



# CITY OF ARCADIA

# CITY COUNCIL REGULAR MEETING AGENDA

**Tuesday, May 19, 2026, 7:00 P.M.**

**Location: City Council Chambers, 240 W. Huntington Drive**

Pursuant to the Americans with Disabilities Act, persons with a disability who require a disability related modification or accommodation in order to participate in a meeting, including auxiliary aids or services, may request such modification or accommodation from the City Clerk at (626) 574-5455. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to assure accessibility to the meeting.

根据《美国残障人法案》，需要调整或提供便利设施才能参加会议的残障人士（包括辅助器材或服务）可与市书记官办公室联系（电话：(626) 574-5455）。请在会前 48 小时通知市书记官办公室，以便作出合理安排，确保顺利参加会议。

Pursuant to the City of Arcadia's Language Access Services Policy, limited-English proficient speakers who require translation services in order to participate in a meeting may request the use of a volunteer or professional translator by contacting the City Clerk's Office at (626) 574-5455 at least 72 hours prior to the meeting.

根据阿凯迪亚市的语言便利服务政策，英语能力有限并需要翻译服务才能参加会议的人可与市书记官办公室联系（电话：(626) 574-5455），请求提供志愿或专业翻译服务，请至少在会前 72 小时提出请求。

### **How to Submit Public Comment:**

Members of the Public who wish to submit public comment may do so using one of the following methods. Public comment is limited to the time and words allotted.

1. **In-Person:** Complete a Speaker Card, indicating the agenda item number and place it in the Public Comment Drop Box, or simply come to the podium when the Mayor asks for those who wish to speak. Generally, the allotted time is determined by the number of speakers, in accordance with the following format: **5 speakers or less – 5 minutes each**; between **6 and 20 speakers – 3 minutes each**; between **21 and 50 speakers – 2 minutes each**; and more than **50 speakers – 1 minute each**. Comments on all non-public hearing items will generally be taken at the Public Comment portion of the agenda.
2. **Website:** Please submit your comments using our online public comment form at [ArcadiaCA.gov/comment](https://ArcadiaCA.gov/comment). Your comments must be received at least 30 minutes prior to the posted meeting time.
3. **Email:** Please submit your comments via email to [CityClerk@ArcadiaCA.gov](mailto:CityClerk@ArcadiaCA.gov). Your comments must be received at least 30 minutes prior to the posted meeting time.

Electronic submission of Public Comment is also available via the City's website or by email as noted above. Public Comment submitted electronically will not be read into the record at the posted meeting time but are forwarded to the City Council prior to the meeting for consideration.

**如何提交公众评论意见：**

公众成员可以使用以下任何一种方法提交公众评论意见。请在时间和字数的限制范围内提交公众评论意见

1. **现场发言：**填写发言卡，注明议程项目编号并投入公众意见投递箱；或在市长邀请发言者上前时，直接上前至讲台。发言时间通常根据发言人数确定，具体如下：**5** 人及以下，**每人 5 分钟**；**6** 至 **20** 人，**每人 3 分钟**；**21** 至 **50** 人，**每人 2 分钟**；超过 **50** 人，**每人 1 分钟**。所有非公开听证事项的意见通常在议程中的公众意见环节听取。
2. **网站：**请使用以下网站中刊载的在线公众评论意见表提交您的评论意见：[ArcadiaCA.gov/comment](http://ArcadiaCA.gov/comment)。必须在公布的会议时间前至少提前 30 分钟提交评论意见。
3. **电子邮件：**请将您的评论意见通过电子邮件发送至：[CityClerk@ArcadiaCA.gov](mailto:CityClerk@ArcadiaCA.gov)。必须在公布的会议时间前至少提前 30 分钟提交评论意见。

亦可按照以下方法在本市网站上或通过电子邮件以电子方式提交公众评论意见。以电子方式提交的公众评论意见不会在公布的会议期间读入记录，但会在会议开始前转交给市议会，供市议会考虑。

**1. CALL TO ORDER**

**2. INVOCATION**

Reverend Eva Thai-Erwin, Church of the Good Shepherd

**3. PLEDGE OF ALLEGIANCE**

Reverend Eva Thai-Erwin, Church of the Good Shepherd

**4. ROLL CALL OF CITY COUNCIL MEMBERS**

Paul P. Cheng, Mayor Pro Tem  
Dr. Michael Cao, Council Member  
David Fu, Council Member  
Sharon Kwan, Council Member

**5. SUPPLEMENTAL INFORMATION FROM CITY MANAGER REGARDING AGENDA ITEMS**

**6. PUBLIC COMMENTS (5-minute time limit each speaker)**

Any person wishing to speak before the City Council is asked to complete a Speaker Card and place it in the Public Comment Drop Box prior to the time the Mayor calls for Public Comments. Generally, the allotted time is determined by the number of speakers, in accordance with the following format: **5** speakers or less – **5 minutes each**; between **6** and **20** speakers – **3 minutes each**; between **21** and **50** speakers – **2 minutes each**; and more than **50** speakers – **1 minute each**. Comments on all non-public hearing items will generally

be taken at the Public Comment portion of the agenda. Under the Brown Act, the City Council is prohibited from discussing or taking action on any item not listed on the posted agenda.

## 7. CITY CLERK

- a. Appoint the Mayor and Mayor Pro Tem in accordance with Resolution No. 7463.  
CEQA: Not a Project  
Recommended Action: Make Appointments
- b. Discussion and direction regarding the District 3 City Council vacancy.  
CEQA: Not a Project  
Recommended Action: Provide Direction

## 8. PUBLIC HEARING

Any person wishing to speak before the City Council on a public hearing item is asked to complete a Speaker Card, noting the agenda item number and placing it in the Public Comment Drop Box, prior to the start of the public hearing. Separate and apart from the applicant (who may speak longer in the discretion of the City Council), the allotted time is determined by the number of speakers, in accordance with the following format: **5** speakers or less – **5 minutes each**; between **6** and **20** speakers – **3 minutes each**; between **21** and **50** speakers – **2 minutes each**; and more than **50** speakers – **1 minute each**. Under the Brown Act, the City Council is prohibited from discussing or acting on any item not listed on the posted agenda. The applicant may additionally submit rebuttal comments, at the discretion of the City Council.

You are hereby advised that should you desire to legally challenge in court or in an administrative proceeding any action taken by the City Council regarding any public hearing item, you may be limited to raising only those issues and objections you or someone else raised at the public hearing or in written correspondence delivered to the City Council at, or prior to, the public hearing.

- a. Annual Military Equipment Report per Assembly Bill No. 481 and reaffirm Ordinance No. 2387 Military Equipment Use Policy.  
CEQA: Not a Project  
Recommended Action: Approve
- b. Resolution No. 7683 authorizing an amendment to the Statement of Objectives and Projects for use of Community Development Block Grant (“CDBG”) Funds for Fiscal Year 2025-26 to add an Americans with Disabilities Act (“ADA”) Curb Ramp Project; and execute a Memorandum of Understanding with the Los Angeles County Development Authority (“LACDA”).  
CEQA: Not a Project  
Recommended Action: Adopt

## 9. CONSENT CALENDAR

- a. Regular Meeting Minutes of May 5, 2026.  
CEQA: Not a Project  
Recommended Action: Approve
- b. Professional Services Agreement with Phoenix Group Information Systems for citation and parking permit processing for \$83,000 annually.  
CEQA: Not a Project  
Recommended Action: Approve
- c. Purchase Order with Clean Energy for the purchase of Compressed Natural Gas fuel for the City's fleet in an amount not to exceed \$160,000.  
CEQA: Not a Project  
Recommended Action: Approve
- d. Purchase Order with 72 Hour LLC DBA National Auto Fleet Group for the purchase of one 2027 Freightliner Stake Bed Truck in the amount of \$225,500.12.  
CEQA: Not a Project  
Recommended Action: Approve
- e. Purchase Order with Waterline Technologies, Inc. for the purchase and delivery of Sodium Hypochlorite for the disinfection of the City's municipal water supply, in the amount of \$127,627.50.  
CEQA: Not a Project  
Recommended Action: Approve
- f. Purchase Order with ODP Business Solutions ("Office Depot") for new furniture to be used throughout the Arcadia Police Department in an amount not to exceed \$19,592.  
CEQA: Not a Project  
Recommended Action: Approve
- g. Accept all work performed by PTM General Engineering Services, Inc. for the Baldwin Avenue at Longden Avenue Traffic Signal Improvements and Traffic Signal Fiber Optics Network Extensions Project, in the amount of \$528,705.38.  
CEQA: Exempt  
Recommended Action: Approve

## 10. AB 1234 REPORTS FROM MAYOR AND CITY COUNCIL *(limited to legally required reports).*

## 11. REQUEST FOR FUTURE ITEMS

## **12. ADJOURNMENT**

The City Council will adjourn this meeting to Tuesday, June 2, 2026, at 6:00 p.m. in the City Council Conference Room.

## Welcome to the Arcadia City Council Meeting!

The City Council encourages public participation, and invites you to share your views on City business.

**MEETINGS:** Regular Meetings of the City Council are held on the first and third Tuesday of each month at 7:00 p.m. in City Council Chambers. A full City Council agenda packet with all backup information is available at City Hall and on the City's website at [www.ArcadiaCA.gov](http://www.ArcadiaCA.gov). Copies of individual Agenda Reports are available via email upon request ([CityClerk@ArcadiaCA.gov](mailto:CityClerk@ArcadiaCA.gov)). Documents distributed to a majority of the City Council after the posting of this agenda will be available for review at the Office of the City Clerk, 240 W. Huntington Drive, Arcadia, California. Live broadcasts and replays of the City Council Meetings are on cable television. Your attendance at this public meeting may result in the recording and broadcast of your image and/or voice as previously described.

**PUBLIC PARTICIPATION:** Your participation is welcomed and invited at all City Council meetings. Time is reserved at each regular meeting for those in the audience who wish to address the City Council. The City requests that persons addressing the City Council refrain from making personal, slanderous, profane, or disruptive remarks. Where possible, please place a **Speaker Card** in the Public Comment Drop Box, or simply come to the podium when the Mayor asks for those who wish to speak, and state your name and address (optional) for the record.

**PUBLIC COMMENTS:** Should be presented during the time designated as "PUBLIC COMMENTS", for all matters on the agenda or not on the agenda. **By State law, the City Council may not discuss or vote on items not on the agenda. The matter may be referred to staff for appropriate action or response or will be placed on the agenda of a future meeting except for public hearing items.**

**PUBLIC HEARINGS AND APPEALS:** Are items scheduled for which public input is either required or desired. Separate and apart from the applicant (who may speak longer in the discretion of the City Council), the allotted speaking time is generally determined by the number of speakers, in accordance with the following format: **5 speakers or less – 5 minutes each**; between **6 and 20 speakers – 3 minutes each**; between **21 and 50 speakers – 2 minutes each**; and more than **50 speakers – 1 minute each**. The applicant may additionally submit rebuttal comments.

**AGENDA ITEMS:** The Agenda contains the regular order of business of the City Council. Items on the Agenda have generally been reviewed and investigated by the City Staff in advance of the meeting so that the City Council can be fully informed about a matter before making its decision.

**CONSENT CALENDAR:** Items listed on the Consent Calendar are considered to be routine by the City Council and will be acted upon by one motion. There will be no separate discussion on these items unless a member of the City Council, Staff, or the public so requests. In this event, the item will be removed from the Consent Calendar and considered and acted on separately.

**DECORUM:** While members of the public are free to level criticism of City policies and the action(s) or proposed action(s) of the City Council or its members, members of the public may not engage in behavior that is disruptive to the orderly conduct of the proceedings, including but not limited to, conduct that prevents other members of the audience from being heard when it is their opportunity to speak or which prevents members of the audience from hearing or seeing the proceedings. Members of the public may not threaten any person with physical harm or act in a manner that may reasonably be interpreted as an imminent threat of physical harm. All persons attending the meeting are expected to adhere to the City's policy barring harassment based upon a person's race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, gender, sexual orientation, or age. The Chief of Police, or such member or members of the Police Department, shall serve as the Sergeant-at-Arms of the City Council meeting. The Sergeant-at-Arms shall carry out all orders and instructions given by the presiding official or a majority of the Councilmembers, for the purpose of maintaining order and decorum at the meeting. Any person who violates the order and decorum of the meeting may be placed under arrest and such person may be prosecuted under the provisions of Penal Code Section 403 or applicable Arcadia Municipal Code section.

## 欢迎参加阿凯迪亚市议会会议！

市议会鼓励公众参与，欢迎您就市政事务分享观点。

**会议：** 市议会例行会议于每月第一个和第三个星期二晚 7:00 在市议会议事厅举行。完整的市议会议程资料包（含所有背景信息）可在市政厅和市网站 [www.ArcadiaCA.gov](http://www.ArcadiaCA.gov) 获取。如有需要，可通过电子邮件 ([CityClerk@ArcadiaCA.gov](mailto:CityClerk@ArcadiaCA.gov)) 索取单项议程报告副本。本议程公布后分发给多数市议会成员的文件，可在市书记官办公室查阅，地址为 240 W. Huntington Drive, Arcadia, California。市议会会议将通过有线电视直播和重播。您出席本次公开会议，您的影像和/或声音可能如前所述被录制和播放。

**公众参与：** 欢迎您参加所有市议会会议。每次例行会议均为希望在市议会发言的与会者预留时间。市府要求在市议会发言的人士避免发表人身攻击、诽谤、亵渎或扰乱秩序的言论。请尽可能将**发言卡**投入公众意见投递箱，或在市长邀请发言者上前时直接上前至讲台，并报上姓名和地址（可选）以供记录。

**公众意见：** 所有关于议程内或议程外事项的意见，均应在指定的“公众意见”环节提出。**根据州法律，对于未列入议程的项目，市议会不得予以讨论或投票表决。相关事宜可转交工作人员采取适当行动或做出回应，或列入未来会议议程，公开听证事项除外。**

**公开听证和上诉：** 这些是已列入议程、需要或希望听取公众意见的项目。除申请人外（市议会可酌情允许其发言更长时间），发言时间通常根据人数确定，具体如下：**5 人及以下，每人 5 分钟；6 至 20 人，每人 3 分钟；21 至 50 人，每人 2 分钟；超过 50 人，每人 1 分钟。** 申请人可另外提交反驳意见。

**议程项目：** 议程包含市议会的常规议事顺序。议程上的项目通常已由市府工作人员在会前进行审查和调查，以便市议会在决策前充分了解相关事项。

**同意议程：** 同意议程上的项目被市议会视为常规事项，将通过一次动议进行表决。除非市议会成员、工作人员或公众提出要求，否则不会对这些项目单独讨论。若有此要求，该项目将从同意议程中移除，并另行审议和表决。

**会场秩序：** 公众可自由批评市政政策以及市议会或其成员的行动或拟议行动，但不得有扰乱会议正常进行的行为，包括但不限于：妨碍其他与会者在发言时被听见，或妨碍其他与会者听见或看见会议进程。公众不得以人身伤害威胁任何人，或以任何可合理解读为迫在眉睫的人身伤害威胁的方式行事。所有与会者均须遵守市府禁止基于种族、宗教信仰、肤色、国籍、血统、身体残疾、健康状况、婚姻状况、性别、性取向或年龄进行骚扰的政策。警察局长或其指定的警局成员担任市议会会议的秩序官。秩序官须执行会议主持官员或多数议员下达的命令和指示，以维持会场秩序和礼仪。任何违反会场秩序和礼仪的人员可能被逮捕，并根据《刑法》第 403 节或适用的《Arcadia 市政法典》条款被起诉。



# CITY OF ARCADIA

## STAFF REPORT

---

### OFFICE OF THE CITY CLERK

**DATE:** May 19, 2026

**TO:** Honorable Mayor and City Council

**FROM:** Dominic Lazzaretto, City Manager  
By: Justine Bruno, Deputy City Manager

**SUBJECT:** APPOINT THE MAYOR AND MAYOR PRO TEM IN ACCORDANCE WITH  
RESOLUTION NO. 7463  
**CEQA: Not a Project**  
**Recommendation: Make Appointments**

#### **SUMMARY**

On December 6, 2022, Eileen Wang was sworn into the Arcadia City Council and held public office until her resignation on May 11, 2026. The resignation of Ms. Wang from the Arcadia City Council creates a vacancy in the Mayoral position and in Arcadia's District 3 for the balance of the term, which is set to conclude upon the certification of the results of the November 3, 2026, General Municipal Election. In a separate agenda item, the City Council will provide direction on the process they seek to fill the vacancy in District 3; however, in the interim, it is recommended that the City Council appoint a Mayor, and potentially, a Mayor Pro Tempore.

It is recommended that the City Council appoint a new Mayor and Mayor Pro Tem from among the current membership of the City Council, in accordance with Resolution No. 7463.

#### **BACKGROUND**

During the General Municipal Election of November 8, 2022, Arcadia voters approved three ballot measures, one of which included amendments to the City's Charter. Measure CA included a series of modernizations and updates to the Arcadia City Charter that also included establishing the rotation for the Mayor and Mayor Pro Tempore ("Mayor Pro Tem"). Under the approved Charter amendments, the Mayor

and Mayor Pro Tem position rotate every 9½ months. In anticipation of the passage of the proposed Arcadia City Charter amendments, Resolution No. 7463 was adopted by the City Council on October 4, 2022. Under Resolution No. 7463, the rotation of City Council Members, by district, into the position of Mayor and Mayor Pro Tem was established, as well as the procedures to address resignations and vacancies.

According to Resolution No. 7463, if a City Council Member resigns from the office of Mayor or if there is a vacancy in the district that is to serve as Mayor, then the City Council should select one of its members, by majority vote, to serve as the Mayor for the remainder of the unexpired term. The process outlined under Resolution No. 7463 allows for the new Mayoral appointment to continue to hold office for the remainder of the current 9½-month term. The same process applies to selection of the Mayor Pro Tem.

### **DISCUSSION**

On December 6, 2022, Eileen Wang was sworn into the Arcadia City Council and held public office until her resignation on May 11, 2026. The resignation from the Arcadia City Council creates a vacancy in the Mayoral position and in District 3 for the balance of the term, which is set to conclude upon the certification of the results of the next General Municipal Election. In a separate agenda item, the City Council will provide direction on the process they seek to fill that vacancy.

Due to the vacancy created by the resignation of former Mayor Eileen Wang, a new Mayor should be selected to fill the vacancy of that role from among the current City Council Members. The current Mayoral term began on February 3, 2026, and will conclude upon the certification of the results from the General Municipal Election on November 3, 2026. In previous election cycles, the results of the General Municipal Election have been transmitted to the City Clerk for certification by the City Council prior to the first meeting in December; however, it is possible that more time would be required. Based upon who is selected to fill the Mayoral vacancy, the selected Council Member should expect to serve until December 1, 2026, possibly until December 15, 2026.

If the City Council is unable to reach a consensus on the Mayoral appointment by majority vote, then the Mayor Pro Tempore shall serve as the Acting Mayor until that appointment occurs or the Mayoral term elapses. The City's current Mayor Pro Tem

is District 4 Council Member Paul Cheng, who would, otherwise, be the next Council Member to rotate into the Mayoral position in December 2026. Continuing with the rotational order established in Resolution No. 7463, the next rotational Mayor Pro Tem in December 2026 would be District 1 Council Member David Fu.

According to Resolution No. 7463, it is recommended that the City Council select a member from among its current body to fill the Mayoral seat for the remainder of the unexpired term, approximately 6½ months. If the appointment to the Mayoral seat necessitates the appointment of a new Mayor Pro Tem, it is recommended that the City Council make that appointment as well.

### **ENVIRONMENTAL ANALYSIS**

The proposed action does not constitute a project under the California Environmental Quality Act ("CEQA"), as it can be seen with certainty that it will have no impact on the environment.

### **FISCAL IMPACT**

Fiscal impacts associated with the appointment of a new Mayor and/or Mayor Pro Tem are minimal and can be absorbed within the Fiscal Year 2025-26 City Council Operating Budget.

### **RECOMMENDATION**

It is recommended that the City Council determine that this action is not a project under the California Environmental Quality Act ("CEQA"); and appoint a Mayor and Mayor Pro Tem from among the current City Council, in accordance with Resolution No. 7463.

Attachment No. 1: Resolution No. 7463

RESOLUTION NO. 7463

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ARCADIA  
ESTABLISHING THE ROTATION FOR THE MAYOR AND MAYOR PRO  
TEMPORE

WHEREAS, Section 404 of the Charter of the City of Arcadia currently requires the City Council to select a Mayor and Mayor Pro Tempore annually by majority vote of the City Council; and

WHEREAS, pursuant to Resolution No. 7451, the City Council has proposed an amendment to the City Charter, which the City's voters may adopt by approving Measure CA at the November 8, 2022, election; and

WHEREAS, if adopted by the voters, the amendment will modify Section 404 of the Charter to require that the offices of Mayor and Mayor Pro Tempore shall be filled automatically by rotation among the Councilmembers with each serving a term of approximately nine (9) and one-half (1/2) months; and

WHEREAS, if adopted by the voters, the amendment to Section 404 will direct the City Council to establish implementing procedures to enable the automatic rotation of offices; and

WHEREAS, in anticipation of the voters potentially approving Measure CA, the City Council now desires to establish procedures to implement the revised Section 404 so that the Mayoral rotation will be in place when the new City Council is seated; and

WHEREAS, the revised Section 404 delegates the responsibility to the City Council to determine appropriate implementing procedures for Mayoral rotation, which includes the power to consider such matters as the order of rotation, procedures for resignation or vacancy, and grounds for removal; and

WHEREAS, the City Council finds that such procedures set forth below are consistent with the City Council's proposed revisions to Section 404 of the Charter.

NOW THEREFORE, be it resolved by the City Council of the City of Arcadia as follows:

SECTION 1. Mayoral Rotation. The office of Mayor shall automatically rotate among the five City Council Districts in the following order:

District 4 (December 2022)

District 1 (September 2023)

District 5 (July 2024)

District 2 (April 2025)

District 3 (February 2026)

Reorganization of the City Council shall take place at a regular City Council meeting in the respective month noted above. The rotation shall be in the same order for each subsequent four-year cycle.

SECTION 2. Mayor Pro Tempore. The City Council Member representing the District that is next in line to be Mayor shall serve as Mayor Pro Tempore.

SECTION 3. Resignation/Vacancy. If a City Council Member declines to take the office of Mayor or resigns from the office of Mayor, or if there is a vacancy in the District that is to serve as Mayor, then the City Council shall select one of its members, by a majority vote, to serve as Mayor for the remaining portion of that 9½ month term. A Mayor selected by the City Council shall continue to hold office for the remainder of the 9½ month term regardless of whether a new Council Member is appointed or elected to fill

the vacancy. If the City Council cannot reach a majority vote on selecting a Mayor, the Mayor Pro Tempore shall serve as Mayor.

The terms of this Section 3 shall also apply to the office of Mayor Pro Tempore.


SECTION 4. Removal. If a City Council Member serving as Mayor or Mayor Pro Tempore fails or refuses to perform the duties of office, or receives a formal censure from the City Council, then a supermajority vote of four-fifths (4/5) of the total City Council members may remove the Mayor or Mayor Pro Tempore from the respective office. A simple majority shall then select a different City Council Member to serve as Mayor or Mayor Pro Tempore for the remainder of that 9½ month term.

SECTION 5. Modifications. The City Council may, by resolution, modify the implementing policies set forth herein.

SECTION 6. Effective Date. This Resolution shall become effective on December 1, 2022.

[SIGNATURES ON THE NEXT PAGE]


Passed, approved, and adopted this 4th day of October, 2022.

  
Mayor of the City of Arcadia

ATTEST:

  
City Clerk

APPROVED AS TO FORM:

  
Stephen P. Deitsch  
City Attorney

STATE OF CALIFORNIA        )  
COUNTY OF LOS ANGELES ) SS:  
CITY OF ARCADIA            )

I, GENE GLASCO, City Clerk of the City of Arcadia, hereby certifies that the foregoing Resolution No. 7463 was passed and adopted by the City Council of the City of Arcadia, signed by the Mayor and attested to by the City Clerk at a regular meeting of said Council held on the 10th day of October, 2022 and that said Resolution was adopted by the following vote, to wit:

AYES:        Danielson, Tay, Verlato, Cheng, and Beck

NOES:        None

ABSENT:     None

  
City Clerk of the City of Arcadia



# CITY OF ARCADIA

## STAFF REPORT

---

### OFFICE OF THE CITY CLERK

**DATE:** May 19, 2026

**TO:** Honorable Mayor and City Council

**FROM:** Dominic Lazzaretto, City Manager  
By: Justine Bruno, Deputy City Manager

**SUBJECT:** DISCUSSION AND DIRECTION REGARDING THE DISTRICT 3 CITY COUNCIL VACANCY  
**CEQA: Not a Project**  
**Recommendation: Provide Direction**

#### **SUMMARY**

Eileen Wang was elected to serve on the Arcadia City council by the voters of District 3 in November 2022, for a four-year term. The term for the City Council Member of District 3 will expire upon the certification of the November General Municipal Election results, expected in early December 2026. On May 11, 2026, Eileen Wang resigned from the City Council, creating a vacancy in the Mayoral role and in Arcadia's District 3. The Arcadia City Charter outlines the process in which City Council vacancies may be addressed, which include a direct appointment, special election, or continued vacancy until the next established election date.

It is recommended that the City Council provide direction regarding the District 3 City Council vacancy.

#### **BACKGROUND**

The Arcadia City Charter establishes the conditions in which a vacancy occurs on the City Council. According to the Charter, removal from office occurs upon the conviction of a crime of moral turpitude, violation of the City's Charter, unexcused absences from regular meetings for more than 60 consecutive days, holding other elective public office, or lacking the qualifications to hold office, such as no longer residing in Arcadia or the particular district the Council Member was elected to

represent. In addition to these conditions for vacancy, City Council Members may also choose to resign their seat.

In recent years, a vacancy has been created on the City Council twice. In 2015, before Arcadia adopted its district map, Mr. John Wuo resigned from the Arcadia City Council with approximately six months remaining in his term. The City Council filled the vacancy created by the resignation of Mr. Wuo at its October 20, meeting, approximately two-weeks after the resignation, with the appointment of former Council Member Mickey Segal.

In November 2021, a City Council vacancy was created with the passing of former Council Member Roger Chandler of District 5. Following the vacancy in 2021, the City Council directed staff to solicit applications to fill the unexpired term of Mr. Chandler by direct appointment. The application period was open for five days and resulted in 14 submissions, with eligible applications sent to the City Council for review. Following the submission period, City Council conducted an interview process for each candidate and deliberated. After several months without reaching consensus, former Council Member Michael Danielson was selected to fill the vacancy in District 5 on March 29, 2022.

In November 2022, Eileen Wang was elected to the Arcadia City Council by District 3 voters and held office until her resignation on May 11, 2026. Ms. Wang's resignation from the Arcadia City Council creates a vacancy in District 3 for the balance of the term, which is set to expire upon the certified results of the next General Municipal Election. At last count, there were 5,309 registered voters in Arcadia's District 3.

This agenda item enables the City Council to have a discussion and provide direction on addressing the vacancy in District 3.

## **DISCUSSION**

All potential candidates for the Arcadia City Council must reside in Arcadia, including the district they seek to represent, be a registered voter, a United States citizen, and at least 18 years of age. There are three options for addressing the vacancy in District 3, which include appointment, special election, and a continued vacancy.

### Appointment

Under the Arcadia City Charter, any vacancy on the City Council shall be filled by a majority vote of the remaining Council Members within 60 days after the vacancy

occurs. As such, the City Council would have until July 10, 2026, to make an appointment for District 3. Similar to the vacancy appointment process from 2022, the City Council could offer a public application process, review the materials and interested candidates, and make a selection from eligible candidates. The appointment process is the most expedient and cost-effective process to fill the vacancy on City Council.

### Special Election

Under the applicable Arcadia City Charter, California Government Codes, and California Election Codes, a vacancy on the City Council may be filled by an all-mail ballot special election. The special election is to be held on the “earliest possible date”, which is the next regularly established election date not less than 114 days from the call of the special election. Assuming the resolutions calling for a special election were approved at the June 2 City Council Meeting, September 24, 2026, is the earliest an all-mail ballot special election could occur.

A special election on September 24, 2026, is approximately 40 days before the November 3, 2026, General Municipal Election. At last count, there were 5,309 registered voters in Arcadia’s District 3. To hold an all-mail ballot special election for 5,309 registered voters is estimated to cost between \$115,000 and \$225,000. Additionally, there is no guarantee that the candidates for the special election in District 3 would also seek the four-year term, which will be decided at the November 2026 election. Based on the 40-day difference between a potential special election and the general election for District 3, and the associated costs, a special election is the least efficient and most costly method to fill this City Council vacancy.

### Vacancy

According to the City’s Charter, if the City Council fails to call for a special election within 60 days of the vacancy occurring, the City Clerk must call for one within five working days, provided that the term of the vacant office does not expire at the next established election date. The next established election date will be the General Municipal Election of November 3, 2026. At the November election, City Council seats for Districts 2, 3, and 5 will be on the ballot. Seeing that the District 3 City Council seat is set for expiration at the next established election, the City Clerk would not be compelled to call a special election, and thus, the City Council seat for District 3 may remain vacant until such time. This method results in no added cost or process, but leaves District 3 without direct representation on City Council until after the November 3, 2026, General Municipal Election.

Based on the available options and affiliated costs, it is recommended that the City Council provide direction on addressing the District 3 City Council vacancy in the most expedient and cost-effective manner.

### **ENVIRONMENTAL ANALYSIS**

The proposed action does not constitute a project under the California Environmental Quality Act ("CEQA"), as it can be seen with certainty that it will have no impact on the environment.

### **FISCAL IMPACT**

Fiscal impacts of selecting a new member of the City Council vary depending upon the path selected. If the City Council seeks to conduct a special election, most recent estimates of an election for District 3, which has 5,309 registered voters as of the latest results from Los Angeles Registrar/Recorder's Office would range from approximately \$115,000 and \$225,000. If a special election for District 3 is pursued, a supplemental budget appropriation will be needed in Fiscal Year 2026-27. Alternatively, if the City Council opts for an appointment, the costs are minimal and do not include any of the mailing, noticing, or other expenses associated with a special election.

Under both options, any new member of the City Council necessitates a new portrait, purchasing name plates and badges, business cards and stationery, and updating all digital and printed publications. While the associated expenses of onboarding a new City Council Member are unplanned, by the time a new Council Member was seated, the Fiscal Year 2026-27 Operating Budget will likely be adopted and able to absorb the marginal expenses listed above.

### **RECOMMENDATION**

It is recommended that the City Council determine that this action is not a project under the California Environmental Quality Act ("CEQA"); and provide direction to address the District 3 City Council vacancy.

Attachment No. 1: Resignation Letter of Ms. Eileen Wang

Attachment No. 2: District 3 Map

**Subject:** FW: Resign Letter

**From:** Eileen Wang <ewang@arcadiaca.gov>  
**Sent:** Monday, May 11, 2026 11:58 AM  
**To:** Dominic Lazzaretto <domlazz@arcadiaca.gov>  
**Cc:** Michael Maurer <michael.maurer@bbklaw.com>  
**Subject:** Resign Letter

Dear Dominic:

After careful consideration, I have decided to resign from my position as Mayor and City Council Member.

Serving the City of Arcadia has been one of the greatest honors of my life.

I am deeply grateful for the trust and support I have received and for the opportunity to serve this community alongside so many dedicated colleagues and staff members.

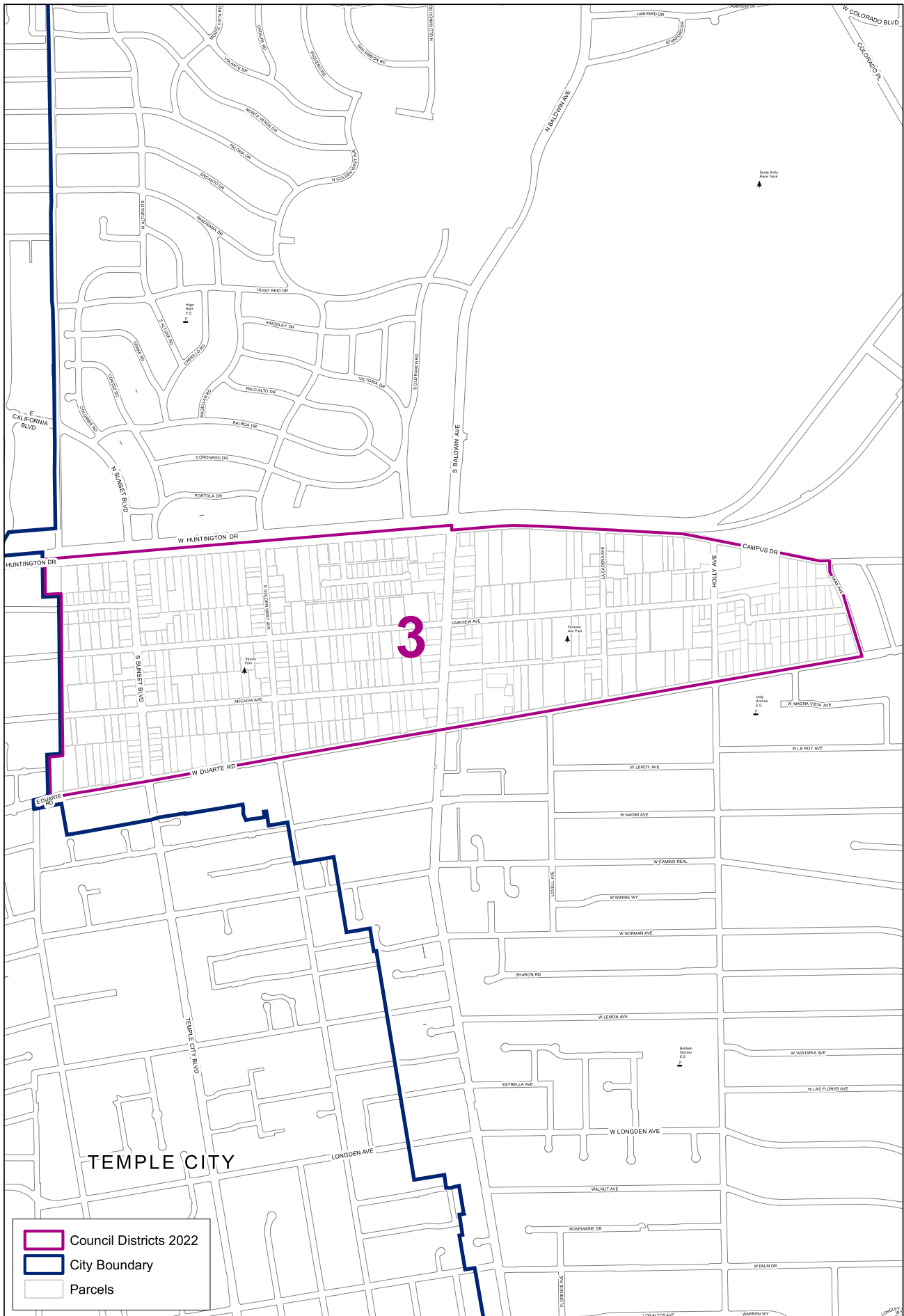
This decision is personal in nature and does not reflect my love and commitment to Arcadia, which will always remain strong.

I sincerely apologize for any concern my decision may cause, and I thank the community again for its trust, support, and friendship throughout my service.

With gratitude,

Eileen Wang

Get [Outlook for iOS](#)



**Council District 3**  
 City of Arcadia, California



# CITY OF ARCADIA

## STAFF REPORT

### POLICE DEPARTMENT

**DATE:** May 19, 2026

**TO:** Honorable Mayor and City Council

**FROM:** Roy Nakamura, Chief of Police  
By: Amber Abeyta, Management Analyst

**SUBJECT:** ANNUAL MILITARY EQUIPMENT REPORT PER ASSEMBLY BILL NO. 481 AND REAFFIRM ORDINANCE NO. 2387 MILITARY EQUIPMENT USE POLICY

**CEQA: Not a Project**  
**Recommendation: Approve**

#### SUMMARY

On April 19, 2022, the City Council adopted Ordinance No. 2387, approving a Military Equipment Use Policy ("Policy") pursuant to Assembly Bill 481 ("AB 481"). In accordance with AB 481 and the Policy, an annual report must be submitted to the City Council for any approved military equipment. The report must be submitted within one year of equipment acquisition, and annually thereafter, for as long as the military equipment is available for use. Additionally, as part of the annual process, the City Council should affirm the renewal of Ordinance No. 2387. In compliance with AB 481, outlined below is the 2025 Annual Military Equipment Report and attached is the Policy (Attachment No. 1) and Ordinance No. 2387 (Attachment No. 2).

It is recommended that the City Council approve the Annual Military Equipment Report per Assembly Bill No. 481 and reaffirm Ordinance No. 2387, as the City's official Military Equipment Use Policy.

**BACKGROUND**

On September 30, 2021, Assembly Bill 481 (“AB 481”) required law enforcement agencies to adopt a Military Equipment Use Policy (“Policy”), by ordinance, no later than May 1, 2022. In compliance with AB 481, Ordinance No. 2387 was adopted during the April 19, 2022, Regular Meeting, approving the Policy.

AB 481 also requires law enforcement agencies to submit to their City Council an Annual Military Equipment Report (“Report”) on the use of the equipment, any complaint(s) or concern(s) regarding the use of the equipment, results of any internal audits on the use of the equipment, the annual costs for the equipment, the quantity possessed by the agency, and the intent to purchase additional equipment in the following year. In addition, within 30 days of submitting and publicly releasing the Report, a well-publicized community meeting must be held to allow for public comment.

**DISCUSSION**

To meet the requirements of the Report pursuant to AB 481, a review was conducted of the Police Department’s military equipment, with the findings reported below:

Item	Quantity	Equipment Use	Usage	Initial Cost	Annual Cost
<b>Robot</b>	1	Field Deployment	0 times	\$46,000	\$200
<b>40MM Launcher</b>	38	a) Training b) Field Deployment	a) 8 times b) 3 times	\$32,300	\$300
<b>40MM Launcher Munitions:</b>					
<b>Item 1) 40MM Exact Impact Sponge</b>	400	a) Training b) Field Deployment	a) 32 times b) 11 times	\$7,200	\$774
<b>Item 2) 40 MM Direct Impact OC</b>	32	Field Deployment	0 times	\$960	\$0
<b>Item 3) Ferrett 40 MM Liquid CS Penetrator round</b>	61	Field Deployment	0 times	\$1,403	\$0

Annual Military Equipment Report

May 19, 2026

Page 3 of 6

Item	Quantity	Equipment Use	Usage	Initial Cost	Annual Cost
<b>Item 4) 40 MM Round Muzzle Blast with CS</b>	16	Field Deployment	0 times	\$448	\$0
<b>Launching Cup</b>	2	Training	10 times	\$300	\$0
<b>Distraction Device</b>	15	a) Training b) Field Deployment	a) 2 times b) 5 times	\$750	\$750
<b>Rifles</b>					
<b>Item 1) Colt M4 Commando .223 carbine converted from fully automatic to semi-automatic</b>	92	Training	45 times	\$69,000	\$1,500
<b>Item 2) Super Duty Rifle .223 carbine semi-automatic</b>	20	Training	12 times	\$35,000	\$0
<b>Rifle Ammunition (.223)</b>	44,000	Training	23,500 rounds	\$24,640	\$13,160
<b>Rifle Ammunition (.308)</b>	6,000	Training	3,000 rounds	\$7,560	\$3,780
<b>Chemical Agent/Smoke:</b>					
<b>Item 1) Defense Technology Triple-chase canister CS</b>	2	Training	0 times	\$100	\$0
<b>Item 2) Defense Technology Riot control canister CS</b>	8	Training	1 time	\$300	\$100
<b>Item 3) Defense Technology flameless OC canister</b>	12	Training	0 times	\$600	\$0
<b>Pepperball:</b>					
<b>Item 1) VKS Carbine</b>	5	Training	5 times	\$3,000	\$100

Annual Military Equipment Report

May 19, 2026

Page 4 of 6

<b>Item 2) Liv-X Projectile</b>	600	Training	5 times	\$1,800	\$2,200
<b>Mobile Command Post</b>	1	Field Deployment	18 times	\$280,000	\$11,000 (maintenance/fuel)
<b>Rescue Vehicle</b>	1	a) Training b) Field Deployment	a) 12 times b) 16 times	\$386,400	\$4,000 (maintenance/fuel)
<b>Kinetic Breaching Tool</b>	3	a) Training b) Field Deployment	a) 60 times b) 8 times	\$32,487	\$2,500

Military Equipment Use, Amount of Usage, Initial Cost and Annual Cost

No new military equipment was acquired during the 2025 calendar year.

Complaints or Concerns

Staff reviewed department records and determined there were no complaints or concerns reported on the use of the equipment in 2025.

Internal Audit

The Police Department conducted an internal audit and determined there were no violations of the Military Equipment Use Policy.

Intention to Purchase Additional Equipment

In 2026, the following military equipment will be purchased:

- Approximately 44,000 rifle rounds (.223), inventory replacement.
- Approximately 6,000 rifle rounds (.308), inventory replacement.
- Approximately 130 chemical agent munitions, to replenish inventory and replace expiring munitions.
- Approximately 12 distraction devices, inventory replacement.

Additionally, in the Fiscal Year 2026-27 budget proposal, the Department is seeking approval to procure one (1) tactical unmanned aerial system commonly known as a

"drone", designed for operations in confined or hazardous environments; and two (2) rapid-deployment outdoor tactical drone systems designed for public safety response and overwatch. Drones are instrumental in enhancing response times to calls, aiding in the investigation of criminal activities, and providing aerial perspectives that can assist in protecting life and property. Furthermore, drones enable personnel to assess and address issues effectively by determining suitable tools, tactics, and resources before officers reach the scene. If the request to acquire the drone systems is approved as part of the Fiscal Year 2026-27 budget, it will undergo review by the City Council and will be documented in the subsequent annual report.

In compliance with the requirements of AB 481, this staff report, which includes the Annual Report and the Policy, was published on the City of Arcadia website (ArcadiaCA.gov) as of April 28, 2026, which meets the required publishing period. In addition, a Public Hearing Notice was posted 10 days prior to this meeting per Resolution No. 7483.

#### Ordinance No. 2387

According to AB 481, the City Council is required to conduct an annual review of Ordinance No. 2387. Based on the Report, the City Council will assess whether each category of military equipment identified in the report meets the necessary standards for continued approval and affirm the continuation of Ordinance No. 2387.

#### **ENVIRONMENTAL ANALYSIS**

The proposed action does not constitute a project under the California Environmental Quality Act ("CEQA"), as it can be seen with certainty that it will have no impact on the environment.

#### **FISCAL IMPACT**

There is no fiscal impact related to approving this annual report.

**RECOMMENDATION**

It is recommended that the City Council determine that this action does not constitute a project under the California Environmental Quality Act ("CEQA"); and approve the Annual Military Equipment Report per Assembly Bill No. 481 and reaffirm Ordinance No. 2387 as the City's official Military Equipment Use Policy.

Approved:



Dominic Lazzaretto  
City Manager

Attachment No. 1: Military Equipment Use Policy  
Attachment No. 2: Ordinance No. 2387

## Military Equipment

Effective Date	Revised Date
04092026	04092026

### 705.1 PURPOSE AND SCOPE

The purpose of this policy "Policy" is to provide guidelines for the approval, acquisition, and reporting requirements of military equipment pursuant to Assembly Bill 481 ("AB 481"). (California Government Code section 7070 et seq.)

#### 705.1.1 DEFINITIONS

Definitions related to this policy include (Government Code § 7070):

**Governing body** – The elected or appointed body that oversees the Department.

**Military equipment** – Includes but is not limited to the following:

- Unmanned, remotely piloted, powered aerial or ground vehicles.
- Mine-resistant ambush-protected (MRAP) vehicles or armored personnel carriers.
- High mobility multipurpose wheeled vehicles (HMMWV), two-and-one-half-ton trucks, five-ton trucks, or wheeled vehicles that have a breaching or entry apparatus attached.
- Tracked armored vehicles that provide ballistic protection to their occupants.
- Command and control vehicles that are either built or modified to facilitate the operational control and direction of public safety units.
- Weaponized aircraft, vessels, or vehicles of any kind.
- Battering rams, slugs, and breaching apparatuses that are explosive in nature. This does not include a handheld, one-person ram.
- Firearms and ammunition of .50 caliber or greater, excluding standard-issue shotguns and standard-issue shotgun ammunition.
- Specialized firearms and ammunition of less than .50 caliber, including firearms and accessories identified as assault weapons in Penal Code § 30510 and Penal Code § 30515, with the exception of standard-issue firearms.
- Any firearm or firearm accessory that is designed to launch explosive projectiles.
- Noise-flash diversionary devices and explosive breaching tools.
- Munitions containing tear gas or OC, excluding standard, service-issued handheld pepper spray.
- Area denial electroshock devices, microwave weapons, water cannons, long-range acoustic devices (LRADs), acoustic hailing devices, and sound cannons.

## *Military Equipment*

---

- Kinetic energy weapons and munitions.
- Any other equipment as determined by a governing body or a state agency to require additional oversight.

### **705.2 POLICY**

It is the Policy of the City of Arcadia ("City") that members of the Arcadia Police Department ("Department") comply with the provisions of AB 481 with respect to the funding, acquisition and use of military equipment.

### **705.3 MILITARY EQUIPMENT COORDINATOR**

The Chief of Police shall designate a member of the Department to act as the Military Equipment Coordinator. The responsibilities of the Military Equipment Coordinator include but are not limited to:

- a. Acting as liaison to the City Council for matters related to the requirements of this Policy.
- b. Identifying Department equipment that qualifies as military equipment in the current possession of the Department, or the equipment the Department intends to acquire that requires approval by City Council.
- c. Conducting an inventory of all military equipment at least annually.
- d. Collaborating with any allied agency that may use military equipment within the jurisdiction of the Department.
- e. Preparing for, scheduling, and coordinating the annual community engagement meeting to include:
  1. Publicizing the details of the meeting; and
  2. Preparing for public questions regarding the Department's funding, acquisition, and use of military equipment.
- f. Preparing the annual military equipment report for submission to the Chief of Police and City Council, and ensuring that the report is made available on the Department website.
- g. Establishing the procedure for a person to register a complaint or concern, or how that person may submit a question about the use of a type of military equipment, and how the Department will respond in a timely manner.

### **705.4 MILITARY EQUIPMENT INVENTORY**

The following constitutes a list of qualifying equipment for the Department

#### **705.4.1 ROBOT**

An unmanned machine operating on the ground utilized to enhance the safety of the community and officers.

- a. Description, quantity, capabilities, and purchase cost:

# Arcadia PD Policy Manual

Law Enforcement Policy

## *Military Equipment*

---

1. Description: The Robotex Avatar III ("Avatar III") is a remote controlled, tracked, unmanned device used to surveil an area or building before officers enter it.
  2. Quantity: One (1).
  3. Capabilities: The Avatar III is equipped with a camera that provides a real time view of its surroundings, it has a two-way communication system that allows officers to communicate with subjects/suspects remotely, and an articulating arm that allows it to open doors and move objects.
  4. Cost: The Avatar III was purchased in 2019 for \$46,000.
- b. Purpose: The Avatar III enhances the capabilities of officers in tactical situations by allowing them to inspect dangerous situations and communicate with the subjects/suspects from a safe distance quickly and safely.
  - c. Authorized Use: Only officers who have completed training shall be permitted to operate the robot. Deployment of the robot will be authorized by the Incident or Tactical Commander.
  - d. Expected Life Span: 8-10 years.
  - e. Fiscal Impact: Annual maintenance and battery replacement cost is approximately \$200.
  - f. Training: All robot operators must complete three (3) hours of training provided by the S.W.A.T. team.
  - g. Legal and Procedural Rules: The Avatar III will only be deployed with the authorization of the Incident or Tactical Commander and will only be deployed for official law enforcement purposes, in a manner that respects the privacy of our community and complies with State and Federal Law.

### 705.4.2 40 MM LAUNCHERS AND ROUNDS

40MM Launchers are utilized by Department personnel as a less lethal tool to launch impact rounds.

- a. Description, quantity, capabilities, and purchase cost:
  1. Description: Defense Technology, 40MM LMT Tactical Single Launcher, Fixed Stock
  2. Quantity: 38
  3. Purchase Cost: \$850 each.
  4. Description: Defense Technology, 40MM Exact Impact Sponge.
  5. Quantity: 400.
  6. Capabilities: A less lethal 40MM lightweight plastic and foam projectile fired from a single shot 40MM launcher with a rifled barrel at 325 FPS. The 30-gram foam projectile delivers 120 ft/lbs of energy upon impact. The 40MM Exact Impact Sponge Round provides accurate and effective performance when fired from the approved distance of not less than five (5) feet and as far as 125 feet from the target.
  7. Cost: \$18 each.
  8. Description: Defense Technology, 40MM Direct Impact OC.
  9. Quantity: 32.
  10. Capabilities: A less lethal 40MM lightweight plastic foam projectile fired from a single shot 40MM launcher with a rifled barrel at 295 FPS. The 39-gram foam projectile delivers 120 ft

## *Military Equipment*

---

/lbs of energy upon impact in addition to the dispersion of 5 grams of OC irritant. The 40MM Direct Impact OC Round provides accurate and effective performance when deployed from the approved distance of not less than five (5) feet and as far as 120 feet from the target.

11. Cost: \$30 each.
  12. Description: Defense Technology, Ferrett 40MM Liquid Barricade Penetrator Round.
  13. Quantity: 61.
  14. Capabilities: A less lethal 40MM round used to penetrate barriers, such as windows, hollow core doors, wallboard, and thin plywood. Upon impacting the barrier, the nose cone ruptures and instantaneously delivers a small amount of chemical agent inside of a structure or vehicle. In a tactical deployment situation, the 40MM Ferret is primarily used to dislodge barricaded subjects from confined areas. Its purpose is to minimize the risks to all parties through temporary discomfort and/or incapacitation of potentially violent or dangerous subjects.
  15. Cost: \$23 each.
  16. Description: Defense Technology, 40MM Round Muzzle Blast With CS.
  17. Quantity: 16.
  18. Capabilities: The 40MM Muzzle Blast OC Round is a less lethal option for the immediate and close deployment of chemical agent. It can also be employed in tactical operations such as barricaded subjects for area denial, area contamination, and a means of contaminating crawl spaces and attics. It can be deployed inside or outside and has a maximum effective range of 30 feet.
  19. Cost: \$28 each.
- b. Purpose: To limit the escalation of conflict and to decrease the potential use of lethal force.
  - c. Authorized Use: Examples of situations where less lethal weapon systems may include but are not limited to: Dangerous and/or combative individuals, barricaded suspects, and aggressive animals.
  - d. Expected Life Span: 15 years.
  - e. Fiscal Impact: Annual maintenance is approximately \$10 for each launcher.
  - f. Training: Sworn members utilizing 40MM less lethal chemical agents or impact rounds are trained in their use by P.O.S.T. certified less lethal and chemical agent instructors.
  - g. Legal and Procedural Use: Officers will deploy 40MM impact and chemical agents in compliance with Arcadia Police Manual section 300 and in compliance with State and Federal Law regarding the use of force.

### 705.4.3 COMBINED SYSTEMS LC5 40MM LAUNCHING CUP

The combined systems LC5 40MM launching cups are cups that attach to 12-gauge less lethal shotguns which allow officers to launch canisters of chemical agents or smoke.

- a. Description, quantity, capabilities, and purchase cost:
  1. Description: Combined Systems LC5 40MM Launching Cup.
  2. Quantity: Two (2).
  3. Capabilities: The cups can be attached to a 12-gauge shotgun and the munition is launched with a model 2600 launching cartridge.

## *Military Equipment*

---

4. Cost: \$150 each.
- b. Purpose: To deploy chemical agents into an area or location from a distance.
- c. Authorized Use: Situations for use of the less lethal weapon systems may include but are not limited to dangerous and/or combative individuals. Riot/crowd control and civil unrest incidents. Circumstances where a tactical advantage can be obtained by the use of chemical agent, and potentially vicious animals.
- d. Expected Lifespan: 25 years.
- e. Fiscal Impact: No annual maintenance.
- f. Training: Sworn members utilizing LC5 40MM launching cups are trained in their use by P.O.S.T. certified less lethal and chemical agent instructors.
- g. Legal and Procedural Use: Only fully trained S.W.A.T. Operators will deploy LC5 40MM Launching Cup, in compliance with Arcadia Police Manual section 300 and in compliance with State and Federal Law regarding the use of force.

### 705.4.4 DISTRACTION DEVICE

A distraction device is used to distract dangerous suspects during assaults, hostage rescue, room entry or other high-risk arrest situations.

- a. Description, quantity, capabilities, and purchase cost:
  1. Description: Defense Technologies Low Roll DD.
  2. Quantity: 15.
  3. Capabilities: A non-bursting, non-fragmenting single use device that produces a loud sound and bright light. Ideal for distracting dangerous suspects during assaults, hostage rescue, room entry or other high-risk arrest situations.
  4. Cost: \$50 each.
- b. Purpose: To produce brilliant light and loud sound to momentarily distract a suspect or subject (6-8 seconds), to enhance the officers' ability to safely contact and detain, or arrest.
- c. Authorized Use: Diversionary devices shall only be used by S.W.A.T. Operators who have been trained in their proper use during hostage and barricaded subject situations, high-risk warrant (search/arrest) services where there may be extreme hazards to officers, or during other high-risk situations where their use would enhance officer and community safety.
- d. Expected Lifespan: Until used.
- e. Fiscal Impact: No annual maintenance.
- f. Training: Prior to use, S.W.A.T. Operators must attend diversionary device training that is conducted by P.O.S.T. certified instructors.
- g. Legal and Procedural Rules Use: The Department will only utilize diversion devices for official law enforcement purposes, pursuant to State and Federal law regarding the use of force.

### 705.4.5 RIFLES

Firearms that are fired from the from the shoulder, having a long spiral grooved barrel to make bullets spin and thereby have greater accuracy over a long distance.

## *Military Equipment*

---

- a. Description, quantity, capabilities, and purchase cost:
  1. Description: Colt M4 Commando.223 carbine converted from fully automatic to semi-automatic.
  2. Quantity: 92.
  3. Purchase Cost: \$750 each.
  4. Description: Geissele Super Duty Rifle.223 carbine semi-automatic.
  5. Quantity: 20
  6. Purchase Cost: \$1750 each.
  7. Capabilities: To provide precision fire to address a threat with more accuracy than a handgun, particularly at greater distances.
  8. Description: Peer LE Gold Dot.223 Rem 55 grain ammunition.
  9. Quantity: 44,000 rounds.
  10. Purchase Cost: \$560 per 1000 rounds.
  11. Description: Black Hills.308 STX Copper 168 grain STX ammunition.
  12. Quantity: 6,000 rounds.
  13. Purchase Cost: \$7,560.
- b. Purpose: To be used as precision weapons to address a threat with more accuracy than a handgun, particularly at greater distances. The AR is an area denial and material destruction weapon.
- c. Authorized Use: Only members who have completed P.O.S.T. certified training are authorized to deploy a rifle.
- d. Expected Lifespan: 10 years.
- e. Fiscal Impact: Annual maintenance is approximately \$13.40 for each rifle.
- f. Training: Prior to using a rifle, Officers must be certified by a P.O.S.T. instructor in the operation of the rifle. Additionally, all members that operate the rifle are required to train with it a minimum of three (3) times a year and must pass an annual range qualification.
- g. Legal and Procedural Rules Use: Officers will deploy patrol rifles and the AR in accordance with Department manual section 307.3.1, and pursuant to State and Federal law regarding the use of force.

### 705.4.6 CHEMICAL AGENT AND SMOKE CANISTERS

Canisters that contain chemical agents that are released when deployed.

- a. Description, quantity, capabilities, and purchase cost:
  1. Description: Defense Technology, Triple-Chase Separating Canister, CS.
  2. Quantity: 2
  3. Capabilities: The Triple-Chase CS consists of three separate canisters pressed together with separating charges between each. When deployed, the canisters separate and land approximately 20 feet apart allowing increased area coverage in a short period of time. This canister can be hand thrown or launched from a fired delivery system. The canister is 6.5 in. by 2.7 in. and holds approximately 3.2 oz. of active agent. It has an approximate dispersion time of 20-30 seconds.

## *Military Equipment*

---

4. Purchase Cost: \$50 each.
  5. Description: Defense Technology, Riot Control Continuous Discharge Grenade.
  6. Quantity: Eight (8).
  7. Capabilities: The Riot Control CS Grenade is designed specifically for outdoor use in crowd control situations with a high-volume continuous dispersion that expels its contents in approximately 20-40 seconds through four ports located on the top of the canister. This canister can be used to conceal tactical movement or to route a crowd. This launchable canister is 6.0 in. by 2.35 in. and holds approximately 2.7 oz. of active agent.
  8. Purchase Cost: \$37.50 each.
  9. Description: Defense Technology, Flameless Expulsion OC Grenade.
  10. Quantity: 12.
  11. Capabilities: The OC Flameless Expulsion Grenade is a compact, non-pyrotechnic, chemical agent device that provides safe expulsion without risk of fire. It is safe to use inside of a residence. Unlike pyrotechnic canisters, this device's contents are expelled upon actuation of a CO2 cartridge that will affect a confined area of approximately 1500 square feet. The canister is 7.5 in. by 1.65 in. and delivers approximately .02 oz. of active agent during its 3-second discharge time.
  12. Purchase Cost: \$50 each.
- b. Purpose: To deescalate a situation and lower the likelihood of lethal force. Situations for use of the less lethal weapon systems may include, but are not limited to, dangerous and/or combative individuals, riot/crowd control and civil unrest incidents, circumstances where a tactical advantage can be obtained, and potentially vicious animals.
  - c. Authorized Use: Only officers who have received P.O.S.T. certification in the use of chemical agents are authorized to use them.
  - d. Training: Sworn members utilizing chemical agent canisters must be certified by P.O.S.T. less lethal and chemical agent instructors.
  - e. Fiscal Impact: No annual maintenance.
  - f. Legal and Procedural Rules: Officers will only deploy chemical agents in compliance with Department manual section 300, and State and Federal law, including those regarding the use of force.

### 705.4.7 PEPPERBALL LAUNCHER

A device that discharges irritant projectiles.

- a. Description, quantity, capabilities, and purchase cost:
  1. Description: PepperBall VKS Carbine.
  2. Quantity: Five (5).
  3. Capabilities: The Variable Kinetic System (VKS) is a compressed-air powered launcher designed to fire non-lethal PepperBall projectiles. The PepperBall VKS Carbine features a dual feed system that offers the ability to quickly switch between Hopper mode and Magazine mode for optimum versatility.
  4. Purchase Cost: \$600 each.

## *Military Equipment*

---

5. Description: PepperBall Live-X Projectile.
  6. Quantity: 600.
  7. Capabilities: The Live Projectile contains a concentrated amount of PAVA pepper powder. One round of LIVE-X contains the equivalent to 10 standard PepperBall rounds. Discharged from a PepperBall Launcher, the projectile has a velocity of 280-350 FPS. The projectile has a direct impact of 60 feet and an area of saturation of 150+ feet. The projectile contains 5% PAVA powder.
  8. Purchase Cost: \$3 per projectile.
- b. Purpose: To deescalate a situation and lower the potential for the use of lethal force. Situations for use of the less lethal weapon systems may include, but are not limited to, dangerous and/or combative individuals, riot/crowd control and civil unrest incidents, circumstances where a tactical advantage can be obtained, and potentially vicious animals.
  - c. Authorized Use: Only those officers who have been trained in the use of PepperBall launchers are authorized to use them.
  - d. Expected Lifespan: Launcher and munitions: Five (5) years.
  - e. Fiscal Impact: Annual maintenance is approximately \$20 for each PepperBall launcher.
  - f. Training: Sworn members utilizing PepperBall launchers and projectiles are trained in their use by P. O.S.T. certified less lethal and chemical agent instructors.
  - g. Legal and Procedural Rules: Officers will deploy the PepperBall launcher in compliance with Department Manual Section 300, and to State and Federal law, including those regarding the use of force.

### 705.4.8 MOBILE COMMAND POST VEHICLE (MCP)

The Mobile Command Post (M.C.P.) vehicle is a mobile office that provides shelter, access to Department computer systems, communications, food, and restroom facilities on extended events.

- a. Description, quantity, capabilities, and purchase cost:
  1. Description: Freightliner Chassis (custom built) vehicle.
  2. Quantity: One (1).
  3. Capabilities: The M.C.P. can also be utilized for S.W.A.T./C.N.T. and other critical incidents, preplanned large events, searching for missing persons, natural disasters, and community events.
  4. Purchase Cost: \$280,000.
- b. Purpose: To be used based on the specific circumstances of a given critical incident, large event, natural disaster or community event that is taking place.
- c. Authorized Use: The M.C.P. shall be used by officers trained in their deployment and in a manner consistent with Department policy and training. Furthermore, only personnel who have completed the Department's driving and operations training will be allowed to drive the M.C.P. (Per S.O.P.).
- d. Expected Lifespan: The M.C.P., 20-year lifespan on chassis and vehicle structure. Upgrades as needed to ensure updated and properly maintained I.T. systems.
- e. Fiscal Impact: Annual maintenance is approximately \$11,000.

## *Military Equipment*

---

- f. Training: The driver/operator shall receive training in the safe handling of the vehicle on a closed training course. Once the operator has shown competence in vehicle handling, the driver/operator will drive the vehicle throughout the city with an experienced driver. Driver/operators will also receive training in the proper set-up and break down of the M.C.P. when deployed for events and operations.
- g. Legal and Procedural Rules: It is the policy of the Department to use the M.C.P. only for official law enforcement purposes, and in the accordance with California State law, City & Department Policies, and Standard Operating Procedures ("S.O.P.") related to the operation of emergency motor vehicles.

### 705.4.9 ARMORED RESCUE VEHICLE (A.R.V.)

The 2022 BearCat Armored Rescue Vehicle is an emergency vehicle that provides armored protection for heightened emergency responses.

- a. Description, quantity, capabilities, and purchase cost:
  - 1. Description: Ford 550, 4WD, diesel engine, single rear wheel configuration. The vehicle is painted green with police logos. The A.R.V. provides ballistic protection for its occupants. The A.R.V. is equipped with emergency lights/siren and a public address system.
  - 2. Quantity: One (1).
  - 3. Capabilities: The A.R.V. can also be utilized for S.W.A.T./C.N.T. and other critical incidents, preplanned large events, natural disasters, and community events.
  - 4. Purchase Cost and Upgrades: \$386,400.05.
- b. Purpose: The A.R.V.'s primary use is to provide superior ballistic protection for citizens and officers during critical incidents. The A.R.V. can transport officers to and from critical incidents, assist with citizen and officer rescues, and assist with the evacuation and protection of civilians in harm's way during critical incident.
- c. Authorized Use: The Armored Rescue Vehicle shall be used by officers trained in their deployment and in a manner consistent with Department policy and training. Furthermore, only personnel who have completed the Department's driving and operations training will be allowed to drive the Armored Rescue Vehicle.
- d. Expected Lifespan: 20 years.
- e. Fiscal Impact: Annual maintenance is approximately \$4,000.
- f. Training: This A.R.V. may be used by personnel who have been properly trained in the safe handling and care of the vehicle.
- g. Legal and Procedural Rules: It is the policy of the Department to use the A.R.P. only for official law enforcement purposes, and in the accordance with California State law, City & Department Policies, and Standard Operating Procedures ("S.O.P.") related to the operation of emergency motor vehicles.

### 705.4.10 KINETIC BREACHING TOOL

Kinetic Breaching Tools are powder actuated breaching tools that are used to create an entry or exit point during heightened emergency responses.

## *Military Equipment*

---

- a. Description, quantity, capabilities, and purchase cost:
  1. Description: The Kinetic Breaching Tool is a specialized tool used to gain entry into a structure.
  2. Quantity: Three (3).
  3. Capabilities: The Kinetic Breaching Tool utilizes a proprietary blank cartridge to deliver up to 850 ft/lbs. of kinetic energy through a steel ram, at the point of entry.
  4. Purchase Cost: \$32,487.
- b. Purpose: To quickly and safely gain entry into a structure.
- c. Authorized Use: Kinetic Breach Tool may only occur after notification to a supervisor, to breach entry into a structure.
- d. Fiscal Impact: Annual maintenance is approximately \$833.
- e. Training: Only officers trained in the use of the Kinetic Breaching Tool are authorized to use it.
- f. Legal and Procedural Rules: Only fully trained officers are authorized to use the Kinetic Breaching Tool and only with the authorization of a supervisor.

## **705.5 APPROVAL**

The Chief of Police or the authorized designee shall obtain approval from the City Council by way of an ordinance adopting this Policy. As part of the approval process, the Chief of Police or the authorized designee shall ensure the Policy is submitted to City Council and is available on the Department website at least thirty (30) days prior to any public hearing concerning the Policy. The Policy must be approved by the City Council prior to engaging in any of the following:

- a. Requesting military equipment made available pursuant to 10 USC § 2576a.
- b. Seeking funds for military equipment, including but not limited to applying for a grant, soliciting or accepting private, local, state, or federal funds, in-kind donations, or other donations or transfers.
- c. Acquiring military equipment either permanently or temporarily, including by borrowing or leasing.
- d. Collaborating with another law enforcement agency in the deployment or other use of military equipment within the Department's jurisdiction.
- e. Using any new or existing military equipment for a purpose, in a manner, or by a person not previously approved by this Policy.
- f. Soliciting or responding to a proposal for, or entering into an agreement with, any other person or entity to seek funds for, apply to receive, acquire, use, or collaborate in the use of military equipment.
- g. Acquiring military equipment through any means not provided above.

## **705.6 COMPLIANCE**

Department members are bound to adhere to Department policies and procedures, in addition to state and local laws when employing the use of military equipment. Violations of the Policy may result in criminal or administrative investigations or actions.

## **705.7 COORDINATION WITH OTHER JURISDICTIONS**

## *Military Equipment*

---

Military equipment used by any member of this jurisdiction shall be approved for use and in accordance with this Department policy. Military equipment used by other jurisdictions that are providing mutual aid to this jurisdiction, or otherwise engaged in law enforcement operations in this jurisdiction, shall comply with their respective military equipment use policies in rendering mutual aid.

### **705.8 ANNUAL REPORT**

Upon approval of this Policy, the Chief of Police or the authorized designee should submit a military equipment report to City Council for each type of military equipment approved within one year of approval, and annually thereafter for as long as the military equipment is available for use.

The Chief of Police or the authorized designee should also make each annual military equipment report publicly available on the Department's website for as long as the military equipment is available for use. The report shall include all information required by Government Code section 7072 for the preceding calendar year for each type of military equipment in Department inventory. "Type" of military equipment is defined to mean each item that shares the same manufacturer model number.

### **705.9 COMMUNITY ENGAGEMENT**

Within thirty (30) days of submitting and publicly releasing the annual report, the Department shall hold at least one well-publicized and conveniently located community engagement meeting, at which the Department should discuss the report and respond to public questions regarding the funding, acquisition, or use of military equipment.

## ATTACHMENT NO. 2

### ORDINANCE NO. 2387

#### AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ARCADIA, CALIFORNIA ADOPTING A MILITARY EQUIPMENT USE POLICY PURSUANT TO ASSEMBLY BILL 481

WHEREAS, on September 30, 2021, Governor Newsom signed Assembly Bill 481 (“AB 481”) into law which requires law enforcement agencies to adopt a military equipment use policy (“Policy”) prior to taking certain actions relating to the funding, acquisition, or use of military equipment as defined by the law; and

WHEREAS, AB 481 requires adoption of the Policy by City Council before the law enforcement agency can take action to request military equipment as defined by the statute; seek funds (such as grants or in-kind donations) for acquiring military equipment; actually acquire military equipment, either permanently or temporarily by owning, borrowing, or leasing; collaborate with other law enforcement agencies to deploy or use military equipment in the agency’s territorial jurisdiction; use new or existing military equipment in a manner not previously subject to AB 481’s scope; solicit or respond to a proposal for, or enter into an agreement with, any person or entity to seek funds for, apply for, acquire, use, or collaborate in using military equipment; or to acquire military equipment through any other means not specifically detailed in the statute; and

WHEREAS, to continue to use military equipment acquired prior to January 1, 2022, the law enforcement agency must commence the process of adopting the Policy no later than May 1, 2022; and

WHEREAS, in accordance with AB 481, the proposed Policy was made available on the website of the Arcadia Police Department (“Police Department”) at least 30 days prior to the public hearing by the City Council to adopt the Policy; and

WHEREAS, once adopted, the Policy will be made publicly available on the Police Department's website for as long as the covered military equipment is available for use; and

WHEREAS, in accordance with AB 481, the Policy is being agendized as an open session item at a regular meeting of the City Council, and public comment on the item will be allowed in accordance with the Brown Act; and

WHEREAS, this Ordinance shall be reviewed by the City Council at least annually, and based on an annual military equipment report that will be submitted to the City Council pursuant to AB 481, the City Council shall determine whether each type of military equipment identified in the report has complied with the standards for continued approval.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ARCADIA, CALIFORNIA, DOES ORDAIN AS FOLLOWS:

SECTION 1. The recitals set forth above are true and correct and are hereby incorporated and adopted as findings of this Ordinance as if fully set forth herein.

SECTION 2. Findings. Pursuant to Government Code section 7071(d)(1), as may be amended or renumbered from time to time, the City Council hereby makes the following findings in support of its adoption of the Policy:

A. The military equipment identified in the Policy is necessary because there is no reasonable alternative that can achieve the same objective of officer and civilian safety.

B. The proposed Policy will safeguard the public's welfare, safety, civil rights, and civil liberties.

C. If the Police Department purchases military equipment pursuant to the Policy, the equipment is reasonably cost effective compared to available alternatives that can achieve the same objective of officer and civilian safety.

D. Prior military equipment use complied with the military equipment use policy that was in effect at the time, or if prior uses did not comply with the accompanying military equipment use policy, corrective action has been taken to remedy nonconforming uses and ensure future compliance.

SECTION 3. Military Equipment Use Policy Adopted. In light of the findings in Section 2, and in accordance with AB 481, the Policy attached to this Ordinance as Exhibit "A" is hereby adopted by the City Council.

SECTION 4. Severability. Each of the provisions of this Ordinance is severable from all other provisions. If any article, section, subsection, paragraph, sentence, clause or phrase of this Ordinance is for any reason held by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of the remaining portions of this Ordinance.

SECTION 5. CEQA. The City Council finds that this Ordinance is not subject to the California Environmental Quality Act ("CEQA") pursuant to Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because it has no potential for resulting in physical change to the environment, directly or indirectly.

SECTION 6. The City Clerk shall certify to the adoption of this Ordinance and shall cause a summary or ¼ page advertisement of the same to be published at least once in

the official newspaper of the City within fifteen (15) days after its adoption. This Ordinance shall take effect on the thirty-first (31st) day after its adoption.

Passed, approved and adopted this 19<sup>th</sup> day of April, 2022.




Mayor of the City of Arcadia

ATTEST:



City Clerk

APPROVED AS TO FORM:



Stephen P. Deitsch  
City Attorney

STATE OF CALIFORNIA        )  
COUNTY OF LOS ANGELES ) SS:  
CITY OF ARCADIA            )

I, GENE GLASCO, City Clerk of the City of Arcadia, hereby certifies that the foregoing Ordinance No. 2387 was passed and adopted by the City Council of the City of Arcadia, signed by the Mayor and attested to by the City Clerk at a regular meeting of said Council held on the 19th day of April, 2022 and that said Ordinance was adopted by the following vote, to wit:

AYES:        Danielson, Tay, Verlato, Cheng, and Beck

NOES:        None

ABSENT:     None

  
\_\_\_\_\_  
City Clerk of the City of Arcadia



**Exhibit - "A"**

**Military Equipment Use Policy**

[Attached behind this page]

# Arcadia Police Department

## Arcadia PD Policy Manual

### *Military Equipment*

---

## MILITARY EQUIPMENT

### 708.1 PURPOSE AND SCOPE

The purpose of this policy (“Policy”) is to provide guidelines for the approval, acquisition, and reporting requirements of military equipment pursuant to Assembly Bill 481 (“AB 481”). (California Government Code § 7070 *et seq.*)

#### 708.1.1 DEFINITIONS

Definitions related to this Policy include those provided in Government Code Section 7070, and as follows:

**Governing body** — City of Arcadia City Council (“City Council”).

**Military equipment** — Includes but is not limited to the following:

- Unmanned, remotely piloted, powered aerial or ground vehicles.
- Mine-resistant ambush-protected (“MRAP”) vehicles or armored personnel carriers.
- High mobility multipurpose wheeled vehicles (“HMMWV”), two-and-one-half-ton trucks, five-ton trucks, or wheeled vehicles that have a breaching or entry apparatus attached.
- Tracked armored vehicles that provide ballistic protection to their occupants.
- Command and control vehicles that are either built or modified to facilitate the operational control and direction of public safety units.
- Weaponized aircraft, vessels, or vehicles of any kind.
- Battering rams, slugs, and breaching apparatuses that are explosive in nature. This does not include a handheld, one-person ram.
- Firearms and ammunition of .50 caliber or greater, excluding standard-issue shotguns and standard-issue shotgun ammunition.
- Specialized firearms and ammunition of less than .50 caliber, including firearms and accessories identified as assault weapons in Penal Code Section 30510 and Penal Code Section 30515, with the exception of standard-issue firearms.
- Any firearm or firearm accessory that is designed to launch explosive projectiles.
- Noise-flash diversionary devices and explosive breaching tools.
- Munitions containing tear gas or OC, excluding standard, service-issued handheld pepper spray.
- TASER® Shockwave, microwave weapons, water cannons, and long-range acoustic devices (“LRADs”).

# Arcadia Police Department

## Arcadia PD Policy Manual

### *Military Equipment*

---

- Kinetic energy weapons and munitions.
- Any other equipment as determined by City Council or a state agency to require additional oversight.

#### **708.2 POLICY**

It is the Policy of the City of Arcadia (“City”) that members of the Arcadia Police Department (“Department”) comply with the provisions of AB 481 with respect to the funding, acquisition and use of military equipment.

#### **708.3 MILITARY EQUIPMENT COORDINATOR**

The Chief of Police shall designate a member of the Department to act as the Military Equipment Coordinator. The responsibilities of the Military Equipment Coordinator include but are not limited to:

- (a) Acting as liaison to the City Council for matters related to the requirements of this Policy.
- (b) Identifying Department equipment that qualifies as military equipment in the current possession of the Department, or the equipment the Department intends to acquire that requires approval by City Council.
- (c) Conducting an inventory of all military equipment at least annually.
- (d) Collaborating with any allied agency that may use military equipment within the jurisdiction of the Department.
- (e) Preparing for, scheduling, and coordinating the annual community engagement meeting to include:
  1. Publicizing the details of the meeting; and
  2. Preparing for public questions regarding the Department’s funding, acquisition, and use of military equipment.
- (f) Preparing the annual military equipment report for submission to the Chief of Police and City Council and ensuring that the report is made available on the Department website.
- (g) Establishing the procedure for a person to register a complaint or concern, or how that person may submit a question about the use of a type of military equipment, and how the Department will respond in a timely manner.

# Arcadia Police Department

## Arcadia PD Policy Manual

### *Military Equipment*

---

#### **708.4 MILITARY EQUIPMENT INVENTORY**

The following constitutes a list of qualifying equipment for the Department:

##### **708.4.1 ROBOT**

An unmanned machine operating on the ground utilized to enhance the safety of the community and officers.

- (a) Description, quantity, capabilities, and purchase cost:

Item No. 1

1. Description: The Robotex Avatar III (“Avatar III”) is a remote controlled, tracked, unmanned device used to surveil an area or building before officers enter it.
  2. Quantity: One (1).
  3. Capabilities: The Avatar III is equipped with a camera that provides a real time view of its surroundings, it has a two-way communication system that allows officers to communicate with subjects/suspects remotely, and an articulating arm that allows it to open doors and move objects.
  4. Purchase Cost: The Avatar III was purchased in 2019 for \$46,000.
- (b) Purpose: The Avatar III enhances the capabilities of officers in tactical situations by allowing them to inspect dangerous situations and communicate with the subjects/ suspects from a safe distance quickly and safely.
- (c) Authorized Use: Only officers who have completed training shall be permitted to operate the robot. Deployment of the robot will be authorized by the Incident or Tactical Commander.
- (d) Expected Life Span: 8-10 years.
- (e) Fiscal Impact: Annual maintenance and battery replacement cost is approximately \$200.
- (f) Training: All robot operators must complete three (3) hours of training provided by the S.W.A.T. team.
- (g) Legal and Procedural Rules: The Avatar III will only be deployed with the authorization of the Incident or Tactical Commander and will only be deployed for official law enforcement purposes. in a manner that respects the privacy of our community and complies with State and Federal Law.

# Arcadia Police Department

## Arcadia PD Policy Manual

### *Military Equipment*

---

#### 708.4.2 MM LAUNCHERS AND ROUNDS

40MM Launchers are utilized by Department personnel as a less lethal tool to launch impact rounds.

- (a) Description, quantity, capabilities, and purchase cost:

##### Item No. 1

1. Description: Defense Technology. 40MM Exact Impact Sponge.
2. Quantity: 520.
3. Capabilities: A less lethal 40MM lightweight plastic and foam projectile fired from a single shot 40MM launcher with a rifled barrel at 325 FPS. The 30-gram foam projectile delivers 120 ft/lbs of energy upon impact. The 40MM Exact Impact Sponge Round provides accurate and effective performance when fired from the approved distance of not less than five (5) feet and as far as 125 feet from the target.
4. Purchase Cost: \$18 each.

##### Item No. 2

1. Description: Defense Technology, 40MM Direct Impact OC.
2. Quantity: 140.
3. Capabilities: A less lethal 40MM lightweight plastic foam projectile fired from a single shot 40MM launcher with a rifled barrel at 295 FPS. The 39-gram foam projectile delivers 120 ft/lbs of energy upon impact in addition to the dispersion of 5 grams of OC irritant. The 40MM Direct Impact OC Round provides accurate and effective performance when deployed from the approved distance of not less than five (5) feet and as far as 120 feet from the target.
4. Purchase Cost: \$30 each.

##### Item No. 3

1. Description: Defense Technology, Ferret 40MM Liquid Barricade Penetrator Round.
2. Quantity: 76.
3. Capabilities: A less lethal 40MM round used to penetrate barriers, such as windows, hollow core doors, wallboard, and thin plywood. Upon impacting

# Arcadia Police Department

## Arcadia PD Policy Manual

### *Military Equipment*

---

the barrier, the nose cone ruptures and instantaneously delivers a small amount of chemical agent inside of a structure or vehicle. In a tactical deployment situation, the 40MM Ferret is primarily used to dislodge barricaded subjects from confined areas. Its purpose is to minimize the risks to all parties through temporary discomfort and/or incapacitation of potentially violent or dangerous subjects.

4. Purchase Cost: \$23 each.

#### Item No. 4

1. Description: Defense Technology, 40MM Round Muzzle Blast with C5.
2. Quantity: 22.
3. Capabilities: The 40MM Muzzle Blast OC Round is a less lethal option for the immediate and close deployment of chemical agent. It can also be employed in tactical operations such as barricaded subjects for area denial, area contamination, and a means of contaminating crawl spaces and attics. It can be deployed inside or outside and has a maximum effective range of 30 feet.
4. Purchase Cost: \$28 each.

- (b) Purpose: To limit the escalation of conflict and to decrease the potential use of lethal force.
- (c) Authorized Use: Examples of situations where less lethal weapon systems may include but are not limited to: Dangerous and/or combative individuals, barricaded suspects, and aggressive animals.
- (d) Expected Life Span: 15 years.
- (e) Fiscal Impact: Annual maintenance is approximately \$10 for each launcher.
- (f) Training: Sworn members utilizing 40MM less lethal chemical agents or impact rounds are trained in their use by P.O.S.T. certified less lethal and chemical agent instructors.
- (g) Legal and Procedural Use: Officers will deploy 40MM impact and chemical agents in compliance with Arcadia Police Manual section 300 and in compliance with State and Federal Law regarding the use of force.

# Arcadia Police Department

## Arcadia PD Policy Manual

### *Military Equipment*

---

#### **708.4.3 COMBINED SYSTEMS LC5 40MM LAUNCHING CUP**

The combined systems LC5 40MM launching cups are cups that attach to 12-gauge less lethal shotguns which allow officers to launch canisters of chemical agents or smoke.

- (a) Description, quantity, capabilities, and purchase cost:

Item No. 1

1. Description: Combined Systems LC5 40MM Launching Cup.
2. Quantity: Two (E),
3. Capabilities: The cups can be attached to a 12-gauge shotgun and the munition is launched with a model 2800 launching cartridge.
4. Purchase Cost: \$150 each.

- (b) Purpose: To deploy chemical agents into an area or location from a distance.

- (c) Authorized Use: Situations for use of the less lethal weapon systems may include but are not limited to dangerous and/or combative individuals. Riot/crowd control and civil unrest incidents. Circumstances where a tactical advantage can be obtained by the use of chemical agent, and potentially vicious animals.

- (d) Expected Lifespan: 25 years.

- (e) Fiscal Impact: No annual maintenance.

- (f) Training: Sworn members utilizing LC5 40MM launching cups are trained in their use by P.O.S.T. certified less lethal and chemical agent instructors.

- (g) Legal and Procedural Use: Only fully trained S.W.A.T. Operators will deploy LC5 40MM Launching Cup, in compliance with Arcadia Police Manual section 300 and in compliance with State and Federal Law regarding the use of force.

#### **708.4.4 DISTRACTION DEVICE**

A distraction device is used to distract dangerous suspects during assaults, hostage rescue, room entry or other high-risk arrest situations.

- (a) Description, quantity, capabilities, and purchase cost:

Item No. 1

1. Description: Defense Technologies Low Roll DD.
2. Quantity: 12.

# Arcadia Police Department

## Arcadia PD Policy Manual

### *Military Equipment*

---

3. Capabilities: A non-bursting, non-fragmenting single use device that produces a loud sound and bright light. Ideal for distracting dangerous suspects during assaults, hostage rescue, room entry or other high-risk arrest situations.
4. Cost: \$50 each.

#### Item No. 2

1. Description: ALS1208 Bore Thunder.
  2. Quantity: 12.
  3. Capabilities: The ALS1208 Bore Thunder is a 12-gauge barrel delivered light and sound distraction device that produces approximately 174 dB at five (5) feet. Because the Bore Thunder remains in the delivery device, the potential for accidental fire or unintended injury is drastically reduced.
  4. Purchase Cost: \$6.80 each.
- (b) Purpose: To produce brilliant light and loud sound to momentarily distract a suspect or subject (6-8 seconds), to enhance the officers' ability to safely contact and detain or arrest.
- (c) Authorized Use: Diversionary devices shall only be used by S.W.A.T. Operators who have been trained in their proper use during hostage and barricaded subject situations, high-risk warrant (search/arrest) services where there may be extreme hazards to officers, or during other high-risk situations where their use would enhance officer and community safety.
- (d) Expected Lifespan: Until used.
- (e) Fiscal Impact: No annual maintenance.
- (f) Training: Prior to use, S.W.A.T. Operators must attend diversionary device training that is conducted by P.O.S.T. certified instructors.
- (g) Legal and Procedural Rules Use: The Department will only utilize diversion devices for official law enforcement purposes, pursuant to State and Federal law regarding the use of force.

# Arcadia Police Department

## Arcadia PD Policy Manual

### *Military Equipment*

---

#### 708.4.5 RIFLES

Firearms that are fired from the from the shoulder, having a long spiral grooved barrel to make bullets spin and thereby have greater accuracy over a long distance.

- (a) Description, quantity, capabilities, and purchase cost:

##### Item No. 1

1. Description: Colt M4 Commando.223 carbine converted from fully automatic to semi-automatic.
2. Quantity: 107.
3. Capabilities: To provide precision fire to address a threat with more accuracy than a handgun, particularly at greater distances.
4. Purchase Cost: \$750 each.

##### Item No. 2

1. Description: Peer LE Gold Dot.223 Rem 55 grain ammunition.
2. Quantity: 120,000 rounds.
3. Purchase Cost: \$600 per 1000 rounds.

##### Item No. 3

1. Description: Black Hills.308 STX Copper 168 grain STX ammunition.
2. Quantity: 1000 rounds.
3. Purchase Cost: \$2,300.

##### Item No. 4

1. Description: Colt Automatic Rifle (AR) .223.
2. Quantity: 1
3. Purchase Cost: \$1400.00.

- (b) Purpose: To be used as precision weapons to address a threat with more accuracy than a handgun, particularly at greater distances. The AR is an area denial and material destruction weapon.
- (c) Authorized Use: Only members who have completed P.O.S.T. certified training are authorized to deploy a rifle.

# Arcadia Police Department

## Arcadia PD Policy Manual

### *Military Equipment*

---

- (d) Expected Lifespan: 10 years.
- (e) Fiscal Impact: Annual maintenance is approximately \$50 for each rifle.
- (f) Training: Prior to using a rifle, Officers must be certified by a P.O.S.T. instructor in the operation of the rifle. Additionally, all members that operate the rifle are required to train with it a minimum of three (3) times a year and must pass an annual range qualification.
- (g) Legal and Procedural Rules Use: Officers will deploy patrol rifles and the AR in accordance with Department manual section 312.3.1, and pursuant to State and Federal law regarding the use of force.

#### **708.4.6 CHEMICAL AGENT AND SMOKE CANISTERS**

Canisters that contain chemical agents that are released when deployed.

- (a) Description, quantity, capabilities, and purchase cost:

##### Item No. 1

1. Description: Defense Technology, Triple-Chase Separating Canister, CS.
2. Quantity: 50
3. Capabilities: The Triple-Chase CS consists of three separate canisters pressed together with separating charges between each. When deployed, the canisters separate and land approximately 20 feet apart allowing increased area coverage in a short period of time. This canister can be hand thrown or launched from a fired delivery system. The canister is 6.5 in. by 2.7 in. and holds approximately 3.2 oz. of active agent. It has an approximate dispersion time of 20-30 seconds.
4. Purchase Cost: \$47 each.

##### Item No. 2

1. Description: Defense Technology, Riot Control Continuous Discharge Grenade.
2. Quantity: Eight (8).
3. Capabilities: The Riot Control CS Grenade is designed specifically for outdoor use in crowd control situations with a high-volume continuous dispersion that expels its contents in approximately 20-40 seconds through four ports located on the top of the canister. This canister can be used to

# Arcadia Police Department

## Arcadia PD Policy Manual

### *Military Equipment*

---

conceal tactical movement or to route a crowd. This launchable canister is 6.0 in. by 2.35 in. and holds approximately 2.7 oz. of active agent.

4. Purchase Cost: \$27 each.

#### Item No. 3

1. Description: Defense Technology, Flameless Expulsion 0C Grenade.
2. Quantity: 18.
3. Capabilities: The 0C Flameless Expulsion Grenade is a compact, non-pyrotechnic, chemical agent device that provides safe expulsion without risk of fire. It is safe to use inside of a residence. Unlike pyrotechnic canisters, this device's contents are expelled upon actuation of a CO2 cartridge that will affect a confined area of approximately 1500 square feet. The canister is 7.5 in. by 1.65 in. and delivers approximately .02 oz. of active agent during its 3-second discharge time.

4. Purchase Cost: \$49 each.

- (b) Purpose: To deescalate a situation and lower the likelihood of lethal force. Situations for use of the less lethal weapon systems may include, but are not limited to, dangerous and/or combative individuals, riot/crowd control and civil unrest incidents, circumstances where a tactical advantage can be obtained, and potentially vicious animals.
- (c) Authorized Use: Only officers who have received P.O.S.T. certification in the use of chemical agents are authorized to use them.
- (d) Training: Sworn members utilizing chemical agent canisters must be certified by P.O.S.T. less lethal and chemical agent instructors.
- (e) Fiscal Impact: No annual maintenance.
- (f) Legal and Procedural Rules: Officers will only deploy chemical agents in compliance with Department manual section 300, and State and Federal law, including those regarding the use of force.

#### **708.4.7 EXPLOSIVE BREACHING TOOLS**

Explosive breaching tools are tools that are used to conduct an explosive breach to create an entry or exit point during a tactical situation.

- (a) Description, quantity, capabilities, and purchase cost:

# Arcadia Police Department

## Arcadia PD Policy Manual

### *Military Equipment*

---

#### Item No. 1

1. Description: Detonating Cord.
2. Quantity: 80 feet.
3. Capabilities: The detonating cord is a thin, flexible plastic tube usually filled with pentaerythritol tetranitrate (PETN, pentrite). With the PETN exploding at a rate of approximately 6400 m/s, any common length of detonation cord appears to explode instantaneously. It is a highspeed fuse which explodes, rather than burns, and is suitable for detonating explosives.
4. Purchase Cost: \$1 per foot.

#### Item No. 2

1. Description: Nonel Detonators.
2. Quantity: 12.
3. Capabilities: A detonator is a small sensitive primary explosive device generally used to detonate a larger, less sensitive secondary explosive, such as plastic explosive.
4. Purchase Cost: \$12 each.

#### Item No. 3

1. Description: Royal Remington 870 Express Breaching Shotgun:
2. Quantity: Two (2).
3. Capabilities: This device allows for breachers to safely utilize shotgun breaching rounds in order to destroy deadbolts, locks, and hinges. The stand-off that is attached to the end of the barrel allows for positive placement of the device into the correct position and vents gases to prevent overpressure. This device can also defeat windows and sliding glass doors. This device uses a less lethal 2.4-inch shotgun round firing a ballistic fiber bag filled with 40 grams of lead shot, at a velocity of 270-290 feet per second (FPS).
4. Purchase Cost: \$658 each.

- (b) Purpose: To quickly and safely gain entry into a structure.

# Arcadia Police Department

## Arcadia PD Policy Manual

### *Military Equipment*

---

- (c) Authorized Use: Explosive breaching may only occur after authorization by the Incident Commander or Tactical Commander, in the field.
- (d) Fiscal Impact: Annual maintenance is approximately \$500.
- (e) Training: Officers who use explosive breaching tools shall attend 40 hours of explosive breaching instruction and must additionally receive quarterly training for explosive operations. This includes the use of the breaching shotgun.
- (f) Legal and Procedural Rules: Only fully trained S.W.A.T. Operators are authorized to use explosive breaching devices and only with the authorization of the Incident or Tactical Commander.

#### **708.4.8 PEPPERBALL LAUNCHER**

A device that discharges irritant projectiles.

- (a) Description, quantity, capabilities, and purchase cost:

##### Item No. 1

1. Description: PepperBall VKS Carbine.
2. Quantity: Five (5).
3. Capabilities: The Variable Kinetic System (VKS) is a compressed-air powered launcher designed to fire non-lethal PepperBall projectiles. The PepperBall VKS Carbine features a dual feed system that offers the ability to quickly switch between Hopper mode and Magazine mode for optimum versatility.
4. Purchase Cost: \$600 each.

##### Item No. 2

1. Description: PepperBall Live-X Projectile.
2. Quantity: 500.
3. Capabilities: The Live Projectile contains a concentrated amount of PAVA pepper powder. One round of LIVE-X contains the equivalent to 10 standard PepperBall rounds. Discharged from a PepperBall Launcher, the projectile has a velocity of 280-350 FPS. The projectile has a direct impact of 60 feet and an area of saturation of 150+ feet. The projectile contains 5% PAVA powder.
4. Purchase Cost: \$3 per projectile.

# Arcadia Police Department

## Arcadia PD Policy Manual

### *Military Equipment*

---

- (b) Purpose: To deescalate a situation and lower the potential for the use of lethal force. Situations for use of the less lethal weapon systems may include, but are not limited to, dangerous and/or combative individuals, riot/crowd control and civil unrest incidents, circumstances where a tactical advantage can be obtained, and potentially vicious animals.
- (c) Authorized Use: Only those officers who have been trained in the use of PepperBall launchers are authorized to use them.
- (d) Expected Lifespan: Launcher and munitions: Five (5) years.
- (e) Fiscal Impact: Annual maintenance is approximately \$50 for each PepperBall launcher.
- (f) Training: Sworn members utilizing PepperBall launchers and projectiles are trained in their use by P.O.S.T. certified less lethal and chemical agent instructors.
- (g) Legal and Procedural Rules: Officers will deploy the PepperBall launcher in compliance with Department Manual Section 300, and to State and Federal law, including those regarding the use of force.

#### **708.4.9 MOBILE COMMAND POST VEHICLE (MCP)**

The Mobile Command Post (M.C.P.) vehicle is a mobile office that provides shelter, access to Department computer systems, communications, food, and restroom facilities on extended events.

- (a) Description, quantity, capabilities, and purchase cost:

##### Item No. 1

1. Description: Freightliner Chassis (custom built) vehicle.
2. Quantity: One (1).
3. Capabilities: The M.C.P. can also be utilized for S.W.A.T./C.N.T. and other critical incidents, preplanned large events, searching for missing persons, natural disasters, and community events.
4. Purchase Cost: \$280,000.

- (b) Purpose: To be used based on the specific circumstances of a given critical incident, large event, natural disaster, or community event that is taking place.
- (c) Authorized Use: The M.C.P. shall be used by officers trained in their deployment and in a manner consistent with Department policy and training. Furthermore, only

# Arcadia Police Department

## Arcadia PD Policy Manual

### *Military Equipment*

---

personnel who have completed the Department's driving and operations training will be allowed to drive the M.C.P. (Per S.O.P.).

- (d) Expected Lifespan: The M.C.P., 20-year lifespan on chassis and vehicle structure. Upgrades as needed to ensure updated and properly maintained I.T. systems.
- (e) Fiscal Impact: Annual maintenance is approximately \$11,000.
- (f) Training: The driver/operator shall receive training in the safe handling of the vehicle on a closed training course. Once the operator has shown competence in vehicle handling, the driver/operator will drive the vehicle throughout the city with an experienced driver. Driver/operators will also receive training in the proper set-up and break down of the M.C.P. when deployed for events and operations.
- (g) Legal and Procedural Rules: It is the policy of the Department to use the M.C.P. only for official law enforcement purposes, and in the accordance with California State law, City & Department Policies, and Standard Operating Procedures ("S.O.P.") related to the operation of emergency motor vehicles.

#### **708.5 APPROVAL**

The Chief of Police or the authorized designee shall obtain approval from City Council by way of an ordinance adopting this Policy. As part of the approval process, the Chief of Police or the authorized designee shall ensure the Policy is submitted to City Council and is available on the Department website at least thirty (30) days prior to any public hearing concerning the Policy. The Policy must be approved by City Council prior to engaging in any of the following:

- (a) Requesting military equipment made available pursuant to USC § 2576(a).
- (b) Seeking funds for military equipment, including but not limited to applying for a grant, soliciting, or accepting private, local, state, or federal funds, in-kind donations, or other donations or transfers.
- (c) Acquiring military equipment either permanently or temporarily, including by borrowing or leasing.
- (d) Collaborating with another law enforcement agency in the deployment or other use of military equipment within the Department's jurisdiction.
- (e) Using any new or existing military equipment for a purpose, in a manner, or by a person not previously approved by this Policy.
- (f) Soliciting or responding to a proposal for, or entering into an agreement with, any other person or entity to seek funds for, apply to receive, acquire, use, or collaborate in the use of military equipment.

# Arcadia Police Department

## Arcadia PD Policy Manual

### *Military Equipment*

---

- (g) Acquiring military equipment through any means not provided above.

#### **708.6 COMPLIANCE**

- (a) Department members are bound to adhere to this Policy, in addition to state and local laws and ordinances when employing the use of military equipment at any time. Violations of the law or this Policy may result in criminal or administrative investigations and, or actions.
- (b) Members of the public may register complaints or submit questions or concerns about the use of each type of military equipment in this Policy by any of the following means:
  - 1. Via email to: [ArcadiaPolice@ArcadiaCa.gov](mailto:ArcadiaPolice@ArcadiaCa.gov)
  - 2. Via telephone to: (626) 574-5156
  - 3. Via mail to: Arcadia Police Department  
Attn: Military Equipment Use Coordinator  
250 W. Huntington Drive  
Arcadia, CA 91007

The Department is committed to responding to complaints, concerns, and questions received through any of the above methods in a timely manner.

#### **708.7 COORDINATION WITH OTHER JURISDICTIONS**

Military equipment used by any member of this jurisdiction shall be approved for use and in accordance with this Department policy. Military equipment used by other jurisdictions that are providing mutual aid to this jurisdiction, or otherwise engaged in law enforcement operations in this jurisdiction, shall comply with their respective military equipment use policies in rendering mutual aid.

#### **708.8 ANNUAL REPORT**

Upon approval of this Policy, the Chief of Police or the authorized designee should submit a military equipment report to City Council for each type of military equipment approved within one year of approval, and annually thereafter for as long as the military equipment is available for use.

The Chief of Police or the authorized designee should also make each annual military equipment report publicly available on the Department's website for as long as the military equipment is available for use. The report shall include all information required by Government Code section 7072 for the preceding calendar year for each type of military equipment in Department inventory. "Type" of military equipment is defined to mean each item that shares the same manufacturer model number.

# Arcadia Police Department

## Arcadia PD Policy Manual

### *Military Equipment*

---

#### **708.9 COMMUNITY ENGAGEMENT**

Within thirty (30) days of submitting and publicly releasing the annual report, the Department shall hold at least one well-publicized and conveniently located community engagement meeting, at which the Department should discuss the report and respond to public questions regarding the funding, acquisition, or use of military equipment.



DEVELOPMENT SERVICES DEPARTMENT

**DATE:** May 19, 2026

**TO:** Honorable Mayor and City Council

**FROM:** Lisa Flores, Development Services Director  
By: Jeramie Brogan, Senior Management Analyst

**SUBJECT:** RESOLUTION NO. 7683 AUTHORIZING AN AMENDMENT TO THE STATEMENT OF OBJECTIVES AND PROJECTS FOR USE OF COMMUNITY DEVELOPMENT BLOCK GRANT (“CDBG”) FUNDS FOR FISCAL YEAR 2025-26 TO ADD AN AMERICANS WITH DISABILITIES ACT (“ADA”) CURB RAMP PROJECT; AND EXECUTE A MEMORANDUM OF UNDERSTANDING WITH THE LOS ANGELES COUNTY DEVELOPMENT AUTHORITY (“LACDA”)

**CEQA: Not a Project**

**Recommendation: Adopt**

**SUMMARY**

The overall goal of the Community Development Block Grant (“CDBG”) program is to provide assistance to low- and moderate-income families and individuals by enabling them to participate in various community activities, improve facilities for disabled residents, and eliminate blighted or substandard housing conditions. The Development Services Department is proposing to allot \$290,000 in unallocated, carry-over CDBG funds for Fiscal Year 2025-26 to an ADA Curb Ramp Project (“Curb Ramp Project”). The Curb Ramp Project itself will be brought forward at a later date for City Council consideration; this action is merely an amendment to the spending plan for the CDBG program in order to add a new project. It is expected that approximately 20 curb ramps will be installed/upgraded with these funds.

It is recommended that the City Council adopt Resolution No. 7683, authorizing an amendment to the Statement of Objectives and Projects for use of Community Development Block Grant (“CDBG”) Funds for Fiscal Year 2025-26 to add an Americans with Disabilities Act (“ADA”) Curb Ramp Project; authorize and direct the City Manager to modify the project allocations should amendments become

necessary; and execute a Memorandum of Understanding with the Los Angeles County Development Authority (“LACDA”).

## **BACKGROUND**

Since 1974, the City has been a participant in the Los Angeles Urban County’s Community Development Block Grant Program. CDBG funds come from the U.S. Department of Housing and Urban Development (“HUD”) and are administered by the Los Angeles County Development Authority (“LACDA”) for participating cities in the County, including Arcadia. The City’s use of these funds is restricted to assisting low- and moderate-income families and individuals or improving disability access. Over the years, the City has completed several ADA sidewalk and curb ramp projects with CDBG funds, providing accessibility to bus stops, parks, and other public facilities.

On December 16, 2025, the City Council approved the annual Statement of Objectives and Projects for use of CDBG Funds for Fiscal Year 2026-27. This action approved the allocation of Fiscal Year 2026-27 CDBG funds for the City’s two programs: the Home Improvement Program and the Information and Referral Services for Seniors Program. Beginning in Fiscal Year 2026-27, the Congregate Meals for Seniors Program will no longer receive CDBG funds and will instead be supported through other City funding sources.

On January 29, 2026, Arcadia was notified that it had an unallocated balance of \$322,585, which is available to be assigned to local programs and projects. Unallocated funds are carryover funds from previous allocations that were not fully spent. Each year, the City is notified of any unspent funds from previous fiscal years that are available to be programmed for other eligible activities.

## **DISCUSSION**

A Curb Ramp Project has been proposed for the use of \$290,000 in unallocated funds, as it helps provide safe and accessible pathways to public facilities, consistent with both CDBG objectives and the City’s approved ADA Sidewalk Transition Plan. Based on past experience with CDBG-funded ADA projects, including the previous ADA Bus Stop Improvements Project and the 2024 ADA Curb Ramp Project, the City has found that these types of projects provide broad community benefit.

The ADA Curb Ramp Project will construct approximately 20 accessible curb ramps at various locations throughout the City. Locations for the new ramps are chosen based on a number of factors, which include engineering analysis, resident requests, the absence of existing ramps, and the proximity of the proposed locations to schools. The proposed Curb Ramp Project will provide important progress towards completing the City's ADA Sidewalk Transition Plan, providing accessibility in multiple areas throughout the City.

The proposed Curb Ramp Project will utilize \$290,000 of unallocated CDBG funds and enable the City to remain in compliance with CDBG expenditure requirements. The remaining \$32,585 in unallocated funds will be used to supplement the Home Improvement Program budget for Fiscal Year 2026-27, bringing the total project budget for Fiscal Year 2026-27 to \$257,660. This budget amendment will allow for additional work to be completed during the Fiscal Year.

### **ENVIRONMENTAL ANALYSIS**

The proposed action does not constitute a project under the California Environmental Quality Act ("CEQA"), as it can be seen with certainty that it will have no impact on the environment, per Section 15061(b)(3) of the CEQA Guidelines.

A CEQA determination will be made when the contract for the construction work for the Curb Ramp Project is returned to the City Council for review.

### **PUBLIC COMMENTS/NOTICE**

This item was noticed to the public on April 15, 2026, and no public comments have been received at the time this report was written. If approved, the project will be put out to bid and a contract with the successful bidder will be returned to the City Council for review and approval.

### **FISCAL IMPACT**

CDBG funds are provided by HUD and administered by LACDA as part of the Los Angeles Urban County CDBG Program. The City proposes to allocate \$290,000 in existing, unallocated CDBG funds to the ADA Curb Ramp Project. These funds have already been received by the City; however, expenditure is subject to City Council

approval. Approval of the proposed allocation will not impact the General Fund. No ongoing fiscal impacts are anticipated.

If approved, a construction contract for the ADA Curb Ramp Project will be presented to the City Council for consideration at a future meeting.

**RECOMMENDATION**

It is recommended the City Council determine that this action does not constitute a project under the California Environmental Quality Act ("CEQA"); adopt Resolution No. 7683 authorizing an amendment to the Statement of Objectives and Projects for use of Community Development Block Grant ("CDBG") Funds for Fiscal Year 2025-26 to add an Americans with Disabilities Act ("ADA") Curb Ramp Project; authorize and direct the City Manager to modify the project allocations should amendments become necessary; and execute a Memorandum of Understanding with the Los Angeles County Development Authority ("LACDA").

Approved:



Dominic Lazzaretto  
City Manager

Attachment: Resolution No. 7683

RESOLUTION NO. 7683

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ARCADIA, CALIFORNIA, AUTHORIZING AN AMENDMENT TO THE STATEMENT OF OBJECTIVES AND PROJECTS FOR USE OF COMMUNITY DEVELOPMENT BLOCK GRANT ("CDBG") FUNDS FOR FISCAL YEAR 2025-26 TO ADD AN AMERICANS WITH DISABILITIES ACT ("ADA") CURB RAMP PROJECT

WHEREAS, the Community Development Block Grant ("CDBG") Program has operated since 1974 to provide local governments the resources to meet the needs of persons of low-and moderate-income; and

WHEREAS, the City of Arcadia contracts with the Los Angeles County Development Authority ("LACDA") for the disbursement of Community Development Block Grant Funds, through the Small Cities Program; and

WHEREAS, the City intends to allocate \$290,000 in Fiscal Year 2025-26 unallocated CDBG funds to the ADA Curb Ramp Project;

WHEREAS, the City Council has conducted a public hearing, with the required prior noticing to provide the public and opportunity to comment on the programs.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ARCADIA, CALIFORNIA, DOES HEREBY FIND, DETERMINE AND RESOLVE AS FOLLOWS.

Section 1. The City Council approves the amendment to the Statement of Objectives and Projects for use of Community Development Block Grant ("CDBG") Funds for Fiscal Year 2025-26 to add an Americans with Disabilities Act ("ADA") Curb

Ramp Project and instructs staff to submit the necessary document and a copy of this Declaration to the Los Angeles County Development Authority ("LACDA").

Section 2. The City Council authorizes the City Manager to adjust the Program budget as necessary throughout the Fiscal Year. This includes, but is not limited to, allocating amounts on a per project basis, adjusting project budgets, implementing a new or cancelling existing activities, to allow for the timely expenditure of CDBG-funds.

SECTION 3. The City Clerk shall certify to the adoption of this Resolution.

Passed, approved and adopted this 19th day of May, 2026.

\_\_\_\_\_  
Mayor of the City of Arcadia

ATTEST:

\_\_\_\_\_  
City Clerk

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Michael J. Maurer  
City Attorney

**ARCADIA CITY COUNCIL  
REGULAR MEETING MINUTES  
TUESDAY, MAY 5, 2026**

---

---

**CALL TO ORDER** – Mayor Wang called the Study Session to order at 4:01p.m.

**ROLL CALL OF CITY COUNCIL MEMBERS**

PRESENT: Cao, Fu, Kwan, Cheng, and Wang  
ABSENT: None

Pursuant to Government Code Section 54953.8.3(c)(2) and (3), Mayor Pro Tem Cheng will be attending the City Council Meeting via teleconferencing at 4:00 p.m., and notice was properly posted as required by law.

**PUBLIC COMMENTS**

City Attorney Maurer announced that Mayor Pro Tem Cheng is participating remotely pursuant to the “just cause” provisions of Government Code Section 54953.8.3 and noted that, as a result, remote public comments would be permitted.

There were no public comments.

**STUDY SESSION**

- a. Report, discussion, and direction regarding the proposed Operating Budget for Fiscal Years 2026-28 and proposed Capital Improvement and Equipment Plan for Fiscal Years 2026-31.

Administrative Services Director Chen and City Manager Lazzaretto presented an overview of the proposed Operating Budget for Fiscal Years 2026-28, and proposed Capital Improvement and Equipment Plan for Fiscal Years 2026-31. Discussion ensued and staff responded to City Council questions on the proposed budget. It was the consensus of the City Council that the budget be brought forward for adoption at the June 2, 2026, City Council meeting.

No City Council action was taken.

The Study Session ended at 5:17 p.m.

**Regular Meeting  
City Council Chambers, 7:00 p.m.**

1. **CALL TO ORDER** – Mayor Wang called the Regular Meeting to order at 7:00 p.m.
2. **INVOCATION** – Reverend Jolene Cadenbach, Arcadia Congregational Church
3. **PLEDGE OF ALLEGIANCE** – Reverend Jolene Cadenbach, Arcadia Congregational Church
4. **ROLL CALL OF CITY COUNCIL MEMBERS**

PRESENT: Cao, Fu, Kwan, Cheng, and Wang  
ABSENT: None

Pursuant to Government Code Section 54953.8.3(c)(2) and (3), Mayor Pro Tem Cheng will be attending the City Council Meeting via teleconferencing at 4:00 p.m., and notice was properly posted as required by law.

**5. REPORT FROM CITY ATTORNEY REGARDING CLOSED/STUDY SESSION ITEMS**

City Attorney Maurer reported that prior to the Regular Meeting, the City Council met in a Study Session to discuss the item listed on the posted agenda regarding the proposed Operating Budget for Fiscal Years 2026-28 and Capital Improvement and Equipment Plan for Fiscal Years 2026-31. He indicated that no City Council action was taken; that the necessary resolutions to adopt the budget will be presented at the June 2, 2026, City Council meeting; and he noted that Mayor Pro Tem Cheng is participating remotely pursuant to the “just cause” provisions of Government Code Section 54953.8.3.

**6. SUPPLEMENTAL INFORMATION FROM CITY MANAGER REGARDING AGENDA ITEMS**

City Manager Lazzaretto had no supplemental information.

**7. PRESENTATIONS**

- a. Presentation of an adoptable dog by Kevin McManus of the Pasadena Humane Society.
- b. Presentation of Mayor’s Certificates of Commendation to the Rio Hondo Prep Football and Soccer Teams for winning CIF Championship Titles.

## 8. PUBLIC COMMENTS

City Attorney Maurer explained that, because Mayor Pro Tem Cheng is participating remotely pursuant to the “just cause” provisions, remote public comment would be permitted; he further explained that in-person public comment would be taken first, followed by remote public comment.

Mike Veerman, an Arcadia resident and member of Creative Housing Options in Arcadia (“CHOA”) appeared and thanked City staff for their services and approach towards the local unhoused community; he inquired about the City’s decision to transition from Los Angeles Centers for Alcohol and Drug Abuse (“L.A. CADA”) to another organization for case management services; he stated that he hopes the new organization will provide the same level of service as L.A. CADA and welcomes the change.

Aileen Chase, Community Outreach Representative for LA Fire Justice, a law firm representing Eaton Fire survivors, appeared and shared information regarding resources available to individuals affected by the fire; she announced that LA Fire Justice will be participating in the Arcadia Resource Fair and encouraged residents impacted by the Eaton Fire to visit their booth for assistance.

Sandra Villafan, Board Member of the Arcadia Chamber of Commerce, appeared and announced that the Annual Multi-Chamber Mixer will be held on May 20 at Le Meridien Hotel; she thanked the Chamber for its efforts in supporting small business owners and bringing together chambers throughout the San Gabriel Valley; and she expressed her gratitude to the City Council for its continued support of the Arcadia Chamber of Commerce.

City Manager Lazzaretto noted that there were no remote public comments.

## 9. CONSENT CALENDAR

- a. Regular Meeting Minutes of April 21, 2026.  
CEQA: Not a Project  
Recommended Action: Approve
- b. Resolution No. 7685 supporting Senate Bill 1352 Property Taxation: Newly Constructed/Reconstructed Property (2025-26).  
CEQA: Not a Project  
Recommended Action: Adopt
- c. Professional Services Agreement with Housing Empowerment Recovery & Outreach Community Services for Case Management and Housing Navigation Services in an amount not to exceed \$289,185.  
CEQA: Not a Project  
Recommended Action: Approve

- d. Amendment No. 2 to the Master SaaS and Services Agreement with Sharp Performance for mobile app services for the period of May 1, 2026, to April 30, 2027, in an amount not to exceed \$43,010.  
CEQA: Not a Project  
Recommended Action: Approve
- e. Purchase Order with the County of Los Angeles for the installation of nine (9) new traffic signal cabinets for the Las Tunas Drive – Live Oak Avenue Traffic Signals Synchronization Program (“TSSP”), in the amount of \$81,000.  
CEQA: Exempt  
Recommended Action: Approve
- f. Purchase Order with Wittman Enterprises, LLC for ambulance billing and collection services in the amount of \$120,000.  
CEQA: Not a Project  
Recommended Action: Approve
- g. Accept all work performed by American Pipeline Services for the Valve Replacement Project as complete.  
CEQA: Exempt  
Recommended Action: Approve
- h. Accept all work performed by All Cities Engineering Inc. for the Goldring Well Pipeline and Storm Drain Project as complete.  
CEQA: Mitigated Negative Declaration / Notice of Determination Filed  
Recommended Action: Approve

Council Member Kwan pulled Consent Calendar Item 9.c – Case Management and Housing Navigation Services for separate discussion.

It was moved by Council Member Cao, seconded by Council Member Fu, and carried on a roll call vote to approve Consent Calendar Items 9.a, 9.b, and 9.d. through 9.h.

AYES: Cao, Fu, Kwan, Cheng, and Wang  
NOES: None  
ABSENT: None

Council Member Kwan requested that City Manager Lazzaretto explain the City’s decision to select Housing Empowerment Recovery & Outreach Community Services (“HERO”) over Los Angeles Centers for Alcohol and Drug Abuse (“L.A. CADA”) for Homeless Case Management and Housing Navigation Services.

City Manager Lazzaretto stated that L.A. CADA has previously served as the City’s homeless services provider and has been a valued partner; he explained that, with the expiration of

the existing contract, the City issued a Request for Proposals to evaluate available options and ensure it is receiving the best overall service; he further explained the factors that led to HERO being selected as the preferred provider, noting that although HERO is a newer organization, it is operated by several former L.A. CADA employees who served Arcadia successfully.

A motion was made by Council Member Fu, seconded by Council Member Cao, and carried on a roll call vote to approve Consent Calendar Item 9.c – Professional Services Agreement with Housing Empowerment Recovery & Outreach Community Services for Case Management and Housing Navigation Services in an amount not to exceed \$289,185.

AYES: Fu, Cao, Kwan, Cheng, and Wang  
NOES: None  
ABSENT: None

## 10. CITY MANAGER

- a. Resolution No. 7682 amending the Fiscal Year 2025-26 Capital Improvement Program Budget, authorizing a supplemental budget appropriation for the First Avenue Arterial Pavement Rehabilitation Project in the amount of \$500,000, offset by a reduction in the Proposition C Fund; and approve a contract with Onyx Paving Company, Inc. for the First Avenue Arterial Pavement Rehabilitation Project in the amount of \$1,428,000, with a 10% contingency.

CEQA: Exempt

Recommended Action: Adopt and Approve

City Engineer Merrill presented the Staff Report.

After discussion, a motion was made by Council Member Fu, seconded by Council Member Cao, and carried on a roll call vote to adopt Resolution No. 7682 amending the Fiscal Year 2025-26 Capital Improvement Program Budget, authorizing a supplemental budget appropriation for the First Avenue Arterial Pavement Rehabilitation Project in the amount of \$500,000, offset by a reduction in the Proposition C Fund; and approve a contract with Onyx Paving Company, Inc. for the First Avenue Arterial Pavement Rehabilitation Project in the amount of \$1,428,000, with a 10% contingency.

AYES: Fu, Cao, Kwan, Cheng, and Wang  
NOES: None  
ABSENT: None

## 11. **AB 1234 REPORTS FROM MAYOR AND CITY COUNCIL** *(limited to legally required reports).*

Council Member Cao had nothing to report.

Council Member Fu had nothing to report.

Council Member Kwan had nothing to report.

Mayor Pro Tem Cheng had nothing to report.

Mayor Wang had nothing to report.

## **12. REQUEST FOR FUTURE ITEMS**

Council Member Kwan inquired whether the City has an Ordinance addressing the development and operation of data centers.

City Manager Lazzaretto stated that the City currently does not have an ordinance specifically allowing or prohibiting data centers; he explained that if a data center were proposed, the City would need to be able to provide water and power resources, as well as appropriate placement within an industrial zone. He noted that Arcadia does not have the available acreage that a large-scale data center would require, but the City Council could discuss developing such an ordinance if there was interest in doing so.

Mayor Wang expressed concern regarding the use of e-bikes among students and inquired whether the City has an ordinance or policy addressing rules and regulations.

City Manager Lazzaretto stated that City staff is currently working to develop rules and regulations pertaining to e-bikes, scooters, and pelotons – a group of cyclists.

## **13. ADJOURNMENT**

Mayor Wang requested prayers for her mother's recovery from a recent medical procedure.

The City Council adjourned at 7:53 p.m. to Tuesday, May 19, 2026, at 6:00 p.m., in the City Council Conference Room.



---

Linda Rodriguez  
City Clerk



---

**ADMINISTRATIVE SERVICES DEPARTMENT**

**DATE:** May 19, 2026

**TO:** Honorable Mayor and City Council

**FROM:** Henry Chen, Administrative Services Director

**SUBJECT:** PROFESSIONAL SERVICES AGREEMENT WITH PHOENIX GROUP  
INFORMATION SYSTEMS FOR CITATION AND PARKING PERMIT  
PROCESSING FOR \$83,000 ANNUALLY  
**CEQA: Not a Project**  
**Recommendation: Approve**

**SUMMARY**

The City issued a Request for Proposal (“RFP”) seeking a vendor to facilitate the City’s citation and parking permit process. After reviewing all proposals, staff determined that Phoenix Group Information Systems (“Phoenix Group”) submitted the lowest responsive and responsible bid. Phoenix Group has successfully served as the citation processing company for the City for many years and offered a pricing structure that was substantially lower than other firms.

It is recommended that the City Council authorize the City Manager to execute a Professional Services Agreement with the Phoenix Group for citation and parking permit processing services for a three-year term, with the option to renew for two additional one-year terms, at an annual cost of approximately \$83,000. It is further recommended that the City Council delegate the authority to approve future extensions of the agreement to the City Manager, without having to return to the City Council for approval, provided that any changes to the agreement stay within standard inflationary limits and sufficient funds are available in the adopted budget.

**BACKGROUND**

Approximately 15,500 parking citations, 4,500 parking permits, and 350 administrative citations are issued annually by the City, generating annual revenues

of about \$1 million. Parking citation processing and overnight parking permit services are currently provided through a contract with Phoenix Group. With the expiration of the agreement, an opportunity was identified to evaluate available technological advancements that could enhance service delivery. Therefore, a Request for Proposal ("RFP") was issued to companies known to provide these services. Improvements to the permit purchasing experience were sought, along with increased efficiency in the processing of citations and parking permits by staff.

## **DISCUSSION**

The process of purchasing parking permits was identified in the RFP as a key priority for enhancing service to residents. Opportunities to streamline the application and payment procedures were evaluated, with emphasis placed on simplifying user interactions and reducing processing time.

Overnight parking permits currently may be purchased by residents either in person at City Hall or through an online application process. In both cases, a physical sticker is mailed by the City for each approved permit and must be affixed to the vehicle. As part of the RFP, a transition from a physical parking sticker system to the use of license plate reader ("LPR") technology was proposed. Under this approach, permit information is electronically linked to a vehicle's license plate, eliminating the need for visible decals and reducing administrative processing.

The transition to this technology would also allow for a more flexible schedule to purchase parking permits. Now, parking permits could be issued for a 12-month period from the month of purchase, rather than expire at the end of the calendar year. As a result, renewal periods would be distributed throughout the year, and the influx at City Hall that typically occurs each December would be eliminated. This approach is similar to a transition that was enacted for the City's business licensing process, which successfully eased staff impacts and provided a better customer service experience overall.

In addition to the benefits provided to residents purchasing overnight parking permits, added benefits would be realized through the transition to LPR technology by improving the efficiency and accuracy of parking enforcement operations. Permit and registration information would be verified electronically, in real time, allowing immediate access to permit status and vehicle information by enforcement

personnel. The need for manual verification would be reduced, and the potential for human error would be minimized. In addition, citation issuance would be streamlined through automated license plate scanning, allowing vehicles in violation to be identified more quickly and consistently. More reliable citation processing and reporting would be supported through improved data accuracy and integrated recordkeeping.

The established procedures related to citation processing, parking permit administration, written notifications, appeals, administrative hearings, and collections would remain in place and continue to be administered in the same manner. Existing timelines, enforcement procedures, and due process requirements would continue to be followed, and no significant changes to the overall operation or administration of these services would be implemented.

In response to the RFP, proposals were received from four firms by the City. Proposals were evaluated by staff based on the criteria identified in the RFP, including qualifications, experience, technical capabilities, customer service, implementation approach, and overall cost-effectiveness. Submitted proposals were reviewed for responsiveness and compliance with the City's purchasing requirements. Following the evaluation process, Phoenix Group was ranked as the most qualified firm.

<b>RANK</b>	<b>FIRM</b>	<b>SCORE</b>
1	Phoenix Group	97
2	Turbo Data	85
3	T2	80
4	IPS	77

Cost proposals submitted by each bidder were reviewed and evaluated as part of the overall scoring process. Because the total cost of services may vary depending on the number and type of transactions processed, pricing structures were analyzed based on estimated annual citation volumes, permit issuance activity, payment processing, collections, and related administrative services. Proposed fees for individual transaction types, implementation costs, and ongoing service charges were compared to evaluate the overall cost. Cost proposals were considered in conjunction with each bidder's qualifications, technical capabilities, and service

## Citation and Parking Permit Processing

May 19, 2026

Page 4 of 5

approach to determine which proposal provided the best overall value to the City. The table below compares cost structures for the four firms. Phoenix Group's proposal was half the price of the closest competing firm.

Estimated Costs for Citations and Permits				
	Phoenix Group	Turbo Data	T2	IPS
<b>Citations</b>				
Daily Citation Processing	\$ 24,800	\$ 23,500	\$ 44,900	\$ 29,600
Handheld Ticket Writer Annual Costs	Included	9,000	17,300	15,900
Online Payment Process	1,500	13,200	11,600	11,600
Online Payment Setup	-	-	-	1,500
<b>Estimated Annual Costs</b>	<b>\$ 26,300</b>	<b>\$ 45,700</b>	<b>\$ 73,800</b>	<b>\$ 57,100</b>
<b>Parking Permit</b>				
Startup Costs	\$ -	\$ 2,000	\$ -	\$ 6,500
Annual costs	4,700	7,200	-	12,000
Renewal Notices	-	9,000	-	-
Online Payment Process	1,200	10,800	9,500	9,500
<b>Estimated Parking Permit Annual Costs</b>	<b>\$ 5,900</b>	<b>\$ 29,000</b>	<b>\$ 9,500</b>	<b>\$ 28,000</b>
<b>Administrative Citations Annual Costs</b>	<b>\$ 2,800</b>	<b>\$ 3,100</b>	<b>\$ 8,700</b>	<b>\$ 1,000</b>
<b>Estimated Citation, Parking Permit &amp; Admin Citations Costs</b>	<b>\$ 35,000</b>	<b>\$ 77,800</b>	<b>\$ 92,000</b>	<b>\$ 86,100</b>
<b>Other Charges</b>				
Credit Card Charges	\$ 2,700	\$ 24,000	\$ 11,600	\$ 21,100
Delinquent Citation Processing	34,000	56,700	56,700	82,400
FTB Collections	11,300	10,300	17,200	24,100
<b>Estimated Other Charges</b>	<b>\$ 48,000</b>	<b>\$ 91,000</b>	<b>\$ 85,500</b>	<b>\$ 127,600</b>
<b>ESTIMATED TOTAL ANNUAL COST</b>	<b>\$ 83,000</b>	<b>\$ 168,800</b>	<b>\$ 177,500</b>	<b>\$ 213,700</b>

## ENVIRONMENTAL ANALYSIS

The proposed action does not constitute a project under the California Environmental Quality Act ("CEQA"), under Section 15061(b)(3) of the CEQA Guidelines, as it can be seen with certainty that it will have no impact on the environment.

**FISCAL IMPACT**

The annual contract cost is not expected to exceed \$83,000, although the total amount may vary depending on the number of transactions processed and the level of delinquent collections. Funding for this amount has been included in the Fiscal Year 2026–27 Operating Budget.

**RECOMMENDATION**

It is recommended the City Council determine this action does not constitute a project under the California Environmental Quality Act (“CEQA”); and authorize the City Manager to execute a Professional Services Agreement with Phoenix Group Information Systems for citation and parking permit processing services for three years with the option of renewing two (2) additional one-year terms for approximately \$83,000 annually. It is further recommended that the City Council delegate the authority to approve future extensions of the agreement to the City Manager, without having to return to the City Council for subsequent approval, provided that any changes to the agreement stay within standard inflationary limits and sufficient funds are available in the adopted budget.

Approved:



Dominic Lazzaretto  
City Manager



---

**PUBLIC WORKS SERVICES DEPARTMENT**

**DATE:** May 19, 2026

**TO:** Honorable Mayor and City Council

**FROM:** Paul Cranmer, Public Works Services Director  
By: Carlos Aguilar, General Services Superintendent

**SUBJECT:** PURCHASE ORDER WITH CLEAN ENERGY FOR THE PURCHASE OF COMPRESSED NATURAL GAS FUEL FOR THE CITY'S FLEET IN AN AMOUNT NOT TO EXCEED \$160,000

**CEQA: Not a Project**

**Recommendation: Approve**

**SUMMARY**

The City of Arcadia primarily utilizes the Clean Energy Compressed Natural Gas fueling station located at the Foothill Transit Center to fuel its Compressed Natural Gas ("CNG") vehicles. The Purchase Order with Clean Energy expires on June 30, 2026. It is recommended that the City Council approve a sole source Purchase Order with Clean Energy for the purchase of CNG fuel for the City's fleet, in an amount not to exceed \$160,000 for Fiscal Year 2026-27.

**BACKGROUND**

The Public Works Services Department ("PWSD") has been strategically replacing vehicles that meet the City's Vehicle Replacement Policy with alternative fuel vehicles, such as CNG, Hybrid, and Plug-in Electric vehicles. This approach allows the City to be compliant with the Air Quality Management District's mandates that require heavy duty equipment to be replaced with alternative fuel vehicles, as well as reducing the City's overall fuel costs and greenhouse gas emissions. The PWSD is responsible for the purchase of CNG fuel and currently operates a fleet of 16 heavy-duty CNG vehicles, which includes five one-ton pickup trucks, three street sweepers, three dump trucks, two sewer jetter vacuum trucks, one water tanker truck, one aerial lift truck, and one hydro-excavator truck.

## **DISCUSSION**

The PWSD utilizes two local CNG public fueling stations to fuel all City CNG vehicles. The first station, owned and operated by Foothill Transit, is located less than one-half mile from the Public Works Service Center. The second station, owned and operated by the City of Pasadena, is located on Foothill Boulevard, just west of City limits. Clean Energy is the sole source CNG fuel and service provider for both fueling stations. There are no other viable CNG fueling stations in the immediate area. Therefore, utilizing a sole source purchase order is necessary.

The PWSD has vehicle fueling cards provided by Clean Energy and is invoiced monthly for fuel purchased at these two stations. It is estimated that the PWSD will use approximately 26,600 Gasoline Gallon Equivalent (“GGE”) by the end of FY 2025-26. This usage reflects a 2.56% decrease from the previous year. The estimated total usage of CNG for FY 2026-27 is expected to remain unchanged at 26,600 GGEs.

In recent years, the price of CNG has generally trended downward, though it has seen a slight uptick more recently. Unlike gasoline and diesel, which have experienced notable price increases in recent months, CNG prices have remained relatively stable, with only modest fluctuations. During FY 2025-26, the City paid on average \$5.08 per GGE, which includes state fuel tax fees, as compared to \$5.02 in FY 2024-25, and \$5.08 in FY 2023-24. Based on recent monthly transaction trends, CNG prices are expected to remain relatively stable with a slight upward trend through FY 2026-27.

It is recommended that the FY 2026-27 Purchase Order reflects the estimated average cost of \$5.40 per GGE for the expected 26,600 GGEs of CNG, plus an additional \$15,000 for unforeseen price increases or added demand. Based on these projections, \$160,000 will be needed to cover the expected costs in FY 2026-27.

## **ENVIRONMENTAL ANALYSIS**

The proposed action does not constitute a project under the California Environmental Quality Act (“CEQA”), as it can be seen with certainty that it will have no impact on the environment.

**FISCAL IMPACT**

The request is to purchase CNG fuel for the City's fleet in an amount not to exceed \$160,000. Sufficient funds have been budgeted in the Department's proposed FY 2026-27 Operating Budget for the purchase of CNG fuel.

**RECOMMENDATION**

It is recommended that the City Council determine that this action is not a project under the California Environmental Quality Act ("CEQA"); and approve a Purchase Order with Clean Energy for the purchase of Compressed Natural Gas fuel for the City's fleet in an amount not to exceed \$160,000.

Approved:



Dominic Lazzaretto  
City Manager



---

**PUBLIC WORKS SERVICES DEPARTMENT**

**DATE:** May 19, 2026

**TO:** Honorable Mayor and City Council

**FROM:** Paul Cranmer, Public Works Services Director  
By: Carlos Aguilar, General Services Superintendent

**SUBJECT:** PURCHASE ORDER WITH 72 HOUR LLC DBA NATIONAL AUTO FLEET GROUP FOR THE PURCHASE OF ONE 2027 FREIGHTLINER STAKE BED TRUCK IN THE AMOUNT OF \$225,500.12

**CEQA: Not a Project**

**Recommendation: Approve**

**SUMMARY**

The Fiscal Year 2023-24 Equipment Replacement Budget provides for the replacement of one heavy duty stake bed truck for the Public Works Services Department (“PWSD”) that meets the criteria outlined in the City’s Vehicle Replacement Program. Utilizing Sourcewell, a national cooperative purchasing program, enables the City to streamline the process of procuring a new heavy duty stake bed truck while receiving the best price possible. It is recommended that the City Council approve a Purchase Order with 72 Hour LLC DBA National Auto Fleet Group for the purchase of one 2027 Freightliner Stake Bed Truck in the amount of \$225,500.12.

**BACKGROUND**

The Fiscal Year 2023-24 Equipment Replacement Budget provides for the purchase of one heavy duty stake bed truck for the PWSD. The vehicle that will be replaced is a 1990 Chevrolet Kodiak Stake Bed Truck with approximately 103,106 miles, which meets the age and mileage criteria of the City’s Vehicle Replacement Program. A new 2027 Freightliner M2-112 Stake Bed Truck will be purchased to replace the 1990 Chevrolet Kodiak. The new stake bed truck will support the PWSD Streets Section in the collection and transport of heavy materials, such as tree branches, stumps, and

palm fronds generated from tree trimming and removal operations. This equipment is essential for efficiently hauling debris to the Public Works Services Yard.

## **DISCUSSION**

The new 2027 Freightliner Stake Bed Truck is designed for hauling large, heavy objects and is well suited for the operational needs of the Streets Section. The new stake bed truck is equipped with a 16-foot stake bed body that provides ample capacity for transporting heavy materials. The vehicle also features hinged rear gates and removable side gates, allowing for flexible loading and unloading. In addition to handling tree debris, this truck can accommodate a wide range of materials, enhancing its versatility for various maintenance and field tasks.

Utilizing Sourcewell, a national cooperative purchasing program, enables the City to streamline the procurement process for a new heavy duty stake bed truck at a lower cost than the traditional competitive bidding process. The California Government Code authorizes public agencies to participate in cooperative purchasing agreements, such as those established by Sourcewell, while remaining within the City's adopted rules and procedures for purchasing. Sourcewell awarded a contract to 72 Hour LLC DBA National Auto Fleet Group for heavy duty vehicles. A copy of the agreement between Sourcewell and 72 Hour LLC DBA National Auto Fleet Group is attached. The bidding process and the contract have been reviewed by the Public Works Services Department and meet the City's procurement requirements. The City has previously contracted with 72 Hour LLC DBA National Auto Fleet Group and has been satisfied with their services.

## **ENVIRONMENTAL ANALYSIS**

The proposed action does not constitute a project under the California Environmental Quality Act ("CEQA"), as it can be seen with certainty that it will have no impact on the environment.

## **FISCAL IMPACT**

The total cost for the 2027 Freightliner M2-112 Stake Bed Truck is \$225,500.12. The Fiscal Year 2023-24 Equipment Replacement Budget includes \$343,900 for the purchase of this vehicle. The remaining funds will be used to install after-market equipment on the vehicle, such as radios and warning lights.

Purchase Order with National Auto Fleet Group

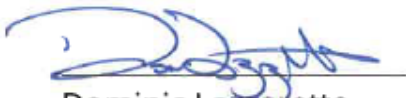
May 19, 2026

Page 3 of 3

**RECOMMENDATION**

It is recommended that the City Council determine that this action is not a project under the California Environmental Quality Act ("CEQA"); and approve a Purchase Order with 72 Hour LLC DBA National Auto Fleet Group for the purchase of one 2027 Freightliner Stake Bed Truck in the amount of \$225,500.12.

Approved:



Dominic Lazzaretto  
City Manager

Attachments: Sourcewell Contract  
National Auto Fleet Group Quote



## **Solicitation Number: RFP #032824**

### **CONTRACT**

This Contract is between Sourcewell, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 (Sourcewell) and 72 Hour LLC, dba National Auto Fleet Group, 490 Auto Center Drive, Watsonville, CA 95076 (Supplier).

Sourcewell is a State of Minnesota local government unit and service cooperative created under the laws of the State of Minnesota (Minnesota Statutes Section 123A.21) that offers cooperative procurement solutions to government entities. Participation is open to eligible federal, state/province, and municipal governmental entities, higher education, K-12 education, nonprofit, tribal government, and other public entities located in the United States and Canada. Sourcewell issued a public solicitation for Class 4-8 Chassis and Cabs with Related Equipment, Accessories, and Services from which Supplier was awarded a contract.

Supplier desires to contract with Sourcewell to provide equipment, products, or services to Sourcewell and the entities that access Sourcewell's cooperative purchasing contracts (Participating Entities).

#### **1. TERM OF CONTRACT**

A. **EFFECTIVE DATE.** This Contract is effective upon the date of the final signature below.

**EXPIRATION DATE AND EXTENSION.** This Contract expires July 9, 2028, unless it is cancelled sooner pursuant to Article 22. This Contract allows up to three additional one-year extensions upon the request of Sourcewell and written agreement by Supplier. Sourcewell retains the right to consider additional extensions beyond seven years as required under exceptional circumstances.

B. **SURVIVAL OF TERMS.** Notwithstanding any expiration or termination of this Contract, all payment obligations incurred prior to expiration or termination will survive, as will the following: Articles 11 through 14 survive the expiration or cancellation of this Contract. All other rights will cease upon expiration or termination of this Contract.

#### **2. EQUIPMENT, PRODUCTS, OR SERVICES**

A. EQUIPMENT, PRODUCTS, OR SERVICES. Supplier will provide the Equipment, Products, or Services as stated in its Proposal submitted under the Solicitation Number listed above. Supplier's Equipment, Products, or Services Proposal (Proposal) is attached and incorporated into this Contract.

All Equipment and Products provided under this Contract must be new and the current model. Supplier may offer close-out or refurbished Equipment or Products if they are clearly indicated in Supplier's product and pricing list. Unless agreed to by the Participating Entities in advance, Equipment or Products must be delivered as operational to the Participating Entity's site.

This Contract offers an indefinite quantity of sales, and while substantial volume is anticipated, sales and sales volume are not guaranteed.

B. WARRANTY. Supplier warrants that all Equipment, Products, and Services furnished are free from liens and encumbrances, and are free from defects in design, materials, and workmanship. In addition, Supplier warrants the Equipment, Products, and Services are suitable for and will perform in accordance with the ordinary use for which they are intended. Supplier's dealers and distributors must agree to assist the Participating Entity in reaching a resolution in any dispute over warranty terms with the manufacturer. Any manufacturer's warranty that extends beyond the expiration of the Supplier's warranty will be passed on to the Participating Entity.

C. DEALERS, DISTRIBUTORS, AND/OR RESELLERS. Upon Contract execution and throughout the Contract term, Supplier must provide to Sourcewell a current means to validate or authenticate Supplier's authorized dealers, distributors, or resellers relative to the Equipment, Products, and Services offered under this Contract, which will be incorporated into this Contract by reference. It is the Supplier's responsibility to ensure Sourcewell receives the most current information.

### 3. PRICING

All Equipment, Products, or Services under this Contract will be priced at or below the price stated in Supplier's Proposal.

When providing pricing quotes to Participating Entities, all pricing quoted must reflect a Participating Entity's total cost of acquisition. This means that the quoted cost is for delivered Equipment, Products, and Services that are operational for their intended purpose, and includes all costs to the Participating Entity's requested delivery location.

Regardless of the payment method chosen by the Participating Entity, the total cost associated with any purchase option of the Equipment, Products, or Services must always be disclosed in the pricing quote to the applicable Participating Entity at the time of purchase.

A. **SHIPPING AND SHIPPING COSTS.** All delivered Equipment and Products must be properly packaged. Damaged Equipment and Products may be rejected. If the damage is not readily apparent at the time of delivery, Supplier must permit the Equipment and Products to be returned within a reasonable time at no cost to Sourcewell or its Participating Entities. Participating Entities reserve the right to inspect the Equipment and Products at a reasonable time after delivery where circumstances or conditions prevent effective inspection of the Equipment and Products at the time of delivery. In the event of the delivery of nonconforming Equipment and Products, the Participating Entity will notify the Supplier as soon as possible and the Supplier will replace nonconforming Equipment and Products with conforming Equipment and Products that are acceptable to the Participating Entity.

Supplier must arrange for and pay for the return shipment on Equipment and Products that arrive in a defective or inoperable condition.

Sourcewell may declare the Supplier in breach of this Contract if the Supplier intentionally delivers substandard or inferior Equipment or Products.

B. **SALES TAX.** Each Participating Entity is responsible for supplying the Supplier with valid tax-exemption certification(s). When ordering, a Participating Entity must indicate if it is a tax-exempt entity.

C. **HOT LIST PRICING.** At any time during this Contract, Supplier may offer a specific selection of Equipment, Products, or Services at discounts greater than those listed in the Contract. When Supplier determines it will offer Hot List Pricing, it must be submitted electronically to Sourcewell in a line-item format. Equipment, Products, or Services may be added or removed from the Hot List at any time through a Sourcewell Price and Product Change Form as defined in Article 4 below.

Hot List program and pricing may also be used to discount and liquidate close-out and discontinued Equipment and Products as long as those close-out and discontinued items are clearly identified as such. Current ordering process and administrative fees apply. Hot List Pricing must be published and made available to all Participating Entities.

#### **4. PRODUCT AND PRICING CHANGE REQUESTS**

Supplier may request Equipment, Product, or Service changes, additions, or deletions at any time. All requests must be made in writing by submitting a signed Sourcewell Price and Product Change Request Form to the assigned Sourcewell Supplier Development Administrator. This approved form is available from the assigned Sourcewell Supplier Development Administrator. At a minimum, the request must:

- Identify the applicable Sourcewell contract number;

- Clearly specify the requested change;
- Provide sufficient detail to justify the requested change;
- Individually list all Equipment, Products, or Services affected by the requested change, along with the requested change (e.g., addition, deletion, price change); and
- Include a complete restatement of pricing documentation in Microsoft Excel with the effective date of the modified pricing, or product addition or deletion. The new pricing restatement must include all Equipment, Products, and Services offered, even for those items where pricing remains unchanged.

A fully executed Sourcewell Price and Product Change Request Form will become an amendment to this Contract and will be incorporated by reference.

## **5. PARTICIPATION, CONTRACT ACCESS, AND PARTICIPATING ENTITY REQUIREMENTS**

A. PARTICIPATION. Sourcewell's cooperative contracts are available and open to public and nonprofit entities across the United States and Canada; such as federal, state/province, municipal, K-12 and higher education, tribal government, and other public entities.

The benefits of this Contract should be available to all Participating Entities that can legally access the Equipment, Products, or Services under this Contract. A Participating Entity's authority to access this Contract is determined through its cooperative purchasing, interlocal, or joint powers laws. Any entity accessing benefits of this Contract will be considered a Service Member of Sourcewell during such time of access. Supplier understands that a Participating Entity's use of this Contract is at the Participating Entity's sole convenience and Participating Entities reserve the right to obtain like Equipment, Products, or Services from any other source.

Supplier is responsible for familiarizing its sales and service forces with Sourcewell contract use eligibility requirements and documentation and will encourage potential participating entities to join Sourcewell. Sourcewell reserves the right to add and remove Participating Entities to its roster during the term of this Contract.

B. PUBLIC FACILITIES. Supplier's employees may be required to perform work at government-owned facilities, including schools. Supplier's employees and agents must conduct themselves in a professional manner while on the premises, and in accordance with Participating Entity policies and procedures, and all applicable laws.

## **6. PARTICIPATING ENTITY USE AND PURCHASING**

A. ORDERS AND PAYMENT. To access the contracted Equipment, Products, or Services under this Contract, a Participating Entity must clearly indicate to Supplier that it intends to access this Contract; however, order flow and procedure will be developed jointly between Sourcewell and Supplier. Typically, a Participating Entity will issue an order directly to Supplier or its authorized

subsidiary, distributor, dealer, or reseller. If a Participating Entity issues a purchase order, it may use its own forms, but the purchase order should clearly note the applicable Sourcewell contract number. All Participating Entity orders under this Contract must be issued prior to expiration or cancellation of this Contract; however, Supplier performance, Participating Entity payment obligations, and any applicable warranty periods or other Supplier or Participating Entity obligations may extend beyond the term of this Contract.

Supplier's acceptable forms of payment are included in its attached Proposal. Participating Entities will be solely responsible for payment and Sourcewell will have no liability for any unpaid invoice of any Participating Entity.

**B. ADDITIONAL TERMS AND CONDITIONS/PARTICIPATING ADDENDUM.** Additional terms and conditions to a purchase order, or other required transaction documentation, may be negotiated between a Participating Entity and Supplier, such as job or industry-specific requirements, legal requirements (e.g., affirmative action or immigration status requirements), or specific local policy requirements. Some Participating Entities may require the use of a Participating Addendum, the terms of which will be negotiated directly between the Participating Entity and the Supplier or its authorized dealers, distributors, or resellers, as applicable. Any negotiated additional terms and conditions must never be less favorable to the Participating Entity than what is contained in this Contract.

**C. SPECIALIZED SERVICE REQUIREMENTS.** In the event that the Participating Entity requires service or specialized performance requirements not addressed in this Contract (such as e-commerce specifications, specialized delivery requirements, or other specifications and requirements), the Participating Entity and the Supplier may enter into a separate, standalone agreement, apart from this Contract. Sourcewell, including its agents and employees, will not be made a party to a claim for breach of such agreement.

**D. TERMINATION OF ORDERS.** Participating Entities may terminate an order, in whole or in part, immediately upon notice to Supplier in the event of any of the following events:

1. The Participating Entity fails to receive funding or appropriation from its governing body at levels sufficient to pay for the equipment, products, or services to be purchased; or
2. Federal, state, or provincial laws or regulations prohibit the purchase or change the Participating Entity's requirements.

**E. GOVERNING LAW AND VENUE.** The governing law and venue for any action related to a Participating Entity's order will be determined by the Participating Entity making the purchase.

## **7. CUSTOMER SERVICE**

A. PRIMARY ACCOUNT REPRESENTATIVE. Supplier will assign an Account Representative to Sourcwell for this Contract and must provide prompt notice to Sourcwell if that person is changed. The Account Representative will be responsible for:

- Maintenance and management of this Contract;
- Timely response to all Sourcwell and Participating Entity inquiries; and
- Business reviews to Sourcwell and Participating Entities, if applicable.

B. BUSINESS REVIEWS. Supplier must perform a minimum of one business review with Sourcwell per contract year. The business review will cover sales to Participating Entities, pricing and contract terms, administrative fees, sales data reports, performance issues, supply issues, customer issues, and any other necessary information.

## **8. REPORT ON CONTRACT SALES ACTIVITY AND ADMINISTRATIVE FEE PAYMENT**

A. CONTRACT SALES ACTIVITY REPORT. Each calendar quarter, Supplier must provide a contract sales activity report (Report) to the Sourcwell Supplier Development Administrator assigned to this Contract. Reports are due no later than 45 days after the end of each calendar quarter. A Report must be provided regardless of the number or amount of sales during that quarter (i.e., if there are no sales, Supplier must submit a report indicating no sales were made).

The Report must contain the following fields:

- Participating Entity Name (e.g., City of Staples Highway Department);
- Participating Entity Physical Street Address;
- Participating Entity City;
- Participating Entity State/Province;
- Participating Entity Zip/Postal Code;
- Participating Entity Contact Name;
- Participating Entity Contact Email Address;
- Participating Entity Contact Telephone Number;
- Sourcwell Assigned Entity/Participating Entity Number;
- Item Purchased Description;
- Item Purchased Price;
- Sourcwell Administrative Fee Applied; and
- Date Purchase was invoiced/sale was recognized as revenue by Supplier.

B. ADMINISTRATIVE FEE. In consideration for the support and services provided by Sourcwell, the Supplier will pay an administrative fee to Sourcwell on all Equipment, Products, and Services provided to Participating Entities. The Administrative Fee must be included in, and not added to, the pricing. Supplier may not charge Participating Entities more than the contracted

price to offset the Administrative Fee.

The Supplier will submit payment to Sourcewell for the percentage of administrative fee stated in the Proposal multiplied by the total sales of all Equipment, Products, and Services purchased by Participating Entities under this Contract during each calendar quarter. Payments should note the Supplier's name and Sourcewell-assigned contract number in the memo; and must be mailed to the address above "Attn: Accounts Receivable" or remitted electronically to Sourcewell's banking institution per Sourcewell's Finance department instructions. Payments must be received no later than 45 calendar days after the end of each calendar quarter.

Supplier agrees to cooperate with Sourcewell in auditing transactions under this Contract to ensure that the administrative fee is paid on all items purchased under this Contract.

In the event the Supplier is delinquent in any undisputed administrative fees, Sourcewell reserves the right to cancel this Contract and reject any proposal submitted by the Supplier in any subsequent solicitation. In the event this Contract is cancelled by either party prior to the Contract's expiration date, the administrative fee payment will be due no more than 30 days from the cancellation date.

## **9. AUTHORIZED REPRESENTATIVE**

Sourcewell's Authorized Representative is its Chief Procurement Officer.

Supplier's Authorized Representative is the person named in the Supplier's Proposal. If Supplier's Authorized Representative changes at any time during this Contract, Supplier must promptly notify Sourcewell in writing.

## **10. AUDIT, ASSIGNMENT, AMENDMENTS, WAIVER, AND CONTRACT COMPLETE**

A. **AUDIT.** Pursuant to Minnesota Statutes Section 16C.05, subdivision 5, the books, records, documents, and accounting procedures and practices relevant to this Contract are subject to examination by Sourcewell or the Minnesota State Auditor for a minimum of six years from the end of this Contract. This clause extends to Participating Entities as it relates to business conducted by that Participating Entity under this Contract.

B. **ASSIGNMENT.** Neither party may assign or otherwise transfer its rights or obligations under this Contract without the prior written consent of the other party and a fully executed assignment agreement. Such consent will not be unreasonably withheld. Any prohibited assignment will be invalid.

C. **AMENDMENTS.** Any amendment to this Contract must be in writing and will not be effective until it has been duly executed by the parties.

D. **WAIVER.** Failure by either party to take action or assert any right under this Contract will not be deemed a waiver of such right in the event of the continuation or repetition of the circumstances giving rise to such right. Any such waiver must be in writing and signed by the parties.

E. **CONTRACT COMPLETE.** This Contract represents the complete agreement between the parties. No other understanding regarding this Contract, whether written or oral, may be used to bind either party. For any conflict between the attached Proposal and the terms set out in Articles 1-22 of this Contract, the terms of Articles 1-22 will govern.

F. **RELATIONSHIP OF THE PARTIES.** The relationship of the parties is one of independent contractors, each free to exercise judgment and discretion with regard to the conduct of their respective businesses. This Contract does not create a partnership, joint venture, or any other relationship such as master-servant, or principal-agent.

## **11. INDEMNITY AND HOLD HARMLESS**

Supplier must indemnify, defend, save, and hold Sourcewell and its Participating Entities, including their agents and employees, harmless from any claims or causes of action, including attorneys' fees incurred by Sourcewell or its Participating Entities, arising out of any act or omission in the performance of this Contract by the Supplier or its agents or employees; this indemnification includes injury or death to person(s) or property alleged to have been caused by some defect in the Equipment, Products, or Services under this Contract to the extent the Equipment, Product, or Service has been used according to its specifications. Sourcewell's responsibility will be governed by the State of Minnesota's Tort Liability Act (Minnesota Statutes Chapter 466) and other applicable law.

## **12. GOVERNMENT DATA PRACTICES**

Supplier and Sourcewell must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by or provided to Sourcewell under this Contract and as it applies to all data created, collected, received, maintained, or disseminated by the Supplier under this Contract.

## **13. INTELLECTUAL PROPERTY, PUBLICITY, MARKETING, AND ENDORSEMENT**

### **A. INTELLECTUAL PROPERTY**

#### **1. *Grant of License.*** During the term of this Contract:

- a. Sourcewell grants to Supplier a royalty-free, worldwide, non-exclusive right and license to use the trademark(s) provided to Supplier by Sourcewell in advertising and promotional materials for the purpose of marketing Sourcewell's relationship with Supplier.

b. Supplier grants to Sourcewell a royalty-free, worldwide, non-exclusive right and license to use Supplier's trademarks in advertising and promotional materials for the purpose of marketing Supplier's relationship with Sourcewell.

2. *Limited Right of Sublicense.* The right and license granted herein includes a limited right of each party to grant sublicenses to their respective subsidiaries, distributors, dealers, resellers, marketing representatives, and agents (collectively "Permitted Sublicensees") in advertising and promotional materials for the purpose of marketing the Parties' relationship to Participating Entities. Any sublicense granted will be subject to the terms and conditions of this Article. Each party will be responsible for any breach of this Article by any of their respective sublicensees.

3. *Use; Quality Control.*

a. Neither party may alter the other party's trademarks from the form provided and must comply with removal requests as to specific uses of its trademarks or logos.

b. Each party agrees to use, and to cause its Permitted Sublicensees to use, the other party's trademarks only in good faith and in a dignified manner consistent with such party's use of the trademarks. Upon written notice to the breaching party, the breaching party has 30 days of the date of the written notice to cure the breach or the license will be terminated.

4. *Termination.* Upon the termination of this Contract for any reason, each party, including Permitted Sublicensees, will have 30 days to remove all Trademarks from signage, websites, and the like bearing the other party's name or logo (excepting Sourcewell's pre-printed catalog of suppliers which may be used until the next printing). Supplier must return all marketing and promotional materials, including signage, provided by Sourcewell, or dispose of it according to Sourcewell's written directions.

B. **PUBLICITY.** Any publicity regarding the subject matter of this Contract must not be released without prior written approval from the Authorized Representatives. Publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Supplier individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this Contract.

C. **MARKETING.** Any direct advertising, marketing, or offers with Participating Entities must be approved by Sourcewell. Send all approval requests to the Sourcewell Supplier Development Administrator assigned to this Contract.

D. **ENDORSEMENT.** The Supplier must not claim that Sourcewell endorses its Equipment, Products, or Services.

#### **14. GOVERNING LAW, JURISDICTION, AND VENUE**

The substantive and procedural laws of the State of Minnesota will govern this Contract. Venue for all legal proceedings arising out of this Contract, or its breach, must be in the appropriate state court in Todd County, Minnesota or federal court in Fergus Falls, Minnesota.

#### **15. FORCE MAJEURE**

Neither party to this Contract will be held responsible for delay or default caused by acts of God or other conditions that are beyond that party's reasonable control. A party defaulting under this provision must provide the other party prompt written notice of the default.

#### **16. SEVERABILITY**

If any provision of this Contract is found by a court of competent jurisdiction to be illegal, unenforceable, or void then both parties will be relieved from all obligations arising from that provision. If the remainder of this Contract is capable of being performed, it will not be affected by such determination or finding and must be fully performed.

#### **17. PERFORMANCE, DEFAULT, AND REMEDIES**

A. **PERFORMANCE.** During the term of this Contract, the parties will monitor performance and address unresolved contract issues as follows:

1. *Notification.* The parties must promptly notify each other of any known dispute and work in good faith to resolve such dispute within a reasonable period of time. If necessary, Sourcewell and the Supplier will jointly develop a short briefing document that describes the issue(s), relevant impact, and positions of both parties.
2. *Escalation.* If parties are unable to resolve the issue in a timely manner, as specified above, either Sourcewell or Supplier may escalate the resolution of the issue to a higher level of management. The Supplier will have 30 calendar days to cure an outstanding issue.
3. *Performance while Dispute is Pending.* Notwithstanding the existence of a dispute, the Supplier must continue without delay to carry out all of its responsibilities under the Contract that are not affected by the dispute. If the Supplier fails to continue without delay to perform its responsibilities under the Contract, in the accomplishment of all undisputed work, the Supplier will bear any additional costs incurred by Sourcewell and/or its Participating Entities as a result of such failure to proceed.

B. **DEFAULT AND REMEDIES.** Either of the following constitutes cause to declare this Contract, or any Participating Entity order under this Contract, in default:

1. Nonperformance of contractual requirements, or
2. A material breach of any term or condition of this Contract.

The party claiming default must provide written notice of the default, with 30 calendar days to cure the default. Time allowed for cure will not diminish or eliminate any liability for liquidated or other damages. If the default remains after the opportunity for cure, the non-defaulting party may:

- Exercise any remedy provided by law or equity, or
- Terminate the Contract or any portion thereof, including any orders issued against the Contract.

## 18. INSURANCE

A. REQUIREMENTS. At its own expense, Supplier must maintain insurance policy(ies) in effect at all times during the performance of this Contract with insurance company(ies) licensed or authorized to do business in the State of Minnesota having an "AM BEST" rating of A- or better, with coverage and limits of insurance not less than the following:

1. *Workers' Compensation and Employer's Liability.*

Workers' Compensation: As required by any applicable law or regulation.

Employer's Liability Insurance: must be provided in amounts not less than listed below:

Minimum limits:

\$500,000 each accident for bodily injury by accident

\$500,000 policy limit for bodily injury by disease

\$500,000 each employee for bodily injury by disease

2. *Commercial General Liability Insurance.* Supplier will maintain insurance covering its operations, with coverage on an occurrence basis, and must be subject to terms no less broad than the Insurance Services Office ("ISO") Commercial General Liability Form CG0001 (2001 or newer edition), or equivalent. At a minimum, coverage must include liability arising from premises, operations, bodily injury and property damage, independent contractors, products-completed operations including construction defect, contractual liability, blanket contractual liability, and personal injury and advertising injury. All required limits, terms and conditions of coverage must be maintained during the term of this Contract.

Minimum Limits:

\$1,000,000 each occurrence Bodily Injury and Property Damage

\$1,000,000 Personal and Advertising Injury

\$2,000,000 aggregate for products liability-completed operations

\$2,000,000 general aggregate

3. *Commercial Automobile Liability Insurance.* During the term of this Contract, Supplier will maintain insurance covering all owned, hired, and non-owned automobiles in limits of liability not less than indicated below. The coverage must be subject to terms

no less broad than ISO Business Auto Coverage Form CA 0001 (2010 edition or newer), or equivalent.

Minimum Limits:

\$1,000,000 each accident, combined single limit

4. *Umbrella Insurance*. During the term of this Contract, Supplier will maintain umbrella coverage over Employer's Liability, Commercial General Liability, and Commercial Automobile.

Minimum Limits:

\$2,000,000

5. *Professional/Technical, Errors and Omissions, and/or Miscellaneous Professional Liability*. During the term of this Contract, Supplier will maintain coverage for all claims the Supplier may become legally obligated to pay resulting from any actual or alleged negligent act, error, or omission related to Supplier's professional services required under this Contract.

Minimum Limits:

\$2,000,000 per claim or event

\$2,000,000 – annual aggregate

6. *Network Security and Privacy Liability Insurance*. During the term of this Contract, Supplier will maintain coverage for network security and privacy liability. The coverage may be endorsed on another form of liability coverage or written on a standalone policy. The insurance must cover claims which may arise from failure of Supplier's security resulting in, but not limited to, computer attacks, unauthorized access, disclosure of not public data – including but not limited to, confidential or private information, transmission of a computer virus, or denial of service.

Minimum limits:

\$2,000,000 per occurrence

\$2,000,000 annual aggregate

Failure of Supplier to maintain the required insurance will constitute a material breach entitling Sourcwell to immediately terminate this Contract for default.

B. CERTIFICATES OF INSURANCE. Prior to commencing under this Contract, Supplier must furnish to Sourcwell a certificate of insurance, as evidence of the insurance required under this Contract. Prior to expiration of the policy(ies), renewal certificates must be mailed to Sourcwell, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 or sent to the Sourcwell Supplier Development Administrator assigned to this Contract. The certificates must be signed by a person authorized by the insurer(s) to bind coverage on their behalf.

Failure to request certificates of insurance by Sourcewell, or failure of Supplier to provide certificates of insurance, in no way limits or relieves Supplier of its duties and responsibilities in this Contract.

C. **ADDITIONAL INSURED ENDORSEMENT AND PRIMARY AND NON-CONTRIBUTORY INSURANCE CLAUSE.** Supplier agrees to list Sourcewell and its Participating Entities, including their officers, agents, and employees, as an additional insured under the Supplier's commercial general liability insurance policy with respect to liability arising out of activities, "operations," or "work" performed by or on behalf of Supplier, and products and completed operations of Supplier. The policy provision(s) or endorsement(s) must further provide that coverage is primary and not excess over or contributory with any other valid, applicable, and collectible insurance or self-insurance in force for the additional insureds.

D. **WAIVER OF SUBROGATION.** Supplier waives and must require (by endorsement or otherwise) all its insurers to waive subrogation rights against Sourcewell and other additional insureds for losses paid under the insurance policies required by this Contract or other insurance applicable to the Supplier or its subcontractors. The waiver must apply to all deductibles and/or self-insured retentions applicable to the required or any other insurance maintained by the Supplier or its subcontractors. Where permitted by law, Supplier must require similar written express waivers of subrogation and insurance clauses from each of its subcontractors.

E. **UMBRELLA/EXCESS LIABILITY/SELF-INSURED RETENTION.** The limits required by this Contract can be met by either providing a primary policy or in combination with umbrella/excess liability policy(ies), or self-insured retention.

## **19. COMPLIANCE**

A. **LAWS AND REGULATIONS.** All Equipment, Products, or Services provided under this Contract must comply fully with applicable federal laws and regulations, and with the laws in the states and provinces in which the Equipment, Products, or Services are sold.

B. **LICENSES.** Supplier must maintain a valid and current status on all required federal, state/provincial, and local licenses, bonds, and permits required for the operation of the business that the Supplier conducts with Sourcewell and Participating Entities.

## **20. BANKRUPTCY, DEBARMENT, OR SUSPENSION CERTIFICATION**

Supplier certifies and warrants that it is not in bankruptcy or that it has previously disclosed in writing certain information to Sourcewell related to bankruptcy actions. If at any time during this Contract Supplier declares bankruptcy, Supplier must immediately notify Sourcewell in writing.

Supplier certifies and warrants that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from programs operated by the State of Minnesota; the United States federal government or the Canadian government, as applicable; or any Participating Entity. Supplier certifies and warrants that neither it nor its principals have been convicted of a criminal offense related to the subject matter of this Contract. Supplier further warrants that it will provide immediate written notice to Sourcwell if this certification changes at any time.

## **21. PROVISIONS FOR NON-UNITED STATES FEDERAL ENTITY PROCUREMENTS UNDER UNITED STATES FEDERAL AWARDS OR OTHER AWARDS**

Participating Entities that use United States federal grant or FEMA funds to purchase goods or services from this Contract may be subject to additional requirements including the procurement standards of the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, 2 C.F.R. § 200. Participating Entities may have additional requirements based on specific funding source terms or conditions. Within this Article, all references to “federal” should be interpreted to mean the United States federal government. The following list only applies when a Participating Entity accesses Supplier’s Equipment, Products, or Services with United States federal funds.

A. **EQUAL EMPLOYMENT OPPORTUNITY.** Except as otherwise provided under 41 C.F.R. § 60, all contracts that meet the definition of “federally assisted construction contract” in 41 C.F.R. § 60-1.3 must include the equal opportunity clause provided under 41 C.F.R. §60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 C.F.R. §, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 C.F.R. § 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.” The equal opportunity clause is incorporated herein by reference.

B. **DAVIS-BACON ACT, AS AMENDED (40 U.S.C. § 3141-3148).** When required by federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. § 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 C.F.R. § 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-federal entity must report all suspected or reported violations to the federal awarding agency. The contracts must also include a provision for compliance with

the Copeland “Anti-Kickback” Act (40 U.S.C. § 3145), as supplemented by Department of Labor regulations (29 C.F.R. § 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-federal entity must report all suspected or reported violations to the federal awarding agency. Supplier must be in compliance with all applicable Davis-Bacon Act provisions.

C. CONTRACT WORK HOURS AND SAFETY STANDARDS ACT (40 U.S.C. § 3701-3708). Where applicable, all contracts awarded by the non-federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. §§ 3702 and 3704, as supplemented by Department of Labor regulations (29 C.F.R. § 5). Under 40 U.S.C. § 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. § 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence. This provision is hereby incorporated by reference into this Contract. Supplier certifies that during the term of an award for all contracts by Sourcewell resulting from this procurement process, Supplier must comply with applicable requirements as referenced above.

D. RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT. If the federal award meets the definition of “funding agreement” under 37 C.F.R. § 401.2(a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 C.F.R. § 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency. Supplier certifies that during the term of an award for all contracts by Sourcewell resulting from this procurement process, Supplier must comply with applicable requirements as referenced above.

E. CLEAN AIR ACT (42 U.S.C. § 7401-7671Q.) AND THE FEDERAL WATER POLLUTION CONTROL ACT (33 U.S.C. § 1251-1387). Contracts and subgrants of amounts in excess of \$150,000 require the non-federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. § 7401- 7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. § 1251- 1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

Supplier certifies that during the term of this Contract will comply with applicable requirements as referenced above.

F. DEBARMENT AND SUSPENSION (EXECUTIVE ORDERS 12549 AND 12689). A contract award (see 2 C.F.R. § 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 C.F.R. §180 that implement Executive Orders 12549 (3 C.F.R. § 1986 Comp., p. 189) and 12689 (3 C.F.R. § 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. Supplier certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency.

G. BYRD ANTI-LOBBYING AMENDMENT, AS AMENDED (31 U.S.C. § 1352). Suppliers must file any required certifications. Suppliers must not have used federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Suppliers must disclose any lobbying with non-federal funds that takes place in connection with obtaining any federal award. Such disclosures are forwarded from tier to tier up to the non-federal award. Suppliers must file all certifications and disclosures required by, and otherwise comply with, the Byrd Anti-Lobbying Amendment (31 U.S.C. § 1352).

H. RECORD RETENTION REQUIREMENTS. To the extent applicable, Supplier must comply with the record retention requirements detailed in 2 C.F.R. § 200.333. The Supplier further certifies that it will retain all records as required by 2 C.F.R. § 200.333 for a period of 3 years after grantees or subgrantees submit final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.

I. ENERGY POLICY AND CONSERVATION ACT COMPLIANCE. To the extent applicable, Supplier must comply with the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.

J. BUY AMERICAN PROVISIONS COMPLIANCE. To the extent applicable, Supplier must comply with all applicable provisions of the Buy American Act. Purchases made in accordance with the Buy American Act must follow the applicable procurement rules calling for free and open competition.

K. ACCESS TO RECORDS (2 C.F.R. § 200.336). Supplier agrees that duly authorized representatives of a federal agency must have access to any books, documents, papers and

records of Supplier that are directly pertinent to Supplier's discharge of its obligations under this Contract for the purpose of making audits, examinations, excerpts, and transcriptions. The right also includes timely and reasonable access to Supplier's personnel for the purpose of interview and discussion relating to such documents.

L. **PROCUREMENT OF RECOVERED MATERIALS (2 C.F.R. § 200.322).** A non-federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. § 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

M. **FEDERAL SEAL(S), LOGOS, AND FLAGS.** The Supplier cannot use the seal(s), logos, crests, or reproductions of flags or likenesses of Federal agency officials without specific pre-approval.

N. **NO OBLIGATION BY FEDERAL GOVERNMENT.** The U.S. federal government is not a party to this Contract or any purchase by a Participating Entity and is not subject to any obligations or liabilities to the Participating Entity, Supplier, or any other party pertaining to any matter resulting from the Contract or any purchase by an authorized user.

O. **PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS OR RELATED ACTS.** The Contractor acknowledges that 31 U.S.C. 38 (Administrative Remedies for False Claims and Statements) applies to the Supplier's actions pertaining to this Contract or any purchase by a Participating Entity.

P. **FEDERAL DEBT.** The Supplier certifies that it is non-delinquent in its repayment of any federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowance, and benefit overpayments.

Q. **CONFLICTS OF INTEREST.** The Supplier must notify the U.S. Office of General Services, Sourcewell, and Participating Entity as soon as possible if this Contract or any aspect related to the anticipated work under this Contract raises an actual or potential conflict of interest (as described in 2 C.F.R. Part 200). The Supplier must explain the actual or potential conflict in writing in sufficient detail so that the U.S. Office of General Services, Sourcewell, and Participating Entity are able to assess the actual or potential conflict; and provide any additional information as necessary or requested.

R. U.S. EXECUTIVE ORDER 13224. The Supplier, and its subcontractors, must comply with U.S. Executive Order 13224 and U.S. Laws that prohibit transactions with and provision of resources and support to individuals and organizations associated with terrorism.

S. PROHIBITION ON CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT. To the extent applicable, Supplier certifies that during the term of this Contract it will comply with applicable requirements of 2 C.F.R. § 200.216.

T. DOMESTIC PREFERENCES FOR PROCUREMENTS. To the extent applicable, Supplier certifies that during the term of this Contract will comply with applicable requirements of 2 C.F.R. § 200.322.

**22. CANCELLATION**

Sourcewell or Supplier may cancel this Contract at any time, with or without cause, upon 60 days' written notice to the other party. However, Sourcewell may cancel this Contract immediately upon discovery of a material defect in any certification made in Supplier's Proposal. Cancellation of this Contract does not relieve either party of financial, product, or service obligations incurred or accrued prior to cancellation.

Sourcewell

72 Hour LLC, dba National Auto Fleet Group

DocuSigned by:  
*Jeremy Schwartz*  
C0FD2A139D06489...  
By: \_\_\_\_\_  
Jeremy Schwartz  
Title: Chief Procurement Officer  
Date: 7/2/2024 | 2:37 PM CDT

DocuSigned by:  
*Jesse Cooper*  
FACBB5730C1E467...  
By: \_\_\_\_\_  
Jesse Cooper  
Title: National Fleet Manager  
Date: 7/2/2024 | 2:04 PM CDT

# RFP 032824 - Class 4-8 Chassis and Cabs with Related Equipment, Accessories, and Services

---

## Vendor Details

Company Name: 72 HOUR LLC  
Does your company conduct business under any other name? If yes, please state: National Auto Fleet Group  
Address: 490 Auto Center Drive  
Watsonville, CA 95076  
Contact: Jesse Cooper  
Email: Jcooper@nationalautofleetgroup.com  
Phone: 951-440-0585  
Fax: 831-840-8497  
HST#: 263297677

## Submission Details

Created On: Thursday February 08, 2024 14:26:39  
Submitted On: Wednesday March 27, 2024 18:09:27  
Submitted By: Jesse Cooper  
Email: Jcooper@nationalautofleetgroup.com  
Transaction #: de37f6a4-b806-40a7-b5b6-766f219b36f2  
Submitter's IP Address: 104.35.160.44

---

**Specifications****Table 1: Proposer Identity & Authorized Representatives**

**General Instructions** (applies to all Tables) Sourcewell prefers a brief but thorough response to each question. Do not merely attach additional documents to your response without also providing a substantive response. Do not leave answers blank; respond "N/A" if the question does not apply to you (preferably with an explanation).

Line Item	Question	Response *
1	Proposer Legal Name (one legal entity only): (In the event of award, will execute the resulting contract as "Supplier")	72 HOUR, LLC
2	Identify all subsidiary entities of the Proposer whose equipment, products, or services are included in the Proposal.	72 Hour, LLC
3	Identify all applicable assumed names or DBA names of the Proposer or Proposer's subsidiaries in Line 1 or Line 2 above.	National Auto Fleet Group
4	Provide your CAGE code or Unique Entity Identifier (SAM):	Y1FHD2Z1ZDY5
5	Proposer Physical Address:	490 Auto Center Drive Watsonville, CA 95076
6	Proposer website address (or addresses):	www.Nationalautofleetgroup.com
7	Proposer's Authorized Representative (name, title, address, email address & phone) (The representative must have authority to sign the "Proposer's Assurance of Compliance" on behalf of the Proposer and, in the event of award, will be expected to execute the resulting contract):	Jesse Cooper National Fleet Manager 490 Auto Center Drive Watsonville, CA 95076 Jcooper@nationalautofleetgroup.com 855-289-6572
8	Proposer's primary contact for this proposal (name, title, address, email address & phone):	Jesse Cooper National Fleet Manager 490 Auto Center Drive Watsonville, CA 95076 Jcooper@nationalautofleetgroup.com 855-289-6572
9	Proposer's other contacts for this proposal, if any (name, title, address, email address & phone):	Clarke Cooper National Fleet Manager 490 Auto Center Drive Watsonville, CA 95076 Clarkecooper@watsonvillefleetgroup.com 818-618-6136

Table 2: Company Information and Financial Strength

Line Item	Question	Response *
10	Provide a brief history of your company, including your company's core values, business philosophy, and industry longevity related to the requested equipment, products or services.	<p>National Auto Fleet Group was established in 1987 in Southern California, and boasts a rich history of family-driven success. From humble beginnings with a single dealership, we've grown into a nationwide network of over 15 dealerships, thanks to the dedication and vision of our father.</p> <p>One of our core values has always been fostering a strong company culture, and we achieve this by prioritizing internal growth. We proudly promote from within, leveraging the talent and experience of our dedicated team members. This approach not only ensures continuity and a deep understanding of our values, but also fosters a sense of loyalty and belonging among our employees.</p> <p>This commitment to internal development has been instrumental in our expansion, allowing us to cultivate a leadership team that embodies our core values and drives our continued success. We are proud of the journey we've taken and excited for the future, as we continue to empower our team and provide exceptional service to our customers.</p> <p>For over 35 years, National Auto Fleet Group has remained a family-owned and operated company. The Cooper family has deep roots in the automobile industry, with a passion for exceeding expectations passed down through generations. Today, even our future generations are learning the ropes, ensuring decades more of industry leadership.</p> <p>We aren't just selling vehicles; we're building relationships that last. Our family values of integrity, dedication, and customer service permeate everything we do. This commitment has earned us numerous industry awards and the trust of countless clients. But this is just the beginning. With fresh perspectives from future generations joining the team, we're excited to lead the industry for decades to come.</p> <p>National Auto Fleet Group isn't just about delivering vehicles; it's about delivering peace of mind. Our unwavering commitment to the 4 RIGHTS: delivering the RIGHT vehicle, at the RIGHT time, to the RIGHT place, and at the RIGHT price, ensures our clients experience unmatched satisfaction and success.</p> <p>Since 1987, we've witnessed the auto industry shift gears, evolving from gas-powered machines to the cutting edge of all-electric and fuel cell technology. Through it all, one thing has remained constant: our core values.</p> <p>Even in today's rapidly changing landscape, we hold steadfast to the principles that have guided us for decades. These values – internal growth, customer focus, efficiency, teamwork, accountability and integrity are the engine that powers our growth and fuels our commitment to exceeding expectations.</p> <p>While the vehicles we offer may have changed, our dedication to providing superior customer service remains as strong as ever. We embrace the future with the same passion and determination that fueled our success in the past, ensuring that our customers continue to receive the exceptional service they deserve.</p>
11	What are your company's expectations in the event of an award?	Securing another Sourcewell contract would mark our sixth, propelling us to even greater heights by leveraging our proven track record of serving customers nationwide. This expansion fuels our commitment to invest in our divisions, particularly our Partner Program (details in uploaded Zip file). This innovative program empowers members to recommend local upfitters, fostering win-win partnerships and delivering
12	Demonstrate your financial strength and stability with meaningful data. This could include such items as financial statements, SEC filings, credit and bond ratings, letters of credit, and detailed reference letters. Upload supporting documents (as applicable) in the document upload section of your response.	We have demonstrated throughout the past 12 years to our financial institutions that we stability in the market place and with this meaning data our bank has provided us with a \$ 72,000,000 floor plan limit to help in our growing operations which include Sourcewell Members.
13	What is your US market share for the solutions that you are proposing?	Our US market share for the products and models we are offering is roughly 70-80% as represented by the 15 manufacturers.
14	What is your Canadian market share for the solutions that you are proposing?	While we haven't yet entered the Canadian market, National Auto Fleet Group's proven track record of success fuels our aggressive expansion plans, with a strong focus on international markets like Canada. We are confident that our expertise and commitment to innovation will allow us to make a significant impact in the near future, expanding our reach and serving customers across new borders.
15	Has your business ever petitioned for bankruptcy protection? If so, explain in detail.	No
16	How is your organization best described: is it a manufacturer, a distributor/dealer/reseller, or a service provider? Answer whichever question (either a) or b) just below) best applies to your organization.  a) If your company is best described as a distributor/dealer/reseller (or similar entity), provide your written authorization to act as a distributor/dealer/reseller for the manufacturer of the products proposed in this RFP. If applicable, is your dealer network independent or company owned?  b) If your company is best described as a manufacturer or service provider, describe your relationship with your sales and service force and with your dealer network in delivering the products and services proposed in this RFP. Are these individuals your employees, or the employees of a third party?	A) we are best described as a distributor/dealer/reseller and all our written authorization documents are attached in the Related Certificates section.
17	If applicable, provide a detailed explanation outlining the licenses and certifications that are both required to be held, and actually held, by your organization (including third parties and subcontractors that you use) in pursuit of the business contemplated by this RFP.	What is required does vary from state to state however we 72 Hour LLC, do hold all applicable licenses and certifications required by the State of California to sell, service and delivery New/Unused Vehicles we are franchised for and sell, service and delivery any vehicle we are not franchised for through our resellers permit. All our dealer partners across the county have provide us with there dealer certificates and department of motor vehicles certificates to allow NAFG to partner and sell there products. All documents are attached in the Certificates section.
18	Provide all "Suspension or Debarment" information that has applied to your organization during the past ten years.	None exist

**Table 3: Industry Recognition & Marketplace Success**

Line Item	Question	Response *
19	Describe any relevant industry awards or recognition that your company has received in the past five years	NAFG has a strong track record of success, consistently ranking among the top dealerships in Government Sales for Ford Motor Company and receiving high recognition from General Motors for its Chevrolet brand.  The most prodigious award NAFG has received in the past 5 years would be: Top Placement in Ford Motor Company as a leading dealership in Government Sales followed by our high ranking recognition from General Motors for our Chevrolet brand. Both NAFG has received 4 of the past 5 years
20	What percentage of your sales are to the governmental sector in the past three years	In our division in Fleet, we have sold about 95% to Government accounts
21	What percentage of your sales are to the education sector in the past three years	As a percentage of our sales in the Government, about 20% would be considered to Universities and Unified School Districts.
22	List any state, provincial, or cooperative purchasing contracts that you hold.  What is the annual sales volume for each of these contracts over the past three years?	We hold the State of California contract with volumes from 200 to 500 units a year during the past three years. Second, our Sourcewell Contract's 091521 and 060920 which over the past three years LADWP Contracts valued over \$ 220,000,000 City of San Diego Contracts valued over \$ 120,000,000
23	List any GSA contracts or Standing Offers and Supply Arrangements (SOSA) that you hold.  What is the annual sales volume for each of these contracts over the past three years?	NAFG focus is on our Sourcewell Contracts we do not hold any other besides the State of California.

**Table 4: References/Testimonials**

Line Item 24. Supply reference information from three customers who are eligible to be Sourcewell participating entities.

Entity Name *	Contact Name *	Phone Number *
Port of Los Angeles (CA)	David Comer	310-732-3794
Los Angeles Department of Water & Power (CA)	Philip Ly	818-771-3607
City of Jersey City (NJ)	James Lovero	201-547-4423
Washington Suburban Sanitary Commission (Maryland)	Jarrett Baumgartner	301-206-4226
Town of Hempstead (NY)	Christopher Carter	516-812-3555

**Table 5: Top Five Government or Education Customers**

Line Item 25. Provide a list of your top five government, education, or non-profit customers (entity name is optional), including entity type, the state or province the entity is located in, scope of the project(s), size of transaction(s), and dollar volumes from the past three years.

Entity Name	Entity Type *	State / Province *	Scope of Work *	Size of Transactions *	Dollar Volume Past Three Years *
Port of Los Angeles Mr. David Comer 310-732-3794	Government	California - CA	Provided New Vehicles with Upfits	Over \$1,000,000	Over \$ 3,000,000
Los Angeles Department of Water & Power Mr. Philip Ly 818-771-3607	Government	California - CA	Provided New Vehicles with Upfits	Over \$ 20,000,000	Over \$ 80,000,000
City of Jersey City Mr. James Lovero 201-547-4423	Government	New Jersey - NJ	Provided New Vehicles with Upfits	Over \$1,000,000	Over \$ 3,000,000
Washington Suburban Sanitary Commission Mr. Jarrett Baumgartner 301-206-4226	Government	Maryland - MD	Provided New Vehicles with Upfits	Over \$1,000,000	Over \$ 3,000,000
El Paso Water Mr. Ivan Ibarra 915-594-5712	Government	Texas - TX	Provided New Vehicles with Upfits	Over \$1,000,000	Over \$ 3,000,000

**Table 6: Ability to Sell and Deliver Service**

Describe your company’s capability to meet the needs of Sourcewell participating entities across the US and Canada, as applicable.

Your response should address in detail at least the following areas: locations of your network of sales and service providers, the number of workers (full-time equivalents) involved in each sector, whether these workers are your direct employees (or employees of a third party), and any overlap between the sales and service functions.

Line Item	Question	Response *
26	Sales force.	National Auto Fleet Group boasts a robust sales force exceeding 100 dedicated personnel. This includes both direct employees and a network of partner dealers, ensuring comprehensive support for dealerships and our dedicated fleet division. Our indirect sales force seamlessly complements our direct team, effectively serving existing member needs. As our member base expands, we’re committed to scaling our team accordingly to maintain exceptional service levels.
27	Dealer network or other distribution methods.	NAFG leverages an unparalleled franchise network encompassing 15 leading manufacturers. These industry giants, like (Ford Motor Company, General Motors, CDJR, etc.), boast a nationwide presence, ensuring our members receive seamless service and warranty repairs for their vehicles. Historically, auto manufacturers have faced challenges in distributing automobiles and cab chassis. However, the United States boasts the world's most efficient automotive supply chain network, and as franchised dealers of these renowned brands, NAFG capitalizes on this advantage to efficiently ship and supply vehicles to our members nationwide.
28	Service force.	Our extensive network of service locations, spanning thousands of facilities across our 15 manufacturers, ensures convenient access for our members. This comprehensive coverage allows them to easily find service stations or warranty repair facilities nearby, minimizing downtime and maximizing convenience. While Alaska and Hawaii may have slightly larger distances between dealerships, our members can still rely on our network for support, potentially with extended lead times.
29	Describe the ordering process. If orders will be handled by distributors, dealers or others, explain the respective roles of the Proposer and others.	Members can place orders with NAFG for all products we are offering, we will either place the order with the OEM as we are franchised for or we will provide the order to our partner dealer who was part of the quote generation from the start with the member so we can allow their relationship to maintain while serving the member. NAFG maintains the role of administering and facilitating the transaction between the member and the OEM dealer.
30	Describe in detail the process and procedure of your customer service program, if applicable.  Include your response-time capabilities and commitments, as well as any incentives that help your providers meet your stated service goals or promises.	I understand that you want me to use the information in your ZIP file, specifically the "Member Walk Through" document, as a reference to explain your Customer Service programs. Here's a breakdown based on the information you provided: Obtaining Quotes Online: <ul style="list-style-type: none"> <li>Members can register on our website (<a href="https://www.nationalautofleetgroup.com/">https://www.nationalautofleetgroup.com/</a>) for free. This protects member pricing.</li> <li>After registration, they'll receive a welcome email with a demo video explaining the website.</li> <li>A secure dashboard keeps all quotes organized.</li> <li>Members choose their desired brand, model year, and category (cars, vans, etc.).</li> <li>Filters help narrow down options (cab style, drivetrain, bed length).</li> <li>All available factory options are displayed for easy selection.</li> <li>Sourcewell Price reports show MSRP, member price, and savings (percentage and dollar amount).</li> <li>Optional extras include additional keys, manuals, sales tax, and upfits.</li> <li>A final, printable quote package includes a unique Sourcewell Quote ID number, description, and specifications.</li> </ul> Partnering with Upfitters: <ul style="list-style-type: none"> <li>A dedicated website (<a href="https://www.nationalautofleetgroup.com/">https://www.nationalautofleetgroup.com/</a>) connects members with upfitters.</li> <li>Upfitters can learn about partnering with NAFG to serve local members.</li> <li>This simplifies the process of getting a vehicle upfitted.</li> </ul> Tracking Orders: <ul style="list-style-type: none"> <li>Members can track orders directly on the main website using the "Track your order" feature.</li> <li>Orders can be tracked by entering the purchase order number, quote ID, upfit quote ID, or VIN.</li> </ul> Order Confirmation: <ul style="list-style-type: none"> <li>NAFG sends a courtesy confirmation email to double-check order details (color, quantity, upfit, specifications).</li> <li>Title information is requested to expedite paperwork at delivery.</li> </ul> Factory Order Cut-Off Notices: <ul style="list-style-type: none"> <li>The website highlights upcoming factory order cut-off dates.</li> <li>This information is also printed on the quote cover page (when available).</li> </ul> Price Validation Example: <ul style="list-style-type: none"> <li>A sample build process showcases member pricing benefits.</li> <li>The example shows the difference between MSRP, member price, and total savings (percentage and dollar amount). (Provide an example with savings %)</li> <li>This emphasizes the additional discount offered by NAFG.</li> </ul>
31	Describe your ability and willingness to provide your products and services to Sourcewell participating entities in the United States.	We have provided a list of our top 1,000 member/clients demonstrating our ability to service all members nationwide. Located in the Marketing Place ZIP file as "NAFG Top 1,000 Member Clients" PDF
32	Describe your ability and willingness to provide your products and services to Sourcewell participating entities in Canada.	National Auto Fleet Group is poised to expand into Canada, leveraging our proven business model and expertise. We believe the favorable exchange rate and our competitive pricing structure create an ideal opportunity to partner with Canadian dealer groups, ultimately serving members across North America.
33	Identify any geographic areas of the United States or Canada that you will NOT be fully serving through the proposed contract.	We are not serving Canada at this moment.
34	Identify any Sourcewell participating entity sectors (i.e., government, education, not-for-profit) that you will NOT be fully serving through the proposed contract.  Explain in detail. For example, does your company have only a regional presence, or do other cooperative purchasing contracts limit your ability to promote another contract?	We're happy to service all Sourcewell members through our 24/7 website. We offer government members a specific discount program in recognition of their use of taxpayer funds.  For non-profit organizations, we've designed a tailored pricing program to meet their unique needs and budgets. We'll work with each non-profit on a case-by-case basis to ensure they receive the most value from our services.
35	Define any specific contract requirements or restrictions that would apply to our participating entities in Hawaii and Alaska and in US Territories.	For members in Alaska, Hawaii, and US Territories, the only membership requirement is the same as for all other members. However, due to logistical shipping constraints in these regions, additional costs may apply. We currently provide members in Alaska with chassis cabs with upfits. In these cases, the member agrees to cover the extra shipping cost, port cost, and driver cost associated with loading and unloading their vehicles from port to port. This additional cost would be clearly outlined in any quote provided to members in these regions.

**Table 7: Marketing Plan**

Line Item	Question	Response *
-----------	----------	------------

36	<p>Describe your marketing strategy for promoting this contract opportunity. Upload representative samples of your marketing materials (if applicable) in the document upload section of your response.</p>	<p>National Auto Fleet Group utilizes a number of outbound strategies to promote the Sourcewell Vehicle contract. National Auto Fleet Group isn't waiting for government agencies to come knocking about the Sourcewell Vehicle contract. Instead, we're proactively hitting the gas pedal with outbound marketing strategies.</p> <p>With outbound marketing, NAFG initiates by pushing the message out to our government agencies.</p> <p>Examples include: .</p> <ul style="list-style-type: none"> <li>• Cold Email Campaigns: Tailored messages reaching relevant government agencies directly. Examples include new vehicle pricing availability, in stock units, new website features, holiday themed flyers and vehicle cutoff dates.</li> <li>• Trade Show Presence: Engaging exhibits and knowledgeable representatives making connections at key events.</li> <li>• Targeted Content: Creating diverse campaign materials that resonate with different government segments. For example, police vehicle availability flyers for police agencies.</li> <li>• Data-Driven Decisions: Tracking results and optimizing campaigns for maximum impact such as open rates, click-through rates to gauge the effectiveness of our email campaigns</li> </ul> <p>Our use of Campaigner Email Marketing platform service is a CRM database used to monitor, send and track effectiveness of emails and more. This service has assisted in streamlining email flyer messages to many of our government agencies across the United States. Campaigner has been an essential tool in not only creating new campaigns but recurring campaigns to ensure our message is sent to new potential clients.</p> <p>This type of outbound marketing fosters proactive engagement with potential customers, sparking their interest in our products. We invite them to explore the diverse product range showcased on our NAFG website, conveniently accessible through both phone calls and website visits. To further empower their buying journey, we encourage registration. It not only unlocks real-time product availability, but also grants access to our innovative self-quoting system. This intuitive tool empowers customers with the autonomy to create unlimited personalized quotes, tailoring them to their specific needs and budget. By eliminating the wait for traditional quotes, this self-service option streamlines the process, fostering a sense of control and ownership for the customer. Ultimately, this outbound marketing approach, coupled with our user-friendly self-quoting system, empowers potential customers to confidently explore and confidently make informed decisions.</p> <p><b>Business to Business Marketing: National Auto Fleet Group</b> National Auto Fleet Group (NAFG) acknowledges the importance of building strong relationships with local upfitting body companies. That's why we employ strategic business-to-business (B2B) marketing strategies to attract potential partners and create a mutually beneficial ecosystem.</p> <p><b>Introducing Our Partner Website:</b> We encourage any body upfitting company to visit our dedicated partner website: <a href="http://www.nafgpartner.com">www.nafgpartner.com</a>. This platform makes it easy for local upfitting companies to explore the benefits of collaborating with NAFG.</p> <p><b>Key Perks for Upfitting Body Companies:</b></p> <ul style="list-style-type: none"> <li>• Enhanced Visibility: Get the body company's company profile listed on our website, making them searchable by NAFG's extensive network of government clients.</li> <li>• Targeted referrals: We actively connect upfitting companies with qualified government clients seeking their specific expertise.</li> <li>• Profile Customization: Partners are encouraged to create a unique profile showcasing the body company's strengths, experience, and service offerings.</li> <li>• Geographic Reach: Expand the network by having our partners' contact information and location displayed on our interactive map.</li> </ul> <p>By partnering with NAFG, body companies gain access to a vast pool of potential government clients seeking vehicle upfitting services. In turn, the body company helps us fulfill client needs and deliver comprehensive vehicle solutions.</p> <p>National Auto Fleet Group also exercises the use of inbound marketing strategies to promote our Sourcewell Vehicle contract.</p> <p>Our marketing department cultivates a targeted audience by maintaining a database of registered government agencies on our website and nurturing past customers who have experienced the benefits of our offerings. This allows us to deliver relevant content and resources directly to those already interested in our solutions, fostering trust and brand loyalty.</p> <p>Relationship building is another technique used to foster positive relations with clients to become long-term customers. NAFG team provides excellent customer service and support to encourage word of mouth referral. The positive quality of service experienced by customers has led to an increased number of sales through referrals. Our goal is to provide exemplary customer service throughout the entire purchasing process to encourage repeat business and referrals.</p>
----	---	--

<p>37</p>	<p>Describe your use of technology and digital data (e.g., social media, metadata usage) to enhance marketing effectiveness.</p>	<p>The creation of the National Auto Fleet Group app is one way to build a stronger relationship with interested buyers and empower them with the information they need. By downloading our NAFG app, clients are able to:</p> <ul style="list-style-type: none"> <li>• Receive instant push notifications on their phones regarding new vehicle availability: Be the first to know when new vehicles arrive on the lot that match your specific needs and preferences.</li> <li>• Stay informed about crucial cutoff dates: Ensure clients don't miss out on deadlines by having them conveniently delivered straight to your phone.</li> <li>• View Available In-Stock Units: Scroll through a list of in stock vehicles available on our website.</li> </ul> <p>A specific inbound marketing tactic that can significantly boost our online presence is the development of search engine optimization (SEO). By optimizing our website for relevant keywords and user experience, we can attract more qualified visitors organically and establish NAFG as a leading name in its field.</p> <p>Here's how we're actively implementing SEO on the NAFG website:</p> <p>Rewriting the NAFG Story:</p> <ul style="list-style-type: none"> <li>• By crafting a compelling and informative webpage that clearly defines who we are, what we do, and how we benefit our audience.</li> <li>• Included relevant keywords naturally throughout the content, including product names, mission statement, and contract numbers.</li> <li>• Ensured the page is concise and scannable, breaking up text with headings and bullet points.</li> </ul> <p>2. On-Page Optimization Techniques:</p> <ul style="list-style-type: none"> <li>• Title tags: Each page includes a unique and descriptive title tag, under 65 characters, that accurately reflects the content and includes relevant keywords.</li> <li>• Meta descriptions: Crafting captivating meta descriptions (under 155 characters) that entice users to click and summarize the page's value proposition.</li> <li>• Header tags: Structured the content with clear headings and subheadings (H1, H2, etc.) to improve readability and search engine crawlability.</li> <li>• Images: Optimize image file names and alt text with relevant keywords to increase accessibility and image search ranking.</li> <li>• Internal linking: Connecting related pages within the website using descriptive anchor text</li> <li>• Social media: Ensure social media profiles and share buttons are linked to our pages.</li> </ul> <p>By implementing these actionable SEO strategies, we can significantly improve NAFG's online presence, attract more qualified leads, and establish ourselves as a thought leader in the industry. When the terms "government fleet vehicle purchasing", "purchasing vehicles for the government", "government vehicle purchasing", "how do I purchase vehicles for the government", "purchasing government fleet", "government vehicle procurement", "procuring vehicles for the government", are entered in the google search button, NAFG is on the top five search results.</p> <p>Social media is a critical part in the way people communicate and connect with each other. LinkedIn offers a variety of ways to expand our network by finding and connecting with relevant professionals in the industry. Platforms like LinkedIn offer invaluable tools for professional networking, allowing individuals to expand their network by finding and connecting with relevant professionals and industry leaders. A prime example is National Auto Fleet Group, which effectively utilizes LinkedIn to reach out to current and potential members through personalized messages, fostering stronger relationships and community engagement. Beyond professional connections, social media serves as a powerful bridge between individuals and their governing bodies. By following government pages on Instagram and Twitter, government municipalities can gain valuable insights into pressing issues and important announcements</p>
<p>38</p>	<p>In your view, what is Sourcewell's role in promoting contracts arising out of this RFP?</p> <p>How will you integrate a Sourcewell-awarded contract into your sales process?</p>	<p>Sourcewell is a trusted brand that government entities can rely on to provide a wide variety of products and services. They aim to simplify the procurement process of government entities. The Sourcewell brand integrates a thorough documentation review of all vendors prior to awarding their cooperative contract to ensure products and services are from reputable vendors. The brand provides a sense of showing legitimacy and verification of our company name and members understand that products and services provided are from reputable vendors. Clients recognize the Sourcewell brand and their vendors as a trusted source that will meet their needs. The main selling point of the brand is the elimination of the need to go out to bid. Sourcewell has done the bidding for the government entities which simplifies the purchasing process. This process not only saves money but valuable time as well. Sourcewell has provided NAFG overwhelming opportunities to work with government agencies across the United States.</p> <p>The Sourcewell name represents a high standard of integrity and ethics and we are proud to be part of this dynamic. Sourcewell members have access to a contract that is more flexible than the standard bidding process. Sourcewell is an organization that aids government entities to stay competitive without the frustrations and issues involved with the traditional bidding process. The Sourcewell contract can be also customized to meet the needs of the client. The sales team has incorporated not only this standard of integrity in their sales practice by ensuring clients we will always assist them with their vehicle purchasing needs. The cost savings and stress free nature of the cooperative contracts favors that of the traditional bidding process. It enables vendors to work with qualifying government entities in a more efficient manner. We vow to maintain these levels of standards across the board throughout all departments within National Auto Fleet Group</p> <p>Sourcewell isn't just a trusted brand; it's a comprehensive solution for government procurement. From vehicles and food to technology and administrative services, they offer a diverse range of high-quality products and services. Partnering with pre-vetted vendors ensures reliability and peace of mind.</p> <p>The flexibility of Sourcewell contracts allows us to tailor our services to a specific need, unlike the one-size-fits-all approach of typical bidding.</p> <p>Government agencies across the United States, like NAFG, have utilized Sourcewell to procure their needs efficiently.</p>

39	<p>Are your products or services available through an e-procurement ordering process?</p> <p>If so, describe your e-procurement system and how governmental and educational customers have used it.</p>	<p>Our website provides a hands-on empowering approach to ordering vehicles online. Clients can search through many vehicle makes and models with the ability to customize a vehicle tailored to the specific needs of their agency. A personalized quote with pricing can be available in as little as 5 minutes depending on the complexity of the vehicle. If upfitting is needed, a sales representative can be reached through phone, email, live chat or noted on the self-quoting online system.</p> <p>Once a customized quote is built, clients have the option to finalize the sales transaction by submitting a purchase order to our sales team via email. This gives complete autonomy to the client to purchase vehicles without the need to speak to a sales rep. If assistance is needed, they can contact sales through email, live chat or phone. If support is required to build a quote, our sales reps are available to assist the client step by step.</p> <p>Once the vehicle is built to the client's needs, government agencies are also able to upload a purchase order from their account to purchase a vehicle. NAFG will then process the purchase order and place the vehicle on order with the manufacturer. Government agencies are also able to track the status of their order using the ETA tracking available on the NAFG website.</p> <p>Our website puts the power to order vehicles directly in your hands, with a user-friendly approach that empowers government agencies to choose the perfect solution for their needs. Browse through a comprehensive selection of vehicle makes and models, or customize your ideal vehicle with features tailored to your specific requirements. Get a personalized quote with upfront pricing in as little as 5 minutes, depending on the complexity of your chosen vehicle. Upfitting needed? No problem! Reach out to our dedicated sales team via phone, email, live chat, or simply mention your requirements directly in the self-quoting system.</p> <p>Once a government municipality is ready to purchase, they can simply submit a purchase order through their online account. We offer complete autonomy, allowing buyers to acquire vehicles without needing to speak directly to a sales representative. However, our expert team is always available to assist if they need a helping hand. Our assistance is available via email, live chat, or phone –</p> <p>For government agencies, the process is streamlined even further. They are able to stay informed throughout the entire journey with our convenient ETA tracking system, accessible right on the NAFG website.</p> <p>Experience the convenience and control of online vehicle ordering for government agencies with NAFG. Visit our website today and empower your agency to acquire the perfect vehicle solution.</p> <p>As of today, National Auto Fleet Group has over 8000 members registered on our website and 2400 customers buying from us.</p>
----	---	--

**Table 8: Value-Added Attributes**

Line Item	Question	Response *
40	<p>Describe any product, equipment, maintenance, or operator training programs that you offer to Sourcwell participating entities.</p> <p>Include details, such as whether training is standard or optional, who provides training, and any costs that apply.</p>	<p>NAFG extends any and all Service Training Programs provided by the Manufacturer. Many of the programs offered are quoted individually by the manufacturer based on class size and region of the country. NAFG will pass these quotes onto the member at NAFG cost.</p>
41	<p>Describe any technological advances that your proposed products or services offer.</p>	<p>With world leaders in chassis technology like Ford Motor Company, General Motor's and MACK Truck which the member automatically gets the benefit of the latest up to date technology NAFG offers our dealer body to the members for the most leading up to date information.</p>
42	<p>Describe any "green" initiatives that relate to your company or to your products or services, and include a list of the certifying agency for each.</p>	<p>NAFG has Partnered to create a 400 US Mayor Drive Climate Mayor Purchasing Collaborative <a href="http://www.Driveevfleet.org">www.Driveevfleet.org</a> to help spread the benefit of members going 100% green. We have 100% Pure Electric vehicles to offer such as the Chevrolet Bolt and Ford Fusion, which are all predecessors to the All New Ford Electric F-150. We are certain over the next few years, Ford and many other manufacturers will be making available 100% pure electric cab chassis for members to select from.</p>
43	<p>Identify any third-party issued eco-labels, ratings or certifications that your company has received for the equipment or products included in your Proposal related to energy efficiency or conservation, life-cycle design (cradle-to-cradle), or other green/sustainability factors.</p>	<p>Ford Motor Company and General Motors just to name 2 of the 15 OEM's we are representing have leading edge certifications and rating which provide them the ability to offer these products nationwide.</p>
44	<p>Describe any Women or Minority Business Entity (WMBE), Small Business Entity (SBE), or veteran owned business certifications that your company or HUB partners have obtained. Upload documentation of certification (as applicable) in the document upload section of your response.</p>	<p>We hold a Minority Certification through the California Clearing House Authorization</p>
45	<p>What unique attributes does your company, your products, or your services offer to Sourcwell participating entities? What makes your proposed solutions unique in your industry as it applies to Sourcwell participating entities?</p>	<p>NAFG's dedication to the member. NAFG has built its division solely for the purpose of serving the members experience from our 24-hour member website or website improvements and capabilities to thinking outside the box to help a member find a solution.</p>

**Table 9A: Warranty**

Describe in detail your manufacturer warranty program, including conditions and requirements to qualify, claims procedure, and overall structure.

You may upload representative samples of your warranty materials (if applicable) in the document upload section of your response in addition to responding to the questions below.

Line Item	Question	Response *
46	Do your warranties cover all products, parts, and labor?	We have attached all Warranty information provided by all 15 manufacturers offered in our proposal as an added attachment.
47	Do your warranties impose usage restrictions or other limitations that adversely affect coverage?	Each manufacturer have there own usage restrictions that a member should be aware of. Such an improper use of a chassis may not allow it to be covered under warranty. For example, a F-250 being used for a police rated pursuit vehicle would void certain warranties. We encourage for each member to contact us for there particular warranty coverage.
48	Do your warranties cover the expense of technicians' travel time and mileage to perform warranty repairs?	Yes, in some cases of a breakdown event, manufacturers would tow your vehicle to there nearest warranty repair facility.
49	Are there any geographic regions of the United States or Canada (as applicable) for which you cannot provide a certified technician to perform warranty repairs?  How will Sourcewell participating entities in these regions be provided service for warranty repair?	Each manufacture is different, and we encourage prior to purchasing a product to call in and ask about your specific region and how it's covered.
50	Will you cover warranty service for items made by other manufacturers that are part of your proposal, or are these warranties issues typically passed on to the original equipment manufacturer?	All warranties are passed on to the original equipment manufacturer.
51	What are your proposed exchange and return programs and policies?	We offer no exchange, return programs or policies. Once an order is in production with the factory and NAFG can not cancel the order after trying to cancel with the manufacturer, then the order is non-cancellable.
52	Describe any service contract options for the items included in your proposal.	We offer any and all manufacturer service contracts to all members. There are several parameters which a customized service contract can be created. NAFG will treat each of these as an added factory option and follow the same discount schedule in the price file.

**Table 10: Payment Terms and Financing Options**

Line Item	Question	Response *
53	Describe your payment terms and accepted payment methods.	Payment terms are Net 20, with a 10-day grace period.
54	Describe any leasing or financing options available for use by educational or governmental entities.	NAFG has partnered with National Cooperative Leasing to offer Sourcewell Contract Lease Terms to all NAFG Quotes for all Sourcewell Members. We have attached a PDF called "NCL Sample Lease" in the Zip File Called "Member Walk Through"
55	Describe any standard transaction documents that you propose to use in connection with an awarded contract (order forms, terms and conditions, service level agreements, etc.). Upload a sample of each (as applicable) in the document upload section of your response.	We attached our Standard Documents that all member would see in a typical transaction. Starting with all quotes which contain there unique Quote ID on the top of each quote. A member can then call and help us identify which quote they are inquiring within so we can help hem quicker.  Each quote has its list of standard equipment and selected equipment the member has chosen for themselves. Followed by the contract discount on each cover page so the member can easily see there Sourcewell saving. A sample transaction has been attached.
56	Do you accept the P-card procurement and payment process?  If so, is there any additional cost to Sourcewell participating entities for using this process?	Yes, up to \$ 2,500 per vehicle, any amount higher than \$ 2,500 would carry a P-card/ Credit Card transaction fee which will be passed onto the member.

**Table 11: Pricing and Delivery**

Provide detailed pricing information in the questions that follow below. Keep in mind that reasonable price and product adjustments can be made during the term of an awarded Contract as described in the RFP, the template Contract, and the Sourcewell Price and Product Change Request Form.

Line Item	Question	Response *
57	Describe your pricing model (e.g., line-item discounts or product-category discounts).  Provide detailed pricing data (including standard or list pricing and the Sourcewell discounted price) on all of the items that you want Sourcewell to consider as part of your RFP response. If applicable, provide a SKU for each item in your proposal. Upload your pricing materials (if applicable) in the document upload section of your response.	NAFG is offering Line Item Discounts Off MSRP for 15 manufacturers detailed in the Price File, NAFG is offering all Upfits to be added to any and all chassis cabs and trucks, details are on the Summary Page in the price file.
58	Quantify the pricing discount represented by the pricing proposal in this response. For example, if the pricing in your response represents a percentage discount from MSRP or list, state the percentage or percentage range.	Each Manufacture Product Range is detailed in the tabs below, here is an overview Ford Motor Company from 1.16% to 6.00% RAM Stallantis Company from 4.13% to 4.14% Chevrolet from 6.83% to 6.92% Autocar at 9.00% ISUZU at 5.00% Volvo at 12.00% Freightliner from 4.76% to 15.15% Western Star from 15.00% to 20.00% MACK from 3.00% to 26.36% Kenworth from 13.83% to 32.80% Peterbilt from 10.27% to 31.56% Battle Motors at 25.00% RIZO from 38.25% to 38.46% REE at 7.00% Bollinger Motors at 5.50%  Upfits can be added at dealer invoice up to 20%, detailed in the price file.
59	Describe any quantity or volume discounts or rebate programs that you offer.	We encourage any and all members to contact us if considering ordering 100 at time of order or more units for an additional discount quote.
60	Propose a method of facilitating "sourced" products or related services, which may be referred to as "open market" items or "nonstandard options". For example, you may supply such items "at cost" or "at cost plus a percentage," or you may supply a quote for each such request.	Open Market products or Sourced Goods will be treated as any upfit and may be quoted up to a 20% mark-up if applicable.
61	Identify any element of the total cost of acquisition that is NOT included in the pricing submitted with your response.  This includes all additional charges associated with a purchase that are not directly identified as freight or shipping charges. For example, list costs for items like pre-delivery inspection, installation, set up, mandatory training, or initial inspection. Identify any parties that impose such costs and their relationship to the Proposer.	All considerations have been taken into account in the price file in its entirety. Price Summary Page and Price Tabs contain all costs associated with all quotes. If a member would like a quote for a particular situation and the item needed special training or installation, these charges would be added as part of the upfit and included in the members quote.
62	If freight, delivery, or shipping is an additional cost to the Sourcewell participating entity, describe in detail the complete freight, shipping, and delivery program.	All manufacturers charge a standardized "Factory Destination Charge" which is displayed on all window stickers and on all trucks on a dealer's lot. This is not the needed destination charge that maybe charged to then ship a chassis to and from an installer, these subsequent movements are all added freight charges and will displayed on the members quote.
63	Specifically describe freight, shipping, and delivery terms or programs available for Alaska, Hawaii, Canada, or any offshore delivery.	Freight to these regions carry a specific logistical barrier which carry added cost such as ferry, port and driver cost both to and from the mainland. These added costs will be disclosed and added to any quote for the member to review.
64	Describe any unique distribution and/or delivery methods or options offered in your proposal.	NAFG will utilize the power and expertise of the already established Automobile Franchise Distribution Network to have members vehicles delivered promptly there destination.

**Table 12: Pricing Offered**

Line Item	The Pricing Offered in this Proposal is: *	Comments
65	c. better than the Proposer typically offers to GPOs, cooperative procurement organizations, or state purchasing departments.	NAFG Offers Members of Sourcewell the very best selection and service for the overall best value we can offer.

**Table 13: Audit and Administrative Fee**

Line Item	Question	Response *
66	Specifically describe any self-audit process or program that you plan to employ to verify compliance with your proposed Contract with Sourcewell.  This process includes ensuring that Sourcewell participating entities obtain the proper pricing, that the Vendor reports all sales under the Contract each quarter, and that the Vendor remits the proper administrative fee to Sourcewell.  Provide sufficient detail to support your ability to report quarterly sales to Sourcewell as described in the Contract template.	We have created a member friendly to build and price there chassis cabs on, the pricing is built directly into the website and is loaded daily by the manufacture MSRP information. Our system will provide an accurate quote 99.99% of the time. We have stream lined how our admin fee is processed to allow a quick 15-30 day turn around on quarterly reports.
67	If you are awarded a contract, provide a few examples of internal metrics that will be tracked to measure whether you are having success with the contract.	We have internal charts that track how many members we are serving per month and what regions we need to market into to raise awareness of Sourcewell and our contract. We also track how many vehicles we deliver to members to see if our volume is picking up or where the current market is at as it does fluctuate.
68	Identify a proposed administrative fee that you will pay to Sourcewell for facilitating, managing, and promoting the Sourcewell Contract in the event that you are awarded a Contract. This fee is typically calculated as a percentage of Vendor's sales under the Contract or as a per-unit fee; it is not a line-item addition to the Member's cost of goods.  (See the RFP and template Contract for additional details.)	Our Admin Fee has been streamlined to allow for growth to occur with maintaining a high level of accuracy and reporting. Our proposed admin fee would follow these guidelines:  Flat \$ 400 per unit for all units excluding Alan Jay Automotive Network in Florida Units sold through Alan Jay Automotive Network in Florida will have a\$ 200 flat

**Table 14A: Depth and Breadth of Offered Equipment Products and Services**

Proposers submitting a proposal in Category 1 as defined herein will be submitting in the broad category that includes all types of engines, fuel, and propulsion systems. For example, if a Proposer offers chassis and cabs with Internal Combustion Engines (ICE) as well as chassis and cabs with electric propulsion systems the Proposer should designate it is seeking an award in Category 1 **only**. Proposers seeking an award in Category 2, as defined herein, must include at least one solution offered within the scope of Category 2 for electric propulsion systems **only**.

Line Item	Category Selection *
69	Category 1: All engines, fuel, and propulsion type chassis and cabs

**Table 14B: Depth and Breadth of Offered Equipment Products and Services**

Line Item	Question	Response *
70	Provide a detailed description of the equipment, products, and services that you are offering in your proposal.	15 Manufacturers totaling 200 makes and models ranging from Class 4 to Class 8 Cab an Chassis and trucks. With available Upfits to be added ranging from tool boxes to Line Mechanics Bodies. Any and all upfits can be added to our chassis cabs either by our upfit partner supplier or by a members upfit supplier working with NAFG to provide a Turn Key Quote.
71	Within this RFP category there may be subcategories of solutions. List subcategory titles that best describe your products and services.	NAFG Lists all makes and models in each ZIP file under ZIP File "All 15 Manufacturers" representing a combined hundred's makes and model/engine combinations for members to choose from along with a subtitle "Upfits" detailed in the price file.
72	Describe any manufacturing processes or materials utilized that contribute to chassis strength, cab strength, overall durability, driver safety.	Leading materials are used by the OEM's daily to safely supply all members with the best on the market place for each OEM.
73	Describe any differentiating serviceability attributes (remote diagnostics, etc.) your proposal offers.	Each OEM has there own unique attribute that all cater and serve the members.

**Table 15: Category 1 - Depth and Breadth of Offered Equipment Products and Services**

Indicate below if the listed types or classes of equipment, products, and services are offered within your proposal. Provide additional comments in the text box provided, as necessary.  
 Proposers submitting a proposal in Category 1 will be submitting in the broad category that includes all types of engines, fuel, and propulsion systems. See RFP Section II. B. 1 for details.

We will not be submitting for Table 15: Category 1 - Depth and Breadth of Offered Equipment Products and Services

Line Item	Category or Type	Offered *	Chassis Type (ICE and/or BEV)	Comments
74	Class 4 chassis	<input checked="" type="radio"/> Yes <input type="radio"/> No	Both Chassis Types (ICE and BEV)	All 15 Manufactures are listed in the price file, along with each OEM's product offering for this class.
75	Class 5 chassis	<input checked="" type="radio"/> Yes <input type="radio"/> No	Both Chassis Types (ICE and BEV)	All 15 Manufactures are listed in the price file, along with each OEM's product offering for this class.
76	Class 6 chassis	<input checked="" type="radio"/> Yes <input type="radio"/> No	Both Chassis Types (ICE and BEV)	All 15 Manufactures are listed in the price file, along with each OEM's product offering for this class.
77	Class 7 chassis	<input checked="" type="radio"/> Yes <input type="radio"/> No	Both Chassis Types (ICE and BEV)	All 15 Manufactures are listed in the price file, along with each OEM's product offering for this class.
78	Class 8 chassis	<input checked="" type="radio"/> Yes <input type="radio"/> No	Both Chassis Types (ICE and BEV)	All 15 Manufactures are listed in the price file, along with each OEM's product offering for this class.
79	Related equipment, accessories, parts, upfitting, services, used chassis and Class 3 chassis	<input checked="" type="radio"/> Yes <input type="radio"/> No	Both Chassis Types (ICE and BEV)	All 15 Manufactures are listed in the price file, along with each OEM's product offering for this class. All upfitting is available and outlined in the pricing summary.

**Table 16: Category 2 - Depth and Breadth of Offered Equipment Products and Services**

Indicate below if the listed types or classes of equipment, products, and services are offered within your proposal. Provide additional comments in the text box provided, as necessary.  
 Proposers seeking an award in Category 2, as defined herein, must include at least one solution offered within the scope of Category 2 for electric propulsion systems **only**. See RFP Section II. B. 1 for details.

We will not be submitting for Table 16: Category 2 - Depth and Breadth of Offered Equipment Products and Services

Line Item	Category or Type	Offered *	Comments
80	Battery Electric Vehicle (BEV) Class 4 Chassis	<input type="radio"/> Yes <input type="radio"/> No	
81	Battery Electric Vehicle (BEV) Class 5 Chassis	<input type="radio"/> Yes <input type="radio"/> No	
82	Battery Electric Vehicle (BEV) Class 6 Chassis	<input type="radio"/> Yes <input type="radio"/> No	
83	Battery Electric Vehicle (BEV) Class 7 Chassis	<input type="radio"/> Yes <input type="radio"/> No	
84	Battery Electric Vehicle (BEV) Class 8 Chassis	<input type="radio"/> Yes <input type="radio"/> No	
85	Related equipment, accessories, parts, upfitting, services, used chassis and Class 3 chassis	<input type="radio"/> Yes <input type="radio"/> No	

**Table 17: Exceptions to Terms, Conditions, or Specifications Form**

**Line Item 86. NOTICE:** To identify any exception, or to request any modification, to Sourcewell standard Contract terms, conditions, or specifications, a Proposer must submit the proposed exception(s) or requested modification(s) via redline in the Contract Template provided in the “Bid Documents” section. Proposer must upload the redline in the “Requested Exceptions” upload field. All exceptions and/or proposed modifications are subject to review and approval by Sourcewell and will not automatically be included in the Contract.

Do you have exceptions or modifications to propose?	Acknowledgement *
	<input type="radio"/> Yes <input checked="" type="radio"/> No

**Documents**

Ensure your submission document(s) conforms to the following:

1. Documents in PDF format are preferred. Documents in Word, Excel, or compatible formats may also be provided.
2. Documents should NOT have a security password, as Sourcewell may not be able to open the file. It is your sole responsibility to ensure that the uploaded document(s) are not either defective, corrupted or blank and that the documents can be opened and viewed by Sourcewell.
3. Sourcewell may reject any response where any document(s) cannot be opened and viewed by Sourcewell.
4. If you need to upload more than one (1) document for a single item, you should combine the documents into one zipped file. If the zipped file contains more than one (1) document, ensure each document is named, in relation to the submission format item responding to. For example, if responding to the Marketing Plan category save the document as “Marketing Plan.”

- [Pricing](#) - NAFG Price File 032824.zip - Wednesday March 27, 2024 16:08:51
- [Financial Strength and Stability](#) - Financial Strength and Market Stability 032824.zip - Tuesday March 26, 2024 21:32:50
- [Marketing Plan/Samples](#) - 032824 NAFG Marketing Plan.zip - Tuesday March 26, 2024 21:30:53
- [WMBE/MBE/SBE or Related Certificates](#) - Insurance and Realated Certificated 032824.zip - Tuesday March 26, 2024 21:33:17
- [Warranty Information](#) - Warranty Information 032824.zip - Tuesday March 26, 2024 21:42:37
- [Standard Transaction Document Samples](#) - 032824 Standard Transaction Document.zip - Wednesday March 27, 2024 13:28:58
- Requested Exceptions (optional)
- [Upload Additional Document](#) - 032824 Uploaded ALL 15 MANUFACTURED MODEL's and ELECTIRC SPEC's.zip - Wednesday March 27, 2024 01:25:13

**Addenda, Terms and Conditions**

**PROPOSER AFFIDAVIT AND ASSURANCE OF COMPLIANCE**

I certify that I am the authorized representative of the Proposer submitting the foregoing Proposal with the legal authority to bind the Proposer to this Affidavit and Assurance of Compliance:

1. The Proposer is submitting this Proposal under its full and complete legal name, and the Proposer legally exists in good standing in the jurisdiction of its residence.
2. The Proposer warrants that the information provided in this Proposal is true, correct, and reliable for purposes of evaluation for contract award.
3. The Proposer, including any person assisting with the creation of this Proposal, has arrived at this Proposal independently and the Proposal has been created without colluding with any other person, company, or parties that have or will submit a proposal under this solicitation; and the Proposal has in all respects been created fairly without any fraud or dishonesty. The Proposer has not directly or indirectly entered into any agreement or arrangement with any person or business in an effort to influence any part of this solicitation or operations of a resulting contract; and the Proposer has not taken any action in restraint of free trade or competitiveness in connection with this solicitation. Additionally, if Proposer has worked with a consultant on the Proposal, the consultant (an individual or a company) has not assisted any other entity that has submitted or will submit a proposal for this solicitation.
4. To the best of its knowledge and belief, and except as otherwise disclosed in the Proposal, there are no relevant facts or circumstances which could give rise to an organizational conflict of interest. An organizational conflict of interest exists when a vendor has an unfair competitive advantage or the vendor's objectivity in performing the contract is, or might be, impaired.
5. The contents of the Proposal have not been communicated by the Proposer or its employees or agents to any person not an employee or legally authorized agent of the Proposer and will not be communicated to any such persons prior to Due Date of this solicitation.
6. If awarded a contract, the Proposer will provide to Sourcewell Participating Entities the equipment, products, and services in accordance with the terms, conditions, and scope of a resulting contract.
7. The Proposer possesses, or will possess before delivering any equipment, products, or services, all applicable licenses or certifications necessary to deliver such equipment, products, or services under any resulting contract.
8. The Proposer agrees to deliver equipment, products, and services through valid contracts, purchase orders, or means that are acceptable to Sourcewell Members. Unless otherwise agreed to, the Proposer must provide only new and first-quality products and related services to Sourcewell Members under an awarded Contract.
9. The Proposer will comply with all applicable provisions of federal, state, and local laws, regulations, rules, and orders.
10. The Proposer understands that Sourcewell will reject RFP proposals that are marked "confidential" (or "nonpublic," etc.), either substantially or in their entirety. Under Minnesota Statutes Section 13.591, subdivision 4, all proposals are considered nonpublic data until the evaluation is complete and a Contract is awarded. At that point, proposals become public data. Minnesota Statutes Section 13.37 permits only certain narrowly defined data to be considered a "trade secret," and thus nonpublic data under Minnesota's Data Practices Act.
11. Proposer its employees, agents, and subcontractors are not:
  1. Included on the "Specially Designated Nationals and Blocked Persons" list maintained by the Office of Foreign Assets Control of the United States Department of the Treasury found at: <https://www.treasury.gov/ofac/downloads/sdnlist.pdf>;
  2. Included on the government-wide exclusions lists in the United States System for Award Management found at: <https://sam.gov/SAM/>; or
  3. Presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from programs operated by the State of Minnesota; the United States federal government or the Canadian government, as applicable; or any Participating Entity. Vendor certifies and warrants that neither it nor its principals have been convicted of a criminal offense related to the subject matter of this solicitation.

By checking this box I acknowledge that I am bound by the terms of the Proposer's Affidavit, have the legal authority to submit this Proposal on behalf of the Proposer, and that this electronic acknowledgment has the same legal effect, validity, and enforceability as if I had hand signed the Proposal. This signature will not be denied such legal effect, validity, or enforceability solely because an electronic signature or electronic record was used in its formation. - Jesse Cooper, National Fleet Manager, 72 Hour LLC, DBA National Auto Fleet Group

The Proposer declares that there is an actual or potential Conflict of Interest relating to the preparation of its submission, and/or the Proposer foresees an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the bid.

Yes  No

The Bidder acknowledges and agrees that the addendum/addenda below form part of the Bid Document.

Check the box in the column "I have reviewed this addendum" below to acknowledge each of the addenda.

File Name	I have reviewed the below addendum and attachments (if applicable)	Pages
<b>Addendum_7_Class 4-8 Chassis and Cabs _RFP_032824</b> Thu March 21 2024 08:45 AM	☑	1
<b>Addendum_6_Class 4-8 Chassis and Cabs _RFP_032824</b> Wed March 20 2024 12:36 PM	☑	3
<b>Addendum_5_Class 4-8 Chassis and Cabs _RFP_032824</b> Mon March 18 2024 12:01 PM	☑	1
<b>Addendum_4_Class 4-8 Chassis and Cabs _RFP_032824</b> Wed March 6 2024 09:38 AM	☑	1
<b>Addendum_3_Class 4-8 Chassis and Cabs _RFP_032824</b> Wed February 21 2024 04:08 PM	☑	2
<b>Addendum_2_Class 4-8 Chassis and Cabs _RFP_032824</b> Wed February 14 2024 04:12 PM	☑	1
<b>Addendum_1_Class 4-8 Chassis and Cabs _RFP_032824</b> Thu February 8 2024 04:24 PM	☑	1



# National Auto Fleet Group

A Division of Chevrolet of Watsonville

490 Auto Center Drive, Watsonville, CA 95076

(855) 289-6572 • (831) 480-8497 Fax

Fleet@NationalAutoFleetGroup.com

4/10/2026

Government Quote ID#3383HD (R1)

D. Thompson

City of Arcadia  
11800 Goldring Road  
Arcadia, CA 91066

Dear D. Thompson,

National Auto Fleet Group is pleased to quote the following sourced item(s) for your consideration. One (1) New/Unused (**2027 Freightliner M2-112 Plus, Cummins 260 HP CNG Engine, Allison 3000RDS Transmission with 16' Stakebed with Smooth Steel Overlay Flooring and 36" Tool Box Hinged Rear Gates on Body and LH/RH Dual Fill 60 Gal CNG Tanks**) and provided by Mr. Kurt Ranfranz with Velocity Truck Center, each for:

	Contract Price
Subtotal	\$ 204,063.00
Tax (10.50%)	\$ 21,426.62
CA Tire Fee	\$ 10.50
Total	\$ 225,500.12

Payment in full before title is released.  
PRICES SUBJECT TO CHANGE for any additional Freightliner in 2026cy.  
Order is non-cancellable

This sourced item(s) is available under the Sourcewell (Formerly Known as NJPA) Contract 032824-NAF. Please reference this Contract Number on all Purchase Orders.

Thank you in advance for your consideration. Should you have any questions, please do not hesitate to call.

Sincerely,

Ben Rodriguez

HD Contract Manager

[BEN@NationalAutoFleetGroup.com](mailto:BEN@NationalAutoFleetGroup.com)

Office (855) 289-6572

Fax (831) 480-8497





SALES (909) 519-0500  
 SERVICE (909) 246-9197  
 COLLISION CENTER (909) 519-4000  
 13800 Valley Blvd, Fontana, CA 92335

### Los Angeles Freightliner - Fontana

13800 Valley Blvd  
 Fontana, CA 92335  
 (909) 510-4000

# Buyers Order

Deal#: DE-123883  
 Opp#: 2026-168897  
 Date: 04/10/2026

Contact: Kurt Ranfranz - Mobile: 562-639-2355 - Email: kranfranz@vvgtruck.com

Bill To: 115180  
 NATIONAL AUTO FLEET GROUP  
 490 Auto Center Dr  
 Watsonville CA 95076-3726  
 Phone: (949) 702-0023  
 DTHOMPSON@arcadiaca.gov

Ship To:  
 City of Arcadia  
 11800 Goldring Road  
 Arcadia CA 91066

Unit#: TBD Stock#: New 2027 FREIGHTLINER M2-112 PLUS Color: White  
 VIN: TBD GVW: 33000  
**To Be Delivered On or About: 11/11/2026**

**Lienholder: None...**

New 2027 Freightliner M2-112 33,000lb GVW Truck, Cummins 260HP CNG Engine, Allison 3000RDS Automatic Transmission, New 16' Stakebed with Smooth Steel Overlay Flooring and 36" Tool Box. Hinged Rear Gates on the Body and LH/RH Dual Fill 60 Gallon CNG Fuel Tanks.

**\*\*\* PRICING IS SUBJECT TO CHANGE DUE TO SUPPLY CHAIN AND PRODUCTION ISSUES. \*\*\***

THIS ORDER INCLUDES PRICE ESTIMATES AND COVERS ONLY THE GOODS AND SERVICES SPECIFIED ABOVE. PRICES MAY CHANGE BY THE TIME OF SALE. THIS IS NOT AN INVOICE. NO UNWRITTEN OR PRIOR ORDERS ARE BINDING. TAX AMOUNTS MAY BE ESTIMATED OR NOT INCLUDED ON THIS ORDER. PURCHASER SHALL PAY ALL TAXES ACTUALLY INCURRED AT THE TIME OF SALE.

By signing below on Purchaser's behalf, the signor certifies that: (i) they have the legal capacity and authority to execute this Order on behalf of the Purchaser entity listed below; (ii) they have read, understand and agree to all pages of this Order; (iii) no credit has been extended to the Purchaser entity listed below (unless explicitly stated otherwise, above), and (iv) they have received a copy of this Order.

NATIONAL AUTO FLEET GROUP  
 \_\_\_\_\_  
 (Purchaser's Name)

Kurt Ranfranz  
 \_\_\_\_\_  
 (Salesperson Name)

X  
 \_\_\_\_\_  
 (Purchaser's Signature)

\_\_\_\_\_  
 (Approved By)

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Date

**VVG New Truck Sales  
Terms and Conditions**

These Terms and Conditions (“**T&C**”) are effective as of the date on the attached Order (“**Order**”) between the dealer (“**Dealer**”) and customer (“**Customer**”) identified therein (together, the “**Parties**”).

1. **ENTIRETY OF THE AGREEMENT.** These T&C, the Order, and the documents referenced below, which are all incorporated by reference as if fully set forth herein, constitute the entire agreement (the “**Agreement**”) between Customer and Dealer with respect to Customer’s binding agreement to purchase the Product(s) and services described herein, subject to all terms and conditions contained herein. No understandings or obligations not expressly set forth in the Agreement are binding upon Customer or Dealer.  
The Agreement is not an “Invoice” or “Bill of Sale”, either of which may be provided by Dealer to Customer to document the dollar amounts paid or to be paid for and the delivery of the Product(s) referenced herein. THIS AGREEMENT CANCELS AND SUPERSEDES ANY PRIOR AGREEMENTS BETWEEN CUSTOMER AND DEALER REGARDING THE PURCHASE AND SALE OF THE PRODUCT(S). IF ANY REPRESENTATIONS, SPECIFICATIONS OR OTHER AGREEMENTS ARE RELIED UPON BY CUSTOMER, THEY MUST BE IN WRITING AND SPECIFICALLY IDENTIFIED AND REFERENCED IN THIS AGREEMENT; OTHERWISE, THEY WILL NOT BE BINDING ON OR ENFORCEABLE AGAINST DEALER. THERE ARE NO UNWRITTEN, ORAL AGREEMENTS BETWEEN THE PARTIES. The terms of the following documents are hereby incorporated by reference into this Agreement as if fully set forth herein (except to the extent that the Parties agree otherwise): (i) Specification sheet(s) for Product(s); (ii) Delivery Receipt/Bill of Sale; (iii) Trade-in appraisal sheet(s) and/or lender payoff verification; (iv) Executed Service Contract(s); (v) Collision Mitigation System Vehicle Safety Options Acknowledgement; and with respect to Government / Commercial Bids Only, (vi) Request for Proposal and Notice(s) of Award(s). In the event that any provisions in such documents are contrary to those in these T&C, the provisions of these T&C shall govern and prevail unless expressly stated otherwise in the contrary document and agreed upon by the Parties hereto.
2. **DEFINITIONS.** As used in this Agreement, the terms: (a) “**Manufacturer(s)**” shall mean the entity or entities that manufactured the Product(s), it being acknowledged and agreed by Customer that Dealer is not the Manufacturer and is not an agent of Manufacturer(s) in any respect; and (b) “**Product(s)**” shall mean the new vehicle(s) or other components, accessories, services or products, which are being purchased by Customer, as set forth in the Agreement.
3. **WARRANTY DISCLAIMERS AND LIMITATIONS**
  - a. **PRODUCTS – MANUFACTURER WARRANTIES ONLY.** ALL PRODUCT WARRANTIES, IF ANY, BY A MANUFACTURER OR SUPPLIER OTHER THAN DEALER ARE THEIRS, NOT DEALER’S, AND ONLY SUCH MANUFACTURER OR OTHER SUPPLIER SHALL BE LIABLE FOR PERFORMANCE UNDER SUCH WARRANTIES, WHICH SHALL BE LIMITED TO THE TERMS OF ANY SUCH PRINTED LIMITED WARRANTIES DELIVERED TO CUSTOMER WITH THE PRODUCT(S). DEALER HEREBY EXPRESSLY DISCLAIMS ALL WARRANTIES, WITH RESPECT TO THE PRODUCT(S), EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE AND ANY WARRANTY ARISING BY STATUTE, OPERATION OF LAW, COURSE OF DEALING OR PERFORMANCE, OR USAGE OF TRADE. EXCEPT FOR ANY SUCH WARRANTIES MADE BY A MANUFACTURER OR SUPPLIER, THE PRODUCT(S) IS/ARE SOLD BY DEALER IN “AS IS” CONDITION, WITH ALL FAULTS. Dealer has not made any warranty or representation concerning the Product(s) not contained in this Agreement, including without limitation, which relate to their suitability for use in any location. Customer is solely responsible for ensuring that Customer may use the Product(s) in any such manner or at any such location as Customer intends on using the Product(s).
  - b. **LIMITED WARRANTY ON SERVICES.** Dealer warrants that all services performed by Dealer for Customer in conjunction with the sale of the Product(s), including, if applicable, installation, upfitting and conversion services (“**Services**”), will be performed in a good and workmanlike manner (“**Services Warranty**”). The Services Warranty is valid for a period of ninety (90) days from the date the Product(s) is/are delivered to Customer. Customer’s sole and exclusive remedy, and Dealer’s entire liability, under this limited Services Warranty is the repair of any nonconforming portion of the Services. DEALER PROVIDES NO OTHER WARRANTIES, EXPRESS OR IMPLIED, CONCERNING ITS SERVICES. The Services Warranty is strictly limited to Services performed by Dealer for Customer with respect to the Agreement. Dealer does not warrant and expressly disclaims all warranties with respect to any service provided by any third party, including but not limited to installation, modification, upfitting or conversion services, and Customer agrees to only pursue such third parties (and not Dealer) with respect to any warranties for such third party services.

**DEALER PROVIDES NO OTHER WARRANTIES HEREUNDER, EXCEPT AS SET FORTH ABOVE. DEALER EXPRESSLY DISCLAIMS ALL OTHER WARRANTIES, EXPRESS OR IMPLIED.**

**4. PAYMENT TERMS.**

- a. Customer agrees to pay Dealer the Deposit on the Product(s) (if any) on the date(s) set forth in Order, and to pay the balance amount (if any) upon delivery or prior to taking delivery of the Product(s) as set forth in Order.
- b. ONLY THOSE PRODUCTS AND SERVICES SPECIFICALLY REFERENCED IN THIS AGREEMENT ARE INCLUDED IN THE STATED PRICES REFERENCED HEREIN.
- c. Dealer may deliver the Product(s) to Customer prior to payment of the balance amount due to Dealer for the Product(s), in Dealer’s sole discretion, provided that any payments of the balance amount by Customer after such delivery shall be deemed late payments. Late payments shall bear interest at the rate of 18% per annum, or the maximum permitted by law, whichever is less. Payments for all Product(s) that are based on the timing of delivery, shall be due on the later to occur of the following: (i) the delivery date for any Product(s) specified in Order, or (ii) the date on which Dealer is prepared to deliver the Product(s) to Customer.
- d. If the financial condition of Customer at any time does not, in the judgment of Dealer in its sole discretion, justify continuance of the Services work to be performed by Dealer or acquisition of the Product(s) pursuant to the terms of this Agreement, Dealer may (i) postpone delivery of the Product(s) and require Customer’s assurances of performance as Dealer deems adequate in its sole discretion, including payment in advance, or (ii) terminate this Agreement, whereupon Customer shall receive a refund of any Deposit subject to Section 11, below.

**5. DEPOSIT.** Dealer shall determine which of the following shall apply:

- a.  The Order does not require Customer to tender any deposit on the Product(s) prior to delivery (a “**Deposit**”); or
- b.  In consideration of Dealer’s ordering and procurement of the Product(s), Customer has paid a deposit of cash and/or Trade-Ins (collectively the “**Deposit**”) in the amount set forth in the Order. The Deposit will be applied to Customer’s purchase of the Product(s). The Deposit is not refundable to Customer, except as otherwise provided in Section 11, below.

**6. TRADE-IN(S).**

- a. **Delivery and Appraisal.** If Customer trades in one or more vehicles at the time this Agreement is executed, the agreed value of such trade-in vehicle(s) (collectively, the “Trade-Ins”) may be applied toward the Deposit (if any). At or prior to Dealer’s delivery of the Product(s) to Customer, Customer shall deliver to Dealer any Trade-Ins in the same condition as at the time of inspection and appraisal by Dealer, reasonable wear and tear excepted, except as disclosed in this Agreement. Dealer shall be permitted to re-appraise any Trade-Ins at time Dealer receives such Trade-Ins, in its sole discretion and if any reappraised value is lower than the original allowance specified in this Agreement (if any), and Customer is reasonably dissatisfied with the lower reappraised value, then the Parties will work together in good faith to agree on a reappraisal value for the Trade-Ins. If such an agreement cannot be reached despite the Parties’ good faith efforts, then Customer may terminate this Agreement, whereupon Customer shall receive a refund of any Deposit subject to Section 11, below
- b. **Customer Representations.** Customer represents and warrants to Dealer, that: (a) Customer is the lawful owner of each and every Trade-In; (b) there is no lien, unpaid balance, security interest, or other encumbrance of any kind upon or against such Trade-Ins except as was disclosed in writing by Customer in this Agreement; (c) all Trade-Ins shall be free and clear of all liens and encumbrances at time of their delivery to Dealer and Customer shall transfer the title to each Trade-In free and clear of any such items at such time; (d) all Trade-Ins are of the type and condition described in this Agreement and are in good operating condition with no defective parts, components or systems, except to the extent as such defects were expressly disclosed in writing by Customer in this Agreement; (e) Customer has given a true and accurate payoff amount with respect to any Trade-Ins having an unpaid balance.
- c. **Payoff Deficit or Surplus.** Dealer has relied upon the truth and accuracy of the information and representations provided by Customer in connection with any Trade-Ins. If the payoff amount for any Trade-In exceeds the payoff amount specified in writing by Customer, Customer must pay Dealer the excess, immediately following Dealer’s demand therefor. If the payoff amount for any Trade-In is less than the payoff amount specified in writing by Customer, Dealer may apply the surplus net trade-in value to any amounts owed by Customer to Dealer (including to the total amount due for the Products) or if all such amounts have been paid in full, Dealer will refund any remaining surplus net trade-in value to Customer.
7. **TAXES.** Unless otherwise specified herein, prices set forth in this Agreement do not include federal excise, sales, use or other taxes related to sale and transfer of the Product(s) and Services hereunder. Customer shall be responsible for paying all excise, sales, use or other taxes applicable to the sale, transfer or use of the Product(s) or Services sold hereunder, in addition to all prices specified herein. To the extent permitted under applicable law, Customer may provide Dealer with a tax exemption certificate acceptable to all applicable taxing authorities in lieu of paying such taxes under this Agreement. Customer agrees that all taxes related to the transactions described in this Agreement, whether arising at the time of such transactions or in the future, are Customer’s sole responsibility, and Customer further agrees to promptly pay any such taxes when and as due.
8. **MANUFACTURER TECHNICAL CHANGES.** Customer acknowledges that the Manufacturer(s) and Dealer reserve the right to change the specifications of the Product(s) at any time without obligation to make such changes in other Product(s) previously delivered to Customer. In addition, Manufacturer(s) and Dealer reserve the right to make design changes and substitution of materials subsequent to the Customer’s receipt of the Product(s) which, in Manufacturers’ or Dealer’s opinion are necessary to improve the Product(s). Customer agrees to accept any such changes as fulfillment of Dealer’s obligations under this Agreement.
9. **REQUIRED EQUIPMENT.** This Agreement shall be deemed to include, whether or not specified herein, all equipment or accessories for Product(s) that are required by the National Highway Traffic Safety Act (the “Act”) or other laws or regulations in effect at the time of Dealer’s order of such Product(s) with the Manufacturer(s). It is agreed that any additional or different equipment not specified hereunder that is required by the Act or other laws or regulations at the time of delivery will be added and the costs shall be paid by Customer. Customer understands that certain safety equipment is available that is not legally required and is available at Customer’s request for an additional fee.
10. **IMPORT TARIFFS:** Customer acknowledges that any import tariffs imposed by the Federal government with respect to any Product(s) or Services are the sole responsibility of the Customer and will result in increase(s) in the price(s) paid by the Customer to Dealer hereunder, equal to the amount of each obligatory tariff.
11. **CUSTOMER CANCELLATION.** CUSTOMER MAY NOT CANCEL THE ORDER OF PRODUCT(S) AND/OR SERVICES HEREUNDER, UNLESS AND UNTIL CUSTOMER HAS RECEIVED DEALER’S WRITTEN CONFIRMATION THAT DEALER IS ABLE TO CANCEL, WITHOUT PENALTY OR EXPENSE, SAID ORDER OF PRODUCT(S) AND/OR SERVICES WITH THE MANUFACTURER(S), THE DEALER SERVICE TEAM AND/OR THIRD-PARTY UPFITTERS/VENDORS ENGAGED IN PREPARING, UPFITTING AND MODIFYING THE PRODUCT(S) OR PROVIDING THE SERVICES, WHICH CONFIRMATION DEALER MAY WITHOLD IN DEALER’S SOLE AND ABSOLUTE DISCRETION. UPON ANY CANCELLATION OF ANY OR ALL PRODUCT(S) HEREUNDER IN DEALER’S SOLE DISCRETION, DEALER SHALL RETURN ANY DEPOSIT ACTUALLY PAID TO DEALER BACK TO CUSTOMER, NET OF DEALER’S REASONABLE CANCELLATION CHARGES AND EXPENSES, (INCLUDING WITHOUT LIMITATION, DEALER’S OUT-OF-POCKET EXPENSES). CUSTOMER SHALL BE LIABLE FOR ANY SUCH CANCELLATION CHARGES AND EXPENSES (INCLUDING IN EXCESS OF ANY DEPOSIT, IF A DEPOSIT WAS MADE), AND SHALL PAY SUCH AMOUNTS IMMEDIATELY UPON DEALER’S DEMAND..
12. **DELIVERY.**
- a. **Delivery Dates.** All Product(s) furnished hereunder shall be delivered to Customer at the Dealer’s designated location or another location as designated in this Agreement. Delivery dates specified in this Agreement are approximate and are based upon receipt of all necessary information, Trade-Ins and payments from Customer. Dealer shall not be liable for failure to deliver or delay in delivering any Product(s) covered by this Agreement where such failure or delay is due, in whole or in part, to any cause beyond the reasonable control, or occurs without the gross negligence or intentional misconduct, of Dealer, including without limitation, failures or delays caused by any Manufacturer delay or delivery failure, earthquake, hurricane or other natural disaster, fire, war, terrorist act, labor dispute, strike, tariff, pandemic, etc. and any third-party vendor’s acts or omissions that relate to any Product(s) and/or their modification.
- b. **Failure to Take Delivery.** If Customer refuses or otherwise fails to take delivery of any Product(s) within Fifteen (15) days after Dealer notifies Customer that any Product(s) are ready for delivery, or otherwise defaults under this Agreement with respect to taking delivery of any Product(s) (the date of such default, in either instance, the “**Delivery Default Date**”), to the extent permitted by applicable law, Dealer may demand, and Customer shall pay immediately upon receipt of any such demand, all of Dealer’s reasonable costs of storing, securing, maintaining, paying inventory floorplan financing on, and otherwise retaining possession of any Product(s), including without limitation with respect to any vehicles included within the undelivered Product(s), a storage fee of Fifty Dollars (\$50.00) per day, per vehicle and a floored inventory fee equal to the greater of: (i) a rate of 9% per annum, or (ii) the rate actually charged by Dealer’s inventory floorplan financing lender(s) with respect to any such undelivered vehicle(s), but in either case, no more than the maximum rate permitted by law, on the sale price of each vehicle, calculated in the same manner as Dealer’s inventory floorplan financing agreements calculate interest with respect to any such vehicles, and beginning on the Delivery Default Date. Dealer may make such demands at any time following the Delivery Default Date and may make further demands on any unpaid amounts related to such vehicles, unless and until all such Dealer costs and amounts due with respect to such vehicles have been paid and Customer has taken delivery of all such vehicles. All costs and fees for which Customer is responsible under this Section 12(b) are separate, distinct and not exclusive from any other costs, fees or penalties that Customer may be responsible for under any other Section of these T&C (including without limitation, late payment interest pursuant to Section 4(c)).
13. **INSPECTION.** By signing this Agreement, Customer agrees to inspect the Product(s) and all related components upon delivery, and to accept such Product(s) thereafter or reject delivery of the Product(s) if reasonably believed to be defective. Customer agrees to immediately notify Dealer with a clear written description of any alleged defects immediately after Customer discovery any such alleged defects. Customer’s acceptance of delivery of the Product(s) shall constitute

Customer's acceptance of the Product(s) and all aspects of their condition, including physical condition, VIN and mileage, as appropriate, at the time of delivery, subject to applicable laws.

14. **TITLE AND REGISTRATION.** Except as otherwise agreed upon between the Parties in writing, Dealer shall procure title and registration(s) from the governing state for all vehicles that constitute Product(s) and shall charge Customer any Document Processing Charge, Electronic Vehicle Registration or Transfer Charge, and other related fees and charges, all as indicated in the Order. Customer has provided, or will provide, Dealer with all information, fees and authorizations requested by the Dealer to timely apply for such title and registration(s). Customer shall indemnify Dealer and hold it harmless against any legal claims arising from Dealer acts and/or omissions when performing the title or registration work hereunder, except to the extent caused by Dealer's gross negligence or willful misconduct.
15. **INSURANCE.** Customer agrees that it is obligated by applicable laws to obtain and maintain insurance on the Product(s), with such coverage, policy limits and other qualities as are required by applicable laws. Dealer has no obligation to insure the Product(s) and will not provide any insurance coverage, except as expressly provided otherwise in this Agreement, if applicable.
16. **CALIFORNIA AIR RESOURCES BOARD DISCLOSURE.** An on-road heavy-duty diesel or alternative-diesel vehicle sold hereunder and operated in California may be subject to the California Air Resources Board (CARB) regulations to reduce particulate matter and criteria pollutant emissions. Such vehicle therefore could be subject to exhaust retrofit or accelerated turn-over requirements to reduce emissions of air pollutants. Customer agrees to hold Dealer and any of its affiliates harmless for any repairs and/or modifications which may have to be made to this vehicle to bring it into compliance with pending CARB or other governmental regulations which are enacted after the date of this Agreement. Customer also agrees to hold Dealer and any of its affiliates harmless for losses or damages which Customer or its agents, employees, subsidiaries, entities, heirs, and assigns may incur or suffer as the result of any pending CARB regulations or similar regulations which may be pending or enacted by other states or the federal government.
17. **TITLE AND CUSTOMER DEFAULT REMEDIES. THIS AGREEMENT IS NOT A BILL OF SALE.** Prior to or at the time of delivery of the Product(s), Customer agrees to sign any necessary or desirable document, in Dealer's sole discretion, to effectuate the sale and transfer of the Product(s) from Dealer to Customer, and for any Trade-Ins, from Customer to Dealer. Until full payment by Customer of all amounts due hereunder, and until all documents required to transfer the Product(s) and all Trade-Ins have been executed by Customer, Dealer shall retain title to and ownership of all Product(s) furnished hereunder. If Customer is in possession of the Product(s) and defaults in payment or performance hereunder or becomes subject to insolvency, receivership, or bankruptcy proceedings, or makes an assignment for the benefit of creditors, or without the consent of Dealer voluntarily or involuntarily sells, transfers, leases, or permits any lien or attachment on the Product(s) delivered hereunder, Dealer may treat all amounts then or thereafter owing hereunder by Customer as immediately due and payable and Dealer may repossess said Product(s) by any means available by law and shall enjoy any and all other remedies of a secured creditor under the Uniform Commercial Code. Customer shall execute and deliver to Dealer such financing statements and other documents, as Dealer may demand in its sole discretion to evidence, perfect and protect the priority of its security interest in the Product(s) subject to this Agreement.
18. **DAMAGES; ACTIONS.** Dealer expressly reserves all rights and remedies available at law or in equity, including but not limited to pursuing an Action (defined herein) for damages for breach of this Agreement for losses, which may include flooring costs and other economic damages; and nothing herein shall be construed as a waiver of any rights or remedies available to Dealer. Customer agrees that in the event of any Action brought by Customer against Dealer, Customer shall not be entitled to recover any incidental or consequential damages as defined in the Uniform Commercial Code, including but not limited to indirect or special damages, loss of income or anticipated profits, down-time or any punitive damages.
19. **MISCELLANEOUS.**
  - a. **ATTORNEY'S FEES.** In any Action between the parties hereto, whether initiated by Dealer or Customer, the party that prevails in such Action shall be entitled to recover its reasonable attorneys' fees and costs in the Action against the other party.
  - b. **RISK OF LOSS.** Customer shall assume all risk of loss relating to the Product(s) at the earlier of the following: (i) the time Customer receives possession of the Product(s), or (ii) the time Customer receives title to the Product(s) if such title is conveyed before the Customer receives possession; and Dealer shall have no responsibility or liability related to the Product(s) after such time.
  - c. **ASSIGNMENT.** Any assignment by Customer of this Agreement or any rights hereunder, without written consent of Dealer, shall be void. Dealer may assign this Agreement to any affiliate of Dealer at any time by giving written notice of such assignment to Customer.
  - d. **AMENDMENT.** Amendments must be in writing and signed by both parties. Oral modifications are not enforceable.
  - e. **MODIFICATION; WAIVERS.** Clerical errors may be corrected by Dealer's written notice to Customer. Waivers must be in writing and signed by an authorized Dealer representative of Dealer.
  - f. **NO RE-SALE; MANUFACTURER INCENTIVES.** If at any time Dealer determines that the Customer intends to engage in the resale of the vehicles for profit, where such resale is not in conjunction with further manufacturing, Dealer reserves the right to cancel this Agreement at any time. Certain Manufacturer incentives are intended to be used for retail Customers at the location as identified by the Customer in this Agreement. Customer represents that they will register any vehicle purchased hereunder with their state motor vehicle department and are not purchasing such vehicle(s) for resale or export. If at any time Dealer determines that the foregoing representations are not true, Dealer has the right to seek repayment of any Manufacturer incentives applied to Customer's payments hereunder.
  - g. **PRIVACY POLICY.** Customer has received, reviewed, and accepts Dealer's Privacy Policy, as may be amended from time to time, which is located at <https://www.velocityvehiclegroup.com/privacy>.
  - h. **LEGAL CAPACITY.** Customer's signatory certifies that they are of legal age, have capacity and have authority to execute this Agreement on behalf of Customer, and acknowledges receipt and understanding of its terms.
  - i. **COUNSEL.** The Customer acknowledges that it has had full and fair opportunity to consult independent counsel about the effects and consequences of the terms of this Agreement.
  - j. **GOVERNING LAW.** This Agreement is governed by the laws of the State of California. All legal proceedings (each a "Action") must be filed in the federal and states courts in Los Angeles County, California, within one year of a claim's accrual arising from the purchase of the Product(s).
  - k. **ELECTRONIC SIGNATURES.** Electronic signatures and delivery, including by DocuSign, email, or similar electronic transmission, are valid, binding and effective for all purposes as an original document.
  - l. **WAIVER; SEVERABILITY.** If any provision or part of any provision of this Agreement shall be deemed to violate any applicable law or regulation, such invalid provision or part of a provision shall be inapplicable. However, the remaining part of that provision and the remainder of the Agreement shall continue to be binding and enforceable on the parties hereto.

Customer's Initials: \_\_\_\_\_



---

**PUBLIC WORKS SERVICES DEPARTMENT**

**DATE:** May 19, 2026

**TO:** Honorable Mayor and City Council

**FROM:** Paul Cranmer, Public Works Services Director  
By: John Corona, Utilities Manager

**SUBJECT:** PURCHASE ORDER WITH WATERLINE TECHNOLOGIES, INC. FOR THE PURCHASE AND DELIVERY OF SODIUM HYPOCHLORITE FOR THE DISINFECTION OF THE CITY'S MUNICIPAL WATER SUPPLY, IN THE AMOUNT OF \$127,627.50  
**CEQA: Not a Project**  
**Recommendation: Approve**

**SUMMARY**

The disinfection of drinking water by public water agencies is an essential step in maintaining water quality. The City of Arcadia's water system utilizes sodium hypochlorite to disinfect water pumped from the groundwater basin. To ensure that the City is receiving the most competitive price for this purchase, a formal bid process was conducted. Waterline Technologies, Inc. submitted the lowest responsive bid.

It is recommended the City Council approve a purchase order with Waterline Technologies, Inc. for the purchase and delivery of sodium hypochlorite for the disinfection of the City's municipal water supply, in the amount of \$127,627.50, with three optional one-year extensions. It is further recommended that the City Council delegate the authority to approve future extensions of the Purchase Order to the City Manager, without having to return to the City Council for subsequent approval, provided that any changes to the Purchase Order amount stay within standard inflationary limits and sufficient funds are available in the adopted budget.

**BACKGROUND**

The disinfection of drinking water by public water agencies is essential in managing and eliminating potential water quality problems. The City’s municipal water supply system permit from the Division of Drinking Water (“DDW”) specifies that the City’s water system must use chlorination as a means of disinfection. Liquid sodium hypochlorite (commonly referred to as chlorine bleach) has been an effective disinfectant used by the City for many years. The liquid sodium hypochlorite is delivered in bulk to the City’s well sites and stored onsite, where it is injected into the distribution system using precision metering devices to ensure the proper concentration of disinfectant. These concentrations are monitored daily by the City’s Water Production Technicians.

**DISCUSSION**

On March 9, 2026, a Notice Inviting Bids for Sodium Hypochlorite was published in accordance with City Council Resolution No. 7843. On April 7, 2026, the City Clerk received two bids with the following results:

<u>Bidder</u>	<u>Location</u>	<u>Bid Amount</u>
Waterline Technologies, Inc.	Santa Ana, CA	\$127,627.50
Brenntag Pacific, LLC	Santa Fe Springs, CA	\$155,473.50

All bid documents were reviewed for content and the contractor’s background was investigated. Based on this review, it has been determined that Waterline Technologies, Inc. is the lowest responsive bidder. The business of delivering bulk sodium hypochlorite is rather small, and there are only a few vendors who offer these services. Waterline Technologies, Inc. is the City’s current provider for this product and has consistently delivered quality service at reasonable prices over the years.

**ENVIRONMENTAL ANALYSIS**

The proposed action does not constitute a project under the California Environmental Quality Act (“CEQA”), as it can be seen with certainty that it will have no impact on the environment.

**FISCAL IMPACT**

Sufficient funds have been budgeted in the Fiscal Year 2026-27 Water Operation and Maintenance Budget for the purchase of \$127,627.50 in bulk liquid sodium hypochlorite.

**RECOMMENDATION**

It is recommended that the City Council determine that this action does not constitute a project under the California Environmental Quality Act ("CEQA"); and approve, authorize, and direct the City Manager to execute a Purchase Order with Waterline Technologies, Inc. for the purchase and delivery of Sodium Hypochlorite for the disinfection of the City's municipal water supply, in the amount of \$127,627.50, with three optional one-year extensions. It is further recommended that the City Council delegate the authority to approve future extensions of the Purchase Order to the City Manager, without having to return to the City Council for subsequent approval, provided that any changes to the Purchase Order amount stay within standard inflationary limits and sufficient funds are available in the adopted budget.

Approved:



Dominic Lazzaretto  
City Manager



# CITY OF ARCADIA

## STAFF REPORT

### POLICE DEPARTMENT

**DATE:** May 19, 2026

**TO:** Honorable Mayor and City Council

**FROM:** Roy Nakamura, Police Chief  
By: Amber Abeyta, Management Analyst

**SUBJECT:** PURCHASE ORDER WITH ODP BUSINESS SOLUTIONS (“OFFICE DEPOT”) FOR NEW FURNITURE TO BE USED THROUGHOUT THE ARCADIA POLICE DEPARTMENT IN AN AMOUNT NOT TO EXCEED \$19,592  
**CEQA: Not a Project**  
**Recommendation: Approve**

#### **SUMMARY**

The Police Department requires the purchase of new furniture from ODP Business Solutions (“Office Depot”) to support operational needs in multiple work areas. These work areas include the report writing room, space for the Logistical Services Officer, and the Records Bureau. The requested items include cabinetry and filing solutions to improve organization, efficiency, and workspace functionality.

By leveraging the Master Services Agreement (“Agreement”) between ODP Business Solutions (“Office Depot”) and the Foundation for California Community Colleges (“FCCC”) for furniture purchases, the project can be expedited at prices that meet or outperform the traditional competitive bidding process. It is recommended that the City Council approve, authorize, and direct the City Manager to execute a Purchase Order with ODP Business Solutions (“Office Depot”) for new furniture to be used throughout the Police Department, in an amount not to exceed \$19,592.

#### **BACKGROUND**

Several workspaces throughout the Police Department currently lack adequate furniture to support daily operations. Much of the existing furniture in these areas was originally installed in 2003 and has exceeded its useful lifespan given the 24/7

nature of police operations. The report writing room requires additional cabinetry to securely store reports and supplies. The office space for the Logistical Services Officer requires updated furniture to better accommodate administrative and logistical duties. Additionally, the Records Division requires a new filing cabinet to replace aging equipment and ensure secure and organized document storage. Existing furniture in these areas is either outdated, insufficient, or no longer meets operational needs, necessitating these upgrades.

**DISCUSSION**

The Fiscal Year 2025-26 Equipment Replacement budget allocates funds for replacing four workstations in the Police Department’s Records Bureau, which are over 22 years old. The four workstations were purchased from Office Depot for a total cost of \$23,595. The purchase was made in compliance with the City’s procurement policy and did not meet require City Council’s approval. According to the City’s procurement policy, any purchases made from a single vendor that total \$30,000 or more, must receive City Council approval. The proposed additional furniture purchases listed below total \$19,592, increasing the cumulative purchases from Office Depot to \$43,187 and thereby requiring City Council approval.

Furniture Items	Cost
<b>Report Writing Room Cabinet</b>	\$1,463.37
<b>Logistical Services Officer - Office Furniture</b>	\$12,334.67
<b>Records Bureau Filing Cabinet</b>	\$5,794.01
<b>Total</b>	\$19, 592.05 (rounded to \$19,592)

The City’s Purchasing Policy allows the use of other agencies’ contracts to facilitate purchases, also known as “piggybacking”, in its procurement process. Piggybacking is a form of intergovernmental cooperative purchasing, in which a public agency uses an existing public contract to procure similar items or services. This method allows for savings in time, resources, and costs by leveraging another agency’s successful competitive bidding process.

Through a competitive bidding process, the FCCC entered a Master Services Agreement (Attachment No. 2) with Office Depot, LLC (including ODP Business Solutions), which covers the purchase of office furniture. The Agreement term began

July 1, 2021, through June 30, 2024, and was extended to June 30, 2026 (Attachment No. 3). The Purchasing Division explored possible options for the purchase of office related equipment, and it was determined that piggybacking on the competitive pricing with the FCCC was the best option. It is recommended that this Agreement be utilized to complete the new furniture purchase in the amount of \$19,592.

### **ENVIRONMENTAL ANALYSIS**

The proposed action does not constitute a project under the California Environmental Quality Act ("CEQA"), based on Section 15061(b)(3) of the CEQA Guidelines, as it can be seen with certainty that it will have no impact on the environment.

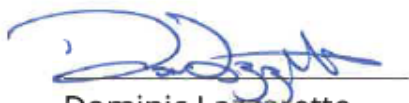
### **FISCAL IMPACT**

Sufficient funds totaling \$19,592 have been approved within the Fiscal Year 2025-26 Equipment Replacement and General Fund Operating Budgets to support this purchase.

### **RECOMMENDATION**

It is recommended that the City Council determine this action is not a project under the California Environmental Quality Act ("CEQA"); and approve a Purchase Order with ODP Business Solutions ("Office Depot") for new furniture to be used throughout the Arcadia Police Department in an amount not to exceed \$19,592.

Approved:



Dominic Lazzaretto  
City Manager

Attachment No. 1: Office Depot Business Solution Quotes

Attachment No. 2: Master Services Agreement

Attachment No. 3: Amendment to the Master Services Agreement



Mike Bennett  
310-920-8208 Mike.Bennett@odpbusiness.com

**City of Arcadia, Reports Writing Room**

**SOLD TO:**

City of Arcadia  
240 W Huntington Dr

Arcadia CA 91007  
Danny Juarez  
(626) 574-5182

**SHIP TO:**

**NOTES:**

Pricing in this proposal is based on current market conditions and may change due to tariff adjustments or government fees. Any increases before order invoice could adjust the final pricing.

LINE	QTY	PRODUCT	UNIT SELL	EXT SELL
1	1	<b>NOTE</b> **AUDITED BY MICHELLE EVANS 3-24-25**	\$0.00	\$0.00
2	1	<b>DESIGN</b> COMPLIMENTARY DESIGN (STD RATE \$90/HR) - TOTAL 0.75 HOURS OF DESIGN TIME	\$0.00	\$0.00
3	1	<b>9342P-5S1</b> 18"d x 42"w x 65.25"h, 2 Door, 1 Fixed, 3 Adj Shelves, 9300 SERIES  Metal File Case & Storage Front Pa ~STD Global Standard Paint Finishes {20 LAFI Global Standard Finishes {F1} OYS Lock Option {40} W401 Commercial or GSA Offering ~STD	\$473.66	\$473.66
4	6	<b>9342P-FWS</b> 18"d x 42"w, Additional Shelf for 9300 SERIES Storage Cabinet, 9300 SERIES  Metal Paint Finishes {20} LAFC Global Standard Finishes {F1} OYS Commercial or GSA Offering ~STD	\$40.11	\$240.66

LINE	QTY	PRODUCT	UNIT SELL	EXT SELL
5	1	<b>INSTALL RT Q67612 - 1</b> Labor to Receive Deliver and Install per proposal	\$610.00	\$610.00
		All work during Regular Business Hours No stair carry Area to be free and clear Non-Union Labor		

LINE	QTY	PRODUCT	UNIT SELL	EXT SELL
			Subtotal	\$1,324.32
			10.5% EST SALES TAX	\$139.05
			GRAND TOTAL	\$1,463.37

**~Ordering Notes~**

- \* Deposit may be due at time of order
- \* The applicable tax will be applied at the time of invoicing
- \* Pricing in this proposal is based on current market conditions and may change due to tariff adjustments or government fees. Any increases before order invoicing could adjust the final pricing.
- \* Estimated leadtime is subject to the manufactures production / shipping schedules
- \* This proposal contains Special Order items that are Not Returnable
- \* Once an order is placed, cancellations are Not Allowed

**TERMS AND CONDITIONS OF PURCHASE**

**(FURNITURE - ODP BUSINESS SOLUTIONS WORKSPACE INTERIORS)**

1. ODP Business Solutions, LLC ("ODP Business Solutions") shall make commercially reasonable efforts to install all products as quickly as possible. However, any delivery and/or installation dates quoted to Customer are approximate, and ODP Business Solutions obligation shall be only to deliver and/or install the products within a reasonable time. Also, due to certain factory shipment schedules, it is possible that ODP Business Solutions will be able to deliver and install portions of the job in phases. Customer will be invoiced for the items as they are delivered and payment will be due as set forth in Section 3 below
2. All prices are firm for thirty (30) days from date of proposal.
3. Payment terms are net twenty (20) days from date of invoice, unless otherwise agreed to and as documented on the order or quote. Customer will be invoiced for items when delivery and installation (if applicable) is complete, and any punch issues are less than 10% of the value of the entire order. In no event shall payment be withheld for delivered products and services. Customer shall pay 90% of the invoice and may withhold 10% until completion of the job. The balance is payable immediately after any outstanding issues are resolved.
4. All orders are subject to credit approval.
5. ODP Business Solutions requires a minimum deposit equaling 50% on all orders over \$20,000. Said deposit will be applied to Customer's account until such product is delivered and invoiced. Each invoice, less its proportionate share of the deposit, will be due and payable as set forth in Section 4 above.
6. All products and materials are subject to applicable taxes, as well as any applicable inbound freight and fabrication charges.
7. An order is not cancelable once in production. "Quick ships" and fabric orders are not cancelable.
8. Any quotation for special order products or materials shall be approved by an authorized Customer representative for correct product number, fabric, specifications and quantities. Any services rendered to Customer to change or modify the specification and layout before or during installation will be charged to Customer at prevailing rates. If such changes or modifications result in additional products, parts, materials or labor, they will be billed to Customer at prevailing rates.
9. Delivery and installation services are conducted during normal business hours of 8:00 a.m. to 5:00 p.m., Monday through Friday. If services are requested outside of normal business hours, if special handling or equipment is required, if moving of products other than delivered is required, or if there are any unusual condition not made known to ODP Business Solutions at the time of sale, extra labor charges at prevailing rates may apply.
10. If during installation, additional products are necessary or required to complete the job, such additional products and labor will be charged to Customer at prevailing rates.
11. Floors shall be smooth, level and free from debris.
12. Condition of Jobsite - Customer agrees to have premises available on the requested date of installation and for a reasonable time thereafter for installation during the regular business day. Customer's job site shall be clean, clear, and free of debris prior to installation. Delivery and installation encumbrances which necessitate additional labor will result in extra charges. If installation is to be placed over carpeting, tiles, or other floor covering, Customer hereby assures ODP Business Solutions that all such coverings will be completed prior to time installation is scheduled. The job site shall be free of interference from all trades in the work areas, and if the job site is not free of such trade interference, the delivery and installation shall not proceed until such interference has been eliminated, or other arrangements are agreed to in writing. ODP Business Solutions shall be held harmless and shall not assume liability for job delay due to failure to meet any of the preceding conditions.
13. Jobsite Services. Electric current, light, heat, trash disposal facilities, hoisting and/or elevator service, and adequate facilities for off-loading, staging, moving, and handling of the Furnishings will be furnished without charge to ODP Business Solutions. Customer acknowledges that if the installed Furnishings require electrical hook-ups, outlets, wiring, or other similar services, at Customer's election, ODP Business Solutions may provide such services through licensed subcontractors at an additional fee or Customer shall be responsible for engaging appropriate licensed professionals.
14. Permits are the responsibility of the Customer unless expressly provided in the Proposal.
15. If Customer is unwilling or unable to accept delivery or installation of the products according to the specified schedule, the products will be stored at Customer's expense. Customer shall pay a warehouse charge payable monthly. Any double handling of a product will be charged at our normal hourly rate.
16. ODP Business Solutions makes no warranties, expressed or implied, as to merchantability or as the suitability of the products for any particular purpose, except those made by the manufacturer of the products. Any claim must be made to ODP Business Solutions in writing within five (5) days after delivery or installation of the products and if no claim is so received by ODP Business Solutions it will be conclusively presumed that Customer has accepted and that the products are as represented.
17. No liability shall accrue against ODP Business Solutions as a result of breach of terms and conditions caused by any strike, act of God, lockout, accident, or delay beyond its control.
18. ODP Business Solutions retains, and Customer hereby grants to ODP Business Solutions, a security interest in the products to secure the purchase price therefore. The products shall remain personal property regardless of being fixed to any real property. If Customer defaults in the payment of the purchase price when due, ODP Business Solutions shall have all rights and remedies granted by the Uniform Commercial Code. A finance charge of 2% per month (annual percentage rate 24%) will be charged on all past due balances. Customer shall pay all collection costs, including attorneys fee, in the event any claim is referred to a collection agency or attorney.
19. Products shipped directly to Customer shall be the responsibility of Customer except if agreed in writing that ODP Business Solutions will provide delivery and installation services. The receiving Customer is responsible to inspect products and file any necessary freight claims with freight provider.
20. Manufacturer warranties apply for parts only. Labor is not included.
21. All items set forth in the quotation are non-returnable.
22. IN NO EVENT SHALL EITHER PARTY BE LIABLE FOR CONSEQUENTIAL, SPECIAL, INDIRECT OR INCIDENTAL DAMAGES, WHETHER IN AN ACTION BASED ON CONTRACT, TORT (INCLUDING NEGLIGENCE) OR ANY OTHER LEGAL THEORY, EVEN IF THE PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.
23. Each party shall indemnify and hold harmless the other party from and against any and all third-party claims, demands, actions, suits, losses, liabilities, damages and all related costs and expenses, including without limitation reasonable attorneys' fees due to, arising from or relating to the negligent, willful or reckless act or omission of the indemnifying party.
24. These terms and conditions shall be governed by the law of the State of Florida, without regard to conflict of laws principles.

Customer PO: \_\_\_\_\_

Title: \_\_\_\_\_

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

Customer: \_\_\_\_\_

Customer's Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Mike Bennett  
310-920-8208 Mike.Bennett@odpbusiness.com

**LOGISTICAL SERVICES OFFICER'S OFFICE**

**SOLD TO:**

City of Arcadia  
250 W Huntington Dr

Arcadia CA 91007  
Danny Juarez  
626-574-5182 (Office) /  
626-684-0365 (Mobile)

**SHIP TO:**

**NOTES:**

**Pricing in this proposal is based on current market conditions and may change due to tariff adjustments or government fees. Any increases before order invoice could adjust the final pricing.**

LINE	QTY	PRODUCT	UNIT SELL	EXT SELL
1	1	<b>NOTE</b> **AUDITED BY MICHELLE EVANS 3-24-26**	\$0.00	\$0.00
2	1	<b>DESIGN</b> COMPLIMENTARY DESIGN (STD RATE \$90/HR) - TOTAL 1.50 HOURS OF DESIGN TIME	\$0.00	\$0.00
3	1	<b>HWV93AALP</b> Systems 72x36x24x24Left Corner Cove Worksurface Edgebd  Select Laminate \$(L2STD) Grd L2 Standard Laminates Select Grade 2 Laminate Finish .LPT1 Portico Teak Select Edgeband Color .DP Portico Teak Select Grommet Color .T1 Platinum	\$525.39	\$525.39
4	1	<b>HWR2436P</b> Systems Rectangular Worksurface Edgeband 24D x 36W  Select Laminate \$(L2STD) Grd L2 Standard Laminates Select Grade 2 Laminate Finish .LPT1 Portico Teak Select Edgeband Color .DP Portico Teak Select Grommet Color .T1 Platinum	\$294.17	\$294.17

LINE	QTY	PRODUCT		UNIT SELL	EXT SELL
5	1	<b>HHATM3S3LT</b> Max 3 Stage 3 Leg T Foot		\$1,466.40	\$1,466.40
		Select Paint Grade	\$(P2)	P2 Paint Opts	
		Select Grade 2 Paint	.PR6	Silver	
		Select Glide	.X	Standard Glide	
		Select Keypad	.MEM	Memory Preset	
6	1	<b>HHN831124</b> Flat Bracket 24D		\$54.60	\$54.60
		Select Color Option	.S	Charcoal	
7	1	<b>HLSLZ5SC48</b> 36"W External Stiffener		\$74.66	\$74.66
		Select Color Option	.P	Black	
8	1	<b>HUSLMOD1366</b> Laminate Modesty 13h x 66w		\$551.57	\$551.57
		Select Laminate	\$(L2STD)	Grd L2 Standard Laminates	
		Select Grade 2 Laminate Finish	.LPT1	Portico Teak	
		Select Edgeband Color	.DP	Portico Teak	
		Select Color Option	.P	Black	
9	1	<b>HJTRGH36</b> 36" Cable Management Tray - Black Only		\$72.43	\$72.43
		Select Paint Color	.P	Black	
10	1	<b>H105413X</b> Credenza Shell 10" Mod Panel 96Wx24Dx29-1/2H		\$806.19	\$806.19
		Select Top Laminate Color	\$(L2STD)	Grd L2 Standard Laminates	
		Select Top Laminate Color	.LPT1	Portico Teak	
		Select Chassis Laminate Color	LPT1	Portico Teak	
11	1	<b>H10503</b> 10500 Series Lateral File Ped 36"W x 20"D x 28"H		\$835.71	\$835.71
		Select Laminate	\$(L2STD)	Grd L2 Standard Laminates	
		Select Grade 2 Laminate Finish	.LPT1	Portico Teak	

LINE	QTY	PRODUCT	UNIT SELL	EXT SELL
12	1	<b>H105106</b> 10500 Series 15 3/4Wx18 7/8Dx21 7/8H Mobile Ped B/F Select Top Laminate Color \$(L2STD) Grd L2 Standard Laminates Select Top Laminate Color .LPT1 Portico Teak Select Chassis Laminate Color LPT1 Portico Teak	\$574.97	\$574.97
13	2	<b>H105323K</b> 10500 Series 48x37 1/8 Stack-On Storage 3-Dr Locking ETA Select Top Laminate Color \$(L2STD) Grd L2 Standard Laminates Select Top Laminate Color .LPT1 Portico Teak Select Chassis Laminate Color LPT1 Portico Teak	\$739.33	\$1,478.66
14	1	<b>H105349</b> 10500 Series Stack-on Storage Clearance End Panel Kit Select Laminate \$(L2STD) Grd L2 Standard Laminates Select Grade 2 Laminate Finish .LPT1 Portico Teak	\$291.39	\$291.39
15	2	<b>H105853</b> 10500 Series Back enclosure for 48"W Stack on Storage Select Laminate \$(L2STD) Grd L2 Standard Laminates Select Grade 2 Laminate Finish .LPT1 Portico Teak	\$174.39	\$348.78
16	2	<b>H90053</b> 10500 Series Tckbd for 48"W Stack on Strg Bck Enclosure Fabric Selection \$(A) Grd A Fab Grd A Fab .RFG Refuge Select Refuge Fabric Color 93 Frost	\$204.47	\$408.94
17	1	<b>HLED31A</b> 31" LED Light W/PwrSupplyForDaisyChain(STARTER)	\$503.10	\$503.10
18	1	<b>HLED31AUO</b> 31"LED Lt W/8"JmprCordDaisyChain(FOLLOWER)	\$410.06	\$410.06
19	3	<b>HARCHC2</b> Field Install Dwr/Door Kit-Arch Mat Chrome 2pack	\$50.70	\$152.10

LINE	QTY	PRODUCT	UNIT SELL	EXT SELL
20	2	<b>HARCHC3</b> Field Install Dwr/Door Kit-Arch Mat Chrome 3pack	\$55.71	\$111.42
21	2	<b>HF23S</b> Contain Satin Removable Lock Core Kit Select Key Number .X125E 125E	\$39.56	\$79.12
22	2	<b>HF27S</b> Satin Removable Lock Core Kit Select Key Number .X125E 125E	\$28.97	\$57.94
23	1	<b>INSTALL RT Q67614 - 1</b> Labor to Receive Deliver and Install per proposal  All work during Regular Business Hours No stair carry Area to be free and clear Non-Union Labor	\$2,065.00	\$2,065.00

LINE	QTY	PRODUCT	UNIT SELL	EXT SELL
			Subtotal	\$11,162.60
			EST SALES TAX 10.5%	\$1,172.07
			GRAND TOTAL	\$12,334.67

**~Ordering Notes~**

- \* Deposit may be due at time of order
- \* The applicable tax will be applied at the time of invoicing
- \* Pricing in this proposal is based on current market conditions and may change due to tariff adjustments or government fees. Any increases before order invoicing could adjust the final pricing.
- \* Estimated leadtime is subject to the manufactures production / shipping schedules
- \* This proposal contains Special Order items that are Not Returnable
- \* Once an order is placed, cancellations are Not Allowed

**TERMS AND CONDITIONS OF PURCHASE**

**(FURNITURE - ODP BUSINESS SOLUTIONS WORKSPACE INTERIORS)**

1. ODP Business Solutions, LLC ("ODP Business Solutions") shall make commercially reasonable efforts to install all products as quickly as possible. However, any delivery and/or installation dates quoted to Customer are approximate, and ODP Business Solutions obligation shall be only to deliver and/or install the products within a reasonable time. Also, due to certain factory shipment schedules, it is possible that ODP Business Solutions will be able to deliver and install portions of the job in phases. Customer will be invoiced for the items as they are delivered and payment will be due as set forth in Section 3 below
2. All prices are firm for thirty (30) days from date of proposal.
3. Payment terms are net twenty (20) days from date of invoice, unless otherwise agreed to and as documented on the order or quote. Customer will be invoiced for items when delivery and installation (if applicable) is complete, and any punch issues are less than 10% of the value of the entire order. In no event shall payment be withheld for delivered products and services. Customer shall pay 90% of the invoice and may withhold 10% until completion of the job. The balance is payable immediately after any outstanding issues are resolved.
4. All orders are subject to credit approval.
5. ODP Business Solutions requires a minimum deposit equaling 50% on all orders over \$20,000. Said deposit will be applied to Customer's account until such product is delivered and invoiced. Each invoice, less its proportionate share of the deposit, will be due and payable as set forth in Section 4 above.
6. All products and materials are subject to applicable taxes, as well as any applicable inbound freight and fabrication charges.
7. An order is not cancelable once in production. "Quick ships" and fabric orders are not cancelable.
8. Any quotation for special order products or materials shall be approved by an authorized Customer representative for correct product number, fabric, specifications and quantities. Any services rendered to Customer to change or modify the specification and layout before or during installation will be charged to Customer at prevailing rates. If such changes or modifications result in additional products, parts, materials or labor, they will be billed to Customer at prevailing rates.
9. Delivery and installation services are conducted during normal business hours of 8:00 a.m. to 5:00 p.m., Monday through Friday. If services are requested outside of normal business hours, if special handling or equipment is required, if moving of products other than delivered is required, or if there are any unusual condition not made known to ODP Business Solutions at the time of sale, extra labor charges at prevailing rates may apply.
10. If during installation, additional products are necessary or required to complete the job, such additional products and labor will be charged to Customer at prevailing rates.
11. Floors shall be smooth, level and free from debris.
12. Condition of Jobsite - Customer agrees to have premises available on the requested date of installation and for a reasonable time thereafter for installation during the regular business day. Customer's job site shall be clean, clear, and free of debris prior to installation. Delivery and installation encumbrances which necessitate additional labor will result in extra charges. If installation is to be placed over carpeting, tiles, or other floor covering, Customer hereby assures ODP Business Solutions that all such coverings will be completed prior to time installation is scheduled. The job site shall be free of interference from all trades in the work areas, and if the job site is not free of such trade interference, the delivery and installation shall not proceed until such interference has been eliminated, or other arrangements are agreed to in writing. ODP Business Solutions shall be held harmless and shall not assume liability for job delay due to failure to meet any of the preceding conditions.
13. Jobsite Services. Electric current, light, heat, trash disposal facilities, hoisting and/or elevator service, and adequate facilities for off-loading, staging, moving, and handling of the Furnishings will be furnished without charge to ODP Business Solutions. Customer acknowledges that if the installed Furnishings require electrical hook-ups, outlets, wiring, or other similar services, at Customer's election, ODP Business Solutions may provide such services through licensed subcontractors at an additional fee or Customer shall be responsible for engaging appropriate licensed professionals.
14. Permits are the responsibility of the Customer unless expressly provided in the Proposal.
15. If Customer is unwilling or unable to accept delivery or installation of the products according to the specified schedule, the products will be stored at Customer's expense. Customer shall pay a warehouse charge payable monthly. Any double handling of a product will be charged at our normal hourly rate.
16. ODP Business Solutions makes no warranties, expressed or implied, as to merchantability or as the suitability of the products for any particular purpose, except those made by the manufacturer of the products. Any claim must be made to ODP Business Solutions in writing within five (5) days after delivery or installation of the products and if no claim is so received by ODP Business Solutions it will be conclusively presumed that Customer has accepted and that the products are as represented.
17. No liability shall accrue against ODP Business Solutions as a result of breach of terms and conditions caused by any strike, act of God, lockout, accident, or delay beyond its control.
18. ODP Business Solutions retains, and Customer hereby grants to ODP Business Solutions, a security interest in the products to secure the purchase price therefore. The products shall remain personal property regardless of being fixed to any real property. If Customer defaults in the payment of the purchase price when due, ODP Business Solutions shall have all rights and remedies granted by the Uniform Commercial Code. A finance charge of 2% per month (annual percentage rate 24%) will be charged on all past due balances. Customer shall pay all collection costs, including attorneys fee, in the event any claim is referred to a collection agency or attorney.
19. Products shipped directly to Customer shall be the responsibility of Customer except if agreed in writing that ODP Business Solutions will provide delivery and installation services. The receiving Customer is responsible to inspect products and file any necessary freight claims with freight provider.
20. Manufacturer warranties apply for parts only. Labor is not included.
21. All items set forth in the quotation are non-returnable.
22. IN NO EVENT SHALL EITHER PARTY BE LIABLE FOR CONSEQUENTIAL, SPECIAL, INDIRECT OR INCIDENTAL DAMAGES, WHETHER IN AN ACTION BASED ON CONTRACT, TORT (INCLUDING NEGLIGENCE) OR ANY OTHER LEGAL THEORY, EVEN IF THE PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.
23. Each party shall indemnify and hold harmless the other party from and against any and all third-party claims, demands, actions, suits, losses, liabilities, damages and all related costs and expenses, including without limitation reasonable attorneys' fees due to, arising from or relating to the negligent, willful or reckless act or omission of the indemnifying party.
24. These terms and conditions shall be governed by the law of the State of Florida, without regard to conflict of laws principles.

Customer PO: \_\_\_\_\_

Customer: \_\_\_\_\_

Title: \_\_\_\_\_

Customer's Signature: \_\_\_\_\_

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

Print Name: \_\_\_\_\_

Mike Bennett  
310-920-8208 Mike.Bennett@odpbusiness.com

**City of Arcadia, Records Dept, Filing**

**SOLD TO:**

City of Arcadia  
250 W Huntington Dr

Arcadia CA 91007  
Danny Juarez  
626-574-5182 (Office) /  
626-684-0365 (Mobile)

**SHIP TO:**

**NOTES:**

**Pricing in this proposal is based on current market conditions and may change due to tariff adjustments or government fees. Any increases before order invoice could adjust the final pricing.**

LINE	QTY	PRODUCT	UNIT SELL	EXT SELL
1	1	<b>NOTE</b> **AUDITED BY MICHELLE EVANS 3-24-26**	\$0.00	\$0.00
2	1	<b>NOTE</b> **REVISIONS 4-20-26 NOT INCLUDED IN AUDIT**	\$0.00	\$0.00
3	1	<b>DESIGN</b> COMPLIMENTARY DESIGN (STD RATE \$90/HR) - TOTAL 2.50 HOURS OF DESIGN TIME	\$0.00	\$0.00
4	2	<b>H883</b> Brigade 800 Series Lateral File 3 Drawer 36W  Lock Opts .L Standard Random Key Lock Select Paint Color \$(P2) P2 Paint Opts Select Grade 2 Paint .T4 Champagne Metallic	\$1,153.84	\$2,307.68

LINE	QTY	PRODUCT	UNIT SELL	EXT SELL
5	1	<b>H919472</b> 72Wx18D Square Edge Laminate Top For Lateral File Select Laminate \$(L2STD) Grd L2 Standard Laminates Select Grade 2 Laminate Finish .LPE1 Phantom Ecrú	\$743.79	\$743.79
6	3	<b>H919491</b> Single Rail Hanging File Racks(4 Pack)	\$61.84	\$185.52
7	2	<b>H919493</b> Magnetic Label Holder (5-Pack)	\$20.06	\$40.12
8	2	<b>HF23C</b> Lock Core Replacement Kit Brushed Chrome Select Key Number .X130E 130E	\$40.67	\$81.34
9	1	<b>INSTALL RT Q67614-1</b> Labor to Receive Deliver and Install per proposal All work during Regular Business Hours No stair carry Area to be free and clear Non-Union Labor	\$1,885.00	\$1,885.00

LINE	QTY	PRODUCT	UNIT SELL	EXT SELL
			Subtotal	\$5,243.45
			EST SALES TAX 10.5%	\$550.56
			GRAND TOTAL	\$5,794.01

**~Ordering Notes~**

- \* Deposit may be due at time of order
- \* The applicable tax will be applied at the time of invoicing
- \* Pricing in this proposal is based on current market conditions and may change due to tariff adjustments or government fees. Any increases before order invoicing could adjust the final pricing.
- \* Estimated leadtime is subject to the manufactures production / shipping schedules
- \* This proposal contains Special Order items that are Not Returnable
- \* Once an order is placed, cancellations are Not Allowed

**TERMS AND CONDITIONS OF PURCHASE**

**(FURNITURE - ODP BUSINESS SOLUTIONS WORKSPACE INTERIORS)**

1. ODP Business Solutions, LLC ("ODP Business Solutions") shall make commercially reasonable efforts to install all products as quickly as possible. However, any delivery and/or installation dates quoted to Customer are approximate, and ODP Business Solutions obligation shall be only to deliver and/or install the products within a reasonable time. Also, due to certain factory shipment schedules, it is possible that ODP Business Solutions will be able to deliver and install portions of the job in phases. Customer will be invoiced for the items as they are delivered and payment will be due as set forth in Section 3 below
2. All prices are firm for thirty (30) days from date of proposal.
3. Payment terms are net twenty (20) days from date of invoice, unless otherwise agreed to and as documented on the order or quote. Customer will be invoiced for items when delivery and installation (if applicable) is complete, and any punch issues are less than 10% of the value of the entire order. In no event shall payment be withheld for delivered products and services. Customer shall pay 90% of the invoice and may withhold 10% until completion of the job. The balance is payable immediately after any outstanding issues are resolved.
4. All orders are subject to credit approval.
5. ODP Business Solutions requires a minimum deposit equaling 50% on all orders over \$20,000. Said deposit will be applied to Customer's account until such product is delivered and invoiced. Each invoice, less its proportionate share of the deposit, will be due and payable as set forth in Section 4 above.
6. All products and materials are subject to applicable taxes, as well as any applicable inbound freight and fabrication charges.
7. An order is not cancelable once in production. "Quick ships" and fabric orders are not cancelable.
8. Any quotation for special order products or materials shall be approved by an authorized Customer representative for correct product number, fabric, specifications and quantities. Any services rendered to Customer to change or modify the specification and layout before or during installation will be charged to Customer at prevailing rates. If such changes or modifications result in additional products, parts, materials or labor, they will be billed to Customer at prevailing rates.
9. Delivery and installation services are conducted during normal business hours of 8:00 a.m. to 5:00 p.m., Monday through Friday. If services are requested outside of normal business hours, if special handling or equipment is required, if moving of products other than delivered is required, or if there are any unusual condition not made known to ODP Business Solutions at the time of sale, extra labor charges at prevailing rates may apply.
10. If during installation, additional products are necessary or required to complete the job, such additional products and labor will be charged to Customer at prevailing rates.
11. Floors shall be smooth, level and free from debris.
12. Condition of Jobsite - Customer agrees to have premises available on the requested date of installation and for a reasonable time thereafter for installation during the regular business day. Customer's job site shall be clean, clear, and free of debris prior to installation. Delivery and installation encumbrances which necessitate additional labor will result in extra charges. If installation is to be placed over carpeting, tiles, or other floor covering, Customer hereby assures ODP Business Solutions that all such coverings will be completed prior to time installation is scheduled. The job site shall be free of interference from all trades in the work areas, and if the job site is not free of such trade interference, the delivery and installation shall not proceed until such interference has been eliminated, or other arrangements are agreed to in writing. ODP Business Solutions shall be held harmless and shall not assume liability for job delay due to failure to meet any of the preceding conditions.
13. Jobsite Services. Electric current, light, heat, trash disposal facilities, hoisting and/or elevator service, and adequate facilities for off-loading, staging, moving, and handling of the Furnishings will be furnished without charge to ODP Business Solutions. Customer acknowledges that if the installed Furnishings require electrical hook-ups, outlets, wiring, or other similar services, at Customer's election, ODP Business Solutions may provide such services through licensed subcontractors at an additional fee or Customer shall be responsible for engaging appropriate licensed professionals.
14. Permits are the responsibility of the Customer unless expressly provided in the Proposal.
15. If Customer is unwilling or unable to accept delivery or installation of the products according to the specified schedule, the products will be stored at Customer's expense. Customer shall pay a warehouse charge payable monthly. Any double handling of a product will be charged at our normal hourly rate.
16. ODP Business Solutions makes no warranties, expressed or implied, as to merchantability or as the suitability of the products for any particular purpose, except those made by the manufacturer of the products. Any claim must be made to ODP Business Solutions in writing within five (5) days after delivery or installation of the products and if no claim is so received by ODP Business Solutions it will be conclusively presumed that Customer has accepted and that the products are as represented.
17. No liability shall accrue against ODP Business Solutions as a result of breach of terms and conditions caused by any strike, act of God, lockout, accident, or delay beyond its control.
18. ODP Business Solutions retains, and Customer hereby grants to ODP Business Solutions, a security interest in the products to secure the purchase price therefore. The products shall remain personal property regardless of being fixed to any real property. If Customer defaults in the payment of the purchase price when due, ODP Business Solutions shall have all rights and remedies granted by the Uniform Commercial Code. A finance charge of 2% per month (annual percentage rate 24%) will be charged on all past due balances. Customer shall pay all collection costs, including attorneys fee, in the event any claim is referred to a collection agency or attorney.
19. Products shipped directly to Customer shall be the responsibility of Customer except if agreed in writing that ODP Business Solutions will provide delivery and installation services. The receiving Customer is responsible to inspect products and file any necessary freight claims with freight provider.
20. Manufacturer warranties apply for parts only. Labor is not included.
21. All items set forth in the quotation are non-returnable.
22. IN NO EVENT SHALL EITHER PARTY BE LIABLE FOR CONSEQUENTIAL, SPECIAL, INDIRECT OR INCIDENTAL DAMAGES, WHETHER IN AN ACTION BASED ON CONTRACT, TORT (INCLUDING NEGLIGENCE) OR ANY OTHER LEGAL THEORY, EVEN IF THE PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.
23. Each party shall indemnify and hold harmless the other party from and against any and all third-party claims, demands, actions, suits, losses, liabilities, damages and all related costs and expenses, including without limitation reasonable attorneys' fees due to, arising from or relating to the negligent, willful or reckless act or omission of the indemnifying party.
24. These terms and conditions shall be governed by the law of the State of Florida, without regard to conflict of laws principles.

Customer PO: \_\_\_\_\_

Customer: \_\_\_\_\_

Title: \_\_\_\_\_

Customer's Signature: \_\_\_\_\_

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

Print Name: \_\_\_\_\_

# CollegeBuys Master Services Agreement

Agreement No. **00004526**

This Administrative Agreement (“Agreement”) is entered into between the Foundation for California Community Colleges, a California 501(c)(3) nonprofit organization, (“Foundation”) and Office Depot, LLC, a Delaware limited liability company, (“Supplier”).

By signing this Agreement, the Parties acknowledge their acceptance of all the terms and conditions in this Agreement and any exhibits attached hereto (collectively the “Agreement”).  
The term of this Agreement is July 1, 2021 thru June 30, 2024.

The parties agree to comply with the terms and conditions of the following exhibits which are by this reference made a part of the Agreement.

Exhibit A	Recitals
Exhibit B	Terms and Conditions
Exhibit C	Special Terms and Conditions
Exhibit D	Notices
Exhibit E	General Provisions
Exhibit F	Office Products Program Standards
Exhibit G	Products and Services
Exhibit H	Supplier Commitment & Program Promotion
Exhibit I	Sample Form of Supplier Quarterly Reporting to Foundation
Exhibit J	Cooperative Utilization
Exhibit K	Iran Contracting Act Verification
Attachment 1	RFP Documents

**THE PARTIES HEREBY EXECUTE THIS AGREEMENT.**

OFFICE DEPOT, LLC

FOUNDATION FOR CALIFORNIA  
COMMUNITY COLLEGES

By:   
brian.abromovage (Jun 21, 2021 20:04 EDT)

By: 

Print Name: Brian Abromovage

Print Name: Jorge J.C. Sales

Title: Vice President, Business Solutions Division

Title: Vice President of Director, Program Development

Date: Jun 21, 2021

Date: Jun 21, 2021

OFFICE DEPOT, LLC – second signature if applicable

FOUNDATION FOR CALIFORNIA  
COMMUNITY COLLEGES – signature 2 if applicable

By: N/A

By: 

Print Name: \_\_\_\_\_

Print Name: Joseph Quintana

Title: \_\_\_\_\_

Title: Chief Operating Officer

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

Date: Jun 21, 2021



**EXHIBIT A**

**RECITALS**

1. **WHEREAS**, the Foundation is a 501(c)(3) nonprofit organization and established as the official auxiliary organization for the California Community College Board of Governors and the California Community Colleges Chancellor's Office in accordance with California Education Code 72670.5 and may enter into systemwide agreements on behalf of the California Community Colleges in accordance with California Public Contract Code 20661;
2. **WHEREAS**, the Foundation developed, supports, and operates CollegeBuys, a cooperative purchasing program designed to pool the purchasing power of public and private schools across the nation and, as a result, the Foundation is in a unique and valuable position to provide Supplier with marketing and promotional services for Supplier's products and/or services;
3. **WHEREAS**, the Foundation, in partnership with the Association of Independent California Colleges and Universities, issued an Office Products RFP so that Supplier may provide products and/or services as described in RFP #21-003, attached hereto as part of Attachment 1 ("**Bid Documents**");
4. **WHEREAS**, this Agreement provides that any or all public agencies, public and private school districts, public and private colleges or universities, or the Foundation may purchase Products at prices stated in the RFP #21-003;
5. **WHEREAS**, Supplier provides Office Products as agreed upon in this Agreement and attached hereto as Exhibit G;
6. **WHEREAS**, Supplier desires to make this Administrative Agreement available to any and all public agencies, public and private school districts, as well as public and private colleges or universities (hereinafter referred to individually as "**Participating Agency**" or collectively as "**Participating Agencies**"), specifically including California Community Colleges, which are supported, in part, by the Foundation; and
7. **WHEREAS**, Foundation seeks to offer and raise awareness of Supplier's products and/or services to Participating Agencies in exchange for an administrative fee.

**EXHIBIT B****TERMS AND CONDITIONS**

1. **Administrative Agreement.** The Agreement of the parties consists of this Administrative Agreement (including the above recitals and these Terms and Conditions) and all Exhibits attached hereto or subsequently signed by the parties. This Administrative Agreement and all applicable Exhibits are hereinafter collectively referred to as the “**Agreement**”. In the event of a conflict between the Terms and Conditions and any Exhibits, the Terms and Conditions shall take precedence. The remaining exhibits will be given precedence as follows: (1) terms and conditions in Exhibit A-K; (2) Request for Proposal; (3) Supplier Response to the RFP; (4) Any Attachments other than Attachment 1 (“**Bid Documents**”).
2. **Products and Services Ordered.** Subject to the terms of this Agreement, Foundation will provide this Administrative Agreement to interested Participating Agencies for the services and or products identified in Exhibit G.
3. **Administration.** Foundation shall perform all of its duties, responsibilities and obligations as administrator of purchases under the Agreement as set forth herein, and Supplier hereby agrees that Foundation shall act in the capacity of administrator of purchases under the Agreement.
4. **Purchasing.** With respect to any purchases by Participating Agencies pursuant to the Agreement, Foundation: (i) shall not be construed as a dealer, re-marketer, representative, partner or agent of any type of the Supplier, or said Participating Agency; (ii) shall not be obligated, liable or responsible for any order made by Participating Agencies or any employee thereof under the Agreement or for any payment required to be made with respect to such order; and (iii) shall not be obliged, liable or responsible for any failure by any Participating Agencies to comply with procedures or requirements of applicable law or to obtain the due authorization and approval necessary to purchase under the Agreement. Foundation makes no representation or guaranty with respect to any minimum purchases by any Participating Agencies or any employee thereof under this Agreement or the Agreement.
5. **Term.**
  - a. This Agreement shall begin on July 1, 2021 (“**Effective Date**”) and shall terminate on June 30, 2024, unless extended in accordance with term 5(b) below.
  - b. The Foundation and Supplier, upon mutual consent, shall have the option to extend the Term for seven (7) additional one (1) year periods (“**the Extended Term**”). If the option for the Extended Terms are exercised, all terms and conditions set forth herein shall be applicable to the Extended Terms, except as expressly modified by written modifications duly executed on behalf of the Foundation and Supplier. In the event that any of, or a portion of, the extension options are not exercised and additional time is required by the Foundation to initiate a new Term extension or subsequent Agreement, Supplier agrees to continue to provide goods and/or services to the Participating Agencies on a month to month basis, for a period not to exceed six (6) months, at the prices, terms and conditions currently at the Agreement expiration date.
6. **Termination.** This Agreement may be terminated by the Foundation for any reason, without penalty, at any time by providing Supplier with written notice of the termination at least thirty (30) days in advance.

7. Payment Terms. The payment obligations of the purchaser shall be set forth in the Agreement attached herein addressing the specific service and or product being ordered. Also, see the Special Provisions, Quarterly Fees & Reporting, below for specific requirements.
8. Assignment. The Foundation's rights and obligations hereunder may be assigned at Foundation's sole discretion to an existing or newly established legal entity that has the authority and capacity to perform Foundation's obligations hereunder. Supplier may assign its rights and obligations hereunder to an existing or newly established legal entity that has the authority and capacity to perform Supplier's obligations hereunder with the prior written consent of the Foundation which shall not be unreasonably withheld.
9. Use of Logo. The Foundation's prior review and written approval is required for any use of the Foundation or CollegeBuys name or logo by the Supplier in marketing materials including but not limited to: press releases, print pieces, broadcast emails, and website postings.
10. Insurance. Upon request within ten (10) days of formal commitment to utilize the Agreement, the Supplier and each Subcontractor identified in its Subcontractors List issued by the Supplier shall deliver to the agency taking part in the agreement Certificates of Insurance evidencing the insurance coverage in the minimum amounts noted below. The foregoing notwithstanding, a Participating Agency may require additional or different insurance coverage or minimum amounts in connection with the use of the agreement. In such event, such additional or different insurance requirements shall be noted in writing from the Participating Agency, and the Supplier shall review the request and advise the Participating Agency if it agrees to comply within ten (10) business days.
  - a. Workers' Compensation Insurance. The Supplier and all Subcontractors to the Supplier shall obtain and maintain Workers' Compensation Insurance with coverage amounts under such policies in accordance with applicable law.
  - b. Commercial General Liability Insurance. The Supplier and all Subcontractors to the Supplier shall obtain and maintain Commercial General Liability Insurance Policies covering: injuries, including accidental death, to persons, damage to property, completed operations, and contractual liability. Minimum coverage amounts under each such Commercial General Liability insurance policy shall be One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) in the aggregate.
  - c. Modifications; Cancellation; Additional Insured. Each Participating Agency hereunder shall be named as an additional insured to the Commercial General Liability insurance policies of the Supplier and its Subcontractors. The Workers' Compensation insurance policy and the General Liability insurance policy of the Supplier and each Subcontractor shall include provisions that the policy terms will not be materially modified and the policy will not be cancelled or terminated without at least thirty (30) days advance written notice to the Participating Agency, as applicable.
11. Special Provisions.
  - a. Promotion.
    - i. Supplier Commitments. Supplier has reviewed, understands and agrees to the Supplier Commitments and Program Promotion attached hereto and incorporated herein as Exhibit H.

- ii. Availability of Administrative Agreement. Upon request, Supplier shall make available to interested Participating Agencies a copy of this Agreement as may be necessary for such agencies to evaluate potential purchases.

b. Quarterly Fees & Reporting.

- i. Quarterly Administrative Fee. Supplier shall pay Foundation a quarterly administrative fee in the amount of 2% of the total purchase invoice, less taxes, additional services (excluding included services) and transportation for all purchases of Participating Agencies under said Administrative Agreement and provide the Foundation with an electronic accounting report, in a format prescribed by the Foundation, summarizing all purchases under the Agreement. A sample of the reporting format appears at Exhibit I. Quarterly reports are due within fifteen (15) calendar days after the conclusion of the preceding quarter. Quarterly administrative fees applicable to each quarter, are due within thirty (30) days of the end of each calendar quarter. The Foundation reserves the right, upon thirty (30) days advance notice to the Supplier, to change the prescribed reporting format. Administrative fee payments shall be made by check to the Foundation for California Community Colleges.
  1. Scholarship and Program Support. In addition to quarterly administrative fees, the Supplier commits to an additional 1% rebate for the total purchase invoice, less taxes, additional services (excluding included services) and transportation for all purchases by Participating Agencies under the Agreement as reinvestment and support to Foundation scholarships or programs. Supplier shall provide the Foundation the 1% support in alignment with the quarterly administrative fee schedule.
  2. Annual CCC Purchasing Conference Commitment. Supplier commits to annual \$10,000 sponsorship commitment, to be disbursed within sixty (60) days of the end of the third (3) calendar quarter, and annually thereafter during the Extended Term. The CCC Purchasing Conference is the largest convening of CCC purchasing and contract professionals. Supplier will receive Presenting Sponsor benefits. The commitment contributes to scholarships, ongoing professional development for business practices and the resultant contract from this agreement.
  3. CCC Corporate Roundtable Membership. Supplier commits to \$40,000 Strategic Level annual membership to be disbursed within sixty (60) days of the end of the third (3) calendar quarter, and annually thereafter during the Extended Term. The Corporate Roundtable is comprised of a group of business leaders whose support helps to advance the goals of the California Community Colleges and the Foundation. Becoming a member of the Corporate Roundtable provides an opportunity for businesses to be involved with Foundation in meaningful ways and to make a significant contribution to our students and our state.
- ii. Accounting. Supplier shall at its expense maintain an accounting of all purchases made by Participating Agencies. The Foundation reserves the right to audit the accounting for a period of four (4) years from the date the Foundation receives the accounting. In the event of such an audit, the requested materials shall be provided at the location designated by the Foundation. Quarterly reports and the administrative fee applicable to each quarter, as described in item 11(b)(i) above, are due within thirty (30) days of the end of each calendar quarter.

- iii. Default. Failure to provide a quarterly report and/or payment of the administrative fee within the time and manner specified in item 11(b)(i) shall be regarded as a material breach under this Agreement and if not cured within thirty (30) days of written notice to Supplier, shall be deemed a cause for termination of the Agreement at the Foundation's sole discretion. All administrative fees not paid within thirty (30) days of the end of each quarter shall bear interest at the rate of one and one half percent (1.5%) per month until paid.
  
- iv. Errors and Omissions. Supplier is provided ninety (90) days or until the conclusion of the subsequent quarter (whichever comes first) from when a quarterly report was due or submitted, to correct error(s) and/or omissions(s) on a quarterly report; and/or to recover an overpayment of the administrative fee from the Foundation. Once the ninety (90) days or the conclusion of the subsequent quarter (whichever comes first) has lapse, the Foundation also reserves the right to recover any unpaid administrative fee(s) from the Supplier discovered during an audit conducted pursuant to Section 11(b)(ii) above, and/or the correction of error(s) and/or omission(s) on quarterly report(s).
  
- v. Right to Compare Records. Foundation or its designee may, at the Foundation's sole discretion, compare Participating Agency records with quarterly reports submitted by Supplier. If there is a discrepancy, the Foundation will notify the Supplier in writing. Supplier will have thirty (30) days from the date of such notice to resolve the discrepancy to the Foundation's reasonable satisfaction. If the Supplier does not so resolve the discrepancy, the Foundation shall have the right to engage outside services to conduct an independent audit of Supplier's quarterly reports.

Subject to confidentiality agreements between Supplier and third parties, and no more than annually, Foundation, at its expense, may audit Supplier's books and records to determine whether Supplier extended the correct pricing. Any third-party auditor used must be approved by Supplier, and must execute a non-disclosure agreement. Supplier may dispute the results of any audit, and will refund any overcharges to Participating Agency (and Participating Agency will refund any undercharges to Supplier). Other conditions may apply.

## EXHIBIT C

### SPECIAL TERMS AND CONDITIONS

1. **Iran Contracting Act Verification.** If the estimated spend throughout the life of this Agreement is estimated to exceed one million dollars, (\$1,000,000.00), Supplier must appropriately fill out and sign the Iran Contracting Act Verification, as specified under Public Contract Code §§ 2202 – 2208.

**EXHIBIT D**

**NOTICES**

Unless otherwise expressly provided herein, all reports, notices or other written communications given hereunder shall be delivered by express delivery requiring signature on receipt to the addresses as set forth below. Foundation may, by written notice delivered to Supplier, designate any different physical addresses to which subsequent reports, notices or other communications shall be sent.

Supplier requires all notices be written and delivered to the mailing addresses provided, either by USPS, UPS, or reputable overnight delivery service.

**FOUNDATION:**

Foundation for California Community Colleges  
CollegeBuys Program  
1102 Q Street, Suite 4800  
Sacramento, CA 95811  
[cbcontracts@foundationccc.org](mailto:cbcontracts@foundationccc.org)

**SUPPLIER:**

Office Depot, LLC  
Vice President, Business Solutions Division  
6600 North Military Trail  
Boca Raton, FL 33496  
561-438-4300  
brian.abromovage@officedepot.com

With a copy to:  
Office Depot, LLC  
Attn: Office of the General Counsel  
6600 North Military Trail  
Boca Raton, FL 33496

**EXHIBIT E****GENERAL PROVISIONS**

1. **Entire Agreement.** This Agreement supersedes any and all other agreements, either oral or in writing, between the parties hereto with respect to the subject matter hereof, and no other agreement, statement, or promise relating to the subject matter of this Agreement which is not contained herein shall be valid or binding.
2. **Modification and Waiver.** Except as provided otherwise herein, this Agreement may not be modified except by a writing signed by an authorized representative of both parties. A waiver by either party of its rights hereunder shall not be binding unless contained in a writing signed by an authorized representative of the party waiving its rights. The non-enforcement or waiver of any provision shall not constitute a waiver of such provision on any other occasion unless expressly so agreed in writing.
3. **Severability.** If any provision of this Agreement shall be deemed to be, or shall in fact be, illegal, inoperative or unenforceable, the same shall not affect any other provision or provisions herein contained or render the same invalid, inoperative or unenforceable to any extent whatsoever.
4. **Counterparts.** This Agreement may be executed in several counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument.
5. **Choice of Law.** This Agreement shall be governed exclusively by and construed in accordance with the applicable laws of the State of California, excluding its choice of law rules. Any action or proceeding seeking any relief under or with respect to this Agreement shall be brought solely in the Superior Court of the State of California for the County of Sacramento, subject to transfer of venue under applicable State law.
6. **Binding Power.** This Agreement shall inure to the benefit of and shall be binding upon the Foundation, the Supplier and any successor and assign thereto; subject, however, to the limitations contained herein.
7. **Independent Parties.** This Agreement does not constitute, give effect to, or otherwise imply a joint venture, pooling arrangement, partnership, or formal or informal business organization of any kind, or (except as expressly set forth herein) any sort of agency relationship between the parties. Neither party will, or will have the power to, bind the other party to any third party without the prior written consent of the other party. The relationship of Supplier and the Foundation under this Agreement is that of independent contractors. Neither party (the "**Acting Party**") will have the authority to make any agreement or commitment, or incur any liability on behalf of the other party, nor shall such other party be liable for any acts, omissions to act, contracts, commitments, promises, or representations made by the Acting Party. Except as expressly set forth herein, this Agreement does not restrict either party from conducting business with any third party.
8. **Indemnification.** Supplier, its heirs and/or its assigns ("**Indemnitor**") will indemnify, defend and hold Foundation, and its directors, officers, employees, and agents (collectively "**Indemnitees**") harmless from all losses, liabilities, claims, demands, costs, expenses and damages, including reasonable attorneys' fees and costs, resulting from, arising out of, or connected with (a) the performance of its obligations under this Agreement or omissions relating to same by Indemnitor, Indemnitor's employees, Indemnitor's subcontractors, or any person or entity for whom Indemnitor is responsible; (b) any breach by Indemnitor of this Agreement; (c) Indemnitor's or Indemnitees' infringement or misappropriation of any intellectual property rights relating, in any way, to the performance of Services and/or (d) any willful or negligent act or omission by Indemnitor or any person or entity for whom

Indemnitor is responsible. Foundation must approve the extension of all settlement offers and approval will not be unreasonably withheld. The Indemnitor will furnish Indemnitees with all related evidence in its control regardless of any disputes. Nothing in this Agreement shall constitute a waiver or limitation of any rights which Indemnitees may have under applicable law, including without limitation, the right to implied/equitable indemnity.

9. Good Faith Cooperation. The parties to this Agreement shall cooperate fully in the execution of any and all other documents and in the completion of any additional actions that may be necessary or appropriate to give full force and effect to the terms and intent of this Agreement.
10. Authorized Representative. The persons who have signed this Agreement warrant that they are legally authorized to do so on behalf of the respective Parties, and by their signatures to bind the respective Parties to this Agreement.

## EXHIBIT F

### OFFICE PRODUCTS PROGRAM STANDARDS

This section sets forth specific product and service requirements for the Foundation program for Office Product purchases..

#### **1. Required Products**

It is the intent of the Foundation to provide a sufficient variety of items wherein each Participating Agency can order items that will meet its particular needs. The core prices must remain firm for the first year of the contract. Non-core pricing will be updated quarterly.

#### **2. Core List Adjustment**

During the term of the contract, core items from the original list may need to be deleted or added. Any such additions or deletions, or substitutions to the original core list must have the prior approval of the Foundation.

### **BILLING, FULFILLMENT, INVOICING, and ORDERING**

#### **3. Account Management and Supervision**

Supplier must maintain, at minimum, a designated account executive to oversee Foundation account and designated inside sales and external sales executives calling on Participating Agencies, possessing fluency on the terms, conditions, service level expectations of the contract.

#### **4. Supplier Implementation and Arrangements**

Supplier will be expected to meet with the appropriate personnel at each Participating Agency to coordinate and facilitate the implementation of the agreement. The Supplier in coordination with the Foundation will be expected to take a leading, active role in communicating the agreement and its provisions to each Participating Agency. The Supplier will provide start up and informational workshop to train personnel regarding the Supplier's software, ordering systems and all other pertinent information at no charge to the Participating Agency.

#### **5. Transactions between Supplier and the Participating Agency**

The purchase of products and/or supplies is a transaction solely between the Participating Agency and the Supplier. It is understood and agreed that if any litigation arises between Supplier and any user, Supplier shall not make Foundation a party to any litigation. A violation of this provision shall be deemed a material breach of this agreement warranting termination by Foundation, and Supplier agrees to indemnify Foundation against and hold it harmless from all costs associated with such litigation, including reasonable attorney's fees.

#### **6. Licenses/Permits**

Supplier shall be responsible for obtaining all permits, licenses and bonding to comply with the rules and regulations of the State of California or any federal, municipal laws or any city government laws or regulations that are applicable.

#### **7. Internet/E-Commerce Site**

Supplier will provide an E-commerce website dedicated to the Foundation agreement. This site will contain information about the agreement, the products, prices, technical specifications, and online ordering capacities, which conform, to the terms outlined in this Bid and the agreement. The Supplier's systems shall be compatible with the various Participating Agencies' software systems such as Peoplesoft, Oracle, Banner, Datatel, Escape, SAP, Jaggaer, and any other system. This also includes, but is not limited to; an

Internet-based ordering system and procurement credit card ordering capabilities. Electronic invoicing requirements may include but are not limited to, multiple account numbers with line-item detail (including unit and extended prices), daily/weekly/monthly summary invoices and weekly/monthly statements.

#### **8. Compliance with Specifications**

Supplier will warrant that all goods, services, or work supplied under this Agreement shall conform to the specifications, drawings, samples, or other descriptions contained or referenced herein and shall be merchantable, of good quality and workmanship and free from defects. The Supplier also warrants that all goods covered by this Agreement which are the product of the Supplier or are in accordance with its specifications, will be correct and subject to the college/district's inspections before acceptance, and also to later rejection if use reveals defects not apparent upon receipt; and if rejected will be held at Supplier's risk and expense for storage and other charges after 60 days of storage, and goods may be disposed of without cost to client. Neither receipt of goods nor payment shall constitute a waiver of this provision.

Supplier's warranties will be limited to Supplier-branded products only, and for all other products, Supplier will pass through to Participating Agency all manufacturer-supplied and end-user warranties.

#### **9. Fill Rate**

Supplier will be expected to maintain a minimum 95% first-time fill rate for Office Products ordered by the Foundation. A filled line item is defined as the receipt of the item quantity ordered via standard delivery based on the service standards specified in this agreement. Supplier shall compute the total number of items ordered each month, deducting from the total those items which are discontinued or backordered. Supplier, upon request and during the quarterly business reviews, shall provide documentation indicating the actual fill rate.

#### **10. No Substitutions**

No substitutions of alternate items for products ordered will be permitted except with the express approval from Participating Agency institution personnel. Supplier may not substitute or exchange a different brand or generic product or package size, other than the specific product ordered, without authorization.

#### **11. Minimum Order**

Supplier shall institute a Fifty Dollar (\$50.00) minimum order value per delivered order. Orders that do not comply with such minimum order value will be processed subject to a special handling fee.

#### **12. Order Management and Customer Service**

Supplier must provide dedicated toll-free number(s) as well as web-based ordering tool for Participating Agency order placement and customer service and delivery tracking. Any changes or modifications to the agreed upon buying processes, which may vary between Participating Agency locations (delivery methods, invoice transmittals, etc.) will not be implemented without advance approval from a designated Participating Agency employee(s) representing location(s) affected by these changes or modifications.

#### **13. Billing and Invoicing**

Many Participating Agencies, including California Community Colleges, operate on a fiscal year that begins July 1 and concludes on June 30 as outlined in Exhibit I. Supplier must be able to complete delivery and follow the billing and invoicing accommodations at the end of each fiscal year for the Participating Agencies. In addition, Supplier must be able to deliver the following billing and invoicing accommodations for Participating Agency:

- Manual Process (individual invoices issued for each ordering department and remitted to each Participating Agency Accounts Payable Office or other designated office) via method set forth by Participating Agency
- XML and EDI Invoicing

- Procurement Card
- Ghost Card
- Summary Billing and Summary Invoices
- Receive p-card and ACH payments and notification via email, or EDI

#### **14. Quarterly Reporting**

Supplier must deliver Quarterly Financial Reports to Foundation, Quarterly Fees, as stated in Exhibit I; and as contractually agreed upon.

#### **15. New and Discounted Products**

The Supplier shall notify the Foundation, at least thirty (30) days prior to their introduction of any new or discounted core item products. The discount and pricing being offered for new products must be equal and comparable to the pricing structure originally submitted in the Bid if available.

**16. Dated and Expired Products.** Expired products are not to be sold by the Supplier.

#### **17. Charges and Extras**

Supplier is required to state all supplemental charges at time of quote that may be assessed to a shipment. Supplier is required to describe all extra charges that may be added to the regular shipment rate. Prices should include or specify the cost of goods, delivery, installation, or any other charges incurred by the Participating Agency accessing this agreement. If Supplier or its agents offer multiple pricing options (i.e.: drop ship, inside delivery, delivered and installed) they must be specified herein.

#### **18. Warranty of Products**

Supplier's warranties will be limited to Supplier-branded products only, and for all other products, Supplier will pass through to Participating Agency all manufacturer-supplied end-user warranties. At a minimum, the manufacturer's standard warranty shall apply. The Supplier certifies and warrants that all products sold shall be:

- New and Genuine
- Free from defects in design, materials or workmanship
- Provided in the manufacturer's original packaging
- Sold or manufactured via legal and reputable channels
- Not misbranded

### **DELIVERY, RESTOCKING, RETURNS**

#### **19. Recycled Products**

The Foundation supports and encourages the use of recycled products and material when and whenever possible. The Supplier will be expected to provide to each Participating Agency reports detailing the use of recycled products and materials if requested.

#### **20. Electronic Waste Recycle Fee**

Effective January 1, 2005, the law requires that Supplier collect a fee when selling certain video display devices to consumers. The consumer owes the fee on the purchase, but the Supplier must collect the fee when making a sale of a covered electronic device. It will be the responsibility of the bidder to register as a fee payer with the Board of Equalization and pay the fees to the State of California.

**21. Deliveries**

All stock orders are to be delivered the next day when the orders are placed by the cut off time of the previous day. It will be up to the individual Participating Agency to have the option of either central or desktop delivery service. Non-stock items are to be delivered within two working days. Supplier must deliver items during normal business hours of operation, Monday through Friday except designated holidays. The Supplier is expected to adhere to a fill rate of 95% per line item. Vendor will confirm the delivery timing and method with the Participating Agency before shipping.

**22. F.O.B. Destination**

All orders shall be F.O.B. destination, freight prepaid and allowed with shipment to one central location on campus unless otherwise agreed upon, i.e. the ordering Participating Agency make other arrangement. Additional cost to expedite orders will be at the cost of the ordering site. Title and risk of loss shall pass to the Participating Agency at the F.O.B. point unless otherwise agreed to in writing by the Supplier. Supplier shall provide full replacement value for all products shipped and maintain records evidencing the delivery of goods. Proof of delivery shall be provided upon request to any ordering site. The selection of carrier for the shipment will be the Supplier's option unless specified by the ordering Participating Agency.

**23. Packaging and Labeling**

The Foundation along with community colleges are committed to recycling and reuse of packaging materials. Supplies must be packed and shipped by the Supplier with packaging that will meet environmentally sensitive, state of the art packaging practices. Stuffing (e.g. "popcorn", etc.) is to be biodegradable. INSTAPAK will not be used. Wrapping, boxing, and crating are to be minimized. Recycled cardboard is to be used in place of new cardboard. Large shipments (skids, etc.) are to be shrink-wrapped. Pallets will be standard wood 4-way. The Supplier must work with OEM's, suppliers, etc. so that direct ship and pass through shipments are packaged with the same considerations. Currently, many institutions have recycling programs for starch and Styrofoam packing peanuts. Preference is to receive starch peanuts, innovative packaging, and labeling solutions whenever possible. Each packaged order shall have a packing label affixed indicating the order number, order date, ship to name & address, delivery zone (if requested), and any additional information requested by the ordering Participating Agency. In addition, each order shall have a packing list.

**24. Environmentally Responsible Business Practices**

When it must receive tangible goods, the Foundation prefers packaging that is reusable, contains a minimum of hazardous and non-recyclable materials, and meets or exceeds the recycled material content levels in the US EPA Comprehensive Procurement Guidelines for Paperboard and Packaging. Supplier commits that all packing materials used to ship any tangible goods to Participating Agencies meet at least one of and preferably all of the criteria listed below:

- Is made from 100% Post-Consumer Waste (PCW) materials and is reusable or recyclable
- Is non-toxic
- Is biodegradable
- Is produced with the minimum of resources and sized as small as possible while maintaining adequate product protection during shipping.

**25. Recycling**

Supplier hereby certifies under penalty of perjury that a percentage (0% to 100%) of the materials, goods, supplies offered, or products used in the performance of this contract meet or exceed the minimum percentage of recycled material as defined in Public Contract Code, Sections 12161 and 12200.

**26. Tracking Lost and Damaged Shipments**

Supplier is required to take immediate corrective action to make the correct delivery at no cost to the Participating Agency (if Supplier fails to deliver, erroneously delivers products, or delivers product without prior coordination and without adherence to the requested/desired delivery date.). The Supplier shall have the capability of tracking all shipments electronically in order to give an online status report at the purchaser's demand.

**27. Reports**

When requested, volume and items including financial information shall be provided quarterly and annually to the Foundation and to each Participating Agency. The reports should also include data the State of California requires regarding small and/or minority businesses, disabled veteran businesses, and product recycled content consistent with the State of California requirements.

**28. Minimum Service and Response Standards**

Supplier must meet the following quality of service standards and provide minimum guarantees:

- Normal delivery next day (as per item 26 above)
- Pick up returns scheduling within 3 business days
- Requests for reports within 10 business days
- Order fulfillment accuracy 98%
- Delivery, on-time 98%
- Invoice/billing accuracy 98%
- Customer service satisfaction 95%
- Order Fill Rate 95%
- Acknowledgment of order via email within 1 business day
- Tracking capabilities online within 1 business day

The minimum quality of service standards set forth above recognize that occasional errors are likely, however, the Supplier further agree to use best efforts to achieve 100% quality of service level. Should, however, the quality levels fall below the minimum standards and the Supplier does not take corrective action within 14 days following Foundation (or Participating Agency) notification, Foundation reserves the right to terminate the agreement.

No product substitutes will be accepted without the prior approval of the purchaser.

**29. Order Packaging and Labeling**

Each order shall be individually wrapped and labeled with the following information:

1. Purchase order number.
2. Product description, quantity and catalog number of the product ordered, and an open 32-character field for internal identification e.g., Storehouse catalog numbers and/or internal customer order numbers.
3. Other information, as requested by the ordering department.

Packing slips should be attached to the outside of the package such that it can be inspected at the receiving dock/requesting department and be included with the invoice as back-up.

### 30. Receiving Locations

Supplier will be responsible for delivery of all order goods to the receiving location specified in the purchase order. The following receiving models may exist at Participating Agencies. Note that parking within most campus locations may be constrained.

- **Central Receiving or Storehouse**  
At Locations utilizing a central receiving/storehouse facility, deliveries will be made by Supplier, when requested, to one (1) single ship to address at the Location for cross docking and integration with other materials scheduled for delivery by that Location to other internal delivery points as needed.
- **Cross Dock Distribution**  
At Locations not utilizing a central receiving/storehouse facility, deliveries will be made by Supplier, when requested, to multiple ship to address locations (example: North Campus Receiving, South Campus Receiving, Medical Receiving, ITS Receiving) scattered throughout the System Location for re-delivery by the location internally as needed. This could be upwards of twenty to thirty (20-30) different ship-to address locations.
- **Desktop / Job Site Deliveries**  
In addition, Locations may elect to request job site/desk top delivery service which means the Supplier delivers the Product(s) directly to the ordering department(s) ship-to address location (e.g. building, office, job site, etc). Locations will work with Supplier to develop most appropriate and efficient delivery processes to non-centralized locations.
- **Project Jobsite and description upon request**
- **Remote Locations**  
Desktop/job site delivery points or storehouse facilities could be located in remote rural locations throughout the State of California such as agricultural field stations or County Extension facilities. Supplier will work with System to ship items to these locations, provided however, the necessary address and location information is provided and available for third-party shipper to local delivery point.
- Supplier will accommodate delivery requirements for each Participating Agency.

### 31. On Campus Presence

Supplier employees and subcontracted (if any) providers, responsible for delivering products/services to Participating Agency campuses must conform to, and/or possess, the following:

- Proper uniform or professional attire;
- Carry badges with picture ID;
- Have passed background security checks;
- Are bonded
- All delivery vehicles shall be clearly marked with Supplier's name and/or company logo, or the name or logo of subcontracted provider.
- Follow sign-in and Personal Protective Equipment Guidelines (if applicable) as required.

### 32. Returned Goods/Restocking

Foundation recognizes that occasional errors will occur in order placement, delivery, etc. by both itself and the Supplier. For this reason, restocking charges are not authorized and Supplier must accept returns for full credit regardless of reason for return.

Returns of Office Products must be accepted by Supplier if in resalable condition and if made within thirty (30) days of original shipment. If Participating Agency is dissatisfied with its purchase for any reason, it may return most items in their original packaging within 30 days of purchase for a replacement or full refund. Exceptions:

- Furniture, Computers and Business Machines with accessories in original packaging can be returned within 14 days after purchase for a full refund.
- Opened Computers, Business Machines and Software (with accessories and original packaging) can be exchanged for the same item within 14 days of purchase.
- Cleaning, Sanitation, Breakroom, Safety (including but not limited to personal protective equipment, masks, face coverings, face shields, gloves, goggles, gowns, thermometers), Facility, and other related products and supplies cannot be returned.
- Headsets, microphones, mice, and keyboards cannot be returned.
- Special Order Products cannot be returned or exchanged. This includes items that are not stocked in one of our warehouses and/or are indicated as SPECIAL ORDER.

Requests for returns for credit can be transmitted by the ordering departments via the established order management systems (web-based, telephone, email, fax, and paper return form). Within three (3) business days after notification from Participating Agencies, returns must be scheduled for pick up by Supplier. If products are purchased via purchasing card, credit must be issued to the same purchasing card account.

Returned items shall be credited at purchase cost, and a corresponding credit for Supplier charges shall be issued via a separate credit memo within 15 business days after the returned goods are received by Supplier, referencing the original order and invoice to which the credit applies. Supplier will be responsible for all standard shipping charges.

### **33. Product Certification**

The Foundation requires Supplier to provide “green” products to encourage the use of environmentally friendly products.

### **34. Hazardous Material and Material Safety Data Sheets (MSDS)**

The Supplier shall be responsible for providing MSDS sheets with the shipments. Any product delivered in error that requires a MSDS sheet will remain the property of the Supplier. The Supplier must retrieve hazardous materials that are delivered in error. It will be the responsibility of the Supplier to legally dispose of all hazardous materials generated in the performance of the agreement. The Supplier will be responsible for providing its employees chemical safety training mandated by OSHA’s Hazards Communication Standard.

## **PRICING**

### **35. Price Protection and Matching**

1. Supplier is offering a discount from Supplier’s current list price on products in the then current, Business Solutions Division catalog (“**BSD Catalog**”) for non-core items. The discount percentage will be valid for the term of the Agreement.
2. For Foundation locations using a static e-Commerce catalog, the Foundation net prices should remain unchanged during refresh cycles of maximum one (1) refresh every 3 months regardless of Supplier’s published web pricing change.
3. Supplier will provide core pricing and non-core list less pricing on products in the then current, Business Solutions Division catalog (“**BSD Catalog**”).

4. Price Match. Supplier will endeavor to provide Price Match when requested but excludes promotions or one time clearance items via direct or retail channel.

### **36. Price Increases or Decreases**

Supplier will supply the products and services on the Core List. Core List pricing will be updated on an annual basis, with the exception of paper and toner/ink products. Core List Paper will be updated on a quarterly basis. Core List HP brand toner pricing will be updated on an annual and all other Core List toner pricing will be updated on a quarterly basis. Supplier does not price according to CPI or other indices. Letters to document price changes from the manufacturer will be provided upon request. Non-core pricing will be updated quarterly.

In the event of any extraordinary changes in the market, including but not limited to tariffs and costs impacted by raw materials or supply and demand, Supplier will have the right to adjust the pricing of the Products immediately upon providing written notice to the Foundation to reflect such price increases.

Supplier acknowledges that Participating Agency may have certain special pricing agreement for products with third parties (“**Special Pricing Agreement**”). If such Special Pricing Agreement terminates or expires, or there is a price change for items within such Special Pricing Agreement, then Supplier shall have the right to update the pricing of such items hereunder, and thereafter, those items shall be priced in accordance with the terms of this Agreement.

### **37. No Mandatory Use**

Supplier is advised that there is no mandatory use policy for any Participating Agency system. The Supplier may have to compete with other suppliers for departmental orders.

## EXHIBIT G

PRODUCTS AND SERVICES

SKU	Description	UOM	Sell Price
100030	CHAIR HGH BCK MLT/FNCT FBR BLCK	EA	\$140.50
100075	CHAIR P20000 MDBK MF FAB BLK	EA	\$129.25
100458	PAPER PHTO GLSS 24 X100FT	RL	\$61.22
101202	TONER HP LJ CE270A BLACK	EA	\$240.87
101247	TONER HP LJ CE271A CYAN	EA	\$391.98
101258	File Fldr 1/3Tb Yel Ltr 100Bx	BX	\$7.26
101283	TONER HP LJ CE272A YELLOW	EA	\$391.98
101292	TONER HP LJCE273A MAGENTA	EA	\$391.98
101651	BASKETBALL RUBBER OFFICIAL SZ	EA	\$5.06
101679	BALL PLAYGROUND RED 10INCH	EA	\$4.94
101839	BALL PLAYGROUND 8 1/2 IN RED	EA	\$3.88
102015	PAD EASEL SELF STCK 25X30 WHT	PK	\$87.25
102029	HP410X HIGHYIELD TONER MAGNTA	EA	\$186.27
102045	PAD ESL SLF STCK GRD 25X30 4PK	PK	\$68.84
102055	PAD ESL SLF STCK 25X30 YELLOW	PK	\$68.84
102207	EASEL SLF STK 25x30 4PK WHT	PK	\$33.35
102866	Magellan HA desk Cherry	EA	\$224.09
102936	PAPER CONST 9X12 WHT	PK	\$0.96
103589	HIGHLIGHTER 24PK YELLOW	PK	\$3.25
104664	PEN FELT TIP 1.0MM 12CT ASST	PK	\$2.25
105066	PEN SHARPIE FINE DZ BLUE	DZ	\$12.90
105461	PAPER CONST 12X18 50/PK ASTD	PK	\$1.93
105470	PAPER CONST 9X12 GW ASTD	PK	\$0.99
105507	PEN SHARPIE FINE 0.8MM DZ RED	DZ	\$12.90
105817	PAD ENGINEER 100SHEETS	EA	\$2.60
106401	FILE STOR LGL 24 FSTFLD 12PK	CT	\$56.46
107663	TOWER 8X7L DRAWER CLRRNBW	EA	\$38.44
108185	POCKET DOUBLE 8TAB PLASTIC SET	ST	\$1.36
108393	CART COLLAPSIBLE W/LID BLUE	EA	\$16.42
108530	NOTEBOOK STELLAR 3S CR 150 BLU	EA	\$1.82
108862	PAPER ROLL 2-1/4X130 SNGL PLY	PK	\$4.20
110284	DUSTER OFFICE DEPOT 10OZ 6PK	PK	\$11.38
110727	PEN BALLPOINT RT RSVP DZ BLK	DZ	\$5.06
110763	PEN BALLPOINT RT RSVP DZ BLU	DZ	\$5.06
112220	PEN GRIP/ROUND STIC DOZ BLACK	DZ	\$1.45
112266	PEN GRIP/ROUND STIC DOZ BLUE	DZ	\$1.45
112433	LABEL 3/4 DIA 1008/PK WHT	PK	\$1.79
112847	LABEL P/S 3/4 DIA BLU 1008PK	PK	\$1.84
112854	LABEL P/S 3/4 DIA YEL 1008PK	PK	\$1.84
112862	LABEL P/S 3/4 DIA GRN 1008/PK	PK	\$1.84
112888	LABEL P/S 3/4 DIA ORN 1008/PK	PK	\$1.84
112896	LABEL P/S 3/4 DIA RED 1008/PK	PK	\$1.84
112920	LABEL P/S 3/4 DIA D.BLU 1008PK	PK	\$1.84
113167	REINFORCEMENT P/S 1/4 HOLE WHT	PK	\$0.44
114064	TAPE TRANS W/DISPENSER	PK	\$19.30
114242	COMMAND HOOKS WIRE SM WHT 28pk	PK	\$11.38

114379	PEN BP SLIDER RAVE BLK 5PK	PK	\$13.13
115818	PRIVACY FILTER 98-0440-5056-9	EA	\$85.63
116939	PENCIL LEAD W/ERASER MIRADO	DZ	\$1.31
116946	PAPER BOISE ASPN 30%REC LTR WH	CT	\$33.99
118645	STAPLE OPTIMA PREMIUM 3750/BX	BX	\$2.56
118742	EASEL PRESTIGE2 6X4 PNTD STEEL	EA	\$643.67
119503	CRAYON 3-5/8 CRAYOLA 24/BOX	BX	\$1.35
1195209	Rollerball 0.5mm Blk 4pk	PK	\$2.94
119594	CRAYONS CRAYOLA 64PK	BX	\$3.16
119694	Magellan HA desk Gray	EA	\$223.58
119719	GLUE ALL PURPOSE GL	EA	\$11.93
1219096	Poly 1 Sub Ntbk WR 70ct	EA	\$0.59
1219105	Poly 1 Sub Ntbk CR 70ct	EA	\$0.59
122996	TAPE MAGIC BONUS C60 10PK	PK	\$17.41
123371	CALCULATOR PRINTING MP11DX2	EA	\$55.37
1247707	BINDER OD VW DR 5 NAVY	EA	\$5.45
1247716	BINDER OD VW DR 4 NAVY	EA	\$4.13
1247860	OD Durable DR VW 5 BNDR White	EA	\$4.78
124837	HOLEPUNCH LOW FORCE 20SHTS BLK	EA	\$11.85
125100	PAD EASEL 28X36 SELF-STICK 2PK	EA	\$20.57
125115	PAPER SPLOX LTR 2500 SHT/CASE	CA	\$17.06
125300	BOARD CRK 3X4 STNLS FRM ERTHIT	EA	\$50.94
125405	BOARD CRK ERTHIT4X6 FRM STNLS	EA	\$108.28
125420	PAPER BOISE ASPEN 11 10CA WHT	CA	\$45.46
126019	FILE QCK STORAGE ECON LTR/LGL	CA	\$39.60
126345	PAD EASEL POST-IT 2PK RECYCLED	PK	\$38.99
126741	BOOK LAB 5 QUAD.RULED 10X8	EA	\$5.06
127018	PAPER TISSUE 12X18 ASTD 100SHT	PK	\$3.20
127731	CLEANER BOARD DRY ERASE 1GAL	GA	\$18.86
128337	CALCULATOR PRINTING EL-1750V	EA	\$51.32
128585	BOX FILE RECYCLE BLACK	EA	\$5.80
128628	MARKERS DRY ERASE 12PK ASTD	DZ	\$2.24
128772	MARKERS DRY ERASE 12PK BLACK	DZ	\$2.25
128817	MARKER PERM DESK 12PK BLACK	DZ	\$1.97
128844	HIGHLIGHTER 12PK YELLOW	DZ	\$1.53
128853	HIGHLIGHTER 12PK ASSORTED	DZ	\$1.53
129062	INK LC103 2PK BLK	PK	\$35.21
1299178	Card Stk 8.5X11 1C Pk We	PK	\$8.55
1306396	INK CANON PGI250XL 2PK BLACK	PK	\$38.00
1310067	TUL BP3 RT Med Red 12pk	DZ	\$8.32
132272	PAPER LASERPRINT 32# 8.5X11	CT	\$77.03
132407	QUART RUBBER CEMENT	QT	\$4.44
132570	PAPER 48 X50 ROLL NIGHT SKY	RL	\$13.79
132590	PAPER ART 48 X50 RLL UNDR SEA	RL	\$13.79
135952	CRAYONS CRAYOLA MINI TWST 24PK	PK	\$4.05
136088	CRAYONS CRAYOLA WSHBLE 24PK	PK	\$2.33
1363465	MASTERVISION RULED PLANNING BO	EA	\$238.34
1363483	MASTERVISION GRID PLANNING BOA	EA	\$249.70
1367245	OMX Quad Fillr 11x8.5 4Sq 80Ct	EA	\$0.63
1369936	Izone Bent Scissor 2Pack 7	EA	\$1.01
1373878	Gel RT 07 Blue 12pk	DZ	\$8.10
1373923	Gel 07 Black 12pk	DZ	\$8.18

1374760	X-Acto Mighty Mite Sharpener	EA	\$9.09
1375921	NOTEBOOK STELLAR 5S WR 200 AST	EA	\$2.25
1375939	NOTEBOOK STELLAR 3S WR 150 AST	EA	\$1.75
1376056	Memo Bk Asst 4x8 70shts 4pk	PK	\$2.80
1376263	Hang Fldr 1/5 Ltr-Sz Asst 25pk	BX	\$4.31
1376281	Folder Manila 1/5-Cut Letter	BX	\$6.10
1376290	Folders File Ltr-Size Yellow	BX	\$7.26
1376317	Folders File Ltr-Size Red	BX	\$7.26
1376326	Folders File Ltr-Size Green	BX	\$7.26
1376335	Folders File Ltr-Size Blue	BX	\$6.54
1376353	Tab Fldr 1/5-Cut Clear 25/pk	PK	\$0.64
1376371	Tab Fldr 1/3-Cut Clear 25/pk	PK	\$0.44
1376407	Folders Hang Letter-Size Red	BX	\$3.99
1376434	Fldr Manila Straight-Cut Ltr	BX	\$6.38
1376497	Index Card 5x8 Ruld Wht 100Ct	PK	\$0.70
1376659	Mechanical Pencil 0.5 mm 2 PK	PK	\$1.87
1378108	HNG FLDR BX BTM 2 LTR 25BX	BX	\$5.78
1378324	BINDER OD VW DR 3 TEAL	EA	\$3.79
1378378	OD Legal 1 Bndr Blk 3Rng	EA	\$3.46
1378414	OD Durable 1 BNDR Red	EA	\$1.34
1378432	Pocket FC Ltr 3-1/2 Asst 5pk	PK	\$3.26
1378504	Jacket Ltr Asst 2in 10pk	PK	\$2.23
1378720	Heavy Duty Magnets 12/Tub	PK	\$1.12
1378756	Magnets Asst Size/Color 30pk	PK	\$1.69
1378873	Binder Clips Micro Black 100pk	PK	\$0.88
1378954	Color Push Pins 250ct	BX	\$0.95
1378981	Clear Push Pins 250ct	BX	\$0.90
1379557	Promo Clip Pack 96 Count	BX	\$3.53
1379701	Notebook 9.5x6 College 70sh	EA	\$1.46
1379800	Steno Book Pitman 80sh green	DZ	\$11.04
1381015	Boise SPLOX 24# 92 Bright 2000	CT	\$16.38
1381339	BOISE RECYC 8.5X11 SPLOX	CT	\$18.64
1385290	Coppertop AA Alkaline 36 pk	PK	\$14.09
1385722	OD Durable 3 BNDR Red	EA	\$2.10
1385794	OD DUR VW 2 BDR SLNT RNG BLK	EA	\$2.24
1385803	OD DUR VW 2 BDR SLNT RNG WHT	EA	\$2.24
1385821	OD DUR VW 3 BDR SLNT RNG BLK	EA	\$2.75
1385830	OD Durable DR VW 3 BNDR White	EA	\$2.75
1385866	OD Legal 2 Bndr 3 Ring Blk	EA	\$4.21
1385875	OD DUR VW 5 BDR SLNT RNG BLK	EA	\$4.78
1385902	OD DUR VW 1 BDR SLNT RNG BLK	EA	\$1.71
1385911	OD DUR VW 1 BDR SLNT RNG WHT	EA	\$1.71
1386154	OD DUR VW 4 BDR SLNT RNG BLK	EA	\$3.06
1386163	OD DUR VW 4 BDR SLNT RNG WHT	EA	\$3.06
1386496	Bndr Clip w/Soft Grip Med 12pk	PK	\$1.05
1386505	BndrClip Soft Grip Lrg Ast 6pk	PK	\$1.33
1388845	PYFTBND OD VW DR 3 11X17 BK	EA	\$5.45
1388971	PYFTBND OD VW DR 3 11X17 WT	EA	\$5.45
1390240	Sharpie 36CT Fine Blk Box	PK	\$22.04
1392589	Econ VW Binder Black 1 2pk	PK	\$2.53
1392616	Econ VW Binder White 2 2pk	PK	\$3.80
1392742	Econ VW Binder White 3 2pk	PK	\$4.51

1392787	Econ VW Binder White 1.5 2pk	PK	\$3.20
1394758	1Sub SpiralNTBK WR 100ct	EA	\$0.97
1395046	Index Card 5x8 Ruld Rnbw 100Ct	PK	\$1.08
1395064	Index Card 3x5 Ruld Rnbw 100Ct	PK	\$0.56
1396666	PYFTBND OD VW DR 2 11X17 WT	EA	\$4.86
1396693	EverBind Red OD 1	EA	\$4.84
1396702	EverBind Black OD 1	EA	\$4.84
1396711	EverBind Black OD 1.5	EA	\$5.30
1396801	EverBind Blue OD 1	EA	\$4.84
139704	BOX PENCIL ASST COLORS	EA	\$0.74
139720	ERASERS SM 36/BX PINK	BX	\$1.14
139736	ERASERS LRG DZ PINK	DZ	\$0.70
139752	BOX RULER CLEAR	EA	\$1.41
1397674	File Fldr 1/3 Ltr Ast 24pk	PK	\$4.34
1397800	Index Card 4x6 Ruld Wht 300Ct	PK	\$1.24
1397809	Index Card 3x5 Blnk Wht 300Ct	PK	\$0.75
1397818	Index Card 3x5 Ruld Wht 300Ct	PK	\$0.79
1397827	Index Card 4x6 Blank 300pk	PK	\$1.24
1397854	Index Card 4x6 Rld Rnbw 100Ct	PK	\$0.86
1402732	Pocket Ltr 3-1/2 Brown 5pk	PK	\$3.10
1402822	nocket Std Ltr 5-1/4 Brn 5pk	PK	\$3.10
1405351	File Frm Uni Frame Rck Ltr/Lgl	BX	\$4.90
140686	WIPES DISINF LL 80CT-3PK	PK	\$13.61
1423747	Aspen 30 Lsr 24# 8.5x11 4000cs	CA	\$46.06
142575	HOOK SMALLWIRE COMMAND 9/PK	PK	\$4.95
142842	CART ROLLING ATV BLK	EA	\$26.37
143162	COVER DOCUMENT 6PK BLACK	PK	\$3.19
143197	COVER DOCUMENT 6CT NAVY	PK	\$3.19
143303	HP 312A 3-PACK C/Y/M LJ TNR	PK	\$322.96
143571	LEG SET ARC TLEG SILVER	EA	\$69.92
1445869	MARKERS CRAYOLA WSHBL BRD 10PK	PK	\$3.13
1451854	Thermal Pouch 8.9 x11.4 200pk	EA	\$20.59
145872	CALCULATOR GRAPH 84+CE BLACK	EA	\$123.31
146483	NOTEBOOK STELLAR 1S WR 100 RD	EA	\$1.21
147101	PAPER BRIGHT WHITE 36X300	RL	\$44.45
148614	LAMINATOR THERMAL SCOTCH TL901	EA	\$52.09
149088	ERASER MAGIC RUB BLOCK SHAPE	DZ	\$5.51
149407	WIPES DISINFECTING 2PK	PK	\$9.81
149452	WIPES DISINFECTING CLOROX 3PK	PK	\$7.64
149633	STAPLER PLIER GRIP RAPID-1 CHM	EA	\$12.91
149789	POUCH LAMINATING LETTER SIZE	PK	\$5.57
1502056	Neon Color Pencils Asst 10PK	PK	\$2.40
150351	NOTEBOOK 7X4.38 100 AST	EA	\$2.58
152406	TACK POSTER	EA	\$1.20
154414	CARTRIDGE LASER Q2612A	EA	\$76.07
154623	NOTEBOOK CR 70 POLY 1 SUB WHT	EA	\$0.51
154944	PENCIL GRIP MECH 0.7MM 12PK	PK	\$1.19
157104	MRKER FINE TIP CLSPK CRAYOLA	BX	\$49.04
158221	PAD ENGNR 11X8.5 200SH GN	PD	\$4.19
158949	SHARPENER PENCIL ELEC BEIGE	EA	\$15.18
160064	FLAGS POST-IT(R) SMALL SIZED	PK	\$6.24
160260	STAPLER ELECTRIC OPTIMA 20	EA	\$44.40

160267	INDEX GREEN #110 8.5X11	PK	\$6.18
161488	BOX LTR/LGL ECON QCKSETUP 12PK	DZ	\$21.04
161719	AWARDS CERTIF.HOLDER NY	PK	\$4.12
162632	GLITTER ASSORTED 4OZ	ST	\$17.04
163460	STAPLER ELECTRIC HEAVY DUTY B8	EA	\$37.50
163903	BOARD MARKER ALUM-FRAME 4'X8'	EA	\$106.17
164701	KIT FIRSTAID 10PEOPLE	EA	\$18.57
165782	PEN BPNT ECO R.STIC 50PK BLK	PK	\$3.69
166827	NOTEBOOK WR 70CT 10.5X8 RED	EA	\$0.56
167046	PAPER LGL 20# RECY MULTI	CA	\$62.27
168423	PORT PAPER WO PRONG 10PK	PK	\$1.09
169157	MARKERS PRMNT FN RCYL 12PK RED	DZ	\$1.61
169166	MARKERS PRMNT FN RCYL 12PK AST	ST	\$1.66
169771	CARTRIDGE INK BLK 51645A	EA	\$51.92
170719	PAPER ASTRONEON LTR 24# HAPPY AST	RM	\$8.37
170741	NOTEBOOK 3SBJCT BLACK 9x6	EA	\$2.73
170886	NOTEBOOK CR 70CT 10.5X8 RED	EA	\$0.51
172684	PAPER DRAWING WHITE 9X12	RM	\$9.15
172692	PAPER DRAWING 12X18 WHITE	RM	\$13.22
172718	PAPER DRAWING WHITE 9X12	RM	\$9.10
172726	PAPER DRAWING 12X18 WHITE	RM	\$17.81
172734	PAPER DRAWING 18X24 WHITE	RM	\$39.58
172791	BOOK COMP WR 6.875X8.5 20S	EA	\$0.23
172809	BOOK COMP WR 6.875X8.5 40S	EA	\$0.18
172882	PAPER CHART 1 RLD 24X36	PK	\$15.89
173294	PAPER ART PINK 36X1000	RL	\$93.21
173310	PAPER ART ROLL 36X1000	RL	\$85.14
173336	DISPENSER TAPE DSKTOP 3/4 BLK	EA	\$1.53
173427	PAPER ART BLUE 36X1000	RL	\$89.99
173476	PAPER ART GOLD 36X1000	RL	\$100.10
173484	PAPER ART CNRY 36X1000	RL	\$91.98
173492	PAPER ART BRN 36X1000	RL	\$87.95
173500	PAPER ART WHI 36X1000	RL	\$83.63
173518	PAPER ART BLK 36X1000	RL	\$81.75
173526	PAPER ART FESTIVE GRN 36XM	RL	\$89.99
173534	PAPER ART HOLRED 36XM	RL	\$89.99
173807	BORDER ROLL CORR 2.25X50FT WHT	RL	\$1.75
173823	BORDER ROLL CORR 2.25X50' FLME	RL	\$1.75
173831	BORDER ROLL CORR 2.25X50FT CAN	RL	\$1.75
173849	BORDER ROLL CORR 2.25X50FT ORG	RL	\$1.75
173880	BORDER ROLL CORR 2.25X50FT BL	RL	\$1.75
173906	BORDER ROLL CORR 2.25X50FT BK	RL	\$1.75
175718	Glue Gun Mini Dual Temp 20W	EA	\$4.05
176928	CALCULATOR SCNTFC TI30XII BLK	EA	\$10.88
177002	TOP HLF RND TMOLD 34X60 GRAY	EA	\$164.16
178878	SVGA DLP PROJECTOR WITH	EA	\$324.25
179200	Centon DataStick Pro - USB fla	EA	\$42.55
179230	STAPLER ELECTRIC OPTIMA 45	EA	\$54.45
179487	ERASERS BEVLD 3PK PINK	PK	\$0.21
179559	PENCIL ACCES PK 110CT	PK	\$3.07
181109	SHEET PROTECTOR HW 50/BX CLEAR	BX	\$2.41
181116	SHEET PROTECTR NO GLR HW 50/BX	BX	\$2.43

181285	TABS DURABLE TABS 50/PK WHITE	PK	\$4.09
182725	PEN FLAIR W/PNTGRD BLUE DZ	DZ	\$11.51
182733	PEN FLAIR W/POINTGUARD DZ RED	DZ	\$11.51
182741	PEN FLAIR PNTGRD DZ BLK	DZ	\$11.51
182758	PEN FLAIR W/POINTGUARD DZ	DZ	\$11.51
183000	KIT EXPO 2 DRY ERASE	EA	\$15.55
183028	ORGANIZER EXPO 2	ST	\$7.23
184746	CHAIR STACK WITH ARMS BLACK	EA	\$41.27
184877	TRIMMER ROTARY CARBO TI 12IN	EA	\$23.86
185249	PAPER ART FLMRD 36XM	RL	\$76.61
185306	PAPER ART OLD GOLD 36XM	RL	\$68.29
185519	BOARD FORAY CORK 18X24 DECOR	EA	\$5.92
1856098	Econ VW Binder Black 0.5 2pk	PK	\$2.44
1856557	Econ VW Binder Black 2 2pk	PK	\$3.80
1856566	Econ VW Binder Black 3 2pk	PK	\$4.50
186537	GUIDE CRD A-Z 4X6 POLY ASTD	PK	\$1.86
1867324	FI-7160 SF CLR DUPL 60PP	EA	\$1,027.40
187478	CARD INDEX RLD 300PK 5X8 WHI	PK	\$1.98
187514	CARD INDEX 300CT NEON ASSORTED	PK	\$2.23
187648	PENCIL PRESHARPENED #2 DZ	DZ	\$0.91
188186	BOARD FORAY CORK 18X24 TAN	EA	\$6.00
188327	NOTEBOOK STELLAR 1S WR 100 BK	EA	\$1.21
190919	BOARD GLASS DE 3X2 WHT	EA	\$62.03
190946	BOARD GLASS DE 4X3 BLACK	EA	\$126.50
190964	BOARD GLASS DE 4X3 WHT FRST	EA	\$117.63
190973	BOARD GLASS DE 4X3 WHT	EA	\$126.50
191009	BOARD GLASS DE 6X4 BLACK	EA	\$262.56
191018	BOARD GLASS DE 6X4 WHT FRST	EA	\$244.20
191027	BOARD GLASS DE 6X4 WHT	EA	\$217.65
191036	BOARD GLASS DE 8X4 BLACK	EA	\$334.17
191054	BOARD GLASS DE 8X4 WHT FRST	EA	\$310.79
191099	BOARD GLASS DE 8X4 WHT	EA	\$334.17
191304	LABEL DOT P S .75IN MUL 1008PK	PK	\$2.04
191396	BOARD TE MAG 4X3 ALUM	EA	\$133.98
191423	BOARD TE MAG 4X3 GRAPHITE	EA	\$133.98
191468	BOARD TE MAG 6X4 ALUM	EA	\$236.72
191558	BOARD TE MAG 8X4 ALUM	EA	\$304.71
191954	BOARD 4MNTH TE 3X2 GRAPHITE	EA	\$76.50
193022	CARD INDEX CLR RULED 3X5 100PK	PK	\$0.60
193031	TONER 410A BLACK	EA	\$83.41
193080	PEN ROLRB UNI-BALL VISION FINE	DZ	\$14.28
193199	GUIDE CARD 5X8 BLANK 1/3 BST	BX	\$5.60
193384	POST-IT FLAG ARROWS ASTD 100CT	EA	\$2.39
193539	CARD INDEX BLNK 300PK 5X8 WHT	PK	\$1.98
193632	PEN RLRB UNBL VSN MICRO .5MM	DZ	\$14.28
195387	3M Privacy Filter PF23.0W9 - d	EA	\$83.34
195456	NOTE SS 4x6 LINED 3/PK TROP	PK	\$7.01
196088	BOARD MARKER 4X8 PORC ALUM FRM	EA	\$239.30
196156	STAPLER ELECTRIC OD BLACK	EA	\$10.87
196363	PAPER SENTC STRPS 100PK ASSTD	PK	\$3.05
196517	PAPER X-9 8.5 X11 20LB 10CA	CA	\$30.50
196589	PAPER X-9 3HP 20LB 10/CA	CT	\$33.47

196643	PAPER X-9 8.5X14 20LB 10/CASE	CT	\$42.60
196652	PAPER X-9 11X17 20LB 5/CASE	CA	\$33.47
196679	PAPER X-9 FSC 8.5X11 20LB 10CA	CA	\$34.02
196697	PAPER POLARIS 8.5X11 20LB CA	CA	\$36.65
197229	NOTEBOOK WR 70CT 10.5X8 GREEN	EA	\$0.51
198714	PENCILS COLORED ERASABLE 12CT	PK	\$2.75
199216	LABEL LSR ADDR 750PK LT BLUE	PK	\$8.78
199560	PEN BIC GRIP/RNDSTCK PURPLE DZ	DZ	\$1.38
199570	BOX STOR ECON LETTER/LEG	CT	\$24.85
200473	PEN RTRBL ADV INK .7 ASTD 8PK	PK	\$1.91
202014	COMMAND HOOKS LG WHT 14 PK	PK	\$11.60
203034	MARKER SET SCENT MR SKTCH SET	ST	\$4.09
203059	MARKER SET SCENT MR SKTCH 8CLR	ST	\$3.35
203125	Q1 MARKER MEDIUM MAJOR ACCEN	DZ	\$5.89
203141	MARKER MEDIUM MAJOR ACCENT PNK	DZ	\$5.89
203158	MARKER MED MAJOR ACCENT TUR BL	DZ	\$5.89
203174	HIGHLIGHTER MAJ ACC YEL DOZ	DZ	\$5.89
203182	MARKER MED MAJOR ACCENT FL GRN	DZ	\$5.89
203349	MARKER SHARPIE FINE DZ BLACK	DZ	\$5.96
203352	NOTE POST-IT SS 4X6 ULTRA PK3	PK	\$6.56
203356	MARKER SHARPIE FINE DZ RED	DZ	\$8.01
203542	HOLEPUNCH LOWFORCE 2HOLE 20SHT	EA	\$8.04
204057	CLEANER BOARD DRY ERASE 8 OZ	EA	\$2.38
204392	HL SHARPIE ACC RT ASDT 8PK	PK	\$6.96
204950	TRIMMER HVY DTY CARBO TI 12IN	EA	\$26.03
205173	KEYBOARD USB K120 BLK	EA	\$8.38
205344	GLUE SCHOOL ELMERS 7.625OZ	EA	\$1.07
205351	GLUE SCHOOL ELMERS GALLON	EA	\$9.79
205699	TAPE 1/2X900 DBLSDE 6/PK	PK	\$19.68
206321	NOTEBOOK CR 70CT 10.5X8 BLACK	EA	\$0.58
206426	ERASER CAP ASSORTED CLRS 72/PK	PK	\$0.71
206503	ERASER CAP RED 12/PK	PK	\$0.11
206648	TOP TMOLD 30X30 ESPRESSO	EA	\$94.01
206713	MARKERS WASHABLE BROAD TIP 8P	PK	\$1.05
206740	MARKERS WASHABLE FINE TIP 8PK	PK	\$0.69
206758	CRAYONS LARGE BEST BUY 400PK A	PK	\$22.29
206938	BINDER JB VW RR 0.5 BLK 12pk	PK	\$14.68
207001	BINDER JB VW RR 0.5 WHT 12pk	PK	\$14.68
207019	BINDER JB VW RR 0.5 WHT 2pk	PK	\$2.44
207091	BINDER JB VW RR 1 BLK 12pk	CT	\$15.23
207253	BINDER ODP RR 1 BLACK	EA	\$1.34
207262	BINDER ODP RR 1 BLUE	EA	\$1.34
207316	BINDER ODP RR 1.5 BLACK	EA	\$1.48
207370	PENCILS COLORED BEST BUY ASST	PK	\$24.51
207433	PENCILS 7 COLORED 12PK ASTD	PK	\$0.86
207442	PENCILS 7 COLORED 24PK ASTD	PK	\$1.61
207451	BINDER ODP RR 1.5 RED	EA	\$1.48
207514	BINDER ODP RR 2 BLACK	EA	\$1.74
207675	POUCH PENCIL 5STAR ORGNZR ASTD	EA	\$6.90
207684	CALCULATOR SCNTFC TI30XII PINK	EA	\$13.14
207829	BINDER ODP RR 2 RED	EA	\$1.74
207910	BINDER ODP RR 3 BLACK	EA	\$2.10

208108	BINDER ODP RR 3 BLUE	EA	\$2.10
208208	PAPER THEME MRGN 8.5X11 500PK	PK	\$4.01
208219	PAPER COMP NO MRGN 8.5X11	PK	\$4.80
208505	TAG BOARD HVYWT MLA 9X12	PK	\$5.99
208527	TAG BOARD HVYWT MLA 18X24	PK	\$22.22
2085525	FS B&W LTR SS 20#Wh/3H	EA	\$0.13
208593	TAG BOARD HVYWT 9X12 WE	PK	\$5.99
208604	TAG BOARD HVYWT 12X18 WE	PK	\$7.76
208648	TAG BOARD HVYWT 24X36 WE	PK	\$28.84
208703	PAPER WRPNG 50# 36X1000 WE	RL	\$77.42
209276	SHARPIE PEN HARD CASE 12CT	PK	\$13.56
209944	PEN RT UNI-BALL 207 0.7 DZ PUR	DZ	\$10.76
210025	BINDER OD DR 1 BLACK	EA	\$2.33
210178	BINDER OD DR 1.5 BLACK	EA	\$2.68
210807	PAPER ART DKBLU 36XM	RL	\$54.25
210981	EASEL SLF STK 25x30 2PK WHT	PK	\$18.91
211177	BINDER OD VW DR 1 ARMY GREEN	EA	\$2.60
211186	BINDER OD VW DR 1 BLACK	EA	\$2.49
211222	BINDER OD VW DR 1 NAVY	EA	\$2.49
211402	BOARD 3M DR-ER PRC ALM FRM 4X8	EA	\$352.98
211474	BINDER OD VW DR 1 PURPLE	EA	\$2.60
211519	BINDER OD VW DR 1 RED	EA	\$2.49
211573	BINDER INP VW DR 1 TEAL	EA	\$2.60
211672	BINDER OD VW DR 1 WHITE	EA	\$2.49
211982	CHAIR BALL BALANCE	EA	\$69.30
212158	BINDER OD VW DR 2 ARMY GREEN	EA	\$3.09
212167	BINDER OD VW DR 2 BLACK	EA	\$3.09
212221	BINDER OD VW DR 2 PURPLE	EA	\$3.09
212239	RINGS BOOK 100PK 1" SILVER	PK	\$2.98
212257	RINGS BOOK 25PK 2" SILVER	PK	\$1.76
212266	BINDER OD VW DR 2 RED	EA	\$3.09
212284	BOARD 3M MAG PORC ALUM FRM 4X6	EA	\$263.73
212311	BINDER OD VW DR 2 TEAL	EA	\$3.09
212365	BINDER OD VW DR 2 WHITE	EA	\$3.09
212464	BINDER OD VW DR 3 BLACK	EA	\$3.79
212634	PENCIL GOLF SHRPND 144PK YLW	PK	\$5.58
212662	BINDER OD VW DR 3 NAVY	EA	\$3.79
212860	BINDER OD VW DR 3 PURPLE	EA	\$3.79
212878	BINDER OD VW DR 3 WHITE	EA	\$3.00
213004	BINDER OD VW DR 4 BLACK	EA	\$4.13
213022	BINDER OD VW DR 4 WHITE	EA	\$4.13
213031	BINDER OD VW DR 5 BLACK	EA	\$5.45
213138	BINDER 1.5 EXP MEAD	EA	\$10.65
213148	BINDER OD VW DR 5 WHITE	EA	\$5.45
213448	LABEL LASER SHIP 5.5X8.5 200CT	PK	\$20.71
213480	LABEL INKJET SHIP 5.5X8.5 50CT	PK	\$6.05
214718	STAPLES HD 3/8 2500/BX	BX	\$2.73
216230	DESK MGLN PERF ELECTRIC HA CHY	EA	\$339.68
216833	MARKER SHARPIE RT BLACK 36PK	PK	\$47.09
217018	BINDER JB VW RR 1 WHT 12pk	CT	\$15.23
217117	BINDER OD VW DR 2 NAVY	EA	\$3.09
219204	TEMPERA CRAYOLA 16OZ YELLOW	EA	\$5.10

219220	TEMPERA CRAYOLA 16OZ RED	EA	\$5.10
219261	TEMPERA CRAYOLA 16OZ BLACK	EA	\$5.10
219279	TEMPERA CRAYOLA 16OZ WHITE	EA	\$5.10
219287	FINGERPAINT WASH 16OZ YELLOW	EA	\$5.40
219469	PAINT TEMP WSH GAL YEL	EA	\$14.59
219477	PAINT CRAY WSH GAL ORN	EA	\$14.59
219485	PAINT CRAYWSH GAL RED	EA	\$14.59
219493	PAINT TEMP WASH GAL VIOLET	EA	\$14.59
219501	PAINT TEMP WSH GAL BLU	EA	\$14.59
219519	PAINT TEMP WSH GAL GRN	EA	\$14.59
219535	PAINT TMP WSH GAL BLK	EA	\$14.59
219543	PAINT CRAY WSH GAL WHT	EA	\$14.59
219550	PAINT TMP WSH GAL MAG	EA	\$14.59
2202247	Sharpie Twin Tip Red Dz	DZ	\$14.90
2202337	Sharpie Twin Tip Black Dz	DZ	\$14.90
221051	STAPLE 1/4 15-25 SHT 5000BX	BX	\$2.20
221720	CLIP PPR #1 PRM SMTH OD 500PK	PK	\$0.97
221784	CLIP PAPER JMB PRM SMTH OD 5PK	PK	\$2.88
222059	CALCULATOR DESKTOP TI-1795SV	EA	\$15.60
222118	TAPE ECO MAGIC 3/4 X900 24PK	PK	\$34.59
223111	PAD PERF OD LGL RLD 8.5X14 CAN	DZ	\$8.61
223291	PAD PERF 8.5X14 OD WHT LGL RLD	DZ	\$8.61
223295	INK HP65XL HIGHYIELD COLOR	EA	\$32.37
224918	TRIMMER WIDE CARBO TI 12IN	EA	\$14.30
227983	POUCH ZIPPER 5STAR FIRST GEAR	EA	\$4.44
228197	PEN FELT TIP 1.0MM 48CT BLK	PK	\$7.85
228920	CALCULATOR PRINTING EL-2196BL	EA	\$81.27
229278	PENCILS COLORED CRAYOLA 50PK	BX	\$6.38
229721	GLUE 32.4 FL OZ CLEAR	EA	\$2.19
229849	PAPER CONST LIME 12X18	PK	\$2.80
229872	PAPER CONST LIME 9X12	PK	\$1.30
229898	PAPER CONST VIOL 18X24	PK	\$5.49
229971	PAPER CONST SHKPNK 12X15	PK	\$2.80
229989	PAPER CONST SHKPNK 18X24	PK	\$5.77
230003	PAPER CONST SHKPNK 9X12	PK	\$1.30
230037	PAPER CONST LTGRN 18X24	PK	\$5.49
230086	PAPER CONST ROYBLU 18X24	PK	\$5.49
230102	PAPER CONST PURP 12X18	PK	\$2.80
230136	PAPER CONST PURP 9X12	PK	\$1.30
230144	PAPER CONST LILAC 18X24	PK	\$5.49
230201	PAPER CONST PMPKN 12X18	PK	\$2.45
230235	PPR CON PUMPKIN 9X12	PK	\$1.30
230243	PAPER CONST ORNG 18X24	PK	\$5.49
230284	PAPER CONST BLUE 18X24	PK	\$5.49
230300	PAPER CONST 12X18 GW H-RED	PK	\$1.93
230329	RUBBERBANDS FILE BRITES 50PK	PK	\$1.85
230334	PAPER CONST 9X12 HOLIDAY RED	PK	\$0.96
230367	PAPER CONST GOLD 12X18	PK	\$2.45
230391	PPR CONST GOLD 9X12	PK	\$1.30
230409	PAPER CONST TAN 18X24	PK	\$5.49
230425	PAPER CONST YEL 18X24	PK	\$5.49
230466	PAPER CONST WMBRN 18X24	PK	\$5.49

230482	PAPER CONST WHT 18X24	PK	\$5.39
230508	PAPER CONST GRAY 18X24	PK	\$5.49
230540	PAPER CONST BLK 18X24	PK	\$5.49
230565	PAPER CONST RED 18X24	PK	\$5.49
230607	PAPER CONST FSTGR 18X24	PK	\$5.49
230623	PAPER CONST TURQ 18X24	PK	\$5.49
230649	PAPER CONST FSTRD 18X24	PK	\$5.49
231822	TONER LJ CE278A HP BLACK	EA	\$72.54
231939	TONER LJ CE285A HP BLACK	EA	\$66.63
232126	MARKER EXPO FINE 36CT ASSORTED	BX	\$25.51
232662	FLAGS SIGNHERE ARROW 1/2 ASTD	PK	\$7.24
232832	MRKER BROADLINE ASST 12PK	PK	\$2.59
233348	PORTFOLIO POLY 2PKT PRNG BLACK	EA	\$0.39
233555	TONER HP LJ 655A BLACK	EA	\$198.19
233924	TOP TMOLD 30X72 ESPRESSO	EA	\$147.56
236107	PEN GEL 207 COH MED DZ BLK	DZ	\$10.76
238112	PENCIL NO2 OD PRESHARP DZ YLW	PK	\$0.64
238160	HEWLETT PACKARD 952 BLACK	EA	\$30.00
239376	TAPE LETTERING PT340/PT540	EA	\$15.68
239384	TAPE LETTERING PT340/PT540	EA	\$13.63
239392	TAPE LABEL 24MM BLACK/CLEAR	EA	\$14.63
239400	TAPE LETTERING .5 BLACK/WHITE	EA	\$11.43
239418	TAPE LETTERING .5 BLACK/CLEAR	EA	\$10.44
240450	LOCKER BOX 3 COLUMN	EA	\$477.95
240531	INDEX 90# 8.5X11 BLUE	PK	\$5.24
240549	INDEX 90# 8.5X11 CANARY	PK	\$4.73
240556	90# WHITE INDEX	PK	\$4.40
240776	PAPER KRAFT RNBW 36X100	RL	\$53.36
240784	PAPER KRAFT RNBW 36X1000LGN	RL	\$64.89
240792	PAPER KRAFT 36X1000 PE	RL	\$52.39
240888	PAPER KRAFT ART 36X1000 GY	RL	\$59.99
240896	BAGS RAINBOW 6 X11 -WE	PK	\$10.61
242073	LABEL LSR SHIP REMOVE 150CT	PK	\$10.96
242300	BATTERY COPPRTP AAA BULK	CT	\$58.21
242555	EASEL SLF STK GRD 2PK WHT	PK	\$21.90
242767	CLIP MAGNET SQUARE LARGE 3PK	PK	\$0.61
242775	PORT PAPER W/PRNG 10PK	PK	\$1.59
242785	CLIP MAGNET BULLDOG LG 3PK	PK	\$0.62
242794	CLIP MAGNET BULLDOG SML 3PK	PK	\$0.62
243984	POUCH LAMT 4X6 PHOTO 25PK	PK	\$1.05
244369	PAPER OD BR/FLY 8.5X11 DS100PK	PK	\$7.76
244559	INK CANON PG245 XL BLACK	EA	\$20.81
244577	INK CL-246XL XL CANON COLOR	EA	\$24.57
244586	INK PG-245XL/CL-246XL CANON	EA	\$45.42
244603	cards flash Multiplctn 55/bx	BX	\$0.99
244751	COMP BOOK POLY WR BLACK 80CT	EA	\$0.78
245756	MTM65PL MOBILE TV STAND	EA	\$93.97
245890	BOOK COMP SPL WD 8.5X7 40S AST	EA	\$0.41
245908	STRIPS SENTENCE 100PK WHITE	PK	\$2.27
246428	TONER LASERJET 26A BLACK	EA	\$112.21
247817	GLUE STICK 77oz	DZ	\$11.19
2480274	Blunt Scissors 5 Inch 2 Pack	EA	\$0.52

2480283	Kids Pointed Scissors 5in 2pk	PK	\$0.52
248352	TABS WALL MOUNT 1/2X3/4 480/P	PK	\$7.10
249212	FOLDERS 2-PKT PRG FASH 5PK AST	PK	\$1.91
249230	FOLDER 6PKT PLY 2PK RED BLUE	PK	\$2.03
249257	PORTFOLIO 2PKT POLY 10PK	PK	\$2.56
250983	PAPER COPY OD 8.5X11 5/CA WHT	CA	\$17.18
251668	PAPER HP MULTIPURPOSE LTR	CA	\$47.84
253050	PAPER FILLER CR 500SH 16# WHT	RM	\$2.69
253307	PAD SKETCH 12X9 WHITE 50CT.	EA	\$1.05
254037	HEWLETT PACKARD 952XL YELLOW	EA	\$33.11
254311	PAPER THERMAL 3-1/8x230 50 WHT	CT	\$64.18
255664	PAPER ASTROBRITE LTR GALAXY	RM	\$7.39
255815	PAPER ASTRO LTR COSMIC ORANGE	RM	\$6.58
255913	PAPER ASTBRT CVR 65# PULSAR PK	PK	\$7.58
256367	PORTFOLIO 2PKT PRNGS POLY 10PK	PK	\$3.16
256386	HEWLETT PACKARD 972X HY CYAN	EA	\$124.91
256861	MARKER EXPO 2 RED	DZ	\$8.23
257191	PEN FLAIR W/POINTGUARD PURPLE	DZ	\$11.51
257351	PEN UNI-BALL VISION MAJESTIC P	DZ	\$14.28
257391	MARKER MED MAJOR ACCENT FL ORN	DZ	\$5.89
257438	LEGALPAD ODPRO 5X8 CANARY	PK	\$2.95
257651	HIGHLIGHTER POCKET ACCENT TUR	DZ	\$5.89
257701	HIGHLIGHTER BRITELINER PINK	DZ	\$2.54
258220	YARN DOUBLE WGHT DISPENSER	BX	\$59.07
258231	PEN OHP FINE VIS-A-VIS RED	DZ	\$11.01
258359	GLUE ELMERS SCHOOL GL	EA	\$8.91
259072	TOP TRAPZD TMOLD 30X60 GRAY	EA	\$144.48
259251	MARKER CHISEL TIP EXPO DZ BLK	DZ	\$8.23
259271	MARKER CHISEL TIP EXPO 2 BLUE	DZ	\$8.23
260358	WIPES SCREEN CLNG ATIVA 100PK	PK	\$2.34
261682	TONER CART HP 14A BLACK	EA	\$198.01
262269	EASEL PRESENTATION OD TRIPOD	EA	\$76.63
262271	PEN OHP FINE VIS-A-VIS BLUE	DZ	\$11.01
262305	EASEL MULTIFUNC MV 35 X47	EA	\$256.36
262331	HEWLETT PACKARD 952XL CYAN	EA	\$33.11
262514	FOLDER POLY 2-PKT FASH 5PK AST	PK	\$1.19
262731	HIGHLIGHTRE POCKET ACCENT FLOR	DZ	\$5.89
265078	MARKER CHISEL SHARPIE 8/PK CLR	PK	\$5.65
265416	PAINT WATERCOLOR MP 36CT ASST	CA	\$64.69
265567	TABS POST-IT 2 24PK 4 COLORS	PK	\$1.95
265820	HEWLETT PACKARD 972X HIGHYIELD	EA	\$124.93
267324	PAPER 30% RECYCLED 20LB 8.5X11	CA	\$29.99
267329	SPEAKERS Z150 LOGITECH BLACK	EA	\$14.90
267563	TONER HP LJ 25X BLACK	EA	\$281.27
268423	BACKPACK SOLO URBAN	EA	\$29.91
268503	BOARD PLAT RVSBL PRCLN 4X6	EA	\$751.07
268923	EASEL SELF STICK LINED 2PK YW	PK	\$21.90
269491	SEALS MAILING 480 LABELS CLEAR	PK	\$2.85
270053	HIGHLIGHTER POCKET CHSL YW	BX	\$4.93
270312	PENCIL WD CASE YELLOW 144CT	PK	\$9.76
270776	MARKER SHARPIE UF 12/PK ASTD	PK	\$8.10
270801	PIPE-CLEANER 12 ASSORTED	PK	\$1.34

271289	LEGALPAD ODPRO 5X8 WHITE	PK	\$2.95
271809	BOOK COMP SCHL DNEALIAN 40S	EA	\$0.39
272498	PORTFOLIO PAPER 2POCKET RED	EA	\$0.14
273361	WITE-OUT EZ DOZ WHITE	DZ	\$9.05
273461	WITE-OUT EZ QUICK DRY 3PK WHT	PK	\$2.39
273646	PAPER COPY WHITE TOP 10/CA	CA	\$29.99
273664	PAPER CONST 12X18WHTGW	PK	\$1.93
273672	PAPER CONST 18X24 GW WHT	PK	\$3.83
273698	PAPER CONST 12X18 GW GREEN	PK	\$1.93
273755	PAPER CONST 12X18 GW LT BLUE	PK	\$1.93
273763	PAPER CONST 9X12 LT BLU	PK	\$0.99
273771	PAPER CONST 12X18BLU GW	PK	\$1.94
273789	PAPER CONST 9X12 50SHTS BLUE	PK	\$0.96
273797	PAPER CONST 12X18DBLGW	PK	\$1.89
273805	PAPER CONST 9X12 DKBLUE	PK	\$0.99
273823	PORTFOLIO SUBJECT 6/PK	PK	\$1.54
273854	PAPER CONST 12X18SALGW	PK	\$1.89
273870	PAPER CONST 12X18VIOGW	PK	\$1.89
273888	PAPER CONSTR 9X12 VIOLET	PK	\$0.96
273896	PAPER CONST 12X18 GW RED	PK	\$1.89
273904	PAPER CONST 9X12 RED	PK	\$0.79
273938	PAPER CONST SKYBL 18X24	PK	\$5.49
273945	PORTFOLIO POLY 2PKT PRG PURPLE	EA	\$0.26
273946	PAPER CONST 12X18 GW BROWN	PK	\$1.89
273953	PAPER CONST 9X12 BROWN	PK	\$0.99
273961	PAPER CONST 12X18 GW BROWN	PK	\$1.89
273987	PAPER CONST 12X18BLKGW	PK	\$1.93
273995	PAPER CONST 9X12 50SHTS BLACK	PK	\$0.96
274001	PAPER CONST 12X18 GRYGW	PK	\$1.89
274027	PAPER CONST 12X18 SCARLET GW	PK	\$1.98
274043	PAPER CONST 12X18 GW PINK	PK	\$1.89
274050	PAPER CONST 9X12 PINK	PK	\$0.96
274068	PAPER CONST 12X18 GW SL GRAY	PK	\$1.89
274126	PAPER CONST 12X18LTBRNGW	PK	\$1.93
274134	PAPER CONST 9X12 LTBRN	PK	\$0.99
274167	PAPER CONST 12X18YELGW	PK	\$1.93
274175	PAPER CONST 9X12 50SHTS YELLOW	PK	\$0.99
274209	PAPER CONST 12X18 GW ORANGE	PK	\$1.93
274217	PAPER CONST 9X12 ORN	PK	\$0.96
274225	PAPER CONST 12X18 GW LT GRN	PK	\$1.89
274233	PAPER CONST 9X12 LT GRN	PK	\$0.99
274592	PAINT TMPR READYTO USE ORANGE	EA	\$3.49
274608	PAINT TMPR READYTO USE VIOLET	EA	\$3.49
274640	PAINT TMPR READYTO USE BROWN	EA	\$3.49
274847	POUCH PENCIL 24CT	DS	\$39.98
275160	PNCL.TRWRT BEG W/ERASER 36CT	BX	\$10.78
275200	PNCL.TRIWRT LAD W/ERS 36CT YEL	BX	\$10.78
275224	PENCIL WOODCASE NO.2 DZ/BX	DZ	\$0.69
275474	PAPER COPY XEROX 8.5X11 10/CT	CT	\$36.01
276059	POUCH PENCIL WINDOW PRIM ASTD	EA	\$0.94
276113	PAINT TEMPERA READY TO USE RED	EA	\$3.49
276414	BOARD BULLETIN FABRIC MAG 6X4	EA	\$285.30

276449	BOARD MAG FABRIC 4'X3' GRAY	EA	\$141.23
276927	PAPER PASTEL CTN BLUE	CT	\$43.68
278280	CRAYON SCHOLASTIC REG 16CT	BX	\$0.44
278392	CRAYONS SCHOLASTIC 24PK	BX	\$0.64
278568	MARKERS SCHLSTC WSHBL BRD 10PK	PK	\$1.29
278706	ERASER CAPS 50PK	PK	\$3.19
278733	TRIMMER LIGHTWEIGHT 12IN	EA	\$14.31
279376	PROTECTOR SHT OD NONGLR 200BX	BX	\$3.58
279463	PAINT TEMPERA READY TO USE WHT	EA	\$3.49
279497	PAINT TEMPERA READY TO USE BLK	EA	\$3.59
279624	ERASER PENCIL CAP 144BOX	BX	\$0.92
279632	ERASERS PINK BEVEL MED 24BOX	BX	\$1.07
279744	RULER WOOD 12	EA	\$0.34
280366	TAPE MASKING 3M 1 X27.3YD ORNG	EA	\$1.74
281036	DRIVE USB 32GB PINSTRIPE	EA	\$10.63
281544	MARKERS SCHLSTC WSHBL FN 10PK	PK	\$1.05
281744	PENCILS COLORED SCHOLASTC 12PK	PK	\$0.87
281814	PEN BP SLDERMEMO XBLD 10PK BLU	BX	\$12.83
281888	PENCILS CLRD SCHOLASTC 24PK	PK	\$1.74
282114	EASEL PRESENTATION MV MOBILE	EA	\$98.57
282127	MOUSE WIRELESS M325 BLACK	EA	\$21.81
283271	SEAL MAILING 600PK WHITE	PK	\$2.03
2835962	BOX SCHOOL CLR	EA	\$0.76
283853	TOP TMOLD 30X30 GRAY	EA	\$94.01
284091	FINGERPAINT WASH 16OZ BROWN	EA	\$5.40
284109	FINGERPAINT WASH 16OZ ORANGE	EA	\$5.40
284117	FINGERPAINT WASH 16OZ RED	EA	\$5.40
284125	FINGERPAINT WASH 16OZ VIOLET	EA	\$5.40
284133	FINGERPAINT WASH 16OZ BLUE	EA	\$5.40
284141	FINGERPAINT WASH 16OZ GREEN	EA	\$5.40
284158	FINGERPAINT WASH 16OZ BLACK	EA	\$5.40
284166	FINGERPAINT WASH 16OZ WHITE	EA	\$5.40
285621	POST-IT POP UP LN 3X3 6PK YEL	PK	\$5.85
286912	NOTES POST-IT LINED SS 4x4 6PK	PK	\$10.06
286981	POST-IT BRIGHT ARROWS 100 CT AST	PK	\$2.39
287154	BOX STOR/FILE LTR/LGL BSC 10PK	PK	\$12.75
287444	TONER LJ CF283A HP BLACK	EA	\$62.54
287580	MARKER LOWODOR CHSL 4PK ASST	PK	\$3.81
287608	MARKER LOWODOR CHSL 8PK ASST	PK	\$7.50
288714	PAPER FILLER CR 10.5X8 500CT	EA	\$3.58
288732	PAPER FLR REIN 10.5X8 WR 100CT	EA	\$0.99
288779	PAPER FLR REIN 10.5X8 CR 100CT	EA	\$0.99
288948	BOOK CMP FASH 9.75X7.5 CR 80S	EA	\$0.64
288957	BOOK CMP FASH 9.75X7.5 WR 80S	EA	\$0.72
289058	BOOK COMPOSITION POLY WR 80S	EA	\$0.81
289129	PAPER FADELESS 48X50 CANARY	RL	\$13.79
289199	BOOK COMP POLY GRAPH 80S	EA	\$0.69
289227	PAPER FADELESS 48X50 ORANGE	RL	\$13.79
289266	BOOK COMPOSITION POLY CR 80S	EA	\$0.66
289361	PAPER TISSUE 20X30 100SHT ASTD	PK	\$6.99
289548	PAPER FADELSS 48INX50FT EMERAL	RL	\$13.79
290117	PAPER FADELESS 48INX50FT BLACK	RL	\$14.14

290303	BIG TALL CHR VIN 29X28X35 BLK	EA	\$239.25
290324	PAINT LIQUID TEMPERA 16OZ ASTD	PK	\$16.84
290741	PORTFOLIO PPR 2PKT 3PRG YELLOW	EA	\$0.22
290747	PAINT WASH TEMP 12PK 16OZ AST	CA	\$15.31
290776	PNT RTU TEMPERA 12 16OZ ASST	CA	\$17.55
291136	REFILL PEN BALLPT BE	EA	\$0.12
293037	TOTE SNAP LID CLEAR 68 QUART	EA	\$14.15
293102	CARD INDX WHITE RULD 3X5 100PK	PK	\$0.39
293244	WIPES CLEANING SURFACE 100CT	EA	\$2.13
293559	POSTERBOARD 25SHT/CT NEON ORNG	CT	\$11.89
293799	NOTEBOOK SPRL 70S WD 6P 10.5X8	PK	\$3.11
294531	CHAIR 9000 QNTM MIDBK MSH BLK	EA	\$351.56
295818	STRIPS PICTURE HANGING MED 6PK	PK	\$3.58
295825	PEN ZEBRA Z-GRIP RT 24PK BLK	PK	\$5.25
295940	SHARPENER PENCIL ELEC PROSHARP	EA	\$44.76
297025	NOTEBOOK RECYCLED 9x6 MEAD	EA	\$5.21
297045	NOTEBOOK RECYCLED 5x7 MEAD	EA	\$2.80
297726	LABEL LSR RET WHT 8000CT	BX	\$20.71
298343	BOARD MARKER MM 2'X3' ALUM FRM	EA	\$17.60
298523	BOARD MARKER MM 3'X4' ALUM FRM	EA	\$56.36
298532	BOARD MARKER MM 4'X6' ALUM FRM	EA	\$103.22
300460	PAPER COLOR COPY 11	RM	\$7.42
301366	TAPE MASKING 1 X60 YDS 3M	EA	\$6.73
303153	CHAIR GUEST BONDED LTHR BLK	EA	\$59.57
305087	HOLDER DCMNT 8.5X11 3PK CLR	PK	\$4.48
305279	COMMAND HOOKS MED WHT 20PK	PK	\$11.38
305289	TAPE MAGIC SCOTCH 24/PK	PK	\$36.88
305324	TAPE TRANS 3M 3/4x1000 12/PK	PK	\$17.41
305466	PAD PERF 8.5X11 OD LGL RLD 12P	PK	\$3.97
305706	PAD PERF 8.5X11 OD 12PK LGL RL	DZ	\$5.51
305824	NOTEBOOK POLY 1SB GRAPH 100S	EA	\$1.18
305888	PENCIL SET PRISMACOLOR 24/SET	ST	\$20.45
306458	NOTEBOOK WRLS QR 4X4 5X5 80S	EA	\$0.88
306902	PAD PERF 5X8 LGL WHT RLD 12PK	DZ	\$2.50
307016	WIPES SCREEN NTBK 24CT	PK	\$4.53
307389	PAD STENO 6X9 GREGG DOZ 70SHT	DZ	\$5.48
307397	PAD PERF 5X8 CAN LGL RLD 12PK	DZ	\$2.50
307512	ERASER DRY ERASE EXPO	EA	\$1.50
307664	SUNWORKS ASSORTED 9X12 CONS	PK	\$0.85
307672	SUNWORKS ASSORTED 12X18 CON	PK	\$1.63
307688	SUNWORKS ORANGE 12X18 CON	PK	\$1.63
307696	SUNWORKS BROWN 12X18 CON	PK	\$1.63
307704	SUNWORKS BLUE 9X12 CONS	PK	\$0.85
307712	SUNWORKS YELLOW 12X18 CONS	PK	\$1.63
307752	SUNWORKS WHITE 12X18 CON	PK	\$1.69
307768	SUNWORKS HOL RED 12X18 CON	PK	\$1.63
308114	CLIP PAPER NSKID OD JMB 10PK	PK	\$3.36
308239	CLIP PAPER JMB SMTH OD 10PK	PK	\$3.36
308353	CLIP PPR #1 NSKD OD 10PK	PK	\$1.33
308478	CLIP PAPER #1 SMTH OD 10PK	PK	\$1.33
308739	TONER 410X BLACK HY	EA	\$137.75
309418	PAPER HAMM GW100 COPY CASE	CT	\$57.96

309643	PENCIL #2 TICONDEROGA DZ BLACK	DZ	\$1.59
309692	PAD SKETCH WIREBOUND 8.5X11	PD	\$1.89
309728	FILLER PAPER WR 100CT ASTD	EA	\$2.06
309965	PAPER NEWS GR K-1 D' STORY RM	RM	\$3.15
310152	PAPER ASTROBRIGHT 24# LTR ASTD	RM	\$8.40
310304	NOTEBOOK 5STAR 1S WR 100 ASSTD	EA	\$3.85
310336	NOTEBOOK 5STAR 5S WR 200 ASSTD	EA	\$6.78
310419	MOUSEPAD RUBBER SILVER	EA	\$1.01
312416	PENCIL CLR TWSTBL CRAYOLA 12PK	PK	\$2.71
312792	MARKERS MR SKETCH SCENTD 192CT	PK	\$79.41
313830	PAPER DRAWING 50# 12X18 WHITE	RM	\$14.99
313852	PAPER DRAWING 50# 9X12 RM WHT	RM	\$7.49
313874	PAPER TRACNG W/TITL BLCK 18X24	PK	\$6.08
314648	BINDERFILER 5 STAR 2 ASTD	EA	\$12.53
314984	BINDER MULTIAACCESS 2 ZIP	EA	\$12.76
315236	STAPLES STND FULL STRIP	BX	\$0.72
315812	PAD CROSS SEC 8.5x11 10x10	EA	\$3.25
317339	OD Red Top 14 RM	RM	\$4.61
317632	CRAYONS OIL CLSPK 336BX PASTEL	BX	\$28.09
317936	PENCIL CLR CRAYOLA CLSPK 462BX	BX	\$55.05
320155	BOOK CMP GRPH 4Q 9.75X7.5 100C	EA	\$0.56
320760	FILE ECN 24 FSTFLD LTRSZ 12CT	CT	\$50.31
321929	PORTFOLIO PAPER 2POCKET GREEN	EA	\$0.14
322278	ORGANIZER LIT 24 COMPARTMENT	EA	\$44.69
323093	INK HP 64XL OG BLACK CARTRIDGE	EA	\$38.98
323116	RULER STEEL 12 OD SILVER	EA	\$2.93
323629	BOOK COMP MINI NR ASST 80S 4PK	PK	\$0.62
323685	BOOK COMP QUAD/CR 100S	EA	\$0.58
323692	BOOK COMP UR/WR 9.75X7.5 100S	EA	\$0.56
323708	PAPER FILLER WR 10.5X8 500CT	EA	\$2.50
323808	SCISSORS BENT RH 8 ORANGE	EA	\$7.99
323829	FIL STR LTR/LGL HD WDGRN 12CT	CT	\$40.59
326066	CALCULATOR PRINTING P23DHV3	EA	\$35.06
326178	HOLDER COPY MONITOR OD BLK	EA	\$2.11
326853	PORTFOLIO OXFORD 10PK LT BLUE	PK	\$7.35
326862	PORTFOLIO OXFORD 10PK WHT	PK	\$7.35
326889	PORTFOLIO OXFORD 10PK BLK	PK	\$7.35
327025	LABEL IJ FILE WHT 750CT	PK	\$11.05
327299	Active Stool Blk/White	EA	\$47.29
328649	MARKER CHISEL TIP EXPO 2 GREEN	DZ	\$8.23
3296484	EASELPAD NOSTCK 27X34 GRID 2PK	PK	\$43.19
329869	PAD CHART 1 RULED 24X32 70SH	EA	\$7.49
330808	ENVELOPE CLSP RCYCL 9X12 100BX	BX	\$6.72
330888	ENVELOPE CLASP 28LB #97 100BX	BX	\$7.46
332608	PUNCH 3-HOLE HEAVY DUTY DELUXE	EA	\$17.76
332821	PAPER INKJET 36IN 150FT RL WHT	EA	\$35.12
332841	MARKER EXPO ULTRA FINE 36CT	BX	\$25.51
333036	KLEENEX FACIAL TISSUE BUNDLE	PK	\$7.00
333465	PAPER OFFICE COPY HP CASE 10RM	CA	\$46.43
333893	STORAGE ORGNZR LIT 48 COMPTMT	EA	\$91.75
334099	STORAGE ORGNZR LIT 24 COMPTMT	EA	\$55.76
334961	BOARD FOAM 40X60 WHITE	EA	\$5.68

335185	TAB POST-IT DURABLE 4/PK	PK	\$5.11
336977	POST-IT MIAMI 3x3 24PK	PK	\$15.84
337675	PAPER AK 36X1000 WHT	RL	\$51.21
337683	PAPER ART RCHBRN 36XM	RL	\$55.53
337691	PAPER ART RED 36X1000	RL	\$60.18
337709	PAPER ART CNRY 36X1000	RL	\$67.48
337717	PAPER ART ORN 36X1000	RL	\$68.89
337725	PAPER ART LTGRN 36XM	RL	\$66.03
337733	PAPER ART BRTGRN 36XM	RL	\$73.30
337741	PAPER ART EMRLD 36XM	RL	\$50.46
337758	PAPER ARTKRFT 36 X1000' AQUA	RL	\$65.85
337766	PAPER ART BRTBLU 36XM	RL	\$71.60
337774	PAPER ART PNK 36X1000	RL	\$65.25
337782	PAPER ART BLK 36X1000	RL	\$55.69
337790	PAPER ART PURP 36X1000	RL	\$63.99
337808	RACK PAPER VERT CAP 8 36	EA	\$634.19
337816	RACK PAPER HRZ 8/36	EA	\$487.83
337980	BOOK NOTE LAB QUAD 11X9.25 GRN	EA	\$14.30
337998	PAPER FLR 3HP WR 500SH 11X8.5	RM	\$2.69
338012	PAPER FILLER QUAD RU 3HP REAM	PK	\$2.69
338186	PAPER CONST 12X18 SC ASTD	PK	\$2.80
338194	PAPER CONST 18X24 ASSORTED SC	PK	\$5.25
338202	PAPER CONST ASTD 24X36	PK	\$10.39
338210	PAPER CONST MGNTA 12X18	PK	\$2.45
338236	PAPER CONST VIO 12X18	PK	\$2.45
338244	PAPER CONST VIOLET 9X12	PK	\$1.30
338251	PAPER CONST SLMN 12X18	PK	\$2.45
338269	PAPER CONST SALMN 9X12	PK	\$1.30
338293	PAPER CONST PINK 12X18	PK	\$2.80
338301	PAPER CONST PINK 9X12	PK	\$1.30
338319	PAPER CONST LTYEL 12X18	PK	\$2.45
338335	PAPER CONST LTGRN 12X18	PK	\$2.45
338343	PAPER CONST LTGRN 9X12	PK	\$1.30
338376	PAPER CONST SKYBLU 12X18	PK	\$2.80
338384	PAPER CONST SKYBLUE 9X12	PK	\$1.30
338392	PAPER CONST ROYBLU 12X18	PK	\$2.80
338400	PAPER CONST ROYBLU 9X12	PK	\$1.30
338418	PAPER CONST LILAC 12X18	PK	\$2.45
338426	PAPER CONST LILAC 9X12	PK	\$1.30
338434	PAPER CONST ORN 12X18	PK	\$2.80
338442	PAPER CONST ORN 9X12	PK	\$1.40
338459	PAPER CONST DK GRN 12X18	PK	\$2.45
338467	PAPER CONST DKGRN 9X12	PK	\$1.30
338475	PAPER CONST BLUE 12X18	PK	\$2.80
338483	PAPER CONST BLUE 9X12	PK	\$1.30
338517	PAPER CONST TAN 12X18	PK	\$2.80
338525	PAPER CONST TAN 9X12	PK	\$1.30
338533	PAPER CONST YEL 12X18	PK	\$2.80
338541	PAPER CONST YEL 9X12	PK	\$1.40
338558	PAPER CONST DK BRN 12X18	PK	\$2.45
338574	PAPER CONST WMBRN 12X18	PK	\$2.80
338582	PAPER CONST WRMBRN 9X12	PK	\$1.30

338590	PAPER CONST WHT 12X18	PK	\$2.80
338608	PAPER CONST WHITE 9X12	PK	\$1.40
338616	PAPER CONST GRAY 12X18	PK	\$2.45
338624	PAPER CONST GRAY 9X12	PK	\$1.30
338632	PAPER CONST SLATE 12X18	PK	\$2.45
338657	PAPER CONST BLK 12X18	PK	\$2.80
338665	PAPER CONST BLACK 9X12	PK	\$1.40
338673	PAPER CONST RED 12X18	PK	\$2.45
338681	PAPER CONST RED 9X12	PK	\$1.30
338715	PAPER CONST FSTGRN 12X18	PK	\$2.80
338723	PAPER CONST FESTGRN 9X12	PK	\$1.30
338731	PAPER CONST TURQ 12X18	PK	\$2.80
338749	PAPER CONST TURQ 9X12	PK	\$1.30
338756	PAPER CONST FSTRED 12X18	PK	\$2.80
338764	PAPER CONST FESTRD 9X12	PK	\$1.30
338772	PAPER CONST SCARLT 12X18	PK	\$2.45
338855	PAPER CONST 9X12 SC ASTD	PK	\$1.40
339379	Pen BP Stk .7mm Blk Ndl	DZ	\$14.28
339386	Pen BP Stk .7mm Blu Ndl	DZ	\$14.28
339407	Pen BP Stk .5mm Blk Ndl	DZ	\$14.28
339428	Pen BP Stk .5mm Blu Ndl	DZ	\$14.28
339762	CRAYON PRANG REGULAR 8CT	BX	\$0.39
340174	BORDETTE APGRN 2.25X50	RL	\$1.75
340182	BORDETTE BRBLU 2.25X50	RL	\$1.75
340273	PENCIL 11/32IN DIA UNTIPPED	DZ	\$1.94
340281	PENCIL 11/32IN DIA ERASER	DZ	\$2.30
340299	PENCIL 13/32IN DIA UNTIPPED	DZ	\$2.48
340307	PENCIL 13/32IN DIA W/ERASER	DZ	\$2.61
340440	TONER HP LJ CE740A BLACK	EA	\$150.02
340458	TONER HP LJ CE741A CYAN	EA	\$260.84
340476	TONER HP LJ CE742A YELLOW	EA	\$259.83
340530	TONER HP LJ CE743A MAGENTA	EA	\$259.70
341211	MARKER SHARPIE MKR 36CT SILVER	BX	\$33.46
341388	WATERCOLOR SET W/BRUSH 8 ASTD	ST	\$1.96
341669	PAPER NEWSPRINT PLAIN 8.5	RM	\$2.69
342006	TABLET CHART 1.5 RLD 24X32	EA	\$3.85
342444	BOOK COMP SCHL WR 8.5X6.88 20S	EA	\$0.15
342451	BOOK COMP SCHL WR 7.875X10 20S	EA	\$0.33
342464	BOOK RECORD CLASS 8.25X10.87	EA	\$7.84
342477	BOOK COMP SCHL WR 8.5X6.88 40S	EA	\$0.38
342485	BOOK COMP SCHL WR 7.875X10 40S	EA	\$0.48
343427	PPR COLOR COPY 500RM 11X17 28#	RM	\$17.18
343454	PAPER COLOR COPY HAM REAM	RM	\$8.12
344279	STAPLES PREMIUM 5000BX	BX	\$0.74
344352	BATTERY ENERGIZER MAX AA 36PK	PK	\$15.57
344521	KIT 25PRSN CNTRCTR PLST	EA	\$21.23
344561	KIT 50-PRSN BULK PLSTC	EA	\$37.49
345247	File Fldr 1/3Tb Blu Ltr 100Bx	BX	\$7.26
345637	PAPER COPIER 20# LTR BLU 500SH	RM	\$4.37
345645	PAPER COPY 8.5X11 500SH GRN	RM	\$4.37
345652	PAPER COPY 8.5X11 500SH PINK	RM	\$4.37
345660	PAPER COPY 8.5X11 YEL 500SH	RM	\$4.38

345678	PAPER COPY 8.5X11 500SH BUFF	RM	\$4.37
345686	PAPER CPY 8.5X11 RM GOLDENROD	RM	\$4.37
345694	PAPER COPY 8.5X11 IVY 500SH	RM	\$4.37
345702	PAPER COPY 8.5X11 500SH GREY	RM	\$4.37
345710	PAPER COPY 8.5X14 500SH BLUE	RM	\$5.94
345728	PAPER CPY 8.5X14 500SH GREEN	RM	\$5.94
345736	PAPER COPY 8.5X14 500SH PINK	RM	\$8.19
345744	PAPER CPY 8.5X14 500SH YELLOW	RM	\$5.94
345769	PAPER CPY 8.5X14 500SH GLDN	RM	\$8.19
345777	PAPER COPY 8.5x14 500SH IVORY	RM	\$5.94
346625	NOTEBOOK STELLAR 1S CR 100 RED	EA	\$1.39
347005	PAPER COPY PLUS HAM CASE 10-RM	CA	\$43.99
347035	TONER LJ HP 304A CYM TRI-PACK	PK	\$313.80
347098	TONER HP 78A DUAL PACK BLACK	PK	\$135.22
347780	PAPER CONST 9X12 SC HOL/GREEN	PK	\$1.30
347806	PAPER CONST 9X12 HOLIDAY RED	PK	\$1.30
347842	TABLET CHART 1 RULED 24X16	EA	\$3.25
347904	PAPER FADELESS FLAME 48X50	RL	\$13.79
347913	PAPER FADELESS WHITE 48X50	RL	\$13.79
347931	PAPER FADELESS BRITEBLUE 48X50	RL	\$13.79
347940	PAPER FADELESS BROWN 48X50	RL	\$13.79
347968	PAPER FADELESS PINK 48X50	RL	\$13.79
347977	PAPER FADELESS VIOLET 48X50	RL	\$13.79
348037	PAPER COPY OD CASE 10-REAM_	CA	\$33.48
348045	PAPER COPY OD CASE LEGAL 10RM	CA	\$46.07
348048	TABLET CHART 1.5IN RLD 24X16	EA	\$2.26
348235	INDEX-BLUE110# 8.5X11	PK	\$6.18
348243	VLM BRSTL67# 8.5X11 WHITE	PK	\$3.98
348250	VLM BRSTL67# 8.5X11 BLUE	PK	\$4.10
348268	VLMBRSTL67 8.5/11 CNRY	PK	\$4.10
348359	INDEX WHITE 110# 8.5 X 11	PK	\$5.59
348440	PAPER CONST 12X18 HOLY GREEN	PK	\$2.80
348583	PAPER CONST 12X18 HOLIDAY RED	PK	\$2.80
350019	PAPER CNSTRC 9X12 MULTICULT	PK	\$1.90
350757	PAPER PRINT LASER 11X17 WHITE	RM	\$13.26
350960	PEN PM INKJOY GEL 0.7 14CD AST	PK	\$14.13
351433	PAPER 2PART CARBONLESS	CT	\$129.54
352213	SCREEN IMPROMPTU WHITEBOARD	EA	\$252.56
352222	SCREEN IMPROMPTU WHITEBOARD	EA	\$252.56
352274	PRINTER LASER HL-L2370DW MONO	EA	\$141.25
352475	INK CANON PGI-280XL CLI-281	EA	\$53.23
353181	BRUSH DELUXE AST 24PC	ST	\$14.62
353674	PENCIL CRAYOLA CLSPK CLR 240CT	CT	\$29.60
354192	EASEL JUMBO DUALPURPOSE ALUMIN	EA	\$35.73
354218	EASEL JUMBO DUALPURPOSE BLACK	EA	\$24.89
354272	SEAL GOLD FOIL LSR PRNT 200	PK	\$8.46
354786	FILM LAMINATE 1.5MIL EZLD 2/BX	BX	\$101.28
355518	PAPER CNSTRCTN 12X18 50/PK RD	PK	\$1.59
356010	PROMO PADLOCK COMBO 2/PK BLK	PK	\$5.53
356455	FILE R-KIVE DZ GREEN	DZ	\$40.59
357114	LEG SET ARC ADJ HEIGHT SILVER	EA	\$75.76
357698	STOPWATCH DIGITAL	EA	\$13.31

358370	DESK MGLN PERF ELECTRIC HA ESP	EA	\$339.91
358955	PAPER MULTIUSE 20LB 94B 8RM CS	CT	\$27.38
359036	PEN PM INKJOY GEL 0.7 DZ BLK	BX	\$13.03
359886	HOLDER CERT GOLDFOIL 5PK BE	PK	\$8.57
360345	CRAYON CLSSPK 800 CRAYOLA 16CL	BX	\$41.60
361139	MARKERS WASH 12CT T/L	EA	\$4.03
361161	BOOK RECORD & ROLL	EA	\$4.38
361200	Q1 MARKERS WASHABLE 12/BX AS	BX	\$3.52
361317	PAPER CONSTRTN 12X18 ATOM BLUE	EA	\$2.80
361427	FILE R-KIVE DZ BLUE	CT	\$40.59
361449	FILE R-KIVE LTR DZ HD BLK/WHT	DZ	\$40.59
3620377	PAPER X-9 WE 8.5X11 24#	CT	\$41.82
3620512	PAPER LASER 24# WE PRES	CA	\$47.87
3620683	X-9 8.5X11 Jr CTN	CT	\$17.42
362220	TOOTHPICKS FLAT 2500/PK	BX	\$2.10
362276	STICK JMBOCRAFT 6X.75 NL	BX	\$6.15
363891	CHAIR PATRIOT PEWTER	EA	\$106.39
364065	PAPER ASTRO 8.5x11 TERRA GREEN	RM	\$6.58
364364	LABEL LSR ADDR WHT 3000CT	BX	\$17.69
364380	LABEL LSR ADDR WHT 1400CT	BX	\$20.10
366700	PAPER 9X12 50# 500PK MLA	PK	\$7.15
366917	PAPER GRID 1/4 500PK WE	PK	\$6.59
366924	PAPER GRID 1/2 500PK WE	PK	\$6.59
367134	PAPER 12X18 50# 500PK MLA	PK	\$11.75
367148	PAPER 9X12 60# 500PK MLA	RM	\$6.83
368275	PAPER CNST 12X18 50PK DBE	PK	\$2.34
368888	SHARPENER PNCL ELEC HD BK	EA	\$15.00
369088	DIVIDER INSERT 5TAB 6SETS/PK	PK	\$0.96
369113	DIVIDER INSERT OD 8TAB CLR 4PK	ST	\$0.98
369275	OD DIV INSERT 5TAB CLR 6ST/PK	ST	\$0.96
369571	POST-IT FLAGS SM 140 CT 4COLOR	PK	\$3.13
369581	POST-IT FLAGS SM ASTD COLORS	PK	\$3.13
369661	PAD QUAD 5 STAR 100 SHT	EA	\$3.89
369952	DIVIDER INSRT OD 4ST 8T ML-CLR	ST	\$0.98
371574	PAINT TEMPERA ARTISTAII ORANGE	EA	\$2.25
371641	STAPLES 3/8 25-60SHT 5M/BX	BX	\$4.90
371674	STAPLES B8 ARCH CR 1/4 5M STD	BX	\$1.46
372311	CALCULATOR SCIENTIFIC TI-34MV	EA	\$20.62
375030	HIGHLIGHTER BRITE LINER YEL DZ	DZ	\$2.54
375196	CALCULATOR FINANCIAL HP12C	EA	\$79.24
375497	EPSON T288XL-BCS BLK&CLR MPK	EA	\$50.21
375667	SCISSORS STRAIGHT OD 8 BLACK	EA	\$0.58
375675	SCISSORS FSK STRT LH/RH 8 ORN	EA	\$6.09
375923	PEN BALL XFINE PRECISE PV5 BLU	DZ	\$11.71
375931	PEN BALL XFINE PRECISE PV5 BLK	DZ	\$11.71
375949	PEN BALL XFINE PRECISE PV5 RED	DZ	\$11.71
378410	SCISSORS 8 BENTSTR 3PK BK	PK	\$6.86
379334	PEN BP RTBLE GRIP 1.4 DOZ BLK	DZ	\$1.63
379343	PEN BP RTBLE GRIP 1.4 DZ BLUE	DZ	\$1.43
379595	PAPER ASTROBRIGHT CELE BE	RM	\$7.39
380433	HEWLETT PACKARD 952XL BLACK	EA	\$43.65
384825	CADDY SCISSOR MICROBAN BLNT	EA	\$23.44

385702	TONER HP 80A BLACK	EA	\$92.20
385819	TONER HP 80X BLACK	EA	\$171.25
386151	NOTES POST-IT SUPER-STICKY 24P	PK	\$20.85
386268	NOTES POST-IT POP-UP 18PK ULTR	PK	\$18.74
386369	PORT PAPER LAM PRONGS OD RED	EA	\$0.27
386844	NOTE POST-IT POP-UP DISP BLACK	EA	\$5.66
387260	CARDS DATA MAGNETIC	PK	\$5.23
387573	MAGNETS ALUMINUM JUMBO 8PK	PK	\$3.68
387679	SHARPENER PENCIL COMMERCIAL	EA	\$52.52
387843	PAPER X9 FSC CS 20# 92B 14 W	CA	\$43.30
387951	PAPER X9 FSC CS 20# 92B 17 W	CA	\$34.02
388437	MAILBOX 30 SLOT	EA	\$37.41
388681	PAPER PRCHMNT BOND 24# REAM IV	BX	\$12.84
389923	TONER HP 90X DUAL PACK LJ BLK	PK	\$508.08
389931	CRAYONS WASHABLE 16/BX	BX	\$2.80
390368	PORTFOLIO PPR 2PKT 3PRG BLACK	EA	\$0.22
390413	PUNCH 2-3 HOLE ADJ ELECTRIC	EA	\$85.54
391750	TAPE PACKING 48MMx50M 18/BX	BX	\$71.50
3919316	INK CARTRIDGE HP 910XL BLACK	EA	\$38.09
392430	TONER HP CC364A BLACK	EA	\$166.89
393194	TOWELETTES MARKERBOARD 50PK	PK	\$2.32
394012	STRIPS SENTENCE 3 X24 -WE	PK	\$2.49
394471	BOARD 30X40 10PK WHITE	CA	\$15.10
394521	BOARD 20X30 10PACK WHITE	CA	\$11.34
394761	HOOK JUMBO ADHESIVE 3M COMMAND	EA	\$2.40
3950626	KIT ACTIVITY SPACE OUT STEAM	EA	\$9.11
395971	POST-IT FLAG BRIGHT ASTD 4/PK	PK	\$2.39
395991	POST-IT FLAG ASTD CLR 4/PK	PK	\$2.39
396201	BINDER OD VIEW RR 3 WHITE	EA	\$2.28
396221	BINDER OD VIEW RR 3 BLACK	EA	\$2.28
396231	BINDER OD VIEW RR 2 BLACK	EA	\$1.93
396241	BINDER OD VIEW RR 2 WHITE	EA	\$1.93
396251	BINDER OD VIEW RR 1.5 WHITE	EA	\$1.61
396271	BINDER OD VIEW RR 1.5 BLACK	EA	\$1.61
396291	BINDER OD VIEW RR 1 WHITE	EA	\$1.02
396311	BINDER OD VIEW RR 1 BLACK	EA	\$1.26
396521	PEN GRIP STIC MED RED	DZ	\$1.45
396921	BINDER OD VIEW RR .5 BLACK	EA	\$1.23
396941	BINDER OD VIEW RR .5 WHITE	EA	\$1.23
397140	BOX QUIK/STR ECON LTR/LGL 4/CT	CT	\$14.76
397667	MARKER DRY ERASE PEN 4PK ASSTD	PK	\$0.55
397739	MARKERS DRY ERASE 12PK ASTD	DZ	\$2.41
397748	MARKER PRMNT FN RCYL 12PK BLUE	DZ	\$1.59
398503	CALCULATOR PRINTING EL2630PIII	EA	\$101.93
399457	SHARPENER ELEC PENCIL BLACK	EA	\$48.06
400866	CLIPS BINDER MINI BLK 60PK	PK	\$0.62
401230	BOX PENCIL CLEAR	EA	\$0.74
401331	PAPER LASERPRINT HAM 24LB RM	RM	\$6.22
402067	FILE STOR LTR OD MED 12CT	CT	\$25.83
402146	TONER REMAN REPL HP 26A BLACK	EA	\$52.47
402437	PEN BPNT ECO R.STIC 50PK BLU	BX	\$3.69
402509	PEN BPNT ECO R.STIC 50PK RED	PK	\$3.69

403196	PAPER COPY DOUBLE-A	CT	\$40.13
404321	PENCIL MECHANICAL GRIP 7MM	DZ	\$3.56
405472	FILM PLN COPIER BLK/CLR 100/BX	BX	\$11.44
406773	PORTFOLIO PAPER 2POCKET YELLOW	EA	\$0.14
407221	PENCIL CRAYOLA OIL PASTELS 28	BX	\$2.58
4084170	NOTEBOOK CR 70CT 10.5X8 YELLOW	EA	\$0.51
408459	TONER HP LJ 655A YELLOW	EA	\$245.55
409540	PEN BALL FINE PRECISE PV7 RED	DZ	\$11.71
409557	PEN BALL FINE PRECISE PV7 BLUE	DZ	\$11.71
409565	PEN BALL FINE PRECISE PV7 BLK	DZ	\$11.71
409808	FILE MOBILE LTR/LGL BK	EA	\$184.16
409971	FILM TRNSP CG7070 PRNTR LSR CL	EA	\$8.53
410742	PEN GRIP SHARPIE FINE DZ BLACK	DZ	\$18.53
411033	REFILL PAD POP N JOT 12PK	PK	\$10.88
4120961	CRAYON TRIGRP CLSPK 56/PK	PK	\$25.29
414498	0.32OZ 12 PK BLUE GLUE STK	PK	\$2.00
415086	M100 USB CORDED OPTICAL WHEEL	EA	\$6.14
415460	CREDENZA HERTGE HILL COMP CHRY	EA	\$144.49
415465	HUTCH CRED HERITAGE HILL CHRRY	EA	\$143.01
415481	HP410X HIGH YIELD TONER CYAN	EA	\$186.27
418502	SORTER LITERATURE LTR PINSTRIPE	EA	\$11.46
418538	SORTER LITERATURE LTR BROCADE	EA	\$11.46
419556	ERASER LARGE PINK PEARL	DZ	\$4.76
419672	CARTRIDGE INK HP #56 BLACK	EA	\$34.81
420283	PAPER COPY OD REAM	RM	\$3.43
420919	PAPER ASTRO PULSAR PINK	RM	\$7.39
420927	PAPER COPY 8.5X11 RE-ENTRY RED	RM	\$6.58
420935	PAPER ASTRO LTR SLR YEL	RM	\$6.58
421092	PUNCH ONE HOLE 10 SHEET SILVER	EA	\$1.81
421525	PENCIL 0.5MM MECHANICAL DZ BLK	DZ	\$3.56
422761	LABEL LSR SHIP FLO ASTD 150CT	PK	\$6.94
422782	LAMINATOR SATURN 3i 125	EA	\$99.50
423545	PAPER ASTROBRIGHT 65# LTR GRN	PK	\$6.72
423574	PEN ROUNDSTIC BIC MED BLUE	DZ	\$0.83
423582	PEN ROUNDSTIC BIC MED BLACK	DZ	\$0.83
423590	PEN ROUNDSTIC BIC MEDIUM RED	DZ	\$0.83
424090	PAPER ASTROPARCHE 65# LTR NTRL	EA	\$7.75
424152	PAPER ASTROBRIGHT 65# LTR BLU	PK	\$6.72
424241	PAPER ASTROBRT 65# LTR RE RED	PK	\$7.58
424367	PAPER ASTROBRT #65 LTR SLR YLW	PK	\$6.72
425563	lead pencil soft dz ticonderog	DZ	\$1.44
425815	pen energel 0.7mm dz blk rtx	DZ	\$13.39
425852	TONER HP HY LJ 201X 3PK CYM	PK	\$266.60
425878	pen energel 0.7mm dz red rtx m	DZ	\$13.39
425885	pen energel 0.7mm dz blue	DZ	\$13.39
425913	pen energel 0.7mm dz violet	DZ	\$13.39
427251	STAPLER FULL STRIP COMBO BLACK	EA	\$3.42
428468	NOTE POST-IT POP-UP SS 12PK YW	PK	\$11.23
429316	RING BOOK ASTD 20PK	PK	\$0.78
430496	ERASER CLIC PENTEL 4PACK	PK	\$2.78
430499	LAMINATOR THERMAL SCOTCH	EA	\$129.99
430607	LAMINATOR THERMAL SCOTCH TL906	EA	\$50.97

4310379	INK CARTRIDGE HP 962XL MAGENTA	EA	\$32.11
431632	INK HP 952 CMYB COMBO	EA	\$104.87
431954	DISPENSER TAPE SCOTCH C60 BLK	EA	\$2.05
432087	STAPLES STANDARD 3/PACK	PK	\$2.93
432255	STAPLES STANDARD 5 PACK	PK	\$3.92
432479	NOTES POST-IT POP-UP SS 12PK	PK	\$13.06
433548	CHART FLIP RP 27x34 WHT 1PK	PK	\$18.36
433573	PORTFOLIO PCKT W/FST 10PK LBLU	PK	\$1.58
433607	PORTFOLIO 2PKT W/FAST 10PK RED	PK	\$1.62
433664	PORTFOLIO POCKET TWIN 10PK BLU	PK	\$1.15
433680	PORTFOLIO POCKET TWIN 10PK LTB	PK	\$1.15
434207	INK 951CMY/950XL COMBO HP	EA	\$105.00
434252	CRAYONS CRAYOLA 24PK	EA	\$1.58
434357	POUCH PENCIL TRANSLUCENT ASTD	EA	\$0.33
434415	BOARD DISPLAY TRFLD 36X48 WHT	EA	\$1.86
436003	LAMINATOR FUSIONTM 3000L 12	EA	\$112.77
436732	PEN RTRBL ADV INK 1.2 BLU 12pk	DZ	\$2.56
436759	PEN RTRBL ADV INK 0.7 BLK 12pk	PK	\$2.71
436786	PEN RTRBL ADV INK 0.7 BLU 12pk	PK	\$2.70
438366	PORTFOLIO PCKT TWIN 10PK ASTD	PK	\$1.12
438919	CRAYON HINGED BX SCHLASTC 64CT	BX	\$2.40
440520	INK CARTRIDGE 96 BLACK HP	EA	\$49.40
440648	INK CARTRIDGE TRICOLOR 97 HP	EA	\$56.72
442523	CALCULATOR PRINTING MP27DII	EA	\$87.05
442574	Ball Balance Purple	EA	\$69.30
442792	NOTES POST-IT POP-UP 3X3 12PK	PK	\$11.94
443068	PEN RTRBL ADV INK 1.2 BLK 12pk	DZ	\$2.62
443520	FLAG POST-IT 1 MULTI COLOR	PK	\$6.45
443650	CEMENT RUBBER ELMER'S 4 OZ.	EA	\$0.98
443907	PAPER FILLER RFD 100CT CR	EA	\$3.34
444611	TAPE MASK OD 1 x60YD 3PK	PK	\$4.00
444970	TAPE PKG 2 X800 6/PK CLEAR	PK	\$10.74
445027	POST-IT 1.5 ARROW FLAGS 3/PK	PK	\$5.61
445282	TAPE MASKING OD 3/4 x60YD	EA	\$1.19
445708	NOTE POSTIT 3X3 12PK PASTEL	PK	\$11.00
446153	File Fldr 1/3Tb Blk Ltr 100Bx	BX	\$7.96
446445	SCISSOR BLNT KIDS 5 MICROBAN	EA	\$0.73
446460	SCISSOR POINT MICROBAN 5	EA	\$0.73
446825	TAPE MAGIC 3/4x1000 18/PK	PK	\$29.03
4479285	CRATE FILE LETTER LEGAL BLACK	EA	\$5.79
447938	NOTEBOOK WR 70 POLY 1 SUB BLK	EA	\$0.77
448906	CHAIRMAT ALL-PILE 36X48	EA	\$17.99
448933	CHAIRMAT HARD FLOOR 36X48	EA	\$14.49
448991	PORTFOLIO POLY BLACK	EA	\$1.00
449021	PORTFOLIO POLY ASSORTED	EA	\$0.37
450073	HAND SANTZR PURELL 8OZ PUMP	EA	\$3.67
450405	Ink HP 60XL Black	EA	\$47.56
450586	MARKER CRAYOLA CLASSPACK 200BX	BX	\$61.33
450748	YARN DISPENSER ROVING ASTD	EA	\$81.99
451872	MARKER PERM UFINE SHARP DZ RED	DZ	\$8.01
451880	MARKER SHARPIE U-FINE BLUE	DZ	\$8.01
451898	MARKER PERM UFINE SHARP DZ BLK	DZ	\$8.01

451906	MARKER SHARPIE FINE DZ BLUE	DZ	\$8.01
452121	TRIMMER 12 PLASTIC	EA	\$12.60
452913	TAPE ECO MAGIC 3/4 x900 10PK	PK	\$14.42
452922	TAPE ECO MAGIC 3/4 x900 16PK	PK	\$25.30
452949	TAPE ECO TRANS 3M 3/4x900 12PK	PK	\$18.26
454157	BOARD FOAM 20X30 WHITE 3PK	PK	\$4.67
454493	INKCART HP711 80 ML BK	EA	\$54.11
455010	TAPE LETTERING 3/4 BLK/CLR	EA	\$12.54
455480	COMP BOOK POLY CR BLUE 80CT	EA	\$0.78
456371	MARKER CHART FLIP 8 COLOR SET	ST	\$5.60
456628	MARKERS DRY ERS RCYL 12PK BLUE	DZ	\$2.19
456646	MARKERS DRY ERS RCYCL 12PK RED	DZ	\$2.18
456682	MARKERS DRY ERS RCYCL 12PK GRN	DZ	\$2.18
457981	PAPER ASTRO LTR LIFT-OFF LEMON	RM	\$7.39
458051	PAPER ASTRO LTR 24# ROCKET RED	RM	\$6.55
458121	PAPER ASTROBRIGHTS 24# FUCHSIA	RM	\$6.55
458391	PAPER ASTROBRIGHTS 65# VINTAGE AST	PK	\$10.56
458411	PAPER ASTROBRIGHTS 65# HAPPY AST	PK	\$9.37
458612	SCISSORS STRT 8 2/PK BLK	PK	\$1.12
458621	PAPER 65#C 96B 250PK B/WHITE	PK	\$7.36
460342	CALCULATOR PRINTING P170DH3	EA	\$47.32
460739	DRIVE PINSTRIPE 16GB BK	EA	\$7.50
460851	BOARD FOAM 20X30 BLACK 2PK	PK	\$4.01
460901	BOARD FOAM TRFLD 36X48 BLK	EA	\$2.91
461949	Paper Pastel 24# 8.5X11 Green	RM	\$5.26
461963	Paper Pastel 24# 8.5X11 Lilac	RM	\$5.26
462005	Paper Pastel 24# 8.5X11 Pink	RM	\$5.26
463620	LABEL LSR SHIP WHT 1000CT	BX	\$20.71
463646	LABEL LSR SHIP WHT 600CT	BX	\$20.71
463687	PAINT TEMPERA 16 OZ GRN	EA	\$2.25
464560	PAINT TEMPERA 16 OZ WHT	EA	\$2.25
464776	PAINT TEMPERA 16 OZ BLK	EA	\$2.25
464792	PAINT TEMPERA 16 OZ BLU	EA	\$2.25
464818	PAINT TEMPERA 16 OZ RED	EA	\$2.25
464941	PAINT TEMPERA 16 OZ YEL	EA	\$2.25
465054	PAINT TEMPERA 16 OZ BRN	EA	\$2.25
465065	GLASS WHITE BRD 72X48 WHT	EA	\$247.95
465506	PORTFOLIO PPR 2PKT 3PRG GREEN	EA	\$0.22
467707	INK HP61 TWIN CARTRIDGE PK BLK	EA	\$39.44
467778	TONER HP HY LJ 87X 2PK BLK	PK	\$533.49
4682034	MARKERS CRAYOLA WSHBL FN 10PK	PK	\$3.13
468581	PORTFOLIO POLY 2PKT PRONG RED	EA	\$0.26
4687729	KIT SOLUTION LOGITECH RALLY	EA	\$1,663.73
469734	PENCIL POUCH FRONT MESH	EA	\$0.87
469919	HIGHLIGHTER PEN 12PK YELLOW	DZ	\$2.05
470108	MARKERS EASEL PAD 8PK ASTD	PK	\$1.36
470577	HP 201A BLK LJ TONER	EA	\$66.27
470796	KEYBOARD/MOUSE WRLS MK320 BLK	EA	\$30.16
470809	HP 201X HY BLK TQNER	EA	\$89.02
470861	HP 201A CYAN LJ TONER	EA	\$77.61
470957	HP 201A YLLW LJ TONER	EA	\$78.18
471002	HP 201A MAGENTA LJ TONER	EA	\$78.18

471214	BINDER OD VW DR 1 BLUE	EA	\$2.49
471241	BINDER OD VW DR 2 BLUE	EA	\$3.09
471259	BINDER OD VW DR 3 BLUE	EA	\$3.79
471277	BINDER OD VW DR 4 BLUE	EA	\$4.13
471286	BINDER OD VW DR 3 ARMY GREEN	EA	\$3.79
471304	BINDER OD VW DR 1 ORANGE	EA	\$2.49
471376	BINDER OD VW DR 2 ORANGE	EA	\$3.09
471385	BINDER OD VW DR 3 ORANGE	EA	\$3.79
471439	BINDER OD VW DR 3 RED	EA	\$3.79
471457	BINDER OD VW DR 4 RED	EA	\$4.13
471547	BINDER ODP VW DR 1 BLUE	EA	\$1.71
471574	BINDER ODP VW DR 2 BLUE	EA	\$2.24
471601	BINDER ODP VW DR 3 BLUE	EA	\$2.75
471610	BINDER ODP VW DR 4 BLUE	EA	\$3.06
471619	BINDER ODP VW DR 1 GREEN	EA	\$1.71
471709	BINDER ODP VW DR 2 GREEN	EA	\$2.24
471736	BINDER ODP VW DR 3 GREEN	EA	\$2.75
472131	LABEL IJ ADDR TRIAL CLEAR	PK	\$6.21
472576	HEWLETT PACKARD 952 CMY 3 PACK	EA	\$62.67
473857	POST-IT DRY ERASE SURFACE 8X4	EA	\$89.16
473875	TRAY DRY ERASE POST-IT ACCSSRY	PK	\$4.64
474311	FILE MAG.ECONO/STOR WH/BK	EA	\$1.03
474700	CALCULATOR FINANCL TI-BAIL PLS	EA	\$32.59
474880	DIVIDER 1-8 TOC 6SETS MULTICLR	ST	\$2.23
474922	NOTEBOOK WR 70 POLY 1 SUB RED	EA	\$0.77
474944	DIVIDER 1-10 TOC 6SET MULTICLR	ST	\$2.29
475144	DIVIDERS TOC A-Z MULTICOLOR	ST	\$0.91
475357	PAPER ASTROBRIGHT BLASTOFF BLU	RM	\$7.39
475573	PAPER ASTROBR OUTRAG'S ORCHID	RM	\$7.39
475627	chairmat advntg 36x48 std lip	EA	\$16.20
475788	chairmat advantage 45x53 wide	EA	\$22.97
475823	chairmat econo 45x53 wide lip	EA	\$17.07
476536	FOLDER FILE EXP 13-PCKT BLUE	EA	\$1.53
477072	WALLET CHECK EXP 13-PKT BLUE	EA	\$0.82
477562	8 1/2X11 90# GREEN EXACTINDEX	PK	\$5.24
477832	QUAD FILLER PAPER	EA	\$0.41
477958	chairmat all pile 46x60 utility	EA	\$59.36
478028	chairmat econo 46x60 utility	EA	\$21.69
478056	SHARPIE METALLIC	DZ	\$12.64
478123	PAPER CPY 8.5X11 500SH SALMON	RM	\$4.37
478156	PAPER COPY 8.5X11 500SH LILAC	RM	\$4.37
478196	CHAIRMAT L-WKRSTION 66X60	EA	\$55.16
478284	KEYBOARD/MSE CRDLS MK550	EA	\$40.09
478427	chairmat advntg 46x60 wide lip	EA	\$32.23
478518	chairmat hrdftr 45x53 wide lip	EA	\$19.50
478532	chairmat hrdftr 46x60 utility	EA	\$24.02
478703	GLUESTICK CLASSROOM 60/PK WHT	PK	\$14.64
478938	HEWLETT PACKARD 972A Y PGWIDE	EA	\$70.37
479076	POUCH LAM LTR SZ 3ML CR	BX	\$8.16
4790796	LAPTOP LENOVO L340 15.6 R3	EA	\$446.20
479129	POUCH LAM MENU SZ 3ML CR	BX	\$47.18
479360	PORTFOLIO PAPER 2POCKET PURPLE	EA	\$0.14

479539	POUCH LAM LGL SZ 5ML CR	BX	\$60.63
479548	POUCH LAM MENU SZ 5ML CR	BX	\$60.97
479596	TAPE BLACK ON WHITE 2PK	PK	\$18.49
480675	PAD OD GRN LTTR 6PK 8.5X11 WHT	PK	\$4.15
480710	PAD OD GREEN JR 6/PK 8x5 WHITE	PK	\$3.80
484148	STRIPS PIC HANG CABINET 50CA	CA	\$30.40
484157	HOOK COMMAND CABINETPACK 50CA	BX	\$30.40
485722	Logitech Wireless Combo MK270	EA	\$22.63
486293	NOTEBOOK STELLAR 1S CR 100 BLU	EA	\$1.39
487120	TAPE W/DISPENSER 4/PK	PK	\$17.34
487185	SIGN STAND DIRECTIONAL ARROW	EA	\$74.01
487244	STRIPS POSTER COMMAND 100CA	BX	\$29.88
487404	TONER HP CE260A BLACK	EA	\$155.30
487764	TONER HP CE261A CYAN	EA	\$280.15
487908	TONER HP CE262A YELLOW	EA	\$282.01
487953	TONER HP CE263A MAGENTA	EA	\$282.11
4892557	KIT ACTIVITY GEODES STEAM	EA	\$10.11
491309	PORTFOLIO POLY 2PKT PRONG ORNG	EA	\$0.39
491658	SHEET PROT OD HVY CLR 100/BX	BX	\$3.14
491676	SHEET PROT OD STD CLR 50/BX	BX	\$1.39
491694	SHEET PROT OD STD CLR 200/BX	BX	\$4.43
491802	SHT PROT CD PCKTS 10/PK	PK	\$4.40
492840	CALCULATOR GRAPHING TI84 PLUS	EA	\$103.45
493274	HP410A TONER MAGENTA	EA	\$107.72
4935496	PRO STREAM WEBCAM C922	EA	\$72.70
493876	CHAIR MFTC200 TASK BLACK	EA	\$83.38
493975	CHAIR WORKPRO MESH GREY	EA	\$286.00
495549	STAPLER HEAVY DUTY PLT	EA	\$22.63
4959030	CALCULATOR MINIDSKTOP PRNTNG	EA	\$33.96
498761	SHEET PROTECT OD STD NGLR 100BX	BX	\$2.33
498811	SHEET PROTECT OD STD CLR 100/BX	BX	\$2.32
498831	PROTECT SHT OD HVY NGL 50/BOX	BX	\$1.80
498841	SHEET PROT OD HVY CLR 50/BX	BX	\$1.81
498915	NOTEBOOK SPL 150C 3SB CR 9.5X6	EA	\$1.02
498923	NOTEBOOK 5STAR 3S CR 150 ASTD	EA	\$6.39
498949	NOTEBOOK 5STAR 5S CR 200 ASTD	EA	\$8.01
500304	STAPLER METAL PREMIUM CMBO PK	EA	\$2.83
500609	TONR B2360/B346X M11XH RTN BLK	EA	\$158.34
502328	MARKER WASH FN CLSIC 8CT SET	PK	\$2.67
502336	MARKER WASHABLE BROAD 8CT SET	ST	\$2.67
502681	PAPER KRAFT RNBW 36X1000 WE	RL	\$41.50
502691	PAPER KRAFT RNBW 36X1000 BN	RL	\$42.99
502701	PAPER KRAFT RNBW 36X1000 RD	RL	\$64.88
502711	PAPER KRAFT RNBW 36X1000 YW	RL	\$47.40
502721	PAPER KRAFT RNBW 36X1000 OE	RL	\$46.08
502731	PAPER KRAFT RNBW 36X1000 GN	RL	\$46.95
502751	PAPER KRAFT RNBW 36X1000 BK	RL	\$43.29
502807	GLUE SCHOOL 4OZ	EA	\$0.65
503376	CALCULATOR GRAPH TI-89 TITANUM	EA	\$133.24
503672	LOCK COMBINATION BLACK	EA	\$3.43
504608	NOTE POST-IT POP UP 24/PK YEL	PK	\$18.48
504728	NOTE PSTIT SSTCKY 3X3 12PK YEL	PK	\$10.20

504792	NOTE PST-IT SSTCKY 4X4 6PK YEL	PK	\$8.24
504808	NOTE PST-IT SSTCKY 4X6 5PK YEL	PK	\$9.29
504928	PENCILS COLORED CRAYOLA 12PK	BX	\$1.60
506320	NOTE PSTIT SSTCKY 3X5 12PK YEL	PK	\$14.35
507181	PENCIL BEGINNER W/ERASER YW	BX	\$2.80
508218	TAPE POSTER REMOVABLE 3/4X150	EA	\$2.90
508624	HIGHLIGHTERS LIQUID 12/PK ASTD	DZ	\$2.02
508646	chairmat berber 46x60 utility	EA	\$28.99
508720	HIGHLIGHTERS LIQUID 12/PK YLW	DZ	\$1.95
508901	TONER LJ HP 508A BLK ORG	EA	\$147.96
508937	TONER HP 508X HY BLK ORG LJ	EA	\$210.40
508946	TONER LJ HP 508A CYAN ORG	EA	\$190.46
508953	HP 508X HY CYAN ORG LJ TNR	EA	\$295.30
508962	TONER LJ HP 508A YLLW ORG	EA	\$185.72
509039	HP 508X HY YLLW ORG LJ TNR	EA	\$291.30
509111	TONER HP 508A MAG ORG	EA	\$190.52
509123	HP 508X HY MAG LJ TNR	EA	\$292.83
509328	PEN GEL ROLLER 0.7MM 12/PK BLU	DZ	\$2.65
509369	INK HP 63 TRICOLOR	EA	\$25.07
509394	INK CARTRIDGE HP 63 BLACK	EA	\$19.02
509489	INK HP 63XL TRICOLOR	EA	\$38.60
509637	INK HP 63 2PACK TRICOLOR BLACK	EA	\$41.97
509684	INK CARTRIDGE HP 63 CMBO2PK CL	EA	\$61.01
510216	PEN GEL ROLLER 0.7MM 12/PK BLK	DZ	\$2.67
510479	PENCIL WRITE START 3/4 8 SET	BX	\$2.99
510830	CHAIR 9000 SERIES MIDBK BLACK	EA	\$272.01
511391	PENCIL COLORED SCHOLASTC 50CT	BX	\$3.72
511763	PORTFOLIO PAPER 2POCKET BLUE	EA	\$0.14
514228	NOTE POST-IT POP-UP SS 18PK CT	PK	\$15.99
514608	LMNTNG ROLL 1.5MIL 27X500 2PK	PK	\$86.44
515344	DISPENSER TAPE DESKTOP SILVER	EA	\$2.05
515403	PAPER ASTRO BRIGHT GREEN	RM	\$7.41
515659	PENCIL REWARD TCHR ASST 12PK	DZ	\$1.27
517947	SPEAKERS Z130 2.0 BLACK	EA	\$14.79
518046	PAPER LSR CUT PERF 3 2/3 5/CT	CT	\$26.75
521061	STICKER PRAISEWRD JMB STNKY	PK	\$11.69
521191	PACK STICKERS STAR STNKY	PK	\$11.69
521312	TRANSPARENCY MULTI PLN PPR	BX	\$22.11
521949	PEN PM IJ GEL 0.7 20CT ASTD	PK	\$19.19
523043	LABEL LASER NAME BADGE RED	BX	\$27.74
523218	INK CARTRIDGE HP 63XL BLACK	EA	\$37.16
523442	CLIP PAPER #1 ASTD 1000 COUNTS	BX	\$1.48
523914	INK HP 61 BLACK	EA	\$18.98
523932	INK HP 61 TRICOLOR	EA	\$25.01
523959	INK HP 61XL BLACK	EA	\$40.03
524022	INK HP 61XL TRI-COLOR	EA	\$40.31
525000	MARKER PERM SHARPI FN 12PK BLK	DZ	\$17.28
525024	MARKER PERM SHARPI FN DZ BLU	DZ	\$17.28
525032	MARKER PERM SHARPIE FN DZ RED	DZ	\$17.28
525064	MARKER PERM SHRPIE FN 8PK ASTD	PK	\$11.55
525112	PEN GEL UNIBALL .7MM 12/PK BLK	DZ	\$8.36
525120	PEN GEL RT UNI-BALL 7MM DZ BLU	DZ	\$10.76

525128	PEN GEL RT UNI-BALL.7MM DZ RED	DZ	\$10.76
527664	CRAYOLA 256CT MARKER CLASSPACK	BX	\$54.63
527992	MODEL MAGIC CLASSPACK WHITE	CA	\$25.78
528096	PSTRBRD 22X28 4PLY WHT 25PK	CT	\$7.31
528640	PEN BP JETSTREAM 1.0MM DZ BLK	DZ	\$16.03
528648	PEN BP JETSTREAM 1.0MM DZ BLUE	DZ	\$16.03
528712	MARKER DRYERASE EXPO 12PK ASTD	DZ	\$8.23
530181	CALCULATOR PRTABL DISPLAY	EA	\$6.82
530972	PAPER BRT WHITE INKJET HP REAM	RM	\$7.38
531100	CARTRIDGE LASER JET HP CYAN	EA	\$414.25
531607	BOARD PRJT 2COOL 36X48 BLK/WHT	EA	\$2.43
533334	INK HP 902 MULTI	EA	\$75.43
533400	STENO 70CT. GREGG RULE WHI	DZ	\$7.45
533905	BOARD DISPLAY TRFLD 36X48 BLACK	EA	\$3.15
535211	CHALK CRAYOLA AST 12/PK	BX	\$1.79
535346	HEWLETT PACKARD 972A M PGWIDE	EA	\$70.37
535544	POUCH LAMIN.BUS CARD 25/PK	PK	\$0.56
535584	POUCH LAMINATING BUS CARD	PK	\$1.26
535616	POUCH LAMINATING GOV ID	PK	\$0.56
535632	LAMINATING POUCH ID W/ CLIP	PK	\$3.81
535640	LAMINATING POUCH LUGGAGE TAG	PK	\$2.21
535696	POUCH LAMINATING LTR SIZE 25PK	PK	\$2.90
535704	POUCH LAMINATING LETTER SIZE	PK	\$3.56
535720	LAMINATING POUCH LEGAL	PK	\$3.71
535736	LAMINATING POUCH MENU	PK	\$2.93
535872	STAPLES HD 3/4 90-160 1000BX	BX	\$4.21
536366	CLENER DSNFCT WIPES LMN 6EA/CT	CT	\$31.98
536373	CLENER DSNFCT WIPE FRSH 6EA/CA	CT	\$31.29
536648	OD Red Top 17 5RM CTN	CA	\$36.22
537407	TRIMMER HVY DTY CARBO TI	EA	\$30.70
538228	PAPER KRAFT RNBW 36X1000BGN	RL	\$59.99
538246	PAPER KRAFT 36X1000 DBE	RL	\$60.13
538255	PAPER KRAFT 36X1000 PK	RL	\$55.58
538336	PAPER KRAFT ART 36X1000 SBE	RL	\$72.19
538435	CLAY MODEL MAGIC 12/CT WHITE	CT	\$45.99
539004	PEN PM IJ GEL 0.5 DZ BLU	BX	\$13.03
5401717	SMOCK ART OD	PC	\$4.36
540284	TOP TMOLD 30X72 GRAY	EA	\$147.56
541102	COLOR HFF LTR 1/5 CUT ASST	BX	\$4.31
541155	SHREDDER 16-SHT XCUT PS-79CI	EA	\$383.69
541815	SHREDER 18SHT CONF CUT SB99CI	EA	\$481.99
541831	BOX BTM HFF LTR 1 EXP GRN	BX	\$6.10
541840	BOX BTM HFF LTR 3 EXP GRN	BX	\$6.70
542263	COLOR FF LTR 1/3 CUT - JEWEL	BX	\$9.80
542281	COLOR FF LTR 1/3 CUT - ORNGE	BX	\$7.03
542290	FILM TRANS LASER CLR 50SH/BX	BX	\$21.10
542416	COLOR FF LTR 1/3 CUT - TEAL	BX	\$7.16
542488	COLOR FF LTR 1/3 CUT - GREY	BX	\$6.88
542578	COLOR FF LTR 1/3 CUT - PINK	BX	\$7.03
542737	PAPER CONSTRUCTION 9X12 RSPBRY	PK	\$0.99
542764	PAPER CONSTRUCTION 12X18 RSPBY	PK	\$1.89
542812	HIGHLIGHTERS RCYCL 12PK PINK	DZ	\$1.54

542857	HIGHLIGHTER RCYCL 12PK GREEN	DZ	\$1.55
542884	HIGHLIGHTER RCYCL 12PK BLUE	DZ	\$1.54
542929	HIGHLIGHTERS RCYCL 12PK ORANGE	DZ	\$1.54
543271	MANILA FF LTR 1/2 CUT	BX	\$6.55
543280	MANILA FF LTR 1/3 CUT	BX	\$6.29
544125	STRIPS POSTER SML COMMAND 48PK	PK	\$4.49
544143	PAINT CRAYOLA ART II PRIMARY 3	PK	\$4.01
544185	PAPER COPY 8.5X11 500SH ASTD	RM	\$4.94
544199	PAPER CPY 8.5X11 500SH ASTD	RM	\$5.24
544206	Paper Copy 8.5X11 Blue 5M	RM	\$5.26
544220	Paper Copy 8.5X11 Yellow 5M	RM	\$5.26
544227	Paper Copy 8.5X11 Ivory 5M	RM	\$5.45
544458	NOTES POST-IT SUPER STICKY 12P	PK	\$12.20
544707	FILE LATERAL 2 DRW SML CL CHRY	EA	\$69.70
5448983	HANDSANITIZER GEL 12.6OZ 30/CT	CT	\$209.96
545469	BATTERYCOPPERTOP AAA 24PK	PK	\$10.22
545485	COLOR FILE PKT 5 1/4 LTR AST	PK	\$7.80
545863	MANILA JKT LTR FLT REINF	BX	\$11.96
545881	MANILA JKT LTR 1 EXP REINF	BX	\$8.58
545946	COVER DOCUMENT LINEN 6PK RED	PK	\$3.19
545962	MANILA JKT LGL 1 EXP REINF	BX	\$9.63
546007	MANILA JKT LTR 2 EXP REINF	BX	\$9.16
546016	MANILA JKT LGL 2 EXP REINF	BX	\$10.24
546273	TISSUE KLEENEX NATURALS 36BX	CT	\$69.90
546318	TISSUE KLEENEX NATURALS 48BX	CT	\$75.32
546558	GLUE STK ELMERS OFFICE 22G 12C	PK	\$5.73
546628	GLUE STICK GEL ELMERS 25G 12CT	PK	\$8.04
5474036	INK CARTRIDGE HP 962XL BLACK	EA	\$41.80
547677	BOOCKASE MAGELLAN 5SHLF ESPRSS	EA	\$71.30
547758	FILE 2 DRAWER LATERAL ESPRESSO	EA	\$69.77
547938	BOOKCASE MAGELLAN 5SHELF CHRRY	EA	\$71.51
548648	PAPER CONST 9X12 50PK HLDY GRN	PK	\$0.96
548743	PAINT WATERCOLOR W/BRUSH SET	ST	\$1.51
548999	POST-IT MIAMI 3x3 10PK	PK	\$10.59
549014	STAPLER ELECTRIC BLACK	EA	\$28.25
550352	TONER HP HY LJ 410X 2PK BLK	PK	\$249.82
550871	paper copy astro grav grape	RM	\$7.39
550984	CART MED 4 DRWR BLACK	EA	\$17.68
550996	PENCILS COLORED CRAYOLA 24PK	BX	\$3.03
551048	CART 6DRAWER BLACK	EA	\$19.40
551255	INK HP 62 BLACK 2 PACK	EA	\$32.59
551312	CART MED 3DRAWER BLK	EA	\$15.60
5524362	KIT ACTIVITY COOL BUILDS STEAM	EA	\$9.44
552456	PORTFOLIO PCKT W/FAST LTR ASTD-2	BX	\$4.23
553571	TONER 26X BLACK HIGH YIELD	EA	\$192.25
553778	PEN SOFT FEEL RT BP AST36CT	BX	\$11.78
553970	PAPER ADD BANK 3.23X96 60 WHT	CT	\$48.55
554463	TONER HP LJ CE255A BLACK	EA	\$142.88
554520	BINDER POCKET POLY CLEAR 5PK	PK	\$1.39
554553	TONER HPLJCE255X HIGH YIELD BK	EA	\$221.02
560097	NOTE POST-IT POP-UP AST	PK	\$11.36
560394	CLIPS BINDER 36PK SMALL BLACK	PK	\$0.53

5606184	CALCULATOR PRINTING DR210RBK	EA	\$54.98
561016	CALCULATOR PRINTING EL-1801V	EA	\$66.83
5611072	FACE MASK AURA 3PLY DISP 50CT	BX	\$36.42
561121	CERTIFICATE PREMIUM 15PK BE	PK	\$7.01
561339	CLIPS BINDER 24PK MED BLK	PK	\$0.93
561922	REFILLS GOLD FOIL 15SHEETS FLR	EA	\$4.48
562003	REFILLS SLVR FOIL 15SHTS FLEUR	EA	\$4.86
562102	AWARDS CERT HOLDER BLK 10PK	EA	\$4.11
565263	THUMB-TACK 100PK 13MMX8MM SLVR	PK	\$0.33
565528	CRAYOLA 16CT CRAYON	BX	\$1.07
565832	TONER HP 30A BLACK LASERJET	EA	\$61.31
565904	CRAYOLA 8CT WINDOW FX MARKER	EA	\$3.19
566847	PAPER CNSTRCTN 50PK 9X12 WHITE	PK	\$0.88
566873	PAD ENGINEERING GN	PD	\$1.48
566892	BOOK SKETCH SPIRAL 9X9 WHITE	EA	\$1.84
567114	TAPE SCOTCH ECO 3/4 x600' 6PK	PK	\$8.71
567213	TAPE ECO W/DSPNSR 3/4x900 6PK	PK	\$10.20
568219	PAPER MULTIPURP HAMMERM LETTER	CA	\$48.82
570600	BOX FILE LTR MOBILE ORG BLACK	EA	\$5.23
571063	PEN ZEBRA Z-GRIP RT 24PK ASTD	PK	\$5.25
571101	GLUESTICK .32 OZ 12/PK CLEAR	PK	\$1.47
571111	GLUESTICK 3PK 1.40OZ WHITE	PK	\$1.17
571121	GLUESTICK .70OZ 6PK WHITE	PK	\$1.39
572103	PAPER CNSTRCTN 300PK 9X12 ASTD	PK	\$3.73
572139	PAPER CNSTRCTN 96PK 9X12 ASTD	PK	\$1.19
573583	TAPE ART 1/4 GLOSS RD	EA	\$0.40
573646	TAPE ART 1/8 GLOSS BK	EA	\$0.45
574004	DESK ELEC RISER 36x24ANDGRAY	EA	\$357.00
574566	LABEL IJ ADDR WHT 750PK	PK	\$6.05
574866	DIVIDER INS 5 BG TB RCY OD CLR	ST	\$0.30
574985	dividers od ins 5st color	ST	\$0.30
575013	dividers od ins 8st astd	ST	\$0.40
575034	dividers od ins 8st clear	ST	\$0.40
575059	PAPER PHT HP PREM 50PK 8.5x11	PK	\$19.52
575514	BOARD FOAM TRFLD 36X48 WHT	EA	\$4.16
576096	INK HP 62 BLACK	EA	\$17.62
576733	PAD 3X3 24PK VALUE PK CAN	PK	\$17.70
576868	DESK HRTG HILL EXEC DBL PED CY	EA	\$233.82
5772012	CALCULATOR CASIO PRINTING	EA	\$26.23
579460	STAPLER FL STRP RDCD EFFRT BLK	EA	\$9.68
579834	BOARD FORAY MAG D/E 8.5X11 WHT	EA	\$1.94
581116	NOTEBOOK 5-STAR 2SUB W/2POCKTS	EA	\$2.80
581985	TAPE CORRECTION 4-PACK WE	PK	\$4.73
582062	PENCIL COLOR 8/ST AST	ST	\$1.50
582114	CALCULATOR HANDHELD TI-503SV	EA	\$3.19
582689	LABEL EP CLR LSR RA PERM 800PK	PK	\$6.21
5838923	Paper Photo 7.4mil 42x100	RL	\$130.03
583973	Paper Pastel 24# 8.5X11 Aqua	RM	\$5.45
584296	PUTTY SCOTCH(R) ADHESIVE 2OZ	EA	\$0.99
584458	EMERGENCYPACK SCHOOL	EA	\$27.29
585757	CALCULATOR PRINTING QS-2760H	EA	\$165.94
587246	BOOKCASE HERTGE HILL OPEN CHRY	EA	\$87.46

587560	TAPE MASKING SCOTCH(R) 3PK	PK	\$3.94
587865	BOOKCASE HERITGE HILL 2DR CHRY	EA	\$122.09
588268	BOOK COMP 100CT WR	EA	\$0.66
588286	NOTEBOOK SPL 1SB 100 CR 8.5x11	EA	\$0.96
588295	NOTEBOOK SRL 3S 120S WR 10.5X8	EA	\$0.94
588322	NOTEBOOK SPL 3S 120S CR 11X8.5	EA	\$0.98
588340	NOTEBOOK SRL 5S 180S WR 10.5X8	EA	\$1.36
588349	NOTEBOOK SRL 5S 180C CR 11X8.5	EA	\$1.51
588367	NOTEBOOK WIRELS 1SUB 80SHT WR	EA	\$0.77
588987	PORTFOLIO POLY PURPLE	EA	\$0.35
589014	PORTFOLIO 2-POCKET POLY BLUE	EA	\$0.35
589023	PORTFOLIO 2-POCKET POLY YELLOW	EA	\$0.35
589059	PORTFOLIO 2-POCKET POLY GREEN	EA	\$0.35
589068	PORTFOLIO 2 POCKET POLY RED	EA	\$0.35
589086	PORTFOLIO POLY FASTENERS BLK	EA	\$0.74
589113	PORTFOLIO POLY FASTENERS RED	EA	\$0.51
589158	PORTFOLIO POLY FASTENERS GREEN	EA	\$0.51
589194	PORTFOLIO POLY FASTENERS YLW	EA	\$0.51
589203	PORTFOLIO POLY FASTENERS BLUE	EA	\$0.51
589212	PORTFOLIO POLY FASTENERS PRPL	EA	\$0.51
589483	PAPER FILLER WR 10.5X8 150CT	PK	\$0.83
589510	PAPER FILLER CR 10.5X8 150CT	PK	\$0.72
589569	REFILL BG VBOARD MSTR BE	EA	\$0.48
590238	CALC 12 DGT DSKTOP TAX FUNC	EA	\$13.20
5907756	INK HP 746 300ML PHOTO BLACK	EA	\$134.98
590875	LAMINATING MACH ULTIMA 35 EZ	EA	\$493.05
590903	U35EZ 1.7MILNAPII ROLL FILM	BX	\$66.30
590938	U35EZ 3MILNAPII ROLL FILM 2BX	BX	\$87.53
590966	U35EZ 5MILNAPII Roll Film	BX	\$55.24
591427	PAD WALL 20X23 BLNK 4PK	CA	\$47.34
591757	PAPER COPY PLUS HAM RM	RM	\$4.40
592237	ERASER DRY EXPO REFILLABLE	EA	\$3.98
592264	MARKER SHARPIE 4/PK SILVER	PK	\$4.39
592754	INK EPSON T702XL-BCS CMYK	EA	\$67.23
593197	PAPER X9 CS 24# 92B 17 W	RM	\$8.36
593395	PAPER X9 20# 92B 14 W	RM	\$4.26
593605	CORRECTAPE DRYLINE MINI 5/PK	PK	\$7.15
593886	CALIFONE LISTENING FIRST USB H	EA	\$31.69
595233	PILLOWS PENCIL GEL 25PK ASTD	PK	\$0.86
595671	SHARPNR PENCIL SCHOOL PRO	EA	\$17.76
597020	TAPE TRANS 3/4X1296 6PK CL	PK	\$10.68
597050	TAPE INVISBL 3/4X1296 6PK	PK	\$12.15
597110	BOARD PRESNT 36 X48 24PK W	CT	\$45.63
597297	EXP FILE WALL VERT 6PKT POLY	EA	\$7.74
597862	PAD EASEL 2/CT RECYCLED	CT	\$15.48
598166	COMP BOOK POLY CR BLACK 80CT	EA	\$0.78
598488	CALC HANDHELD 8DGT	EA	\$2.88
598614	TAPE TRNS SCOTCH 3/4x1000 24PK	PK	\$34.21
598864	PAPER COATED 24 X150	RL	\$26.87
599284	TAPE TRANS 3M 3/4X1000 6/PK	PK	\$10.00
601062	CALCULATOR PRINTING 1240-3A	EA	\$102.95
601482	3-Drawer Desktop Storage	EA	\$10.00

601538	CRAYONS DRY ERASE 8CT	BX	\$3.54
601552	ERASER EXPO XLARGE	EA	\$8.46
601745	GLUE WASHABLE 1 LITER WHITE	EA	\$2.01
602891	PORTFOLIO PAPER 2PKT 3PRG BLUE	EA	\$0.22
603198	BOARD RR WHITE 100SHEETS	CT	\$25.94
604520	NOTEBOOK 5STAR 1S CR 100 ASTD	EA	\$3.71
605015	COMPASS PENCIL BLUNT PT. MSRE G	EA	\$0.88
605132	CRAYON TWISTABLE AST 8/PK	PK	\$1.91
606135	STICKERS MIXED SHPS 456PK	PK	\$11.69
606768	TZ TAPE 9MM BLK PRNT/CLR TAPE	EA	\$9.40
606777	TZ TAPE 6MM BLK PRNT/WHT TAPE	EA	\$9.43
6071281	CALCULATOR GRAPH 84+CE RSGOLD	EA	\$150.36
607890	HEADSET CLRCHT CMFRT USB LGTCH	EA	\$16.94
609236	MAILBOX STORAGE UNIT-15 SLOT	EA	\$20.73
609336	TAPE DRYLINE GRIP 2PK BLU&PURP	PK	\$3.88
610429	ADHESIVE CONTROL GEL 4G	EA	\$1.86
611266	SHARPENER MANUAL METAL 8 HOLE	EA	\$8.41
611614	CERTIFICATE 8.5X11 GLD BRAID	EA	\$2.31
612189	FILTER PRIVACY 22 WIDESCREEEN	EA	\$141.99
612855	SCISSORS 8 STRT 2PK TITANIUM	PK	\$9.17
613629	PAD PAPER CONSTRCTN 9X12 ASTD	EA	\$1.13
613647	PAD CNSTR PPR 48SHT 18X12 ASTD	EA	\$2.07
613827	FASTENER RND HD 100PK 1 BRASS	PK	\$1.07
614214	PEN COIL BLU INK SQ BLACK	EA	\$1.19
614263	PENCIL WARRIOR BEROL MED SOFT	DZ	\$1.95
615660	BOOK OMP FASH 9.75X7.5 WR BLAC	EA	\$1.85
617135	CALCULATOR SCNTFC MLTVW TI-30X	EA	\$15.96
617206	PAPER IMAGPRNT 10RM 8.5X11 WHT	CA	\$45.74
617453	NOTEBOOK CR 70CT 10.5X8 GREEN	EA	\$0.58
617993	TRANSP STRIPE PLN PAPER 100/BX	BX	\$16.81
618038	CALCULATOR SCIENTIFIC TI-30XA	EA	\$10.64
618405	TISSUE KLEENEX BOUTIQUE 6PK	PK	\$10.68
619601	HIGHLIGHTER POCKET ACCENT FLGN	DZ	\$5.89
619627	HIGHLIGHTER PKT ACCENT FLYL DZ	DZ	\$5.89
620007	WATER BTL NSTL PURE LIFE 24/CS	CA	\$4.05
620476	BOARD FOAM ADHSV 20X30 2PK	PK	\$5.91
621516	SHARPIE ULTRA-FINE ASST 5PK	PK	\$3.45
6218671	FACE MASK 3-PLY EARLOOP	BX	\$34.20
6218671	FACE MASK 3-PLY EARLOOP	BX	\$34.20
6218671	FACE MASK 3-PLY EARLOOP	BX	\$34.20
623675	HOOK MEDIUM COMMAND 6PK	PK	\$5.04
623907	BINDER QCKFT D-RNG 2 LGL BLK	EA	\$15.01
624042	RULER 12 Stainless Steel	EA	\$1.93
6240894	INK T212XL-BCS EPSON HICAP CMB	EA	\$52.61
624177	RULER 18 STAINLESS STEEL	EA	\$2.47
624900	PRTCTR SHT HVYWGHT 100 BOX	BX	\$3.14
625312	TAPE SCOTCH .75X1000 16/PK	PK	\$26.59
625313	Pad Mini Narrow 3x5 White 50Sh	PK	\$1.98
625349	Pad Legal 8.5x14 Canary 50 Sh	PK	\$4.39
625358	Pad Legal 8.5x14 White 50 Sh	PK	\$4.39
625502	PadLegal 8.5x11.75 Canary 50Sh	PK	\$6.00
625529	PadLegal 8.5x11.75 White 50 Sh	PK	\$6.00

626023	FOLDER HNG GLOW LTR ASST 25BX	BX	\$6.21
626558	TOP TRAPZD TMOLD 30X60 ESPRESS	EA	\$144.48
628941	PAPER ASTROBRT 24# LTR VINTAGE	RM	\$9.43
629354	0.32OZ 12 PK PURPLE GLUE STK	PK	\$1.88
629802	NOTES POST-IT SS TROPICAL 12PK	PK	\$13.05
630138	NOTES POST-IT SUPER STICKY 12P	PK	\$16.33
631363	cover rpt clr frnt 10pk blue	PK	\$1.60
631426	cover rpt clr front 10pk red	PK	\$1.64
632434	BOARD PROJECT DY 36X48 WE	CT	\$43.53
632711	FILE LATRL HERITAGE HILL CHRRY	EA	\$107.59
634027	BOARD POSTER 22X28 25PK WHITE	CT	\$8.84
634277	Pad Legal 5 x 8 Astd 50 Sh	PK	\$3.09
634313	Book Steno 6x9 White 70 Sh	PK	\$3.84
634349	Book Steno 6x9 Canary 100Sh	EA	\$1.95
638789	NOTEBOOK CR 70CT 10.5X8 BLUE	EA	\$0.58
639073	TONER HP 652A LASER JET BLACK	EA	\$201.70
640451	EXP DUAL ENDED 8CD	PK	\$10.86
640553	MAT ANTI FATIGUE	EA	\$54.59
640793	HIGHLIGHTER 24PK ASSORTED	PK	\$3.26
641642	HEWLETT PACKARD 952XL MAGENTA	EA	\$33.11
642135	BOARD FOAM 22X28 WE 5CT	CT	\$10.24
644060	NOTES POP-UP 3X3 18PK CANARY	PK	\$12.49
645099	PEN BP MED 300RT 24PK BLACK	PK	\$6.29
645126	PEN BP MED 300RT 24PK ASTD	PK	\$6.29
645278	NOTEBOOK STELLAR 1S WR 100 BL	EA	\$1.13
6455862	WEBCAM USB HD 360 2MP	EA	\$30.56
6465380	NOTEBOOK WR 70CT 10.5X8 YELLOW	EA	\$0.51
646557	TONER LASERJET HP90A BLACK	EA	\$162.47
648325	BINDER FLEX VIEW 3RING 1 WHT	EA	\$1.84
648415	BINDER FLEX VIEW 3RING 1 BLUE	EA	\$1.83
648478	BINDER FLEX VIEW 3RING 1 CLR	EA	\$1.83
648612	STAPLER FULL STRIP METAL SILVR	EA	\$5.29
648848	MARKER SHARPIE FINE 36CT BLK	BX	\$23.06
651172	TAB DURABLE DIVIDING 4PK	PK	\$1.95
652430	PAPER COLORCPR PHWE	CT	\$40.02
652497	TAPE ECO MAGIC 3/4 X900 6PK	PK	\$10.01
653180	PAPER CNST 12X18 50PK BAS	PK	\$2.74
653600	LABEL LSR FILE ASTD 750CT	PK	\$10.85
653618	LABEL LSR ADDR REMOVE 750CT	PK	\$10.96
653725	LABEL LSR ADDR FLO ASTD 450CT	PK	\$6.94
655185	NOTE POST-IT POPUP SS 10PK ULT	PK	\$10.59
655266	PEN RETRACTABLE SOFTFEEL BLACK	DZ	\$4.36
655274	PEN SOFTFEEL BALLPOINT DZ BLUE	DZ	\$4.36
655324	STAPLER 747 BUSINESS BLACK	EA	\$11.49
656096	FILE BOX MOBILE ORG LTR BLUE	EA	\$5.23
656408	TOTE FILE SPLIT LID X-LRG BLACK	EA	\$9.28
659623	PEN UNIBALL FINE ONYX DZ BLUE	DZ	\$4.26
659631	PEN UNIBALL FINE ONYX DZ RED	DZ	\$4.26
659646	PAPER ASTROBRT 5PK/CASE ASTD	CA	\$25.60
659649	PEN UNIBALL FINE ONYX DZ BLACK	DZ	\$4.26
660094	POUCH LAMINTG LTR SZ 3ML THRML	BX	\$29.36
660450	Pad Easel Postlt 25x30 2pk Wht	PK	\$33.08

6630514	HI-FI USB HEADPHONES WITH MIC	EA	\$22.07
663267	PORTFOLIO POLY 2PKT PURPLE	EA	\$0.24
663444	PAPER CARBONLESS 2PT W/C	CT	\$85.46
663737	HOLDER CERTIFICTE DBLFLD BK	PK	\$8.84
664011	PEN ROUND STIC BIC 60CT BLACK	BX	\$3.17
664391	PEN UNIBALL MICRO ONYX DZ RED	DZ	\$4.26
664409	PEN UNIBALL MICRO ONYX DZ BLUE	DZ	\$4.26
664417	PEN UNIBALL MICRO ONYX DZ BLK	DZ	\$4.26
6648867	CALCULATOR PRINT DESK HR10RC	EA	\$21.60
666013	TAB POST-IT DURABLE 3/PK	PK	\$4.04
667015	CALCULATOR PRINTING PL8000	EA	\$95.24
667827	PRESENTER WIRELESS R400	EA	\$24.51
667932	INK HP 62XL BLACK	EA	\$37.37
668049	INK HP 62 TRI-COLOR	EA	\$20.71
668139	INK HP 62XL TRI-COLOR	EA	\$40.47
6684449	PEN 3D JUKU 3DOODLER	EA	\$63.51
670925	BOARD PRES 36 X48 24PK AST	CT	\$59.38
671657	CHART FLIP RP 27x34 WHT 1PK	PK	\$10.25
671994	MOUSEPAD ERGOPRENE GEL BLACK	EA	\$4.23
672039	WRISTREST ERGOPRENE GEL BLACK	EA	\$4.78
672062	expe chsl 4ct with eraser- blk	PK	\$4.13
6731018	Paper Poster 6.1mil 24x300	RL	\$143.33
673533	WATERCOLOR WASHABLE 16 COLOR	EA	\$2.54
673616	PENCIL POUCH FRONT CLEAR VIEW	EA	\$1.07
673644	ASP30 92 20 11 DRIVERASIST PL	PL	\$1,641.08
673982	EverBind White OD 1	EA	\$4.84
674287	BRUSHES WOOD 12 ROUND 1	ST	\$6.86
674294	BOARD DRYERASE 9X12 WE	EA	\$2.27
6749700	POUCH LAM LTR OD 3MIL 100PK	PK	\$26.39
675025	VLM BRST67# GREEN 8.5X11	PK	\$4.55
675033	VLM BRSTL67# IVORY 8.5X11	PK	\$4.55
675041	PAPER COPY ASTRO LUNAR BLUE	RM	\$6.58
675624	ENERGEL RTX ASST'D 8PK	PK	\$8.61
675732	HP410A TONER YELLOW	EA	\$107.72
676597	BRUSHES ROUND STUBBY	ST	\$6.51
6776848	Sharpie Twin Tip Blue Dz	DZ	\$14.90
677689	NOTEBOOK COMP 8.5X7 PLNCVER	EA	\$1.19
677703	NOTEBOOK COMPOSITION 8.5X7	EA	\$1.01
677759	NOTEBOOK COMP 9.75X7.75	EA	\$1.36
678116	STICKERS ASSORTMENT AWESOME	PK	\$13.49
678123	STICKERS SEASONS/HOLIDAY	PK	\$11.69
678130	STICKERS PRAISEWORDS VRTY	PK	\$8.09
678165	CHARTS INCENTIVE VRTCL VRTY	PK	\$17.59
678179	CHARTS INCENTIVE HRZTL VRTY	PK	\$17.59
678581	PLANNER TEACHERS 8.25X10.87	EA	\$7.69
6787094	BOOK COMP PURPLE 100S WR	EA	\$0.89
678900	KIT FIRST AID 227 PIECE	EA	\$52.34
679212	BOARD PORCELAIN 2x3 TITANIUM	EA	\$56.87
6792472	CRAYONS 24C COTW	BX	\$1.48
679329	BOARD PORCELAIN 3x4 TITANIUM	EA	\$80.96
679374	BOARD PORCELAIN 4x6 TITANIUM	EA	\$142.04
679482	BOARD PORCELAIN TITANIUM 4x8	EA	\$182.76

679702	HP 507A BLACK LJ TONER CRTRDGE	EA	\$145.13
679882	HP 507X BLACK LJ TONER CRTRDGE	EA	\$199.53
680017	PAPER LTR 20# RECY MULTI	CA	\$45.82
680134	TONER HP 507A CYAN CRTRDGE	EA	\$216.24
680143	TONER HP 507A YELLOW CRTRDGE	EA	\$216.18
680206	TONER HP 507A MAGENTA CRTRD	EA	\$216.53
680529	PORTFOLIO POLY 2PKT GREEN	EA	\$0.24
680959	PEN OHP FN VIS-A-VIS DZ BLACK	DZ	\$11.01
681082	PAD EASEL WALL 20X23 PRIM 2/PK	PK	\$24.48
681114	PORTFOLIO 2PKT 3PRONG ASST COLORS	EA	\$0.29
681924	INDEX 110# 8.5X11 IVORY	PK	\$5.22
6822487	8 Straight Shear Sft BlueGrey	EA	\$0.80
6822496	8 Bent Shear Soft BlueGrey	EA	\$0.80
6825466	TUL BP3 RT Med Asst 12pk	DZ	\$8.29
6825475	TUL BP3 RT Med Blk 12pk	DZ	\$8.30
6825484	TUL BP3 RT Fine Blk 12pk	DZ	\$8.30
6826447	Mechanical Pencil 0.7 mm 2 PK	PK	\$1.86
6826456	Rollerball .7 Black 12pk	DZ	\$8.55
6826465	Rollerball .7 Blue 12pk	DZ	\$8.67
682686	GLUE STICKS CLASSPACK	PK	\$8.95
6831226	Hanging File Frames Legal 2pk	BX	\$5.63
6831235	Hanging File Frames Ltr 2 pk.	BX	\$5.88
683185	LABEL IJ FULL WHT 25CT	BX	\$6.05
683193	LABEL IJ SHIP WHT 150CT	BX	\$6.05
683201	LABEL IJ RET WHT 2000CT	BX	\$6.05
683441	PENCIL BASIC 36CT	PK	\$2.13
6837499	Value Pk Lrg Bndr Clips 48PK	PK	\$5.14
6840136	OMX Ntbk 2-Sub Poly CR 200Ct	EA	\$1.53
686280	PEN PM IJ GEL 0.7 DZ BLU	BX	\$13.03
686828	TAPE MASKING SCOTCH PURPLE	RL	\$1.74
686837	TAPE MASKING SCOTCH YELLOW	RL	\$1.74
686882	TAPE MASKING SCOTCH GREEN	RL	\$1.74
687301	PEN SET VIS-A-VIS FINE 4-COLOR	PK	\$4.22
687319	MARKER SET FLIP CHART 4 COLOR	ST	\$2.85
687370	PAPER RAINBOW RYLBE 36X1000	RL	\$65.49
688052	TONER 305A 3PK CYAN YLW MONT	PK	\$314.93
689039	Hot Glue Stick Mini 4 Clear	EA	\$2.41
689082	NOTE POPUP RCYLD 3x3 12PK PSTL	PK	\$11.83
6901441	BOOK COMP BLUE 100S WR	EA	\$0.89
690510	NOTES POP-UP SS 10/PK TROP	PK	\$10.80
690690	CHAIR 9000 SERIES W/HEAD BLACK	EA	\$318.62
691313	CORR TAPE SLIDE XL 2Pk	PK	\$1.41
6914526	Brentwood Appliances Irt-900 N	EA	\$71.99
691743	COMP BOOK POLY CR RED 80CT	EA	\$0.78
692165	RULER WOOD 12 W/M	EA	\$0.27
692394	NOTEBOOK CR 1S FSCCERT 100SHT	EA	\$1.58
692484	NOTEBOOK CR 3S FSCCERT 150 SHT	EA	\$2.30
693114	NOTEBOOK CR 5S FSCCERT 200	EA	\$3.22
694749	Active Stool Blue/White	EA	\$48.21
694952	11X17 65# WAUSAU BRIGHT WHITE	RM	\$19.33
695165	LAMINATOR EZLOAD PINNACLE27	EA	\$2,392.15
695324	TAPE MASKING SCOTCH RED	RL	\$1.74

696282	HIGHLIGHTER GEL SHARPIE DZ YLW	DZ	\$13.15
696815	PAPER LTR ASTRO 24# PURPLE	RM	\$6.58
698283	GLUE STICK CLASSROOM 30PK PRPL	PK	\$7.73
698325	GLUE STICK CLASSROOM 30/PK	PK	\$7.73
698811	COVER PORTFOLIO 11.75X9.5 DBLU	BX	\$3.88
698860	COVER PORTFOLIO 11.75X9.5 RED	BX	\$3.05
698878	COVER PORTFOLIO 11.75X9.5 DBLU	BX	\$3.10
699459	TAPE CORRECTION 6PK ASTD	PK	\$4.17
6999867	TONER CARTRIDGE 414A HP BLACK	EA	\$75.75
700259	PORTFOLIO POLY 2PKT ORANGE	EA	\$0.23
701010	PEN FINE SHARPIE 4/PK ASTD	PK	\$4.24
701025	PEN SHARPIE FINE 0.8MM DZ BLK	DZ	\$12.90
7026679	INK CARTRIDGE HP 962XL YELLOW	EA	\$32.08
704485	PAPER ASTROBRIGHT 500/RM ASTD	RM	\$9.16
7052567	BRUSHES FLAT WOOD ASSORT 30CT	BD	\$29.79
7060587	INK CARTRIDGE HP 962XL CYAN	EA	\$32.09
706382	NOTEBOOK 5SBJCT BLACK 9x11	EA	\$5.41
706406	WALL CLOCK 9 WHITE	EA	\$3.92
707694	ERASER 4/PK WHITE	PK	\$1.28
707789	PAPER RAINBOW SKYBE 36X1000	RL	\$59.03
708208	ORGANIZER LITERATURE 12CMP GRY	EA	\$45.90
708586	HIGHLIGHTER MAJ ACCENT ASTD DZ	DZ	\$5.89
708646	WEBCAM HD C270 LOGITECH	EA	\$22.13
711021	PAPER COPY RECYCLED 3HP 8.5X11	CA	\$38.62
711744	STICKS GLUE OFFICE DEPOT 18PK	PK	\$2.22
712397	LAMINATOR POUCH MENU SZ 25PK	PK	\$12.70
713585	PROTRACTOR 6 180 DEGREES	EA	\$0.29
713939	TABLE TOP RP 20x23 WHT 1PK	PD	\$3.79
715757	CHART FLIP RP 27x34 WHT 1PK	PK	\$10.25
7160304	DESKPAD M 22X17 1C OD RY20	EA	\$1.43
716915	CERTIFICATE 25PK CROWN SILVER	PK	\$1.07
717099	BOARD MARKER ALUM-FRAME 2'X3'	EA	\$16.44
717183	BOARD MARKER ALUM FRAME 2X1.5	EA	\$10.05
717204	BOARD MARKER ALUM-FRAME 3'X4'	EA	\$41.73
717218	BOARD MARKER ALUM-FRAME 4'X6'	EA	\$90.27
717321	TAB POST-IT DURABLE 3/PK	PK	\$4.04
7200693	GV1 200L PORTABLE PROJECTOR	EA	\$390.30
720075	WHITEBOARD PORCELAIN 36x24	EA	\$79.05
720085	WHITE BOARD PORCELAIN 48x36	EA	\$119.01
720090	WHITE BOARD PORCELAIN 60x36	EA	\$191.25
720304	expo fn 8ct with eraser- asst	PK	\$7.01
720461	RULER W/BNDR HOLES 12 PLSTC ASTD CLRS	EA	\$0.14
723072	CLASSPACK REG CRAYONS 800	BX	\$41.60
723262	CLASS PACK LARGE CRAYONS	BX	\$40.28
723832	NOTE POST-IT SS 4X4 ULTRA 6PK	PK	\$9.46
724062	MARKER CLASSPACK CONICA NIB	BX	\$57.25
724135	WRBD 5STR 5SUB CR 180CT	EA	\$8.05
724513	RULER OD SHATTERPROOF 12	EA	\$0.34
724522	RULER OD 6 PLASTIC ASTD CLRS	EA	\$0.10
724548	NOTEBOOK WR 70 POLY 1 SUB GRN	EA	\$0.77
724549	RULER OD 18 STAINLESS STL	EA	\$4.90
724594	RULER OD 12 FLEXIBLE	EA	\$0.49

725065	NOTEBOOK EXAM WIRELESS OD VALU	EA	\$0.20
725079	BOOK EXAM WR 7X8.5 8S	EA	\$0.15
725163	BOOK COMP WR 100S 3PK	PK	\$2.05
725419	PEN FELT MED FLAIR 24PK ASST	PK	\$20.36
725453	PAPER 5 COLOR BRIGHTS ASST	EA	\$9.34
725698	NOTEBOOK STELLAR 5S CR 200 AST	EA	\$2.34
725747	NOTEBOOK POLY 7X5.CR 100SH	EA	\$0.62
725826	NOTEBOOK POLY ASST 7X5 100 3PK	PK	\$1.81
725844	NOTEBOOK STLLR CR 8.5X5.5 ASTD	EA	\$0.76
727287	REFILL MRKR WHTBRD VBRD DZ BLK	DZ	\$4.54
7276012	CALCULATOR GRAPH NSPIRE WHITE	EA	\$166.25
727641	PAPER COLOR COPY 11 8RM	CA	\$59.36
728694	PEN POROUS MED PT DOZEN ASTD	DZ	\$3.12
728739	PEN POROUS MED PT DOZEN BLACK	DZ	\$3.08
728748	PEN POROUS MED PT DOZEN BLUE	DZ	\$3.14
729189	PEN BP RETRACTABLE 8PK ASTD	PK	\$0.99
730550	CONST. PAPER STORAGE 12X18	EA	\$19.73
730620	DIARYSKETCH 8.5X11-70CT	EA	\$2.86
731101	PAPER HEAVYCOATED HP 36X100'RL	RL	\$68.46
7315653	INK CARTRIDGE HP 962 COMBO 3PK	EA	\$58.79
732087	SCISSORS SCH/WS PTD 5 SG	EA	\$0.85
732987	NOTES 3x3 RECYCLE 24PK TROPIC	PK	\$19.28
734101	PENCIL ERASE TWIST III.5MM 2PK	PK	\$3.69
734314	BOARD PLNR MNTH 36X48 WH	EA	\$107.15
734364	PEN BP RTRCTBLE GRIP 12PK BLK	DZ	\$1.39
734373	PEN BP RTRCTBLE GRIP DOZEN BLU	DZ	\$1.41
734436	EASEL MULTIFUNCTION MV 70 X47	EA	\$399.65
735871	BINDER POCKET POLY 5PK	PK	\$1.22
736152	CALCULATOR HANDHELD SL-300SV	EA	\$3.09
736917	BASKET SUPPLY LONG BK3PK	PK	\$4.31
736953	BASKET SUPPLY MED BK 3PK	PK	\$4.31
736962	BASKET SUPPLY LG BK 2PK	PK	\$2.81
737765	PEN WRTBROS STICK 60PK BK	PK	\$4.75
737780	PEN WRTBROS STCK 60PK BE	PK	\$4.75
738618	MARKER DRYERASE MGNTC 7PK ASTD	PK	\$2.03
738726	MARKER DRY ERASE 5PK ASTD	PK	\$0.92
738753	MARKER DRY ERASE 12PK BLK	DZ	\$1.44
7393071	INK CANON PG245XL CL246 BL CLR	EA	\$25.33
740459	BOARD DRIERSE 3X4 GU AL	EA	\$92.96
740468	BOARD DRIERSE 4X6 GU AL	EA	\$182.76
741074	SANITIZER GEL GRN 4PK	PK	\$17.89
7441674	BOOK COMP GREEN 100S WR	EA	\$0.89
744792	SHARPENER PENCIL CLASSROOM	EA	\$23.91
745596	NOTEBOOK WIRELESS CR 11X9 80S	EA	\$0.81
746106	PAD EASEL POST-IT 6PK RECYCLED	PK	\$102.18
7463419	FACE MASK SINGLE-USE 50CT	BX	\$16.88
746980	BOARD REVERSIBLE 30X40 WE	EA	\$327.13
747674	2 Port USB Mobile Pwr Bank 10k	EA	\$31.44
748430	PAPER INK PHTO 42X100 STN	RL	\$86.99
748851	QUICKPACK HP 2500 ST LTR	CT	\$23.29
749470	HOLDER CERTIFICATE 6PK BLACK	PK	\$4.01
749969	CHAIR RADLEY TASK	EA	\$62.06

750457	CALCULATOR DSKTP 10-DIGIT PWR	EA	\$6.96
750470	PAPER ASTROBRT 24# LTR ASTD	RM	\$9.44
750690	CHALK DUSTLESS 12/BOX WHITE	BX	\$0.56
751134	TONER HP ORIGINAL 202X BLACK	EA	\$87.48
752476	PLANNER PROJECT 9.5X7.25	EA	\$5.12
753433	INK 970 HP BLACK	EA	\$66.82
753750	POUCH LAM LTR 10ML CR	BX	\$20.87
753775	INK HP 970XL HY BLACK	EA	\$106.62
753820	INK HP 971XL HY CYAN	EA	\$105.57
754819	INK CLI-25 4/PK BLK CMY	PK	\$39.64
754841	MARKER CHISEL SHARPIE BLUE	DZ	\$8.39
754851	MARKER CHISEL SHARPIE RED	DZ	\$8.39
754871	MARKER CHISEL SHARPIE BLACK	DZ	\$8.39
755236	HIGHLIGHTER CLEARVIEW 3PK YLLW	PK	\$3.15
755245	HIGHLIGHTER CLEARVIEW 3PK ASTD	PK	\$3.15
755290	HIGHLIGHTER PCKT 12PK ASSORTED	PK	\$5.86
755836	INK HP 971XL MAGENTA	EA	\$105.57
755863	INK HP 971XL HY YLW	EA	\$105.57
756131	TICKET ROLL SINGLE ASTD	RL	\$2.31
756151	TICKET ROLL DOUBLE ASTD	RL	\$4.74
756243	PAPER 20# 99BR PLTNUM BRW	CT	\$51.82
756589	TONER HP 305A LASERJET BLACK	EA	\$81.89
756706	TONER HP 305A LASERJET CYAN	EA	\$110.09
756724	TONER HP 305A LASERJET YELLOW	EA	\$110.78
756769	TONER HP 305A LASERJET MAGENTA	EA	\$115.24
756989	PORTFOLIO POLY 2PKT PRONG YELW	EA	\$0.27
757284	HOOK ADHESIVE COMMAND 3	EA	\$1.85
757647	SCISSORS STRT VALUE 3PK 8	EA	\$7.05
7577689	FLOOR GRAP 12X12 BLU FOOT	CT	\$98.83
758438	MARKER PERMANENT CHISEL 8CD FT	PK	\$5.65
759639	NOTEBOOK WR 70 POLY 1 SUB BLU	EA	\$0.51
760452	PENCIL TIC #2 PRESHARP YL	BX	\$3.95
760843	ERASER CLIC REFILL 4PK WHITE	PK	\$1.46
761135	THERMAL POUCHES 5 MIL 100 PA	PK	\$10.67
762358	HEWLETT PACKARD 972A B PGWIDE	EA	\$62.10
763464	PAD ENGINEER'S 8.5X11 GN	PD	\$13.49
764165	PAPER QUAD FLR RFD 5STR 100PK	PK	\$3.99
764180	MARKERS CRAYOLA BROAD 10PK	PK	\$1.00
764426	BOOK MEMO TOPWIRE 3X5 CR 3PK	PK	\$0.32
764447	BOOK MEMO WRBND SIDE CR 60S 3	PK	\$0.33
764545	STAPLER PPRPRO CMPCT BLK/GRY	EA	\$8.19
764727	STAPLER PAPERPRO LONG REACH	EA	\$24.33
764862	ROLLER ADHESIVE DOT VALUE 4PK	PK	\$11.21
765798	BOOK MEMO WRBND TOP CR 60S 12	PK	\$1.23
766077	TONER LASER HP CE505A 2PK BLK	EA	\$143.52
766363	BOOK RECORD 300 PAGES	EA	\$50.35
767937	File Fldr 1/3Tb Red Ltr 100Bx	BX	\$7.26
768196	CALCULATOR PRINTING 1208-2	EA	\$53.19
768318	NOTE POST-IT POP-UP SS 6P TROP	PK	\$6.66
768588	BORDER ROLL 2.25X50' DP PURPLE	EA	\$1.75
768597	BORDER ROLL 2.25X50' LIME	EA	\$1.75
768642	BORDER ROLL 2.25X50' SUN GOLD	EA	\$1.75

770061	PORTFOLIO POLY 2PKT BLUE	EA	\$0.24
770160	PEN PV5 ASSORTED 7PK	PK	\$6.99
7703591	LAPTOP HP CHROMEBOOK 14A	EA	\$333.50
770376	POST-IT MIAMI 3x3 24PK	PK	\$19.61
771706	BINDER ZIPR EXPAND PNL 2IN	EA	\$27.88
772296	File Fldr 1/3Tb Dpnk Lt 100Bx	BX	\$7.96
772557	POUCH PENCIL CLEAR	EA	\$0.37
7742399	SIGN POSTER CHRМ 22X28IN SLV	EA	\$69.03
774435	CLEANING CLOTH MICROFIBER EXPO	EA	\$3.49
775088	PAD EASEL RESTICKABLE TABLETOP	EA	\$7.25
775512	PLANNER DLY UND 8X11 4PRSN BK	EA	\$47.99
775660	CLEANER DE BOARD EXPO 22oz	EA	\$5.94
776321	CALCULATOR PRINTING EL-1197P	EA	\$82.31
776435	PORTFOLIO PPR 2PKT 3PRG PURPLE	EA	\$0.22
776897	CARTRIDGE TPE 3/8 BLK ON WHT	EA	\$10.44
776904	CARTRIDGE TPE 1/2 RED ON WHT	EA	\$11.51
779390	CHALKSTICK DUSTLESS 12/BX ASTD	BX	\$0.30
779444	NOTEBOOK CR 70 POLY 1 SUB BLK	EA	\$0.51
779622	PAPER 8.5X11 24LB CBD BWH	RM	\$15.00
7808444	PRINTER M479FDW LASER HP COLOR	EA	\$606.18
781242	MARKERS PRMNT FN RCYL 12PK BLK	DZ	\$1.65
781323	MARKER PRM UTRFN RCYL 12PK BLK	DZ	\$1.96
781386	INK HP 950 BLACK	EA	\$29.12
781413	INK HP 951S CYAN	EA	\$20.98
781539	INK HP 951 YELLOW	EA	\$20.94
781602	INK HP 951 COMBO ALL COLORS	PK	\$63.58
781692	INK HP 950 XL BLACK	EA	\$41.80
781764	INK HP 951 XL CYAN	EA	\$32.19
782034	INK HP 951 XL MAGENTA	EA	\$32.18
782043	INK HP 951 XL YELLOW	EA	\$32.19
782772	PEN SHARPIE FINE 0.8 12PK ASTD	PK	\$12.70
7832486	POUCH LAM OD LTR 10ML 25PK	PK	\$19.99
783483	ERASER DRY MAGNETIC OD	EA	\$0.57
784408	PAPER HP SEMI-GLOSS 36 X100'	RL	\$111.49
785070	BOX FILE PORTABLE CLR/BLUE	EA	\$5.73
7867193	SHIELD FACE ASSEMBLED	CA	\$150.74
787653	BOX 64 LITRE CLEAR	EA	\$13.72
787781	Magellan HA desk espresso	EA	\$224.09
7881526	Folder Ltr1/3 100 Bx	BX	\$7.28
789070	CALCULATOR HYBRID WALLET ASTD	EA	\$3.23
789090	CALCULATOR HYBRID DESKTOP ASTD	EA	\$5.46
790761	PEN RETRACT G-2 BK FN	DZ	\$11.31
790801	PEN RETRACT G-2 FN BLUE	DZ	\$9.76
791513	INK EPSON T252XL-BCS BLK/COLOR	EA	\$60.42
791806	PAPER PASTEL CTN GREEN	CT	\$43.68
791905	PAPER PASTEL CTN PINK	CT	\$43.68
792049	POST-IT DRY ERASE SURFACE 3X2	EA	\$19.79
792058	POST-IT DRY ERASE SURFACE 4X3	PK	\$33.89
792067	POST-IT DRY ERASE SURFACE 6X4	EA	\$67.16
793573	MARKER SHRPE METALLIC 6PK ASTD	PK	\$6.58
793605	INK HP65 ORIGINAL BLACK	EA	\$14.44
7940487	IX1500 COL SHTFEDSCAN 30PPM 60	EA	\$437.99

794249	GLASS WHITE BRD 48X36 WHT	EA	\$119.45
794297	NOTEBOOK WR 70CT 10.5X8 BLACK	EA	\$0.58
800377	CALCULATOR DUAL DISPLAY DV-220	EA	\$12.05
800640	POUCH PENCIL 5STAR STAND ASTD	EA	\$3.39
800686	CALCULATOR FINANCL PLATM HP12C	EA	\$82.13
800738	POLARIS 80# 98B 18 FSC C <sub>5</sub>	CA	\$58.30
801039	COMP BOOK POLY WR BLUE 80CT	EA	\$0.78
801458	TAPE INVISBLE 10 RLS W DISPENR	PK	\$17.41
801826	POUCHES THERMAL LAMINAT LETTER	PK	\$10.91
803678	INK HP65XL HIGHYIELD BLK	EA	\$28.79
803839	INK PG240XL/CL241XL/PP201 PK	EA	\$45.37
804136	MARKER EXPO LOWODR ASST 12PK	PK	\$9.56
804397	INK CL-241XL COLOR CANON	EA	\$25.83
805564	SHARPENER PENCIL ELEC BLACK	EA	\$13.46
806376	SECTIONAL LTHR 27x78 BK	ST	\$488.57
806413	BOX PENCIL SLIDER ASSTD	EA	\$0.45
806763	MARKER PERM FINE 36PK RED	PK	\$22.04
806849	HIGHLIGHTER TANK 36PK YELLOW	PK	\$15.56
806858	MARKER CHISEL 36PK BLACK	PK	\$23.45
806864	MARKER CHISEL 36PK ASST	PK	\$23.71
806873	CALCULATOR 12 DIGIT SM DESKTOP	EA	\$3.50
806918	CALCULATOR 12 DIGIT MD DESKTOP	EA	\$4.61
806966	PEN MEDIUM 36PK BLACK	PK	\$29.04
806984	MICRO POINT	PK	\$21.16
807029	PEN PM INKJOY 300RT 1.0 36 BLK	PK	\$9.36
807083	PEN MEDIUM 36PK RED	PK	\$33.01
807606	BOARD FORAY MAG D/E 11X14 WHT	EA	\$2.43
808675	STAPLER FULLSTRIP ACCO 747 BLK	EA	\$10.09
810360	TABS INDEX PST-IT(R) DRBL PK24	PK	\$1.95
810838	FOLDER LTR 1/3CUT 100BX MANILA	BX	\$3.44
810846	FOLDER LGL 1/3CUT 100BX MANILA	BX	\$7.16
8108934	TONER 410A HP 4PK BLK COMBO	PK	\$385.02
810929	FOLDER HNG LTR 1/3CUT 25BX GRN	BX	\$4.05
811018	FOLDER HNG LGL 1/5CUT 25BX GRN	BX	\$4.91
811158	PENCIL LEAD TICONDEROGA SOFT	DZ	\$1.43
811440	BOOK MEMO POLY ASST 3X5	EA	\$1.32
811839	POST-IT MIAMI 4x6 5PK	PK	\$10.35
811943	PENCILS MECHANICAL 0.7M 12/BOX	DZ	\$2.14
8120356	BOOK COMP RED 100S WR	EA	\$0.64
812388	LEG SET ARC TLEG CASTER SILVR	EA	\$89.55
813701	HP 87A BLACK TONER	EA	\$210.20
814173	PAPER WATERCOLR 12X18 50 SH	PK	\$6.19
816600	MARKER SHARPIE RT ASDT 12PK	PK	\$17.31
818019	MARKER EXPOLOWOD PE 12PK	DZ	\$8.26
818588	LMNTNG ROLL 1.5MIL 25X500 2PK	PK	\$46.95
818629	PAPER THRML RL OD 3-1/8 50 CT	CT	\$64.28
818657	NOTEBOOK STELLAR 1S CR100 BLK	EA	\$1.39
819213	NOTEBOOK STLLR 1S SG 9X11 ASTD	EA	\$2.98
819249	NOTEBOOK STLLR 3S SG 9X11 ASTD	EA	\$4.19
819258	NOTEBOOK STLLR 5S SG 9X11 ASTD	EA	\$5.36
819267	NOTEBOOK STLLR 3S SG 6X9 ASTD	EA	\$2.45
820483	CALCULATOR DESKTOP MS-80S	EA	\$4.84

820759	LOCK COMBINATION ASTD COLORS	EA	\$3.43
8224969	SPRAYER ELECTROSATIC BARREL	EA	\$4,904.25
822593	SHEARS 2PK TITANIUM 8IN	PK	\$4.90
824832	PEN G2 FINE 8PK ASST POUCH	PK	\$7.65
825182	CLIP BINDER SM 3/4IN 144/PK	PK	\$1.89
825190	CLIP BINDER MED 1.25IN 144/PK	PK	\$4.49
825232	PUNCH 1-HOLE 1/4 HANDHELD CHM	EA	\$0.51
825488	PENCIL WOODEN YELLOW 72PK	PK	\$4.08
826496	CRAYON TWISTABLE SCHLASTC 8/PK	BX	\$1.43
826876	TAPE CORRECTION WITEOUT 10PK	PK	\$9.49
827659	PENCIL BIC DZ 5MM	DZ	\$2.14
828342	TABS DURABLE 2 24PK ASTD	PK	\$1.95
829906	CARTRIDGE TONER 131A HP CYAN	EA	\$83.40
829924	CARTRIDGE TONER 131A HP YELLOW	EA	\$83.41
829933	CARTRIDGE TONER 131A HP MGNTA	EA	\$83.40
830150	TONER HP 410A 3PK CMY	PK	\$290.83
832709	SHARPIE EXTREME DZ BLACK	DZ	\$13.03
833522	HP410X HIGHYIELD TONER YELLOW	EA	\$185.71
834270	NOTEBOOK 6PK 1SUBJ COLLEGE RLD	PK	\$2.81
835217	GLASS WHITE BRD 96X48 WHT	EA	\$315.56
835937	PORTFOLIO POLY 2PKT BLACK	EA	\$0.24
836435	BOARD MARKER 36X24 OAK	EA	\$14.35
836547	BOARD CORK 18 X24 OAK FRAME	EA	\$9.23
836554	BOARD CORK 24 X36 OAK FRAME	EA	\$14.76
836575	BOARD CORK 36 X48 OAK FRAME	EA	\$40.07
836589	BOARD CORK 4'X6' OAK FRAME	EA	\$77.21
836603	BOARD CORK 4'X8' OAK FRAME	EA	\$108.47
836610	BOARD CORK 18 X24 ALUM FRAME	EA	\$10.42
836638	BOARD CORK 24 X36 ALUM FRAME	EA	\$16.25
836645	BOARD BULLETIN 36X48 ALUM FRM	EA	\$48.77
836652	BOARD CORK 4'x6' ALUM FRAME	EA	\$82.35
836666	BOARD CORK 4'x8' ALUM FRAME	EA	\$104.85
837398	Notes Post-it SupSticky JwlPop	PK	\$18.03
837576	NOTES SUPER STICKY 2X2 10/PK	PK	\$4.78
837584	POST-IT FLAGS VALUE PACK 5/PK	PK	\$6.45
837905	BOOK COMP PRIMARY RULE 100CT	EA	\$0.71
838523	MARKER PERM DESK OD 12PK ASTD	DZ	\$2.06
839148	PAPER PASTEL YELLOW CTN	CT	\$43.68
839935	STAPLER PAPER PRO 1000 BLACK	EA	\$8.80
840019	NOTES POST-IT POP-UP 18PK ULTR	PK	\$18.50
840273	TAPE DUCT SCOTCH 1.88X20 PRPLE	RL	\$1.98
840282	TAPE DUCT SCOTCH 1.88X20YD RED	RL	\$1.98
840399	TAPE DUCT SCOTCH 1.88X20 YELLW	RL	\$1.98
842663	CALCULATOR CHECK CORRECT CASIO	EA	\$9.58
844803	ENVELOPE INTEROFFICE 10x13 100	BX	\$15.27
847604	SURGE 6-OUTLET 800 JLS 10' CRD	EA	\$7.83
847658	POWERSTRIP 6-OUTLET 6FT BLACK	EA	\$4.68
849107	USB 3.0 Store 'n' Go 64GB	EA	\$19.35
850038	DESK MAGELLAN PRFRMNCE EXEC CY	EA	\$133.66
850530	DESK ELEC RISER 36x24ANDBLACK	EA	\$318.82
8515046	SURFACE PRO 7 I5/8/256 ENGLISH	EA	\$1,021.05
853062	CALCULATOR HYBRID JUMBO ASTD	EA	\$8.73

853098	CALCULATOR STANDARD MINI	EA	\$1.81
853188	CALCULATOR FLIP COVER STANDARD	EA	\$2.72
853197	CALCULATOR DESKTOP STANDARD	EA	\$3.17
854656	purell prof original	EA	\$22.80
854866	RUBBERBANDS SZ16 1#	BG	\$2.20
855205	MARKER FINE 36PK BLACK	PK	\$26.44
855304	PEN MEDIUM 36PK BLUE	PK	\$29.04
855502	PEN MEDIUM 36PK BLACK	PK	\$20.34
855595	RUBBERBANDS SZ32 1#	BG	\$2.20
855619	PEN PM IJ100 STK 1.0 48CT BLK	PK	\$7.05
855718	PEN MEDIUM 36PK BLACK	PK	\$33.01
855730	RUBBERBANDS SZ19 1#	BG	\$2.20
855883	RUBBERBANDS SZ33 1#	BG	\$2.20
855910	RUBBERBANDS #54 1LB	BG	\$2.20
855916	PENCIL MECHANIC MEDIUM 36BX	BX	\$8.14
855946	RUBBERBANDS SZ64 1#	BG	\$2.20
856132	INK HP902XL BLACK	EA	\$39.94
856198	RUBBERBANDS #16 1/4#	BG	\$0.61
856225	RUBBERBANDS #19 1/4#	BG	\$0.61
856297	RUBBERBANDS #32 1/4#	BG	\$0.61
856333	RUBBERBANDS SZ33 1/4#	BG	\$0.61
856585	RUBBERBANDS SZ54 1/4#	BG	\$0.61
856657	RUBBERBANDS #64 1/4#	BG	\$0.61
8568542	KIT ACTIVITY SOLAR RACER STEAM	EA	\$9.44
857556	CALUSA CHAIR MESH SILVER	EA	\$92.23
857562	CALUSA CHAIR MESH BLACK	EA	\$91.98
858277	POSTERBOARD 22X28 WHITE 10PK	PK	\$1.39
858286	POSTERBOARD 11X14 WHITE 5PK	PK	\$0.51
858430	POSTERBOARD 22X28 BLACK 5PK	PK	\$1.56
858733	DRIVE USB 3.0 V3 16GB GY	EA	\$8.64
858742	DRIVE USB 3.0 V3 32GB GY	EA	\$11.53
8599666	CLEANER SNITZER TTL360 4/CT	CT	\$113.53
859992	JACKETS NAVY 5FOLDERS	PK	\$6.94
860581	PAPER CPY 8.5X11 500SH TAN	RM	\$4.37
862085	PG210XL/CL211XL INK/PPR COMBO	PK	\$47.90
863173	PEN GRIP WB MED DZ BLACK	DZ	\$1.75
863182	PEN GRIP WB MED DZ BLUE	DZ	\$1.75
863200	PEN GRIP WB MED DZ RED	DZ	\$1.75
864614	PADS WRITING 6PK 100%RECYCLED	PK	\$5.49
866983	WIRELESS PRESENTER W/ LASER	EA	\$39.15
868568	NTBK RSRCH LBRTRY CMPFN QUD	EA	\$9.11
8698137	PAINT WATERCOLOR 36SET	ST	\$56.99
869832	MRKR EXPO2 DE CHSL PT 4PK ASTD	PK	\$6.08
870411	PORTFOLIO POLY 2PKT YELLOW	EA	\$0.24
871996	TAPE DUCT SCOTCH 48M DRYERASE	EA	\$3.46
8735981	POWERLITE 1286 3LCD PROJ 3600L	EA	\$773.59
875250	TAPE 3/4X1000 12RL	PK	\$20.38
875292	CARTRIDGE LAM DUAL 5.6 MIL	EA	\$47.24
875943	BOARD POSTER ASSORTED 100	CT	\$29.25
876427	TONER HP HY LJ 26X 2PK BLK	PK	\$343.37
876852	PAPER COVER 17X11 WE	PK	\$23.93
876860	PAPER LASER OD CASE 3-REAM	CA	\$16.02

877209	PENCIL TIC CHECKING DZ RED	DZ	\$5.16
877334	PORTFOLIO POLY 2PKT PRONG BLUE	EA	\$0.26
877505	TAPE CORRECTION LP RCYCLD 2PK	PK	\$3.85
877664	NOTES POST-IT POP-UP 3X3 12PK	PK	\$11.94
878270	TONER HP CE505A BLACK	EA	\$85.28
878310	TONER HP CE505X HIGH YIELD BLK	EA	\$149.54
878324	TOP TMOLD 30X60 ESPRESSO	EA	\$140.90
8785124	PENCIL WOOD PM EVERSTRNG 72CT	BX	\$14.67
879126	ADHESIVE ADH DOT ROLL WHT	EA	\$2.61
879363	SCISSORS NONSTK 8 STR GY/YW	EA	\$2.88
879800	TAPE CORRCTION WITE-OUT PN 4PK	PK	\$6.09
880497	CLASSPACK COMBO CRAYON/MRKR	KT	\$56.46
880794	CLAY MODEL MAGIC NATURALS 2LB	EA	\$14.99
8814394	Spiral Theme Book 3-Subject	EA	\$3.41
882158	COMP BOOK POLY CR GREEN 80CT	EA	\$0.78
882896	SUNWORKS BLACK 9X12 CONS	PK	\$0.85
882912	SUNWORKS BLACK 12X18 CONS	PK	\$1.63
882915	MOUSEPAD BLACK	EA	\$0.68
882920	SUNWORKS ORANGE 9X12 CONS	PK	\$0.85
882952	SUNWORKS BROWN 9X12 CONS	PK	\$0.85
882960	SUNWORKS PINK 12X18 CONS	PK	\$1.63
882968	SUNWORKS BLUE 12X18 CON	PK	\$1.63
882976	SUNWORKS SKY BLUE 12X18 CO	PK	\$1.63
882984	SUNWORKS HOL GREEN 9X12 CON	PK	\$0.85
882992	SUNWORKS HOL GREEN 12X18 CO	PK	\$1.63
883008	SUNWORKS YELLOW 9X12 CONS	PK	\$0.85
883016	SUNWORKS WHITE 9X12 CONS	PK	\$0.85
883024	SUNWORKS HOLIDAY RED 9X12 C	PK	\$0.85
883618	TAPE DUCT SCOTCH 1.88X20 WHT	RL	\$1.98
883741	TONER HP 81A ORG LJ BLACK	EA	\$164.32
883804	TONER HP 81X HY ORG LJ BLACK	EA	\$272.57
884680	CLAY CRAYOLA AIR-DRY 25LB VALU	BX	\$23.25
884744	MARKER FLAIR PM 12CT ASTD	PK	\$11.16
885218	PENCIL COLOR 3.5IN 12PK ASST	PK	\$0.70
885419	NOTEBOOK WR 70CT 10.5X8 BLUE	EA	\$0.56
887351	STAPLER PLIER B8 BE/GY	EA	\$17.19
890939	expo chsl 8ct with erasr- asst	CG	\$8.11
891103	INK PG-240XL CANON BLACK	EA	\$18.40
8916234	TONER CARTRIDGE 414A HP CYAN	EA	\$98.03
891993	SHARPENER MANUAL DB HOLE	EA	\$0.58
892006	BOARD DE MAG FORAY 8.5X11 BLK	EA	\$2.33
892501	SHARPENER X-ACTO TEACHER PRO	EA	\$24.38
892898	Highlighter Brite LinerAST 24	BX	\$4.93
893460	PENCIL MECH TWST ERSE .7MM 2PK	PK	\$3.69
894076	CARTRIDGE TNR LJ DUAL 80X BLK	EA	\$307.95
894645	PEN SHARPIE FINE 6PK ASTD	PK	\$6.34
895391	X9 92 20 11 DRIVERASSIST PL	PL	\$1,220.00
896304	HIGHLIGHTER PKT ACC DZ PINK	DZ	\$5.89
8973601	INK HP 746 300ML CYAN	EA	\$135.48
898512	STRIPS SENTENCE SPRBRT 100	PK	\$5.61
898646	PEN PM INKJOY GEL 0.5 DZ BLK	BX	\$13.03
898848	PAPER DRWNG 9X12 1 -CRSSCTN	PK	\$7.49

899051	TONER HP 37A LJ BLACK	EA	\$169.12
899445	TONER HP CLJ CC530A 2PK BLACK	PK	\$172.64
899507	MOUSEPAD BASIC OD BLU	EA	\$0.68
899616	PAPER CNSTCTN SMRTSTK AST	PK	\$6.41
900690	CLAY MODEL MAGIC CRAYOLA 2LB A	EA	\$16.99
902166	NOTEBOOK 1 SBJCT WD RLD 70CT	EA	\$0.46
903508	PAPER KRAFT 36X1000 ROLL WHITE	EA	\$55.49
903978	PENCIL MECH.9MM LRG ERASER 2PK	PK	\$3.69
905739	CALCULATOR GRAPHING TI-83 PLUS	EA	\$94.05
906035	PENCIL #2 TICONDEROGA 48BX YLW	BX	\$5.44
907183	STAPLER 747 COLLECTORS ED RED	EA	\$10.93
907318	PEN BALL PT UNI VISION XF BLUE	DZ	\$14.28
907336	PEN BALL PT UNI VISION FN BLUE	DZ	\$14.28
907354	PEN BALL PT UNI VISION FN DZ	DZ	\$14.28
908194	STAPLER DESK STD FULL BLACK	EA	\$5.97
908415	LAMINATE REFILL DL1001 3M 12	EA	\$64.40
908996	SHARPENER PENCIL MODEL KS	EA	\$6.90
909044	SHARPENER PENCIL #41 3PRNG BEI	EA	\$101.09
909069	SHARPENER PENCIL ELEC BLACK	EA	\$22.23
9090911	INK HP 746 300ML MATTE BLACK	EA	\$136.36
911245	DUSTER OFFICE DEPOT 10oz 3PK	PK	\$5.90
911267	SCISSOR 8IN LACE	EA	\$1.75
911901	PRINTER M281FDW MF HP LJ COLOR	EA	\$435.14
912271	COMP BOOK POLY WR GREEN 80CT	EA	\$0.78
913819	MARKERS CRAYOLA FINE 10PK	BX	\$2.30
914006	MARKER WASH 20CT BOX CRAYOLA	BX	\$3.01
914097	LABEL IJ FILE WHT 750CT	PK	\$12.16
9141278	DLP XGA 3500 LUMENS 3D 2HDMI	EA	\$355.29
915128	REFILLS SLVR FOIL 15SHEETS BLU	PK	\$3.89
916437	LABEL LSR FULL WHT 100CT	BX	\$20.71
916536	LABEL LSR ADDR FLO MAG 750CT	PK	\$8.78
916544	LABEL LSR ADDR FLO GRN 750CT	PK	\$8.78
9166864	ESSENTIAL LAPTOP BACKPACK BLAC	EA	\$13.19
9178807	TRAY KEYBOARD CLAMP MOUSE	EA	\$60.59
918219	PEN RETR GP TUL .7 AST 8CT	PK	\$6.04
918750	HEWLETT PACKARD 972X HIGHYIELD	EA	\$125.09
918789	BOARD IN-OUT OVAL 24X18 GRAY	EA	\$57.29
918797	BOARD IN/OUT OVAL 24X36 GRAY	EA	\$88.01
918813	BOARD MARKER ALUM.FRAME 3'X4'	EA	\$123.75
918821	BOARD MARKER ALUM FRAME 3'X5'	EA	\$176.79
918839	BOARD MARKER ALUM FRAME 4'X6'	EA	\$221.81
918847	BOARD MARKER ALUM.FRAME 4'X8'	EA	\$278.06
918958	LABEL LSR ADDR TRIAL CLEAR	PK	\$6.21
919334	MARKER DE EXPO LO UF 4PK ASST	PK	\$3.29
919500	PAPER COVER STOCK 65# 250PK	PK	\$6.72
919519	PAPER CPY 8.5X11 20# 500SH CHR	RM	\$4.44
920489	TONER HP 30X BLACK HY LASERJET	EA	\$91.22
920581	SHEETS LAMINATING SLFADH 50PK	PK	\$9.37
920835	PEN WEDGY SCABBARD STYLE BLUE	EA	\$1.16
920847	Tab Durabi 1 x1.5 GN BL RD	PK	\$4.04
920931	PAPER BASIC BOND HP 36X150'RL	EA	\$25.54
921099	Arrows Value Pk .47 x1.7 Asst	PK	\$4.78

921207	TOP HLF RND TMOLD 34X60 ESPRSS	EA	\$164.16
923312	STAPLER DSKTOP PAPERPRO TBE	EA	\$8.44
923328	STAPLER DSKTOP PAPERPRO TRD	EA	\$8.44
9238387	INK HP 746 300ML YELLOW	EA	\$136.10
924653	HP 62 TRI/BLK COMBO	EA	\$57.32
925382	PAPER COPY 3 REAM/CASE	CA	\$10.78
925388	MARKERS SCHLSTC BROAD 10PK	BX	\$1.44
925531	MARKER SHARPIE FINE 12/PK ASTD	PK	\$8.10
925971	FLAGS INDEX DURABLE 3PK FLUOR	PK	\$4.04
927071	TONER HP ORIGINAL 202A BLACK	EA	\$58.89
928333	PEN SET VIS-A-VIS FINE 8-COLOR	PK	\$7.39
928912	INK HP 64 BLACK OG	EA	\$17.26
9293683	GLOVES DISPOSABLE NITRILE 100	PK	\$9.33
930585	BOARD FORAY CORK 12X18 DECOR	EA	\$3.96
930881	EPSON INK 410XL-BCS	EA	\$62.38
931031	PEN FELT TIP 1.0MM 48CT RED	PK	\$7.84
932259	MARKER EXPO CLASS PACK 192CT	BX	\$146.89
932366	TONER HP 14X BLACK	EA	\$220.20
932749	PAPER FLR 11X8.5 CR.100CT.RECY	PK	\$0.81
934547	HP410A TONER CYAN	EA	\$107.72
939801	FILE AGATE CARD 6X9X11 GRN	EA	\$6.79
9404718	HAND SANITIZER WITH PUMP 16OZ	CA	\$89.10
940593	OD Blue Top 96B 11 10RM CTN	CA	\$35.28
940650	PAPER 30% REC OD CASE 10-REAM	CA	\$35.26
940740	SCISSORS FSKRS STR RCY 8 GRY	EA	\$3.29
941619	INK EPSON T802XL-BCS MULTICLR	EA	\$106.38
944108	REINFORCEMENT P/S 1/4 200/PK	PK	\$1.29
944116	REINFORCEMENT P/S ECN CLR 1000	PK	\$2.15
944264	LABEL LSR FILE ASTD 750CT	PK	\$11.08
9448778	SANITIZER HAND 12.6OZ CLR	CA	\$62.09
944889	CALCULATOR SCNTFC SOLAR TI-36X	EA	\$20.62
945179	HEWLETT PACKARD 972X HIGHYIELD	EA	\$130.06
945261	BADGE NAME LASER PLAIN WHITE	BX	\$27.74
945287	BADGE NAME LASER BLUE	BX	\$27.74
946034	NOTES SUPER STICKY 24PK CANARY	PK	\$18.79
9463037	KODAK 8 MEGAPXL A3 VIS PRESENT	EA	\$158.16
947242	CLAY MDL 4-1/4LB AST	PK	\$2.10
947267	CLAY MODEL MAGIC 2#	EA	\$16.99
947432	GLUE SCHOOL ELMERS 4OZ	EA	\$0.58
947671	SEALS 2 DIA GOLD 44/PK	PK	\$1.31
948063	Pad Easel RP 27x34 WHT	PD	\$4.63
9483168	BOX SCHOOL ASST	EA	\$0.76
949164	CRAYON MULTICULTURAL 8/TCK BX	BX	\$0.73
949339	CHALK LOW DUST 3.25 WHT 12/BX	BX	\$0.45
949362	CRAYON CRAYOLA 3-5/8 16-COLOR	BX	\$1.05
949651	CRAYONS WASHABLE MY FIRST 8PK	BX	\$1.58
949677	CRAYONS LARGE 16/BX LIFT LID	BX	\$2.61
949719	CRAYONS SO BIG 5X9/16 8/B	BX	\$2.25
950014	PAINT WATERCOLOR SO BIG W/BRSH	ST	\$3.23
950055	MARKER CLSC CRAYOLA 8PK ASTD	PK	\$2.05
950063	MARKER FINE CLASSIC 8/BX	ST	\$2.05
950147	MARKER WASH BROAD BOLD 8/BX	ST	\$2.67

950162	CRAYONS 8CT CRAYOLA	BX	\$0.55
950188	CRAYONS LARGE 8 TUCK BOX	BX	\$1.39
950381	SHARPENER PNCL PERS ELEC	EA	\$11.67
950816	FILM PROTECO 18 X75' CLEAR	RL	\$20.80
950865	TABLET CHART 1 RULED 24X32	EA	\$3.85
951640	BOOK NOTE LAB QUAD 11.75X9.25	EA	\$7.81
9517571	INK HP910-910XL 4PK COMBO	EA	\$71.19
951962	PAINT WATERCOLOR W/BRUSH 8/SET	ST	\$1.29
952682	HOLDER CERTIFICATE NAVY	PK	\$2.90
952959	PORTFOLIO POLY 2PKT PRNG GREEN	EA	\$0.39
953017	PORTFOLIO TWIN POCKET 10PK VIO	PK	\$1.95
954444	TONER HP MPS 508X BLK	EA	\$209.49
954835	PAPER FORE MP 8.5 X11 10/CASE	CA	\$48.86
956112	PAPER FLR 11X8.5 CR 150CT 3HP	PK	\$0.94
956327	KIT MARKER DRY-ERASE EXPO 2	EA	\$6.55
956643	HUTCH MAGELLAN PRFRMNCE ESPRSS	EA	\$107.53
956652	LDESK MAGELLAN PERFORMN ESPRSS	EA	\$213.91
956679	HUTCH MAGELLAN PERFORMNCE CHRY	EA	\$107.15
956697	LDESK MAGELLAN PERFORMNCE CHRY	EA	\$213.89
956724	DESK MAGELLAN PRFRMNCE EXEC ES	EA	\$133.77
958220	NOTE PU RECYCLED 3x3 12 CANARY	PK	\$10.53
958540	SCISSORS SW BLNT SML 5 2PK	PK	\$1.66
959092	ERASER MAGNETIC DRY ERASE	EA	\$0.88
960155	PENCIL #2 HB RALLY 12/BX	BX	\$1.56
961875	BOARD FORAY MAG D/E 11X14 WHT	EA	\$2.86
9620571	PENCIL PM EVERSTRONG 12CT BOX	DZ	\$3.64
9620858	PENCIL PM EVERSTRONG 24CT	PK	\$7.15
962576	INK HP 64XL TRICOLOR OG	EA	\$42.28
963118	PAPER CNST 9X12 50/PK BAS	PK	\$1.30
963561	LABEL LSR ADDR FLO YEL 750CT	PK	\$8.78
963587	PPR INDX 8.5X11 110# CANY	PK	\$6.18
965171	TOP TMOLD 30X60 GRAY	EA	\$140.90
965232	TAPE CORRECTION OD 12PK	PK	\$6.12
966350	GLUE STICK ALL-PURPOSE 12/PK	PK	\$4.69
9667415	Hand Sanitizer Jug 4Gal 1Pump	CA	\$100.80
9684150	INK HP 4-PACK 962 CMY BLK	EA	\$98.56
968455	POUCH LAM LTR SZ 5ML CL	BX	\$40.91
969712	DIVIDERS OD BIGTAB 5T 4PK ASTD	ST	\$0.94
969952	DIVIDERS OD INS 5T 4PK CLEAR	ST	\$0.94
9702132	CHAIR WORKPRO12K MESH FABRIC	EA	\$269.43
970443	CERTIFICATE SERPENTINE FOIL.12	PK	\$1.61
970450	CERTIFICAT UNIQ W/SEAL 25PK BL	PK	\$1.07
970478	CERTIFICATE W/SEAL OPT 25 GRN	PK	\$1.11
970485	CERTIFICATE OPT W/SEAL 25 GOLD	PK	\$1.07
9705427	TONER CARTRIDGE 414A HP YELLOW	EA	\$97.99
973321	NOTES SS MIAMI 4X4	PK	\$9.45
974924	GLUE DISAPPEARING 5OZ PURPLE	EA	\$1.78
976336	DIV OD BIGTAB INS 8T CLEAR 4PK	ST	\$1.28
976344	divider index 8tab/4pk astd	ST	\$1.28
977016	MARKER MULTICULTURAL CLSPK 80C	PK	\$24.55
9771369	SANITIZER HAND 8OZ	EA	\$3.98
9779921	NOTEBOOK WR 70 POLY 1 SUB TEL	EA	\$0.77

978021	POSTERBOARD 22X28 PRIM/FL 5PK	PK	\$2.34
9785293	THERMOMETER INFRARED EASY GRIP	EA	\$26.32
9791436	PRINTER HP OFFICEJET PRO 9025	EA	\$334.51
979203	HEWLETT PACKARD 933 CMYB 932XL	EA	\$69.83
9818039	CALCULATOR PRINTING BLKDIGITS	EA	\$47.86
982056	GLUE STICK X-STREN .28OZ 24	PK	\$6.24
9825375	FACE MASK EAR LOOP 3PLY 50CT	BX	\$42.60
9831393	NOTEBOOK STELLAR 1S CR 100 WHT	EA	\$1.42
983932	LABEL IJ SHIP WHT 250CT	BX	\$6.05
985548	PEN RETR GP TUL .7 ASST BUS 8	PK	\$6.06
985655	HIGHLIGHTER CLEARVIEW 8CD ASTD	PK	\$8.35
986349	CONNECTOR GANGING SET	EA	\$11.49
986893	ERASER MEDIUM PINK PEARL 24/BX	BX	\$7.26
987156	3M POST IT EASEL PAD	CT	\$32.32
987304	CART COLLAPSIBLE W/LID BLACK	EA	\$13.29
987956	TONER HP ORIGINAL 202A CYAN	EA	\$69.21
988071	PORTFOLIO KT PCKT W/FAST LGRN	PK	\$1.52
988089	PORTFOLIO PCKT TWIN 10PK L/GRN	PK	\$1.14
988212	PORTFOLIO POCKET TWIN 10PK YEL	PK	\$1.11
9885276	FACE COVERING ADLT GRD 10PK	PK	\$13.20
9895656	INK HP 64 CL/64XL BLK CMB 2PK	EA	\$58.74
989773	CHALK CRAYOLA SDWLK 16/PK ASTD	PK	\$2.15
9898236	SSD MY PASSPORT WD 1TB	EA	\$182.15
990476	PEN RETR GP TUL .7 ASST 14CT	PK	\$9.88
991152	BATTERY COPPERTOP AAA 36 CT	BX	\$14.09
991502	PORTFOLIO POLY 2PKT RED	EA	\$0.20
991580	PORTFOLIO PAPER 2PKT 3PRG RED	EA	\$0.22
9923336	DISENFECTING WIPES 75%ALC 80CT	PK	\$2.02
993239	STAPLER DESKTOP CLASSIC FLSTRP	EA	\$2.18
9942929	NOTEBOOK CR 70 POLY 1 SUB BLU	EA	\$0.51
9950634	SANITIZER HAND CLEANWRKS 250ML	EA	\$2.70
995106	HEWLETT PACKARD 972A C PGWIDE	EA	\$70.39
998584	BOOK COMP 100CT CR	EA	\$0.65
9994649	NOTEBOOK STELLAR 3S CR 150 BLK	EA	\$1.93
999662	Pouchs Lamating Scotch 100shts	PK	\$23.27

**Lowest Price Commitment Certification**

In accordance with regulations established for California Public Contract Code 20661(a)(2) and California Code of Regulations Title 5 section 59131(b), the Foundation shall require a vendor to certify that the goods or services provided pursuant to the contract shall carry the lowest cost available upon the same terms, conditions, and specifications. As such, Supplier certifies that the cost to each California Community College District that is a beneficiary of this Agreement is lower than the cost a California Community College District could obtain through its standard contracting procedures for the same products and/or services in Exhibit E, upon the same terms, conditions, and specifications herein. This certification does not preclude Supplier from providing greater discounts than outlined in Exhibit E to a California Community College District in recognition of unique factors such as volume spend.

**OFFICE DEPOT, LLC**

By:   
brian.abromovage (Jun 21, 2021 20:04 EDT)

Date: Jun 21, 2021

Print Name: Brian Abromovage

Title: Vice President, Business Solutions Division

## EXHIBIT H

### SUPPLIER COMMITMENT & PROGRAM PROMOTION

#### Supplier Commitment

---

The Foundation for California Community Colleges (“**Foundation**”) asks each Supplier to make four basic commitments to ensure the overall success of the program.

**Corporate Commitment** - A commitment that the Foundation has the support of senior management, and that the Foundation contract is the Supplier’s primary offering to Participating Agencies, specifically to the California Community Colleges. The Supplier shall make its existing public and private agency clients aware of its Foundation contract, and upon the public and private agency’s request, such agency will be transitioned to the Supplier’s Foundation contract.

**Sales Commitment** - A commitment that the Supplier will market Foundation contract and that the sales force will be trained, engaged and committed to offering Foundation agreement to Participating Agencies nationwide, with a further commitment that all Foundation sales be accurately and timely reported.

**Service Commitment** - A commitment that the Supplier will provide at minimum the level of service defined in the agreement to any and all Participating Agencies purchasing through Foundation’s contract.

**Communication and Information Commitment** - Establish the following communication links to facilitate customer access and communication:

- A toll-free national telephone for inquiries and orders
- Regional or toll-free fax number for inquiries and orders
- An email address for general inquiries
- Provide the following for Foundation website use:
  - Standard logos
  - Summary of products and pricing
  - Information web-link to Supplier’s website
  - Overall information about Supplier
  - Other promotional material as desired

#### Supplier Program Promotion

---

The Foundation recognizes that each Supplier has a successful business and may choose to meet its commitments to Foundation purchasing programs in a variety of ways that best suit the Supplier’s business model, organization and market approach. The following are Program Standards intended to assist the Supplier in successfully implementing the Foundation contract:

**Account Management Team** – The Supplier shall provide an Account manager with the authority and responsibility for the overall success of the Foundation contract within the Supplier’s organization. The Supplier shall also designate a Lead Referral Contact Person, responsible for receiving communications from Foundation concerning new public agency registrations, and for ensuring timely follow up by the Supplier’s staff to requests for contact from public school districts. Additionally, Foundation suggests the Supplier implement and support a Supplier-based internet web page dedicated to the Supplier’s Foundation program and linked to the CollegeBuys website.

**Quarterly Review** – Upon request, Foundation will schedule a quarterly review with the Supplier to evaluate the Supplier’s performance of Supplier Commitments and Program Standards outlined herein.

**Foundation Purchasing Program Awareness** – Foundation is responsible for marketing the overall Foundation purchasing program concept and programs to Participating Agencies. Foundation marketing is intended to supplement and enhance the direct sales effort of the Supplier. The Supplier assists by providing promotional material such as logos and by participating in related trade shows and conferences. Foundation employs a marketing team, a web-based lead referral system, a network of partner associations, direct mail, the Internet and newsletters and other publications to increase CollegeBuys awareness.

**Supplier Sales** - Supplier is responsible for proactive direct sales of Supplier’s goods and services to Participating Agencies and the timely follow up to leads established by Foundation. Use of product catalogs, targeted advertising, direct mail and other sales initiatives are encouraged. All sales materials are to use the CollegeBuys logo. Foundation will provide each Supplier with its logo and the standards to be employed in the use of the logo. Supplier requires this provision be reciprocal for the Supplier logo and standards policy. At a minimum, the Supplier's sales initiatives should communicate:

- Contract was competitively solicited by a Public Agency;
- Best educational pricing focused on the Total Cost of Ownership (TCO)
- No cost to participate
- Non-exclusive contracts

**Sales Force Training** - Supplier is responsible for the training of its sales force on the Foundation contract. Foundation may provide training materials and generally assist with the education of sales personnel. At a minimum, sales training should include:

- Key features of Foundation contract
- Understanding of the process of development of the Agreement
- Working knowledge of Foundation Organization and Solicitation Process
- Awareness of the range of Participating Agencies that can access Foundation

**EXHIBIT I**

**SAMPLE FORM OF SUPPLIER QUARTERLY REPORTING TO FOUNDATION FOR CALIFORNIA COMMUNITY COLLEGES**

<b>College Name Association Name</b>	<b>PO Number</b>	<b>Supplier Invoice Number</b>	<b>Invoice Amount \$</b>	<b>Savings \$</b>	<b>FCCC Admin. Fee \$</b>
<b>TOTAL</b>	<b>-</b>	<b>-</b>			

**NOTE: Reports to be submitted in Microsoft Excel**

\*Excluding taxes, additional services and transportation

**EXHIBIT C  
ACKNOWLEDGEMENT OF QUARTERLY FEES AND REPORTING,  
AND OPTIONAL SUPPORT PROGRAMS**

Execution of this Exhibit serves as the submission to, and satisfies, Section III requirement.

**REQUIRED**

The successful respondents, i.e. Vendor, will be required to deliver/provide **Quarterly Reports and Administrative Fees** of two percent (2%) of the total purchase invoice, less taxes, additional services (excluding included services) and transportation of all orders pursuant to this agreement to the Foundation for all Participating Agencies.

Quarterly Fees and Report should be submitted electronically to the Foundation, no later than 30-days after the end of every Foundation Fiscal Quarter. Quarterly Administrative Fees are to be delivered to the CollegeBuys Department via check or ACH. Foundation fiscal quarters are as follows:

- Transaction Q1: July 1 – September 30      || Quarterly Fee and Report Due Date: October 30
- Transaction Q2: October 1 – December 31    || Quarterly Fee and Report Due Date: January 30
- Transaction Q3: January 1 – March 31        || Quarterly Fee and Report Due Date: April 30
- Transaction Q4: April 1 – June 30            || Quarterly Fee and Report Due Date: July 30

**OTHER CONSIDERATIONS**

Respondents may opt to provide additional support incentives to the Foundation in addition to required fees and reporting – please complete this section as appropriate.

YES or NO Please select as desired	Support Program Details
<input checked="" type="radio"/> YES  <input type="radio"/> NO	<p><b>1% CCC Scholarship and Program Support</b>                      In addition to Quarterly Administrative Fees, the Contractor may commit an additional 1% rebate for the total purchase invoice, less taxes for all purchases by Participating Agencies under the awarded RFP as reinvestment and support to Foundation scholarships or programs. The Foundation provides over 5,000 scholarships annually to CCC students, and deploys Equity-based programs focused on veterans, foster youth, and underserved populations. These contributions may be tax deductible.</p>
<input checked="" type="radio"/> YES  <input type="radio"/> NO	<p><b>Annual CCC Purchasing Conference Commitment</b>                      Contractor commits to annual \$10,000 sponsorship commitment, over the life of the agreement and extensions, to the CCC Purchasing Conference, the largest convening of CCC purchasing and contract officers and professionals. Contractor will receive Presenting Sponsor benefits. The commitment contributes to scholarships, ongoing professional development for business practices and the resultant contract from this agreement.</p>
<input checked="" type="radio"/> YES, then select membership option below:  \$20,000 annually. Partner Level	<p><b>CCC Corporate Roundtable Membership</b>                      An annual membership commitment, the <a href="#">Corporate Roundtable</a> is comprised of a group of business leaders whose support helps to advance the goals of the California Community Colleges and the Foundation. Becoming a member of the Corporate Roundtable provides an opportunity for businesses to be involved with Foundation in meaningful ways and to make a significant contribution to our students and our state. With an annual contribution, Corporate Roundtable members receive benefits such as:</p>

<p><b>\$40,000</b> annually. Strategic Level</p> <p>&gt; \$40,000 annually, please state support: \$ _____</p> <p>NO</p>	<ul style="list-style-type: none"> <li>• Invitation to exclusive events and receptions held within the CCC,</li> <li>• Select from a menu of conference sponsorships,</li> <li>• Vast networking opportunities with the Chancellor of the Community Colleges (C-level, VP-level and Director level) and other Corporate Roundtable members,</li> <li>• Portion of membership may be used to advance philanthropic projects focused on veterans, digital literacy and food/housing insecurity efforts.</li> <li>• Marketing recognition on Foundation website, conferences, newsletter, and communications from system leadership,</li> <li>• Customized and targeted marketing support as needed by member,</li> <li>• Membership is inclusive of Annual CCC Purchasing Conference Sponsorship described in the section below.</li> </ul>
<p>YES</p> <p><del>NO</del></p>	<p><b>Other Support Considerations (Please provide details in this section)</b></p>

**ACKNOWLEDGEMENT** of commitments to required Quarterly Fees and Reporting as stated above; and if any, to Optional Support Programs selected by the respondent as a commitment.

<p><b>By:</b> <i>Brian Abromovage</i></p>	<p><b>Date:</b> 4/21/2021</p>
<p><b>Print Name:</b> Brian Abromovage</p>	<p><b>Title:</b> Vice President</p>

## EXHIBIT J

### COOPERATIVE UTILIZATION

This Administrative Agreement is available to any and all public agencies, public and private school districts, as well as public and private colleges or universities (referred to individually as “Participating Agency” or collectively as “Participating Agencies”), specifically including California Community Colleges, which are supported, in part, by the Foundation.

A list of all California Community Colleges and AICCU Member Institutions is provided below for reference. K-12 districts may also procure under this Agreement pursuant to Public Contract Code Section 20118. The below list does not preclude any Participating Agency that is not listed from purchasing from this Agreement.

### LIST OF CCCs AND AICCUs

#### List of California Community Colleges

District	College	College Address	City	Zip
Allan Hancock Joint CCD	Allan Hancock College	800 S. College Dr.	Santa Maria	93454
Antelope Valley CCD	Antelope Valley College	3041 West Ave K.	Lancaster	93536
Barstow CCD	Barstow College	2700 Barstow Rd	Barstow	92311
Butte-Glenn CCD	Butte College	3536 Butte Campus Dr.	Oroville	95965
Cabrillo CCD	Cabrillo College	6500 Soquel Dr.	Aptos	95003
Cerritos CCD	Cerritos College	11110 Alondra Boulevard	Norwalk	90650
Chabot-Las Positas CCD	Chabot College	25555 Hesperian Blvd.	Hayward	94545
Chabot-Las Positas CCD	Las Positas College	3033 Collier Canyon Rd.	Livermore	94551
Chaffey CCD	Chaffey College	5885 Haven Ave.	Rancho Cucamonga	91737
Citrus CCD	Citrus College	1000 West Foothill Blvd.	Glendora	91741
Coast CCD	Coastline Community College	11460 Warner Avenue	Fountain Valley	92708
Coast CCD	Golden West College	15744 Goldenwest St.	Huntington Beach	92647
Coast CCD	Orange Coast College	2701 Fairview Rd, PO Box 5005	Costa Mesa	92628
Compton CCD	Compton College	1111 Artesia Blvd.	Compton	90221
Contra Costa CCD	Contra Costa College	2600 Mission Bell Dr.	San Pablo	94806
Contra Costa CCD	Diablo Valley College	321 Golf Club Rd.	Pleasant Hill	94523
Contra Costa CCD	Los Medanos College	2700 E. Leland Rd.	Pittsburg	94565

District	College	College Address	City	Zip
Copper Mountain CCD	Copper Mountain College	6162 Rotary Way (PO Box 1398)	Joshua Tree	92252
Desert CCD	College of the Desert	43500 Monterey Ave	Palm Desert	92260
El Camino CCD	El Camino College	16007 Crenshaw Blvd.	Torrance	90506
Feather River CCD	Feather River College	570 Golden Eagle Ave	Quincy	95971
Foothill-De Anza CCD	De Anza College	21250 Stevens Creek Blvd.	Cupertino	95014
Foothill-De Anza CCD	Foothill College	12345 El Monte Rd	Los Altos Hills	94022
Gavilan CCD	Gavilan College	5055 Santa Teresa Blvd.	Gilroy	95020
Glendale CCD	Glendale College	1500 N Verdugo Rd.	Glendale	91208
Grossmont-Cuyamaca CCD	Cuyamaca College	900 Rancho San Diego Pkwy.	El Cajon	92019
Grossmont-Cuyamaca CCD	Grossmont College	8800 Grossmont College Dr.	El Cajon	92020
Hartnell Joint CCD	Hartnell College	156 Homestead Ave.	Salinas	93901
Imperial Valley CCD	Imperial Valley College	380 E. Aten	Imperial	92251
Kern CCD	Bakersfield College	1801 Panorama Dr.	Bakersfield	93305
Kern CCD	Cerro Coso Community College	3000 College Heights Blvd	Ridgecrest	93555
Kern CCD	Porterville College	100 E College Ave.	Porterville	93257
Lake Tahoe CCD	Lake Tahoe Community College	1 College Dr.	So. Lake Tahoe	96150
Lassen CCD	Lassen College	P.O. Box 3000	Susanville	96130
Long Beach CCD	Long Beach City College - Liberal Arts	1305 E Pacific Coast Hwy	Long Beach	90806
Los Angeles CCD	East Los Angeles College	1301 Avenida Cesar Chavez	Monterey Park	91754
Los Angeles CCD	Los Angeles City College	855 N Vermont Ave.	Los Angeles	90029
Los Angeles CCD	Los Angeles Harbor College	1111 Figueroa Pl.	Wilmington	90744
Los Angeles CCD	Los Angeles Mission College	13356 Eldridge Ave	Sylmar	91342
Los Angeles CCD	Los Angeles Pierce College	6201 Winnetka Ave., PMB 103	Woodland Hills	91371
Los Angeles CCD	Los Angeles Southwest College	1600 Imperial Hwy.	Los Angeles	90047
Los Angeles CCD	Los Angeles Trade-Tech College	400 W. Washington Blvd.	Los Angeles	90015
Los Angeles CCD	Los Angeles Valley College	5800 Fulton Ave.	Valley Glen	91401

<b>District</b>	<b>College</b>	<b>College Address</b>	<b>City</b>	<b>Zip</b>
Los Angeles CCD	West Los Angeles College	9000 Overland Ave.	Culver City	90230
Los Rios CCD	American River College	4700 College Oaks Dr.	Sacramento	95841
Los Rios CCD	Cosumnes River College	8401 Center Pkwy.	Sacramento	95823
Los Rios CCD	Folsom Lake College	100 Clarksville Road	Folsom	95630
Los Rios CCD	Sacramento City College	3835 Freeport Blvd.	Sacramento	95822
Marin CCD	College of Marin	835 College Ave.	Kentfield	94904
Mendocino-Lake CCD	Mendocino College	1000 Hensley Creek Rd.	Ukiah	95482
Merced CCD	Merced College	3600 M Street	Merced	95348
MiraCosta CCD	MiraCosta College	One Bernard Dr.	Oceanside	92056
Monterey Peninsula CCD	Monterey Peninsula College	980 Fremont St.	Monterey	93940
Mt. San Jacinto CCD	Mt. San Jacinto College	1499 N State St.	San Jacinto	92583
Mt. San Antonio CCD	Mt. San Antonio College	1100 N Grand Ave.	Walnut	91789
Napa Valley CCD	Napa Valley College	2277 Napa-Vallejo Hwy.	Napa	94558
North Orange County CCD	Cypress College	9200 Valley View Street	Cypress	90630
North Orange County CCD	Fullerton College	321 E. Chapman Ave.	Fullerton	92832
Ohlone CCD	Ohlone College	43600 Mission Blvd.	Fremont	94539
Online CCD	Calbright College	1070 Innovation Way	Sunnyvale	94089
Palo Verde CCD	Palo Verde College	One College Dr.	Blythe	92225
Palomar CCD	Palomar College	1140 West Mission Rd	San Marcos	92069
Pasadena Area CCD	Pasadena City College	1570 E. Colorado Blvd.	Pasadena	91106
Peralta CCD	Berkeley City College	2050 Center Street	Berkeley	94707
Peralta CCD	College of Alameda	555 Atlantic Avenue	Alameda	94501
Peralta CCD	Laney College	900 Fallon Street	Oakland	94607
Peralta CCD	Merritt College	12500 Campus Dr.	Oakland	94619
Rancho Santiago CCD	Santa Ana College	1530 w. 17TH St.	Santa Ana	92706
Rancho Santiago CCD	Santiago Canyon College	8045 E. Chapman Ave.	Orange	92869
Redwoods CCD	College of the Redwoods	7351 Tompkins Hill Rd.	Eureka	95501

<b>District</b>	<b>College</b>	<b>College Address</b>	<b>City</b>	<b>Zip</b>
Rio Hondo CCD	Rio Hondo College	3600 Workman Mill Rd.	Whittier	90601
Riverside CCD	Moreno Valley College	16130 Lasselle St.	Moreno Valley	92551
Riverside CCD	Norco College	2001 Third St.	Norco	92860
Riverside CCD	Riverside City College	4800 Magnolia Ave.	Riverside	92506
San Bernardino CCD	Crafton Hills College	11711 Sand Canyon Road	Yucaipa	92399
San Bernardino CCD	San Bernardino Valley College	701 S. Mt Vernon Ave.	San Bernardino	92410
San Diego CCD	San Diego City College	1313 Park Blvd.	San Diego	92101
San Diego CCD	San Diego Mesa College	7250 Mesa College Dr.	San Diego	92111
San Diego CCD	San Diego Miramar College	10440 Black Mountain Rd	San Diego	92126
San Francisco CCD	City College of San Francisco	50 Phelan Ave	San Francisco	94112
San Joaquin Delta CCD	San Joaquin Delta College	5151 Pacific Ave.	Stockton	95207
San Jose-Evergreen CCD	Evergreen Valley College	3095 Yuerba Buena Rd.	San Jose	95135
San Jose-Evergreen CCD	San Jose City College	2100 Moorpark Ave	San Jose	95128
San Luis Obispo County CCD	Cuesta College	P.O. Box 8106	San Luis Obispo	93403
San Mateo County CCD	Cañada College	4200 Farm Hill Boulevard	Redwood City	94061
San Mateo County CCD	College of San Mateo	1700 West Hillsdale Blvd.	San Mateo	94402
San Mateo County CCD	Skyline College	3300 College Dr.	San Bruno	94066
Santa Barbara CCD	Santa Barbara City College	721 Cliff Dr.	Santa Barbara	93109
Santa Clarita CCD	College of the Canyons	26455 Rockwell Canyon Rd.	Santa Clarita	91355
Santa Monica CCD	Santa Monica College	1900 Pico Blvd	Santa Monica	90405
Sequoias CCD	College of the Sequoias	915 S. Mooney Blvd.	Visalia	93277
Shasta-Tehama-Trinity Joint CCD	Shasta College	P.O. Box 496006	Redding	96049
Sierra Joint CCD	Sierra College	5100 Sierra College Blvd.	Rocklin	95677
Siskiyou Joint CCD	College of the Siskiyous	800 College Ave.	Weed	96094
Solano CCD	Solano Community College	4000 Suisun Valley Rd.	Fairfield	94534
Sonoma County JCD	Santa Rosa Junior College	1501 Mendocino Ave.	Santa Rosa	95401

<b>District</b>	<b>College</b>	<b>College Address</b>	<b>City</b>	<b>Zip</b>
South Orange County CCD	Irvine Valley College	5500 Irvine Center Dr.	Irvine	92720
South Orange County CCD	Saddleback College	28000 Marguerite Parkway	Mission Viejo	92692
Southwestern CCD	Southwestern College	900 Otay Lakes Rd.	Chula Vista	91910
State Center CCD	Clovis College	10309 N. Willow Avenue	Fresno	93730
State Center CCD	Fresno City College	1101 E University Ave.	Fresno	93741
State Center CCD	Madera College	30277 Avenue 12	Madera	93638
State Center CCD	Reedley College	995 North Reed Ave.	Reedley	93654
Ventura County CCD	Moorpark College	7075 Campus Rd	Moorpark	93201
Ventura County CCD	Oxnard College	4000 S Rosa Ave.	Oxnard	93033
Ventura County CCD	Ventura College	4667 Telegraph Rd.	Ventura	93003
Victor Valley CCD	Victor Valley College	18422 Bear Valley Rd.	Victorville	92392
West Hills CCD	West Hills College Coalinga	300 Cherry Lane	Coalinga	93210
West Hills CCD	West Hills College Lemoore	555 College Ave.	Lemoore	93245
West Kern CCD	Taft College	29 Emmons Park Dr.	Taft	93268
West Valley-Mission CCD	Mission College	3000 Mission College Blvd	Santa Clara	95054
West Valley-Mission CCD	West Valley College	14000 Fruitvale Ave.	Saratoga	95070
Yosemite CCD	Columbia College	11600 Columbia College Dr.	Sonora	95370
Yosemite CCD	Modesto Junior College	435 College Ave.	Modesto	95350
Yuba CCD	Woodland Community College	2300 E. Gibson Rd.	Woodland	95776
Yuba CCD	Yuba College	2088 N. Beale Rd.	Marysville	95901

**List of AICCU Member Institutions**

<b>Institution</b>	<b>Address</b>	<b>City</b>	<b>Zip</b>
American Jewish University	15600 Mulholland Drive	Los Angeles	90077
Antioch University	400 Corporate Pointe	Culver City	90230
ArtCenter	1700 Lida Street	Pasadena	91103
Biola University	13800 Biola Avenue	La Miranda	90639
Brandman University	16355 Laguna Canyon Road	Irvine	92618
California Baptist University	8432 Magnolia Avenue	Riverside	92504
California College of the Arts	1111 Eighth Street	San Francisco	94107
California Institute of Integral Studies	1453 Mission Street	San Francisco	94107
California Institute of Technology	1200 E. California Boulevard	Pasadena	91125
California Institute of the Arts	24700 McBean Parkway	Valencia	91355
California Lutheran University	60 W. Olsen Road	Thousand Oaks	91360
Chapman University	One University Drive	Orange	92866
Charles R. Drew University	1731 East 120th Street	Los Angeles	90059
Chicago School of Professional Psychology	617 W. 7th Street	Los Angeles	90017
Claremont Graduate University	150 E. 10th Street	Claremont	91711
Claremont McKenna College	888 Columbia Avenue	Claremont	91711
Columbia College Hollywood	18618 Oxnard Street	Tarzana	91356
Concordia University Irvine	1530 Concordia West	Irvine	92612
Dominican University of California	50 Acacia Avenue	San Raphael	94901
Fielding Graduate University	2020 De la Vina Street	Santa Barbara	93105
Fresno Pacific University	1717 S. Chestnut Ave. East Hall	Fresno	93702
Golden Gate University	536 Mission Street	San Francisco	94105
Harvey Mudd College	301 Platt Boulevard	Claremont	91711
Holy Names University	3500 Mountain Boulevard	Oakland	94619
Humphreys University	6650 Inglewood Avenue	Stockton	95207
International Technological University	2711 North First Street	San Jose	95134
John F. Kennedy University	100 Ellinwood Way	Pleasant Hill	94523
Keck Graduate Institute	535 Watson Drive	Claremont	91711
La Sierra University	4500 Riverwalk Parkway	Riverside	92505
Laguna College of Art + Design	2222 Laguna Canyon Road	Laguna Beach	92651
Life Pacific College	1100 West Covina Boulevard	San Dimas	91733
Loma Linda University	11139 Anderson Street	Loma Linda	92350
Los Angeles Pacific University	300 N. Lone Hill Ave., # 200	San Dimas	91733

<b>Institution</b>	<b>Address</b>	<b>City</b>	<b>Zip</b>
Loyola Marymount University	1 LMU Drive	Los Angeles	90045
Marymount California University	30800 Palos Verdes Dr. East	Rancho Palos Verdes	90275
Menlo College	1000 El Camino Real	Atherton	94027
Mills College	5000 MacArthur Boulevard	Oakland	94613
Mount Saint Mary's University	12001 Chalon Road	Los Angeles	90049
National University	11255 North Torrey Pines Road	La Jolla	92037
National University, Sacramento	9320 Tech Center Drive	Sacramento	95826
Notre Dame de Namur University	1500 Ralston Avenue	Belmont	94002
Occidental College	1600 Campus Road	Los Angeles	90041
Otis College of Art and Design	9045 Lincoln Boulevard	Los Angeles	90045
Pacific Oaks College	55 West Eureka Street	Pasadena	91103
Pacific Union College	One Angwin Avenue	Angwin	94508
Palo Alto University	1791 Arastradero Road	Palo Alto	94304
Pepperdine University	24255 Pacific Coast Highway	Malibu	90263
Pitzer College	1050 N. Mills Avenue	Claremont	91711
Point Loma Nazarene University	3900 Lomaland Drive	San Diego	92106
Pomona College	333 N. College Way	Claremont	91711
Providence Christian College	1539 E. Howard Street	Pasadena	91104
Saint Mary's College of California	1928 Saint Mary's Road	Moraga	94556
Samuel Merritt University	3100 Telegraph Ave.	Oakland	94609
San Diego Christian College	200 Riverview Parkway	Santee	92071
San Francisco Art Institute	800 Chestnut Street	San Francisco	94133
San Francisco Conservatory of Music	50 Oak Street	San Francisco	94102
Santa Clara University	500 El Camino Real	Santa Clara	95050
Saybrook University	475 14th Street, 9th Floor	Oakland	94612
Scripps College	1030 N. Columbia	Claremont	91711
Simpson University	2211 College View Drive	Redding	96003
Soka University of America	1 University Drive	Aliso Viejo	92656
Southern CA Institute of Architecture	960 E. 3rd Street	Los Angeles	90013
Southern CA University of Health Sciences	16200 Amber Valley Drive	Whittier	90604
Stanford University	450 Serra Mall	Stanford	94305
TCS Education System	475 14th Street, 9th Floor	Oakland	94612
The Claremont Colleges Services	101 South Mills Avenue	Claremont	91711
The Master's University	21726 Placerita Canyon Road	Santa Clarita	91321
Thomas Aquinas College	10,000 Ojai Road	Santa Paula	93060

<b>Institution</b>	<b>Address</b>	<b>City</b>	<b>Zip</b>
Touro College and University System	43 West 23rd Street	New York	10010
Touro University California	1310 Club Drive	Vallejo	94592
Touro University Worldwide	10609 Calle Lee, Ste. 179	Los Alamitos	90720
University of La Verne	1950 3rd Street	La Verne	91750
University of La Verne College of Law	320 East D Street	Ontario	91764
University of Redlands	1200 East Colton Avenue	Redlands	92374
University of Saint Katherine	1637 Capalina Road	San Marcos	92069
University of San Diego	5998 Alcalá Park	San Diego	92110
University of San Francisco	2130 Fulton Street	San Francisco	94117
University of Southern California	University Park	Los Angeles	90089
University of the Pacific	3601 Pacific Avenue	Stockton	95211
University of the West	1409 Walnut Grove Avenue	Rosemead	91770
Vanguard University of Southern CA	55 Fair Drive	Costa Mesa	92626
Western University of Health Sciences	309 East Second Street, College Plaza	Pomona	91766
Westmont College	955 La Paz Road	Santa Barbara	93108
Whittier College	13406 East Philadelphia	Whittier	90608
Whittier Law School	3333 Harbor Boulevard	Costa Mesa	92626
William Jessup University	2121 University Avenue	Rocklin	95765
Woodbury University	7500 N Glenoaks Blvd	Burbank	91504
Zaytuna College	1712 Euclid Avenue	Berkeley	94709

**EXHIBIT K**

**IRAN CONTRACTING ACT VERIFICATION**

**EXHIBIT K**  
**IRAN CONTRACTING ACT VERIFICATION**  
**(Public Contract Code sections 2202-2208)**


Prior to bidding on, submitting a proposal or executing a contract or renewal for goods or services of \$1,000,000 or more, a Supplier must either: a) certify it is **not** on the current list of persons engaged in investment activities in Iran created by the California Department of General Services (“DGS”) pursuant to Public Contract Code section 2203(b) and is not a financial institution extending twenty million dollars (\$20,000,000) or more in credit to another person, for 45 days or more, if that other person will use the credit to provide goods or services in the energy sector in Iran and is identified on the current list of persons engaged in investment activities in Iran created by DGS; or b) demonstrate it has been exempted from the certification requirement for that solicitation or contract pursuant to Public Contract Code section 2203(c) or (d).

To comply with this requirement, please insert your supplier or financial institution name and Federal ID Number (if available) and complete **one** of the options below. Please note: California law establishes penalties for providing false certifications, including civil penalties equal to the greater of \$250,000 or twice the amount of the contract for which the false certification was made; contract termination; and three-year ineligibility to bid on contracts. (Public Contract Code section 2205.)

**OPTION #1 – THIS PROJECT IS LESS THAN \$1,000,000.**

**OPTION #2 - CERTIFICATION**

I, the official named below, certify I am duly authorized to execute this certification on behalf of the supplier/financial institution identified below, and the vendor/financial institution identified below is **not** on the current list of persons engaged in investment activities in Iran created by DGS and is not a financial institution extending twenty million dollars (\$20,000,000) or more in credit to another person/vendor, for 45 days or more, if that other person/vendor will use the credit to provide goods or services in the energy sector in Iran and is identified on the current list of persons engaged in investment activities in Iran created by DGS.

<i>Supplier Name/Financial Institution</i> Office Depot, LLC	<i>Federal ID Number (or n/a)</i> 59-2663954
<i>By (Authorized Signature)</i> 	<i>Date Executed:</i> 4/21/2021
<i>Printed Name and Title of Person Signing:</i> Brian Abromovage, Vice President	

**OPTION #3 – EXEMPTION**

Pursuant to Public Contract Code sections 2203(c) and (d), a public entity may permit a vendor/financial institution engaged in investment activities in Iran, on a case-by-case basis, to be eligible for, or to bid on, submit a proposal for, or to enter into or to renew, a contract for goods and services.

If you have obtained an exemption from the certification requirement under the Iran Contracting Act, please fill out the information below, and attach documentation demonstrating the exemption approval.

<i>Supplier Name/Financial Institution (Printed)</i>	<i>Federal ID Number (or n/a)</i>
<i>By (Authorized Signature):</i>	<i>Date Executed:</i>
<i>Printed Name and Title of Person Signing</i>	



FOUNDATION *for* CALIFORNIA  
COMMUNITY COLLEGES

**ATTACHMENT 1**

**RFP DOCUMENTS**

For a copy of RFP 21-003, and to access Supplier's Response to Office Products RFP, please contact:

CollegeBuys Contracts  
[cbcontracts@foundation.ccc.org](mailto:cbcontracts@foundation.ccc.org)

The following documents are included in this Attachment.

- (1) Certificate of Insurance
- (2) Proof of Publication
- (3) Board Documents



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/29/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> License # 4682 Dallas, TX-HUB International Insurance Services 700 N. Pearl Street, Suite N1700 Dallas TX 75201	<b>CONTACT NAME:</b> PHONE (A/C No, Ext): 877-728-2826		FAX (A/C, No):	
	E-MAIL ADDRESS: dallascerts@hubinternational.com			
<b>INSURED</b> Office Depot, LLC & its Wholly Owned Subsidiaries Including CompuCom Systems, Inc. 6600 North Military Trail Boca Raton FL 33496	OFFIDEP-02		<b>INSURER(S) AFFORDING COVERAGE</b>	<b>NAIC #</b>
	INSURER A : National Union Fire Insurance Company of Pittsburg		19445	
	INSURER B : ACE Property & Casualty Insurance Company		20699	
	INSURER C : AIU Insurance Company		19399	
	INSURER D : Insurance Company of the State of Pennsylvania		19429	
	INSURER E :			
INSURER F :				

**COVERAGES** **CERTIFICATE NUMBER: 97682825** **REVISION NUMBER:**

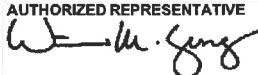
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Self-Insured Ret (SIR) \$1,000,000 GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		GL 3980253	11/1/2020	11/1/2021	EACH OCCURRENCE	\$ 1,000,000
						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000
						MED EXP (Any one person)	\$
						PERSONAL & ADV INJURY	\$ 1,000,000
						GENERAL AGGREGATE	\$ 15,000,000
						PRODUCTS - COMP/OP AGG	\$ 2,000,000
							\$
A A A	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY		CA 4888750 (AOS) CA 4888749 (VA) CA 4888748 (MA)	11/1/2020 11/1/2020 11/1/2020	11/1/2021 11/1/2021 11/1/2021	COMBINED SINGLE LIMIT (Ea accident)	\$ 5,000,000
						BODILY INJURY (Per person)	\$
						BODILY INJURY (Per accident)	\$
						PROPERTY DAMAGE (Per accident)	\$
							\$
B	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 1,000,000		XOO G27919431 006	11/1/2020	11/1/2021	EACH OCCURRENCE	\$ 10,000,000
						AGGREGATE	\$ 10,000,000
							\$
C C C	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	WC 058240031 (AOS) WC 058240028 (CA) WC 058240029 (FL)	11/1/2020 11/1/2020 11/1/2020	11/1/2021 11/1/2021 11/1/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER	
						E.L. EACH ACCIDENT	\$ 2,000,000
						E.L. DISEASE - EA EMPLOYEE	\$ 2,000,000
						E.L. DISEASE - POLICY LIMIT	\$ 2,000,000
D A	Work Comp (NA, WI, ND, WA, WY) Excess Work Comp (IL, OH)		WC 058240030 XWC 6583197	11/1/2020 11/1/2020	11/1/2021 11/1/2021	SIR - \$1,000,000	LIMITS AS ABOVE LIMITS AS ABOVE

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Non-Subscription Policy (TX)  
 Carrier: Great American Excess & Surplus  
 Policy Number: ECA 3719287  
 Policy Period: 11/1/2020 - 11/1/2021  
 Limits: Combined Single Limit (Per Covered Employee): \$5,000,000 - Combined Single Limit (Per Occurrence): \$25,000,000

**CERTIFICATE HOLDER** **CANCELLATION**

For Information Only	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
----------------------	---

© 1988-2015 ACORD CORPORATION. All rights reserved.

FROM PAGE 1B  
49ERS

sour's 5.4%. The Chicago Bears were also reportedly in the mix after agreeing to sign Andy Dalton to a \$10 million deal to compete for the starting quarterback job.

Williams' contract, if fully realized, far surpasses the other contracts for the league's top tackles. Ravens star Ronnie Stanley signed a four-year, \$97.75 million contract in October, while the Packers gave David Bakhtiari a four-year, \$92 million deal in November. Those deals average \$19.75 million and \$23 million per year, respectively. Williams' deal averages \$23.01 million per season.

The 49ers had been working to get Williams re-signed for months leading into the start of free agency, but the eight-time Pro Bowler was steadfast in wanting to see his value on the open market. After all, elite left tackles in their primes rarely hit unrestricted free agency and the two sides agreed

**IT'S BEEN 11 YEARS IN THIS LEAGUE AND I HAVE YET TO SEE A FRANCHISE LEFT TACKLE GO TO THE OPEN MARKET.**

Trent Williams said in January.

to a clause in his contract last offseason that prevented San Francisco from giving Williams the franchise tag this spring, which would have kept him under contract for \$13.8 million fully guaranteed.

Yet even dating back to last season, Williams said returning to the 49ers was his No. 1 choice. He built a strong relationship with Shanahan and O-line coach Chris Foerster dat-

ing back to his time with Washington. Shanahan and \$24 million, indicating the team won't be getting rid of Ford this offseason after all. The restructuring points to Ford not being able to pass a physical this spring and forcing the 49ers to hold on to him.

There was also movement on the slow-developing market for slot cornerbacks, which is notable if San Francisco wants to retain K'Waun Williams. Former Steelers defensive back Mike Hilton landed a four-year, \$24 million deal with Cincinnati that includes \$6.5 million in the first year.

Williams is could command something similar which could be in range for the 49ers depending on the structure of Williams' deal.

A possible backup quarterback options were taken off the market early this week, including a quick run Tuesday afternoon in the sport of about an hour. It started Monday when journeyman Ryan Fitzpatrick signed with the Washington Football Team and sits on the top

of their depth chart, for now.

Tuesday, former Bengals starter and Cowboys backup Andy Dalton reached a one-year, \$10 million agreement with the Chicago Bears where he'll have a chance to compete for a starting role, according to an ESPN report.

Tyrod Taylor, the former Bills and Chargers starter, signed for up to \$12.5 million for one season with the Houston Texans, who are continuing to deal with the turmoil surrounding star quarterback Deshaun Watson.

Finally, the Miami Dolphins inked former Patriots and Colts signal caller Jacoby Brissett to a one-year deal, ESPN reported. Shanahan and Lynch have reiterated they would be in the market for possible upgrades behind Jimmy Garoppolo, and multiple reports linked San Francisco to Dalton.

But \$10 million seems like a steep price given the team's expensive roster.

Chris Biderman: (916) 321-1358, @ChrisBiderman

Bueckers leads women's AP All-America team

Connecticut's Paige Bueckers received 28 first-place votes from a national panel of 50 media members, earning a spot on The Associated Press women's basketball All-American team Wednesday.

She was joined by Dana Evans of Louisville, Alyyah Boston of South Carolina, Rhyne Howard of Kentucky and NaLyssa Smith of Baylor.

Bueckers averaged 19.7 points, 6.1 assists and shot nearly 54% from the field and a remarkable 47% from 3-point range. She became the first UConn player to score 30 or more points in three straight games. She also set the school record for assists in a game (14) and the freshman mark.

—ASSOCIATED PRESS

Legals

Wendell Burnett Architects, Inc. 5102 N. Central Ave., Suite 5, Phoenix, AZ 85012 is doing business under the fictitious business name Wendell Burnett Design Services as above. Filed in Sacramento County. FPN2021-01778 (PCL)4190 Mar 11, 2021 Apr 1, 2021

Notice Reopening Proposals NOTICE IS HEREBY GIVEN that the Foundation for California Community Colleges (Foundation) acting as a Public Agency, will receive up to but not later than 5:00 PM (PST) on Thursday, April 22, 2021, proposals for Office Products. RFP# 21-003. Proposals shall be submitted electronically on the Foundation's bid portal.

The RFP documents and link to the Foundation's bid portal can be found at: www.foundationcc.org/bids.

Dated the 18th day of March 2021. Filed the 23th day of March 2021. Foundation for California Community Colleges. PCL0014293 Mar 18, 2021

NOTICE OF PUBLIC HEARING ON RESOLUTION

INTENT TO DEDICATE AN EASEMENT FOR PUBLIC ROAD PURPOSES TO THE CITY OF SACRAMENTO

Notice is hereby given that, on March 23, 2021, the Board of Trustees ("Board") of the Twin Rivers Unified School District ("District") intends to hold a public hearing to receive comments regarding its intent to dedicate an Easement to the City of Sacramento for public road purposes. The proposed Easement is for public road and street purposes on District property identified by Sacramento County Assessor's Parcel Numbers 201-0320-018, 201-0320-019, 201-0340-071, and 201-0340-072, located in the Paradise Development Area.

In accordance with Education Code section 17550 et seq., the public hearing on dedicating the Easement will be held at the Board Meeting on March 23, 2021, beginning at 8:00 pm, at or near themselves as the matter may be heard, at 5115 Dudley Boulevard, Midway Park, CA 95662. In accordance with the Sunshine policy relating to COVID-19, the Board anticipates holding the meeting virtually. Information regarding accessing the virtual meeting will be available at the District's website at: https://www.twinrivers.edu/about/School-Board/Board-Meeting/index.html. For more information regarding the Easement or the public hearing, please contact Dr. Kristen Coletta, Chief Business Officer at (916) 508-1500 ext. 3100, or PCL0014512. Mar 18, 2021

MEMORANDUM FOR LETITIA BRYANT, CLERK OF SUPERIOR COURT, COUNTY OF SACRAMENTO. SUBJECT: DIVISION OF HEALTH SERVICES (DHS), DIVISION OF PUBLIC HEALTH is seeking qualified organizations to provide COVID-19 testing to long-term care, congregate living, and community-based programs and support case contact efforts either through direct vaccine administration or supporting public health nurses. The complete L/O and requirements for responding are available on the DHS website at: https://www.dhs.ca.gov/ohp/PA/Contractor-Select-Opportunities.aspx. If you need a copy of the L/O, please contact: PCL0014788 Mar 18, 2021

NEED TO FIND NEW HELP FAST?

Let Classifieds Help THE SACRAMENTO BEE SACRE.COM

NOTICE INVITING SUBCONTRACTOR BIDS Landmark Construction is inviting qualified subcontractors to submit proposals for the John Burnett Middle School Modernization & Move Construction and Glazing Package ONLY. The bid items of the trade packages will be published for bid in early April 2021. This project includes modernization and new construction scope. A complete set of bid documents is available at: https://landmarkcon.com/notice. Interested in accessing the site must contact our office to make an appointment. DO NOT access the site without a Landmark Representative. BIDDERS are encouraged to provide proposals. Landmark is willing to break down work items into discrete, feasible units to facilitate BIDDERS participation. We are willing to accept qualified BIDDERS in obtaining bonds, lines of credit and/or insurance. This project is subject to the requirements of Public Contract Code section 201118. Landmark will accept bids only from electrical, mechanical, and plumbing subcontractors (pre-qualified by the District. The link to the on-line application is https://landmark.construction.com. Labor Code Section 17265 requires all subcontractors intending to bid or perform work on public works projects to annually register with the DLN. All subcontractors submitting bids must be registered. This project requires the use of a Skilled and Trained Workforce under Education Code section 17407.3 and Public Contract Code section 2001. PCL0013629 Mar 18, 2021

NOTICE OF PUBLIC HEARING ON RESOLUTION INTENT TO DEDICATE AN EASEMENT FOR PUBLIC ROAD PURPOSES TO THE CITY OF SACRAMENTO

Notice is hereby given that, on March 23, 2021, the Board of Trustees ("Board") of the Twin Rivers Unified School District ("District") intends to hold a public hearing to receive comments regarding its intent to dedicate an Easement to the City of Sacramento for public road purposes. The proposed Easement is for public road and street purposes on District property identified by Sacramento County Assessor's Parcel Numbers 201-0320-018, 201-0320-019, 201-0340-071, and 201-0340-072, located in the Paradise Development Area. In accordance with Education Code section 17550 et seq., the public hearing on dedicating the Easement will be held at the Board Meeting on March 23, 2021, beginning at 8:00 pm, at or near themselves as the matter may be heard, at 5115 Dudley Boulevard, Midway Park, CA 95662. In accordance with the Sunshine policy relating to COVID-19, the Board anticipates holding the meeting virtually. Information regarding accessing the virtual meeting will be available at the District's website at: https://www.twinrivers.edu/about/School-Board/Board-Meeting/index.html. For more information regarding the Easement or the public hearing, please contact Dr. Kristen Coletta, Chief Business Officer at (916) 508-1500 ext. 3100, or PCL0014512. Mar 18, 2021

Animals Dogs Shilpy puppies available for a loving home ready in April. \$100-\$1500 Call for photos & info 916-430-2087

Chesapeake Puppies - 10wks LTD Shows/Showings. \$2000

1 Bedroom w/ Appliances Sacramento Midtown 424-21-3881

Employment

CABLE INSTALLERS Immediate openings for installers \$35,000-40,000/yr. Includes benefits, 401k, and company car. No experience necessary. We will train. What have clean Drivers? Call 916-855-3075 to apply.

916-618-8838 HANDYMAN. Small jobs. Home inv. 25hrs or less. ext. call. SACRE.COM

AC Laborer Services We have 60-80 men on hand for any construction work. We are experienced and reliable. We also have a specialty line of laborer training and equipment. Call for more info. 916-430-2087

Landmark Construction - Contact Kerry 916-281-8772. Will have 1st Show/Opening. Ready March 2021.

Landmark Construction - Contact Kerry 916-281-8772. Will have 1st Show/Opening. Ready March 2021.

Adorable Tri Colored Corgi Puppies - 1st Show & Ready To Go. Dated To Be Fulfilled Sunday 3/21/21. \$1,500.00. Both Males & Females. 533-370-0982

Australian Shepherd, AKC REG. Pure, Dark Olt. Macc. Intelligent, Cuddly Trained. \$1800 916-252-4381

Real Estate For Rent Studio, Junior suite, modern-stunning views, fully furnished-400sq ft included, SK, 707-622-5327

Bedrooms w/ Appliances Sacramento Midtown 424-21-3881

Employment

CABLE INSTALLERS Immediate openings for installers \$35,000-40,000/yr. Includes benefits, 401k, and company car. No experience necessary. We will train. What have clean Drivers? Call 916-855-3075 to apply.

916-618-8838 HANDYMAN. Small jobs. Home inv. 25hrs or less. ext. call. SACRE.COM

SACRE.COM 224 Mar 18, 21 2021

PAINTING Kelly Weaver Low Rate, Dry Roll Prose, 817-782-3330; 916-321-0265

LAUNDRY MAINTENANCE - Total Cleaners, Anything & Everything, Free Est. 916-300-0441

LAUNDRY MAINTENANCE - Total Cleaners, Anything & Everything, Free Est. 916-300-0441

LAUNDRY MAINTENANCE - Total Cleaners, Anything & Everything, Free Est. 916-300-0441

LAUNDRY MAINTENANCE - Total Cleaners, Anything & Everything, Free Est. 916-300-0441

LAUNDRY MAINTENANCE - Total Cleaners, Anything & Everything, Free Est. 916-300-0441

LAUNDRY MAINTENANCE - Total Cleaners, Anything & Everything, Free Est. 916-300-0441

LAUNDRY MAINTENANCE - Total Cleaners, Anything & Everything, Free Est. 916-300-0441

LAUNDRY MAINTENANCE - Total Cleaners, Anything & Everything, Free Est. 916-300-0441

LAUNDRY MAINTENANCE - Total Cleaners, Anything & Everything, Free Est. 916-300-0441

LAUNDRY MAINTENANCE - Total Cleaners, Anything & Everything, Free Est. 916-300-0441

Moving Sale. 4189 Hershey Cir in El Dorado Hills, Fr & Sat 8am-7. Tools, toys, fun & heated items.

Wanted/Offers Classified Ads, Online Store and Better Business Forum - Feel free to browse our selection of products carefully selected to meet high quality and performance standards at the lowest price - Advertise your goods and services for free - Post your business reviews in our better business forum for free. 916-250-4329

Assembling a Pick, Dining, Wrist, Pocket, Locksmith, Roller, Orange's Longines, TOP 253 PWD. CALL ME FIRST! 916-708-7404

Im BUVN's pre-1978 Corvair looks great! Want to know the value of your Corvair? Call one of the largest buyers in Nor Cal, good@pacnet.net 916-431-1165

FRENCH WANTED: We pay \$\$\$ for cylinders and valves. R12, R13, R14, R15, R16, R17, R18, R19, R20, R21, R22, R23, R24, R25, R26, R27, R28, R29, R30, R31, R32, R33, R34, R35, R36, R37, R38, R39, R40, R41, R42, R43, R44, R45, R46, R47, R48, R49, R50, R51, R52, R53, R54, R55, R56, R57, R58, R59, R60, R61, R62, R63, R64, R65, R66, R67, R68, R69, R70, R71, R72, R73, R74, R75, R76, R77, R78, R79, R80, R81, R82, R83, R84, R85, R86, R87, R88, R89, R90, R91, R92, R93, R94, R95, R96, R97, R98, R99, R100. Call 916-252-4381

CASTLETON BEST BUY always C.O. located just above Pine Bluffs. Between 167-1st, 378-884-4187

WANTED! BASKETBALL, CARDS, RAILROAD ITEMS, Posters & Western Items. 916-688-2463

Wanted/Offers Classified Ads, Online Store and Better Business Forum - Feel free to browse our selection of products carefully selected to meet high quality and performance standards at the lowest price - Advertise your goods and services for free - Post your business reviews in our better business forum for free. 916-250-4329

Wanted/Offers Classified Ads, Online Store and Better Business Forum - Feel free to browse our selection of products carefully selected to meet high quality and performance standards at the lowest price - Advertise your goods and services for free - Post your business reviews in our better business forum for free. 916-250-4329

Wanted/Offers Classified Ads, Online Store and Better Business Forum - Feel free to browse our selection of products carefully selected to meet high quality and performance standards at the lowest price - Advertise your goods and services for free - Post your business reviews in our better business forum for free. 916-250-4329

Wanted/Offers Classified Ads, Online Store and Better Business Forum - Feel free to browse our selection of products carefully selected to meet high quality and performance standards at the lowest price - Advertise your goods and services for free - Post your business reviews in our better business forum for free. 916-250-4329



Help Wanted-In Home Care for male quad, will train. Immediate Openings. 916-436-4491

LOOKING FOR THE PERFECT GIFT FOR THAT SPECIAL SOMEONE?

Let Classifieds Help THE SACRAMENTO BEE SACRE.COM

THE SACRAMENTO BEE SACRE.COM

THE SACRAMENTO BEE SACRE.COM

THE SACRAMENTO BEE SACRE.COM

THE SACRAMENTO BEE SACRE.COM





# FOUNDATION for CALIFORNIA COMMUNITY COLLEGES

*Benefiting, Supporting, and Enhancing  
the California Community Colleges*

1102 Q Street, Suite 4800  
Sacramento, California 95811-6549  
Toll-Free Telephone: 866.325.3222  
Facsimile: 916.325.0844

[www.foundationccc.org](http://www.foundationccc.org)

## Foundation for California Community Colleges

### STAFF REPORT

**Date:** June 16, 2021  
**To:** Foundation Board of Directors  
**From:** Joseph Quintana, Chief Operating Officer  
**Subject:** Approval of Vendor Contract for Office Products, RFP 21-003

Action Item, Regular Meeting June 16<sup>th</sup>, 2021

#### Background

On March 18, 2021, the Foundation for California Community Colleges, with support from the California Community College Districts, and in partnership with the Association of Independent California Colleges and Universities (AICCU), issued a Request for Proposals for Office Products, RFP 21-003. Products identified in the RFP will enable California Community Colleges (CCC) to procure office products at competitive pricing. Based on past usage and contract potential, the awarded agreement could represent over \$12 million in annual expenditures on the commodities and services addressed by this RFP. The Foundation will receive a 2% rebate on sales volume.

#### Request for Proposal Process

The Foundation followed the guidelines set forth by California's Public Contract Code for California Community Colleges in securing competitive pricing for products and services outlined in the RFP. Performance and Service Specifications were developed by members of BuildLACCD, Riverside Community College District, Yosemite community College District, Los Rios Community College District, and the Foundation for California Community Colleges.

RFP 21-003 was formally published in the Sacramento Bee and managed on the PlanetBids bid management system. Proposals were due from vendors on April 22, 2021. The Foundation received one (1) proposal that was deemed responsive and evaluated by the designated committee. The RFP committee comprised of:

- RFP Development, Facilitation of RFP Evaluation Process and Review of Quantitative Information:
  - Jorge Burwick, Foundation for California Community Colleges, CollegeBuys Operations Manager
  - Paul Spear, BuildLACCD, Procurement Manager
  - Aprilyn Tulod, Riverside Community College District, Procurement Specialist
  - Paula Gordon, Los Rios Community College District, Purchasing Supervisor
  - Kaitlin Jimenez, Yosemite Community College District, Administrative Technician

- Review of vendor supplied Performance and Service Specifications
  - Jorge Burwick, Foundation for California Community Colleges, CollegeBuys Operations Manager
  - Paul Spear, BuildLACCD, Procurement Manager
  - Aprilyn Tulod, Riverside Community College District, Procurement Specialist
  - Paula Gordon, Los Rios Community College District, Purchasing Supervisor

The committee endorsed Office Depot, LLC as the responsive and responsible bidders, and for contract awards under RFP 21-003 should they agree to final contract terms. The Letter of Intent to Award is included as Attachment 1 to this document, and recommends Office Depot, LLC to move forward with the contract negotiation phase, as the selected vendor partner for Office Products.

Contract Term: Three (3) years initial term, with seven (7) one (1) year renewals.

Foundation Roles and Responsibilities

The role of the Foundation is that of a prime contractor. The Foundation will:

1. Develop the contract with the awarded vendors based on the requirements of RFP 21-003.
2. Monitor the quality of services and compliance from the vendor partners.
3. Promote contract to California’s community colleges.

Orders will be placed directly between the Colleges and the vendor partner.

Endorsement

The CEO and I recommend that the Foundation Board of Directors at its June 16, 2021 meeting approve the award of contracts to Office Depot, LLC under Foundation RFP 21-003 for Office Products.

**CERTIFICATION**

I, Keetha Mills, duly appointed President and Chief Executive Officer of the Foundation for California Community Colleges, do hereby certify that the above recommendation was passed and approved by the Board of Directors of the Foundation for California Community Colleges on the 16<sup>th</sup> Day of June 2021.



**Keetha Mills**  
President and Chief Executive Officer

06/18/2021

**Date**



**FOUNDATION *for* CALIFORNIA  
COMMUNITY COLLEGES**

*Benefiting, Supporting, and Enhancing  
the California Community Colleges*

1102 Q Street, Suite 4800  
Sacramento, California 95811-6549  
Toll-Free Telephone: 866.325.3222  
Facsimile: 916.325.0844

[www.foundationccc.org](http://www.foundationccc.org)

**Intent to Award**

**Office Products, RFP #21-003**

**May 10, 2021**

The Foundation for California Community Colleges intends to award a contract to the following company from RFP #21-003, Office Products, for use by California Community Colleges and other Public Agencies:

**1. Office Depot, LLC**

The contract awards under this RFP are contingent upon Foundation board approval, and Foundation and Vendor agreement on final contract terms.



FOUNDATION for CALIFORNIA  
COMMUNITY COLLEGES

*Benefiting, Supporting, and Enhancing  
the California Community Colleges*

1102 Q Street, Suite 4800  
Sacramento, California 95811-6549  
Toll-Free Telephone: 866.325.3222  
Facsimile: 916.325.0844

[www.foundationccc.org](http://www.foundationccc.org)

May 2, 2024

ODP Business Solutions, LLC  
6600 N. Military Trail  
Boca Raton, FL 33496  
Attn: Valya Broyer

**Re: Master Services Agreement #0000-4526  
Notification of Extension**

Dear Valya Broyer,

Pursuant to Exhibit B, Section 5.b. (Term) of the above-referenced Master Services Agreement (Agreement) between the Foundation for California Community Colleges (FoundationCCC) and ODP Business Solutions, LLC., the Foundation is exercising its option to extend the Agreement for two (2) additional one (1) year periods, from June 30, 2024, to June 30, 2026. All other terms and conditions of the Agreement shall remain in full force and effect.

If you have any questions or need additional information, please contact Jorge J.C. Sales, Vice President of Program Development at [jsales@foundationccc.org](mailto:jsales@foundationccc.org).

Sincerely,

**FOUNDATION FOR CALIFORNIA COMMUNITY COLLEGES**

  
J.C. Sales (May 10, 2024 16:15 EDT)

Jorge J.C. Sales  
Vice President of Program Development

Approved by:

**SUPPLIER**

  
Valya Broyer (May 10, 2024 10:52 MDT)



Valya Broyer  
Vice President, Public Sector



---

**DEVELOPMENT SERVICES DEPARTMENT**

**DATE:** May 19, 2026

**TO:** Honorable Mayor and City Council

**FROM:** Lisa Flores, Development Services Director  
Kevin Merrill, City Engineer  
By: Ryan Huey, Associate Civil Engineer

**SUBJECT:** ACCEPT ALL WORK PERFORMED BY PTM GENERAL ENGINEERING SERVICES, INC. FOR THE BALDWIN AVENUE AT LONGDEN AVENUE TRAFFIC SIGNAL IMPROVEMENTS AND TRAFFIC SIGNAL FIBER OPTICS NETWORK EXTENSIONS PROJECT, IN THE AMOUNT OF \$528,705.38  
**CEQA: Exempt**  
**Recommendation: Approve**

**SUMMARY**

On January 21, 2025, the City Council awarded a contract to PTM General Engineering Services, Inc. in the amount of \$481,018 for the Baldwin Avenue at Longden Avenue Traffic Signal Improvements and Traffic Signal Fiber Optics Network Extensions Project, with a 10% contingency. A single change order totaling \$47,687.38 was issued for the project, which remained within the approved contingency. The project was completed to the City's satisfaction, resulting in a final cost of \$528,705.38.

It is recommended that the City Council accept all work performed by PTM General Engineering Services, Inc. for the Baldwin Avenue at Longden Avenue Traffic Signal Improvements and Traffic Signal Fiber Optics Network Extensions Project as complete; and authorize the final payment to be made in accordance with the contract documents.

**BACKGROUND**

The Baldwin Avenue at Longden Avenue Traffic Signal Improvements and Traffic Signal Fiber Optics Network Extensions Project included the following:

## Baldwin Avenue at Longden Avenue Improvements

May 19, 2026

Page 2 of 4

- Installation of new traffic signal poles, conduit, wiring, vehicle heads, pedestrian heads, pedestrian push buttons, pull boxes, and miscellaneous traffic signal related equipment at the intersection of Baldwin Avenue and Longden Avenue.
- Re-construction of four (4) Americans with Disabilities Act (“ADA”) compliant curb ramps at the intersection of Baldwin Avenue and Longden Avenue.
- Installation of new conduit, pull boxes, and fiber optic cable for traffic signal communication along Baldwin Avenue, from Las Tunas Drive to Live Oak Avenue.

The project was advertised for bids in November 2024, and PTM General Engineering Services, Inc. was determined to be the lowest responsive bidder. On January 21, 2025, the City Council awarded a construction contract in the amount of \$481,018, plus a 10% contingency for this project.

### **DISCUSSION**

Construction began in January 2026 and was completed in April 2026. One (1) change order was issued during construction, which included the addition of new traffic signal pole foundations, poles, vehicle heads, loop detector stub outs, and conduit, resulting in a net increase of \$47,687.38.

During construction, the contractor encountered conflicts with existing foundations and underground utilities that precluded full implementation of the approved design. Accordingly, revised traffic signal foundation locations were determined, and new vehicle signal heads were installed to ensure the intersection operated as intended.

Traffic signal loop detector stub-outs were unavoidably damaged during the demolition of the existing curb ramps. The City approved the contractor to re-install new loop detector stub-outs to maintain vehicle detection at the intersection.

In addition, with the installation of new ADA compliant curb ramps, the contractor identified portions of existing traffic signal conduit requiring replacement to facilitate construction of the ramps at compliant elevations and slopes.

As a result of the modifications, the final contract amount reflects a net increase of \$47,687.38, which remains within the 10% project contingency. A summary of the construction contract, including the change order, is as follows:

<b>Original Contract:</b>	<b>\$481,018.00</b>
Change Order #1 (Traffic Signal Modifications)	\$47,687.38
<b>Final Total Contract:</b>	<b>\$528,705.38</b>

**ENVIRONMENTAL ANALYSIS**

This project is categorically exempt pursuant to the California Environmental Quality Act ("CEQA") under Section 15301 (Existing Facilities) and Section 15302 (Replacement or Reconstruction), as the project consists of the repair, replacement, and minor modification of existing traffic signal facilities and the reconstruction of existing ADA-compliant curb ramps, with no expansion of use.

**FISCAL IMPACT**

The project utilized a variety of funding sources budgeted in Fiscal Years 2020-21 and 2024-25 Capital Improvement Program, providing an available fund total of \$703,758.84. A total of \$168,435.70 will be provided to Temple City for construction costs of traffic signal improvements at the City’s co-owned intersection of Baldwin Avenue and Live Oak Avenue, near the southwest City limit, leaving a remaining balance of \$535,323.14 of Prop C, Measure M, and Transportation Impact Fee funds for this item.

The initial contract price was \$481,018, plus a 10% contingency. One change order was approved at an increase of \$47,687.38, resulting in total project cost of \$528,705.38. Sufficient funds are available within the project budget to cover the final construction costs.

**RECOMMENDATION**

It is recommended that the City Council find this project exempt under the California Environmental Quality Act ("CEQA"); accept all work performed by PTM General Engineering Services, Inc. for the Baldwin Avenue at Longden Avenue Traffic Signal Improvements and Traffic Signal Fiber Optics Network Extensions Project as

Baldwin Avenue at Longden Avenue Improvements

May 19, 2026

Page 4 of 4

complete; and authorize the final payment to be made in accordance with the contract documents.

Approved:



Dominic Lazzaretto  
City Manager