax Number:* 654-4135  
*Principal:* Jonathan Mayer

---

CLAREMONT MIDDLE SCHOOL

*School Type:* Middle School  
*Address:* 5750 College Avenue, 94618  
*Phone Number:* 654-7337  
*Fax Number:* 654-7341  
*Principal:* Co-Principals Reginald Richardson and Ronald Richardson

---

CLEVELAND ELEMENTARY SCHOOL

*School Type:* Elementary School  
*Address:* 745 Cleveland Street, 94606  
*Phone Number:* 874-3600  
*Fax Number:* 874-3603  
*Principal:* Angela Aquino

---

COLISEUM COLLEGE PREP ACADEMY

*School Type:* Grades 6-12  
*Address:* 1390 66th Avenue, 94621  
*Phone Number:* 639-3201  
*Fax Number:* 639-3214  
*Principal:* Amy Carozza

---

COMMUNITY DAY SCHOOL

*School Type:* Alternative Education  
*Address:* 4917 Mountain Boulevard, 94619

*Phone Number:* 531-6800  
*Fax Number:* 482-7144  
*Principal:* Mekael Johnson

---

COMMUNITY UNITED ELEMENTARY SCHOOL

*School Type:* Elementary School  
*Address:* 6701 International Boulevard, 94621  
*Phone Number:* 639-2850  
*Fax Number:* 639-2853  
*Principal:* Monica Moreno-Bowie

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CROCKER HIGHLANDS ELEMENTARY SCHOOL

*School Type:* Elementary School  
*Address:* 525 Midcrest Road, 94610  
*Phone Number:* 451-5900  
*Fax Number:* 451-5905  
*Principal:* Elizabeth Rhine

---

DEWEY ACADEMY

*School Type:* High School  
*Address:* 1111 Second Avenue, 94606  
*Phone Number:* 874-3660  
*Fax Number:* 874-3661  
*Principal:* Robin Bailer-Glover

---

EAST OAKLAND PRIDE ELEMENTARY SCHOOL

*School Type:* Elementary School  
*Address:* 8000 Birch Street, 94621  
*Phone Number:* 636-8217  
*Fax Number:* 636-8220  
*Principal:* Carol Johnson

---

EDNA BREWER MIDDLE SCHOOL

*School Type:* Middle School  
*Address:* 3748 13th Avenue, 94610  
*Phone Number:* 531-6600  
*Fax Number:* 531-6626  
*Principal:* Sam Pasarow

---

### ELMHURST COMMUNITY PREP SCHOOL

*School Type:* Middle School  
*Address:* 1800 98th Avenue, 94603  
*Phone Number:* 639-2888  
*Fax Number:* 639-2891  
*Principal:* Kilian Betlach

---

### EMERSON ELEMENTARY SCHOOL

*School Type:* Elementary School  
*Address:* 4803 Lawton Avenue, 94609  
*Phone Number:* 654-7373  
*Fax Number:* 654-7360  
*Principal:* Kathrene Hatzke

---

### ENCOMPASS ACADEMY

*School Type:* Elementary School  
*Address:* 1025 81st Avenue, 94621  
*Phone Number:* 639-3350  
*Fax Number:* 639-3352  
*Principal:* Minh-Tram Nguyen

---

### ESPERANZA

*School Type:* Elementary School  
*Address:* 10315 E. Street, 94603  
*Phone Number:* 639-3367  
*Fax Number:* 639-3370  
*Principal:* Wesley Jacques

---

### FRANKLIN ELEMENTARY SCHOOL

*School Type:* Elementary School  
*Address:* 915 Foothill Boulevard, 94606  
*Phone Number:* 874-3354  
*Fax Number:* 874-3358  
*Principal:* Jeanette MacDonald

---

### FRED T. KOREMATSU DISCOVERY ACADEMY

*School Type:* Elementary School  
*Address:* 10315 E. Street, 94603

*Phone Number:* 639-3377  
*Fax Number:* 639-3380  
*Principal:* Charles Wilson

---

FREMONT HIGH SCHOOL

*School Type:* High School  
*Address:* 4610 Foothill Boulevard, 94601  
*Phone Number:* 434-5257  
*Fax Number:* 434-2018  
*Principal:* Dan Hurst

---

FRICK MIDDLE SCHOOL

*School Type:* Middle School  
*Address:* 2845 64th Avenue, 94605  
*Phone Number:* 729-7736  
*Fax Number:* 729-7739  
*Principal:* Jerome Gourdine

---

FRUITVALE ELEMENTARY SCHOOL

*School Type:* Elementary School  
*Address:* 3200 Boston Avenue, 94602  
*Phone Number:* 535-2840  
*Fax Number:* 535-2843  
*Principal:* Terry Edwards

---

FUTURES ELEMENTARY SCHOOL

*School Type:* Elementary School  
*Address:* 6701 International Boulevard, 94621  
*Phone Number:* 636-0520  
*Fax Number:* 636-9075  
*Principal:* Colleen DeBratto

---

GARFIELD ELEMENTARY SCHOOL

*School Type:* Elementary School  
*Address:* 1640 22nd Avenue, 94606  
*Phone Number:* 535-2860  
*Fax Number:* 535-2861  
*Principal:* Nima Tahai

---



GATEWAY TO COLLEGE AT LANEY COLLEGE

*School Type:* Alternative Education  
*Address:* 900 Fallon Street, 94607  
*Phone Number:* 986-6941  
*Fax Number:* 464-3231  
*Principal:* Director Anthony Flores

GLENVIEW ELEMENTARY SCHOOL

*School Type:* Elementary School  
*Address:* 4215 La Cresta Avenue, 94602  
*Phone Number:* 531-6677  
*Fax Number:* 531-6668  
*Principal:* Natalie Tovani-Walchuk

GLOBAL FAMILY SCHOOL

*School Type:* Elementary School  
*Address:* 2035 40th Avenue, 94601  
*Phone Number:* 535-3862  
*Fax Number:* 536-4470  
*Principal:* Reyna Diaz

GRASS VALLEY ELEMENTARY SCHOOL

*School Type:* Elementary School  
*Address:* 4720 Dunkirk Avenue, 94605  
*Phone Number:* 636-4653  
*Fax Number:* 636-4655  
*Principal:* Brandee Stewart

GREENLEAF ELEMENTARY SCHOOL

*School Type:* Elementary School  
*Address:* 6328 East 17th Street, 94621  
*Phone Number:* 636-1400  
*Fax Number:* 636-1411  
*Principal:* Monica Thomas

HILLCREST ELEMENTARY SCHOOL

*School Type:* Elementary School  
*Address:* 30 Marguerite Drive, 94618  
*Phone Number:* 879-1270

*Fax Number:* 985-1043  
*Principal:* Lissa Hines

---

HOOVER ELEMENTARY SCHOOL

*School Type:* Elementary School  
*Address:* 890 Brockhurst Street, 94608  
*Phone Number:* 879-1700  
*Fax Number:* 654-4816  
*Principal:* LaResha Martin

---

HORACE MANN ELEMENTARY SCHOOL

*School Type:* Elementary School  
*Address:* 5222 Ygnacio Avenue, 94601  
*Phone Number:* 879-1360  
*Fax Number:* 535-1355  
*Principal:* Alanna Lim

---

HOWARD ELEMENTARY SCHOOL

*School Type:* Elementary School  
*Address:* 8755 Fontaine Street, 94605  
*Phone Number:* 639-3244  
*Fax Number:* 639-3246  
*Principal:* Carolyn Howard

---

INTERNATIONAL COMMUNITY ELEMENTARY SCHOOL

*School Type:* Elementary School  
*Address:* 2825 International Blvd, 94601  
*Phone Number:* 532-5400  
*Fax Number:* 532-5464  
*Principal:* Monica Guzman

---

JOAQUIN MILLER ELEMENTARY SCHOOL

*School Type:* Elementary School  
*Address:* 5525 Ascot Drive, 94611  
*Phone Number:* 531-6688  
*Fax Number:* 531-6667  
*Principal:* Paulette Smith

---

KAISER ELEMENTARY SCHOOL

*School Type:* Elementary School  
*Address:* 25 South Hill Court, 94618  
*Phone Number:* 549-4900  
*Fax Number:* 549-4904  
*Principal:* Darren Avent

---

LA ESCUELITA ELEMENTARY SCHOOL

*School Type:* Elementary School  
*Address:* 1050 Second Avenue, 94606  
*Phone Number:* 874-7762  
*Fax Number:* 874-7764  
*Principal:* Tammy Rose

---

LAFAYETTE ELEMENTARY SCHOOL

*School Type:* Elementary School  
*Address:* 1700 Market Street, 94607  
*Phone Number:* 874-7774  
*Fax Number:* 874-7742  
*Principal:* Eddie Scruggs Smith

---

LAUREL ELEMENTARY SCHOOL

*School Type:* Elementary School  
*Address:* 3750 Brown Avenue, 94619  
*Phone Number:* 531-6868  
*Fax Number:* 531-6725  
*Principal:* John Stangl

---

LIFE ACADEMY

*School Type:* High School  
*Address:* 2101 35th Avenue, 94601  
*Phone Number:* 534-0282  
*Fax Number:* 534-0283  
*Principal:* Preston Thomas

---

LINCOLN ELEMENTARY SCHOOL

*School Type:* Elementary School  
*Address:* 225 11th Street, 94607  
*Phone Number:* 874-3372  
*Fax Number:* 874-3375

*Principal:* John Melvin

---

MADISON MIDDLE SCHOOL

*School Type:* Middle School  
*Address:* 400 Capistrano Drive, 94603  
*Phone Number:* 636-2701  
*Fax Number:* 636-2704  
*Principal:* Lucinda Taylor

MANZANITA COMMUNITY SCHOOL

*School Type:* Elementary School  
*Address:* 2409 East 27th Street, 94601  
*Phone Number:* 535-2822  
*Fax Number:* 535-2825  
*Principal:* Eyana Spencer

---

MANZANITA SEED

*School Type:* Elementary School  
*Address:* 2409 East 27th Street, 94601  
*Phone Number:* 535-2832  
*Fax Number:* 535-2834  
*Principal:* Katherine Carter

---

MARKHAM ELEMENTARY SCHOOL

*School Type:* Elementary School  
*Address:* 7220 Krause Avenue, 94605  
*Phone Number:* 639-3202  
*Fax Number:* 639-3206  
*Principal:* Alana Whitt-Smith

---

MARTIN LUTHER KING, JR. ELEMENTARY SCHOOL

*School Type:* Elementary School  
*Address:* 960 10th Street, 94607  
*Phone Number:* 874-3381  
*Fax Number:* 874-3388  
*Principal:* Roma Groves

---

MCCLYMONDS HIGH SCHOOL

*School Type:* High School  
*Address:* 2608 Myrtle Street, 94607  
*Phone Number:* 879-3033  
*Fax Number:* 874-3796  
*Principal:* Kevin Taylor

---

#### MELROSE LEADERSHIP ACADEMY

*School Type:* Elementary School  
*Address:* 4730 Fleming Avenue, 94619  
*Phone Number:* 535-3832  
*Fax Number:* 535-3834  
*Principal:* Moyra Contreras

---

#### METWEST

*School Type:* High School  
*Address:* 1100 Third Avenue, 94606  
*Phone Number:* 451-5902  
*Fax Number:* 451-5903  
*Principal:* Sean McClung

---

#### MONTCLAIR ELEMENTARY

*School Type:* Elementary School  
*Address:* 1757 Mountain Boulevard, 94611  
*Phone Number:* 339-6100  
*Fax Number:* 339-6105  
*Principal:* Nancy Bloom

---

#### MONTERA MIDDLE SCHOOL

*School Type:* Middle School  
*Address:* 5555 Ascot Drive, 94611  
*Phone Number:* 531-6070  
*Fax Number:* 531-6354  
*Principal:* Tina Tranzor

---

#### NEW HIGHLAND ACADEMY

*School Type:* Elementary School  
*Address:* 8521 A Street, 94621  
*Phone Number:* 729-7723  
*Fax Number:* 729-7725  
*Principal:* Liz Ozol

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---

### OAKLAND HIGH SCHOOL

*School Type:* High School  
*Address:* 1023 MacArthur Boulevard, 94610  
*Phone Number:* 874-3676  
*Fax Number:* 874-3675  
*Principal:* Jeff Rogers

---

### OAKLAND INTERNATIONAL HIGH

*School Type:* High School  
*Address:* 4521 Webster Street, 94609  
*Phone Number:* 597-4287  
*Fax Number:* 597-4292  
*Principal:* Carmelita Reyes

---

### OAKLAND TECHNICAL HIGH SCHOOL

*School Type:* High School  
*Address:* 4351 Broadway, 94611  
*Phone Number:* 450-5400  
*Fax Number:* 450-5428  
*Principal:* Sheilagh Andujar

---

### PARKER ELEMENTARY SCHOOL

*School Type:* Elementary School  
*Address:* 7929 Ney Avenue, 94605  
*Phone Number:* 879-1440  
*Fax Number:* 879-1449  
*Principal:* Koy Hill

---

### PERALTA ELEMENTARY SCHOOL

*School Type:* Elementary School  
*Address:* 460 63rd Street, 94609  
*Phone Number:* 654-7365  
*Fax Number:* 654-7452  
*Principal:* Rosette Costello

---

### PIEDMONT AVENUE ELEMENTARY SCHOOL

*School Type:* Elementary School  
*Address:* 4314 Piedmont Avenue, 94611

*Phone Number:* 654-7377  
*Fax Number:* 654-7309  
*Principal:* Zarina Ahmad

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PLACE @ PRESCOTT

*School Type:* Elementary School  
*Address:* 920 Campbell Street, 94607  
*Phone Number:* 874-3333  
*Fax Number:* 874-3337  
*Principal:* Enomwoyi Booker

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RALPH J. BUNCHE HIGH SCHOOL

*School Type:* Continuation School  
*Address:* 1240 18th Street, 94607  
*Phone Number:* 874-3300  
*Fax Number:* 874-3305  
*Principal:* Betsye Steele

---

REACH ACADEMY

*School Type:* Elementary School  
*Address:* 9860 Sunnyside Street, 94603  
*Phone Number:* 729-7775  
*Fax Number:* 729-7779  
*Principal:* Patricia Sheehan

---

REDWOOD HEIGHTS ELEMENTARY SCHOOL

*School Type:* Elementary School  
*Address:* 4401 39th Avenue, 94619  
*Phone Number:* 531-6644  
*Fax Number:* 531-6616  
*Principal:* Sara Stone

---

RISE COMMUNITY SCHOOL

*School Type:* Elementary School  
*Address:* 8521 A Street, 94621  
*Phone Number:* 729-7732  
*Fax Number:* 729-7734  
*Principal:* Connie Tillman

---

### ROOSEVELT MIDDLE SCHOOL

*School Type:* Middle School  
*Address:* 1926 19th Avenue, 94606  
*Phone Number:* 535-2877  
*Fax Number:* 535-2883  
*Principal:* Cliff Hong

---

### ROOTS INTERNATIONAL ACADEMY

*School Type:* Middle School  
*Address:* 1390 66th Avenue, 94621  
*Phone Number:* 639-3226  
*Fax Number:* 639-3214  
*Principal:* Gina Hill

---

### RUDSDALE CONTINUATION

*School Type:* High School  
*Address:* 8251 Fontaine Street, 94605  
*Phone Number:* 729-4303  
*Fax Number:* 569-7042  
*Principal:* Willie Thompson

---

### SANKOFA ACADEMY

*School Type:* Elementary School  
*Address:* 581 61st Street, 94609  
*Phone Number:* 654-7787  
*Fax Number:* 879-1619  
*Principal:* Monique Brinson

---

### SEQUOIA ELEMENTARY SCHOOL

*School Type:* Elementary School  
*Address:* 3730 Lincoln Avenue, 94602  
*Phone Number:* 531-6696  
*Fax Number:* 531-6611  
*Principal:* Katia Hazen

---

### SKYLINE HIGH SCHOOL

*School Type:* High School  
*Address:* 12250 Skyline Boulevard, 94619  
*Phone Number:* 482-7109



*Fax Number:* 482-7296  
*Principal:* Troy Johnston

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SOBRANTE PARK ELEMENTARY SCHOOL

*School Type:* Elementary School  
*Address:* 470 El Paseo Drive, 94603  
*Phone Number:* 636-7919  
*Fax Number:* 636-7920  
*Principal:* Lucinda Taylor

---

SOJOURNER TRUTH INDEPENDENT STUDY

*School Type:* Alternative Education  
*Address:* 8251 Fontaine Street, 94605  
*Phone Number:* 729-4308  
*Fax Number:* 636-4701  
*Principal:* Willie Thompson

---

STREET ACADEMY

*School Type:* High School  
*Address:* 417 29th Street, 94609  
*Phone Number:* 874-3630  
*Fax Number:* 874-3633  
*Principal:* Patricia Williams-Myrick

---

THINK COLLEGE NOW ELEMENTARY SCHOOL

*School Type:* Elementary School  
*Address:* 2825 International Boulevard, 94601  
*Phone Number:* 532-5500  
*Fax Number:* 532-5551  
*Principal:* Jose Olivares

---

THORNHILL ELEMENTARY SCHOOL

*School Type:* Elementary School  
*Address:* 5880 Thornhill Drive, 94611  
*Phone Number:* 339-6800  
*Fax Number:* 339-6801  
*Principal:* Mel Stegner

---

UNITED FOR SUCCESS

*School Type:* Middle School  
*Address:* 2101 35th Avenue, 94601  
*Phone Number:* 535-3880  
*Fax Number:* 535-7139  
*Principal:* Elia Bustamante

---

#### URBAN PROMISE ACADEMY

*School Type:* Middle School  
*Address:* 3031 East 18th Street, 94601  
*Phone Number:* 436-3636  
*Fax Number:* 436-3638  
*Principal:* Mark Triplett

---

#### WEST OAKLAND MIDDLE SCHOOL

*School Type:* Middle School  
*Address:* 991 14th Street, 94607  
*Phone Number:* 874-6788  
*Fax Number:* 874-6790  
*Principal:* Ron Smith

---

#### WESTLAKE MIDDLE SCHOOL

*School Type:* Middle School  
*Address:* 2629 Harrison Street, 94612  
*Phone Number:* 879-2130  
*Fax Number:* 835-7170  
*Principal:* Misha Karigaca

---

#### BARACK OBAMA ACADEMY

*School Type:* Alternative Education  
*Address:* 9736 Lawlor Street, 94605  
*Phone Number:* 729-7713  
*Fax Number:* 729-7715  
*Principal:* Assistant Principal Tracey Taylor-Burns

---

#### COMMUNITY DAY SCHOOL

*School Type:* Alternative Education  
*Address:* 4917 Mountain Boulevard, 94619  
*Phone Number:* 531-6800  
*Fax Number:* 482-7144

*Principal:* Mekael Johnson

---

DEWEY ACADEMY

*School Type:* Alternative Education  
*Address:* 1111 Second Avenue, 94606  
*Phone Number:* 874-3660  
*Fax Number:* 874-3661  
*Principal:* Robin Bailer-Glover

---

GATEWAY TO COLLEGE AT LANEY COLLEGE

*School Type:* 900 Fallon Street, 94607  
*Address:* 986-6941  
*Phone Number:* 464-3231  
*Fax Number:* Director Anthony Flores  
*Principal:*

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METWEST

*School Type:* Alternative Education  
*Address:* 314 East 10th Street, 94606  
*Phone Number:* 879-0235  
*Fax Number:* 879-0235  
*Principal:* Eve Gordon

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OAKLAND INTERNATIONAL HIGH

*School Type:* Alternative Education  
*Address:* 4521 Webster Street, 94609  
*Phone Number:* 597-4287  
*Fax Number:* 597-4292  
*Principal:* Carmelita Reyes

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RALPH J. BUNCHE HIGH SCHOOL

*School Type:* Alternative Education  
*Address:* 1240 18th Street, 94607  
*Phone Number:* 874-3300  
*Fax Number:* 874-3305  
*Principal:* Betsye Steele

---

RUDSDALE CONTINUATION SCHOOL

*School Type:* Alternative Education  
*Address:* 8252 Fontaine Street, 94605  
*Phone Number:* 636-7992  
*Fax Number:* 636-7996  
*Principal:* Willie Thompson

---

SOJOURNER TRUTH INDEPENDENT STUDY

*School Type:* Alternative Education  
*Address:* 8251 Fontaine Street, 94605  
*Phone Number:* 729-4308  
*Fax Number:* 636-4701  
*Principal:* Willie Thompson

---

STREET ACADEMY

*School Type:* Alternative Education  
*Address:* 417 29th Street, 94609  
*Phone Number:* 874-3630  
*Fax Number:* 874-3633  
*Principal:* Patricia Williams-Myrick

---

100 BLACK MEN OF THE BAY AREA COMMUNITY SCHOOL

*School Type:* Partnership Charter School  
*Address:* 3400 Malcolm Avenue, 94605  
*Phone Number:* 763-3661  
*Fax Number:* 763-1230  
*Principal:* Stanley Johnson, Jr.

---

ASCEND ELEMENTARY SCHOOL

*School Type:* Partnership Charter School  
*Address:* 3709 East 12th Street, 94601  
*Phone Number:* 879-3140  
*Fax Number:* 534-7377  
*Principal:* Larissa Adam

---

LEARNING WITHOUT LIMITS

*School Type:* Partnership Charter School  
*Address:* 2035 40th Avenue, 94601  
*Phone Number:* 879-1282  
*Fax Number:* 536-4470  
*Principal:* Leo Fuchs

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CENTRAL OFFICES

COLE SCHOOL  
1011 UNION STREET  
OAKLAND CA

2111 INTERNATIONAL BLVD  
OAKLAND CA

LAKEVIEW SCHOOL  
746 GRAND AVENUE  
OAKLAND CA

TILDEN  
4551 STEELE STREET  
OAKLAND CA

WAREHOUSE  
900 HIGH STREET  
OAKLAND CA

**ATTACHMENT "C"**  
**CORE LIST PRICING**

**OAKLAND UNIFIED SCHOOL DISTRICT**  
**PROCUREMENT DISTRIBUTION**  
**Desktop Delivery of Office, Classroom, Athletic, Health, Technology and Furniture Supplies**  
**RFP # 12-13/09**

**CORE PRICE LIST**

BIDDER NAME _____								
LINE ITEM #	DESCRIPTION	UOM	APPROX. ANNUAL QTY.	MFR NAME	MFR #	BIDDER'S PRODUCT # OR SKU	UNIT PRICE	EXTENDED AMOUNT
<b>LOT 1 - ATHLETIC SUPPLIES AND EQUIPMENT</b>								
1	BASKETBALL, intermediate size, rubber cover, butyl bladder with molded all rubber valve, nylon wound carcass. Voit VCB8H or equal.	EA						
2	BASKETBALL, official size and weight, rubber constructed, inflated type butyl inner bladder with molded all rubber valves. Voit VCB2H or equal.	EA						
3	BEAN bag, heavy duty blue nylon fabric, approx. 5" square, contains small synthetic pellet fillers, washable, 6oz. GameCraft 771026BL or equal.	EA						
4	FOOTBALL, intermediate size, rubber cover, butyl bladder with molded all rubber valve, raised white permanent rubber laces and half stripes. Voit VCF7SH or equal.	EA						
5	HULA HOOP, 36" diameter, one-piece construction. Gopher Sport 10236 or equal.	EA						
6	JUMP ROPE, single 8' solid vinyl cord with plastic swivel handles, neon green. Heartbeat 1702XXX or equal.	EA						
7	LINE MARKING material, white, gypsum chalk, 50 lb. bag. Cannon Sports 42047 or equal.	BG						
8	PLAYGROUND BALL, red, 10" diameter, stippled finish cover, laminated rubber construction. Voit PG10HXX or equal.	EA						

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LINE ITEM #	DESCRIPTION	UOM	APPROX. ANNUAL QTY.	MFR NAME	MFR #	BIDDER'S PRODUCT # OR SKU	UNIT PRICE	EXTENDED AMOUNT
9	PLAYGROUND BALL, red, 13" diameter, stippled finish cover, laminated rubber construction. Voit PG13HXX or equal.	EA						
10	PLAYGROUND BALL, red, 7" diameter, stippled finish cover, laminated rubber construction. Voit PG7H or equal.	EA						
11	PLAYGROUND BALL, red, 8.5" diameter, stippled finish cover, laminated rubber construction. Voit PG85HXX or equal.	EA						
12	PUMP, economy electric inflator, 1/8HP piston, oilless, with coiled 30" air hose, includes needles and plastic nozzles. GameCraft MSECOELEY or equal.	EA						
13	SOCCER BALL, official size and weight, rubber cover, butyl bladder with molded all rubber valve, nylon wound carcass, 32 panel, black and white, smooth. Voit VCS33 or equal.	EA						
14	TETHERBALL, complete with rope, official size and weight, rubber cover, recessed rope attachment, butyl bladder with molded all rubber valve, nylon wound carcass. Voit VCT85OH or equal.	EA						
15	TIMER, digital, single event/time-out, LCD Display, with neck cord. Sportline MSSTP220 or equal.	EA						
16	UTILITY BALL, all purpose, heavy duty, 8-1/2" diameter, matted cover butyl bladder with molded all rubber valve, nylon wound yellow. Voit VCG8XHXXX or equal.	EA						



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LINE ITEM #	DESCRIPTION	UOM	APPROX. ANNUAL QTY.	MFR NAME	MFR #	BIDDER'S PRODUCT # OR SKU	UNIT PRICE	EXTENDED AMOUNT
17	VOLLEYBALL, official size and weight, rubber cover, butyl bladder with molded all rubber valve, nylon wound carcass. Voit VV5HXXXX or equal.	EA						
18	WHISTLE, referee, metal, heavy-duty nickel-plated. GameCraft MSPWHIST or equal.	EA						
19	Percent discount from bidder's catalog list price to be applied to all non-core athletic supplies. Estimated annual spend on non-core athletic supplies is \$15,000.							
<b>SUBTOTAL LOT 1</b>								
<b>LOT 2 - CLASSROOM SUPPLIES</b>								
20	ART CHALK, oil crayons, CP certified non-toxic, 2-1/2" long x 1/2" diameter, each stick is paper banded indicating brand name and color, 24 assorted colors per box. Dixon 11670 or equal.	BX						
21	ART ROLL, craft, black, 50lb, 36"x1,000 ft., flame retardant. Riverside 1209 or equal.	EA						
22	ART ROLL, craft, dark brown, 50lb, 36"x1,000 ft., flame retardant. Riverside 1207 or equal.	EA						
23	ART ROLL, craft, blue, 50lb, 36"x1,000 ft., flame retardant. Riverside 1206 or equal.	EA						
24	ART ROLL, craft, festive green, 50lb, 36"x1,000 ft., flame retardant. Riverside 1202 or equal.	EA						

OAKLAND UNIFIED SCHOOL DISTRICT

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CORE PRICE LIST

LINE ITEM #	DESCRIPTION	UOM	APPROX. ANNUAL QTY.	MFR NAME	MFR #	BIDDER'S PRODUCT # OR SKU	UNIT PRICE	EXTENDED AMOUNT
25	ART ROLL, craft, orange, 50lb, 36"x1,000 ft., flame retardant. Riverside 1200 or equal.	EA						
26	ART ROLL, craft, festive red, 50lb, 36"x1,000 ft., flame retardant. Riverside 1203 or equal.	EA						
27	ART ROLL, craft, sky blue, 50lb, 36"x1,000 ft., flame retardant. Riverside 1205 or equal.	EA						
28	ART ROLL, craft, white, 50 lb, 50lb, 36"x1,000 ft., flame retardant. Riverside 1208 or equal.	EA						
29	ART ROLL, craft, yellow, 50lb, 36"x1,000 ft., flame retardant. Riverside 1201 or equal.	EA						
30	ART ROLL, craft, pink, 50lb, 36"x1,000 ft., flame retardant. Riverside 1204 or equal.	EA						
31	ART ROLL, craft, purple, 50lb, 36"x1,000 ft., flame retardant. Riverside 1210 or equal.	EA						
32	ART ROLL, craft, gold, 50lb, 36"x1,000 ft., flame retardant. Riverside 1211 or equal.	EA						
33	ART ROLL, dual-surface, black, 36" x 1000'. Riverside 00764 or equal.	EA						
34	ART ROLL, dual-surface, white, 36" x 1000'. Riverside 00750 or equal.	EA						
35	ART ROLL, dual-surface, canary, 36" x 1000'. Riverside 00751 or equal.	EA						
36	ART ROLL, dual-surface, brown, 36" x 1000'. Riverside 00763 or equal.	EA						
37	ART ROLL, dual-surface, flame red, 36" x 1000'. Riverside 00755 or equal.	EA						
38	ART ROLL, dual-surface, scarlet, 36" x 1000'. Riverside 00754 or equal.	EA						
39	ART ROLL, dual-surface, autumn gold, 36" x 1000'. Riverside 00752 or equal.	EA						

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LINE ITEM #	DESCRIPTION	UOM	APPROX. ANNUAL QTY.	MFR NAME	MFR #	BIDDER'S PRODUCT # OR SKU	UNIT PRICE	EXTENDED AMOUNT
40	ART ROLL, dual-surface, orange, 36" x 1000'. Riverside 00753 or equal.	EA						
41	ART ROLL, dual-surface, lite green, 36" x 1000'. Riverside 00760 or equal.	EA						
42	ART ROLL, dual-surface, brite green, 36" x 1000'. Riverside 00761 or equal.	EA						
43	ART ROLL, dual-surface, emerald green, 36" x 1000'. Riverside 00762 or equal.	EA						
44	ART ROLL, dual-surface, aqua, 36" x 1000'. Riverside 00757 or equal.	EA						
45	ART ROLL, dual-surface, brite blue, 36" x 1000'. Riverside 00758 or equal.	EA						
46	ART ROLL, dual-surface, dark blue, 36" x 1000'. Riverside 00759 or equal.	EA						
47	ART ROLL, dual-surface, pink, 36" x 1000'. Riverside 00756 or equal.	EA						
48	ART ROLL, dual-surface, purple, 36" x 1000'. Riverside 00765 or equal.	EA						
49	ART ROLL, dual-surface, gray, 36" x 1000'. Riverside 00766 or equal.	EA						
50	AUDIO CASSETTE TAPE, standard, 60-minute. Maxell 102411 or equal.	EA						
51	AUDIO CASSETTE TAPE, standard, 90-minute. Maxell 102211 or equal.	EA						
52	BOTTLE, plastic, wide mouth, 2 oz with polypropylene screw cap. Fisher Scientific 21040002 or equal.	BO						
53	BOX, SPACEMAKER, school box, 8-1/4W x 5- 1/4D x 2-1/2H. Rubbermaid 54618 or equal.	EA						

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LINE ITEM #	DESCRIPTION	UOM	APPROX. ANNUAL QTY.	MFR NAME	MFR #	BIDDER'S PRODUCT # OR SKU	UNIT PRICE	EXTENDED AMOUNT
54	BRUSH, flat, tempera, 1 inch, fine grade natural black bristles held in seamless, double crimped, polished aluminum ferrules with lacquered hardwood handles, 12 per pack. Charles Leonard 73599 or equal.	PK						
55	BRUSH, flat, tempera, 1/2 inch, fine grade natural black bristles held in seamless, double crimped, polished aluminum ferrules with lacquered hardwood handles, 12 per pack. Charles Leonard 73550 or equal.	PK						
56	BRUSH, flat, tempera, 3/4 inch, fine grade natural black bristles held in seamless, double crimped, polished aluminum ferrules with lacquered hardwood handles, 12 per pack. Charles Leonard 73575 or equal.	PK						
57	BRUSH, round, paint, fine camel hair held in seamless, double crimped, aluminum ferrules with standard length hardwood handles, #1, 12 per box. Charles Leonard 73501 or equal.	BX						
58	BRUSH, round, paint, fine camel hair held in seamless, double crimped, aluminum ferrules with standard length hardwood handles, #10, 12 per box. Charles Leonard 73510 or equal.	BX						
59	BRUSH, round, paint, fine camel hair held in seamless, double crimped, aluminum ferrules with standard length hardwood handles, #12, 12 per box. Charles Leonard 73512 or equal.	BX						
60	BRUSH, round, paint, fine camel hair held in seamless, double crimped, aluminum ferrules with standard length hardwood handles, #2, 12 per box. Charles Leonard 73502 or equal.	BX						

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LINE ITEM #	DESCRIPTION	UOM	APPROX. ANNUAL QTY.	MFR NAME	MFR #	BIDDER'S PRODUCT # OR SKU	UNIT PRICE	EXTENDED AMOUNT
61	BRUSH, round, paint, fine camel hair held in seamless, double crimped, aluminum ferrules with standard length hardwood handles, #6, 12 per box. Charles Leonard 73506 or equal.	BX						
62	BRUSH, round, paint, fine camel hair held in seamless, double crimped, aluminum ferrules with standard length hardwood handles, #7, 12 per box. Charles Leonard 73507 or equal.	BX						
63	BRUSH, round, paint, fine camel hair held in seamless, double crimped, aluminum ferrules with standard length hardwood handles, #8, 12 per box. Charles Leonard 73508 or equal.	BX						
64	BRUSHES, flat, brightly colored 7.5" handles, natural hog bristles held in seamless aluminum ferrules, 10 brushes per set, colors include: red, yellow, blue, green, orange, brown, white, turquoise, black and purple. Charles Leonard 73290 or equal.	ST						
65	CALCULATOR, hand-held, 4-function, with memory, solar-powered. Casio HS-4GS or equal.	EA						
66	CALCULATOR, hand-held, 8-digit, extra large LCD display, battery operated, automatic power down feature to conserve power. Texas Instruments TI-1706SV or equal.	EA						
67	CALCULATOR, hand-held, graphing, 8-line 16-character LCD display, 24KB RAM, 160KB flash ROM of data archive space, plastic construction, battery operated, includes 4 AAA batteries and one CR616 lithium battery for backup. Texas Instruments TI-83PLUS or equal.	EA						

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68	CALCULATOR, hand-held, scientific, with trigonometry functions, solar/battery powered, includes back-up battery, individually boxed. Texas Instruments TI-30XIIS or equal.	EA						
69	CAMERA, one-time-use, 35 mm, 400 speed, 27 exposures, with flash. Fujifilm or equal.	EA						
70	CASSETTE RECORDER, portable, built-in speaker/microphone and mic/earphonr jack, built-in AC adapter or can operate on 4 C batteries (not included). Panasonic RQ2102 or equal.	EA						
71	CHALK, chalkboard, colored, anti-dust, CP certified non-toxic, approximately 3-1/4" long x 3/8" diameter, 12 sticks of 8 assorted colors, ( 2 blue, 2 red, 2 green, 2 yellow, 1 violet, 1 brown, 1 orange, 1 white) per box. Dixon 61400 or equal.	BX						
72	CHALK, chalkboard, white, anti-dust, CP certified non-toxic, approximately 3 1/4" long x 3/8" diameter, packed 12 per box. Dixon Hygieia 31144 or equal.	BX						
73	CHART TABLET, 24"x 16", 1" ruled, bond paper, two-hole punch, spiral bound, 25 sheets per tablet. Everett 41163 or equal.	EA						
74	CHART TABLET, 24"x 16", 1-1/2" ruled, bond paper, two-hole punch, spiral bound, 25 sheets per tablet. Everett 41164 or equal.	EA						
75	CHART TABLET, 24"x 32", 1" ruled, bond paper, two-hole punch, spiral bound, 25 sheets per tablet. Everett 41161 or equal.	EA						

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LINE ITEM #	DESCRIPTION	UOM	APPROX. ANNUAL QTY.	MFR NAME	MFR #	BIDDER'S PRODUCT # OR SKU	UNIT PRICE	EXTENDED AMOUNT
76	CHART TABLET, 24"x 32", plain, bond paper, two-hole punch, spiral bound, 25 sheets per tablet. Everett 41160 or equal.	EA						
77	CLAY, molding, 2 lb pail, 1/2lb each of white, red, blue, yellow. Binney & Smith Model Magic or equal.	EA						
78	CLAY, modeling, blue, non-toxic, non-hardening, stainless, four 1/4 lb sections per box. Dixon 747 or equal.	BX						
79	CLAY, modeling, green, non-toxic, non-hardening, stainless, four 1/4 lb sections per box. Dixon 744 or equal.	BX						
80	CLAY, modeling, red, non-toxic, non-hardening, stainless, four 1/4 lb sections per box. Dixon 742 or equal.	BX						
81	CLAY, modeling, yellow, non-toxic, non-hardening, stainless, four 1/4 lb sections per box. Dixon 748 or equal.	BX						
82	CLAY, modeling, non-toxic, non-hardening, stainless, one 1/4 lb stick of red, green, blue and black per box. Dixon 740 or equal.	BX						
83	CLEANER, whiteboard, 1 gallon bottle. Sanford Expo 81800 or equal.	EA						
84	CLEANER, whiteboard, 8 oz spray pump bottle. Sanford Expo 81803 or equal.	EA						
85	COMPASS, metal, with pencil, radius indicator and guide ball. Staedtler 959MBK or equal.	EA						

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LINE ITEM #	DESCRIPTION	UOM	APPROX. ANNUAL QTY.	MFR NAME	MFR #	BIDDER'S PRODUCT # OR SKU	UNIT PRICE	EXTENDED AMOUNT
86	COMPOSITION BOOK, 8" wide x 10" long, 16 lb white bond, ruled shortway, 3/8" faint blue ruling with 1-1/4" heading on each side of sheet; 80 pages (40 sheets ruled each side), 12 books per pack. Everett #42-110	PK						
87	COMPOSITION BOOK, 8" wide x 10" long, 16 lb white bond, ruled shortway, 3/8" faint blue ruling with 1-1/4" heading on each side of sheet; 40 pages (20 sheets ruled each side), 12 books per pack. Everett #42-108	PK						
88	COMPOSITION BOOK, 8-1/2" x 6-7/8", 16 lb white bond, ruled longway, 3/8" faint blue ruling and 1" heading on each side of sheet, with red margin; 40 pages (20 ruled on each side). 12 books per pack. Everett #42-105 or equal.	PK						
89	COMPOSITION BOOK, 8-1/2" x 6-7/8", 16 lb white bond, ruled longway, 3/8" faint blue ruling and 1" heading on each side of sheet, with red margin; 80 pages (40 ruled on each side). 12 books per pack. Everett #42-116 or equal.	PK						
90	COMPOSITION BOOK, 8-1/2" x 6-7/8", 16 lb white bond, ruled longway, 3/8" faint blue ruling and 1" heading on each side of sheet, no margin; 40 pages (20 ruled on each side). 12 books per pack. Everett #42-104 or equal.	EA						



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LINE ITEM #	DESCRIPTION	UOM	APPROX. ANNUAL QTY.	MFR NAME	MFR #	BIDDER'S PRODUCT # OR SKU	UNIT PRICE	EXTENDED AMOUNT
91	COMPOSITION BOOK, 8-1/2" x 6-7/8", 16 lb white bond, ruled longway, 3/8" faint blue ruling and 1" heading on each side of sheet, no margin; 80 pages (40 ruled on each side). 12 books per pack. Everett #42-106 or equal.	EA						
92	CONSTRUCTION PAPER, 12" x 18", assorted colors, 76 lb., 100% sulphite, 50 sheet/pkg. Riverside Tru-Ray 03063 or equal.	PK						
93	CONSTRUCTION PAPER, 12" x 18", black, 76 lb., 100% sulphite, 50 sheet/pkg. Riverside Tru-Ray 03061 or equal.	PK						
94	CONSTRUCTION PAPER, 12" x 18", blue, 76 lb., 100% sulphite, 50 sheet/pkg. Riverside Tru-Ray 03054 or equal.	PK						
95	CONSTRUCTION PAPER, 12" x 18", brilliant lime, 76 lb., 100% sulphite, 50 sheet/pkg. Riverside Tru-Ray 03425 or equal.	PK						
96	CONSTRUCTION PAPER, 12" x 18", burgundy, 76 lb., 100% sulphite, 50 sheet/pkg. Riverside Tru-Ray 02946 or equal.	PK						
97	CONSTRUCTION PAPER, 12" x 18", chartreuse, 76 lb., 100% sulphite, 50 sheet/pkg. Riverside Tru-Ray 03037 or equal.	PK						
98	CONSTRUCTION PAPER, 12" x 18", dark brown, 76 lb., 100% sulphite, 50 sheet/pkg. Riverside Tru-Ray 03056 or equal.	PK						
99	CONSTRUCTION PAPER, 12" x 18", dark green, 76 lb., 100% sulphite, 50 sheet/pkg. Riverside Tru-Ray 03053 or equal.	PK						

**OAKLAND UNIFIED SCHOOL DISTRICT**  
**PROCUREMENT DISTRIBUTION**  
**Desktop Delivery of Office, Classroom, Athletic, Health, Technology and Furniture Supplies**  
**RFP # 12-13/09**

**CORE PRICE LIST**

<b>LINE ITEM #</b>	<b>DESCRIPTION</b>	<b>UOM</b>	<b>APPROX. ANNUAL QTY.</b>	<b>MFR NAME</b>	<b>MFR #</b>	<b>BIDDER'S PRODUCT # OR SKU</b>	<b>UNIT PRICE</b>	<b>EXTENDED AMOUNT</b>
100	CONSTRUCTION PAPER, 12" x 18", festive green, 76 lb., 100% sulphite, 50 sheet/pkg. Riverside Tru-Ray 03038 or equal.	PK						
101	CONSTRUCTION PAPER, 12" x 18", festive red, 76 lb., 100% sulphite, 50 sheet/pkg. Riverside Tru-Ray 03432 or equal.	PK						
102	CONSTRUCTION PAPER, 12" x 18", gold, 76 lb., 100% sulphite, 50 sheet/pkg. Riverside Tru-Ray 02998 or equal.	PK						
103	CONSTRUCTION PAPER, 12" x 18", gray, 76 lb., 100% sulphite, 50 sheet/pkg. Riverside Tru-Ray 03059 or equal.	PK						
104	CONSTRUCTION PAPER, 12" x 18", holiday green, 76 lb., 100% sulphite, 50 sheet/pkg. Riverside Tru-Ray 02961 or equal.	PK						
105	CONSTRUCTION PAPER, 12" x 18", holiday red, 76 lb., 100% sulphite, 50 sheet/pkg. Riverside Tru-Ray 02994 or equal.	PK						
106	CONSTRUCTION PAPER, 12" x 18", light green, 76 lb., 100% sulphite, 50 sheet/pkg. Riverside Tru-Ray 03047 or equal.	PK						
107	CONSTRUCTION PAPER, 12" x 18", light red, 76 lb., 100% sulphite, 50 sheet/pkg. Riverside Tru-Ray 03043 or equal.	PK						
108	CONSTRUCTION PAPER, 12" x 18", light yellow, 76 lb., 100% sulphite, 50 sheet/pkg. Riverside Tru-Ray 03046 or equal.	PK						
109	CONSTRUCTION PAPER, 12" x 18", lilac, 76 lb., 100% sulphite, 50 sheet/pkg. Riverside Tru-Ray 03050 or equal.	PK						

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110	CONSTRUCTION PAPER, 12" x 18", magenta, 76 lb., 100% sulphite, 50 sheet/pkg. Riverside Tru-Ray 03032 or equal.	PK						
111	CONSTRUCTION PAPER, 12" x 18", orange, 76 lb., 100% sulphite, 50 sheet/pkg. Riverside Tru-Ray 03034 or equal.	PK						
112	CONSTRUCTION PAPER, 12" x 18", pink, 76 lb., 100% sulphite, 50 sheet/pkg. Riverside Tru-Ray 03044 or equal.	PK						
113	CONSTRUCTION PAPER, 12" x 18", pumpkin, 76 lb., 100% sulphite, 50 sheet/pkg. Riverside Tru-Ray 03426 or equal.	PK						
114	CONSTRUCTION PAPER, 12" x 18", purple, 76 lb., 100% sulphite, 50 sheet/pkg. Riverside Tru-Ray 03051 or equal.	PK						
115	CONSTRUCTION PAPER, 12" x 18", red, 76 lb., 100% sulphite, 50 sheet/pkg. Riverside Tru-Ray 03062 or equal.	PK						
116	CONSTRUCTION PAPER, 12" x 18", red-orange, 76 lb., 100% sulphite, 50 sheet/pkg. Riverside Tru-Ray 03033 or equal.	PK						
117	CONSTRUCTION PAPER, 12" x 18", royal blue, 76 lb., 100% sulphite, 50 sheet/pkg. Riverside Tru-Ray 03049 or equal.	PK						
118	CONSTRUCTION PAPER, 12" x 18", salmon, 76 lb., 100% sulphite, 50 sheet/pkg. Riverside Tru-Ray 03042 or equal.	PK						
119	CONSTRUCTION PAPER, 12" x 18", scarlet, 76 lb., 100% sulphite, 50 sheet/pkg. Riverside Tru-Ray 03040 or equal.	PK						

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120	CONSTRUCTION PAPER, 12" x 18", shocking pink, 76 lb., 100% sulphite, 50 sheet/pkg. Riverside Tru-Ray 03045 or equal.	PK						
121	CONSTRUCTION PAPER, 12" x 18", sky blue, 76 lb., 100% sulphite, 50 sheet/pkg. Riverside Tru-Ray 03048 or equal.	PK						
122	CONSTRUCTION PAPER, 12" x 18", slate, 76 lb., 100% sulphite, 50 sheet/pkg. Riverside Tru-Ray 03060 or equal.	PK						
123	CONSTRUCTION PAPER, 12" x 18", spring green, 76 lb., 100% sulphite, 50 sheet/pkg. Riverside Tru-Ray 03052 or equal.	PK						
124	CONSTRUCTION PAPER, 12" x 18", tan, 76 lb., 100% sulphite, 50 sheet/pkg. Riverside Tru-Ray 03055 or equal.	PK						
125	CONSTRUCTION PAPER, 12" x 18", turquoise, 76 lb., 100% sulphite, 50 sheet/pkg. Riverside Tru-Ray 03039 or equal.	PK						
126	CONSTRUCTION PAPER, 12" x 18", violet, 76 lb., 100% sulphite, 50 sheet/pkg. Riverside Tru-Ray 03041 or equal.	PK						
127	CONSTRUCTION PAPER, 12" x 18", warm brown, 76 lb., 100% sulphite, 50 sheet/pkg. Riverside Tru-Ray 03057 or equal.	PK						
128	CONSTRUCTION PAPER, 12" x 18", white, 76 lb., 100% sulphite, 50 sheet/pkg. Riverside Tru-Ray 03058 or equal.	PK						
129	CONSTRUCTION PAPER, 12" x 18", yellow, 76 lb., 100% sulphite, 50 sheet/pkg. Riverside Tru-Ray 03036 or equal.	PK						

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LINE ITEM #	DESCRIPTION	UOM	APPROX. ANNUAL QTY.	MFR NAME	MFR #	BIDDER'S PRODUCT # OR SKU	UNIT PRICE	EXTENDED AMOUNT
130	CONSTRUCTION PAPER, 12" x 18", yellow-orange, 76 lb., 100% sulphite, 50 sheet/pkg. Riverside Tru-Ray 03035 or equal.	PK						
131	CONSTRUCTION PAPER, 18" x 24", assorted colors, 76 lb., 100% sulphite, 50 sheet/pkg. Riverside Tru-Ray 03095 or equal.	PK						
132	CONSTRUCTION PAPER, 18" x 24", black, 76 lb., 100% sulphite, 50 sheet/pkg. Riverside Tru-Ray 03093 or equal.	PK						
133	CONSTRUCTION PAPER, 18" x 24", blue, 76 lb., 100% sulphite, 50 sheet/pkg. Riverside Tru-Ray 03086 or equal.	PK						
134	CONSTRUCTION PAPER, 18" x 24", brilliant lime, 76 lb., 100% sulphite, 50 sheet/pkg. Riverside Tru-Ray 03427 or equal.	PK						
135	CONSTRUCTION PAPER, 18" x 24", burgundy, 76 lb., 100% sulphite, 50 sheet/pkg. Riverside Tru-Ray 02947 or equal.	PK						
136	CONSTRUCTION PAPER, 18" x 24", chartreuse, 76 lb., 100% sulphite, 50 sheet/pkg. Riverside Tru-Ray 03069 or equal.	PK						
137	CONSTRUCTION PAPER, 18" x 24", dark brown, 76 lb., 100% sulphite, 50 sheet/pkg. Riverside Tru-Ray 03088 or equal.	PK						
138	CONSTRUCTION PAPER, 18" x 24", dark green, 76 lb., 100% sulphite, 50 sheet/pkg. Riverside Tru-Ray 03085 or equal.	PK						
139	CONSTRUCTION PAPER, 18" x 24", festive green, 76 lb., 100% sulphite, 50 sheet/pkg. Riverside Tru-Ray 03070 or equal.	PK						

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140	CONSTRUCTION PAPER, 18" x 24", festive red, 76 lb., 100% sulphite, 50 sheet/pkg. Riverside Tru-Ray 03433 or equal.	PK						
141	CONSTRUCTION PAPER, 18" x 24", gold, 76 lb., 100% sulphite, 50 sheet/pkg. Riverside Tru-Ray 02999 or equal.	PK						
142	CONSTRUCTION PAPER, 18" x 24", gray, 76 lb., 100% sulphite, 50 sheet/pkg. Riverside Tru-Ray 03091 or equal.	PK						
143	CONSTRUCTION PAPER, 18" x 24", holiday green, 76 lb., 100% sulphite, 50 sheet/pkg. Riverside Tru-Ray 02962 or equal.	PK						
144	CONSTRUCTION PAPER, 18" x 24", holiday red, 76 lb., 100% sulphite, 50 sheet/pkg. Riverside Tru-Ray 02995 or equal.	PK						
145	CONSTRUCTION PAPER, 18" x 24", light green, 76 lb., 100% sulphite, 50 sheet/pkg. Riverside Tru-Ray 03079 or equal.	PK						
146	CONSTRUCTION PAPER, 18" x 24", light yellow, 76 lb., 100% sulphite, 50 sheet/pkg. Riverside Tru-Ray 03078 or equal.	PK						
147	CONSTRUCTION PAPER, 18" x 24", lilac, 76 lb., 100% sulphite, 50 sheet/pkg. Riverside Tru-Ray 03082 or equal.	PK						
148	CONSTRUCTION PAPER, 18" x 24", magenta, 76 lb., 100% sulphite, 50 sheet/pkg. Riverside Tru-Ray 03064 or equal.	PK						
149	CONSTRUCTION PAPER, 18" x 24", orange, 76 lb., 100% sulphite, 50 sheet/pkg. Riverside Tru-Ray 03066 or equal.	PK						

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150	CONSTRUCTION PAPER, 18" x 24", pink, 76 lb., 100% sulphite, 50 sheet/pkg. Riverside Tru-Ray 03076 or equal.	PK						
151	CONSTRUCTION PAPER, 18" x 24", purple, 76 lb., 100% sulphite, 50 sheet/pkg. Riverside Tru-Ray 03083 or equal.	PK						
152	CONSTRUCTION PAPER, 18" x 24", red, 76 lb., 100% sulphite, 50 sheet/pkg. Riverside Tru-Ray 03094 or equal.	PK						
153	CONSTRUCTION PAPER, 18" x 24", royal blue, 76 lb., 100% sulphite, 50 sheet/pkg. Riverside Tru-Ray 03081 or equal.	PK						
154	CONSTRUCTION PAPER, 18" x 24", scarlet, 76 lb., 100% sulphite, 50 sheet/pkg. Riverside Tru-Ray 03072 or equal.	PK						
155	CONSTRUCTION PAPER, 18" x 24", shocking pink, 76 lb., 100% sulphite, 50 sheet/pkg. Riverside Tru-Ray 03077 or equal.	PK						
156	CONSTRUCTION PAPER, 18" x 24", sky blue, 76 lb., 100% sulphite, 50 sheet/pkg. Riverside Tru-Ray 03080 or equal.	PK						
157	CONSTRUCTION PAPER, 18" x 24", tan, 76 lb., 100% sulphite, 50 sheet/pkg. Riverside Tru-Ray 03087 or equal.	PK						
158	CONSTRUCTION PAPER, 18" x 24", turquoise, 76 lb., 100% sulphite, 50 sheet/pkg. Riverside Tru-Ray 03071 or equal.	PK						
159	CONSTRUCTION PAPER, 18" x 24", violet, 76 lb., 100% sulphite, 50 sheet/pkg. Riverside Tru-Ray 03073 or equal.	PK						

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160	CONSTRUCTION PAPER, 18" x 24", warm brown, 76 lb., 100% sulphite, 50 sheet/pkg. Riverside Tru-Ray 03089 or equal.	PK						
161	CONSTRUCTION PAPER, 18" x 24", white, 76 lb., 100% sulphite, 50 sheet/pkg. Riverside Tru-Ray 03090 or equal.	PK						
162	CONSTRUCTION PAPER, 18" x 24", yellow, 76 lb., 100% sulphite, 50 sheet/pkg. Riverside Tru-Ray 03068 or equal.	PK						
163	CONSTRUCTION PAPER, 24" x 36", assorted colors, 76 lb., 100% sulphite, 50 sheet/pkg. Riverside Tru-Ray 03127 or equal.	PK						
164	CONSTRUCTION PAPER, 24" x 36", black, 76 lb., 100% sulphite, 50 sheet/pkg. Riverside Tru-Ray 03125 or equal.	PK						
165	CONSTRUCTION PAPER, 24" x 36", white, 76 lb., 100% sulphite, 50 sheet/pkg. Riverside Tru-Ray 03122 or equal.	PK						
166	CONSTRUCTION PAPER, 9" x 12", assorted colors, 76 lb., 100% sulphite, 50 sheet/pkg. Riverside Tru-Ray 03031 or equal.	PK						
167	CONSTRUCTION PAPER, 9" x 12", black, 76 lb., 100% sulphite, 50 sheet/pkg. Riverside Tru-Ray 03029 or equal.	PK						
168	CONSTRUCTION PAPER, 9" x 12", blue, 76 lb., 100% sulphite, 50 sheet/pkg. Riverside Tru-Ray 03022 or equal.	PK						
169	CONSTRUCTION PAPER, 9" x 12", brilliant lime, 76 lb., 100% sulphite, 50 sheet/pkg. Riverside Tru-Ray 03423 or equal.	PK						



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170	CONSTRUCTION PAPER, 9" x 12", burgundy, 76 lb., 100% sulphite, 50 sheet/pkg. Riverside Tru-Ray 02945 or equal.	PK						
171	CONSTRUCTION PAPER, 9" x 12", chartreuse, 76 lb., 100% sulphite, 50 sheet/pkg. Riverside Tru-Ray 03005 or equal.	PK						
172	CONSTRUCTION PAPER, 9" x 12", dark brown, 76 lb., 100% sulphite, 50 sheet/pkg. Riverside Tru-Ray 03024 or equal.	PK						
173	CONSTRUCTION PAPER, 9" x 12", dark green, 76 lb., 100% sulphite, 50 sheet/pkg. Riverside Tru-Ray 03021 or equal.	PK						
174	CONSTRUCTION PAPER, 9" x 12", festive green, 76 lb., 100% sulphite, 50 sheet/pkg. Riverside Tru-Ray 03006 or equal.	PK						
175	CONSTRUCTION PAPER, 9" x 12", festive red, 76 lb., 100% sulphite, 50 sheet/pkg. Riverside Tru-Ray 03431 or equal.	PK						
176	CONSTRUCTION PAPER, 9" x 12", gold, 76 lb., 100% sulphite, 50 sheet/pkg. Riverside Tru-Ray 02997 or equal.	PK						
177	CONSTRUCTION PAPER, 9" x 12", gray, 76 lb., 100% sulphite, 50 sheet/pkg. Riverside Tru-Ray 03027 or equal.	PK						
178	CONSTRUCTION PAPER, 9" x 12", holiday green, 76 lb., 100% sulphite, 50 sheet/pkg. Riverside Tru-Ray 02960 or equal.	PK						
179	CONSTRUCTION PAPER, 9" x 12", holiday red, 76 lb., 100% sulphite, 50 sheet/pkg. Riverside Tru-Ray 02993 or equal.	PK						

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180	CONSTRUCTION PAPER, 9" x 12", light green, 76 lb., 100% sulphite, 50 sheet/pkg. Riverside Tru-Ray 03015 or equal.	PK						
181	CONSTRUCTION PAPER, 9" x 12", light red, 76 lb., 100% sulphite, 50 sheet/pkg. Riverside Tru-Ray 03011 or equal.	PK						
182	CONSTRUCTION PAPER, 9" x 12", light yellow, 76 lb., 100% sulphite, 50 sheet/pkg. Riverside Tru-Ray 03014 or equal.	PK						
183	CONSTRUCTION PAPER, 9" x 12", lilac, 76 lb., 100% sulphite, 50 sheet/pkg. Riverside Tru-Ray 03018 or equal.	PK						
184	CONSTRUCTION PAPER, 9" x 12", magenta, 76 lb., 100% sulphite, 50 sheet/pkg. Riverside Tru-Ray 03000 or equal.	PK						
185	CONSTRUCTION PAPER, 9" x 12", orange, 76 lb., 100% sulphite, 50 sheet/pkg. Riverside Tru-Ray 03002 or equal.	PK						
186	CONSTRUCTION PAPER, 9" x 12", pink, 76 lb., 100% sulphite, 50 sheet/pkg. Riverside Tru-Ray 03012 or equal.	PK						
187	CONSTRUCTION PAPER, 9" x 12", pumpkin, 76 lb., 100% sulphite, 50 sheet/pkg. Riverside Tru-Ray 03424 or equal.	PK						
188	CONSTRUCTION PAPER, 9" x 12", purple, 76 lb., 100% sulphite, 50 sheet/pkg. Riverside Tru-Ray 03019 or equal.	PK						
189	CONSTRUCTION PAPER, 9" x 12", red, 76 lb., 100% sulphite, 50 sheet/pkg. Riverside Tru-Ray 03030 or equal.	PK						

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190	CONSTRUCTION PAPER, 9" x 12", red-orange, 76 lb., 100% sulphite, 50 sheet/pkg. Riverside Tru-Ray 03001 or equal.	PK						
191	CONSTRUCTION PAPER, 9" x 12", royal blue, 76 lb., 100% sulphite, 50 sheet/pkg. Riverside Tru-Ray 03017 or equal.	PK						
192	CONSTRUCTION PAPER, 9" x 12", salmon, 76 lb., 100% sulphite, 50 sheet/pkg. Riverside Tru-Ray 03010 or equal.	PK						
193	CONSTRUCTION PAPER, 9" x 12", scarlet, 76 lb., 100% sulphite, 50 sheet/pkg. Riverside Tru-Ray 03008 or equal.	PK						
194	CONSTRUCTION PAPER, 9" x 12", shocking pink, 76 lb., 100% sulphite, 50 sheet/pkg. Riverside Tru-Ray 03013 or equal.	PK						
195	CONSTRUCTION PAPER, 9" x 12", sky blue, 76 lb., 100% sulphite, 50 sheet/pkg. Riverside Tru-Ray 03016 or equal.	PK						
196	CONSTRUCTION PAPER, 9" x 12", slate, 76 lb., 100% sulphite, 50 sheet/pkg. Riverside Tru-Ray 03028 or equal.	PK						
197	CONSTRUCTION PAPER, 9" x 12", spring green, 76 lb., 100% sulphite, 50 sheet/pkg. Riverside Tru-Ray 03020 or equal.	PK						
198	CONSTRUCTION PAPER, 9" x 12", tan, 76 lb., 100% sulphite, 50 sheet/pkg. Riverside Tru-Ray 03023 or equal.	PK						
199	CONSTRUCTION PAPER, 9" x 12", turquoise, 76 lb., 100% sulphite, 50 sheet/pkg. Riverside Tru-Ray 03007 or equal.	PK						

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200	CONSTRUCTION PAPER, 9" x 12", violet, 76 lb., 100% sulphite, 50 sheet/pkg. Riverside Tru-Ray 03009 or equal.	PK						
201	CONSTRUCTION PAPER, 9" x 12", warm brown, 76 lb., 100% sulphite, 50 sheet/pkg. Riverside Tru-Ray 03025 or equal.	PK						
202	CONSTRUCTION PAPER, 9" x 12", white, 76 lb., 100% sulphite, 50 sheet/pkg. Riverside Tru-Ray 03026 or equal.	PK						
203	CONSTRUCTION PAPER, 9" x 12", yellow, 76 lb., 100% sulphite, 50 sheet/pkg. Riverside Tru-Ray 03004 or equal.	PK						
204	CONSTRUCTION PAPER, 9" x 12", yellow-orange, 76 lb., 100% sulphite, 50 sheet/pkg. Riverside Tru-Ray 03003 or equal.	PK						
205	CONTACT PAPER, transparent, 18"x 25 yards. Decora North America 9995 or equal.	RL						
206	CORK PANELS, natural cork, 1' H x 1' W x 3/8" D, 4 per pack. Quartet 101 or equal.	PK						
207	CRAFT STICKS, wood, 3/8"w x 4-1/2" long, approx 3/32" thick, 1,000 per box. Creativity Street 377501 or equal.	BX						
208	CRAYONS, large size, lift lid box, 16-color set (red, yellow, blue, green, black, brown, orange, violet, yellow-orange, red-violet, white, yellow-green, blue-green, blue-violet, pink, red-orange). Dixon 25116 or equal.	BX						
209	CRAYONS, large size, tuck box, 8-color set (red, yellow, blue, green, black, brown, orange, violet). Dixon 00900 or equal.	BX						

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210	CRAYONS, standard size, tuck box, 16-color set (red, yellow, blue, green, black, brown, orange, violet, yellow-orange, red-violet, white, yellow-green, blue-green, blue-violet, pink, red-orange). Dixon 00100 or equal.	BX						
211	CRAYONS, standard size, tuck box, 8-color set, (black, brown, red, blue, yellow, green, purple, orange). Dixon 00000 or equal.	BX						
212	CRAYONS, standard size, hard pressed, 16-color set, (black, brown, violet, blue, green, yellow, orange, red, white, turquoise-blue, magenta, red-orange, yellow-green, red-violet, peach, blue-green). Dixon 10270 or equal.	BX						
213	CRAYONS, standard size, hard pressed, 8-color set, (black, brown, violet, blue, green, yellow, orange, red). Dixon 19800 or equal.	BX						
214	CRAYONS, large size, 8-color, skin tones. Dixon 38020 or equal.	BX						
215	CRAYONS, standard size, 8-color, skin tones. Dixon 38018 or equal.	BX						
216	CRAYONS, large size, washable, tuck box, 8-color set (red, yellow, blue, green, black, brown, orange, purple). Dixon 52828 or equal.	BX						
217	CRAYONS, standard size, washable, tuck box, 8-color set (red, yellow, blue, green, black, brown, orange, purple). Dixon 52838 or equal.	BX						
218	DICTIONARY, English, paperback. Houghton-Mifflin H25080 or equal.	EA						
219	DICTIONARY, Spanish-English, paperback. Houghton-Mifflin H21079 or equal.	EA						

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220	DRAWING PAPER, manila, 12"x18", 60 lb, 500 sheets. Riverside 03186 or equal.	RM						
221	DRAWING PAPER, white, 12"x18", 60 lb, 500 sheets. Riverside 03174 or equal.	RM						
222	DRAWING PAPER, white, 12"x18", 80 lb, 500 sheets per ream. Riverside Tru-Rite 03182 or equal.	RM						
223	DRAWING PAPER, manila, 9"x12", 60 lb. 500 sheets. Everett 03185 or equal.	RM						
224	DRAWING PAPER, white, 9"x12", 60 lb, 500 sheets. Riverside 03173 or equal.	RM						
225	DRY-ERASE BOARD, 9" x 12" lap board, white, pre-printed lines (ruled). Boone 12900972 or equal.	EA						
226	DRY-ERASE BOARD, melamine, 24"x36", anodized aluminum frame. Quartet S533 or equal.	EA						
227	EASEL, dry erase, converts from 67" floor model to 40" tabletop size, melamine dry erase board with chart pad holder, includes accessory tray. Quartet Futura 351900 or equal.	EA						
228	EASEL, dry erase, flipchart retainer that holds any pad and two writing surfaces 26" W x 34" H. Board folds flat for portability. Includes built-in tray, markers and eraser. Quartet 101EL or equal.	EA						
229	EASEL, lightweight aluminum, telescoping legs extend from 38" to 66", cross braces stabilize the easel, supports displays up to 40 lbs. Quartet 50E or equal.	EA						

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230	ERASER, blackboard, all felt construction, double lock stitched to reinforced back, 2"D x 1"W x 5" long. Quartet 804526 or equal.	EA						
231	ERASER, pencil cap, wedge shaped, fits standard diameter pencils, red, 12 per bag. Sanford 02512 or equal.	BG						
232	ERASER, pencil red rubber, rectangular shape, approximately 5/8" x 1" x 1/4", 40 per box. Eberhard Faber 73002 or equal.	BX						
233	ERASER, pencil, pink, large, double beveled. Paper Mate Pink Pearl 70521 or equal.	DZ						
234	ERASER, pencil, pink, medium, double beveled. Paper Mate Pink Pearl 70520 or equal.	DZ						
235	ERASER, pencil, pink, small, double beveled. Paper Mate Pink Pearl 70525 or equal.	DZ						
236	ERASER, pencil, vinyl, beige, large. Sanford Magic Rub 73201 or equal.	DZ						
237	ERASER, white board, 16 disposable tear-off pads, approximately 2" x 3" x 6". Quartet GhostDuster 920332 or equal.	EA						
238	ERASER, white board, lightweight, fully washable, approximately 4-4/5" W x 1-3/10" H x 1-4/5" D. Sanford Expo 81505 or equal.	EA						
239	FLAG, California, outdoor use, nylon, 4'x6', rust-proof brass grommets, reinforced head. Annin & Co. 140470 or equal.	EA						
240	FLAG, California, outdoor use, nylon, 5'x8', rust-proof grommets, reinforced head. Annin & Co. 140480 or equal.	EA						

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241	FLAG, United States, classroom, 16" x 24", mounted on staff, 50 stars, printed rayon. Annin & Co. 042900 or equal.	EA						
242	FLAG, United States, outdoor use, nylon, 4' x 6', rust-proof grommets, reinforced head, embroidered stars, sewn stripes. Annin & Co. 002220 or equal.	EA						
243	FLASH CARDS, math, addition, self-checking design. Trend Enterprises T53101 or equal.	ST						
244	FLASH CARDS, math, division, self-checking design. Trend Enterprises T53106 or equal.	ST						
245	FLASH CARDS, math, multiplication, self-checking design. Trend Enterprises T53105 or equal.	ST						
246	FLASH CARDS, math, subtraction, self-checking design. Trend Enterprises T53103 or equal.	ST						
247	GLITTER, gold, non-tarnishable, 1 lb container. Pacon 91780 or equal.	EA						
248	GLITTER, green, non-tarnishable, 1 lb container. Pacon 91760 or equal.	EA						
249	GLITTER, red, non-tarnishable, 1 lb container. Pacon 91740 or equal.	EA						
250	GLITTER, silver, non-tarnishable, 1 lb container. Pacon 91710 or equal.	EA						
251	GLUE, polyvinyl-acetate, white, 1 gallon plastic bottle. Elmers E340NR or equal.	EA						
252	GLUE, polyvinyl-acetate, white, 1 quart plastic bottle. Elmers E330NR or equal.	EA						
253	GLUE, polyvinyl-acetate, white, 1.25 oz. plastic refillable squeeze bottle, twist top. Elmers E375NR or equal.	EA						



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254	GLUE, polyvinyl-acetate, white, 4 oz. plastic refillable squeeze bottle, twist top. Elmers E372NR or equal.	EA						
255	GLUE, polyvinyl-acetate, white, 8 oz plastic refillable squeeze bottle, twist top. Elmers E379NR or equal.	EA						
256	HEADPHONES, monaural, 600 ohm, light weight, fully adjustable to fit any size head; 5 foot permanently attached coiled cord with standard 1/4" plug, padded vinyl ear cushions which are removable for easy cleaning. Califone 2924AVP or equal.	EA						
257	LASER POINTER, pen size, projects 150 yards, includes two AAA batteries. Apollo MP1202 or equal.	EA						
258	LISTENING POST, jack box, monophonic 8 standard 1/4" phone jacks, 8 individual volume controls, 1 extra 1/4" jack for feed through, permanently attached 5' cord with standard 1/4" phone plug. Califone 1218AVPY or equal.	EA						
259	MARKER SET, fine point, 24 colors, fiber-tipped color pens with waterbased ink. Pentel S36024 or equal.	ST						
260	MARKER SET, fine point, 36 colors, fiber-tipped color pens with waterbased ink. Pentel S36036 or equal.	ST						
261	MARKER SET, scented, chisel tip, 12-color set: black, red, blue, green, yellow, orange, brown, purple, magenta, dark green, pink, and turquoise blue. Sanford Mr. Sketch 20072 or equal.	ST						

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262	MARKER SET, scented, chisel tip, 8-color set: black, red, blue, green, yellow, orange, brown, purple. Sanford Mr. Sketch 20078 or equal.	ST						
263	MARKER, classic, conical tip, washable, 12 assorted colors/ box (black, brown, red, blue, orange, yellow, green, purple, pink, peach). Dixon 80623 or equal.	BX						
264	MARKER, washable, conical tip, 8-colors per set: red, orange, yellow, green, brown, purple, black and blue. Dixon 80680 or equal.	BX						
265	MARKER, classic, wedge tip, washable, 8 assorted colors/ box (black, brown, red, blue, orange, yellow, green and purple). Dixon 80682 or equal.	BX						
266	MARKER, classic, conical tip, washable, classpack, 8 assorted colors, 25 each of black, brown, red, blue, orange, yellow, green and purple (200 markers total). Dixon 80613 or equal.	BX						
267	MARKER, multicultural, washable, 8 assorted colors; sienna, mahogany, terra cotta, bronze, tawny, golden beige, tan, beige. Binney and Smith 587801 or equal.	BX						
268	MARKER, classic, fine tip, washable, 12 assorted colors/ box (black, brown, red, blue, orange, yellow, green, purple, pink, peach). Binney & Smith 587813 or equal.	BX						
269	MARKER, classic, fine tip, non-washable, 8 assorted colors/ box (Black, brown, red, blue, orange, yellow, green and purple). Binney & Smith 587709 or equal.	BX						

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270	MARKER, classic, conical tip, water-based, nonwashable, 12 assorted colors/ box (black, brown, red, blue, orange, yellow, green, purple, pink, peach). Dixon 80123 or equal.	BX						
271	MARKER, classic, conical tip, nonwashable, 8 assorted colors/ box (red, yellow, blue, green, violet, orange, black, brown). Dixon 80128 or equal.	BX						
272	MARKER, classic, conical tip, 12/box, black. Dixon 80157 or equal.	DZ						
273	MARKER, classic, conical tip, 12/box, blue. Dixon 80158 or equal.	DZ						
274	MARKER, classic, conical tip, 12/box, green. Dixon 80154 or equal.	DZ						
275	MARKER, classic, conical tip, 12/box, orange. Dixon 80152 or equal.	DZ						
276	MARKER, classic, conical tip, 12/box, purple. Dixon 80156 or equal.	DZ						
277	MARKER, classic, conical tip, 12/box, red. Dixon 80151 or equal.	DZ						
278	MARKER, classic, conical tip, 12/box, yellow. Dixon 80153 or equal.	DZ						
279	MARKER, dry erase, chisel tip, 8-color set includes black, red, blue, green, brown, purple, yellow, and orange. Sanford Expo 83078 or equal.	ST						
280	MARKER, dry erase, chisel tip, low odor, 4-color set (red, blue, black, green). Sanford Expo 80074 or equal.	ST						

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281	MARKER, dry erase, chisel tip, low odor, 8-color set (includes black, red, blue, green, brown, purple, yellow, and orange). Sanford Expo 80078 or equal.	ST						
282	MARKER, dry erase, chisel tip, low odor, 12-color set (black, red, blue, green, yellow, orange, brown, purple, lime green, turquoise, aqua, pink). Sanford Expo2 80699 or equal.	ST						
283	MARKER, dry erase, chisel tip, low odor, black, 12 per box. Sanford Expo 80001 or equal.	BX						
284	MARKER, dry erase, chisel tip, low odor, blue, 12 per box. Sanford Expo or 80003 or equal.	BX						
285	MARKER, dry erase, chisel tip, low odor, green, 12 per box. Sanford Expo 80004 or equal.	BX						
286	MARKER, dry erase, chisel tip, low odor, red, 12 per box. Sanford Expo 80002 or equal.	BX						
287	MARKER, dry erase, chisel tip, low odor, purple, 12 per box. Sanford Expo 80008 or equal.	BX						
288	MARKER, dry erase, chisel tip, rubber grip on barrel; built-in, replaceable eraser; 4-color set (red, blue, black, green). Sanford Expo 80792 or equal.	ST						

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289	MARKER, dry erase, low odor, 14-color set; includes fine point 4-color set (black, red, blue, green), chisel tip 8-color set (black, red, blue, green, brown, purple, yellow, orange), eraser, cleaner and organizing case. Sanford Expo 80054 or equal.	ST						
290	MARKER, dry erase, organizer kit, chisel tip, low odor, 6-color set (black, red, blue, green, brown and orange); includes organizer tray and eraser. Sanford Expo 80556 or equal.	ST						
291	MARKER, dry erase, pen style, bullet tip, low-odor, rubberized grip, 4-color set (black, red, blue, green). Bic Great Erase GDEP41ASST or equal.	ST						
292	MARKER, dry erase, pen style, bullet tip, low-odor, rubberized grip, black. Bic Great Erase GDE11-BK or equal.	EA						
293	MARKER, dry erase, pen style, fine bullet tip, low odor, blue. Sanford Expo or 86003 or equal.	EA						
294	MARKER, dry erase, pen style, fine bullet tip, low-odor, black. Sanford Expo 86001 or equal.	EA						
295	MARKER, permanent, chisel tip, black. Eberhard Faber 64291 or equal.	DZ						
296	MARKER, permanent, chisel tip, blue. Eberhard Faber 64293 or equal.	DZ						
297	MARKER, permanent, chisel tip, green. Eberhard Faber 64294 or equal.	DZ						
298	MARKER, permanent, chisel tip, red. Eberhard Faber 64292 or equal.	DZ						

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299	NEWSPRINT, 30# smooth, 12" W x 9" L, heavy faint, 3/8" to slotted faint, 3/8" to heavy faint, 3/8" to heavy faint, repeat, 500 sheets per ream. Everett 48681 or equal.	RM						
300	NEWSPRINT, 30# smooth, 12"W x 9" L, ruled longway with 1" heavy and 1/2" faint blue interlining, every other light interlining omitted (ruled both sides), 500 sheets per ream. Everett 48680 or equal.	RM						
301	NEWSPRINT, 30#, Grade 2, 11"x 8-1/2", ruled longway, ruled 3/4" apart, 3/8" dotted line and 3/8" space. 500 sheets per ream. Everett 48677 or equal.	RM						
302	NEWSPRINT, 30#, 12"x 18", smooth finish, long grain, unruled, trimmed on 4 sides. Packaged in 50 lb. carton. Everett 49525 or equal.	PK						
303	NEWSPRINT, 30#, 18"x 24", smooth finish, long grain, unruled, trimmed on 4 sides. Packaged in 50 lb. carton. Everett 49526 or equal.	PK						
304	NEWSPRINT, 30#, 8-1/2"x 11", smooth finish, long grain, unruled, trimmed on 4 sides. Packaged in 50 lb. carton. Everett 49521 or equal.	PK						
305	NEWSPRINT, 30#, Grade K, storybook, 18" W x 12" L, ruled 1" with 1/2" slotted line and 1/2" space and 8" header, long way, 500 sheets per ream. Everett 48614 or equal.	RM						

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306	NEWSPRINT, 30#, Grade 4, 8-1/2" W x 11" L, wide ruled, shortway with 1-1/8" heading (ruled both sides), 500 sheets per ream. Everett 48515 or equal.	RM						
307	NEWSPRINT, 30#, Grade 1, 8-1/2" W x 11" L, ruled 1" with 1/2" slotted line and 1/2" space, long way, 500 sheets per ream. Everett 48676 or equal.	RM						
308	NEWSPRINT, 30#, Grade 3, 8-1/2" W x 11" L, ruled 1/2" with 1/4" slotted line and 1/4" space, long way, 500 sheets per ream. Everett 48678 or equal.	RM						
309	OVERHEAD PROJECTOR, 2500 lumens of brightness, closed singlet head, 10' power cord, 10" x 10" stage, includes 1 ENX lamp. 3M 1720 or equal.	EA						
310	OVERHEAD PROJECTOR, 2700 lumens, open singlet wide-angle lens, 15' power cord, 10-1/2" x 10-1/2" low-glare stage, includes 1 ENX lamp. 3M 1810 or equal.	EA						
311	PAINT, liquid tempera, CP certified non-toxic, 16 oz. plastic container, black. Dixon 01608 or equal.	EA						
312	PAINT, liquid tempera, CP certified non-toxic, 16 oz. plastic container, blue. Dixon 01681 or equal.	EA						
313	PAINT, liquid tempera, CP certified non-toxic, 16 oz. plastic container, brown. Dixon 01607 or equal.	EA						
314	PAINT, liquid tempera, CP certified non-toxic, 16 oz. plastic container, green. Dixon 01604 or equal.	EA						

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315	PAINT, liquid tempera, CP certified non-toxic, 16 oz. plastic container, magenta. Dixon 01618 or equal.	EA						
316	PAINT, liquid tempera, CP certified non-toxic, 16 oz. plastic container, orange. Dixon 01602 or equal.	EA						
317	PAINT, liquid tempera, CP certified non-toxic, 16 oz. plastic container, red. Dixon 01601 or equal.	EA						
318	PAINT, liquid tempera, CP certified non-toxic, 16 oz. plastic container, turquoise. Dixon 01619 or equal.	EA						
319	PAINT, liquid tempera, CP certified non-toxic, 16 oz. plastic container, violet. Dixon 01606 or equal.	EA						
320	PAINT, liquid tempera, CP certified non-toxic, 16 oz. plastic container, white. Dixon 01609 or equal.	EA						
321	PAINT, liquid tempera, CP certified non-toxic, 16 oz. plastic container, yellow. Dixon 01603 or equal.	EA						
322	PAINT, liquid tempera, CP certified non-toxic, 16 oz. plastic container, peach. Dixon 01634 or equal.	EA						
323	PAINT, liquid tempera, CP certified non-toxic, 16 oz. plastic container, gold. Dixon or equal.	EA						
324	PAINT, liquid tempera, CP certified non-toxic, 16 oz. plastic container, silver. Dixon 16119 or equal.	EA						



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325	PAPER TRIMMER, self-sharpening stainless steel blade, grid ruler, safety rail, handle lock, 18" cutting length, 15 sheet cutting capacity. GBC 9118 or equal.	EA						
326	PAPER, composition 8-1/2" x 11", white, 500 sheets/ream, 3/8" ruling, 16 lb, no red margin. Pacon 2403 or equal.	RM						
327	PAPER, composition 8-1/2" x 11", white, 500 sheets/ream, 3/8" ruling, 16 lb, red margin. Pacon 2401 or equal.	RM						
328	PAPER, composition, bond, 16 lb., white, spelling practice paper, 4-1/2"W x 11" L, 3/8" faint blue ruling shortway (ruled both sides), 500 sheets per ream. Everett 44104 or equal.	RM						
329	PAPER, graph, filler, 8-1/2" x 11", 1/4" quadrille ruled, no red margin, 500 sheets/ream. Pacon 2411 or equal.	RM						
330	PAPER, graph, filler, 8-1/2" x 11", 4" per square, 3 hole punched, 500 sheets/ream. Everett 44152 or equal.	RM						
331	PAPER, handwriting, Zaner-Bloser, broken midline, 8" x 10-1/2", white, 30 lb., 3/8" x 3/16", short rule, 500 sheets/pkg. Pacon ZP2614 or equal.	PK						
332	PAPER, handwriting, Zaner-Bloser, broken midline, 8" x 10-1/2", white, 30 lb., 5/8" x 5/16" long rule, 500 sheets/pkg. Pacon ZP2611 or equal.	PK						
333	PAPER, storybook for D'Nealian programs, white, 500 sheets/ream, 30 lb, long rule. Pacon 2693 or equal.	PK						

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334	PASTE, general purpose, white, solid, non-toxic, 4.5 oz. jar. Elmers E505A or equal.	EA						
335	PENCILS, watercolor, 10 assorted colors and a natural hair brush per box. Dixon 23650 or equal.	BX						
336	PENCIL, colored, 7", 3.3mm lead, pre-sharpened, 12-color set. Dixon Prang 22120 or equal.	ST						
337	PENCIL, colored, with eraser, 12-color set. Sanford Col-Erase 20516 or equal.	ST						
338	PENCIL, colored, 24-color set. Foohy 05024 or equal.	ST						
339	PENCIL, colored, classpack, 3.3mm lead, 288 per box, 24 each of 12 colors. Dixon Prang 82408 or equal.	BX						
340	PENCIL, colored, professional thick lead art pencil sets, 24/ST. Prismacolor 03597 or equal.	ST						
341	PENCIL, colored, professional thick lead art pencil sets, 36/ST. Prismacolor 92885 or equal.	ST						
342	PENCIL, elementary, 11/32" diameter, yellow, non-toxic, no eraser, black graphite. Dixon Laddie 13040 or equal.	DZ						
343	PENCIL, elementary, 13/32" diameter, yellow, non-toxic, with eraser, black graphite. Dixon Beginners 13308 or equal.	DZ						
344	PENCIL, mechanical, soft rubber grip, with eraser, includes three 0.7 mm standard leads, assorted grip and clip colors (green, pink, or blue), 12/box. Bic Bicmatic Grip MPG11 or equal.	DZ						

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345	PENCIL, mechanical, yellow, twist to advance and retract lead, shock absorbing tip, includes 0.7 mm #2 polymer lead, 12/box. Paper Mate Sharpwriter 30301 or equal.	DZ						
346	PENCIL, woodcase, pre-sharpened, yellow, #2, quality graphite, cedar, pink eraser, 12 per box. Paper Mate American 12235 or equal.	DZ						
347	PENCIL, woodcase, yellow, #2, quality graphite, cedar, pink eraser, 12 per box. Dixon Oriole 12872 or equal.	DZ						
348	PENCIL, woodcase, yellow, #2, quality graphite, cedar, pink eraser, 12 per box. Dixon Ticonderoga 13882 or equal.	DZ						
349	PENCIL, woodcase, yellow, #2-1/2, quality graphite, cedar, pink eraser, 12 per box. Dixon 12875 or equal.	DZ						
350	PENCIL, woodcase, yellow, #3, quality graphite, cedar, pink eraser. Dixon 12873 or equal.	DZ						
351	PENCILS, golf, for compass, #2, no eraser, presharpener, 144 per box. Sanford Eagle 01494 or equal.	BX						
352	PIPE CLEANER, 12", assorted colors, 100 per pkg. Chenille Kraft or equal.	PK						
353	POCKET CHART, nylon chart with clear pockets for displaying sentence strips and word cards, 10 extra-wide pockets. Bemiss-Jason 20010 or equal.	EA						
354	POCKET, clear plastic with zip lock, 3-ring punched, 11"x 7-1/2". Avery 11890 or equal.	EA						

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355	POSTER BOARD, assorted (red, lemon yellow, black, royal blue, emerald green), 6-ply, 22" x 28", 25 sheets per carton. Riverside 04571 or equal.	CT						
356	POSTER BOARD, black, 6-ply, 22" x 28", 25 sheets per carton. Riverside 04557 or equal.	CT						
357	POSTER BOARD, buff, 6-ply, 22" x 28", 25 sheets per carton. Riverside 04565 or equal.	CT						
358	POSTER BOARD, canary, 6-ply, 22" x 28", 25 sheets per carton. Riverside 04564 or equal.	CT						
359	POSTER BOARD, cardinal, 6-ply, 22" x 28", 25 sheets per carton. Riverside 04566 or equal.	CT						
360	POSTER BOARD, coral, 6-ply, 22" x 28", 25 sheets per carton. Riverside 04568 or equal.	CT						
361	POSTER BOARD, dark blue, 6-ply, 22" x 28", 25 sheets per carton. Riverside 04555 or equal.	CT						
362	POSTER BOARD, emerald green, 6-ply, 22" x 28", 25 sheets per carton. Riverside 04552 or equal.	CT						
363	POSTER BOARD, lemon yellow, 6-ply, 22" x 28", 25 sheets per carton. Riverside 04559 or equal.	CT						
364	POSTER BOARD, orange, 6-ply, 22" x 28", 25 sheets per carton. Riverside 04553 or equal.	CT						
365	POSTER BOARD, red, 6-ply, 22" x 28", 25 sheets per carton. Riverside 04558 or equal.	CT						

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366	POSTER BOARD, royal blue, 6-ply, 22" x 28", 25 sheets per carton. Riverside 04554 or equal.	CT						
367	POSTER BOARD, white, 6-ply, 22" x 28", 25 sheets per carton. Riverside 54560 or equal.	CT						
368	PROJECT DISPLAY BOARDS, white, 2-walled corrugated, hinges scored into back of board, 36" x 48", 2/pack. Showboard SB36K or equal.	PK						
369	PROTRACTOR, open center clear plastic, 1/2 degree divisions, 6" ruler edge. Charles Leonard 77106 or equal.	EA						
370	REFERENCE SET, paperback, includes dictionary, thesaurus and writer's companion. Houghton-Mifflin H11048 or equal.	ST						
371	RULER, plastic, 12 inches, includes; 1/16" scale on one edge, millimeters on the other, double-beveled edges with pencil groove, holes for storing in binders. Charles Leonard 77412 or equal.	EA						
372	RULER, wooden, 12" maple, flat, double metal strip, one edge 1/16" English scale, one edge millimeter metric scale. Acme United 05221 or equal.	EA						
373	RULER, wooden, 12", single metal edge, beveled, 1-5/16" wide, 1/4" thick, scaled in 16ths. Acme United 05011 or equal.	EA						
374	SCISSORS, blunt point, 5" long, ambidextrous, plastic frame, steel riveted. Acme 10545 or equal.	EA						
375	SCISSORS, clip point, 5" long, forged steel, smooth finished bows. Acme 10201 or equal.	EA						

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376	SCREEN, projection, 60"x 60", matte white, dust protecting steel case enclosure, spring roller operated, capable of mounting to wall, ceiling or map rail hooks. Bretford 6560M or equal.	EA						
377	SENTENCE STRIPS, manila, tagboard, 3"x 24", 1/2" ruled, 3/4" midline, 1" descender space, blue baseline on back, 100 sheets per package. Pacon 5157 or equal.	PK						
378	SHARPENER, hand held, for pencils and crayons. Staedtler 511RBK or equal.	EA						
379	SHARPENER, pencil, electric, charcoal color. Boston 1800 or equal.	EA						
380	SHARPENER, pencil, electric, for heavy use, solid steel cutter, high impact plastic case. Sharpens standard pencils, automatic pencil stop, putty. Boston 1700 or equal.	EA						
381	SHARPENER, pencil, electric, heavy duty, adjustable pencil guide for different size pencils, beige. Hunt 1606 or equal.	EA						
382	SHARPENER, pencil, manual, heavy duty, table or wall mount, adjustable disk to accommodate six pencil sizes, black. Hunt Ranger 55 or equal.	EA						
383	STARCH, laundry, liquid, 1/2 gallon bottle. Sta-Flo 1552 or equal.	BO						
384	STARS, foil, self-adhesive, 1/2", blue, 250 per pkg. Eureka 82412 or equal.	PK						
385	STARS, foil, self-adhesive, 1/2", gold, 250 per pkg. Eureka 82422 or equal.	PK						
386	STARS, foil, self-adhesive, 1/2", green, 250 per pkg. Eureka 82442 or equal.	PK						

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LINE ITEM #	DESCRIPTION	UOM	APPROX. ANNUAL QTY.	MFR NAME	MFR #	BIDDER'S PRODUCT # OR SKU	UNIT PRICE	EXTENDED AMOUNT
387	STARS, foil, self-adhesive, 1/2", red, 250 per pkg. Eureka 82462 or equal.	PK						
388	STARS, foil, self-adhesive, 1/2", silver, 250 per pkg. Eureka 82472 or equal.	PK						
389	STARS, foil, self-adhesive, 3/4" gold, 60 per pkg. Eureka 824240 or equal.	PK						
390	STARS, foil, self-adhesive, 3/4" red, 60 per pkg. Eureka 824640 or equal.	PK						
391	TAGBOARD, manila, 150 lb, 22-1/2" x 28-1/2", 1/2" faint ruled on both sides, ruled 22-1/2" way, no heading, 100 sheets per package. Everett 47770 or equal.	PK						
392	TAGBOARD, manila, 150 lb, 24" x 36", 3/4" faint ruled on both sides, ruled 24" way, no heading, 100 sheets per package. Everett 47780 or equal.	PK						
393	TAGBOARD, manila, 150 lb, 22-1/2" x 28-1/2", plain, 100 sheets per package. Everett 47715 or equal.	PK						
394	TAGBOARD, manila, 9" x 12", 125lb, 100 sheets/pkg. Riverside 4104 or equal.	EA						
395	TAGBOARD, white, 9" x 12", 125lb, 100 sheets/pkg. Riverside 4100 or equal.	EA						
396	TAGBOARD, manila, 12" x 18", 125lb, 100 sheets/pkg. Riverside 4105 or equal.	EA						
397	TAGBOARD, white, 12" x 18", 125lb, 100 sheets/pkg. Riverside 4101 or equal.	EA						
398	TAGBOARD, manila, 24" x 36", 150lb, 100 sheets/pkg. Riverside 4115 or equal.	PK						
399	TAGBOARD, white, 24" x 36", 150lb, 100 sheets/pkg. Riverside 4111 or equal.	EA						

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400	THESAURUS, paperback. Houghton-Mifflin H11029 or equal.	EA						
401	TISSUE PAPER, will not bleed, 20"x 30", yellow, 24 sheets. Pacon 58372 or equal.	QR						
402	TISSUE PAPER, will bleed, 12"x 18", assorted, 50 sheets, 10 colors. Pacon 58520 or equal.	PK						
403	TISSUE PAPER, will bleed, 12"x 18", apple green, 50 sheets/pkg. Pacon 59127 or equal.	PK						
404	TISSUE PAPER, will bleed, 12"x 18", azure blue, 50 sheets/pkg. Pacon 59107 or equal.	PK						
405	TISSUE PAPER, will bleed, 12"x 18", black, 50 sheets/pkg. Pacon 59147 or equal.	PK						
406	TISSUE PAPER, will bleed, 12"x 18", canary, 50 sheets/pkg. Pacon 59027 or equal.	PK						
407	TISSUE PAPER, will bleed, 12"x 18", emerald green, 50 sheets/pkg. Pacon 59137 or equal.	PK						
408	TISSUE PAPER, will bleed, 12"x 18", medium blue, 50 sheets/pkg. Pacon 59347 or equal.	PK						
409	TISSUE PAPER, will bleed, 12"x 18", orange, 50 sheets/pkg. Pacon 59167 or equal.	PK						
410	TISSUE PAPER, will bleed, 12"x 18", purple, 50 sheets/pkg. Pacon 59077 or equal.	PK						
411	TISSUE PAPER, will bleed, 12"x 18", scarlet, 50 sheets/pkg. Pacon 59037 or equal.	PK						
412	TISSUE PAPER, will bleed, 12"x 18", scarlet, 50 sheets/pkg. Pacon 59037 or equal.	PK						
413	TISSUE PAPER, will bleed, 12"x 18", seal brown, 50 sheets/pkg. Pacon 59237 or equal.	PK						



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414	TISSUE PAPER, will bleed, 12"x 18", spring green, 50 sheets/pkg. Pacon 59117 or equal.	PK						
415	TISSUE PAPER, will bleed, 20"x 30", assorted, 20 sheets, 20 colors. Pacon 58506 or equal.	PK						
416	TISSUE PAPER, will not bleed, 20"x 30" parade blue, 24 sheets. Pacon 58332 or equal.	QR						
417	TISSUE PAPER, will not bleed, 20"x 30", apple green, 24 sheets. Pacon 58112 or equal.	QR						
418	TISSUE PAPER, will not bleed, 20"x 30", black, 24 sheets. Pacon 58142 or equal.	QR						
419	TISSUE PAPER, will not bleed, 20"x 30", brown, 24 sheets. Pacon 58232 or equal.	QR						
420	TISSUE PAPER, will not bleed, 20"x 30", cerise, 24 sheets. Pacon 58302 or equal.	QR						
421	TISSUE PAPER, will not bleed, 20"x 30", dark pink, 24 sheets. Pacon 58282 or equal.	QR						
422	TISSUE PAPER, will not bleed, 20"x 30", gray, 24 sheets. Pacon 58242 or equal.	QR						
423	TISSUE PAPER, will not bleed, 20"x 30", holly green, 24 sheets. Pacon 58122 or equal.	QR						
424	TISSUE PAPER, will not bleed, 20"x 30", lite pink, 24 sheets. Pacon 58042 or equal.	QR						
425	TISSUE PAPER, will not bleed, 20"x 30", navy, 24 sheets. Pacon 58462 or equal.	QR						
426	TISSUE PAPER, will not bleed, 20"x 30", orange, 24 sheets. Pacon 58162 or equal.	QR						
427	TISSUE PAPER, will not bleed, 20"x 30", purple, 24 sheets. Pacon 58072 or equal.	QR						

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428	TISSUE PAPER, will not bleed, 20"x 30", scarlet, 24 sheets. Pacon 58032 or equal.	QR						
429	TISSUE PAPER, will not bleed, 20"x 30", white, 24 sheets. Pacon 59001 or equal.	QR						
430	VIDEO CASSETTE TAPE, mini digital, for camcorders, 60 minutes. Maxell 298010 or equal.	EA						
431	VIDEO CASSETTE TAPE, VHS, premium tape, 6 hour. Maxell 224915 or equal.	EA						
432	WATERCOLORS, 7-color set, whole pans, color assortment A (black, blue-violet, green, magenta, red/violet, red-orange, turquoise blue, yellow). Dixon 71000 or equal.	ST						
433	WATERCOLORS, 7-color set, whole pans, color assortment B (blue-green, blue, brown/burnt sienna, violet, red, yellow-orange, orange). Dixon 0081991AS3 or equal.	ST						
434	WATERCOLORS, washable, semi-moist oval pans, with brush, 8 colors/set. Dixon 80525SD or equal.	ST						
435	YARDSTICK, wooden, 1/8" scale, metal ends, hang-up hole at each end. Acme United 10425 or equal.	EA						
436	YARN, rug, roving, 100% acrylic, 3-ply, 8 oz, 450/skein, black. Pacon 7301 or equal.	EA						
437	YARN, rug, roving, 100% acrylic, 3-ply, 8 oz, 450/skein, brown. Pacon 7021 or equal.	EA						
438	YARN, rug, roving, 100% acrylic, 3-ply, 8 oz, 450/skein, dark blue. Pacon 7191 or equal.	EA						
439	YARN, rug, roving, 100% acrylic, 3-ply, 8 oz, 450/skein, dark green. Pacon 7141 or equal.	EA						

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440	YARN, rug, roving, 100% acrylic, 3-ply, 8 oz, 450/skein, lavender. Pacon 7341 or equal.	EA						
441	YARN, rug, roving, 100%, acrylic, 3-ply, 8 oz, 450/skein, orange. Pacon 7101 or equal.	EA						
442	YARN, rug, roving, 100%, acrylic, 3-ply, 8 oz, 450/skein, red. Pacon 7031 or equal.	EA						
443	YARN, rug, roving, 100%, acrylic, 3-ply, 8 oz, 450/skein, yellow. Pacon 7081 or equal.	EA						
<b>NON-CORE CLASSROOM SUPPLIES</b>								
444	Percent discount from bidder's catalog list price to be applied to all non-core classroom supplies. Estimated annual spend on non-core classroom supplies is \$300,000.							
<b>SUBTOTAL LOT 2</b>								
<b>LOT 3 - HEALTH SUPPLIES</b>								
445	ALCOHOL, rubbing, isopropyl, 16 oz. 70 % alcohol by volume. Cumerlan Swan or equal.	PT						
446	ANTISEPTIC, benzalkonium chloride, 1/750 aqueous solution, 8 oz. Rush & Hebble Co. or equal.	EA						
447	APPLICATORS, cotton-tipped, wrapped, 6", 1000 per box. Puritan or equal.	BX						
448	BANDAGE, adhesive, fabric, 1" x 3", 50 per box. Acme United 51006 or equal.	BX						

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449	BANDAGE, adhesive, plastic, 1" x 3", 100 per box. Johnson & Johnson 5644 or equal.	EA						
450	BANDAGE, adhesive, plastic, 3/4" x 3", 100 per box. Acme United 40600 or equal.	BX						
451	BANDAGE, adhesive, plastic, extra large, 2"x 4-1/2", 50 per box. Johnson & Johnson 5716 or equal.	EA						
452	BANDAGE, butterfly, 1-3/4" x 3/8", medium, 100 per box. Johnson & Johnson 4331 or equal.	RL						
453	BANDAGE, fingertip, 100 per box. Johnson & Johnson 4436 or equal.	BX						
454	BANDAGE, knuckle, 100 per box. Johnson & Johnson 4438 or equal.	EA						
455	BANDAGE, rubber elastic bandage, 3" x 5yds (stretch). School Health 31007 or equal.	BX						
456	BANDAGE, sheer adhesive strips, 3/4" x 3", 100 per box. Johnson & Johnson 4634 or equal.	BX						
457	BANDAGE, triangular arm sling, muslin, 35"x 35" x 50", includes two safety pins. Dynarex or equal.	EA						
458	CALADRYL, lotion, 6 oz., clear. Caladryl or equal.	BG						
459	COLD PACK, chemical type, instant cold, 5" x 7-1/2". Cramer Kwik Kold 032107 or equal.	EA						
460	COLD PACK, hot/cold compress, reusable, approx 6"x 9". Nortech Lab. Therma-Kool TK69 or equal.	BX						
461	COLD PACK, reusable, approx 6"x 9". Cramer Flex-i-Cold 032746 or equal.	BX						

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462	COTTON BALLS, absorbent, non-sterile, 1" medium balls, 500 per bag. Kendall or equal.	BX						
463	CUP, 3 oz, flat bottom, 100 per pack. Dixie 45SAGE or equal.	BX						
464	EXAM PAPER, 18" x 230', per roll.	BX						
465	EYEWASH, 4 oz bottle with eyecup. Collyrium or equal.	BX						
466	FIRST AID KIT, for up to 50 people, weatherproof seal for indoor/outdoor use, wall-mountable, includes 26 first aid products. Acme United 60003 or equal.	EA						
467	FIRST AID REFILL PACK, 94 pieces must include: adhesive and sterile bandages, antiseptic wipes, cold pack, alcohol wipes, burn cream and cloth tape. Acme United 40001 or equal.	BX						
468	GLOVES, latex, ambidextrous, powdered inside, large, 100 per box. Acme United 40704 or equal.	EA						
469	GLOVES, latex, ambidextrous, powdered inside, medium, 100 per box. Acme United 40703 or equal.	PK						
470	GLOVES, powder-free nitrile multi-purpose, blue, large, latex free, 100 per box. Ammex N461 or equal	EA						
471	GLOVES, powder-free nitrile multi-purpose, blue, medium, latex free, 100 per box. Omar Medical Supplies 2910/M or equal	BX						
472	INSECT RELIEF WIPES, 10 individually sealed packages per box. North 021202P or equal.	CS						

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473	OINTMENT, triple antibiotic: bacitracin, polymyxin, neomycin; 1 gram foil packets, 144/box. Clay Park X908145 or equal.	EA						
474	PENLIGHTS, disposable, 6 per box. School Health 90071 or equal.	BX						
475	PETROLEUM JELLY, white, 1 oz tube. Fougera X293365 or equal.	BX						
476	PROBE COVERS, disposable, for SureTemp thermometers, 250 per box. Welch Allyn or equal.	BX						
477	SAFETY PINS, assorted sizes and mix of brass and steel, 90 per pack. Simplicity or equal.	PK						
478	SHAMPOO, lice pediculicide, with comb, 4 oz. bottle. RID or equal.	BX						
479	SPONGE, gauze, not sterilized, 3"x 3", 12 ply. 200 per pkg, white. Dynarex or equal.	BX						
480	TAPE, rayon first-aid, all purpose, 1" x 5 yards. Johnson & Johnson 4832 or equal.	PK						
481	TAPE, rayon first-aid, all purpose, 1/2" x 5 yards. Johnson & Johnson 4831 or equal.	RL						
482	THERMOMETER, digital, electronic, battery operated, flexible soft tip. Mabis Healthcare or equal.	RL						
483	THERMOMETER, single-use, sterile, individually wrapped, 100 per box. NexTemp or equal.	BX						
484	TONGUE DEPRESSORS, non-sterile, 500/box, junior size. Amsino or equal.	EA						
485	TOWEL, Crosstex, 13" x 19", similar to dentist's drip cloth, 500 per case. Crosstex or equal.	EA						

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<b>NON-CORE HEALTH SUPPLIES</b>								
486	Percent discount from bidder's catalog list price to be applied to all non-core health supplies. Estimated annual spend on non-core health supplies is \$20,000.							
<b>SUBTOTAL LOT 3</b>								
<b>LOT 4 - OFFICE SUPPLIES</b>								
487	ALPHABETIZER, sorter, pressboard, organize by days of the week, months, A-Z, or numeric, laminated tabs, 31 sections, 10" throat depth. Esselte 40655 or equal.	EA						
488	BADGE HOLDERS, clip style, clear plastic holder, 3" x 4", with white laser/inkjet insert cards, 40 per box. Avery 5366 or equal.	BX						
489	BADGE HOLDERS, pin style, clear plastic holder, 3"x 2", 1-1/4", with white laser/inkjet insert cards, 100 per box. Avery CB72C or equal.	BX						
490	BATTERY, alkaline, 1-1/2 volt, size D, 4-pack. Duracell MN1300R4Z or equal.	PK						
491	BATTERY, alkaline, 9 volt, 4-pack. Duracell MN16RT4Z or equal.	PK						
492	BATTERY, alkaline, size AA, 8-pack. Duracell MN1500B8Z or equal.	PK						
493	BATTERY, alkaline, size AAA, 8-pack. Duracell MN2400B8Z or equal.	PK						
494	BATTERY, alkaline, size C, 4-pack. Duracell MN1400R4Z or equal.	PK						

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495	BATTERY, nickel metal hydride (NiMH), rechargeable, size AA, recharges up to 1,000 times, 4-pack. Duracell DC1500B4N or equal.	PK						
496	BINDER CLIPS, large, 2" wide, 1-1/16" capacity, 12 per box. Acco or equal.	BX						
497	BINDER CLIPS, medium, 1-1/4" wide, 5/8" capacity, 12 per box. Acco or equal.	BX						
498	BINDER CLIPS, small, 3/4" wide, 5/16" capacity, 12 per box. Acco or equal.	BX						
499	BINDER CLIPS, mini, 9/16" wide, 1/4" capacity, 12 per box. Acco or equal.	BX						
500	BINDER, 3-ring, 11"x 8-1/2", 1" capacity, heavy gauge vinyl, back-mount rings allow pages to lie flat, 4 inside pockets, black. Avery 27250 or equal.	EA						
501	BINDER, 3-ring, 11"x 8-1/2", 1" capacity, heavy gauge vinyl, back-mount rings allow pages to lie flat, 4 inside pockets, blue. Avery 27251 or equal.	EA						
502	BINDER, 3-ring, 11"x 8-1/2", 1" capacity, heavy gauge vinyl, back-mount rings allow pages to lie flat, 4 inside pockets, burgundy. Avery 27252 or equal.	EA						
503	BINDER, 3-ring, 11"x 8-1/2", 1" capacity, heavy gauge vinyl, back-mount rings allow pages to lie flat, 4 inside pockets, green. Avery 27253 or equal.	EA						
504	BINDER, 3-ring, 11"x 8-1/2", 1" capacity, heavy gauge vinyl, back-mount rings allow pages to lie flat, 4 inside pockets, red. Avery 27201 or equal.	EA						



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505	BINDER, 3-ring, 11"x 8-1/2", 1-1/2" capacity, heavy gauge vinyl, back-mount rings allow pages to lie flat, 4 inside pockets, black. Avery 27350 or equal.	EA						
506	BINDER, 3-ring, 11"x 8-1/2", 1-1/2" capacity, heavy gauge vinyl, back-mount rings allow pages to lie flat, 4 inside pockets, blue. Avery 27351 or equal.	EA						
507	BINDER, 3-ring, 11"x 8-1/2", 1-1/2" capacity, heavy gauge vinyl, back-mount rings allow pages to lie flat, 4 inside pockets, blurgundy. Avery 27352 or equal.	EA						
508	BINDER, 3-ring, 11"x 8-1/2", 1-1/2" capacity, heavy gauge vinyl, back-mount rings allow pages to lie flat, 4 inside pockets, green. Avery 27353 or equal.	EA						
509	BINDER, 3-ring, 11"x 8-1/2", 1-1/2" capacity, heavy gauge vinyl, back-mount rings allow pages to lie flat, 4 inside pockets, red. Avery 27202 or equal.	EA						
510	BINDER, 3-ring, 11"x 8-1/2", 2" capacity, heavy gauge vinyl, back-mount rings allow pages to lie flat, 4 inside pockets, black. Avery 27550 or equal.	EA						
511	BINDER, 3-ring, 11"x 8-1/2", 2" capacity, heavy gauge vinyl, back-mount rings allow pages to lie flat, 4 inside pockets, blue. Avery 27551 or equal.	EA						
512	BINDER, 3-ring, 11"x 8-1/2", 2" capacity, heavy gauge vinyl, back-mount rings allow pages to lie flat, 4 inside pockets, burgundy. Avery 27552 or equal.	EA						

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513	BINDER, 3-ring, 11"x 8-1/2", 2" capacity, heavy gauge vinyl, back-mount rings allow pages to lie flat, 4 inside pockets, green. Avery 27553 or equal.	EA						
514	BINDER, 3-ring, 11"x 8-1/2", 2" capacity, heavy gauge vinyl, back-mount rings allow pages to lie flat, 4 inside pockets, red. Avery 27203 or equal.	EA						
515	BINDER, 3-ring, 11"x 8-1/2", 3" capacity, heavy gauge vinyl, back-mount rings allow pages to lie flat, 4 inside pockets, black. Avery 27650 or equal.	EA						
516	BINDER, 3-ring, 11"x 8-1/2", 3" capacity, heavy gauge vinyl, back-mount rings allow pages to lie flat, 4 inside pockets, blue. Avery 27651 or equal.	EA						
517	BINDER, 3-ring, 11"x 8-1/2", 3" capacity, heavy gauge vinyl, back-mount rings allow pages to lie flat, 4 inside pockets, burgundy. Avery 27652 or equal.	EA						
518	BINDER, 3-ring, 11"x 8-1/2", 3" capacity, heavy gauge vinyl, back-mount rings allow pages to lie flat, 4 inside pockets, green. Avery 27653 or equal.	EA						
519	BINDER, 3-ring, 11"x 8-1/2", 3" capacity, heavy gauge vinyl, back-mount rings allow pages to lie flat, 4 inside pockets, red. Avery 27204 or equal.							
520	BINDER, 3-ring, 8-1/2"x 11", 1" capacity, 35 pt. plastic, flexible cover, no pockets, no color choice. Accohide 40510 or equal.	EA						

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521	BINDER, 3-ring, 8-1/2"x 11", 1" capacity, 35 pt. plastic, flexible covers, no pockets, light blue. Accohide 39713 or equal.	EA						
522	BINDER, view, 2", round ring, 8.5 "x 11", blue, 4 inside pockets. Avery 17034 or equal.	EA						
523	BINDER, view, 1/2", round ring, 8.5 "x 11", black, 2 inside pockets. Stride 88001 or equal.	EA						
524	BINDER, view, 1", round ring, 8.5 "x 11", black, 2 inside pockets. Stride 88011 or equal.	EA						
525	BINDER, view, 1.5", round ring, 8.5 "x 11", black, 2 inside pockets. Stride 88021 or equal.	EA						
526	BINDER, view, 2", round ring, 8.5 "x 11", black, 2 inside pockets. Stride 88031 or equal.	EA						
527	BINDER, view, 3", round ring, 8.5 "x 11", black, 2 inside pockets. Stride 88051 or equal.	EA						
528	BINDER, view, 1/2", round ring, 8.5" x 11", white, 2 inside pockets. Avery CV1105WE or equal.	EA						
529	BINDER, view, 1", round ring, 8.5" x 11", white, 2 inside pockets. Avery CV1110WE or equal.	EA						
530	BINDER, view, 1-1/2", round ring, 8.5" X 11", white, 2 inside pockets. Avery CV1115WE or equal.	EA						
531	BINDER, view, 2", round ring, 8.5" x 11", white, 2 inside pockets. Avery CV11120WE or equal.	EA						

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532	BINDER, view, 3", round ring, 8.5" x 11", white, 2 inside pockets. Avery CV1125WE or equal.	EA						
533	BINDER, view, 1", EZD rings, heavy-duty, 8.5"x 11", white, 4 inside pockets. Avery 79199 or equal.	EA						
534	BINDER, view, 2", EZD rings, heavy-duty, 8.5" X 11", black, 4 inside pockets. Avery 79692 or equal.	EA						
535	BINDER, view, 2", EZD rings, heavy-duty, 8.5" X 11", white, 4 inside pockets. Avery 79192 or equal.	EA						
536	BINDER, view, non-stick, 1", locking round ring, 8.5" x 11", white, 2 inside pockets. Avery VB1110WE or equal.	EA						
537	BINDING COMBS, 1/2" capacity, black, 100 per box. GBC 4000068 or equal.	BX						
538	BOOK RING, 1" diameter, nickel-plated steel, 100 per box. Acco 72202 or equal.	BX						
539	BOOK RING, 1-1/2" diameter, nickel-plated steel, 100 per box. Acco 72204 or equal.	BX						
540	BOOK RING, 2" diameter, nickel-plated steel, 50 per box. Acco 72205 or equal.	BX						
541	BOOK, weekly plan, 13-month, 1 week per spread, 5" x 8", spiral bound. House of Doolittle HOD2750 or equal.	EA						
542	BOOK, weekly plan, 40 weeks, size 8-1/4" x 10-7/8", spiral bound, each week consists of seven subject periods. At-A-Glance G1551005 or equal.	EA						
543	BOX, cardboard, corrugated, 18"x12"x12", 200# test, 1.5 cu. ft. Safco 4030 or equal.	EA						

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544	BOX, storage, legal size, lift-off lid, white, 15x10x24, 650-lb stacking weight, 12 boxes per carton. BANKERS Box 00702 or equal.	CT						
545	BOX, storage, letter/legal size, lift-off lid, white, 12x10x15, 450-lb stacking weight, 12 boxes per carton. BANKERS Box 00703 or equal.	CT						
546	BRIEFCASE, computer, nylon, black, computer compartment 12-3/4" H x 16" W x 2" D, adjustable removable shoulder strap, inside pockets for media and small items, outer pocket. Fellowes 58431 or equal.	EA						
547	BULB, for overhead projector, ENX. Apollo ENX or equal.	EA						
548	BULB, for overhead projector, EVD. Apollo EVD or equal.	EA						
549	BULB, for overhead projector, EYB. Apollo EYB or equal.	EA						
550	BULB, for overhead projector, FXL. Apollo FXL or equal.	EA						
551	BUTCHER PAPER, wrapping, white kraft, 50 lb, 18" x 1000 ft/roll. Pacon 5918 or equal.	RL						
552	BUTCHER PAPER, wrapping, white kraft, 50 lb, 36" x 1000 ft/roll. Pacon 5936 or equal.	RL						
553	CABLE, 16' USB 2.0, USB to USB device, transfer to 480 mbps. Belkin F3U13316 or equal.	EA						
554	CALENDAR, refill, 2 pages per weekday, Jan-Dec, 3-1/2" x 6", white, base sold separately. At-A-Glance E71750 or equal.	EA						

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555	CALENDAR, refill, 2 pages per weekday, red monthly tabs, Jan-Dec, 3-1/2" x 6", white, base sold separately. At-A-Glance E717T50 or equal.	EA						
556	CANNED AIR, compressed gas duster, 10 oz per can, 2 cans per pack. OfficeMax OM96092 or equal.	PK						
557	CARD, business, laser, white, clean-edge perforation, 2" x 3-1/2", 10 cards/sheet, 400 cards/box. Avery 5877 or equal.	BX						
558	CD-R, recordable discs, 700MB capacity, 52x speed, spindle of 100 discs. Memorex 32024581 or equal.	PK						
559	CERTIFICATE COVERS, navy, 12-1/2" x 9-3/4", 5 covers/pack, 80 lb. Great Papers 903119 or equal.	PK						
560	CERTIFICATE, metallic blue border, 11" x 8-1/2", 25/Pack, 24 lb. Great Papers 934425 or equal.	PK						
561	CERTIFICATE, metallic gold border, 11" x 8-1/2", 25/Pack, 24 lb. Great Papers 934025 or equal.	PK						
562	CLAMP, paper, butterfly shape, large (2 5/8"), 12 per box. Acco 72610 or equal.	BX						
563	CLAMP, paper, butterfly shape, small (1 1/2"), 50 per box. Acco 72620 or equal.	BX						
564	CLIPBOARD, legal size, 9"x 15-1/2", masonite. Charles Leonard 89004 or equal.	EA						
565	CLIPBOARD, letter size, 9"x 12-1/2", masonite. Saunders 05612 or equal.	EA						

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566	CLIPS, magnetic, bulldog style, 2-1/4" wide, 3/8" capacity, silver, 12/box. Hunt 2027 or equal.	BX						
567	CLOCK, wall, battery operated, sweeping second hand, 1 1/2" diameter x 1-1/4" thick, black, requires 1 AA battery (not included). OfficeMax OM97446 or equal.	EA						
568	COMPOSITION BOOK, 9-3/4" x 7-3/4", 50 Sheets, Grade 1, green cover. Roaring Springs 377920 or equal.	EA						
569	COMPOSITION BOOK, 9-3/4" x 7-3/4", 50 Sheets, Grade 2, red cover. Roaring Springs 377921 or equal.	EA						
570	COMPOSITION BOOK, 9-3/4" x 7-3/4", 50 Sheets, Grade 3, blue cover. Roaring Springs 377922 or equal.	EA						
571	COMPOSITION BOOK, marbled chipboard cover, 7-7/8 x 10, 80 pages, 16lb, college ruled. Ampad 26252 or equal.	EA						
572	COMPOSITION BOOK, marbled chipboard cover, 7-7/8 x 10, 80 pages, 16lb, wide ruled. Ampad 26250 or equal.	EA						
573	CORRECTION FLUID, 1/2 oz. buff. Papermate, Liquid Paper 56601 or equal.	EA						
574	CORRECTION FLUID, all-purpose, 18ml white fluid. PMOP 28411 or equal	EA						
575	CORRECTION TAPE, white, in disposable plastic applicator, rewinding knob, 1/5" x 394". SKM Industries 802 or equal.	EA						
576	CUPS, foam, white, 8 oz., for hot or cold beverages, 25 cups per pack. Dart 8J8 or equal.	PK						

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577	DISKETTE, 3.5" double sided, high density, IBM formatted, 10 per box. Imation 12881 or equal.	BX						
578	ENVELOPES, 24 lb, white, #7, 6-3/4"x 3-3/4" gummed flap, 500 per box. Quality Park 10526 or equal.	BX						
579	ENVELOPES, catalog, 10"x 13", end opening, gummed flap, 28# buff, kraft, 250 per box. Quality Park 41660 or equal.	BX						
580	ENVELOPES, catalog, 9" x 12", 28 lb., kraft, end opening, gummed flap, 250 per box. Quality Park 41460 or equal.	BX						
581	ENVELOPES, catalog, kraft, 11.5" x 14.5", 250/Box, 28 Lb. OfficeMax OM97216 or equal.	BX						
582	ENVELOPES, catalog, kraft, 6" x 9", 500/Box, 28 Lb. OfficeMax OM97217 or equal.							
583	ENVELOPES, clasp, 10"x13", 28# kraft, 100 per box. DiversaFile Everett 32138100 or equal.	BX						
584	ENVELOPES, clasp, 9"x12", 28# kraft, 100 per box. DiversaFile Everett 32098100 or equal.	BX						
585	ENVELOPES, end opening, gummed flap, clasp, #28, light brown kraft, 6" x 9", 100 per box. DiversaFile Everett 32698100 or equal.	BX						
586	ENVELOPES, poly, letter, expands to 1", interior pocket for 1 CD or diskette, string closure, assorted colors, 3 per pack. Esselte 52561 or equal.	PK						



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587	ENVELOPES, white, 24 lb, 4-1/8" x 9-1/2", #10, 500/Box. DiversaFile Everett 61140 or equal.	BX						
588	ENVELOPES, White, 24 lb, 4-1/8" x 9-1/2", #10, 500/Box. Quality Park 11116Q or equal.	BX						
589	ENVELOPES, window, white, 24 lb, 4-1/8" x 9-1/2", #10, 500/Box. Quality Park 21316 or equal.	BX						
590	EXAM BOOK, blue book, 8-1/2" x 7", 8 sheets, 16 sides, 3/8" ruling 1" heading both sides of page, 3/4" left margin both sides of page; 50 books per pack. Roaring Springs 77512 or equal.	PK						
591	EXTENSION CORD, 25 feet, orange, 3 prong, indoor/outdoor, 13 amps, 16 gauge. Fellowes 99597 or equal.	EA						
592	FACIAL TISSUE, pop-up box, 2-ply, white, 100 tissues/box. Georgia-Pacific 47410 or equal.	BX						
593	FAN, oscillating, desk style, 16", 3-speed, ivory. Lakewood R16/DESK or equal.	EA						
594	FASTENER, round head, solid brass, #2, 1/2" long, 100 per box. Acco 71502 or equal.	BX						
595	FASTENER, round head, solid brass, #4, 1" long, 100 per box. Acco 71504 or equal.	BX						
596	FILE JACKET, reinforced, letter, flat, yellow, 100 per box. Esselte 22009 or equal.	BX						
597	FILE, box, portable, includes 3 letter-size hanging folders, plastic, black, 13-7/8" W x 11" H x 11-1/8" D, self-locking lid. Esselte Portafila 41742 or equal.	EA						

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598	FILE, desktop, includes 5 letter-size hanging folders with tabs and inserts, plastic, 12-3/16" W x 6" D x 9-5/8" H, black. Esselte 23013 or equal.	EA						
599	FILE, expanding wallet, letter, 12-3/8" W x 10" H, 5-1/4" capacity, red fiber material, elastic cord closure. Esselte 30771 or equal.	EA						
600	FLAG, Post-It® Smaller-Size Flags - assorted, 1/2" x 1.7", 140 flags, 4 colors, 35 flags of each color (red, blue, yellow, green). 3M 6834 or equal.	PK						
601	FLAG, Post-it® Tape Flags - assorted colors, 1" x 1-7/10", 250/Pack, pop-up flags - value pack. 3M 680VAD4 or equal.	PK						
602	FLASHLIGHT, off-on switch, industrial type, krypton bulb, uses 2 "D" batteries (not included). Duracell PCIND or equal.	EA						
603	FOLDER, 25-pt. pressboard, classification, 4-fastener, letter, blue, 1-1/2" expandable gusset, 2/5 cut. SJ Paper S60953 or equal.	EA						
604	FOLDER, file 11 pt, letter size, 1/3 cut assorted tab positions, 100 per box, assorted colors (24 each of blue, red, yellow, green). Esselte 82300 or equal.	BX						
605	FOLDER, file 11 pt, letter size, 1/3 cut assorted tab positions, blue, 100 per box. Esselte 152-1/3-BLU or equal.	BX						
606	FOLDER, file 11 pt, LETTER SIZE, 1/3 cut assorted tab positions, 100 per box, BRIGHT GREEN. Esselte 152-1/3-BGR or equal.	BX						

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607	FOLDER, file 11 pt, LETTER SIZE, 1/3 cut assorted tab positions, 100 per box, RED. Esselte 152-1/3-RED or equal.	BX						
608	FOLDER, file 11 pt, LETTER SIZE, 1/3 cut assorted tab positions, 100 per box, Lavender. Esselte 152-1/3-LAV or equal.	BX						
609	FOLDER, file 11 pt, LETTER SIZE, 1/3 cut assorted tab positions, 100 per box, YELLOW. Esselte 152-1/3-YEL or equal.	BX						
610	FOLDER, file, 11 pt, manila, legal size, 1/3 cut self tab, assorted positions, 100 per box. Esselte 7531/3 or equal.	BX						
611	FOLDER, file, 11 pt, manila, letter size, 1/3 cut self tab, assorted positions, 100 per box. Esselte 7521/3 or equal.	BX						
612	FOLDER, file, interior, 9.5 pt, assorted colors, letter size, 1/3 cut, 100 per box, assorted positions. Esselte Pendaflex 42101/3A or equal.	BX						
613	FOLDER, file, interior, 9.5 pt, manila, letter size, 1/3 cut, 100 per box, assorted positions. Esselte Pendaflex 42101/3 or equal.	BX						
614	FOLDER, file, 11 pt, manila, letter size, 1/5 cut, assorted positions, 100 per box. Esselte 7521/5 or equal.	BX						
615	FOLDER, file, 11 pt, manila, letter size, 2/5 cut, assorted positions, 100 per box. Esselte 7522/5RE or equal.	BX						
616	FOLDER, file, hanging type, heavy tag, LETTER SIZE, no tab, 25 per box. Esselte 81600 or equal.	BX						

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617	FOLDER, file, hanging, heavy tag, letter size, 1/3 cut, plastic tabs included, 25 per box. Esselte 81601 or equal.	BX						
618	FOLDER, file, hanging, heavy tag, legal size, 1/5 cut, plastic tabs included, 25 per box. Esselte 81622 or equal.	BX						
619	FOLDER, file, hanging, heavy tag, letter size, 1/5 cut, plastic tabs included, 25 per box. Esselte 81602 or equal.	BX						
620	FOLDER, file, hanging, heavy tag, letter size, 2" capacity box bottom, interior pocket for smaller items, plastic tabs NOT included, 25 per box. Esselte 4152X2 or equal.	BX						
621	FOLDER, file, hanging, letter size, interior pocket for smaller items, 1/5 cut, plastic tabs included, 25 per box. Esselte 1521/5ASST or equal.	BX						
622	FOLDER, pressboard, 25 pt, letter size, 2/5 cut self tab, tab right of center, cloth gusset bottom expands to 1"; 25 per box. Smead 4025A or equal.	BX						
623	FOLDER, pressboard, classification, 6-fastener, letter, green, 2" reinforced tape gusset, 2/5 cut, 10 per box. Esselte 1257GR or equal.	BX						
624	FOLDER, two-pocket with fasteners, 8-1/2" x 11", assorted colors, 24 per box. Avery 47344 or equal.	BX						
625	FOLDER, two-pocket with fasteners, 8-1/2" x 11", black, 25 per box. Avery 47978 or equal.	BX						
626	FOLDER, two-pocket with fasteners, 8-1/2" x 11", red, 25 per box. Avery 47979 or equal.	BX						

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627	FOLDER, two-pocket with fasteners, 8-1/2" x 11", dark blue, 25 per box. Avery 47975 or equal.	BX						
628	FOLDER, two-pocket with fasteners, 8-1/2" x 11", light blue, 25 per box. Avery 47976 or equal.	BX						
629	FOLDER, two-pocket with fasteners, 8-1/2" x 11", green, 25 per box. Avery 47977 or equal.	BX						
630	FOLDER, two-pocket with fasteners, 8-1/2" x 11", gray, 25 per box. Avery 47980 or equal.	BX						
631	FOLDER, twin pocket, 11" x 8-1/2", embossed paper, assorted, 25 per box. Avery 47993 or equal.	BX						
632	FOLDER, twin pocket, 11" x 8-1/2", embossed paper, black, 25 per box. Avery 47988 or equal.	BX						
633	FOLDER, twin pocket, 11" x 8-1/2", embossed paper, gray, 25 per box. Avery 47990 or equal.	BX						
634	FOLDER, twin pocket, 11" x 8-1/2", embossed paper, green, 25 per box. Avery 47987 or equal.	BX						
635	FOLDER, twin pocket, 11" x 8-1/2", embossed paper, white, 25 per box. Avery 47991 or equal.	BX						
636	FOLDER, twin pocket, 11" x 8-1/2", embossed paper, burgundy, 25 per box. Avery 47921 or equal.	BX						
637	FOLDER, twin pocket, 11" x 8-1/2", embossed paper, dark blue, 25 per box. Avery 47985 or equal.	BX						

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638	FOLDER, twin pocket, 11" x 8-1/2", embossed paper, light blue, 25 per box. Avery 47986 or equal.	BX						
639	FOLDER, twin pocket, 11" x 8-1/2", embossed paper, red, 25 per box. Avery 47989 or equal.	BX						
640	FOLDER, twin pocket, 11" x 8-1/2", embossed paper, teal, 25 per box. Avery 47922 or equal.	BX						
641	FOLDER, twin pocket, 11" x 8-1/2", embossed paper, yellow, 25 per box. Avery 47992 or equal.	BX						
642	FOLDER, twin pocket, letter size, flexible plastic, dark blue, 25 per box. Esselte 57402 or equal.	BX						
643	FOLDER, twin pocket, letter size, flexible plastic, maroon, 25 per box. Esselte 57418 or equal.	BX						
644	FOLDER, twin pocket, poly, snaps in and out of any standard three-ring binder without opening the rings. Acco 40025 or equal.	EA						
645	FRAME, hanging file folder, letter or legal, fits all 27" file drawers. Esselte 450 or equal.	ST						
646	FRAME, hanging file folder, letter size. Esselte 442 or equal.	ST						
647	GLUE STICK, non-toxic, washable, approx 0.28 oz. Dixon 15083 or equal.	EA						
648	GLUE STICK, non-toxic, washable, approx .74 oz. Dixon 15155 or equal.	EA						
649	GLUE STICK, non-toxic, permanent, approx .26 oz. Saunders 00166 or equal.	EA						

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650	GLUE STICK, non-toxic, permanent, glides on purple dries clear, approx 1.27 oz. Saunders 00226 or equal.	Ea						
651	GLUE, ROLL-ON, rubs on green, dries transparent, non toxic, 1.7 oz. Dixon 49899 or equal.	EA						
652	HANDSET LIFTER, for use with cordless headset system, lifts and lowers handset at the touch of a button, black. Plantronics HL10 or equal.	EA						
653	HIGHLIGHTER, 4 color set, chisel tip, includes fluorescent yellow, green, orange, pink. Avery 20463 or equal.	ST						
654	HIGHLIGHTER, 6 color set, chisel tip, includes fluorescent orange, turquoise blue, fluorescent yellow, fluorescent green, yellow, and pink. Sanford Major Accent 25076 or equal.	ST						
655	HIGHLIGHTER, broad tip, blue. Eberhard Faber 64328 or equal.	DZ						
656	HIGHLIGHTER, broad tip, CP certified non-toxic, fluorescent green. Avery 24020 or equal.	DZ						
657	HIGHLIGHTER, broad tip, CP certified non-toxic, fluorescent orange. Avery 24050 or equal.	DZ						
658	HIGHLIGHTER, broad tip, CP certified non-toxic, fluorescent pink. Avery 24010 or equal.	DZ						
659	HIGHLIGHTER, broad tip, CP certified non-toxic, fluorescent yellow. Avery 24000 or equal.	DZ						

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660	HIGHLIGHTER, pen style, 5-color set, includes 1 of each color: fluorescent yellow, fluorescent pink, fluorescent green, fluorescent blue and fluorescent orange . Bic Brite Liner BLP51WAST or equal.	ST						
661	HIGHLIGHTER, pen-style barrel with window to view ink level, rubber grip, 5-color set includes fluorescent yellow, fluorescent pink, fluorescent green, fluorescent orange, and fluorescent blue. Bic Z4 Brite Liner B4P51ASST or equal.	ST						
662	HOLE PUNCH, paper, 1-hole, hand operated, punches 1/4" diameter hole, 1" reach, with receptacle. OfficeMax OM99298 or equal.	EA						
663	HOLE PUNCH, paper, 3-hole, adjustable, 9/32"diameter holes, punches 10 sheets of 20 lb paper. Swingline 74037 or equal.	EA						
664	HOLE PUNCH, paper, 3-hole, electric, adjustable, punches 9/32" diameter holes, 28 sheets of 20 lb paper, removable chip pan. Swingline 535 or equal.	EA						
665	HOLE PUNCH, paper, 3-hole, heavy duty, adjustable, self-sharpening heads, 9/32"diameter holes, 32 sheets of 20 lb paper, removable chip pan. Swingline 300 or equal.	EA						
666	INDEX CARD, plain, 3" x 5", blue, 100 per package. Esselte 7320-BLU or equal.	PK						
667	INDEX CARD, plain, 3" x 5", cherry, 100 per package. Esselte 7320-CHE or equal.	PK						
668	INDEX CARD, plain, 3" x 5", green, 100 per package. Esselte 7320-GRE or equal.	PK						



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669	INDEX CARD, plain, 3" x 5", violet, 100 per package. Esselte 7320-VIO or equal.	PK						
670	INDEX CARD, plain, 3" x 5", white, 100 per package. Esselte 7320-WHI or equal.	PK						
671	INDEX CARD, plain, 3" x 5", canary, 100 per package. Esselte 7320-CAN or equal.	PK						
672	INDEX CARD, plain, 4"x 6", white, 100 per package. Esselte 7420-WHI or equal.	PK						
673	INDEX CARD, plain, 5" x 8", white, 100 per package. Esselte 7520-WHI or equal.	PK						
674	INDEX CARD, ruled, 3" x 5", white, faint blue ruled horizontally, one side only; 100 per pack. Esselte 7321-WHI or equal.	PK						
675	INDEX CARD, ruled, 4" x 6", white, faint blue ruled horizontally, one side only; 100 per pack. Esselte 7421 or equal.	PK						
676	INDEX CARD, ruled, 5" x 8", white, faint blue ruled horizontally, one side only; 100 per pack. Esselte 7521-WHI or equal.	PK						
677	INDEX, tab dividers, 3-ring punched for 11" x 8-1/2" binder, 5 assorted color tabs, buff color, insert included. Avery C12135 or equal.	ST						
678	INDEX, tab dividers, 3-ring punched for 11" x 8-1/2" binder, 5 clear tabs, buff color, insert included. Avery C12135C or equal.	ST						
679	INDEX, tab dividers, 3-ring punched for 11" x 8-1/2" binder, 8 assorted color tabs, buff color, insert included. Avery C12138 or equal.	ST						
680	INDEX, tab dividers, 3-ring punched for 11" x 8-1/2" binder, 8 clear tabs, buff color, insert included. Avery C12138C or equal.	ST						

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681	INDEX, tab dividers, 3-ring punched with clear reinforced binding edge, buff, pre-printed tabs Jan-Dec, 11"x 8-1/2", black leather tabs printed with gold metallic letters. Avery L213-12 or equal.	ST						
682	INDEX, tab dividers, 3-ring punched with gold reinforced binding edge, buff, pre-printed tabs A-Z, 11"x 8-1/2", 26 black leather tabs printed with gold metallic letters. Avery L213 or equal.	ST						
683	INDEX, tab dividers, clear translucent material, clear tab labels, 5-tab, 5 sets/pack. Avery 12449 or equal.	PK						
684	INDEX, tab dividers, white pages with multicolor tabs, clear labels, for black laser or inkjet printers, 11" x 8-1/2", 5 tabs, 1 set. Avery 11406 or equal.	ST						
685	INDEX, tab dividers, white pages with multicolor tabs, clear labels, for black laser or inkjet printers, 11" x 8-1/2", 8 tabs, 1 set. Avery 11407 or equal.	ST						
686	INDEX, tab dividers, white, big tab, erasable multicolor tabs, 3-ring punched for 11" x 8-1/2" binder, 8-tab, 1 set. Avery 23079 or equal.	ST						
687	INDEX, tab dividers, white, big tab, erasable white tabs, 3-ring punched for 11" x 8-1/2" binder, 8-tab, 1 set. Avery 23078 or equal.	ST						
688	INDEX, table of contents page and pre-printed dividers, multicolor, 11" x 8-1/2", 10 tabs, pre-labeled 1-10, 1 set. Avery 11135 or equal.	ST						

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689	INDEX, table of contents page and pre-printed dividers, multicolor, 11" x 8-1/2", 8 tabs, pre-labeled 1-8, 1 set. Avery 11133 or equal.	ST						
690	INDEX, table of contents page and pre-printed dividers, multicolor, 11" x 8-1/2", pre-labeled 1-31, 1 set. Avery 11129 or equal.	ST						
691	INDEX, table of contents page and pre-printed dividers, multicolor, 11" x 8-1/2", pre-labeled A-Z, 1 set. Avery 11125 or equal.	ST						
692	INDEX, table of contents, black and white TOC page, 11" x 8-1/2", reinforced binding edge, 5 multicolor tabs, laser or inkjet, 1 set. Avery 11667 or equal.	ST						
693	LABEL, copier, self-adhesive, 1"x 2-13/16", 33 labels per sheet, 100 sheets per box (3,300 labels per box). Avery 5351 or equal.	BX						
694	LABEL, file folder, 3-7/16"x 9"/16", self-adhesive, white with blue border, 248 per pack. Avery 5200 or equal.	PK						
695	LABEL, file folder, 3-7/16"x 9"/16", self-adhesive, white, 248 per pk. Avery 5202 or equal.	PK						
696	LABEL, file folder, laser/inkjet, 2/3" x 3-7/16", self-adhesive, white, permanent, 30 labels per sheet, 1500 labels per box. Avery 5366 or equal.	BX						
697	LABEL, laser, white self-adhesive, 1"x 2-5/8", 30 labels on 8-1/2"x 11" sheet, 100 sheets per box, 3000 labels per box. Avery 5160 or equal.	BX						

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698	LABEL, laser, white, self-adhesive, 2" x 4", 10 labels on 8-1/2"x 11" sheet, 1000 labels per box. Avery 5163 or equal.	BX						
699	LABEL, laser, white, self-adhesive, 3-1/3" x 4", 6 labels on 8-1/2"x 11" sheet, 600 labels per box. Avery 5164 or equal.	BX						
700	LABEL, name badge, laser, self-adhesive, white, 2-1/3" x 3-3/8", 8 labels per sheet, 400 per box. Avery 5395 or equal.	BX						
701	LABEL, name badge, write-on, self-adhesive, white with blue border, 2-15/16" x 3-3/8", 100 per pack. Avery 05144 or equal.	PK						
702	LAMINATION FILM, plastic, clear, 1.5 mil, 25" x 500', 2-1/4" core, 1 roll per box. Bryce Thermal Finishing 012552X or equal.	BX						
703	LAMINATION FILM, plastic, clear, 1.5 mil, 25" x 500', 1" core, 1 roll per box. Bryce Thermal Finishing 012551X or equal.	BX						
704	LAMINATION FILM, plastic, clear, 1.5 mil, 18" x 500', 2-1/4" core, 1 roll per box. Bryce Thermal Finishing 011852X or equal.	BX						
705	LAMINATION FILM, plastic, clear, 1.5 mil, 18" x 500', 1" core, 1 roll per box. Bryce Thermal Finishing 011851X or equal.	BX						
706	LAMINATION REFILL, cartridge for 3M LS1000 laminating system, 100' per roll, approximately 100 8-1/2" x 11" applications per cartridge. 3M DL1001 or equal.	EA						
707	LANYARDS, neck, breakaway style, 34", black, 12 per pack. GBC 3748010 or equal.	PK						

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708	LANYARDS, neck, clip style, black, 12 per pack. Champion 126BKPK or equal.	PK						
709	MAGAZINE FILE, white, 11-3/4" H x 3-7/8" W x 9-1/4" D. Bankers Box 00723 or equal.	EA						
710	MAGAZINE HOLDER, black, plastic, inside dimensions 11" H x 2" W x 9-1/2" D. Rubbermaid 86026 or equal.	EA						
711	MARKER, for flip chart, bullet tip, will not bleed through paper, 4-color set: black, red, blue, green. Sanford 22474 or equal.	ST						
712	MARKER, industrial, permanent, black, fine point, marks on metal, glass, foil, plastic, and photo film. Sharpie 13601 or equal.	EA						
713	MARKER, permanent, bold point, AP-certified non-toxic, 4-color set (black, red, blue, green), with vinyl pouch. Sanford Sharpie 33074 or equal.	ST						
714	MARKER, permanent, bold point, black. Sanford Super Sharpie 33001 or equal.	EA						
715	MARKER, permanent, chisel tip, large, black, 12/box. Avery Marks-A-Lot 8888 or equal.	DZ						
716	MARKER, permanent, dual tip (fine point and ultra fine point), AP-certified non-toxic, 5-color set (orange, turquoise, berry, lime, aqua), with vinyl pouch. Sanford Sharpie 32270 or equal.	ST						
717	MARKER, permanent, extra fine point (0.5 mm), black. Sanford Sharpie 35001 or equal.	EA						

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718	MARKER, permanent, fine point, AP-certified non-toxic, 12-color set (black, red, blue, green, yellow, orange, brown, purple, turquoise, berry, lime, aqua), with vinyl pouch. Sanford Sharpie 30072 or equal.	ST						
719	MARKER, permanent, fine point, AP-certified non-toxic, 4-color set (black, red, blue, green). Sanford Sharpie 30074 or equal.	ST						
720	MARKER, permanent, fine point, black. Sanford Sharpie 30001 or equal.	DZ						
721	MARKER, permanent, fine point, blue. Sanford Sharpie 30003 or equal.	DZ						
722	MARKER, permanent, fine point, green. Sanford Sharpie 30004 or equal.	DZ						
723	MARKER, permanent, fine point, purple. Sanford Sharpie 30008 or equal.	DZ						
724	MARKER, permanent, fine point, red. Sanford Sharpie 30002 or equal.	DZ						
725	MARKER, permanent, ultra fine point (0.3 mm), metal clip on cap, black. Sanford Sharpie 37001 or equal.	EA						
726	MARKER, permanent, ultra fine point, AP-certified non-toxic, metal clip on cap, 12-color set (black, red, blue, green, yellow, orange, brown, purple, turquoise, berry, lime, aqua), with vinyl pouch. Sanford Sharpie 37172 or equal.	ST						
727	MARKER, wet erase, for overhead transparencies, black, chisel tip, Vis-à-Vis 01501 or equal.	EA						

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728	MARKER, wet erase, for overhead transparencies, black, fine tip. Vis-à-Vis 16001 or equal.	DZ						
729	MARKER, wet erase, for overhead transparencies, blue, chisel tip, Vis-à-Vis 01503 or equal.	EA						
730	MARKER, wet erase, for overhead transparencies, blue, fine tip. Vis-à-Vis 16003 or equal.	DZ						
731	MARKER, wet erase, for overhead transparencies, fine tip, 4-color set: black, red, blue, green. Vis-à-Vis 16074 or equal.	ST						
732	MARKER, wet erase, for overhead transparencies, fine tip, 8-color set: black, red, blue, green, orange, purple, brown, yellow. Vis-à-Vis 16078 or equal.	ST						
733	MARKER, wet erase, for overhead transparencies, green, fine tip. Vis-à-Vis 16004 or equal.	DZ						
734	MARKER, wet erase, for overhead transparencies, purple, fine tip. Vis-à-Vis 16008 or equal.	DZ						
735	MARKER, wet erase, for overhead transparencies, red, fine tip. Vis-à-Vis 16002 or equal.	DZ						
736	MESSAGE BOOK, phone, duplicate, white and yellow, carbonless, wrap around cover, 4 messages per page, 100 pages per book. Adams SC1154D or equal.	BK						
737	MOUSEPAD, 8"W x 9 1/2"D x 1/4"H, royal blue. Fellowes 58021 or equal.	EA						

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738	NOTEBOOK, steno, 6" wide x 9" long, Gregg ruled, green tinted paper, line down center, top wire spiral bound, 60 sheets. DiversaFile Everett 78900 or equal.	EA						
739	NOTEBOOK, wirebound, 1-subject, college ruled, 16 lb, 70 sheets. OfficeMax OM97626 or equal.	EA						
740	NOTEBOOK, wirebound, 3-subject, college ruled, 16 lb sheets with clean tear out, 120 sheets. Ampad 25428 or equal.	EA						
741	PAD, easel, 27" x 34", 1" faint ruled, 15 lb, white bond, three hole punch at top, 50 sheets per pad, carton of 2 pads. DiversaFile Everett 77106 or equal.	CT						
742	PAD, easel, 27"x34", unruled, white, 50 sheets per pad, carton of 2 pads. DiversaFile Everett 77100 or equal.	CT						
743	PAD, easel, 27"x34", 1" squares, white, 50 sheets per pad, carton of 2 pads. DiversaFile Everett 77104 or equal.	CT						
744	PAD, easel, self-stick pads, white, 30" H x 25" W, 30 sheets/pad, 2 pads/pack, 1" squares. 3M 560 or equal.	PK						
745	PAD, easel, self-stick pads, white, 30" H x 25" W, 30 sheets/pad, 2 pads/pack, unruled. 3M 559 or equal.	PK						
746	PAD, easel, self-stick pads, yellow, 30" H x 25" W, 30 sheets/pad, 2 pads/pack, lined. 3M 561 or equal.	PK						
747	PAD, easel, table top self-stick pads, white, 23" H x 20" W, 20 sheets/pad, unruled. 3M 563 or equal.	PD						



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748	PAD, note, self-adhesive, removable, 2" x 2", yellow, ruled, "Super Sticky," 90 sheets per pad, 10 pads per pack. 3M 622-10SSCY or equal.	PK						
749	PAD, note, self-adhesive, removable, 3" x 3", 100 sheets per pad, 4 pads of canary yellow, 2 pads each of sky blue, carnation, spring green, lavender; 12 pads total per pack. 3M 654AST or equal.	PK						
750	PAD, note, self-adhesive, removable, 3" x 3", yellow, 100 sheets per pad, 12 pads per pack. 3M 654-YW or equal.	PK						
751	PAD, note, self-adhesive, removable, 3" x 3", yellow, ruled, 100 sheets per pad, 6 pads per pack. 3M 6306PK or equal.	PK						
752	PAD, note, self-adhesive, removable, 4" x 6", ruled, 100 sheets per pad, 1 pad each of turquoise, ultra yellow, fuchsia; 3 pads total per pack. 3M 6603AU or equal.	PK						
753	PAD, note, self-adhesive, removable, 1-1/2" x 2", yellow, 100 sheets per pad, 12 pads per pack. 3M 653-YW or equal.	PK						
754	PAD, note, self-adhesive, removable, 1-1/2" x 2", 100 sheets per pad, 3 pads each of turquoise, grape, ultra yellow, fuchsia; 12 pads total per pack. 3M 653AU or equal.	PK						
755	PAD, note, self-adhesive, removable, 3" x 5", yellow, 100 sheets per pad, 12 pads per pack. 3M 655-YW or equal.	PK						

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756	PAD, scratch, 3"x 5", 16# white bond, unruled, chipboard back, 100 sheets per pad, 12 pads per pack. OfficeMax OM97301 or equal.	PK						
757	PAD, scratch, 4"x 6", 16# white bond, unruled, chipboard back, 100 sheets per pad, 12 pads per pack. OfficeMax OM97304 or equal.	PK						
758	PAD, scratch, 5"x 8", 16# white bond, unruled, chipboard back, 100 sheets per pad, 12 pads per pack. OfficeMax OM97311 or equal.	PK						
759	PAPER CLIPS, #1, 100 clips per box. OIC 99911 or equal.	BX						
760	PAPER CLIPS, ball bearing, 1-3/8", 12 per box. Advantus 11210 or equal.	BX						
761	PAPER CLIPS, jumbo, 100 clips per box. OIC 99914 or equal.	BX						
762	PAPER graph, 16 lb, white, 22"W x 30"L, ruled 1/2" squares, one side, 100 sheets per pad. Everett 75181 or equal.	PD						
763	PAPER graph, 16 lb, white, 8-1/2"W x 11"L, faint blue ruling, 5 squares per inch, printed on both sides. 100 sheets per package. Everett 44143 or equal.	PK						
764	PAPER graph, 16 lb, white, 8-1/2"X 11", printed front and back, 1/8" squares. 50 sheets per pad. Everett 75118 or equal	PD						
765	PAPER TOWEL, 2-ply roll, 11" x 9", 85 sheets per roll. Georgia-Pacific 27385 or equal.	RL						

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766	PAPER TOWEL, non-perforated rolls, natural color, 1-ply, 7-3/4" x 350', 12 rolls/carton. Georgia-Pacific 26401 or equal.	CT						
767	PAPER TOWEL, single-fold, white, 91/2" x 101/2", 250 per pack. Georgia-Pacific 20904 or equal.	PK						
768	PAPER, brights, 24 lb, 8-1/2"x 11", assorted (solar yellow, cosmic orange, venus violet, terra green, fireball fuchsia), 500 sheets per ream. Wausau 22289 or equal.	RM						
769	PAPER, brights, 24 lb, 8-1/2"x 11", Cosmic Orange, 500 sheets per ream. Wausau 22651 or equal.	RM						
770	PAPER, brights, 24 lb, 8-1/2"x 11", Fireball Fuchsia, 500 sheets per ream. Wausau 22681 or equal.	RM						
771	PAPER, brights, 24 lb, 8-1/2"x 11", Gamma Green, 500 sheets per ream. Wausau 22541 or equal.	RM						
772	PAPER, brights, 24 lb, 8-1/2"x 11", Lift-Off Lemon, 500 sheets per ream. Wausau 22631 or equal.	RM						
773	PAPER, brights, 24 lb, 8-1/2"x 11", Lunar Blue, 500 sheets per ream. Wausau 22521 or equal.	RM						
774	PAPER, brights, 24 lb, 8-1/2"x 11", Planetary Purple, 500 sheets per ream. Wausau 22671 or equal.	RM						
775	PAPER, brights, 24 lb, 8-1/2"x 11", Pulsar Pink, 500 sheets per ream. Wausau 22621 or equal.	RM						

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776	PAPER, brights, 24 lb, 8-1/2"x 11", Re-Entry Red, 500 sheets per ream. Wausau 22551 or equal.	RM						
777	PAPER, brights, 24 lb, 8-1/2"x 11", Rocket Red, 500 sheets per ream. Wausau 22641 or equal.	RM						
778	PAPER, brights, 24 lb, 8-1/2"x 11", Solar Yellow, 500 sheets per ream. Wausau 22531 or equal.	RM						
779	PAPER, brights, 24 lb, 8-1/2"x 11", Terra Green, 500 sheets per ream. Wausau 22581 or equal.	RM						
780	PAPER, brights, 24 lb, 8-1/2"x 11", Venus Violet, 500 sheets per ream. Wausau 22081 or equal.	RM						
781	PAPER, continuous form, white, 1-part, 20 lb., 9-1/2" x 11" (tears down to 8-1/2" x 11"), 2400 forms per carton. IBM 90H3800 or equal.	CT						
782	PAPER, cover stock, blue, 8-1/2" x 11", 65 lb., 250 sheets per pack. Boise MP2651BE or equal.	PK						
783	PAPER, cover stock, bright white, 8-1/2" x 11", 65 lb., 250 sheets per pack. Boise MP2651BW or equal.	PK						
784	PAPER, cover stock, brights, 65 lb, 8-1/2"x 11", Cosmic Orange, 250 sheets per ream. Wausau 22851 or equal.	PK						
785	PAPER, cover stock, brights, 65 lb, 8-1/2"x 11", Fireball Fuchsia, 250 sheets per ream. Wausau 22881 or equal.	PK						

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786	PAPER, cover stock, brights, 65 lb, 8-1/2"x 11", Gamma Green, 250 sheets per ream. Wausau 22741 or equal.	PK						
787	PAPER, cover stock, brights, 65 lb, 8-1/2"x 11", Lift-Off Lemon, 250 sheets per ream. Wausau 22831 or equal.	PK						
788	PAPER, cover stock, brights, 65 lb, 8-1/2"x 11", Lunar Blue, 250 sheets per ream. Wausau 22721 or equal.	PK						
789	PAPER, cover stock, brights, 65 lb, 8-1/2"x 11", Planetary Purple, 250 sheets per ream. Wausau 22871 or equal.	PK						
790	PAPER, cover stock, brights, 65 lb, 8-1/2"x 11", Pulsar Pink, 250 sheets per ream. Wausau 22821 or equal.	PK						
791	PAPER, cover stock, brights, 65 lb, 8-1/2"x 11", Re-Entry Red, 250 sheets per ream. Wausau 22751 or equal.	PK						
792	PAPER, cover stock, brights, 65 lb, 8-1/2"x 11", Rocket Red, 250 sheets per ream. Wausau 22841 or equal.	PK						
793	PAPER, cover stock, brights, 65 lb, 8-1/2"x 11", Solar Yellow, 250 sheets per ream. Wausau 22731 or equal.	PK						
794	PAPER, cover stock, brights, 65 lb, 8-1/2"x 11", Terra Green, 250 sheets per ream. Wausau 22781 or equal.	PK						
795	PAPER, cover stock, brights, 65 lb, 8-1/2"x 11", Venus Violet, 250 sheets per ream. Wausau 22091 or equal.	PK						

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796	PAPER, cover stock, canary, 8-1/2" x 11", 65 lb., 250 sheets per pack. Boise MP2651CY or equal.	PK						
797	PAPER, cover stock, green, 8-1/2" x 11", 65 lb., 250 sheets per pack. Boise MP2651GN or equal.	PK						
798	PAPER, cover stock, ivory, 8-1/2" x 11", 65 lb., 250 sheets per pack. Boise MP2651IY or equal.	PK						
799	PAPER, cover stock, pink, 8-1/2" x 11", 65 lb., 250 sheets per pack. Boise MP2651PK or equal.	PK						
800	PAPER, cover stock, salmon, 8-1/2" x 11", 65 lb., 250 sheets per pack. Boise MP2651SN or equal.	PK						
801	PAPER, Dual purpose, 20 lb, 8-1/2"x 11", blue. Boise MP2201BE or equal.	RM						
802	PAPER, Dual purpose, 20 lb, 8-1/2"x 11", buff, 500 sheets per ream. Boise MP2201BF or equal.	RM						
803	PAPER, Dual purpose, 20 lb, 8-1/2"x 11", canary, 500 sheets per ream. Boise MP2201CY or equal.	RM						
804	PAPER, Dual purpose, 20 lb, 8-1/2"x 11", celery, 500 sheets per ream. Boise MP2201CL or equal.	RM						
805	PAPER, Dual purpose, 20 lb, 8-1/2"x 11", cherry, 500 sheets per ream. Boise MP2201CHE or equal.	RM						
806	PAPER, Dual purpose, 20 lb, 8-1/2"x 11", cream, 500 sheets per ream. Boise MP2201CM or equal.	RM						

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807	PAPER, Dual purpose, 20 lb, 8-1/2"x 11", goldenrod, 500 sheets per ream. Boise MP2201GD or equal.	RM						
808	PAPER, Dual purpose, 20 lb, 8-1/2"x 11", gray, 500 sheets per ream. Boise MP2201GY or equal.	RM						
809	PAPER, Dual purpose, 20 lb, 8-1/2"x 11", green, 500 sheets per ream. Boise MP2201GN or equal.	RM						
810	PAPER, Dual purpose, 20 lb, 8-1/2"x 11", ivory, 500 sheets per ream. Boise MP2201IY or equal.	RM						
811	PAPER, Dual purpose, 20 lb, 8-1/2"x 11", lavender, 500 sheets per ream. Boise MP2201LV or equal.	RM						
812	PAPER, Dual purpose, 20 lb, 8-1/2"x 11", orchid, 500 sheets per ream. Boise MP2201OR or equal.	RM						
813	PAPER, Dual purpose, 20 lb, 8-1/2"x 11", pink, 500 sheets per ream. Boise MP2201PK or equal.	RM						
814	PAPER, Dual purpose, 20 lb, 8-1/2"x 11", pumpkin, 500 sheets per ream. Boise MP2201PKN or equal.	RM						
815	PAPER, Dual purpose, 20 lb, 8-1/2"x 11", salmon, 500 sheets per ream. Boise MP2201SN or equal.	RM						
816	PAPER, Dual purpose, 20 lb, 8-1/2"x 11", tan, 500 sheets per ream. Boise MP2201TN or equal.	RM						

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817	PAPER, Dual purpose, 20 lb, 92 brightness, 11"x 17", white, 500 sheets per ream. HP C1117 or equal.	RM						
818	PAPER, Dual purpose, 20 lb, 92 brightness, 8-1/2"x 11", white, 3-hole punched, 500 sheets per ream. HP C3HP or equal.	RM						
819	PAPER, Dual purpose, 20 lb, 92 brightness, 8-1/2"x 14", white, 500 sheets per ream; 10 reams per carton. HP C8514 or equal.	RM						
820	PAPER, Dual purpose, 20 lb, 92 brightness, white; 8 1/2 x 11 paper; 500 sheets per ream; 10 reams per carton. HP C8511 or equal.	RM						
821	PAPER, Dual purpose, 20 lb, long grain, 11" x 17", blue. Boise MP2207BE or equal.	RM						
822	PAPER, graph, 16 lb, white, 22"W x 30"L, ruled 1" squares one side, 100 sheets per pad, top is bound on the 22" side. Everett 75178 or equal	PD						
823	PAPER, graph, 20 lb., white, 8-1/2" x 11", 4 squares per inch, 50 sheets per pad. OfficeMax OM97306 or equal.	PD						
824	PAPER, graph, manila, 9" x 12", 50 lb, 1" squares, 500 sheets per ream. Everett 46717 or equal.	RM						
825	PAPER, graph, manila, 9" x 12", 50 lb, 1/2" squares, 500 sheets per ream. Everett 46713 or equal.	RM						
826	PAPER, index, 110 lb, 8-1/2" x 11", 92 brightness, 250 sheets per pack. Boise 235162 or equal.	PK						



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827	PAPER, index, 90 lb, 8-1/2" x 11", 92 brightness, 250 sheets per pack. Boise 235249 or equal.	PK						
828	PAPER, notebook filler, 8-1/2"x 11", 16 lb., white bond, COLLEGE RULED, blank top heading each side of paper, red marginal ruled on left-hand 11" side, 3 hole punched 150 sheets per ream. OfficeMax OM98020 or equal.	PK						
829	PAPER, notebook filler, 8-1/2"x 11", 16 lb., white bond, WIDE RULED, blank top heading each side of paper, red marginal ruled on left-hand 11" side, 3 hole punched 150 sheets per ream. OfficeMax OM98019 or equal.	PK						
830	PAPER, notebook filler, 8-1/2"x 11", 16 lb., white bond, COLLEGE RULED, blank top heading each side of paper, red marginal ruled on left-hand 11" side, 3 hole punched 500 sheets per ream. Everett 43152 or equal.	PK						
831	PAPER, notebook filler, 8-1/2"x 11", 16 lb., white bond, WIDE RULED, blank top heading each side of paper, red marginal ruled on left-hand 11" side, 3 hole punched 500 sheets per ream. Everett 43127 or equal.	PK						
832	PAPER, photo paper, 8-1/2" x 11", white, 10 mil, 50/Pack. HP C6979A or equal.	PK						
833	PAPER, roll, adding machine, white, 2-1/4" x 150'. OfficeMax OM97632 or equal.	RL						
834	PAPER, wrapping, natural kraft, 50 lb, 36" x 1000 ft/roll. Pacon 5836 or equal.	RL						

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CORE PRICE LIST

LINE ITEM #	DESCRIPTION	UOM	APPROX. ANNUAL QTY.	MFR NAME	MFR #	BIDDER'S PRODUCT # OR SKU	UNIT PRICE	EXTENDED AMOUNT
835	PEN, ballpoint stick pen, medium, blue, rubber grip. PaperMate Write Bros. Grip Stick 88080 or equal.	DZ						
836	PEN, ballpoint stick pen, medium, red, rubber grip. PaperMate Write Bros. Grip Stick 88080 or equal.	DZ						
837	PEN, ballpoint, fine point (0.7mm), black, round plastic barrel. Bic GSF11BK or equal.	DZ						
838	PEN, ballpoint, fine point (0.7mm), blue, round plastic barrel. Bic GSF11BE or equal.	DZ						
839	PEN, ballpoint, fine point (0.7mm), red, round plastic barrel. Bic GSF11RD or equal.	DZ						
840	PEN, ballpoint, fine, black, transparent barrel, rubber grip. Pentel RSVP #BK90-A or equal.	DZ						
841	PEN, ballpoint, medium point (1.0mm), black, round plastic barrel. Bic GSM11BK or equal.	DZ						
842	PEN, ballpoint, medium point (1.0mm), blue, round plastic barrel. Bic GSM11BE or equal.	DZ						
843	PEN, ballpoint, medium point (1.0mm), green, round plastic barrel. Bic GSM11GN or equal.	DZ						
844	PEN, ballpoint, medium point (1.0mm), red, round plastic barrel. Bic GSM11RD or equal.	DZ						
845	PEN, ballpoint, medium point, refillable, with 24" chain and base, black ink. Rogers Stay-Put 21026 or equal.	EA						
846	PEN, ballpoint, medium, black, transparent barrel, rubber grip. Pentel RSVP #BK91-A or equal.	DZ						
847	PEN, ballpoint, medium, blue, transparent barrel, rubber grip. Pentel RSVP #BK91-C or equal.	DZ						

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848	PEN, ballpoint, medium, red, transparent barrel, rubber grip. Pentel RSVP #BK91-B or equal.	DZ						
849	PEN, felt tip, porous point, fine, black, 12/box. Eberhard Faber 38011 or equal.	DZ						
850	PEN, felt tip, porous point, fine, blue, 12/box. Eberhard Faber 38013 or equal.	DZ						
851	PEN, felt tip, porous point, fine, red, 12/box. Eberhard Faber 38012 or equal.	DZ						
852	PEN, porous point, medium (1.1 mm), green. Papermate Flair 84401 or equal.	EA						
853	PEN, porous point, medium (1.1 mm), purple. Papermate Flair 84501 or equal.	EA						
854	PEN, roller ball, 0.5mm, black, tungsten carbide ball, dark gray barrel, 2 windows show ink supply. Uni-ball Vision 60106 or equal.	EA						
855	PEN, roller ball, 0.5mm, red, tungsten carbide ball, dark gray barrel, 2 windows show ink supply. Uni-ball Vision 60117 or equal.	EA						
856	PEN, roller ball, extra fine point (0.5 mm), rubber grip, black, clip on cap. Bic GREM11BK or equal.	DZ						
857	PEN, roller ball, extra fine point (0.5 mm), rubber grip, red, clip on cap. Bic GREM11RD or equal.	DZ						
858	PEN, roller ball, fine (0.7 mm), blue, clip on cap. Bic RM11BE or equal.	DZ						
859	PEN, rollerball, 0.5mm, blue, matte black barrel with clip and cap. Uni-ball Onyx Roller 60041 or equal.	EA						

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860	PENCIL, colored, blue, insoluble, with eraser, unsharpened, 12 per box. Sanford Col-Erase 20044 or equal.	DZ						
861	PENCIL, colored, red, insoluble, with eraser, unsharpened, 12 per box. Sanford Col-Erase 24048 or equal.	DZ						
862	PUSHPINS, plastic head, 3/8" point, assorted colors, 100/box. Universal 31310 or equal.	BX						
863	RECEIPT BOOK, 3-Part (white, canary, pink), 4 receipts per page, 100 Sets/Book, 7-5/8" x 11". Adams TC1182 or equal.	EA						
864	RECYCLING CONTAINER, deskside, blue, imprinted with white recycling logo, 15" H x 10-1/4" W x 14-3/8" D, 28-1/8 qt. Safco 295606 or equal.	EA						
865	REINFORCEMENTS, polyvinyl, self-adhesive, 9/16" diameter with 1/4" diameter hole, white, 200 per roll. Avery 05729 or equal.	BX						
866	REPORT COVER, clear front cover, 3 double-tang fasteners, 8-1/2" x 11", 1/2" capacity, red, 25 per box. Avery 47798 or equal.	BX						
867	REPORT COVER, clear front cover, 3 double-tang fasteners, 8-1/2" x 11", 1/2" capacity, blue, 25 per box. Avery 47795 or equal.	BX						
868	RUBBER BANDS, #18, 3"x 1-1/16", 1/4 lb. per bag. Alliance 26188 or equal.	BG						
869	RUBBER BANDS, #33, 3-1/2"x 1/8", 1/4 lb. per bag. Alliance 26338 or equal.	BG						
870	RUBBER BANDS, assorted sizes, 1/4 lb. per bag. Alliance 26548 or equal.	BG						
871	RUBBER BANDS, assorted colors and sizes, 1/4 lb. per bag. Alliance 07706 or equal.	BG						

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872	RUBBER CEMENT, acid-free, 4 oz. bottle, brush in cap. Hunt 44 or equal.	EA						
873	SCISSORS, 2 sharp points, 8" long, bent pattern, stainless steel blades, plastic hand grip. Acme 43218 or equal.	EA						
874	SCISSORS, straight handle, steel, hot-forged, nickel plated blades, 8", black handle. Acme United 10260 or equal.	EA						
875	SECURITY CABLE, for notebook computers, 6' steel cable with T-bar lock. Kensington 64068 or equal.	EA						
876	SHEET PROTECTORS, heavyweight, clear, letter size, side-loading, 25 per pack. Avery 76001 or equal.	PK						
877	SHEET PROTECTORS, top-loading, economy weight (2.0 mil), clear, will not lift print off materials, fits 8-1/2" x 11" materials, 100/box. Avery PV119ED or equal.	BX						
878	SHEET PROTECTORS, top-loading, heavyweight (3.1 mil), clear, will not lift print off materials, fits 8-1/2" x 11" materials, 100/box. Avery PV119 or equal.	BX						
879	SHEET PROTECTORS, top-loading, heavyweight (3.1 mil), multi-page capacity (up to 50 sheets), clear, will not lift print off materials, fits 8-1/2" x 11" materials, 25/box. Avery PV119XL25 or equal.	BX						
880	SHREDDER, confetti cut, black, shreds 6 sheets per pass, 4 gallon wastebasket, auto start/stop, shreds staples and credit cards, 14-1/4" W x 9-1/2" D x 4-3/4" H. Fellowes P-45C or equal.	EA						

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881	SIGN, NO SMOKING, weather-resistant plastic, 8" x 12", red background with white lettering. Advantus 83639 or equal.	EA						
882	SOAP, liquid, soft, antibacterial, 1-gallon pump bottle. Softsoap 201901 or equal	EA						
883	STAPLE REMOVER, steel jaws, extra wide finger grips with textured surface. Swingline 38101 or equal.	EA						
884	STAPLER, electric, 25 sheet capacity, black. Swingline 50201 or equal.	EA						
885	STAPLER, full strip, metal construction including spring loaded inner chamber, rubber base, uses standard staples, opens flat to tack, black. Swingline 444 or equal.	EA						
886	STAPLER, full strip, plastic construction, rubber base, uses standard staples, opens flat to tack, black. Swingline 545 or equal.	EA						
887	STAPLER, half strip, 20-sheet capacity, metal construction, rubber base, w/staple remover, black. Swingline 711 or equal.	EA						
888	STAPLES, standard strip, chisel point, 5000 per box. Swingline 35108 or equal.	BX						
889	SURGE PROTECTOR, 6-outlets, 1045 joules, 6' cord, black. OfficeMax OM96010 or equal.	EA						
890	SURGE PROTECTOR, 8-outlets, 2525 joules, 8' cord, black. OfficeMax OM96027 or equal.	EA						
891	TABLET, gummed top, 8-1/2"x11", canary, 16 lb paper, wide ruled, 50 sheets per pad, 12 tablets per pack. DiversaFile Everett 73210 or equal.	DZ						

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892	TABLET, letter size, 8-1/2" x 11", perforated style pads, canary, 50 sheets/pad, legal rule, 3-Hole punched. Ampad 20221 or equal.	PD						
893	TABLET, letter size, 8-1/2"x 11", canary, 3/8" blue ruling both sides, chipboard back, perforated, 50 sheets per tablet, 12 tablets per pack. DiversaFile Everett 76210 or equal.	DZ						
894	TABLET, letter size, 8-1/2"x 11", white, 3/8" blue ruling both sides, chipboard back, perforated, 50 sheets per tablet, 12 tablets per pack. DiversaFile Everett 76110 or equal.	DZ						
895	TACKER, stapling, heavy duty steel construction, non-clogging mechanism. Stanley Bostich TR45 or equal.	EA						
896	TAG, shipping, 10 pt. Manila, 3-1/4"x 1-5/8", with string, 1,000 per box. Acco 11595 or equal.	BX						
897	TAPE DISPENSER PACK, black plastic desktop dispenser, includes 6 refill rolls of frosty invisible tape, 3/4" x 1000", 1" core. 3M 810C40B or equal.	PK						
898	TAPE DISPENSER, desktop, plastic, weighted base, holds tape rolls 3/4" x 1296", 1" core, black. 3M C38BK or equal.	EA						
899	TAPE DISPENSER, hand held, refillable, plastic, holds tape rolls 3/4"x 36 yards, 1" core. 3M H127 or equal.	EA						
900	TAPE, BOOK mending, 2" x 15 yards., 3" core, clear. 3M 8452 or equal.	RL						

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901	TAPE, BOOK mending, 3" x 15 yds., 3" core, clear. 3M 8453 or equal.	RL						
902	TAPE, box sealing, heavy duty, 1.88" x 54.6 yards, 3" core, clear. 3M 7502CR or equal.	RL						
903	TAPE, box sealing, medium duty, 1.88"x 54.6 yards, 1.9 mil thick, 3" core, clear. 3M 37102CR or equal.	RL						
904	TAPE, DUCT, 2" x 60 yards., 3" core, silver. 3M 3900 or equal.	RL						
905	TAPE, in plastic dispenser, transparent, 1/2" x 450". 3M 104 or equal.	RL						
906	TAPE, in plastic dispenser, transparent, 3/4" x 300". 3M 105 or equal.	RL						
907	TAPE, invisible, frosty, non-yellowing, 1/2" x 1,296", 1" core individually boxed. 3M 810-1296-1/2 or equal.	RL						
908	TAPE, invisible, frosty, non-yellowing, 3/4" x 1,296", 1" core, individually boxed. 3M 810-1296-3/4 or equal.	RL						
909	TAPE, LABELING, black on clear, 1/2" wide, 26.2' long, laminated. Brother TZ131 or equal.	EA						
910	TAPE, LABELING, black on white, 1/2" wide, 26.2' long, laminated. Brother TZ231 or equal.	EA						
911	TAPE, LABELING, black on white, 1/2" wide, 26.2' long, non-laminated, for use in Brother PT-65, 85, 100 and 110. Brother M231 or equal.	EA						
912	TAPE, LABELING, black on white, 3/4" wide, 26.2' long, laminated. Brother TZ241 or equal.	EA						
913	TAPE, masking, 1" x 60 yards long. 3M 2600-1B or equal.	RL						



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914	TAPE, masking, 1/2" x 60 yards long. 3M 2600-1/2 or equal.	RL						
915	TAPE, masking, 2" x 60 yards long. 3M 2600-2B or equal.	RL						
916	TAPE, masking, 3/4" x 60 yards long. 3M 2600-3/4 or equal.	RL						
917	TAPE, transparent, clear, non-yellowing, 1/2" x 1,296", 1" core, shiny finish, individually boxed. 3M 600-1296-1/2 or equal.	RL						
918	TAPE, transparent, clear, non-yellowing, 3/4" x 1,296", 1" core, shiny finish, individually boxed. 3M 600-1296-3/4 or equal.	RL						
919	TAPE, VELCRO, hook and loop fastener, self-adhesive, 3/4" x 15', white. Velcro 90082 or equal.	RL						
920	THUMB TACK, nickel-plated, 3/8" solid head, 100 per box. Universal 51002 or equal.	BX						
921	TOILET TISSUE, 2-ply, white, 605 sheets per roll. Scott 0446050 or equal.	RL						
922	TOWELS, disposable wipes, white, 15"x 17", 1 ply, 140 towels per box. Kimberly-Clark 34256 or equal.	BX						
923	T-PINS, #24, 1-1/2" long, 100 per box. Advantus 87T or equal.	BX						
924	TRANSPARENCY FILM, write-on, clear, overhead projection, 8-1/2"x11", 100 per box. 3M AF4300 or equal.	BX						
925	TRANSPARENCIES, infrared, for thermal transparency makers, 8-1/2"x 10-1/2", clear, 4mil thickness, 100 per box. 3M IR1140 or equal.	BX						

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926	TRANSPARENCY FILM, 8-1/2"x11", for high temperature copiers, with sensing strips, 4mil thickness, 100 sheets per box. 3M PP2950 or equal.	BX						
927	TRANSPARENCY FILM, for color laser printers, 8-1/2" x 11", 50/box. 3M CG3700 or equal.	BX						
928	TRANSPARENCY FILM, for inkjet printers, with sensing strip, 8-1/2" x 11", 50/box. 3M Highland 707 or equal.	BX						
929	TRANSPARENCY FILM, for laser printers, 8-1/2" x 11", 50/box. 3M Highland 701 or equal.	BX						
930	TRANSPARENCY FILM, for plain paper copiers, with removable sensing strip, 8-1/2" x 11", 100/box. 3M Highland 903 or equal.	BX						
931	TRANSPARENCY FILM, for plain paper copiers, with sensing strip, 8-1/2" x 11", 100/box. 3M Highland 902 or equal.	BX						
932	TRANSPARENCY FILM, multipurpose, 8-1/2"x11", for all laser printers, inkjet printers and copiers, 50/bx. 3M CG 6000 or equal.	BX						
933	TRAY, index card file, cardboard, with lid, 6"x9"x11". Esselte 40591 or equal.	EA						
934	WASTE BASKET, plastic molded, 15"H x 14.25"W x 10-1/4"D high; black; rectangular. Rubbermaid 29561 or equal.	EA						

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<b>NON-CORE OFFICE SUPPLIES</b>								
935	Percent discount from bidder's catalog list price to be applied to all non-core office supplies. Estimated annual spend on non-core office supplies is \$300,000.							
<b>SUBTOTAL LOT 4</b>								
<b>LOT 5 - TECHNOLOGY SUPPLIES</b>								
936	FLASH DRIVE, USB 2.0, 1.0GB capacity. Imation 18067 or equal.	EA						
937	FLASH DRIVE, USB 2.0, 256MB capacity. Imation 18065 or equal.	EA						

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938	FLASH DRIVE, USB 2.0, 512MB capacity. Imation 18066 or equal.	EA						
939	FLASH DRIVE, USB 2.0, 2.0GB capacity. Imation 18068 or equal.	EA						
940	HEADSET, stereo PC headset, black/silver. Plantronics AUDIO60 or equal.	EA						
941	INK, Riso, for model #GR1700, GR1750, GR-2710, G375 GR-2750, GR-3750 also RC/RA 4000, 4200, 4500, 2 tubes per box. Hunt W86845.	BX						
942	INKJET CARTRIDGE, for Epson C64, C84, C86, CX6400, black, high yield. Epson T043120.	EA						
943	INKJET CARTRIDGE, for Epson C64, C84, C86, CX6400, black. Epson T044120.	EA						
944	INKJET CARTRIDGE, for Epson C64, C84, C86, CX6400, C,M,Y Color Multi-Pack, Epson T044520.	PK						
945	INKJET CARTRIDGE, for Epson C64, C84, C86, CX6400, Cyan. Epson T044220.	EA						
946	INKJET CARTRIDGE, for Epson Stylus® C20, C20SX, C20UX, C40, C40SX, C40UX, black. Epson T013201.	EA						
947	INKJET CARTRIDGE, for Epson Stylus® C60, black. Epson T028201.	EA						
948	INKJET CARTRIDGE, for Epson Stylus® C60, TRI-Color. Epson T029201.	EA						
949	INKJET CARTRIDGE, for Epson Stylus® C62, CX3200, black. Epson T040120.	EA						
950	INKJET CARTRIDGE, for Epson Stylus® C62, CX3200, Tri-Color. Epson T041020.	EA						

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951	INKJET CARTRIDGE, for Epson Stylus® C80, C80N, C82, CX5400, CX5200, black. Epson T032120.	EA						
952	INKJET CARTRIDGE, for Epson Stylus® C82, CX5200, cyan. Epson T042220.	EA						
953	INKJET CARTRIDGE, for Epson Stylus® C82, CX5200, magenta. Epson T042320.	EA						
954	INKJET CARTRIDGE, for Epson Stylus® C82, CX5200, yellow. Epson T042420.	EA						
955	INKJET CARTRIDGE, for Epson Stylus® Color Series; Stylus® Scan 2000/2500 (Pro), black. Epson S189108.	EA						
956	INKJET CARTRIDGE, for Epson Stylus® Color: 777, 777i, Black. Epson T017201.	EA						
957	INKJET CARTRIDGE, for Epson Stylus® Color: 777, 777i, color. Epson T018201.	EA						
958	INKJET CARTRIDGE, for Epson Stylus® Printers, black. Epson T019201.	EA						
959	INKJET CARTRIDGE, for Epson Stylus® Printers, color. Epson T020201.	EA						
960	INKJET CARTRIDGE, for Lexmark Color Jetprinter Z42, Z43, Z45, Z45se, Z51, Z52, Z53, P707, P122, color. Lexmark 15M0120.	EA						
961	INKJET CARTRIDGE, for Lexmark Color Jetprinter Z55, Z55se, Z65, Z65n, Z65p, MultiFunction, tri-color. Lexmark 18L0042.	EA						
962	INKJET CARTRIDGE, for Lexmark Jetprinter Z12, Z22, Z32, Z705, P707, black. Lexmark 17G0050.	EA						
963	INKJET CARTRIDGE, for Lexmark Jetprinter Z55, Z55se, Z65, Z65n, Z65p, X5150, black. Lexmark 18L0032.	EA						

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964	INKJET CARTRIDGE, for Lexmark Z13, Z23, Z25, Z33, Z35. Z605, Multifunction X75, X1150, color. Lexmark 10N0026.	EA						
965	INKJET CARTRIDGE, for Stylus® Color; Stylus® Scan 2000/2500 (Pro), Tri-Color. Epson S191089.	EA						
966	INKJET CARTRIDGE, for Stylus® Photo 820, 925, Black. Epson T026201.	EA						
967	INKJET CARTRIDGE, No. 11 for HP Deskjet 2200, 2250 Series; Designjet 500, 500PS, 800, 800PS, cyan, 1750 page yield. HP C4836AN.	EA						
968	INKJET CARTRIDGE, No. 11 for HP Deskjet 2200, 2250 Series; Designjet 500, 500PS, 800, 800PS, magenta, 1750 page yield. HP C4837AN.	EA						
969	INKJET CARTRIDGE, No. 11 for HP Deskjet 2200, 2250 Series; Designjet 500, 500PS, 800, 800PS, yellow, 1750 page yield. HP C4838AN.	EA						
970	INKJET CARTRIDGE, No. 14 for HP Color Inkjet Printer CP1160 Series, Officejet D100 Series, black, 830page yield. HP C5011DN.	EA						
971	INKJET CARTRIDGE, No. 14 for HP Color Inkjet Printer CP1160 Series, Officejet D100 Series, tri-color, 450 page yield. HPC5010DN.	EA						
972	INKJET CARTRIDGE, No. 15 for HP Deskjet 810, 812, 825, 840, 842, 843, 845, 920, 940, 950, black. HP C6615DN.	EA						
973	INKJET CARTRIDGE, No. 17 for HP Deskjet 840C, 842C, 843C, 841, 845, 825, tri-color. HP C6625AN.	EA						

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974	INKJET CARTRIDGE, No. 20 for HP Deskjet 610, 612, 640, 642, 648; HP Fax 925, black. HP C6614DN.	EA						
975	INKJET CARTRIDGE, No. 23 for HP Deskjet 700 Series, Color Copier Series, OfficeJet, tri-color. HP C1823D.	EA						
976	INKJET CARTRIDGE, No. 26 for HP Deskjet, Deskjet Plus, Deskjet 400, 500 Series, black. HP 51626A.	EA						
977	INKJET CARTRIDGE, No. 27 for HP Deskjet 3320, 3420, 3425, 3520, 3550, 3845, Fax 1240, black. HP C8727AN.	EA						
978	INKJET CARTRIDGE, No. 28 for HP Deskjet 3320, 3420, 3425, 3520, 3550, 3845, Fax 1240, tri-color. HP C8728AN.	EA						
979	INKJET CARTRIDGE, No. 29 for HP Deskjet 600C, 660C, 670C, 680C, 690C; Deskwriter 600, 660, 680, black. HP 51629A.	EA						
980	INKJET CARTRIDGE, No. 41 for HP Deskjet 820, 850C, 855, 870, 110C, Color Copier 110, 120, tri-color. HP 51641A.	EA						
981	INKJET CARTRIDGE, No. 45 for HP Deskjet 700, 1600 Series, black, 833 page yield. HP 51645A.	EA						
982	INKJET CARTRIDGE, No. 49 for HP Deskjet 350 Series, 600C; 610, 660C, 670, 680C, 690C Series, tri-color. HP 51649A.	EA						

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LINE ITEM #	DESCRIPTION	UOM	APPROX. ANNUAL QTY.	MFR NAME	MFR #	BIDDER'S PRODUCT # OR SKU	UNIT PRICE	EXTENDED AMOUNT
983	INKJET CARTRIDGE, No. 56 for HP Deskjet 450cbi, 5150, 5550, 5650, 5850, 9650, 9670, 9680, black. HP C6656AN.	EA						
984	INKJET CARTRIDGE, No. 57 for HP Deskjet 450cbi, 5150, 5550, 5650, 5850, 9650, 9670, 9680, tri-color. HP C6657AN.	EA						
985	INKJET CARTRIDGE, No. 58 for HP Deskjet 5550, 5551, 7150, 7350, 7550, PSC 2110, 2210, 2150, photo. HP C6658AN.	EA						
986	INKJET CARTRIDGE, No. 78 for HP Deskjet 930, 932, 935, 950, 952, 970, 1220, HP Photosmart P1000, tri-color, 450 page yield. HP C6578DN.	EA						
987	INKJET CARTRIDGE, No. 78 for HP Deskjet 930, 932, 935, 950, 952, 970, 1220, HP Photosmart P1000, tri-color, 970 page yield. HP C6578AN.	EA						
988	INKJET CARTRIDGE, No. 94 for HP Deskjet 5740, 6520, 6540, 6840 Series, Photosmart, black. HP C8765WN.	EA						
989	INKJET CARTRIDGE, No. 95 for Deskjet 5740, 6520, 6540, 6840 Series, Photosmart, tri-color. HP C8766WN.	EA						
990	INKJET CARTRIDGE, No. 96 for HP DeskJet 6540, 6840, Photosmart 8150, 8450; Officejet 7210, black, 800 page high-yield cartridge. HP C8767WN.	EA						
991	INKJET CARTRIDGE, -No. 97 for Deskjet 5740, 6520, 6540, 6840 Series, Photosmart, Tri-Color. HP C9363WN.	EA						



OAKLAND UNIFIED SCHOOL DISTRICT

PROCUREMENT DISTRIBUTION

Desktop Delivery of Office, Classroom, Athletic, Health, Technology and Furniture Supplies

RFP # 12-13/09

CORE PRICE LIST

LINE ITEM #	DESCRIPTION	UOM	APPROX. ANNUAL QTY.	MFR NAME	MFR #	BIDDER'S PRODUCT # OR SKU	UNIT PRICE	EXTENDED AMOUNT
992	INKJET CARTRIDGE, No.10 for HP Business Inkjet, Designjet ColorPro CAD, Color Pro GA, 2000c, black, 1430 page yield. HP C4844A.	EA						
993	INKJET CARTRIDGES, for Lexmark Optra 40/45, Multifunction, black. Lexmark 12A1970.	EA						
994	INKJET CARTRIDGES, for Lexmark Z13, Z23, Z25, Z33, Z35. Z605, Multifunction X75, X1150, black. Lexmark 10N0016.	EA						
995	MASTERS, Riso, GR 1700	CT						
996	MOUSE, optical, scrolling, USB/PS2, Windows® 95, 98, 2000, Me, XP, Mac® OS X or Later. Kensington 72123F or equal.	EA						
997	PRINT CARTRIDGE, for Brother IntlleFAX 1170, 1270, 1270e, black. Brother PC-201.	EA						
998	PRINT CARTRIDGE, for HP LaserJet 1320 Series, black. HP Q5949A.	EA						
999	PRINT CARTRIDGE, for HP LaserJet 2420, 2420d 2420dn, 2430tn, 2430dtn, black. HP Q6511A.	EA						
1000	PRINT CARTRIDGE, for HP LaserJet 4250 Series, 4350, 4350n, 4350tn, 4350dtn, 4350dtnsl, black. HP Q5942A.	EA						
1001	PRINTER RIBBON, for IBM/Lexmark 238X, 239X, 248X, 249X, 2300 Series, 2400 Series, black. Lexmark 11A3540.	EA						
1002	STAMP PAD, black ink, micropore, size 2-3/4" x 4-1/4". Carter's 21281 or equal.	EA						

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1003	TONER CARTRIDGE, for Brother HL Series, DCP Series, MFC Series, black, 3000 page yield. Brother TN430.	EA						
1004	TONER CARTRIDGE, for Brother PPF2800/ 2900/ 3800, MFC4800/ 6800, DCP-1000, black. Brother TN250.	EA						
1005	TONER CARTRIDGE, for HP LaserJet 1100, 3200 Series, black. HP C4092A.	EA						
1006	TONER CARTRIDGE, for HP LaserJet 1200, 1220, 3300 Series, Black, 2500 page yield. HP C7115A.	EA						
1007	TONER CARTRIDGE, for HP LaserJet 1200, 1220, 3300 Series, Black, 3500 page yield. HP C7115X.	EA						
1008	TONER CARTRIDGE, for HP LaserJet 1300, 1300N, 1300xi, Black, High-Yield Print Cartridge. HP Q2613X.	EA						
1009	TONER CARTRIDGE, for HP LaserJet 1300, 1300N, 1300xi, black. HP Q2613A.	EA						
1010	TONER CARTRIDGE, for HP LaserJet 2100 Series, black, 5000 page yield. HP C4906A.	EA						
1011	TONER CARTRIDGE, for HP LaserJet 2300 Series, black. HP Q22610A.	EA						
1012	TONER CARTRIDGE, for HP LaserJet 4, 4 Plus, 4M, 4M Plus, 5, 5M, 5N, 5SE, black 6800 page yield. HP 92298A.	EA						
1013	TONER CARTRIDGE, for HP LaserJet 4200 Series, 12,000 page yield, black. HP Q1338A.	EA						

**OAKLAND UNIFIED SCHOOL DISTRICT**  
**PROCUREMENT DISTRIBUTION**  
**Desktop Delivery of Office, Classroom, Athletic, Health, Technology and Furniture Supplies**  
**RFP # 12-13/09**

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1014	TONER CARTRIDGE, for HP LaserJet 5P, 5MP, 6P, 6MP, black, 4000 page yield. HP C3903A.	EA						
1015	TONER CARTRIDGE, for HP LaserJet 8100, 8150 Series, black, 20,000 page yield. HP C4182X.	EA						
1016	TONER CARTRIDGE, for Konica copiers 7033, 7040, 7045, black. Konica Minolta 950414.	EA						
1017	TONER CARTRIDGE, for Konica copier 7085. Konica Minolta 950970.	EA						
1018	TONER CARTRIDGE, for Konica copier 7075. Konica Minolta 950638.	EA						
1019	STAPLES, for Konica copiers. Konica Minolta 950764.	EA						
1020	TONER CARTRIDGE, for Konica Minolta copiers 7055, 7065. Konica Minolta 950665.	EA						
1021	TONER CARTRIDGE, for Konica Minolta copiers 7155, 7165, 7255, 7272. Konica Minolta 950564.	EA						
1022	TONER CARTRIDGE, Kits for HP LaserJet 4600, 4650 Series, Black, 9000 page yield, Smart Print Cartridge. HP C9720A.	EA						
1023	TONER CARTRIDGE, Kits for HP LaserJet 4600, 4650 Series, Cyan, 8000 page yield, Smart Print Cartridge. HP C9721A.	EA						
1024	TONER CARTRIDGE, Kits for HP LaserJet 4600, 4650 Series, Magenta, 8000 page yield, Smart Print Cartridge. HP C9723A.	EA						
1025	TONER CARTRIDGE, Kits for HP LaserJet 4600, 4650 Series, Yellow, 8000 page yield, Smart Print Cartridge. HP C9722A.	EA						

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1026	TONER CARTRIDGES, for HP LaserJet 4000, 4050 Series, black, 10,000 page yield. HP C4127X.	EA						
1027	TONER CARTRIDGES, for HP LaserJet 4100 Series, Black, 10,000 Page Yield. HP C8061X.	EA						
1028	TONER CARTRIDGES, for HP LaserJet 4100 Series, Black, 6,000 Page Yield. HP C8061A.	EA						
1029	TYPEWRITER RIBBON, for IBM Diamond Series, Easystrike Superior Write Ribbon, Personal Wheelwriter, black. Lexmark 1380999.	EA						
<b>NON-CORE TECHNOLOGY SUPPLIES</b>								
1030	Percent discount from bidder's catalog list price to be applied to all non-core technology supplies. Estimated annual spend on non-core technology supplies is \$100,000.							
<b>SUBTOTAL LOT 5</b>								
<b>LOT 6 - FURNITURE</b>								

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LINE ITEM #	DESCRIPTION	UOM	APPROX. ANNUAL QTY.	MFR NAME	MFR #	BIDDER'S PRODUCT # OR SKU	UNIT PRICE	EXTENDED AMOUNT
1031	FILE CABINET, lateral, 2 drawer, 18"D x 36"W x 28"H, counterweight included where applicable to meet ANSI/BIFIMA stability requirements. Three part, telescoping slide suspension operates on steel ball-bearings. Drawer extension restraint; mechanical interlock inhibits the extension of more than one drawer at a time. Four adjustable leveling glides. Baked enamel finish over rust-inhibiting phosphate pre-treatment. Reinforced case construction. Hon Flagship 9182.	EA						
1032	FILE CABINET, lateral, 4 drawer, 18"D x 42"W x 52-1/2"H, counterweight included where applicable to meet ANSI/BIFIMA stability requirements. Three part, telescoping slide suspension operates on steel ball-bearings. Drawer extension restraint; mechanical interlock inhibits the extension of more than one drawer at a time. Four adjustable leveling glides. Baked enamel finish over rust-inhibiting phosphate pre-treatment. Reinforced case construction. Hon Flagship 9194.	EA						

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LINE ITEM #	DESCRIPTION	UOM	APPROX. ANNUAL QTY.	MFR NAME	MFR #	BIDDER'S PRODUCT # OR SKU	UNIT PRICE	EXTENDED AMOUNT
1033	FILE CABINET, lateral, with storage, 2-drawer, 36"W x 18"D x 64 1/4"H, counterweight included where applicable to meet ANSI/BIFIMA stability requirements. Three part, telescoping slide suspension operates on steel ball-bearings. Drawer extension restraint; mechanical interlock inhibits the extension of more than one drawer at a time. Four adjustable leveling glides. Baked enamel finish over rust-inhibiting phosphate pre-treatment. Reinforced case construction. Hon Flagship 9185LS.	EA						
1034	FILE CABINET, vertical, 4 drawer, letter, 29"H x 15W x 26 1/2D, fits 25 front to back filing inches per drawer. Drawer suspension: Three part telescoping, ball bearing. Hon 314P.	EA						
1035	CHAIR, mid-back, pneumatic, swivel, independent seat and back flex, upholstered seat and back, armless. For grade 3 and above. HON 4303.	EA						
1036	TASK CHAIR; pneumatic seat height, back height, seat depth adjustments; swivel; 28 3/4D x 23W x 38 1/4; usable seat depth 16 3/4. For grade 3 or above. Hon 5901.	EA						

OAKLAND UNIFIED SCHOOL DISTRICT  
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LINE ITEM #	DESCRIPTION	UOM	APPROX. ANNUAL QTY.	MFR NAME	MFR #	BIDDER'S PRODUCT # OR SKU	UNIT PRICE	EXTENDED AMOUNT
1037	WORKSTATION, adjustable height, 72"W x 24"D x 22 1/2" - 32 1/2"H. Laminate top over 1/8" thick solid core high density particleboard. Underside of tops sealed to resist warping. Adjustable height in 1" increments; legs are locked in place with screws. Meets American Disabilities Act requirements for wheelchair accessibility. Hon ED2472G.	EA						
<b>NON-CORE FURNITURE</b>								
1038	Percent discount from bidder's catalog list price to be applied to all non-core HON items and lead time for delivery. Estimated annual spend is \$100,000.							
1039	Percent discount from bidder's catalog list price to be applied to Fleetwood product line (library furnishings) and lead time for delivery. Estimated annual spend is \$50,000.							

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LINE ITEM #	DESCRIPTION	UOM	APPROX. ANNUAL QTY.	MFR NAME	MFR #	BIDDER'S PRODUCT # OR SKU	UNIT PRICE	EXTENDED AMOUNT
	SUBTOTAL LOT 6							
	<i>GRAND TOTAL - ALL LOTS</i>							
<b>ADDITIONAL DISCOUNTS, REBATES, INCENTIVES</b>								
Bidder may offer any other discounts, rebates or incentives, described in the space below and on additional sheets if necessary. YOUR RESPONSE WILL NOT BE PART OF THE BID EVALUATION.								
<b>Additional Discounts, Rebates, Incentives are offered on the next page.</b>								



OAKLAND UNIFIED SCHOOL DISTRICT  
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**OAKLAND UNIFIED SCHOOL DISTRICT**  
*PROCUREMENT DISTRIBUTION*  
**Desktop Delivery of Office, Classroom, Athletic, Health, Technology and Furniture Supplies**  
**RFP # 12-13/09**

**CORE PRICE LIST**

LINE ITEM #	DESCRIPTION	UOM	APPROX. ANNUAL QTY.	MFR NAME	MFR #	BIDDER'S PRODUCT # OR SKU	UNIT PRICE	EXTENDED AMOUNT





Proposal to  
Oakland Unified School District  
For RFP #12-13/09

February 22, 2013

February 22, 2013

Oakland Unified School District  
Attention: Mr. Michael L. Moore, Sr.  
Operations Officer  
900 High Street  
Oakland, CA 94601

Dear Mr. Moore,

At OfficeMax our mission is simple: we strive to help our customers do their best work. By living our core values, we will continue to provide Oakland Unified School District (OUSD) with an integrated business solution today and well into the future.

As you know, you will find integrity and accountability in our service, as we always think company and customers before all else. OfficeMax has more than 48 years of experience providing customized solutions that save businesses time and money. We pride ourselves on being a company that you can trust for a long-term partnership.

After reviewing your requirements, OfficeMax is prepared to exceed OUSD's expectations by:

- **In addition to Oakland Unified School District's rebate on the districts purchases (see Tiered Volume Incentive), OfficeMax will rebate Oakland Unified School District 2% from other districts using this contract.**
- OfficeMax will pay Oakland Unified School District **\$175,000** each year of the 3 year agreement. The timing of the annual payment to be determined at the district's discretion with 30 days notice.
- Payment Terms of 2% 15 Net 30
- Tiered Volume Incentive as follows:

Beginning \$	End \$	% of Sales	
<del>\$500,000.00</del>	\$999,999.00		0.5%
\$1,000,000.00	\$1,499,999.00		1%
\$1,500,000.00	\$2,999,999.00		1.5%
\$3,000,000.00	\$5,999,999.00		2%
\$6,000,000.00			2.5%

On behalf of OfficeMax, we look forward to maintaining a strong partnership with you and the district. We are confident that you will continue to find OfficeMax to be the best in the industry. We are excited to play a role in your future endeavors and successes. Please contact me directly should you have any questions or concerns.

Sincerely,

Suzanne May  
Account Executive  
OfficeMax North America, Inc.  
1315 O'Brien Drive  
Menlo Park, CA 94025  
Phone: 925.209.0749  
Email: [SuzanneMay@OfficeMax.com](mailto:SuzanneMay@OfficeMax.com)

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## Attachments

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- Core Price List
- OfficeMax 2011 Annual Report
- OfficeMax Sample Partnership Opportunity Review
- OfficeMax Non Core Pricing

**LEGAL NOTE:** Notwithstanding OfficeMax North America, Inc.'s ("OfficeMax") response to this Request for Proposal, OfficeMax expects to negotiate in good faith the terms and conditions of any definitive agreement including any changes to the RFP prior to the award of the contract. In the event that OfficeMax and the Company engage in any further discussion which results in either (i) a definitive agreement executed by the parties or (ii) OfficeMax providing products or services to the Company without a fully-executed agreement, the terms and conditions contained in the RFP shall not at any time be considered binding upon OfficeMax unless otherwise noted in a fully-executed agreement between the parties.

## Executive Summary

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Office supplies are a primary expense concern for organizations today—and OUSD needs a business partner with your best interests in mind. As the leading customer advocate in the office products and services market, and your current office products supplier, OfficeMax has the experience to deliver a cost-effective procurement program for OUSD.

OfficeMax provides our educational customers with an array of offerings, including: office supplies, paper, technology, interiors & furniture, facilities resources, and print and document services. By putting our customers first since 1964, we have established a company that delivers the best value and the highest quality of service. OfficeMax has the technology and the expertise to improve visibility to spend and reduce costs across your entire office procurement environment.

Based on OUSD's outlined proposal criteria, OfficeMax remains the best choice to satisfy your requirements. Our proposed solution has addressed each of your program goals.

- **Ensuring End-User Compliance**

OfficeMax knows that driving contract compliance is a high priority for OUSD. Through our proprietary Communication & Compliance Program, we can make personal contact with each end-user by phone or email to reinforce the program and encourage participation. We then provide ongoing support with Customer Insight Reports<sup>SM</sup> that track and report compliance down to the end-user level. Once identified, we can continue to work with these end-users to further influence purchasing behavior and drive down your costs.

- **Ensuring Timely, Accurate Deliveries**

OUSD needs a supplier that can deliver what you need, when you need it, and where you need it. With many separate delivery points, you need more than a supplier—you need a trusted partner. The OfficeMax distribution network provides coverage that reaches 95% of the U.S. and fills 98% of all lines the next day. We are able to customize delivery options to meet OUSD's specific needs, including time requirements, scheduling requirements, and security requirements.

- **K-12 Experience**

As an industry leader, OfficeMax is in a unique position to optimize your "dollar" through the scope of our business capabilities. We have decades of experience with K-12 customers through our vast selection of supplies as well as value-added programs for administrators and teachers. We offer everything from school and office products, to furniture, technology and printing, as well as facility resources and break room supplies uniquely designed to lower the cost of procurement for education.

Workplace Solutions and Total Cost Savings—this effective combination is why industry leaders such as OUSD have chosen OfficeMax as their preferred supplier. We're not just delivering office supplies. OfficeMax offering has greatly expanded into many different specialties: technology, furniture, paper, facility resources, and comprehensive print services. For the past 48 years, we've refined our expertise in each of these areas to bring our customers the solutions they need to reach their potential and do their best work.

## RFP Response Requirements

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### A. General Requirements

Vendor must be able to meet several minimum requirements.

1. Briefly describe how you will meet or exceed each of the following service requirements.

- **Next-Day Delivery**

OfficeMax offers standard next-day delivery for orders placed before 5 p.m. in each local time zone. We reach 95% of the U.S. on a next-day basis and provide service to the rest of the contiguous U.S. within 2 days. OUSD will continue to receive next-day delivery via our San Francisco Customer Fulfillment Center (CFC.)

- **98% Fill Rate & 98% On Time Delivery**

OfficeMax currently provides a 98% national, next-day fill rate across all lines—catalog items and non-catalog items. Additionally, all deliveries are targeted to meet your next-day, on-time service level and currently we are executing well over 99% of all orders on time.

- **Summary Billing**

OfficeMax offers our customers Summary Billing packages that allow easy accounting and allocation of departmental expenses by consolidating daily purchase activity into a manageable time period. Our account database structure can summarize billing by three organizational levels: ship-to locations, purchase order numbers, and/or cost centers. Summary Bills can be sent on a weekly, semi-monthly, monthly, or custom cycle.

- **Ordering Methods – toll-free phone & fax, internet, e-procurement**

With over 48 years of experience continually driving improved ordering processes, OfficeMax has developed several ordering tools for our customers.

- **Phone, Fax, E-mail**

OfficeMax provides nationwide toll-free service for both phone and fax orders. Our Customer Advocates are empowered professionals who have complete product knowledge and a drive for providing exceptional service. OfficeMax Customer Service has been recognized several times by the Service Quality Measurement (SQM) Group Inc. for providing World-Class Customer Satisfaction.

Phone: 877.969.6629 | Fax: 877.969.1629 | E-mail: [CustomerSupport@OfficeMax.com](mailto:CustomerSupport@OfficeMax.com)

- **Internet Ordering**

The OfficeMax internet ordering system stands out in the industry for how easily it can be configured to meet workflow requirements. Our website offers a full online catalog, as well as ordering tools such as shopping lists and an Ink & Toner Refill Finder. The website is secure and encrypted from the time of login to the time of exit.

- **E-Procurement Integration**

OfficeMax processes well over 100,000 orders per week via third party e-procurement platforms. We can integrate through EDI or XML for a dynamic punchout experience. We are one of the largest suppliers on the Ariba network and the Perfect Commerce platform. We have agreements with all of the major players in the third party e-procurement market, including PeopleSoft, Oracle, SAP, and more.



- **Order Confirmations**

OfficeMax provides OUSD automated e-mail order confirmation, which is queued when the order is placed in our system. This proactive notification reports back to the end-user all pertinent information concerning the order just placed, including out-of-stock conditions and backorders.

- **Reporting – usage, quality/performance, quarterly program meetings**

OfficeMax currently provides OUSD with detailed usage reporting and a variety of ad hoc management reports. Usage reports are accessible online and display information on: product usage, buying trends, category-sorted usage, contract compliance information, ship-to locations, and cost center purchases.

OfficeMax also produces a monthly Quality Review that quantitatively recaps our performance. This report analyzes our service in key areas such as: order fill rate, lines filled, backorders created, and average requisition size.

In addition, OfficeMax will conduct regularly scheduled Partnership Opportunity Reviews (formerly known as Business Reviews) to analyze current performance and discuss future improvement objectives. This process provides the forum for development of a business partnership between OfficeMax and OUSD and the identification of further cost reduction opportunities.

## 2. References

Please provide two (2) references of similar size and scope to Oakland Unified School District. Include company name, contact name, address, phone number, estimated volume with your company, and years serviced.

Reference 1	
Company Name	San Jose Unified School District
Contact Name	Socorro Vigil, Purchasing
Address	855 Lenzen Avenue, San Jose, CA 95135
Contact Phone/Email	<a href="mailto:Socorro_Vigil@sjusd.org">Socorro_Vigil@sjusd.org</a> 408.535.6717
Estimated Volume	\$1 million in business annually
Years as Customer	Since 2004

Reference 2	
Company Name	City of San Jose
Contact Name	Mark Giovannetti, Director – Purchasing and Finance
Address	200 E. Santa Clara St., 14 <sup>th</sup> Floor – Purchasing, San Jose, CA 95113
Contact Phone/Email	<a href="mailto:Mark.Giovannetti@sanjoseca.gov">Mark.Giovannetti@sanjoseca.gov</a> 408.535.7052
Estimated Volume	\$1 million+ in business annually
Years as Customer	Over 10 years

## 3. Pricing

**Core:** On the attached spreadsheet, please provide the following. The exact manufacturer must be quoted. No alternative items may be quoted. Leave blank if you cannot identify the exact same manufacturer. To quality, you must match 95% of the core items. Further, you must quote exact same units of measure and you must note the quantity per package. Failure to comply will lead to disqualification. Core item pricing must be held for 12 months except for copy paper which will be adjustable each calendar quarter based on RISI index changes.

- **Product Code**

- List Price
- Sell Price
- Unit of Measure
- Quantity per item packaging (IE: 100 envelopes per box)
- Catalog Page Number

Non Core: Provide your company pricing structure to price items purchased from your full line catalog NOT covered via the core pricing. The full line catalog must have over 12,000 items and must be turned in with your RFP response. Further, with your RFP response, you must provide an excel file showing the list price, product detail and net price per item using your formula. Items will then be selected to determine the suppliers non-core pricing offer. The formula utilized must be adhered to throughout the agreement term

OfficeMax is offering a discount from list package that provides ranges of discounts based on the category of product. Attached provides details on the discounts offered. As list prices can change at any time, the net price could change at any time due to this list price change. OfficeMax reserves the right not to sell any items below 10% over our operating costs. The excel file we are providing factors in the discounts and the exceptions we will have per the 10% floor over operating costs.



*See attached Non-Core Price List*

At OfficeMax, we feel it is important to develop partnerships based on long term commitments. This attitude has led us to achieve not only initial cost savings for our customers, but also to the development and implementation of year-over-year cost savings.

OfficeMax is pleased to present OUSD with the following competitive pricing proposal. We are committed to working with OUSD to achieve additional savings throughout the life of the agreement.



*See attached Core Price List*

#### 4. Local Business Program/Mandatory Compliance

In order to provide economic opportunity for Oakland residents and businesses and stimulate economic development in Oakland, the District has implemented a Local, Small Local and Small Local Resident Business Enterprise Program. The Program requires a 20% minimum participation of Certified Oakland Businesses for all contracts, over \$83,200. The 20% local business participation requirement must be met with a maximum participation of 10% for Local Business Enterprises (LBE) and a minimum participation of 10% for Small Local and Small Local Resident Business Enterprises (SLBE/SLRBE). Any percentage combination of SLBE's and SLRBE may be used to calculate the full 20% requirement. Respondents must include with their proposal evidence that they will comply with this requirement. More details about this Program are provided on the District's website @ [www.ousd.k12.com](http://www.ousd.k12.com).

OfficeMax will work with Friant, a City of Oakland certified Local Business Enterprise, to fulfill this requirement. Friant is a furniture manufacture in the City of Oakland that will meet the districts requirements.

Friant & Associates LLC  
4901 East 12th Street  
Oakland, CA 94601  
Phone: 510.535.5113  
Fax: 510.535.5237

In addition OfficeMax works with JTEC a facilities management company. JTEC is a certified SLBE with the City of Oakland. Combined these organizations will meet the district's objectives

JTEC

1300 Clay St #800

Oakland, CA 94612

Phone: 510- 444-7111

## B. Company Information

1. **Briefly describe your company's history and experience in the office supply industry. How long have you been in the business-to-business contract segment? Attach a copy of your most recent Annual Report.**

Originally founded in 1931 as Boise Cascade Corporation, OfficeMax has had a rich history spanning decades. Today, we are known as OfficeMax Incorporated, a publicly-held corporation traded on the NYSE (OMX), and we handle our business to business sales under the wholly owned subsidiary OfficeMax North America, Inc. Headquartered in Naperville, Illinois, OfficeMax provides office supplies, paper, furniture, technology and in-store print and document services to consumers, and to large, medium, and small size businesses.

OfficeMax is one of the leading distributor/retailers of office products, employing more than 29,000 associates worldwide with operations throughout the U.S., Canada, Australia, New Zealand, and Mexico. As a Fortune 500 company, we reported \$7.1 billion in sales last year from two business segments: OfficeMax Workplace (51%), and OfficeMax Retail (49%). Our long term focus is driven by lowering costs and streamlining processes, while immediate priorities include growth, productivity and differentiation.

Our mission is to empower our customers to make smart business procurement choices that drive profitability via efficiency, cost savings and control throughout their organization. Our offering has expanded so greatly, there's nothing we cannot provide. With a powerful distribution model, innovative product and technology, nearby retail stores, personalized customer service, and above all, integrity you can count on, OfficeMax is OUSD'



*See attached OfficeMax 2011 Annual Report.*

2. **How do you differentiate yourself from your major competitors?**

OfficeMax is not like other office supply companies. We are a distinctive solution provider for customers who share the same core values and refined business acumen. We do not claim to be the biggest—that is not our goal. We are a company deeply rooted in our long history, driven by talented associates, and focused on each and every individual customer. What sets us apart from other vendors? Our differentiation comes in the form of a four-pronged approach ingrained in our people and our company culture: Innovation, Ethics, and Customer Advocacy.

- **Innovation.** OfficeMax Innovation is "outside the box" thinking— not just thinking, but proactively doing. We don't operate in a "business as usual" type of environment. Our atmosphere from call center to corporate headquarters revolves around change: change in strategy, change in people, and change in how we do business. Being relevant and unique is how we stand out. By inspiring and encouraging our associates to be different, we continuously introduce new concepts and implement value added services so our customers can become more effective and efficient.
- **Private Delivery Fleet.** Unlike our competitors, OfficeMax has a private delivery fleet dedicated to ensuring quality. Every month, more than 1.3 million orders are transported by our dedicated drivers, who personally deliver more than 65,000 orders each day.

OfficeMax puts  
Ethisphere's credo of  
"Good. Smart.  
Business. Profit." into  
real business practice.

We're the only company that will take your packages from our warehouse to your mailroom, front door, dock, or even your desk, without it ever leaving our hands. Our skilled, licensed, and professional OfficeMax drivers are uniformed with our corporate logo clearly visible on their hats and shirts. They are friendly and committed to providing your orders safely and on time. Our fleet adds flexibility, reassurance and security, which is part of the unrivaled customer service we pride ourselves on.

- **Ethics.** OfficeMax Ethics is encapsulated by one word: integrity. We treat one another with a great amount of respect and are fully committed to conducting our business with fairness and honesty. Not only have we implemented systems and programs to reasonably prevent compliance failures, but we can demonstrably prove a superior organization that promotes good citizenship and sustainable business practices. By exceeding industry requirements and standards OfficeMax has been awarded Ethisphere's 2012 Ethics Inside Certification—an honor given to only one other retail company.
- **Customer Advocacy.** OfficeMax Customer Advocacy is, quite simply, having our customers' best interests in mind. It is all about managing the customer experience in every aspect of the program. It means being highly responsive and proactive to identify root causes and provide recommendations for resolution. We earn our customers' trust by doing what we say we will do and following through from start to finish. It is this relentless drive for excellence, process improvements and complete customer satisfaction that makes us different from any other supplier and helps us retain over 93% of our current customer base.

**3. Provide details on the distribution facility that will service the district operations.**

OUSD will continue to receive next-day delivery via our San Francisco CFC, which is located at 1315 O'Brien Drive, in Menlo Park, CA 94025. The warehouse is 182,769 sq. feet and stocks 13,310 SKUS. This CFC employs 261 OfficeMax associates.

**4. Can you deliver to over 100 locations next day?**

Yes. OfficeMax can deliver to over 100 of OUSD's locations next-day.

**5. Does your company own your trucks and employ your own delivery drivers, or do you contract out with UPS, FedEx, etc.?**

Oakland Unified will continue to be serviced primary by our private fleet. OfficeMax owns/leases and operates about 540 delivery vehicles, servicing 55% of our total shipments on a dedicated basis. Our partnering relationships with FedEx, UPS and USPS allow us to supplement our fleet service capabilities and offer you the same world-class level of reliable on-time delivery.



In the relentless pursuit of Customer Service and efficiency, it is our strategy to increase routing consistency at an optimal cost structure. This process is achieved through the utilization of characteristic tables based on customer delivery requirements, carrier service type and area capabilities, and shipment volumes.

**6. What is your company's commitment to corporate responsibility?**

OfficeMax is making choices to ensure that as our company progresses; we are practicing responsible corporate leadership. We focus on ways to promote sustainability, reduce our carbon footprint, maintain worker safety, and support the educational community, to name a few. OfficeMax issues a Corporate Social Responsibility (CSR) Report to publicly establish the steps we have taken to ensure our company operates in a responsible manner. We also hope that in doing so, we will raise the bar for other corporations' responsibility guidelines. Our sixth annual CSR can be viewed at [www.about.officemax.com/csr2011/](http://www.about.officemax.com/csr2011/).

OfficeMax is commended throughout the industry for having a strong commitment to corporate responsibility. Below is a list of some of the recognition OfficeMax has received:

- **2012 World's Most Ethical Companies.** As mentioned, OfficeMax Incorporated was named to 2012's most ethical companies list by the Ethisphere Institute.
- **EPA SmartWay Transport Partner.** In January 2010, OfficeMax was confirmed as a SmartWay transport partner for our internal fleet, which is used primarily to ship products to our customers. For product shipments traveling from our distribution centers to our stores, we utilize a third-party vendor who is also SmartWay certified. By partnering with and certifying to the EPA SmartWay Transport Program, we are committed to selecting and utilizing vehicles and fuel types to reduce greenhouse gas emissions in our private fleet.
- **Supply & Demand Chain Dedication to the Environment Award.** *Supply & Demand Chain Executive Magazine* awarded OfficeMax with the Dedication to the Environment award. This award recognizes companies that make sustainability a core part of their supply chain strategies in areas like sourcing/procurement, fulfillment/logistics, operations and product lifecycle management.
- **Boeing Supplier of the Year.** OfficeMax was one of 14 companies honored for exceptional commitment to excellence in working with Boeing. This year's winners represent an elite group among more than 12,000 active Boeing suppliers in nearly 100 countries. This selection was based on stringent performance criteria for quality, delivery performance, cost, environmental initiatives, customer service and technical expertise.
- **Sustainability Stewardship Award.** Supplier Performance Awards by Retail Category (SPARC) recognized OfficeMax as an Outstanding Corporate Citizen and awarded us for our achievements in sustainability



## 7. Do you have a disaster recovery program?

Yes. OfficeMax understands your concern that an emergency could potentially prevent us from providing OUSD with needed products and services. For this reason, a Disaster Contingency Plan has been created enabling our business to continue services in the unlikely event that we experience problems with our computer systems, telecommunication systems, or warehouse/shipping capabilities.

Specifically for our supply chain operations, a Distribution Contingency team has been identified at our headquarters in Naperville, Illinois. This team addresses the potential dangers in the event a disaster damages a CFC to the extent that it can no longer ship orders. If this occurs, the team is alerted and takes the appropriate actions to reroute customer shipments to the nearest alternate location. These shipments would also be supplemented, as necessary, from the closest principal wholesaler. Once the contingency site is fully established, equipment and manpower is installed nearby in order to handle the increase of shipments. Meanwhile, a dedicated route driver, or common carrier will cross-dock deliver customer orders, thereby ensuring none of our customers will be inconvenienced.

These plans have been designed and are continuously maintained to ensure timely recovery from a disaster. Overall, the guiding principle is to maintain business as usual and fully address the needs of the customer.

## 8. Does your company have a quality initiative? If so, please describe your program and how it benefits your customers.

OfficeMax has had an ongoing quality program in place since 1987 to continuously improve all of our business processes. The primary focus is customer satisfaction, which includes providing service of the

highest quality and eliminating non-value added costs. In 2006, we embarked on a journey to implement Lean within the Supply Chain to take our continuous improvement efforts to the next level. Lean is a set of principles and techniques designed to eliminate waste, improve practices, and execute to actual demand. In basic terms, it is a continuous improvement process with a more succinct approach and shorter timelines.

In addition to our implementation of Lean, we continue with other ongoing efforts to help ensure customer satisfaction. These include:

Critical Process Measures	Best Practices	Supplier Measurement and Certification	Training and Development
<ul style="list-style-type: none"> <li>By using this process data to monitor our performance, we identify improvement opportunities that are immediately addressed by the organization.</li> </ul>	<ul style="list-style-type: none"> <li>Our company issues Standard Operating Procedures of best practices in order to ensure consistency from location to location.</li> </ul>	<ul style="list-style-type: none"> <li>Our Supply Chain Measures Program involves tracking each of our catalog suppliers' performances on key factors such as shipment accuracy, cycle time, and order completeness.</li> </ul>	<ul style="list-style-type: none"> <li>Our extensive training and development programs include training in Lean concepts, tools, and process improvement methodology.</li> </ul>

9. List any third party quality-related recognition or awards your company has received.

**2012 Supplier Pinnacle Award.** Awarded by Premier healthcare alliance.

**2012 Supplier of the Year Award.** Awarded by Corporate United.

**2012 World's Most Ethical Companies.** Awarded by the Ethisphere Institute.

**2011 Support Services Supplier of the Year Award.** Awarded by Novation.

**2009, 2010, 2011 SQM Highest Customer Satisfaction for Retail Industry.** For three years running, OfficeMax earned the Service Quality Measurement Group, Inc.'s (SQM) prestigious Highest Customer Satisfaction for the Call Center Award for the Retail Industry. OfficeMax was awarded based upon the high marks and world class call rating it received from recent customer satisfaction surveys conducted by SQM, surpassing their rating benchmark.

**2011 Real Results Award.** Awarded by JDA Software Group, Inc. for Best in Demand Management. This award was given to OfficeMax for demonstrating business-process excellence and achieving quantifiable benefits through the adoption of industry practices and use of JDA's industry-leading solutions and services.

**2010, 2011 The Div50—Top 50 Organizations for Multicultural Business Opportunities.** For two years in a row, OfficeMax has earned the honor of being one of the country's "Top Organizations for Multicultural Business Opportunities", collectively known as The Div50. This list is a highly respected measure of corporate excellence in the field of supplier diversity.

**2010 OB10 Global e-Invoicing Award.** OfficeMax was awarded OB10's Global e-Invoicing Award for its environmental stewardship through electronic invoicing.

**2010 Supply & Demand Chain Executive Magazine.** OfficeMax was awarded the Dedication to the Environment Award and the Green Supply Chain Award.

**10. Oakland Unified School District places strong emphasis on the need for a long-term strategy. Describe your strategic direction and the implications on Oakland Unified School District.**

Following the turbulence of the recent economic crisis, OfficeMax implemented a strategic plan for 2012 called the "Roadmap for Success," designed to drive sustainable, profitable growth through a two-pronged strategy. The first approach, which is our primary focus, is to strengthen our core businesses and put them on a path for growth. The second is an evaluation, including pilots of a series of strategic options and bold moves that address key issues of excess retail space, store saturation, brand differentiation and improving ROIC. While our 2012 numbers have not been released yet, the outlook is good for achieving our goals and building a strong financial future.

**11. Describe your strategy for moving your company toward innovation and/or future technologies and how this can benefit Oakland Unified School District.**

OfficeMax has positioned itself to be a leader in digital commerce. Our e-commerce systems and internal resources are continuously improving to bring our customers the latest advancements in technology. As evidence of our commitment, we recently appointed Jim Barr, a 15-year veteran of e-commerce, as Chief Digital Officer. One of his roles is to make sure we make the right investments to enhance all of our customers' digital experiences.

As a part of our growth and investment plans for the company, OfficeMax has implemented strategic and operational commitments that will enable us to bring excellence to digital commerce. Current OUSD end-users should have already noticed and benefitted from these enhancements. More specifically, a summary of our plan for 2013 and beyond includes:

- New products, new content, new images—providing access to a wider array of items and allowing you to better research items to find exactly what you need
- New search engine—superior search abilities so that you receive the most relevant results
- User-friendly features like type ahead text and multiple filter options to narrow the search

Additionally, we expect to implement more improvements to stay current with digital technology enhancements. We are committed to continued investment in the e-commerce experience.

## Products and Programs

### C. Scope of Offering

1. Please detail all products and services that would be of interest to us with regard to meeting procurement objectives.

Through the OfficeMax Streamline your Workplace offering, we uncover inefficiencies and then work to develop and deliver a comprehensive solution to address such inefficiencies; a solution that bundles multiple product categories and service offerings; a solution that identifies opportunities and measures results; a customized solution that works.

Office Products and Paper	OfficeMax boasts a portfolio of more than 25,000 products, including national brands and award-winning private labels. Our Retail Connect <sup>SM</sup> program provides contract pricing at any OfficeMax retail store. Through our partnership with world-class paper manufacturer and distributor, Boise <sup>®</sup> Paper, OfficeMax guarantees its customers the highest quality, most consistent paper regardless of market conditions.
Managed Print Services	This fully scalable, end-to-end offering is designed to integrate devices, regardless of make, for enhanced visibility and control over in-house printing costs; the result is a real reduction in total cost of ownership.
Print and Document Services	OfficeMax Print and Document Services is a robust enterprise-wide document management program designed to provide businesses with a suite of digital, outsourced and promotional printed materials and products helping our customers save time and money by accelerating their return on investment and streamlining print distribution.
Interiors and Furniture	OfficeMax offers a broad array of office furniture options, including rapidly delivered, special-order and custom-planned furniture for every area of the office. Additionally, a suite of services offered by OM Workspace <sup>SM</sup> will help to plan, create, install and manage productive work environments.
Facility Products & Services	OfficeMax carries snacks, cleaning and restroom products, safety products and more, single-sourced with office supplies for additional efficiencies.
Technology	OfficeMax boasts access to more than 350,000 technology products, top manufacturer partnerships, quality service partnerships and nationwide support with major technology distributors.

2. Will all orders for office products, papers, furniture and computer supplies be processed through one account number, so we can track usage and ordering history? If not, how would you handle this need?

Yes. Our mainframe computer system and PIN technology stores all customer information under one account number and has the capabilities that allow customers to interface electronically with OfficeMax in every step of the purchasing process: place and verify orders, update purchasing and payables files, create receiving documents, update requisitioners on order status, receive invoices and handle EFT. Further, with the Customer Insight Reports, OfficeMax can help you categorize your data in a number of different ways and can report on practically every feature of your procurement process.

3. What type of catalogs do you offer end-users?

Our full-line catalog features an incredible offering of office products. The 1,274-page catalog boasts a total of 15,258 SKUs, of which 2,442 are private label, 531 are Diversity/MWBE, and 3,305 are recycled SKUs. In addition, the full-line catalog contains products from a total of 193 suppliers, including 23 Diversity suppliers.



## Electronic Catalog

Our entire full-line catalog offering is online as part of our internet ordering system. Product information is also available in a variety of electronic formats to support most e-procurement packages.



## Specialty Catalogs

- **Work Essentials Catalog**—This 196-page “power” catalog contains the top-selling 2,664 SKUs stocked in all CFCs that capture 100% of daily needs and 80% of all supply needs.
- **Office Products Catalog Extended Offering**—OfficeMax uses the United Stationers catalog to extend our product offering. This catalog lists 25,117 SKUs carried by United Stationers.
- **In-Stock Office Furniture Catalog**—Our in-stock furniture collection is made up of 4,197 furniture items that can typically be delivered in 3-5 days.
- **Schools Supply Catalog**—The 2013 OfficeMax School Supplies Catalog features 3,699 SKUs geared towards the needs of our K-8 customers. We provide a wide selection of products, from basic items to tools that are uniquely suited to the classroom.
- **Facility Catalog**—Our Facility Resource Book provides customers access to over 3,072 great products, ranging from environmentally preferable cleaning supplies, coffee, toilet paper and waste can liners.

4. **What is the strategy behind your company’s catalog layout? What are the benefits to customers when utilizing the catalog?**

All of our catalogs are designed with our customers in mind. Our merchandisers work closely with the supplier community to select a mix of products that represents the top-selling SKUs in the marketplace. Their process includes evaluation of product quality, and sales to OfficeMax customers, as well as evaluation of new products being introduced by manufacturers. This approach ensures our customers receive a consistent and comprehensive product offering.

5. **What is the process to fulfill a requested item not supported by a particular distribution facility? What percentage of your orders are fulfilled with the use of a wholesaler? Are these orders delivered next-day? If a wholesaler is used, will we receive the same contracted price?**

When an item is not stocked in the closest OfficeMax CFC, our system will automatically check other nearby OfficeMax facilities and wholesale partners for the item. We are integrated with major wholesalers United Stationers and S.P. Richards, providing a seamless secondary sourcing solution. These non-stocked items are either shipped directly to the customer or delivered to the customer’s closest OfficeMax CFC for next-day delivery.

OfficeMax sources from major wholesalers for out-of-stock or special order situations. Although our utilization of these companies will vary based on our customers’ requirements, in general, we are usually dealing with only 1–2% of our total lines. Most items sourced through our wholesale partnerships will still be delivered next-day. For contract items, our customers will receive the same price no matter where the item is sourced.

6. **What percentage of your catalog items are private label?**

The 2013 Maxi catalog contains 2,442 private label SKUs. This private label assortment represents 17% of our total product offering.

## 7. Describe your recycled or "green" product offering.

OfficeMax merchandisers constantly seek out environmentally preferable products and recycled content products. We have a long history of being at the forefront of green purchasing options, and pledge to continue our efforts on behalf of our customers and the environment.

This year, 20% of our Maxi catalog offering is dedicated to recycled products and 30% of our stocked inventory (over 5,000 products) is environmentally preferable. In addition to marking recycled items in our catalog with the "Chasing Arrows" logo and post-consumer content, OfficeMax has created an easy-to-use environmentally preferable product index both in our traditional catalog and online. We label our products with environmental certifications, such as SFI, FSC, PEFC, DfE, GREENGUARD and Green Seal. Our customers can quickly locate a wide assortment of these products, including:

- Recycled Paper
- Notepads and Paper Products
- Furniture
- Writing Utensils
- Cleaning and Breakroom Supplies
- Printers
- Desk Accessories
- Calendars
- Ink and Toner Cartridges
- Filing and Storage Accessories

According to 2012 Boise Paper industry surveys, OfficeMax offers the largest selection of recycled content and FSC certified business papers. We were also the first in our industry to provide an ink cartridge refill service. This service allows customers to reuse printer ink cartridges instead of discarding them, helping reduce landfill content.

Environmental stewardship is an ongoing factor of our success as a sustainable company. You can rely on OfficeMax to continue to review both our service and product offerings to ensure we are taking care of our customers, our communities and our environment.

## D. Office Paper Supply

### 1. Please describe your company's paper supply capabilities.

OfficeMax is uniquely positioned in our industry to serve our customers' paper needs due to the strong partnership formed with world-class paper manufacturer and distributor Boise Paper. By combining our strengths, we are able to create the easiest and most consistent, low cost paper solution for our corporate contract customer.

OfficeMax works with mill-trained paper specialists who help our customers and Account Executives better understand what paper is best suited for a particular application. Our experts will travel to your location to assist your end-users and inspect storage conditions, paper quality, and machine parts.

In addition, OfficeMax is able to implement our interactive online program to gather customer data (such as equipment specifics and the importance of the documents produced) and return paper recommendations and explanations. Furthermore, OfficeMax paper specialists and Account Executives are trained in Demand Management, a program by which we help you employ cost reduction practices aimed at reducing overall product consumption.

### 2. Provide details on the relationship with your paper manufacturer. Do you have any control over the formulation (i.e. brightness, surface coating, etc.) and packaging of the paper products you offer?

Yes. Our primary paper supplier is Boise Paper. Because of this close relationship between OfficeMax and Boise, paper products are developed and enhanced with direct input from OfficeMax customers.

Working in conjunction with Boise Paper, OfficeMax customers are a primary point of research for developing paper products that meet customer needs. For example, Boise's Aspen™ 100 paper was developed in response to a need for a consistent quality sheet made from 100% recycled, post-consumer

fiber. The enhancements recently made to Boise's flagship X-9 paper were based on customers' needs for runability, shade, and other requirements.

**3. Will we be guaranteed an uninterrupted supply of paper in a tight market? Are you dedicated to one paper mill or do you provide multiple brands?**

OfficeMax and Boise Paper have a long-term agreement that not only addresses capacity, distribution, and other factors, but also guarantees that OfficeMax will not be put on paper allocation. That means that even in a tight paper market, OfficeMax and our customers are the first priority of Boise Paper—a guarantee no other major office products provider can offer.

In addition to our Boise Paper offerings, OfficeMax carries an extensive line of business papers including recycled sheet and multi-purpose papers, all specifically designed to meet the needs of our customers. As a distributor, we also make available other brands such as Xerox, HP, and Hammermill.

**4. Describe any tools or processes you have at your disposal designed to address an evaluation of our paper needs and requirements, as well as to help us identify opportunities to reduce our overall paper consumption.**

Working with our paper supplier, Boise Paper, OfficeMax has developed the Paper Advisor Survey, a unique, web-based tool that helps our customers identify their exact paper needs. Based on individual end-user preferences, this online survey will provide insight into what is important to OUSD when it comes to your paper choices, and will help you make informed, data-based purchasing decisions that can reduce costs.

Suzanne May, your OfficeMax Account Executive, will provide a link to the end-users you would like to survey. It might be a small group of regular users, a group of key managers, or a broader selection of employees. You will receive feedback on how your associates are using paper (the applications), what kinds of paper they prefer (brand, type, brightness, and weight), and their preferences for environmental attributes (recycled content, forestry certifications). Although the survey takes less than 10 minutes to complete, we recommend you give end-users five business days to respond.

When responses are returned, we will compile a report and schedule a meeting with OUSD to interpret the data together. We can then customize a program to meet your end-users' needs and reduce your district's costs. If there is a gap between your current program and the desires of end users, OfficeMax will use our paper expertise to find a solution. This could involve end-user education, smart substitutions, a paper standards program, or individual outreach. If there is no gap, the survey will serve to validate and reinforce your program.

Since every customer is unique, each organization's results will be different. Possible outcomes could uncover:

- Costly rogue spending
- Excessive use of expensive premium papers
- A desire to use recycled and/or certified papers

Based on the survey results, OfficeMax can take the following steps to fine-tune your program, thereby implementing cost savings:

- Adjust the contract list to reflect purchases with deepest discounts
- Educate internal end-users about paper choices (lunch & learn meetings, for example)
- Message proactively through your website and other internal news channels to further align end-user choices with program goals
- Promote and highlight benefits of sustainable papers

The survey is another way for OfficeMax to partner with OUSD to customize a program that meets your end-users' needs and reduces your district's costs, based on proven data.

- Oakland Unified School District is interested in recycled content paper. Please describe the recycled paper products you carry, including the percentage of post-consumer recycled content and any environmental certifications.

OfficeMax carries the most extensive line of recycled content paper SKUs available in the industry. The OfficeMax catalog clearly labels every recycled paper product, making it easy for end-users to see which products are the most environmentally responsible choices.

Our primary paper supplier, Boise Paper, produces a high-quality ASPEN paper line that allows customers to choose between paper with 30%, 50%, and 100% post-consumer content.



OfficeMax's paper line also includes a new multi-purpose copy paper that unites function with purpose. *Diverse Earth*™ paper was developed by Boise® and South Coast Paper, a Minority Business Enterprise (MBE), to address environmental, social and economic sustainability. *Diverse Earth* is 20 lb, 92 bright, acid-free, FSC™ chain-of-custody certified copy paper available in a non-recycled and a 30% post-consumer recycled variety. It provides excellent performance while helping our customers achieve goals for supplier diversity and sustainability.

Choosing recycled over non-recycled paper has the following environmental impact:

	30% Recycled Paper	50% Recycled Paper	100% Recycled Paper
% Fewer trees used	30%	50%	100%
% Less energy used	10%	17%	34%
% Reduction in greenhouse gas emissions	11%	19%	37%
% Less water used	15%	25%	50%
% Reduction in waste	12%	20%	40%

Source: Environmental Paper Network version 3.2

## Background, Capabilities and Ongoing Development

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### E. Technological Capabilities

1. Please discuss your overall electronic ordering capabilities. Include features & benefits, number of users, and annual revenue.

Our workplace internet solution, [officemaxworkplace.com](http://officemaxworkplace.com) was built and is maintained completely in-house by OfficeMax technical staff. Today, our system has more than 100,000 active customer accounts, including over one million active individual users. We process over \$1.9 billion in revenue annually from this system.

This site is completely secure and customizable for each of our customers. The OUSD site has been created based on your specifications, include your contract pricing, and be subject to your account structure and approval hierarchies. As your end-users know, our powerful site helps make online ordering a time-saving, money-saving reality within your organization. The following are a few of our website features:

- **Variety of Ordering Tools.** Users can find products through customized shopping lists, repeat order functions, refill finder tools and robust searching capabilities. Additionally, users can compare items visually side by side and see real-time inventory status.
- **Customer Recognition.** Our ordering site auto-populates the cost center and delivery information based on the end-user profile that is placing the order. The site can be set up to allow ordering for multiple cost centers or overriding the predetermined destination and entering in a drop-ship location. We have the ability to remove these features based on the end-users' authorization.
- **Administrative Rights.** Administrators have the ability to perform a number of user maintenance and oversight tasks including: activating new users, setting up cost centers, adding credit card aliases, managing existing users, editing the message board, viewing user orders, and resetting passwords.
- **Ordering Restrictions.** The OfficeMax internet ordering system can control orders based on end-user authorization, specific item or product category and order dollar amount. You can also set approval options for orders exceeding a specified dollar amount or containing restricted items, and they can be set up at any level of your organization, based on your individual business needs.
- **Approval Variations.** Orders containing restrictions can be denied until changed or routed to an OUSD assigned administrator for approval. The approval process takes place within our site, with e-mail alerts. You provide us with the approval hierarchies, and we will build them into your customized web-ordering experience.
- **Order Confirmations.** OfficeMax offers our customers an automated e-mail or fax order confirmation. This proactive notification reports back to the end-user all pertinent information concerning the order just placed, including out-of-stock conditions and backorders.
- **Best Value.** As end-users add items to their cart, the OfficeMax Best Value (BV) tool evaluates those items and automatically offers a comparable item of equal quality at a lower price point where available, saving you money. With the savings displayed at the point of purchase, end-users have the choice to either accept the BV item or stick with their original item.
- **Online Tools.** OUSD end-users will also have access to a number of other tools through our internet ordering site. These tools include ad hoc Usage Reporting, Authorization to Return request forms and order tracking.

Through our internet ordering system, OUSD has ultimate responsibility so we give you the corresponding control. The OfficeMax site allows you to establish business rules and parameters based on your specific needs. You'll find our internet ordering system to be a high-performance e-commerce vehicle that you can make a regular part of your organization's procurement process.

**2. What online security measures does your company have?**

OfficeMax IT Security is responsible for ensuring the security of the OfficeMax environment and protection of its information assets. The team is responsible for making decisions and enforcing policies around the following topics: Security Governance, Risk Management, Architecture, Identify and Profile Management, Incident Response, and Threat and Vulnerability Management.



The OfficeMax e-commerce internet site is designed, configured and monitored in accordance with industry best practice standards. The site was built using proprietary code on a java application using Sun servers. We mandate SSLv3 or TLSv1 and require that only 128-bit or higher SSL ciphers be used.

**3. Describe your experience in working with third-party e-procurement systems. What are your punchout capabilities and advantages?**

OfficeMax processes well over 100,000 orders per week via a variety of third party e-procurement platforms including Ariba, Perfect Commerce, PeopleSoft, Oracle, and SAP. More specifically, we are a strong supporter of punchout technology, as we feel punchout makes sense for our product categories, and catalog size, as well as leveraging the flexibility and functionality of our award winning website.

Through punchout, buyers can use their existing electronic commerce applications to access supplier websites and find, select and configure goods for purchase. The punchout process can route quotes for items or services selected through the procurement application's established requisition and approval processes. The resulting purchase order is sent back to the supplier for order fulfillment. As a result, buyers can access suppliers' differentiated catalog content through their own procurement applications. The punchout process streamlines the purchasing processes while providing a cost-effective way for suppliers to maintain their own distinct content.

- Suppliers can control product information to ensure real-time quality content, including price, brand advantages and product uniqueness for high returns.
- Punchout provides a relatively low-cost way to provide easily customized content for many buyers, leading to economies of scale, enhanced customer experience and reduced customer support costs.
- Buyers no longer need to manage catalog content.
- Buyers can take advantage of features built-in to the supplier's site, which are unique to that supplier's product line.

At OfficeMax, the content is controlled by OUSD and OfficeMax. OfficeMax has created the content on demand showing exactly what you want your end-users to see. Our punchout site is highly customizable to your business needs and standards. Our search engine is designed specifically for our product line, and is intuitive enough that even the novice user can locate product quickly and easily. Our punchout site is a slimmed down version of our award winning internet ordering platform, which allows punchout users to experience the features and functionality built into our proprietary site.

**4. Do you have the ability to track interaction by end user? If not, can you access an individual's ordering history without asking for account and ship to information?**

Yes. OfficeMax will provide OUSD with Usage Reports, which are periodic auditing/analysis reports that give our customers exact information on their purchases, total expenditures, unit costs and item status.

These reports may be categorized by location (consignee), department (cost center) and consolidated. The consolidated reports will reflect total purchases for OUSD for a specified period of time.

5. **E-Commerce Participation Agreement – The vendor must be willing to execute a PECOS Marketplace Supplier Agreement with Elcom and agree to pay a 2% commission fee to Elcom on purchase orders sent via the eMarketplace.**

OfficeMax currently provides OUSD with an e-commerce solution via Elcom and is currently paying a 2% commission fee on purchase orders and we agree to continue this arrangement. As the first office supply distributor to integrate with Elcom, we are familiar with the requirements of this partnership and are willing to continue it.

6. **Do you have the ability to provide connection to an on-line eCommerce site, accessible from the eMarketplace via cXML punch-out, where the catalog content is hosted and where shopping carts can be created and transferred to PECOS.**

Yes. As mentioned previously, OfficeMax has vast experience integrating with third party e-commerce platforms. We currently provide this solution to OUSD.

7. **Do you have the ability to accept purchase orders via cXML that can be integrated directly into the vendor's order processing system?**

Yes. OfficeMax provides our customers with multiple payment options to afford flexibility to your procurement program. However, OfficeMax follows different business rules when processing purchase orders as opposed to orders being paid with a credit or procurement card. As such, we will set up each OUSD consignee, or shipping location, with a required payment method. If all locations need to have the ability to order using both payment methods, we will set up two consignees in our system for each location—one with purchase order rights and one with credit card rights.

8. **The vendor must be able to transmit invoices via cXML to Elcom to be integrated directly into the e-Marketplace.**

We can automatically create electronic invoices, and send them via EDI or XML (typically cXML). In working with OUSD, we have gained an understanding of what your accounting rules are, and what values you need in which fields. We then build a custom integration, test it, and put it into production. We can also receive electronic payment as well, either EFT or ACH.

9. **Can you integrate with this system within 30 days?**

Yes. OfficeMax promises that standard electronic commerce integration are completed and will go live within 30 calendar days from the specified start date. As a current customer, your e-commerce solution is already in place. We will work with you to make any necessary adjustments to the system.

## **F. Account Set Up, Customization and Management Tools**

1. **Please discuss your e-commerce implementation and the resources that will be dedicated to this effort.**

Our approach to electronic commerce with any customer is a collaborative one. We have experience with a wide variety of Fortune 500 customers, spanning many industries. Each of our customers has different business rules, different procurement objectives, and different electronic commerce platforms. However, the one common thread is clear: concise communication between all parties.

We utilize a five-step process for every integration: Fact Finding, Data Preparation, Development, Testing and Implementation. As a current customer, we have implemented a customized training program for your end-users that works within your company culture.

Because we believe that e-commerce is a win-win proposition, and we will devote the resources to make the program a complete success. In fact, all standard electronic commerce integrations are completed, and ready to go live within 30 calendar days or less from the specified start date. This is due to our unique and proven integration process that assures all key factors are identified, assigned, and tracked for maximum effectiveness and efficiency.

**2. What Payment Terms can you offer?**

We propose to continue OUSD's current payment terms of 2%15 Net 30.

**3. Do you offer discounted terms? If so what are they?**

We propose to continue OUSD's current payment terms of 2%15 Net 30.

**4. Do you have an order minimum charge? If so what amount?**

OfficeMax does not have a minimum order size. We do not limit dollar amounts, quantities, frequency, etc. In order to offset rising service costs, however, we have implemented a nominal service charge on orders below \$50. This charge has been waived for OUSD.

**5. Explain your company's capabilities to customize catalogs including blocking items, adding proprietary items, etc. Please include an example on how your company would drive our employees to use the core catalog.**

Providing robust, accurate, and effective electronic catalogs has become very important to our customers, and OfficeMax has developed sophisticated tools and databases to do just that. Consequently, we have the ability to provide rich catalog content and we recognize content management as a key digital initiative going forward, especially as our SKU count continues to increase each year.

Within our electronic catalog system, OfficeMax can load customer contract lists and pricing. Contract items are flagged with a contract icon so users can quickly identify core items. In addition to our electronic catalog capabilities, we will work with you to generate a comprehensive solution to drive end-users towards contract compliance.

OfficeMax is the only office supplier in the industry who has developed compliance tools to drive employee participation. Through our Compliance Driver Program, OfficeMax is able to provide personal contact to each of your employees, no matter how remote their location. Our reporting and tracking system allows us to identify employees that are spending off-contract and contact them to create awareness of your contract assortment. And, our customized website allows OUSD to post up to ten messages, which you can use to direct your employees on purchasing initiatives. OfficeMax will be glad to work with you to create a complete solution to your requisitioning needs.

**6. Please discuss the order restriction and approval process.**

As mentioned, OfficeMax provides OUSD with the rights and restrictions, so that the assigned administrator can have total control over the end-user's purchasing activities. This includes all approvals, accessibility to levels of security and deactivation of user logon IDs should an associate leave the company. Our system is very flexible, therefore item restrictions can be done in several ways: to contract items, certain catalogs, specific merchandise categories, or to a custom list of items.

When ordering via the internet, administrators can set up approval options for orders exceeding a specified dollar amount or orders containing restricted items. The following options can be set up at any level of your organization, based on your individual business needs.



- End-users can be notified via e-mail that they have exceeded their limit or that they have ordered a restricted item, however, the system will still place the order.
- Orders can be routed to an OUSD-assigned administrator for approval.
- Our system can completely deny the order until it has been changed to meet its designated limit or until the restricted item has been removed from the order.

Customers phoning and faxing in orders can also have dollar amount and item restrictions assigned to their account information. Our Customer Advocates are aware of any restrictions based on comments saved in our Customer Information Management System (CIMS). These notations pop-up in particular order fields, prompting our associates with strict customer data.



## Account Management

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### G. Sales Representation

**1. What level of support do your Sales Reps provide? How does this benefit Oakland Unified School District?**

Leading the OUSD account is Suzanne May, your dedicated Account Executive, who has been in outside sales for OfficeMax since 1993. Her primary focus is helping customers save money, streamline their processes and reach their goals. In 2004, she began working with Michael Moore at Oakland Unified School District. Together they successfully rolled out and implemented a new office products program for the district which is still in place today. Suzanne continues to be an asset to OfficeMax with her determination to find the right solutions that meet her client's needs.

Suzanne is continuously backed by John Banholzer, District Sales Manager. Both of these individuals have been extensively trained on OfficeMax Workplace offering. Collectively, this team will work together as one to help guide OUSD's purchasing goals, recommend process improvements, and quantify your total savings. You can count on each of our representatives to:

- Understand and fulfill your office supply, paper, print, furniture, facility, and technology product needs.
- Offer creative solutions and respond promptly to your questions and issues.
- Coordinate and conduct on-site requisitioner training.
- Offer recommendations of lower-cost alternate products.
- Analyze your usage to ensure that the highest use items receive the deepest discounts.
- Focus on continuous improvement of your procurement processes.
- Interact with everyone involved in the procurement process, from end-users, to purchasing, receiving, and payables.

All OfficeMax Account Executives have laptops and smart phones, giving them real-time access to customer and product information. With the latest technology, field executives have assisted our customers' to access the latest information while reducing internal costs.

**2. Do you have any specialists that can work with our company for different commodities?**

At OfficeMax, we know it's important to have the proper support available throughout the business day. For that reason, OfficeMax has invested in specific teams and strategically placed them across our company ensuring you and your end-users receive prompt attention and proactive management. These teams are ready and able to support the OUSD account, covering all aspects of your procurement program.

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## H. Customer Service

1. **How many Customer Service Representatives does your company employ in the U.S.? Where are they located and what is their availability?**

OfficeMax employs approximately 1,100 Customer Advocates with the skills, knowledge and expertise to proactively service a broad range of OfficeMax customers.

Our nationwide toll-free number and Web Support route to one of our Customer Service Centers located in Peru, Illinois; Ottawa, Illinois; and Bristol, Virginia. These CSCs operate from 6 a.m. to 9 p.m. (CST) Monday through Friday and 8 a.m. to 2 p.m. (CST) on Saturday. Online interaction with Customer Service through web chat, live log-on assistance, and call-back requests is available from 7 a.m. to 7 p.m. (CST) Monday through Friday.



2. **What training do you provide for your Customer Service Reps?**

In order to ensure the highest level of service from OfficeMax, every new Customer Advocate receives a minimum of 140 hours of initial training in their first month on the job. OfficeMax has standard training classes conducted by a regular team of seasoned instructors. New associates spend their first week entering sample orders on a test computer. This is a full version of our computer system; it simply is not

connected to live inventory or distribution systems. This allows us to simulate our real environment, without the risk of disrupting business.

After completing classroom training and shadowing an experienced Customer Advocate, new associates can move to the phones. This entails another four weeks of training, which includes phone etiquette, problem solving, internal systems, etc. After this four-week period, associates start to answer the phone with a Supervisor. Wearing two headsets on the same phone line, the associate starts to assist customers, with the Supervisor ready to back them up. The Supervisor sits with the associate for one full week until they are proficient in handling customer calls.

### 3. What kind of assistance can your Customer Service associates provide for us? Please describe their level of empowerment.

After a comprehensive training period and familiarization with company Best Practices, Customer Advocates are ready to assist with:

- Account structure questions
- Order tracking
- Order and special order placement
- Processing return requests
- Product or price inquiries

Our ability to empower our Customer Advocates means that 98% of problems communicated to our team are solved in just one interaction, or Done-In-One. We constantly track our Done-In-One rate to ensure we are providing our customers with the high level of service that they deserve and need to keep their own businesses moving forward.

### 4. How do you measure the effectiveness of your Customer Service team?

At OfficeMax, our Customer Advocates undergo a rigorous, hands-on training program for over two months before independently handling live customer calls and inquiries. Because of this initial training process, as well as continuous retraining sessions, our Customer Advocates are highly proficient, friendly, and willing to help with any issues that arise. Therefore, OfficeMax can boast the following performance measurements:

- **Done-In-One: 98%**  
OfficeMax empowers our Customer Advocates with the tools and knowledge to solve customer inquiries in one interaction. We call this our "Done-In-One" resolution, and it is a top priority in our goal of superior customer service.
- **Average Speed of Answer: Less than 16 seconds**  
This is the average amount of time a customer waits before the call is answered by a Customer Advocate. This is a common call center measurement used to indicate responsiveness to inbound calls.
- **Non-Done-in-One Case Duration: 2.2 days**  
For situations that cannot be resolved in one interaction with a Customer Advocate or their supervisor, we escalate the issue to those within the organization qualified to assist in resolving the problem. We also encourage customers to contact their dedicated Account Executive and their managers.
- **Average Number of Calls Daily: 13,500**  
On average, each Customer Advocate answer 70-75 calls per day. We help customers place orders, answer questions about products, assist in the return process, and support our customers with whatever they need.



OfficeMax aims to constantly improve these numbers even though they are considered excellent throughout the industry.

In 2009, 2010, and 2011, we won the award for Highest Customer Satisfaction in the Retail/Service Industry with 91% of OfficeMax customers being "Very Satisfied."

OfficeMax Customer Advocates have gained prestigious recognition for their service. The Service Quality Measurement (SQM) Group provides the most credible and rewarding certification by periodically assessing actual customer experience using our call centers. Based on their assessment, OfficeMax has been ranked as having "World Class" Customer Service.

## I. Time & Money Saving Opportunities

### 1. How can your company minimize the time our requisitioners spend ordering, following up on orders or trying to determine the status of specific product inventory?

OfficeMax combines the best people with state-of-the-art technology to deliver an ordering process easier and more personalized than any other company's, saving you real time and money. The features and benefits below minimize the time your requisitioners spend ordering and following up on orders.

- **Account Access.** Customer recognition technology and interaction software help you get down to business faster by giving us instant access to your specific ordering information, preferences, and history.
- **Electronic Order Tracking.** Online tracking allows you to see all order details including items that have been shipped separately, backordered, or canceled.
- **Done-In-One.** Integrated systems and knowledgeable Customer Advocates address more than 97% of all customer inquiries in a single call, which means you spend less time placing and following up on orders.
- **Proactive Order Notification.** Systemic inventory and order status updates means you do not need to follow up on orders or backorders.
- **E-Commerce Platform.** We offer a faster, more efficient means of daily ordering, supported by live online assistance.

### 2. How can you work with our company to reduce our total procurement costs?

With our many years of industry experience and wide-range of products and services, OfficeMax is a better business partner than any other supplier alliance. Other suppliers in the industry focus on one or two areas of expertise. OfficeMax, on the other hand, has both the experience and infrastructure in place to expertly supply and manage all areas of office procurement.

By offering multiple product lines and services, OfficeMax can uniquely partner with OUSD to achieve total cost of ownership savings. Our strategy includes achieving both bottom line cost savings and reducing additional soft dollar costs. In our partnership, we will act as both a consultant and a supplier.

- **Reducing Hard Dollar Costs.** Many suppliers promise to reduce your supply costs, but benefit when your spend increases. At OfficeMax, our multiple commodity lines allow us to leverage a more advantageous business partnership. When we help you realize significant savings on your office supplies, we know we will be your first choice to manage other procurement categories like print services or furniture. OfficeMax has developed an optimal business model that provides benefits to both parties – a solution that no one else in the industry can provide.

- **Reducing Soft Dollar Costs.** OfficeMax works directly with our customers to reduce soft dollar costs associated with your procurement program. We have analyzed many of the activities surrounding procurement, e.g., placing an order or receiving a package. By determining the soft costs involved with these activities, we have developed programs to help our customers control these costs. By reducing suppliers, increasing order sizes, and designating set delivery days, there is significant potential to impact your organization's total savings.

Our mission is to help our customers do their best work—and this means becoming a true business partner dedicated to the success of your program. OfficeMax company culture revolves around providing solutions that are mutually beneficial to our company and our customers—a partnership that can be hard to find with other suppliers.

3. **How can you analyze our purchasing processes and quantify the time and money savings we can expect if we change our practices? Can you provide specific industry benchmarking?**

With constant market changes and price fluctuations, it can be hard for our customers to understand how much they are truly saving and which strategies will be the best for their organization. Furthermore, low initial prices on some high-use items are not a guarantee of savings in future years. If you don't analyze your purchases or receive accurate reporting, how do you know your vendor is selling you what you actually need?

This is why OfficeMax conducts quarterly Partnership Opportunity Reviews with our customers to review the current program, evaluate other options and ensure that the items you purchase most frequently receive the deepest discounts. Moreover, OfficeMax has developed a proprietary tool, ProForma, to quantify the overall costs that customers can potentially save and provide detailed benchmark information based on data from our proprietary customer database. ProForma lets you project actual savings in time, in product cost and in getting better control of your procurement process. The calculator examines a total office products procurement program and demonstrates where potential hard and soft dollar cost savings can be realized.

Using ProForma we can prepare benchmarks at different levels of comparison, e.g., with typical compliance (75%) or high compliance (90-95%). Benchmarking categories include ordering methods, customer service interactions, product category purchases, and merchandise class comparisons. With ProForma, we are able to evaluate what your estimated spend per employee should be based on similar sized companies in similar industries. We can also estimate goals for average order size, average lines per order, product mix per employee, and percent of returned lines.

OfficeMax understands that ongoing savings in both direct costs and productivity are important to the overall program. Our proactive approach allows OfficeMax to effectively manage both of these strategies for OUSD. In addition, OfficeMax will continually evaluate both the hard and soft costs involved in our business relationship. Our focus on customer advocacy and Integrated Solutions helps us to offer the best purchasing strategies to our customers.

## J. Program Participation/Compliance

1. **How would your company implement our agreement and help us drive participation? Please describe how you demonstrate program roll-out/ramp-up is complete and successful.**



For every account, we complete a comprehensive Implementation Plan. This internal, proprietary document lists all of the details necessary for each of our CFCs to successfully manage their local portion of your account. The Implementation Plan is distributed throughout our CFCs, Customer Service Centers, and Sales Offices to those OfficeMax associates who have an impact on our service to you. This tool serves as a "blueprint" for service consistency by spelling out the proper way to service your locations, but is also fluid, allowing us to monitor and track the progress and on-going success of an agreement.

As OUSD is a current customer, the results of the implementation process are already in place. Normally, the implementation involves the use of the OfficeMax 5-Step Implementation Process.



## The OfficeMax 5-Step Implementation Process

- Step 1. Formation of the OfficeMax Implementation Team
- Step 2. Establishing the Roll Out Schedule
- Step 3. Developing and Communicating Your Implementation Plan
- Step 4. Introducing the New Program to End-Users
- Step 5. Monitoring the Program's Success

As in any successful partnership, communication is key. It is imperative that OUSD and OfficeMax meet to discuss all of the specifications outlined in the bid and any additional requirements that may have risen throughout the bidding process. We will create a joint cross-functional team to implement and monitor all new program initiatives.

As mentioned, OfficeMax is the only supplier in the industry to offer a Compliance Driver program that identifies, monitors, and tracks end-users to drive initiatives based on your organization's needs.

Some examples of how we utilize our Compliance Driver program for other customers include:

- Calling the end-users of a new National Account to make them aware of the program and how they can begin to order.
  - Calling the non-buying end-users of a tenured program to obtain updated contact information and make sure they have the information necessary to place an order.
  - Emailing promotional material (non-sales) to end-users.
  - Calling end-users as a gesture of good will for customer service needs.
2. **What types of reports can you provide on our purchasing activity at the individual requisitioner level, i.e. ordering method, interactions with your company? Will these reports include retail store purchases? Please provide us with samples.**

OfficeMax is recognized for having the strongest and most detailed reporting capabilities in the industry. We have the tools to provide you with traditional management reports, as described below, or build a custom report based on your organization's specifications. We will work closely with you to make sure you get the information you need in the format and time frame you require.

The detail and accuracy of our reporting capabilities allows us to track information on every detail for every transaction down to the end-user level. Our unique Customer Insight Reports<sup>SM</sup> (CIRs) help OUSD categorize your data in a number of different ways and can report on practically every feature of your procurement process including:

- Ordering Method
- Ordering Method by Individual
- Product Category
- Merchandise Industry Comparison
- Interaction Comparison
- Case Reporting by Individuals

The CIRs also provide additional data analysis to identify and recommend cost saving opportunities, benchmarking, and compliance to the program. These unique reports target how your end-users place orders and how much they are spending. We can also identify who your "top ten" end-users are and their purchasing activities. The reports also provide benchmarking analysis to show how your purchases compare to companies of similar size within the same industry.

**Ordering Method - Top PINs**

January Dec

Name	Account	Site	Phone	Web	Fax	Other*	Total
Cameron Hillbren	012456	654	\$ -	0.0%	\$ 16,715.30	100.0%	\$ -
John Cudmas	012456	654	\$ -	0.0%	\$ -	0.0%	\$ 7,816.11
Paul Pufferberg	012456	654	\$ -	0.0%	\$ 6,878.99	100.0%	\$ -
Jachym Swensen	012456	654	\$ -	0.0%	\$ 5,985.72	100.0%	\$ -
Peet Mazzoni	012456	654	\$ (14.84)	-0.3%	\$ 4,888.56	100.0%	\$ -
Jane Lambert	012456	654	\$ (14.80)	-0.4%	\$ 3,988.37	100.0%	\$ -
Shane Rippen	012456	654	\$ -	0.0%	\$ 3,732.12	100.0%	\$ -
Paola Almeida	012456	654	\$ -	0.0%	\$ 3,682.48	100.0%	\$ -
Tris Nguyen	012456	654	\$ -	0.0%	\$ 3,744.45	101.7%	\$ -
Robert Ellis	012456	654	\$ (22.20)	-0.6%	\$ 3,643.27	100.0%	\$ -
Eliasa Anderson	012456	654	\$ -	0.0%	\$ 3,016.18	100.0%	\$ -
Charles Padonon	012456	654	\$ (78.35)	-2.7%	\$ 3,659.23	102.2%	\$ -
Harlow Gutcheson	012456	654	\$ (88.38)	-2.1%	\$ 3,286.77	102.1%	\$ -
Becky Georgia	012456	654	\$ (291.68)	-8.2%	\$ 3,648.94	115.0%	\$ -
James M Jany	012456	654	\$ -	0.0%	\$ 3,088.69	100.0%	\$ -
Liz Shalton	012456	654	\$ -	0.0%	\$ 2,879.03	100.0%	\$ -
Lisa Janes	012456	654	\$ -	0.0%	\$ 2,825.43	100.0%	\$ -
Dana Mastas	012456	654	\$ -	0.0%	\$ 2,684.74	103.0%	\$ -
Robert Kump	012456	654	\$ (24.58)	-0.7%	\$ 2,598.63	100.0%	\$ -
Grady Phares	012456	654	\$ -	0.0%	\$ -	0.0%	\$ 2,531.31

\*Other may include EOL, Mail, Customer Service Inquiries, WBL, SREP, Channel Online, CH Mailings, etc.

OfficeMax

OfficeMax can also provide OUSD with Usage Reporting for the purchases you make at our retail stores. Simply show your Retail Connect<sup>SM</sup> card to the cashier, and in addition to identifying your contract pricing, your purchase will be tracked for reporting purposes. The reports can be generated for your organization as a whole, or they can be broken down to match the retail card identifier level you have selected—department/cost center or individual. These reports will include all Retail Connect<sup>SM</sup> purchases, including SKU-level detail for all contract items.

The reports also enable customers to drive compliance of their purchasing programs by signaling when unauthorized spending occurs. By utilizing the benchmarking analysis, companies can determine if spend in specific categories is similar to other companies.



See attached OfficeMax Sample Partnership Opportunity Review.

## K. Value Added Offerings

1. Describe any offerings your company can provide that will generate additional benefits for the district.

OfficeMax is pleased to offer the following financial incentives to drive significant benefits to the district:

- In addition to Oakland Unified School District's rebate on the districts purchases (see Tiered Volume Incentive), OfficeMax will rebate Oakland Unified School District 2% from other districts using this contract. OfficeMax would request Oakland Unified School District's approval to customize participating agencies' programs based on their unique requirements.
- OfficeMax will pay Oakland Unified School District \$175,000 each year of the 3 year agreement. The timing of the annual payment to be determined at the district's discretion with 30 days notice.
- Payment Terms of 2% 15 Net 30



- Tiered Volume Incentive as follows:

Beginning \$	End \$	% of Sales
\$500,000.00	\$999,999.00	0.5%
\$1,000,000.00	\$1,499,999.00	1%
\$1,500,000.00	\$2,999,999.00	1.5%
\$3,000,000.00	\$5,999,999.00	2%
\$6,000,000.00		2.5%

**OfficeMax currently provides the additional district benefits below:**

OfficeMax knows it's possible to run a successful global business and be successful in our hometowns as well. For more than 48 years our community involvement has made a difference. We work with our associates and communities to build a better future and provide solutions to their needs.

Being part of a community means being actively involved. OfficeMax plays a vital role in the communities we call home by providing hands-on help in addition to monetary commitments. Whether it's a company-driven initiative or a cause close to one of our associate's hearts, you'll find us volunteering in countless ways for organizations big and small. We think that says a lot about the kind of people who build their careers at OfficeMax. We're proud of their efforts and prouder still to be doing our part.

Giving back to the communities in which we operate is an important part of the OfficeMax philosophy and the reason behind OfficeMax Goodworks<sup>SM</sup>. In particular, we focus our efforts on improving K-12 public education. We do this because it helps our business, supports our Associates and it's the right thing to do. Provided below are our community relations programs.



**A Day Made Better**

A Day Made Better is OfficeMax effort to erase teacher-funded classrooms. Every year on the first Tuesday in October, we surprise more than 1,000 teachers with a box filled with \$1,000 of school supplies. Since this programs inception Oakland Unified has had a qualified teacher recognized each year.

The program raises awareness for teacher-funded classrooms and Adopt-A-Classroom. When teachers register and spend money with Adopt-A-Classroom, they often purchase school supplies from OfficeMax, which ultimately helps our sales. The "day" is a great team building experience for all Associates. For more information, go to [ADayMadeBetter.com](http://ADayMadeBetter.com)

**Product Donations**

Sometimes we have products that we can no longer sell, but are still in new, or very close to new, condition. Instead of throwing these away, we call the Kids in Need Foundation. They pick up the products, and bring them to their network of warehouses, where teachers can shop for free. Products already in stores are donated to a local Title 1 school of the store's choosing.



**Box Tops for Education**

Our long-time partner, Boise Paper, has an exclusive deal to be the only cut-size paper supplier within the Box Top Program. The Box Tops for Education® program has been making a difference since 1996 and is the leading cause-marketing program in the U.S. Last year alone, America's schools raised more than \$50 million through the Box Tops for Education® Program. The program is a simple and easy way for businesses to make a difference and give back to their local communities. The State of Maryland can sponsor a school by simply setting up centralized collection bins throughout the workplace, so associates can deposit the Box Top coupons. Each school will then receive a check equivalent to 10 cents for every coupon redeemed; earning up to \$20,000/year to spend on anything they choose.



## Conclusion

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OfficeMax appreciates your business, our ongoing partnership, and the opportunity to again deliver an efficient, effective procurement program customized to meet OUSD's needs. We know that our success is due to our customers' faith in the service we offer, and our commitment to providing our clients with the latest technology, lowest prices and uncompromising service. We would like to think that on some level, OfficeMax has played a role in the success of OUSD as well.

We know what it takes to make a procurement program work and guarantee success. This is due in part to our commitment to learning about our customers' business and tailoring our services to meet their needs. The OfficeMax offering has expanded so greatly, there's nothing we cannot provide. With innovative product and technology, local retail stores and the most knowledgeable and friendly associates to back it up, we're confident OfficeMax is OUSD's best choice for an integrated solution.

We vow to continue coupling the same award winning service you have enjoyed over the span of our relationship with the ever growing number of products made available to you. The reasoning behind our efforts is simple: Your needs, our inspiration. Because we are as passionate about your educational environment as you are.

### **Submittal of Documents**

As a current supplier all RFP required documents are on file with the district.

Notwithstanding any response made by OfficeMax Incorporated and its subsidiaries and affiliates (collectively, "OfficeMax") to this Request for Proposal ("RFP"), OfficeMax expects to negotiate the terms and conditions of any definitive agreement between the parties, including any changes to the RFP prior to the award of a contract. While this proposal is evidence of OfficeMax's intent to enter into a business relationship with Oakland County School District (the "Company"), nothing herein should be construed to be a legally binding offer by OfficeMax, or acceptance by the Company, until such time as a definitive agreement is executed by the parties.

In the event that OfficeMax and the Company engage in any further discussion which results in either (i) a definitive agreement executed by the parties or (ii) OfficeMax providing products or services to the Company without a fully-executed agreement, the terms and conditions contained in the RFP shall not at any time be considered binding upon OfficeMax unless otherwise noted in a fully-executed agreement between the parties.