



100 Parkers Mill, Oswego, IL 60543
(630) 554-3618 / Fax: (630) 554-3306
Website: <http://www.oswegoil.org>

Village of Oswego, Illinois
Request for Quotation
Office Supplies

General Information

The Village of Oswego is soliciting quotations from qualified firms for the purpose of supplying office/janitorial supplies to the Village. The Village annually spends approximately \$20,000 to \$25,000 on various office/janitorial supplies including paper for the copy machines and printers.

The Village will select a vendor who has the capability for on-line ordering, next day delivery and acceptance of payment via electronic media.

Included as Attachment A is a schedule of various supplies purchased over the past year and the quantities ordered which can be used for detailing your submitted pricing. This listing is not meant to be all inclusive and by no means suggest these are the only supplies which will be ordered going forward.

All vendors must use the Village office supply listing in submitting their quotation and also return the Total Cost Summary (page 5) at a minimum. You should also supply at least three references of current clients as well as a listing of clients lost in the past two years.

To be considered, all submitters must submit two copies of the quotation (only one copy if delivered via email) no later than 5:00 p.m. on August 26, 2015 to:

Mark G. Horton
Finance Director
Village of Oswego
100 Parkers Mill
Oswego, IL 60543
mhorton@oswegoil.org

There is no expressed or implied obligation for the Village of Oswego to reimburse responding firms for any expenses incurred in preparing quotations in response to this request.

During the evaluation process and after quotations have been received, the Village reserves the right to request additional information or clarifications from vendors or to allow corrections of errors or omissions. Any requests for clarification of this RFQ before submission of a response may be submitted via email mhorton@oswegoil.org or in writing to Mark G. Horton at the address listed on page one.

The Village of Oswego reserves the right to retain all quotations submitted and to use any ideas in the quotation regardless of whether you are the selected vendor. Submission of a quotation indicates acceptance by the firm of the conditions contained in this request for quotation, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Village of Oswego and the selected firm.

Term of Engagement

A contract between the Village of Oswego and the successful respondent for the supplying of office supplies herein described shall expire on April 30, 2019. However, this contract will be subject to annual review by the Village of Oswego and may be terminated if the selected vendor has not provided satisfactory performance. This agreement shall not be assigned or transferred without the approval of the Village of Oswego.

The Village of Oswego may enter into successive contracts with the awarded vendor without redoing the request for quotation process. This is at the sole discretion and approval of the Village of Oswego.

The Village of Oswego prides itself on being a green community and expects that the successful vendor will provide a quotation that details its commitment to the environment and offers its methods on how its services will respect and work with Oswego's vision.

Principal Contact

The principal contact that will coordinate the assistance to be provided by the Village of Oswego to the respondents will be Mark G. Horton, Finance Director, 630-554-3618.

Firm Qualifications and Experience

The quotation should state the size of the firm, the location of the main distribution facility and the individual or individuals responsible for resolving any issues which arise in the course of doing business with the firm.

Manner of Payment

The Village of Oswego follows the Illinois "Prompt Payment Act" established by Illinois State Statutes (50 ILCS 505/1 et seq.) and, as such, the Village Board approves invoices within thirty (30) days after receipt of the invoice and sends payment within thirty (30) days after the invoice has been approved by the Village Board.

EVALUATION CRITERIA

Mandatory Elements

1. The vendor is licensed to distribute in the State of Illinois.
2. The firm has no conflict of interest with regard to any other work performed by the firm for the Village of Oswego.
3. The firm adheres to the instructions in this request for quotation on preparing and submitting the response.
4. The firm has an understanding of the specific needs of the Village of Oswego as it relates to the services provided.
5. References supplied as detailed in this request
6. Total annual cost of supplies and detailed cost of Village supply list
7. Ease of ordering/delivery of ordered items/timeliness of delivery
8. Electronic ordering/payment/physical store locations

Conditions

Respondents are advised to become familiar with all conditions, instructions and specifications governing this request for quotation. Once the award has been made, failure to have read all the conditions, instructions and specifications of this contract shall not be cause to alter the original contract or request additional compensation.

Village Ordinances

The contractor will strictly comply with all ordinances of the Village of Oswego and laws of the State of Illinois.

Final Selection

The Village of Oswego will select a firm based upon the evaluation criteria. It is anticipated that a contract will be awarded by September 30, 2015.

Right to Reject Quotation

The Village of Oswego reserves the right without prejudice to reject any or all request for quotations.

Termination of Contract

The Village reserves the right to terminate the whole or any part of this contract at any time, with or without notice, if deemed in the Village of Oswego's best interests.

Completion of Quotation

The following may be used as a checklist in determining the completeness of the quotation to be submitted:

1. Letter of Transmittal (not to exceed two (2) pages) which bears the signature of an authorized representative of the firm and designates the names of individuals authorized to negotiate with the Village on this contract.

2. Qualifications of the firm. Provide a general description of your firm's organization, experience, and services
3. References. Provide a list of current clients, specifically including any municipal clients. Include length of service, and name and telephone of contact persons.
4. Cost quotation. A detailed breakdown is to be included in the completion of attachment A.

**VILLAGE OF OSWEGO
REQUEST FOR QUOTATION
OFFICE SUPPLIES
TOTAL COST SUMMARY**

DUE: 5:00 P.M. AUGUST 26, 2015

Firm Submitting:

Total annual costs as calculated on Attachment A: \$ _____

Signature of Authorized Representative

Name of Authorized Representative

Title

Date: _____

ATTACHMENT A

VILLAGE OF OSWEGO

Items purchased over the last twelve months

July, 2015

Office /janitorial supplies

	Description	Unit	Total Quantity	Proposed Price
	PAPER, SPOT MARKET 98 BRIGHT	CT	48	
	PAPER, SPOT MARKET, 20LB, 92 BRT	CT	48	
	TONER, LJ, 80X, 2BX, BK	BX	2	
	TOWEL, C-FLD, 2PLY, 626/RL, 6/CT	CT	18	
	TOWEL, C-FLD, 2PLY, 626/RL, 6/CT	CT	18	
	TOWEL, ROLL, PERF, 85SH/RL, 30/CT	CT	22	
	TOWEL, CTR-FLD, 2PLY, 600RL, 6/CT	CT	14	
	TONER, F/ HP P2055, COMP, BK	EA	6	
	TISSUE, TOILET, 2PLY, 80RLOF600SH	CT	12	
	TOWEL, BIGFLD Z, 220/PK, WE	CT	10	
	LINER, CAN, 38X60, 17MIC, 200	CT	5	
	TONER, F/HP P2035/55, COMP, BK	EA	6	
	FRAME, DCMNT, 8.5X11, 2ST, BK	ST	14	
	TONER, F/HP P1606, BK	EA	4	
	DISC, DVD-R, 50PK SPNL	PK	22	
	INDEX, LSR/IJ, 5TAB, 25ST/BX	BX	2	
	TOWEL, M-FOLD, RCYC, WHT	CT	3	
	CLEANER, LEMN PNE SOL, 3/CT	CT	5	
	LINER, CAN, 38X58, 2.0MIL, 100/CT	CT	4	
	POCKET, FILE, 3.5", EXP, LGL	BX	4	
	DISC, CDR, 700MB, SPDNL100PK	PK	9	
	TONER, COMP, F/M40/MFPM425, HY, BK	EA	2	
	DTRGNT, WE WING, WTR FLK, 1.2OZ	CT	2	
	ENVELOPE, CD/DVD, 50PK, WH	PK	39	
	JACKET, FILE, LGL, STR, 2"EXP	BX	3	
	LINER, CAN, 40X48, 13MIC, 250	CT	2	
	ROLL, ADD, 3"X90', 50RL/CT	CT	1	
	ENVELOPE, CAT, 6.5X9.5	BX	3	
	ORGANIZER, 2 HOR, 6 VRT, BK	EA	2	
	MOP HEADS, 20 OZ COTTON	CT	1	
	STAMP	EA	5	
	CLEANER, STAINLS STEEL	CT	1	
	LABEL, EXHIBIT, U-CREATE, WE	PK	16	
	LINER, 40X46, 40-45GL, NT	CT	2	
	LINER, CAN, 38X58, 1.1MIL, 100	CT	3	
	COFFEE, BREWER, KEURIG, B150	EA	0	
	PAPER, 11X17, WHITE, 20LB	CT	2	

Items purchased over the last twelve months

July, 2015

Office /janitorial supplies

	Description	Unit	Total Quantity	Proposed Price
	ENVELOPE, 10X13, EXP, OPNEND	CT	1	
	CHAIRMAT, 46X60NOLIP, NOBVL	EA	2	
	STAPLER, AUTOMTC, BREEZT, BK	EA	2	
	POCKET, TUFF, TB3.5, LGL, RD	BX	2	
	BUCKET, WRING, 26Q, COMBO, YW	EA	1	
	NOTEBOOK, WRBND, 3X5, 12/PK	PK	8	
	FOLDER, MANILA, 1/3 CUT, LETTER	BX	14	
	BOARD, DE, PORC, 2X3, ALM, WH	EA	1	
	INKCART, CLI-8 3 PK, C/M/Y	PK	2	
	TAPE, DRYLINE, CRCTN, 10/PK	PK	6	
	CALENDAR, DSK PD/WALL, BK	EA	31	
	CALENDAR, LAMINATD WALL, BE	EA	5	
	FOLDER, FILE, END TB, LGLMLA	BX	2	
	TONER, F/ HP P2035/2055, BK	EA	1	
	BINDER, ROUND RING, 1-1/2"WE, VIEW	EA	35	
	CLEANER, TOILET BWL, BLCH	CT	2	
	POCKET, FILE, EXP, 5.25, LTR, 10/BX	BX	4	
	JACKET, FILE, LTR, STR, 2"EXP	BX	2	
	CLEANER, SFTSOAP, HAND, GL	EA	4	
	INKCART, PGI-5BK, 2PK, BK	PK	2	
	FLDR, LGL, 11PT, SGL, 1/5, MLA	BX	2	
	FRAME, 8.5X11, DOCUMENT, BK	EA	5	
	CLEANER, GLASS, CONC, WNDX, 6/CT	CT	1	
	RIBN, WP, F/ML320, 321, BK	EA	8	
	DRIVE, USB FLASH 4GB, BE	EA	8	
	TAPE, SHIPPING, 4/PK, CLR	PK	2	
	PAD, LGL RULED, PERF, LTR, WE	DZ	11	
	FILE, LTR/LGL, RCY, CTN12	CT	1	
	CLEANER, WINDEX, 1 GAL	CT	1	
	MOP HEADS, #24 COTTON	CT	1	
	BAG, VINYL, ZIPPER, REPLCMNT	EA	1	
	INDEX, BNDR, LTR, 15CLRD/ST	ST	25	
	ENVELOPE, 10X13 TYVEK, WHT	BX	1	
	LINER, CAN, 24X33, CR, 6MIC, 1M	CT	2	
	VINEGAR, WHITE, 128OZ, 4/CT	CT	4	
	CLOCK, 13.75", QUARTZ, BLACK	EA	2	
	TAPE, CORRECT, SSDE, 10PK	PK	2	
	PAPER, XERO/DUP, 20#LGL, CAN	RM	4	
	BATTERY, INDST, ALK, AA, 24PK	PK	2	

Items purchased over the last twelve months

July, 2015

Office /janitorial supplies

	Description	Unit	Total Quantity	Proposed Price
	INKCART, F/STYLSC68/88, COL	PK	1	
	LABELMAKER, P-TOUCH	EA	1	
	INKCART, F/STYLUSC68/88, BK	EA	2	
	DRIVE, 8GB SWVL USB3PK, BE	PK	2	
	TRACKBALL, WIRELSS, M570, GY	EA	1	
	BOOK, STENO, GREGG, GN, 70SH	EA	29	
	PAPER, COLRCPY28#8.5X11, WH	RM	3	
	LINER, CAN, 40X46, .70MIL, 125	CT	2	
	CLEANER, LYSOL, WIPES, 6/CT	CT	1	
	HOLDER, CERTIFICTE, 5/PK, BK	PK	4	
	PAPER, XRO/DUP, 20#, LTR, GN	RM	10	
	PAPER, BRISTL, 67LB, CAN	PK	3	
	DISPENSER, SOFTSOAP, W/ALOE	EA	12	
	COVER, 9X12.5, 100/BX, BE	BX	2	
	FOLDER, BX BOTM, 3CAP, 25LGL	BX	1	
	FREIGHT AND HANDLING	EA	5	
	PAPER, INDEX 110LB, CAN	PK	4	
	BATTERY, ALK, AA, 36/PK, SVBE	PK	2	
	PAPER, XERO/DUP, 20#, LTR, BE	RM	9	
	LABEL, LSR, F/FLDR, 15C, WHT	BX	1	
	STAPLER, HVYDTY, GY/BK	EA	1	
	PAPER, 11X17, 20#, WHITE, 92B	RM	3	
	MOP HEADS, 32OZ.	EA	2	
	INDEX, BINDER, LTR, 5TAB, WE	BX	1	
	DESK PAD, LOGO, 31X20, BK	EA	1	
	LABEL, LASER, 1"X2-5/8", 3M	BX	2	
	BROOM, 24"PLSTC BRSTLS, BK	EA	2	
	FOLDER, BX BOTM, 4CAP, 25LTR	BX	1	
	CLEANER, TOILET BWL, BLCH	CT	1	
	FORM, 1099, MISC USE, LASER	PK	1	
	POCKET, TYVEK, 3.5", LGL, BR	BX	1	
	SQUEEGEE, 12", STST	EA	2	
	FOLDER, HANG, LGL, 25/BX, GN	BX	1	
	BOOK, STENO, GREGG, 80SH, WE	EA	22	
	BINDER, ROUND RING, 1-1/2" BK, VIEW	EA	8	
	SEAL, 2"DIA GD, 44/PK	PK	10	
	TOWEL, MULTIFOLD, WH	CT	1	
	PORTFOLIO, LTR, 2PCKT, LGN	BX	2	
	PROTECTOR, SHT, PLY, HVY, NGL	BX	2	

Items purchased over the last twelve months

July, 2015

Office /janitorial supplies

	Description	Unit	Total Quantity	Proposed Price
	DUSTER,LAMBSWL,EXT. 35-48"	EA	3	
	BRUSH,TOILET BOWL, 14.5"	EA	10	
	GLOVES,POWDR,5ML,LG,100BX,10CT	BX	3	
	BAGS,SANITARY,500/CT	CT	1	
	PAPER,8.5X11,FIREWX,GDRO	RM	5	
	SCREEN,URINAL,CHRRY DEODZ	BX	1	
	KIT,FORM, TAX KIT, 5-P,WE	PK	1	
	FOLDER,LGL11PT 1/3RCY,MLA	BX	1	
	NOTE,HLND,3X3,ASST,12/PK	PK	4	
	NOTE,3X3 RCYC,18/PK,YW	PK	2	
	STAPLER,RAPID,FM32,TTN	EA	1	
	POCKET,WALL,3PCKT,SMK	ST	1	
	FORM,1099R ENVELOPES,WE	PK	2	
	BATTERY,COPPERTP,AA,24/BX	BX	1	
	TAPE,PACKAGING,6/PK,CR	PK	1	
	INSECTICIDE,RAID,ANT&ROCH	EA	4	
	LABEL,FLDR,ENDTB,A-RD,5C	RL	2	
	CHAIRMAT,36X48 LIP,NOBVL	EA	1	
	TAPE,MAILNG,2"X800"W/DISP	RL	7	
	DIVIDER,WRTEON,UNPNCH,WHT	BX	1	
	DRIVE,USB FLASH 32GB,BE	EA	1	
	STAPLER,DSKTP 25/SH,BESV	EA	1	
	CARTRIDGE,TPE1/2BK ON WHT	EA	3	
	PEN,207 GEL,1.0MM O/S,BK	DZ	1	
	CLEANER,SPRAY DUSTER,10OZ	EA	5	
	WIPES,DSNFT,80/CNSTR,3/PK	PK	1	
	PAPER,FOREMP,8.5X14,WE	RM	3	
	FORK,PLASTIC,M-WGT,WHT	CT	1	
	KNIFE,PLASTIC,M-WGT,WHT	CT	1	
	SPOON,PLASTIC,M-WGT,WHT	CT	1	
	CLOCK,12-24HR,12.50",BK	EA	1	
	CALENDAR,PLN-A-YR WALL	EA	1	
	CALENDAR,ERSE,12MO,HOZ,BE	EA	1	
	SHEET,LAMINATE,9X12,50/BX	BX	1	
	ENVELOPE,KRAFT,6.5X9.5	BX	1	
	PLUNGER,INDUSTRIAL	EA	2	
	MARKER,SHARPIE,X-FINE,BK	DZ	2	
	ENVELOPE,CATLG,KRAFT,6X9	BX	1	
	ERASER,CLIC,STICK,AST,3PK	PK	4	

Items purchased over the last twelve months

July, 2015

Office /janitorial supplies

	Description	Unit	Total Quantity	Proposed Price
	PAD,LGL RULED,PERF,LTR,CA	DZ	4	
	BATTERY,COPRTP,AAA,24/BK	BX	1	
	PENCIL,MECH,.7MM,BE	EA	4	
	PEN,PRECISE V5,X-FINE,GN	DZ	1	
	SOAP,FOAM,7.5OZ,AMB	CT	1	
	PROTECTOR,SHT,LTR,CLR	BX	2	
	ORGANIZER,DESKTOP MESH,BK	EA	1	
	LABEL,ADRS,1X2.625,30/SH	BX	1	
	MARKER,EXPO CLICK,BK	DZ	1	
	MARKER,SUPER,SHARPIE,BK	DZ	1	
	FILE,EXP,LGL,ELAS CLOS,BK	EA	1	
	PEN,RBALL,RT,G2,GEL,FN,RD	DZ	1	
	LABEL,1/2",2/PK,BK/WHT	PK	1	
	PAD,LGL,RULD,PERF,5X8,WE	DZ	3	
	CLEANER,ALL PURPSE,GN	EA	1	
	FOLDER,FILE,LTR,1/3C,MLA	BX	1	
	BOX,15 X 10 X 4	EA	8	
	FOLDER,HANG,LTR,1/5,GN,25/BX	BX	2	
	PEN,INKJOY,550RT,O/S,BE	DZ	1	
	SHARPENER,ELEC PENCIL,BK	EA	1	
	WALLET,2"EXP,ANTIM4PK,AST	PK	1	
	HOLDER,CERTIFICATE,F/9X12	EA	1	
	FOLDER,MLA,1/5 CUT,LTR	BX	1	
	PEN,G2,1.0MM BOLD,BK	DZ	1	
	PAPER,XRO/DUP,20#,LTR,PK	RM	4	
	PAD,POST-IT 3X3 12,CAYW	PK	1	
	PAPER,LASERPRNT,11X17 24#	RM	1	
	PLANNER,DSK,MNTHY,RCY,GN	EA	1	
	KNIFE BLADES,SINGLE EDGE RAZOR	PK	1	
	DOORSTOP,N-SLIP,GIANT,OE	EA	2	
	WIPES,CLOTH CLEANG,16OZ	PK	2	
	PORTFOLIO,LTR,2 PCKT,AST	BX	1	
	PORTFOLIO,LTR,2PCKT,YL	BX	1	
	FOLDER,1/3 COLR TAB,MLA	BX	1	
	STAPLER,FULL STRIP,BK	EA	1	
	PEN,ROUND STIC,MED,BK	DZ	12	
	MARKER,FLAIR,PT GRD,GN	DZ	1	
	PEN,FLEXGRIP,FINE,BE	DZ	1	
	CLEANER,DUSTER,10 OZ,2/PK	PK	1	

Items purchased over the last twelve months

July, 2015

Office /janitorial supplies

	Description	Unit	Total Quantity	Proposed Price
	STAPLER,DSK,COMPACT LT,BK	EA	1	
	DUSTPAN,HVYDTY,CC	EA	2	
	HIGHLIGHTER,LIQ.ACCNT,10/ST	ST	1	
	INKCART,CLI-8C,CN	EA	1	
	INKCART,CLI-8M,MG	EA	1	
	PAD,12SLFSTCK1.5X2,AST	PK	3	
	CLEANER,SNAP!PROXI,MULTI,48/CT	EA	7	
	PAD,RPL E4750 1X1-5/8 R/B	EA	2	
	REFILL,FSHMT,6.17OZ,LIN	EA	2	
	BINDER,D,WE,4",CV	EA	1	
	INKCART,CLI-8BK,BK	EA	1	
	NOTE,HLND,3X3,12/PK,YW	PK	6	
	LABEL,LR CLR PRNT 2UP,WHT	PK	1	
	FOLDER,HANG,LTR,1/3C,GN	BX	2	
	STAPLER,EVO DESKTOP,BK	EA	1	
	HIGHLIGHTER,LOD ACCENT,FYW	DZ	1	
	DESK PAD,BEACHES,22X17,BE	EA	1	
	CONNECTOR,TWIST,PHONE,BK	EA	2	
	FORM,MONY RCPT BOK 2PT,WE	EA	1	
	RACK,8TIER,10W,WIRE,BK	EA	1	
	BINDER,ROUNDRING,1",WE,VIEW	EA	10	
	REINFORCEMENT,CLR,1M	PK	2	
	NOTE,1.5X2 RCYC,12/PK,YW	PK	3	
	POUCH,THERML,3 MIL,50,CLR	PK	1	
	PROTECTOR,SHT,TPLD,ECO,CR	BX	1	
	PAPER,XRO/DUP,20#,LTR,CAN	RM	3	
	MARKER,MAGRKSALOT,BLLT,BK	DZ	1	
	PEN,BPS,BALLPOINT,FNE,BE	DZ	1	
	PAPER,XERO/DUP,20#,LGL,BE	RM	1	
	HOLDER,TOILET BOWL BRUSH	EA	4	
	PAD,MEMORY FOAM WRIST,BK	EA	1	
	DRIVE,USB FLASH 16GB,BE	EA	1	
	BOOK,APPT,MNTH,9X11,BK	EA	1	
	PAPER,COVER60#8.5X11,WE	PK	1	
	MAGNET,SHEETS 8.5X11,WHT	PK	1	
	TAPE,CORRECTION 4PK,WE	PK	1	
	CALENDAR,COASTLINES TBD	EA	1	
	GLOVES,EXAM,VINY,PF,XL,WH	BX	1	
	TAB,HNG FLDR,1/3CUT,25,CR	PK	3	

VILLAGE OF OSWEGO

Items purchased over the last twelve months

July, 2015

Office /janitorial supplies

	Description	Unit	Total Quantity	Proposed Price
	REST,PHONE,SOFTALKII,BK	EA	1	
	LABEL,ADD,W/P,1-1/3X4	PK	1	
	TAPE,MAGIC,.75X1M,10RL,CR	PK	1	
	CLEANER,PLEDGE MS,RAINSHW	EA	2	
	ORGANIZER,FILE,BK	EA	1	
	WALLET,EXP/GRP,DBE	EA	2	
	MOP HEADS,24OZ.	EA	1	
	TISSUE,FACIAL,BOUTIQUE	BX	4	
	HANDLE,METAL TIP,15/16X60	EA	2	
	ROLL,ADD 2.25"X150',12/PK	PK	1	
	PEN,BPT,BK91,MED,BK	DZ	1	
	HOOK,MEDIUM, 6 PK,WE	PK	1	
	HOLDER,BUS CARD,96CRD,BK	EA	1	
	ORGANIZER,REGEN DRWR,BK	EA	1	
	GLOVES,POWDR,5ML,MED,100BX10CT	BX	1	
	FREIGHT	EA	1	
	BATTERY,ALKLN,AAA,12,SVBE	PK	1	
	DETERGENT,DISH GELPC,32CT	EA	1	
	BINDER,ROUNDRING,1/2",WE,VIEW	EA	6	
	CORD,HANDSET,MDLR,25',BK	EA	1	
	DESK PAD,FLORAL,22X17	EA	1	
	BOOKEND,NONSKID,5"H,BK	PR	2	
	DOORSTOP,BIG FOOT,2PK,GY	PK	1	
	TAPE,MENDG,PERM,1/2X1296	RL	12	
	HILIGHTER,CLEARVIEW,4,AST	ST	1	
	PENCIL,AUTO,SHARPWTR,#2	DZ	2	
	BINDER,ROUNDRING,1"BK,VIEW	EA	6	
	PEN,ROUND STIC 60 BOX,BK	BX	1	
	PEN,PROFILE RT 8/ST,AST	ST	1	
	CLEANING PAD,XTRA POWR,WH	BX	1	
	HANDLE,MOP,OCKCHG,MTL63"	EA	1	
	LABEL,ADDRESS,2X4,1M/BX	BX	1	
	REST,PHONE,MINI,BK	EA	1	
	SOAP,LOTION,GAL,PK	EA	1	
	TAPE,MASKING,1"X60YD	RL	1	
	PEN,GEL,.7MM,3/PK,BE INK	PK	1	
	GLOVES,VINYL PF,EXAM,XL,100BX	BX	1	
	BOOK,APT,MLY,8X12,BK	EA	1	
	PEN,ENERGEL NV, FINE,BE	EA	4	

Items purchased over the last twelve months

July, 2015

Office /janitorial supplies

	Description	Unit	Total Quantity	Proposed Price
	PAD	EA	1	
	NOTE,HLND,3X5,12/PK,YW	PK	1	
	HIGHLIGHTER,MJR-ACCT,6/ST	ST	2	
	HIGHLIGHTER,DESK,5/ST	ST	2	
	REFILL,BALLPNT,FIN,BK,2PK	PK	1	
	PENCIL,WB GRIP .7MM,AST	DZ	1	
	HIGHLIGHTER,BRITELINER,FLYL	DZ	1	
	FLAG,1X1.5 PAGE MKRS,AST	PK	2	
	PAD,MR CLEAN MAGIC	BX	1	
	STORAGE,USB DRIVE CAS,BE	EA	1	
	NOTE,PST-IT1.5X2,12/PK,NE	PK	1	
	NOTE,PSTIT1.5X2,12/PK,ULT	PK	1	
	PEN,BALLPOINT,MED PT,BK	DZ	6	
	CLIP,PAPER,NO PVC,450,AST	EA	1	
	CLEANER,STST,100Z AEROSOL	EA	1	
	CLIPBOARD,HARD,LTR 9X12.5	EA	8	
	STAPLES,CHSEL PT,5M/BX	BX	10	
	STAPLES,H/DTY,3/8",1M/BX	BX	1	
	RUBBERBANDS,#33,1/4LB,CN	BX	2	
	RUBBERBANDS,#64,1/4LB,CN	BX	2	
	BOX,SHIPPING,14X10X4	EA	4	
	POLISH,STAINLESS,STEEL	EA	1	
	CARD,INDX,RLD,3X5WE,500PK	PK	1	
	CLEANER,DISH,ULTRA,25OZ	EA	1	
	CLEANER,CLOROX SANITIZE	EA	1	
	CLIP,JUMBO,NON-SKID,1M/PK	PK	1	
	POLISH,FURNITR,OLD ENG	EA	1	
	PENCIL,MECH,0.7MM,BK	DZ	1	
	HIGHLIGHTER,MJR ACCENT,FYW	DZ	1	
	TAPE,3/4" X 300",3/PK,CR	PK	1	
	GLUE,STICK,.27 OZ,5/PK,CR	PK	1	
	CLEANER,LYSOL,ALLPRP,32OZ	EA	1	
	MARKER,SHARPIE,FINE PT,BK	DZ	1	
	ROLL,CALC,F/TI5050,3RL/PK	PK	4	
	CLAMP,PPR,.0615 GA SMALL	BX	2	
	SPRAYER PARTS,TRIGGER RED/WHI	EA	7	
	CALENDAR,WRKSTN DSK PD,BK	EA	1	
	GLUE,STIC,.26OZ,6/PK,PP	PK	1	
	APPLICATOR,ENVELOPE GLUE	EA	2	

VILLAGE OF OSWEGO

Items purchased over the last twelve months

July, 2015

Office /janitorial supplies

	Description	Unit	Total Quantity	Proposed Price
	INDEX,BNDR,11X8.5,5CLR/ST	ST	3	
	CLIP,JUMBO,SMOOTH,1M/PK	PK	1	
	CLIPBOARD,BUTERFLYCLP,CLR	EA	2	
	HOOK,WIRE,4STR,3/PK,CLR	PK	1	
	REFILL,RBALL,G2,FN,BK,2PK	PK	2	
	TRAY,REGEN LETTER,BK	EA	1	
	CLIP,#1,GEM,NONSKID,1M/PK	PK	1	
	PEN,RBALL,G2 FN,BK,2/PK	PK	1	
	CLIP,BINDER,SMALL	DZ	14	
	LEAD,SPR HIPLYMR,7MM,30PK	PK	2	
	NOTEBOOK,9.75X7.5,100,BK	EA	1	
	PEN,BPT,RNDSTC,GRP,FN,BE	DZ	1	
	OPENER,LETTER,3/PK,WHT	PK	1	
	PENCIL,#2,UNIVERSAL	DZ	2	
	BNDR,RNG,11X8.5,2",BK	EA	1	
	REMOVER,STAPLE,WAND,BK	EA	1	
	NOTE,HLND,1.5X2,YW 12/PD	PK	1	
	PENCIL,TICONDEROGA,#2	DZ	1	
	RUBBERBANDS,SIZE 19,1/4LB	PK	1	
	PUSHPIN,PLAS,100/PK,CR	PK	2	
	INDEX,BNDR,11X8.5,5CLRD	ST	2	
	PAD,MOUSE,9X8,BK	EA	1	
	CLIP,#1,GEM,SMOOTH,1M/PK	PK	1	
	PENCIL,ORIOLE,#2,PRESHRP	DZ	1	
	REMOVER,STAPLE,JAWSTY,BK	EA	4	
	CORD,HANDSET,12'COIL,BK	EA	0	
	CASE,PERSONAL CARD,BK	EA	0	
	FRAME,DPLMA,8.5X11,BK,2ST	ST	0	
	TOTAL SOURCE CATALOG 847	EA	2	
	MIRROR,HLF DOME,SECUR,18"	EA	0	
	PACKAGE	EA	1	
	POCKET,WALL,TRPLE,BK	EA	0	
	CALENDAR,WALL,2/CLR YR	EA	0	
	REFILL,CARD HOLDER 10/PK	PK	0	
	LABEL,EXHIBIT,U-CREATE,YW	PK	0	
	LINER,FEMININE HYGIENE,PK	CT	0	
	DESK PAD,KRYSTL,19X24,CLR	EA	0	
	BRWR,COFFEE,KEURG,B150W/PLMBKT	EA	0	
Totals items/costs			1,163	0