

Tab Sheet	TABULATION SHEET FOR: BID# SDOC-09-B-064-LK PAGES GO ACROSS THEN DOWN DATE/TIME: 02/10/09 @ 2:00PM OFFICE SUPPLIES & EQUIPMENT CATALOG BID FOR THE OSCEOLA COUNTY PURCHASING COOPERATIVE READ BY: <u>Lisa Kesecker</u> RECORDED BY: <u>Charles Brooks</u> <u>Pending Board Approval 3/03/09</u>		Apex Office Products, Inc. 5209 N. Howard Ave. Tampa, FL 33603	Armchem International Corp. 3563 NW 53 Ct. Fort Lauderdale, Fl. 33309-6344	Central Florida Data Supply, Inc. 6801 University Blvd., Suite 9 Winter Park, FL 32792	My Office Products, Inc. 105 Westwood Place, Ste 210 Brentwood, TN 37027	Office Depot 1707 Orlando Central Parkway, Suite 100 Orlando, FL 32809 BID REFERENCE # 45416921
Invitation to Bid Cover Page	YES	NO BID	YES	YES	YES	YES	
Completed Bid Submittal Form	YES	NO BID	YES	YES	YES	YES	
Addenda 1 2 3 (attached)	YES	NO BID	YES	YES	YES	YES	
Drug Free Workplace Certification Form	YES	NO BID	YES	YES	YES	YES	
Debarment Certification Form	YES	NO BID	YES	YES	YES	YES	
Emergency Storm related catastrophe - Contractor Agreement Form	YES	NO BID	YES	YES	YES	YES	
Conflict of Interest Form	YES	NO BID	YES	YES	YES	YES	
References	YES	NO BID	YES	YES	YES	YES	
Business License / Tax Receipt	YES	NO BID	YES	YES	YES	YES	
Insurance Certificate	YES	NO BID	YES	YES	YES	YES	
Hold Harmless Agreement if no Workers Comp Ins.	WC CERT	NO BID	YES	WC CERT	WC CERT	WC CERT	
Confidential Materials	YES - N/A	NO BID	YES - N/A	YES - N/A	YES - N/A	YES - N/A	
Litigation Information attached	YES - N/A	NO BID	YES - N/A	YES - N/A	YES - N/A	YES	
Contact Person Identified	YES	NO BID	YES	YES	YES	YES	
9 Bid Originals submitted (as requested)	YES	NO BID	YES	YES	YES	YES	
9 Catalogs submitted (as requested)	YES	NO BID	YES	YES	YES	YES	
1 CD submitted (as requested)	YES	NO BID	YES	YES	YES	YES	
Item	Description						
201	Total for the 200 Items Listed	\$459,909.04	NO BID	\$488,109.39	\$423,986.93	\$462,958.78	
202	Rebate/Incentive # 1 List %	1.75%	NO BID	0.00%	1.00%	2.00%	
202a	Rebate Amount for items listed	\$8,048.41	NO BID	\$0.00	\$4,239.87	\$9,259.18	
202b	Revised Total after Rebate # 1	\$451,860.63	NO BID	\$488,109.39	\$419,747.06	\$453,699.60	
203	Rebate/Incentive # 2 List %	0.50%	NO BID	0.00%	1.00%	1.00%	
203a	Rebate Amount for items listed	\$2,259.30	NO BID	\$0.00	\$4,197.47	\$4,357.00	
203b	Revised Total after Rebate # 2	449,601.33	NO BID	\$488,109.39	\$415,549.59	\$449,162.61	

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	Invitation to Bid Cover Page	YES	NO BID	YES		
Completed Bid Submittal Form	YES	NO BID	YES			
Addenda 1 2 3 (attached)	YES	NO BID	YES			
Drug Free Workplace Certification Form	YES	NO BID	YES			
Debarment Certification Form	YES	NO BID	YES			
Emergency Storm related catastrophe - Contractor Agreement Form	YES	NO BID	YES			
Conflict of Interest Form	YES	NO BID	YES			
References	YES	NO BID	YES			
Business License / Tax Receipt	YES	NO BID	YES			
Insurance Certificate	YES	NO BID	YES			
Hold Harmless Agreement if no Workers Comp Ins.	WC CERT	NO BID	WC CERT			
Confidential Materials	YES - N/A	NO BID	YES - N/A			
Litigation Information attached	YES - N/A	NO BID	YES - N/A			
Contact Person Identified	YES	NO BID	YES			
9 Bid Originals submitted (as requested)	YES	NO BID	YES			
9 Catalogs submitted (as requested)	YES	NO BID	YES			
1 CD submitted (as requested)	YES	NO BID	YES			
Item	Description					
201	Total for the 200 Items Listed	\$576,655.05	NO BID	\$450,521.13	STAPLES - HAS A TIERED REBATE 1% UP TO 4% (THEY LISTED 1% ON THE PRICE SHEET FOR THE 200 SAMPLE ITEMS DUE TO THE DOLLAR AMOUNT FOR THOSE ITEMS, BUT FEEL THE REBATE WOULD BE 4% IF YOU TAKE THE ESTIMATED ANNUAL DOLLAR AMOUNT) WHICH WOULD BE \$18,020.85 FOR A REVISED TOTAL OF \$432,500.28	
202	Rebate/Incentive # 1 List %	0.50%	NO BID	1.00%		
202a	Rebate Amount for items listed	\$2,883.28	NO BID	\$4,505.21		
202b	Revised Total after Rebate # 1	\$573,771.77	NO BID	\$446,015.92		
203	Rebate/Incentive # 2 List %	0.00%	NO BID	0.00%		
203a	Rebate Amount for items listed	\$0.00	NO BID	\$0.00		
203b	Revised Total after Rebate # 2	\$573,771.77	NO BID	\$446,015.92		

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Item	List Retail Catalog Discounts Here					
1	Discount % Off Supplies	59.00%	NO BID	40.00%	54.20%	65.00%
2	Discount % Off Equipment	36.00%	NO BID	20.00%	45.00%	35.00%
3	Discount % Off Furniture	42.00%	NO BID	30.00%	44.30%	40.00%
4	Discount % Off Copy Paper	68.00%	NO BID	40.00%	77.00%	75.00%
5	Discount % Off Toner/Cartridges/Ink	34.00%	NO BID	20.00%	34.30%	35.00%
6	Discount % Off Typewriter Ribbons, Correction Tape/Cartridges	40.00%	NO BID	25.00%	44.50%	55.00%
7	Discount % Off Office Machines (Small Copiers, Fax Machines, Etc.)	32.00%	NO BID	20.00%	39.80%	30.00%
8	Discount % Off Stamps: Standard, Self-Inking and/or Custom Made	40.00%	NO BID	25.00%	43.80%	35.00%
9	Discount % Off Break Room Supplies	35.00%	NO BID	25.00%	46.00%	35.00%
10	Discount % Off Technology Peripherals	35.00%	NO BID	20.00%	43.50%	35.00%
11	What Percentage of prices are attributed to Fuel Delivery Fees?	0.00%	NO BID	0.00%	0.00%	0.00%
12	Minimim Order Amount (if applicable)	\$0.00	NO BID	\$0.00	N/A	N/A
13	Vendors Quote or Contract Number to be referenced for contract pricing (if applicable)	N/A	NO BID	N/A	N/A	ACCOUNT #45416921 TIED TO CONTRACT

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	Item	List Retail Catalog Discounts Here				
1	Discount % Off Supplies	55.00%	NO BID	62.00%		
2	Discount % Off Equipment	34.00%	NO BID	35.00%		
3	Discount % Off Furniture	42.00%	NO BID	45.00%		
4	Discount % Off Copy Paper	65.00%	NO BID	70.00%	STAPLES - DISCLAIMER HAS 79% ON PAPER	
5	Discount % Off Toner/Cartridges/Ink	32.00%	NO BID	28.00%		
6	Discount % Off Typewriter Ribbons, Correction Tape/Cartridges	40.00%	NO BID	65.00%		
7	Discount % Off Office Machines (Small Copiers, Fax Machines, Etc.)	30.00%	NO BID	35.00%		
8	Discount % Off Stamps: Standard, Self-Inking and/or Custom Made	40.00%	NO BID	48.00%		
9	Discount % Off Break Room Supplies	35.00%	NO BID	50.00%		
10	Discount % Off Technology Peripherals	30.00%	NO BID	42.00%		
11	What Percentage of prices are attributed to Fuel Delivery Fees?	6.00%	NO BID	0.00%		
12	Minimim Order Amount (if applicable)	\$0.00	NO BID	\$35.00		
13	Vendors Quote or Contract Number to be referenced for contract pricing (if applicable)	N/A	NO BID	N/A		

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	14	Are you able to deliver In-Stock items in 24 hours? ARO	YES	NO BID	YES	YES
14a	If Not, When will In-Stock items be delivered? List Hours or Days	-	NO BID	-	N/A	N/A
15	Are you able to deliver Special Order items in 3 Business Days? ARO	YES & NO	NO BID	-	NO	NO
15a	If Not, When will Special Order items be delivered? List Hours or Days	DAYS	NO BID	-	3-28 DAYS DEPENDING ON ITEM	3-30 DAYS DEPENDING ON ITEM
16	You agree to honor the Catalog discount for in-store purchases?	YES	NO BID	YES	NO - DISTRIBUTION CENTER	YES
17	Can you provide Usage and Rebate Reports? Monthly / Quarterly / or Both	BOTH	NO BID	BOTH	BOTH	BOTH
18	Do you provide Rebate payments? Annually / Semi-Annually / or Both	BOTH	NO BID	NO REBATE	ANNUALLY	BOTH
19	Can other Entities piggy-back from this bid?	YES	NO BID	YES	YES	YES
20	Are you currently undergoing a Merger? Must be in compliance with Section 2.13 "Assignments"	NO	NO BID	NO	NO	NO
21	Are you in compliance with section 2.36 Bankruptcy / Insolvency?	YES	NO BID	YES	YES	YES
22	Did you attach Litigation Paperwork? Yes / No	YES - N/A	NO BID	YES - N/A	YES - N/A	YES
23	Did you attach Store/Warehouse Location which will be servicing this contract?	7453 PRESIDENTS DRIVE ORLANDO	NO BID	7453 PRESIDENTS DRIVE ORLANDO	7453 PRESIDENTS DRIVE ORLANDO	4161 TOWN CENTER BLVD. ORLANDO

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	14	Are you able to deliver In-Stock items in 24 hours? ARO	YES	NO BID	YES	
	14a	If Not, When will In-Stock items be delivered? List Hours or Days	N/A	NO BID	N/A	
	15	Are you able to deliver Special Order items in 3 Business Days? ARO	NO	NO BID	YES	
	15a	If Not, When will Special Order items be delivered? List Hours or Days	2-30 DAYS	NO BID	N/A	
	16	You agree to honor the Catalog discount for in-store purchases?	YES	NO BID	YES	
	17	Can you provide Usage and Rebate Reports? Monthly / Quarterly / or Both	BOTH	NO BID	QUARTERLY	
	18	Do you provide Rebate payments? Annually / Semi-Annually / or Both	BOTH	NO BID	ANNUALLY	
	19	Can other Entities piggy-back from this bid?	YES	NO BID	YES	
	20	Are you currently undergoing a Merger? Must be in compliance with Section 2.13 "Assignments"	NO	NO BID	NO	
	21	Are you in compliance with section 2.36 Bankruptcy / Insolvency?	YES	NO BID	YES	
	22	Did you attach Litigation Paperwork? Yes / No	YES - N/A	NO BID	YES - N/A	
	23	Did you attach Store/Warehouse Location which will be servicing this contract?	3722 GRISSOM LANE, KISSIMMEE	NO BID	101 W. VINE ST., KISSIMMEE ** 4058 13TH ST., ST. CLOUD	