

GULF COAST CENTER
Bid Specifications for Office Supplies & Furniture

Attached is a list of office supplies and furniture with name brands, descriptions, and approximate usage per fiscal year. Bids are to be for specified name brands or comparable brands. If name brands other than those specified are bid, please provide the comparable brand name.

Items with an asterisk must receive a bid for the specified name brand.

Quoted prices given on this bid are to remain the same for The Gulf Coast Center for the next two years from September 1, 2020 through August 31, 2022. The attached quoted prices will become Exhibit A of the vendor contract (sample copy attached) if approved and accepted.

All information on the attached list **must be completed** by the vendor for this bid to qualify.

All orders will be placed from the Central Purchasing staff of The Gulf Coast Center and a purchase order number must accompany all requests.

All deliveries of supplies ordered will be made to the following address, unless otherwise requested and agreed upon. Direct shipment of supplies and furniture is expected to the various facilities throughout Galveston and Brazoria counties.

Gulf Coast Center
Central Purchasing
4352 Emmett F. Lowry Expressway
Texas City, Texas 77591

Material Safety Data Sheets are required on any applicable items prior to or upon delivery or shipment of products.

Sealed bids can be mailed to the address listed above to the attention of Luis Diaz or may be brought to the same address on or before 10:00 a.m. June 12, 2020 with the sealed envelope marked Office Supplies & Furniture Bid-Do Not Open Until June 12, 2020 at 10AM” with the bid opening at this time. The Gulf Coast Center reserves the right to reject any or all bids.

Vendor Name _____

Address _____

Mailing Address _____

Contact Person _____ **Title** _____

Telephone # _____ **Fax #** _____

E-Mail _____

Years and Experience in Office Supply and Furniture Sales: _____

References of Customers Served in the Last Three Years:

	Company	Contact Person	Telephone#	Years Served
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

Turnaround Time: _____

Minimum Order: _____

Delivery Charge (If any): _____

Ability to Drop-Ship at Center Facilities Throughout Brazoria & Galveston Counties & Delivery Fee (If any): _____

Percentage Off Retail (Catalog) Price for Items Not on Bid: _____

Authorized Signature _____ **Date** _____

**Gulf Coast Center
 Bid Comparison for Office Supplies and Furniture
 September 1, 2020 through August 31, 2022**

CP Stock #	Bid Product	Annual Approximate Usage	Your Company	
			Name <u>Bid</u>	Name <u>Ext.</u>
0001.00	Folder, Hanging, lgl, green 25/box	6		
0002.00	Folder, Hanging, ltr, green, 25/box	68		
0005.00	File Pocket, 3.5" exp, ltr, no flap, no rope, 25	45		
0006.00	Filing Jacket, manila, 2" ltr, 25	11		
0006.10	Filing Jacket, manila 1", ltr, 25	1		
0006.20	Filing Jacket, manilla,flt, ltr, 25	1		
0007.00	Folder, Manila, 1/3, ltr, 100/box	217		
0008.00	Folder, Manila, 1/3, lgl, 100/box	1		
0010.00	Sheet Protectors, 50/pkg	74		
0012.00	Label, Address/Copier 1 x 2 3/4	25		
0012.10	Label, Address/Copier 1 x 4 1/4	19		
0012.20	Label, Address/Copier 1 x 2 5/8	28		
0014.00	Index, Divider, ltr, 8 tab, assorted, 48 sets/case	6		
0014.10	Index, Divider, ltr, 5 tab, assorted, 48 sets/case	1		
0014.20	Index, Divider, ltr, 5 tab, clear, 48 sets/case	15		
0015.00	Paper Clips, Standard, 100/box	318		
0015.10	Paper Clips, jumbo, 100/box	262		
0016.00	Butterfly Clips, large 12/box	14		
0016.10	Butterfly Clips, Small 12/box	11		
0017.00	Binder Clips, Large, 2" wide, 1" cap, 12/box	39		
0017.10	Binder Clips, Med, 1 1/4" wide, 5/8" cap, 12/box	121		
0017.20	Binder Clips, Sm, 3/4" wide, 3/8" cap, 12/box	94		
0018.00	Fastener, Comp, 1" cap, 50/box	12		
0018.10	Fastener, Comp, 2" cap, 50/box	4		
0020.00	Surge Protector, 7 outlet, 7' cord, 2160 joules	20		
0021.00	Stamp Pad, black	1		
0021.10	Stamp Pad, red	1		
0021.30	Stamp Pad Reinker, black	1		
0021.40	Stamp Pad Reinker, red	7		
0022.00	Pencil, Mechanical	96		
0024.10	Eraser, Pink Pearl	2		
0025.00	Calculator, Solar, Desktop	9		
0026.00	Scissors, 8"	51		
0027.00	Pen, Ballpoint, med, black, 12/box	242		
0027.10	Pen, Ballpoint, med, blue, 12/box	100		
0027.20	Pen, Ballpoint, med, red, 12/box	17		
0028.00	Pen, Ballpoint, fine, black, 12/box	144		
0028.10	Pen, Ballpoint, fine, blue, 12/box	20		

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CP Stock #	Bid Product	Annual Approximate Usage	Your Company	
			Name <u>Bid</u>	Name <u>Ext.</u>
0029.00	Marker, Felt Tip, black	2		
0029.10	Marker, Felt Tip, red	2		
0030.00	Marker, Permanent, chisel, large, black	55		
0030.10	Marker, Marks-a-Lot, regular, blue	15		
0030.20	Marker, Permanent, chisel, large, red	16		
0031.00	Correction Pen, white	42		
0032.00	Hi-Lighter, Yellow 12/box	34		
0032.10	Hi-Lighter, Green 12/box	8		
0032.20	Hi-Lighter, Blue 12/box	4		
0032.30	Hi-Lighter, Pink 12/box	13		
0033.00	Marker, Dry Erase, chisel, black 12/box	3		
0033.10	Marker, Dry Erase, chisel, blue 12/box	1.5		
0033.20	Marker, Dry Erase, chisel, red 12/box	1.5		
0033.30	Marker, Dry Erase, chisel, green 12/box	1.5		
0033.40	Dry Erase Board Eraser	21		
0033.50	Markers, Dry Erase, assorted 4 pk, fine	13		
0034.00	Pencil, #2, med soft, 12/pkg	43		
0038.00	Pad, Post-it, 1.5"x2", yellow, 12/pkg	43		
0039.00	Pad, Post-it, 3"x3", yellow, 12/pkg	83		
0040.00	Pad, Post-it, 3"x5", yellow, 12/pkg	67		
0041.00	Tape, Transparent, 3/4"x1296"	326		
0041.10	Tape, Masking, 3/4"	9		
0041.20	Tape, Packing, clear, 2"	114		
0042.00	Staples, standard, 5000	129		
0042.20	Staples, Heavy Duty, 1/2", 1000/box	2		
0043.00	Stapler, desk, black	54		
0044.00	Dater, Dial-a-Phrase, 12 phrases w/date	1		
0044.10	Stamp, "Confidential"	14		
0044.20	Stamp, "Faxed"	15		
0044.30	Stamp, "Copy"	5		
0045.00	Staple Remover, standard	25		
0046.00	Correction Fluid, .5oz, white	22		
0047.00	Rubberbands, assorted, #19, 1lb	8		
0047.10	Rubberbands, 117B, 1/8, 1lb	44		
0048.00	Clipboard, ltr	75		
0048.10	Clipboard, lgl	20		
0050.00	Pad, Phone Message, 400 carbonless, dup	25		
0051.00	Book, Money/Receipt, 2-part	17		

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			Name <u>Bid</u>	Name <u>Ext.</u>
0053.00	Book, Appt, professional weekly, 11"x8", bk	235		
0053.10	Book, Appt, daily, 8"x5", bk	69		
0053.20	Book, Appt, group, 11"x8", bk	34		
0054.00	Pad, Writing, 5"x8", white, 12/pkg	22		
0055.00	Pad, Writing, ltr, white, 12/pkg	55		
0056.00	Pad, Writing, lgl, white, 12/pkg	15		
0057.00	A-Z File Guides	36		
0057.10	Monthly File Guides	36		
0060.00	Calendar Base, plastic, bk	6		
0061.00	Calendar, Desk/Wall, 22"x17"	173		
0062.00	Calendar, Refill for Base	36		
0064.00	Binder, 3-ring, 1", black	144		
0065.00	Binder, 3-ring, 1.5", black	104		
0066.00	Binder, 3-ring, 2", black	312		
0067.00	Binder, 3-ring, 3", bk, w/label holder	649		
0070.00	Flags, Post-it, "Sign Here", 50/pkg	72		
0071.00	Box, Lock, for petty cash	3		
0073.00	Hole Punch, 2 hole, 25 sht cap	1		
0074.00	Hole Punch, 3 hole, 12 sht cap	19		
0075.00	Book Ends, black, metal (2 piece)	10		
0080.00	Ruler, plastic, 12"	10		
0080.10	Rule, wood, 12"	3		
0084.00	Portfolio, blue, 25/box	33		
0084.10	Partition Folders, Brown, Letter	41		
0084.20	Portfolio, black, 25/box	8		
0084.30	Portfolio, green, 25/box	4		
0084.40	Portfolio, red, 25/box	31		
0085.00	Holder, Binder Labels, self-ad, 1", 12/pkg	3		
0086.00	Tape Dispenser, Desk, 1" core, bk	38		
0088.00	Push Pins, plastic, assorted, 100/box	18		
0089.00	Paper Clip Dispenser, magnetic, bk	18		
0090.00	Tray, Stack, ltr, black	74		
0091.00	Desk Drawer Organizer, black	8		
0095.00	Pencil Cup, black	25		
0099.00	Moistener, Fingertip	39		
0102.00	Reinforcement Labels, we, 200/pkg	19		
0105.00	Flags, Post-it, rd, 50/box	24		
0106.00	Marker, Sharpie, fine, black	217		

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CP Stock #	Bid Product	Annual Approximate Usage	Your Company	
			Name Bid	Name Ext.
0107.00	Cleaner, Dry Erase Board, 8oz	12		
0109.00	Glue Stick, clear .74 oz.	9		
0110.00	Letter Opener, metal	4		
0117.00	File, Expanding, A-Z, 21 pkt, ltr	25		
0118.00	File, Expanding, Jan-Dec, 12 pkt, ltr	8		
2000.00	White copy paper, letter, 20lb., 98 Bright 10/case	647		
2001.00	White copy paper, legal, 20lb., 98 Bright 10/ream	2		
2003.00	Pink copy paper, letter, 20lb., 98 Bright 10/ream	1		
2004.00	Yellow copy paper, letter, 20lb., 98 Bright 10/ream	7		
2005.00	Green copy paper, letter, 20lb., 98 Bright 10/ream	1		
2006.00	Blue copy paper, letter, 20lb., 98 Bright 10/ream	2		
7001.00	Wall Pocket, ltr, smoke	12		
7002.00	Wall Pocket, lgl, smoke	1		
7003.00	Wastebasket, round, 24qt, cc	22		
7004.00	Board, Dry Erase, 24 x 36	4		
7005.00	Frame, Hanging, ltr, 4/box	25		
7005.10	Frame, Hanging, lgl, 4/box	0		
7006.00	Easel Pad, 27"x34", we, 2 pads	21		
7007.00	Boxes, Storage, ltr, 12/box	19		
7007.10	Boxes, Storage, lgl, 12/box	3		
8005.00	Envelope, Plain, 4x9.5 #10 Regular Bus. Envelopes	28		
8006.00	Envelope, Interoffice, tie, 10"x13",kft, 100/box	7		
8007.00	Envelope, Clasp, 28#, 6"x9", 100/box	4		
8008.00	Envelope, Clasp, 28#, 9.5"x12.5", 100/box	58		
8009.00	Envelope, Clasp, 28#, 12"x15.5", 100/box	16		
8011.00	Envelope #10, window, 24#, we, 500/box	19		
8092.00	Compressed Air, Can	26		
8093.00	Mouse Pad, standard, bk	18		
8100.00	Ribbon, Typewriter, lift-off tape, IBMWWIII	2		
8101.00	Ribbon, Typewriter, correctable, IBMWWIII	3		
				0.00

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			<u>Name</u>	<u>Name</u>
			<u>Bid</u>	<u>Ext.</u>
FURNITURE				
9800	Chair: Mid-back Adjustable desk chair-leather-like	134		
9900	Chair: High-back Adjustable desk chair-leather-like	9		
	Chair: Conference Room Chair, Ergonomic Mid-back, swivel/tilt, black leather-like.	0		
	Chair: Flexon-Stackable, polypropelene Armchair with epoxy coated metal;grey/black	16		
	Guest/Group Chair, Vinyl, Black, Stackable	15		
	Guest Chair, Luxhide Vinyl, Black with Arms	0		
	Desk: Options of size Desk Shell			
	Desk Shell: 66"Wx30"Dx291/2"D;	5		
	Desk Shell: 60"Wx30"Dx291/2"D;			
	Desk Shell: 48"Wx30"Dx291/2"D;			
	Pedestal: 22"Dx15"Wx27"H Box/File w/lock			
	Pedestal: 22"Dx15"Wx27"H File/File w/lock			
	Credenza: 66"Wx24"Dx291/2"H			
	Credenza Shell	2		
	Pedestal: 22"Dx15"Wx27"H Box/File w/lock			
	Pedestal: 22"Dx15"Wx27"H File/File w/lock			
	Lateral File: 36"Wx22"Dx291/2"H, 2 Drawer	1		

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	with lock.			
	Bookcase: 71" four shelf(3 adjustable, 1 fixed) 32"Wx14"Dx71"H	1		
	Bookcase: 48" three shelf(2 adjustable, 1 fixed) 32"Wx14"Dx48"H	1		
	Bookcase: 30" two shelf(1 adjustable, 1 fixed) 32"Wx14"Dx30"H	1		
	Vertical File Cabinet-2 drawers with cam lock. Letter: 15"Wx26 9/16"Dx29H	1		
	Vertical File Cabinet-4 drawers with cam lock. Letter: 15"Wx26 9/16"Dx52H	1		
	Vertical File Cabinet-5 drawers with cam lock. Letter: 15"Wx26 9/16"Dx29H	1		
			% off non bid furniture depending on the manufacturer.	
			Free Small Furniture Assembly- Yes/No ?	