

**EAGLE PASS INDEPENDENT SCHOOL DISTRICT
SEALED PROPOSAL NO. 090642
OFFICE AND TEACHING SUPPLIES**

1.0 INTENT AND SCOPE

- 1.1 It is the intent of the Eagle Pass Independent School District (EPISD) to contract for and purchase **OFFICE AND TEACHING SUPPLIES** for the 2009-10 school year. The purchase of these materials shall be to supply and stock the EPISD Warehouse and for use in the campuses and departments of the EPISD.
- 1.2 The scope of work will entail providing the EPISD the necessary items in a timely manner in accordance with the outlined specifications, terms, and conditions of this proposal for the replenishment of the inventory stored at the EPISD Warehouse.
- 1.3 The EPISD currently has nineteen (19) elementary schools, two (2) junior high schools, and two (2) high schools.
- 1.4 All vendor proposals for the purchase of **OFFICE AND TEACHING SUPPLIES** will be accepted until **FRIDAY, JUNE 5, 2009 AT 4:00 P.M.** The vendor's proposal should comply with the specifications and requirements as outlined in this sealed proposal.

2.0 PROPOSAL SPECIFICATIONS AND REQUIREMENTS

- 2.1 **PROPOSALS** - All proposals must be submitted on the enclosed proposal sheet and must be accompanied by a catalog and/or reference sheet indicating the items proposed. All proposals must be submitted in the order specified on the proposal checklist in order to facilitate the submission and evaluation of proposals.
- 2.2 **APPROVED ORDERS** - The EPISD Department of Purchasing will begin placing orders to the awarded vendor(s) at the start of EPISD's fiscal year. All transactions will require a bona-fide purchase order. **No** sales will be allowed without a previously authorized purchase order.
- 2.3 **QUANTITY** - The quantities reflected on the proposal sheet are YEARLY USAGE ESTIMATES based on past EPISD usage history of the item and will be purchased by EPISD on the basis mentioned in sections 2.3 and 2.4 of this proposal. The EPISD reserves the right to increase or decrease the projected yearly estimate of the quantity of each item(s) to be purchased by twenty (20%) percent.
- 2.4 All vendors participating in this proposal will have to make the items available to the EPISD on an **"AS NEED BASIS"**. This does not necessarily mean that the vendor will have to stock the item(s) for the EPISD but does have to make the item(s) available no later than **ten (10) business days after receiving the purchase order.**
- 2.5 **PRICING** - All pricing and brands must be **effective and fixed** for the entire 2009-10 school year (*September 1, 2009 to August 31, 2010*). Any changes or revisions will require the mutual written consent and approval of the EPISD and the vendor. Failure to properly advise the EPISD of such revisions **will not** bind the EPISD to make payment based on the changes. Vendors will be required to honor all purchases made according to the lower and/or previous listed price.

**EAGLE PASS INDEPENDENT SCHOOL DISTRICT
SEALED PROPOSAL NO. 090642
OFFICE AND TEACHING SUPPLIES**

- 2.6 **BRANDS** - All brand/manufacturer names and brand/manufacturer numbers are items that are preferred and considered **"AS SPECIFIED"** by the EPISD. All items proposed, as **"EQUAL"** will only be considered at the discretion of the EPISD and if necessary upon the testing of a submitted sample. The only exception to this section shall be those item(s) listed as **"APPROVED EQUIVALENT"**.
- 2.7 **RETURNS/EXCHANGES** - Vendors must accept and agree to returns and exchanges regarding the items in this proposal. The returns and exchanges will be based on damaged, spoiled, and/or items delivered incorrectly.
- 2.8 **NON-COMPLIANCE** - The EPISD reserves the right to charge back any overcharges and remove any vendor from future procurement considerations in the event of non-compliance to any of these specifications.
- 2.9 **SAMPLES** - For evaluation purposes, samples must be furnished upon request and at no cost to the EPISD. If not destroyed during examination they will be returned to the vendor upon request and at the company's expense.
- 2.10 **DELIVERY** - The EPISD will require that all delivery of items be F.O.B. Eagle Pass, Texas. All vendors that may propose FREE SHIPPING AND HANDLING will be required to make note of such concession on an **item by item basis or as a whole**.
- 2.10.1 All items delivered to the EPISD shall be packaged individually in commercial containers manufactured as to insure acceptable and safe delivery at the lowest shipping rate to the point of delivery.
- 2.11 The proposed prices listed are for all the items listed in the bidder's current catalog/price list. A copy of which must be submitted as part of this proposal to the:

**EAGLE PASS INDEPENDENT SCHOOL DISTRICT
DEPARTMENT OF PURCHASING
1654 VETERANS BLVD.
EAGLE PASS, TX 78852**

- 2.12 **INFORMATION SHEET** - All vendors must complete the INFORMATION SHEET provided below as part of this proposal.

3.0 SELECTION CRITERIA

- 3.1 The evaluation of the proposals will be based on the following factors.
- Overall Cost
 - Adherence to Specifications and Requirements
 - Service History of Vendor
 - Other Factors Considered Relevant by the EPISD

**EAGLE PASS INDEPENDENT SCHOOL DISTRICT
SEALED PROPOSAL NO. 090642
OFFICE AND TEACHING SUPPLIES**

- 3.2 The Department of Purchasing of the EPISD will use the above referenced criteria to recommend the best value at the lowest possible price to the EPISD Board of Trustees.
- 3.3 **REJECTION OF PROPOSAL** -The EPISD reserves the right to reject any or all proposals and it is not the policy of the EPISD to award contracts for service on the basis of price alone; other controlling factors may be considered.
- 3.4 **AWARD OF PROPOSAL** - This proposal will be awarded on an "**ITEM BY ITEM**" basis and not entirely or specifically to one (1) vendor. Each item is to be awarded separately, "**ALL OR NONE**" proposals will only be considered at the discretion of the EPISD. Additionally, "**MINIMUM ORDER**" proposals and pricing will only be considered or accepted at the discretion of the EPISD.
- 3.5 **The EPISD reserves the right to award items based on product category and/or same brand name.**

4.0 SPECIAL NOTES

- 4.1 All sealed proposals must be **MAILED** to:

EAGLE PASS INDEPENDENT SCHOOL DISTRICT
DEPARTMENT OF PURCHASING
ARTURO SALINAS, DIRECTOR OF PURCHASING
1420 EIDSON ROAD
EAGLE PASS, TX 78852

- 4.2 All sealed proposals may be **DELIVERED IN PERSON** to:

EAGLE PASS INDEPENDENT SCHOOL DISTRICT
DEPARTMENT OF PURCHASING
ARTURO SALINAS, DIRECTOR OF PURCHASING
1654 VETERANS BLVD.
EAGLE PASS, TX 78852

- 4.3 Any questions or concerns regarding this proposal must be directed to **Arturo Salinas, Director of Purchasing**, at (830) 773-5181 or at the Eagle Pass ISD Department of Purchasing located at 1654 Veterans Blvd., Eagle Pass, Texas 78852.

**EAGLE PASS INDEPENDENT SCHOOL DISTRICT
SEALED PROPOSAL NO. 090642
OFFICE AND TEACHING SUPPLIES**

COMPANY INFORMATION SHEET

1. Title and publish date of the catalog from which pricing is to be obtained and discount is offered:

2. Is shipping to be pre-paid and added to the invoice? ____YES ____NO
3. If no, how will freight be charged? _____
4. Does your company apply "Handling Charges/Fees" on all orders? ____YES ____NO
5. If yes, what is the "Handling Charge/Fee" amount? _____
6. What is your company's customer service telephone number? _____
7. Will your company provide an account representative for EPISD? ____YES ____NO
8. If yes, please provide their contact information (telephone number, email address, etc.).

9. What is the account or customer number your company has assigned EPISD?

10. What is the reference number for this bid your company has assigned for EPISD?

11. Does this reference number need to appear on all purchase orders? ____YES ____NO
12. What is your company's order fax number? _____
13. What is your company's website address? _____
14. What address should purchase orders be addressed to? _____
15. Will your company be able to deliver ten (10) days after receiving after a purchase order?

**EAGLE PASS INDEPENDENT SCHOOL DISTRICT
SEALED PROPOSAL NO. 090642
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PROPOSAL CHECKLIST

1. Invitation to Bid Response
2. Non-Collusion Statement
3. Felony Conviction Notice
4. Debarment and Suspension Certificate Certifying Statement
5. Conflict of Interest Questionnaire (CIQ)
6. Deviation/Compliance Form
7. Out of State Certifying Statement
8. Historically Underutilized Business (HUB) Certifying Statement
9. Certification of Criminal History Record Information
10. Proposal Sheet (2.1)
11. Information Sheet (2.12)

**EAGLE PASS INDEPENDENT SCHOOL DISTRICT
SEALED PROPOSAL NO. 090642
OFFICE AND TEACHING SUPPLIES**

PROPOSAL SHEET

ITEM NO.	QTY.	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
T000	400 Boxes	BANDS, RUBBER Color: Brown; 1/4 lb. box/bag; Size: 3" long x 1/32" thick x 1/16" wide; Made from natural rubber; <i>Alliance Eco or equal.</i> Brand: _____	\$ _____	\$ _____
T005	2500 Pkgs.	BATTERY, DURACELL Size: AAA; Four (4) pack; <i>Duracell Only.</i> Brand: _____	\$ _____	\$ _____
T006	1000 Pkgs.	BATTERY, DURACELL Size: AA; Four (4) pack; <i>Duracell Only.</i> Brand: _____	\$ _____	\$ _____
T007	100 Pkgs.	BATTERY, DURACELL Size: C; Four (4) pack; <i>Duracell Only.</i> Brand: _____	\$ _____	\$ _____
T008	100 Pkgs.	BATTERY, DURACELL Size: D; Four (4) pack; <i>Duracell Only.</i> Brand: _____	\$ _____	\$ _____
T009	100 Pkgs.	BATTERY, DURACELL Size: 9V; Two (2) pack; <i>Duracell Only.</i> Brand: _____	\$ _____	\$ _____
T033	100 Each	BOX, FILE (Legal) Color: White; Size: Legal Size (10"H x 12"W x 24"D); Fiberboard construction with lid; <i>Perma PER03315 or equal.</i> Brand: _____	\$ _____	\$ _____
T035	400 Each	BOX, FILE (Letter) Color: White; Size: Ltr./Lgl. (10"H x 12" W x 15"D); Fiberboard construction with lid; <i>Perma PER19832 or equal.</i> Brand: _____	\$ _____	\$ _____

**EAGLE PASS INDEPENDENT SCHOOL DISTRICT
SEALED PROPOSAL NO. 090642
OFFICE AND TEACHING SUPPLIES**

T040	1200 Packs	<p style="text-align: center;">CARDS, INDEX</p> <p>Color: White; Size: 3" x 5"; Ruled; Heavy Duty; 100/package individually wrapped; <i>Esselte Oxford or equal.</i> Brand: _____</p>	\$ _____	\$ _____
T041	400 Pkgs.	<p style="text-align: center;">CARDS, INDEX</p> <p>Color: White; Size: 4" x 6"; Ruled; Heavy Duty; 100/package individually wrapped; <i>Esselte Oxford or equal.</i> Brand: _____</p>	\$ _____	\$ _____
T042	200 Pkgs.	<p style="text-align: center;">CARDS, INDEX</p> <p>Color: White; Size: 5" x 8"; Ruled; Heavy Duty; 100/package individually wrapped; <i>Esselte Oxford or equal.</i> Brand: _____</p>	\$ _____	\$ _____
T120	60 Cartons	<p style="text-align: center;">CLIPS, BINDER</p> <p>Color: Black; Size: Mini (1/2" x 1/4"); Triangular design & fold down handles; 10 clips/box; 10 boxes/carton; Must resist rust and corrosion; <i>Acco 72010 or equal.</i> Brand: _____</p>	\$ _____	\$ _____
T121	50 Cartons	<p style="text-align: center;">CLIPS, BINDER</p> <p>Color: Black; Size: Small (3/4" x 5/16"); Triangular design & fold down handles; 10 clips/box; 10 boxes/carton; Must resist rust and corrosion; <i>Acco 72020 or equal.</i> Brand: _____</p>	\$ _____	\$ _____
T122	300 Boxes	<p style="text-align: center;">CLIPS, BINDER</p> <p>Color: Black; Size: Medium (1 1/4" x 5/8"); Triangular design & fold down handles; 10 clips/box; Must resist rust and corrosion; <i>Acco 72050 or equal.</i> Brand: _____</p>	\$ _____	\$ _____
T123	200 Boxes	<p style="text-align: center;">CLIPS, BINDER</p> <p>Color: Black; Size: Large (2" x 1 1/16"); Triangular design & fold down handles; 10 clips/box; Must resist rust and corrosion; <i>Acco 72100 or equal.</i> Brand: _____</p>	\$ _____	\$ _____

**EAGLE PASS INDEPENDENT SCHOOL DISTRICT
SEALED PROPOSAL NO. 090642
OFFICE AND TEACHING SUPPLIES**

T124	300 Tubes	<p style="text-align: center;">CLIPS, ASSORTED BINDER</p> <p>Color: Assorted (red, blue, green & yellow); Size: 12 Mini, 12 small, and 6 medium; Triangular design & fold down handles; 30 clips/tub; Reusable tub; Must resist rust and corrosion; <i>Acco #71130 or equal.</i> Brand: _____</p>	\$ _____	\$ _____
T125	100 Cartons	<p style="text-align: center;">CLIPS, PAPER</p> <p>Color: Steel; Size: 1; Style: Regular; Wire gauge: .036 gauge; 100 clips/box; 10 boxes/carton; Must be made from quality steel wire; Must resist corrosion; <i>Acco 72380 or equal.</i> Brand: _____</p>	\$ _____	\$ _____
T126	100 Cartons	<p style="text-align: center;">CLIPS, PAPER</p> <p>Color: Steel; Size: Jumbo; Style: Regular; Wire gauge: .050 gauge; 100 clips/box; 10 boxes/carton; Must be made from quality steel wire; Must resist corrosion; <i>Acco 72580 or equal.</i> Brand: _____</p>	\$ _____	\$ _____
T128	100 Dozen	<p style="text-align: center;">CRAYONS</p> <p>Color: Red, Orange, Yellow, Blue, Green, Violet, Brown, and Black; Size: 3 5/8"x5/16"; AP certified non-toxic; <i>Crayola #52-0008 only.</i> Brand: _____</p>	\$ _____	\$ _____
T129	200 Dozen	<p style="text-align: center;">CRAYONS</p> <p>Color: Red, Orange, Yellow, Blue, Green, Violet, Brown, Black, White, Pink, Blue-green, Blue-violet, Red-orange, Red-violet, Yellow-green, Yellow-orange; Size: 3 5/8"x5/16"; AP certified non-toxic; <i>Crayola #52-016 only.</i> Brand: _____</p>	\$ _____	\$ _____
T135	300 Each	<p style="text-align: center;">DISPENSER, TAPE</p> <p>Color: Black; Size: 1" Core rolls; High-impact resistant plastic; One handed dispensing; <i>3M Scotch # C-38 only.</i> Brand: _____</p>	\$ _____	\$ _____

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SEALED PROPOSAL NO. 090642
OFFICE AND TEACHING SUPPLIES**

T145	400 Each	<p style="text-align: center;">ERASER, WHITEBOARD</p> <p>Soft pile eraser; Designed for dry erase surfaces; <i>Sanford 81505 only.</i></p> <p>Brand: _____</p>	\$ _____	\$ _____
T175	150 Boxes	<p style="text-align: center;">ENVELOPES, WHITE BUSINESS</p> <p>Color: White Wove; 24 lb.; 500/box; Size: #10 (4 1/8" x 9 1/2"); Gummed seal flap; For daily business mail use; <i>Columbian CO125 or equal.</i></p> <p>Brand: _____</p>	\$ _____	\$ _____
T190	300 Dozen	<p style="text-align: center;">ERASER, PENCIL</p> <p>Color: Pink Pearl; Size: Large; Must erase pencil marks; Beveled ends; 12 per pack; <i>Sanford Papermate Pink Pearl only.</i></p> <p>Brand: _____</p>	\$ _____	\$ _____
T195	200 Boxes	<p style="text-align: center;">FASTENER, ROUND HEAD</p> <p>Size: 3/4" (#3); 100/box; Brass plated; Paper round head; <i>Sparco or equal.</i></p> <p>Brand: _____</p>	\$ _____	\$ _____
T197	100 Boxes	<p style="text-align: center;">FASTENER, PRONG</p> <p>Size: 2 3/4" with 1" capacity (240 pgs.); Two (2) - piece steel center dimension from prong to prong; 50/box; <i>Acco or equal.</i></p> <p>Brand: _____</p>	\$ _____	\$ _____
T200	50 Boxes	<p style="text-align: center;">FILE POCKET, LEGAL</p> <p>Color: Brown; Size: Legal with 5 1/4" expansion; 10/box; Durable redrope material must keep contents secure; <i>Smead or equal.</i></p> <p>Brand: _____</p>	\$ _____	\$ _____
T205	50 Boxes	<p style="text-align: center;">FILE POCKET, LETTER</p> <p>Color: Brown; Size: Letter with 3 1/2" expansion; 25/box; Durable redrope material must keep contents secure; <i>Smead or equal.</i></p> <p>Brand: _____</p>	\$ _____	\$ _____

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SEALED PROPOSAL NO. 090642
OFFICE AND TEACHING SUPPLIES**

T225	800 Rolls	<p style="text-align: center;">FILM, LAMINATING</p> <p>Size: 25" x 500 X 1" core; Color: Clear; Clear, matte finish; 1.5 mil.; <i>Adjustable GBC or Lam Hunt #519R.</i> Brand: _____</p>	\$ _____	\$ _____
T233	1,500 Boxes	<p style="text-align: center;">FILM, TRANSPARENCY</p> <p>Size: 8 1/2" x 11"; 100/box; 99% solvent free; <u>Must be for use with high speed digital copiers</u> <i>3M, Highland, or approved equivalent only.</i> Brand: _____</p>	\$ _____	\$ _____
T290	100 Boxes	<p style="text-align: center;">FOLDERS, FILE (COLORED)</p> <p>Color: Blue; Size: 8 1/2" x 11" (Letter); Tab: 1/3 cut; 11 point; 100/box; <i>Smead 49280 or equal.</i> Brand: _____</p>	\$ _____	\$ _____
T291	75 Boxes	<p style="text-align: center;">FOLDERS, FILE (COLORED)</p> <p>Color: Red; Size: 8 1/2"x11" (Letter); 100/box; Tab: 1/3 cut; 11 point; <i>Esselte Oxford, Smead 49281 or equal</i> Brand: _____</p>	\$ _____	\$ _____
T292	75 Boxes	<p style="text-align: center;">FOLDERS, FILE (COLORED)</p> <p>Color: Yellow; Size: 8 1/2" x 11" (Letter); Tab: 1/3 cut; 11 point; 100/box; <i>Smead 49282 or Oxford 152 1/3 or equal.</i> Brand: _____</p>	\$ _____	\$ _____
T293	75 Boxes	<p style="text-align: center;">FOLDERS, FILE (COLORED)</p> <p>Color: Green; Size: 8 1/2"x11" (Ltr.); 100/box; Tab: 1/3 cut; 11 point; <i>Smead 49283 or equal.</i> Brand: _____</p>	\$ _____	\$ _____
T294	75 Boxes	<p style="text-align: center;">FOLDERS, FILE (COLORED)</p> <p>Color: Orange; Size: 8 1/2"x11"(Ltr.); 100/box; Tab: 1/3 cut; 11 point; <i>Smead 49284 or equal.</i> Brand: _____</p>	\$ _____	\$ _____
T295	50 Boxes	<p style="text-align: center;">FOLDERS, FILE</p> <p>Color: Manila; Size: 8 1/2" x 14" (Legal); Tab: 1/3 cut; 11 point; 100/box; <i>Oxford 753 1/3 or equal.</i> Brand: _____</p>	\$ _____	\$ _____

**EAGLE PASS INDEPENDENT SCHOOL DISTRICT
SEALED PROPOSAL NO. 090642
OFFICE AND TEACHING SUPPLIES**

T300	400 Boxes	<p align="center">FOLDERS, FILE</p> <p>Color: Manila; Size: 8 1/2" x 11" (Letter); Tab: 1/3 cut; 11 point; 100/box; <i>Smead 49290 or equal.</i> Brand: _____</p>	\$ _____	\$ _____
T302	150 Boxes	<p align="center">FOLDERS, FILE (ASST. COLORED)</p> <p>Color: Assorted (Blue, Red, Yellow, Green & Orange); Twenty (20) of each color per box; Size: 8 1/2" x 11"(Letter); Tab: 1/3 cut; 100/box; <i>Oxford 152 1/3 Asst., Smead 53 LASMT, or equal</i> Brand: _____</p>	\$ _____	\$ _____
T305	50 Boxes	<p align="center">FOLDERS, FILE (HANGING)</p> <p>Color: Standard green; Size: Legal; Tab: 1/3 cut; Tab width: 3 1/2"; 25/box; Must include clear tabs and blank inserts; <i>Esselte 49274, Ampad 422 1/3 or equal</i> Brand: _____</p>	\$ _____	\$ _____
T310	75 Boxes	<p align="center">FOLDERS, FILE (HANGING)</p> <p>Color: Standard green; Size: Letter; Tab: 1/3 cut; Tab width: 3 1/2"; 25/box; Must include clear tabs and blank inserts; <i>Ampad 421 1/3 or equal.</i> Brand: _____</p>	\$ _____	\$ _____
T311	50 Boxes	<p align="center">FOLDERS, FILE (HANGING)</p> <p>Color: Assorted (Blue, Red, Yellow, Green & Orange); Five (5) of each color per box; Size: Legal; Tab: 1/3 cut; Tab width: 3 1/2"; 25/box; Must include clear tabs and blank inserts; Pendaflex or equal Brand: _____</p>	\$ _____	\$ _____
T312	100 Boxes	<p align="center">FOLDERS, FILE (HANGING)</p> <p>Color: Assorted (Blue, Red, Yellow, Green & Orange); Five (5) of each color per box; Size: Letter; Tab: 1/5 cut; Tab width: 3 1/2"; 25/box; Must include clear tabs and blank inserts; <i>Smead C15H-ASMT</i> Brand: _____</p>	\$ _____	\$ _____

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SEALED PROPOSAL NO. 090642
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T324	300 Dozen	<p style="text-align: center;">GLUE STICK</p> <p>Size: .77 oz. stick; Color: White; Must come in plastic container; Must have a twist up applicator; Dries clean and creates a strong bond; <i>Elmer's E516 only.</i> Brand: _____</p>	\$ _____	\$ _____
T330	300 Dozen	<p style="text-align: center;">GLUE</p> <p>Size: Four (4) oz. bottle; Color: White; Twelve (12) per pack; 48 per case; Plastic squeeze bottle with no clog easy flow cap; <i>Elmer's E304NR only.</i> Brand: _____</p>	\$ _____	\$ _____
T401	100 Pack	<p style="text-align: center;">LABELS, ADDRESS</p> <p>Color: White; Size: 1" x 2 5/8"; 30 labels/sheet; 100 sheets/box; Permanent adhesive; Packed in durable packaging; For use on printers; <i>Avery 5160 only.</i> Brand: _____</p>	\$ _____	\$ _____
T402	50 Pack	<p style="text-align: center;">LABELS, ADDRESS</p> <p>Color: Clear; Size: 1" x 2 5/8"; 30 labels/sheet; 1500 labels/box; Permanent adhesive; Packed in durable packaging; For use on printers; <i>Avery 5660 only.</i> Brand: _____</p>	\$ _____	\$ _____
T403	20 Pack	<p style="text-align: center;">LABELS, FILING</p> <p>Color: White; Size: 1/3 Cut; 30 labels/sheet; 750 labels/box; Permanent adhesive; Packed in durable packaging; For use on printers; <i>Avery 8066 only.</i> Brand: _____</p>	\$ _____	\$ _____
T404	20 Pack	<p style="text-align: center;">LABELS, FILING</p> <p>Color: Assorted; Size: 1/3 Cut; 30 labels/sheet; 750 labels/box; Permanent adhesive; Packed in durable packaging; For use on printers; <i>Avery 6466 only.</i> Brand: _____</p>	\$ _____	\$ _____

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SEALED PROPOSAL NO. 090642
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T493	200 Each	<p style="text-align: center;">LAMP, PROJECTOR</p> Replacement lamps; 86V; 360W; <i>ENX-5 only.</i> Brand: _____	\$ _____	\$ _____
T494	350 Each	<p style="text-align: center;">LAMP, PROJECTOR</p> Replacement lamps; 82V; 360W; <i>EYB only.</i> Brand: _____	\$ _____	\$ _____
T499	1,500 Sets	<p style="text-align: center;">MARKERS, DRY ERASE</p> Color: Four (4) color set of black, blue, green and red; Chisel point tip; Non-toxic and low odor; For use on whiteboards, glass and other non-porous surfaces; Wipes off easily with eraser or dry cloth; <i>Avery 24409 or Sanford Expo 80074 only.</i> Brand: _____	\$ _____	\$ _____
T505	1000 Pkgs.	<p style="text-align: center;">MARKER, HIGHLIGHTING (ASST.)</p> Color: Assorted; Chisel tip; Rigid point; Five (5) colors per pack; Flat barrel design with pocket clip, Fluorescent ink that will not dry; Odorless; Certified AP non-toxic; <i>Bic Briteliner BLP51WASST or Avery only.</i> Brand: _____	\$ _____	\$ _____
T506	50 Dozen	<p style="text-align: center;">MARKER, HIGHLIGHTING</p> Color: Blue; Chisel tip; Rigid point; Flat barrel design with pocket clip, Fluorescent ink that will not dry; Odorless; Certified AP non-toxic; <i>Bic Briteliner BL11BE or Avery 23592 only.</i> Brand: _____	\$ _____	\$ _____
T507	50 Dozen	<p style="text-align: center;">MARKER, HIGHLIGHTING</p> Color: Green; Chisel tip; Rigid point; Flat barrel design with pocket clip, Fluorescent ink that will not dry; Odorless; Certified AP non-toxic; <i>Bic Briteliner BL11GN or Avery 23592 only.</i> Brand: _____	\$ _____	\$ _____

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SEALED PROPOSAL NO. 090642
OFFICE AND TEACHING SUPPLIES**

T508	50 Dozen	<p style="text-align: center;">MARKER, HIGHLIGHTING</p> <p>Color: Pink; Chisel tip; Rigid point; Flat barrel design with pocket clip, Fluorescent ink that will not dry; Odorless; Certified AP non-toxic; <i>Bic Briteliner BL11PK or Avery 23592 only.</i> Brand: _____</p>	\$ _____	\$ _____
T509	500 Dozen	<p style="text-align: center;">MARKER, HIGHLIGHTING</p> <p>Color: Yellow; Chisel tip; Rigid point; Flat barrel design with pocket clip, Fluorescent ink that will not dry; Odorless; Certified AP non-toxic; <i>Bic Briteliner BL11YW or Avery 23592 only.</i> Brand: _____</p>	\$ _____	\$ _____
T510	200 Dozen	<p style="text-align: center;">MARKER, PERMANENT</p> <p>Color: Black; Twelve (12) per pack; Chisel Tip; Permanent ink; No odor; Waterproof and fade resistant; Non-toxic; <i>Avery #0788 only.</i> Brand: _____</p>	\$ _____	\$ _____
T515	100 Dozen	<p style="text-align: center;">MARKER, PERMANENT</p> <p>Color: Red; Twelve (12) per pack; Chisel Tip; Permanent ink; No odor; Waterproof and fade resistant; Non-toxic; <i>Avery #07887 only..</i> Brand: _____</p>	\$ _____	\$ _____
T520	200 Dozen	<p style="text-align: center;">MARKER, FINE POINT</p> <p>Color: Black; Twelve (12) per box; Tough, resilient tip; Permanent color; Pen size; Heavy duty; Slim barrel with clip Dries fast; Waterproof ink; Odorless; AP certified non-toxic; <i>Sanford Sharpie 30001 only.</i> Brand: _____</p>	\$ _____	\$ _____
T531	800 Sets	<p style="text-align: center;">MARKERS, DRY ERASE</p> <p>Color: Eight (8) color set of black, blue, green, red, purple, yellow, orange, and brown; Chisel point tip; Non-toxic and low odor; For use on whiteboards, glass and other non-porous surfaces; Wipes off easily with eraser or dry cloth; <i>Avery 24411 or Sanford Expo 80078 only.</i> Brand: _____</p>	\$ _____	\$ _____

**EAGLE PASS INDEPENDENT SCHOOL DISTRICT
SEALED PROPOSAL NO. 090642
OFFICE AND TEACHING SUPPLIES**

T535	1,500 Sets	<p style="text-align: center;">MARKER, TRANSPARENCY</p> <p>Color: Four (4) color set of black, blue, red, and green; Fine point; Overhead transparency projector markers; Dries quickly and water based; Easily erases with damp cloth; Must not change under heat or light; <i>Sanford 16074 only.</i></p> <p>Brand: _____</p>	\$ _____	\$ _____
T573	200 Pkgs.	<p style="text-align: center;">NOTES, POP-UP</p> <p>Size: 2 7/8" x 2 7/8"; Color: Neon; Twelve (12) pads/pkg.; 100 sheets/pad; <i>3M R330-AN only.</i></p> <p>Brand: _____</p>	\$ _____	\$ _____
T577	100 Pkgs.	<p style="text-align: center;">NOTES, POST-IT</p> <p>Size: 1 3/8" x 1 7/8"; Color: Yellow; Twelve (12) pads/pkg.; 100 sheets/pad; <i>Scotch 3M #653 or Highland #6539 only.</i></p> <p>Brand: _____</p>	\$ _____	\$ _____
T578	200 Pkgs.	<p style="text-align: center;">NOTES, POST-IT</p> <p>Size: 2 7/8" x 2 7/8"; Color: Yellow; Twelve (12) pads/pkg.; 100 sheets/pad; <i>Scotch 3M #654 or Highland #6549 only.</i></p> <p>Brand: _____</p>	\$ _____	\$ _____
T579	100 Pkgs.	<p style="text-align: center;">NOTES, POST-IT</p> <p>Size: 2 7/8" x 4 7/8"; Color: Yellow; Twelve (12) pads/pkg.; 100 sheets/pad; <i>Scotch 3M #655 or Highland #6559 only.</i></p> <p>Brand: _____</p>	\$ _____	\$ _____
T581	100 Pkgs.	<p style="text-align: center;">NOTES, POST-IT</p> <p>Size: 1 3/8" x 1 7/8"; Color: Neon or Ultra assorted; Twelve (12) pads/pkg.; 100 sheets/pad; <i>3M #3M653 only.</i></p> <p>Brand: _____</p>	\$ _____	\$ _____
T582	100 Pkgs.	<p style="text-align: center;">NOTES, POST-IT</p> <p>Size: 2 7/8" x 2 7/8"; Color: Neon or Ultra assorted; Five (5) pads/pkg.; 100 sheets/pad; <i>3M #3M654 only.</i></p> <p>Brand: _____</p>	\$ _____	\$ _____

**EAGLE PASS INDEPENDENT SCHOOL DISTRICT
SEALED PROPOSAL NO. 090642
OFFICE AND TEACHING SUPPLIES**

T583	100 Pkgs.	<p align="center">NOTES, POST-IT</p> <p>Size: 2 7/8" x 4 7/8"; Color: Neon or Ultra assorted; Five (5) pads/pkg.; 100 sheets/pad; <i>3M #3M655 only.</i> Brand: _____</p>	\$ _____	\$ _____
T584	100 Pkgs.	<p align="center">NOTES, POST-IT</p> <p>Size: 3 7/8" x 5 7/8"; Color: Neon or Ultra assorted; Must be ruled or lined; Three (3) pads/pkg.; 100 sheets/pad; <i>3M #3M660 only.</i> Brand: _____</p>	\$ _____	\$ _____
T640	9,000 Dozen	<p align="center">PENCILS</p> <p>Color: Yellow; Size: #2; Soft pink eraser; Made from the finest quality wood; Micro-polverized lead for smooth writing; <i>Dixon Ticonderoga #DIX13882 only.</i> Brand: _____</p>	\$ _____	\$ _____
T641	4,000 Box	<p align="center">PENCILS, COLORED</p> <p>Color: Colored; Twelve (12) pencils/box; Must be pre-sharpened; Full length with 3.3 mm leads; Made from the finest quality wood; <i>Crayola 68-4012 only.</i> Brand: _____</p>	\$ _____	\$ _____
T645	75 Dozen	<p align="center">PENCILS, PRIMARY</p> <p>Color: Yellow; Size: #2 (extra soft lead); Large diameter beginner pencil with eraser; <i>Dixon Ticonderoga #3308 only.</i> Brand: _____</p>	\$ _____	\$ _____
T646	100 Box	<p align="center">PENCILS, MECHANICAL</p> <p>Color: Clear; Size: #2 (0.7mm refill); Non-smudge eraser; Push action lead advance; Must be refillable; <i>Bic Atlantis MPAG 11 or equal.</i> Brand: _____</p>	\$ _____	\$ _____

**EAGLE PASS INDEPENDENT SCHOOL DISTRICT
SEALED PROPOSAL NO. 090642
OFFICE AND TEACHING SUPPLIES**

T655	50 Dozen	<p style="text-align: center;">PEN, RETRACTABLE</p> <p>Color: Red; Medium point; Rubberized barrel for writing comfort; Retractable ball point; Provides smooth dependable writing; Nonrefillable; Twelve (12) pens per pack; <i>Papermate Comfortmate 61201 or equal.</i> Brand: _____</p>	\$ _____	\$ _____
T660	30 Dozen	<p style="text-align: center;">PEN, RETRACTABLE</p> <p>Color: Red; Fine point; Rubberized barrel for writing comfort; Retractable ball point; Provides smooth dependable writing; Nonrefillable; Twelve (12) pens per pack; <i>Papermate Comfortmate 61701 or equal.</i> Brand: _____</p>	\$ _____	\$ _____
T665	300 Dozen	<p style="text-align: center;">PEN, RETRACTABLE</p> <p>Color: Black; Medium point; Rubberized barrel for writing comfort; Retractable ball point; Provides smooth dependable writing; Nonrefillable; Twelve (12) pens per pack; <i>Papermate Comfortmate 63301 or equal.</i> Brand: _____</p>	\$ _____	\$ _____
T670	200 Dozen	<p style="text-align: center;">PEN, RETRACTABLE</p> <p>Color: Black; Fine point; Rubberized barrel for writing comfort; Retractable ball point; Provides smooth dependable writing; Nonrefillable; Twelve (12) pens per pack; <i>Papermate Comfortmate 63801 or equal.</i> Brand: _____</p>	\$ _____	\$ _____
T673	40 Dozen	<p style="text-align: center;">PEN, RETRACTABLE</p> <p>Color: Blue; Medium point; Rubberized barrel for writing comfort; Retractable ball point; Provides smooth dependable writing; Nonrefillable; Twelve (12) pens per pack; <i>Papermate Comfortmate 63101 or equal.</i> Brand: _____</p>	\$ _____	\$ _____

**EAGLE PASS INDEPENDENT SCHOOL DISTRICT
SEALED PROPOSAL NO. 090642
OFFICE AND TEACHING SUPPLIES**

T675	20 Dozen	<p>PEN, RETRACTABLE</p> <p>Color: Blue; Fine point; Rubberized barrel for writing comfort; Retractable ball point; Provides smooth dependable writing; Nonrefillable; Twelve (12) pens per pack; <i>Papermate Comfortmate 63601 or equal.</i> Brand: _____</p>	\$ _____	\$ _____
T677	400 Dozen	<p>PEN, GEL INK</p> <p>Color: Black; Fine point; Contour rubber grip for writing comfort; Retractable pen with gel-ink formula; Provides smooth smearproof writing; Refillable; Twelve (12) pens per pack; <i>Pilot G2-7 31020 only.</i> Brand: _____</p>	\$ _____	\$ _____
T678	200 Dozen	<p>PEN, GEL INK</p> <p>Color: Blue; Fine point; Contour rubber grip for writing comfort; Retractable pen with gel-ink formula; Provides smooth smearproof writing; Refillable; Twelve (12) pens per pack; <i>Pilot G2-7 31021 only.</i> Brand: _____</p>	\$ _____	\$ _____
T679	200 Dozen	<p>PEN, GEL INK</p> <p>Color: Red; Fine point; Contour rubber grip for writing comfort; Retractable pen with gel-ink formula; Provides smooth smearproof writing; Refillable; Twelve (12) pens/pack; <i>Pilot G2-7 31022 only.</i> Brand: _____</p>	\$ _____	\$ _____
T680	50 Dozen	<p>PEN, GEL INK</p> <p>Color: Green; Fine point; Contour rubber grip for writing comfort; Retractable pen with gel-ink formula; Provides smooth smearproof writing; Refillable; Twelve (12) pens per pack; <i>Pilot G2-7 31023 only.</i> Brand: _____</p>	\$ _____	\$ _____

**EAGLE PASS INDEPENDENT SCHOOL DISTRICT
SEALED PROPOSAL NO. 090642
OFFICE AND TEACHING SUPPLIES**

T681	30 Dozen	<p style="text-align: center;">PEN, GEL INK</p> <p>Color: Purple; Fine point; Contour rubber grip for writing comfort; Retractable pen with gel-ink formula; Provides smooth smearproof writing; Refillable; Twelve (12) pens per pack; <i>Pilot G2-7 31024 only.</i> Brand: _____</p>	\$ _____	\$ _____
T685	30 Dozen	<p style="text-align: center;">PEN, ROLLING</p> <p>Color: Blue; Fine point (0.7 mm); Tungsten carbide micro tip; Plastic clip; Liquid ink; Slim barrel; Twelve (12) pens/pack; <i>Pilot Precise PV7 or equal.</i> Brand: _____</p>	\$ _____	\$ _____
T686	100 Dozen	<p style="text-align: center;">PEN, ROLLING</p> <p>Color: Black; Fine point (0.7 mm); Tungsten carbide micro tip; Plastic clip; Liquid ink; Slim barrel; Twelve (12) pens/pack; <i>Pilot Precise PV7 or equal.</i> Brand: _____</p>	\$ _____	\$ _____
T687	30 Dozen	<p style="text-align: center;">PEN, ROLLING</p> <p>Color: Red; Fine point (0.7 mm); Tungsten carbide micro tip; Plastic clip; Liquid ink; Slim barrel; Twelve (12) pens/pack; <i>Pilot Precise PV7 or equal.</i> Brand: _____</p>	\$ _____	\$ _____
T696	200 Dozen	<p style="text-align: center;">PEN, MICRO POINT</p> <p>Color: Black; Smooth rolling metal point; Micro point (.02mm); Twelve (12) pens/box; Slim matte black barrel with cap and clip; Color-coded point and end plug; <i>Sanford FAB 60040 only.</i> Brand: _____</p>	\$ _____	\$ _____
T697	50 Dozen	<p style="text-align: center;">PEN, MICRO POINT</p> <p>Color: Red; Smooth rolling metal point; Micro point (.02mm); Twelve (12) pens/box; Slim matte black barrel with cap and clip; Color- coded point and end plug; <i>Sanford FAB 60042 only.</i> Brand: _____</p>	\$ _____	\$ _____

**EAGLE PASS INDEPENDENT SCHOOL DISTRICT
SEALED PROPOSAL NO. 090642
OFFICE AND TEACHING SUPPLIES**

T698	40 Dozen	<p style="text-align: center;">PEN, MICRO POINT</p> <p>Color: Blue; Smooth rolling metal point; Micro point (.02mm); Twelve (12) pens/box; Slim matte black barrel with cap and clip; Color-coded point and end plug; <i>Sanford FAB 60041 only.</i> Brand: _____</p>	\$ _____	\$ _____
T699	450 Dozen	<p style="text-align: center;">PEN, STICK BALL POINT</p> <p>Color: Black; Medium point; Twelve (12) pens/box; Cap, tip, or barrel indicate color; Round barre with cap and clip; <i>Bic Round Stic GSM11BLK or equal.</i> Brand: _____</p>	\$ _____	\$ _____
T700	75 Dozen	<p style="text-align: center;">PEN, STICK BALL POINT</p> <p>Color: Blue; Medium point; Twelve (12) pens/box; Cap, tip, or barrel indicate color; Round barrel with cap and clip; <i>Bic Round Stic GSM11BE only.</i> Brand: _____</p>	\$ _____	\$ _____
T701	60 Dozen	<p style="text-align: center;">PEN, STICK BALL POINT</p> <p>Color: Red; Medium point; Twelve (12) pens/box; Cap, tip, or barrel indicate color; Round barrel with cap and clip; <i>Bic Round Stic GSM11RD or equal.</i> Brand: _____</p>	\$ _____	\$ _____
T710	200 Each	<p style="text-align: center;">PUNCH, PAPER</p> <p>Color: Chrome; Size: 5 1/4" x 2 1/2"; Hole type: 1/4" cut hole; Hand held; Nickel-plated punch with 1" reach; See-through clipping receptacle; <i>McGill Gem 403CR or equal.</i> Brand: _____</p>	\$ _____	\$ _____
T715	30 Each	<p style="text-align: center;">PUNCH, TWO HOLE PAPER</p> <p>Color: Black; Center: 2 3/4"; Sheet capacity: 28 sheets; 1/4" cut hole; Steel construction; Non-skid rubber paper chip tray; Padded handle; Adjustable nickel-plated guide; Hold-down lock handle; <i>Acco Swingline 74050 or equal.</i> Brand: _____</p>	\$ _____	\$ _____

**EAGLE PASS INDEPENDENT SCHOOL DISTRICT
SEALED PROPOSAL NO. 090642
OFFICE AND TEACHING SUPPLIES**

T717	150 Each	<p style="text-align: center;">PUNCH, THREE HOLE PAPER</p> <p>Color: Black; 9/32" round cut hole; Sheet capacity: 20 sheets; Ergonomic levered handle; Steel construction; Non-skid slide open paper chip tray; <i>Acco Swingline 74030 or equal.</i> Brand: _____</p>	\$ _____	\$ _____
T725	200 Each	<p style="text-align: center;">REMOVER, STAPLE</p> <p>Chrome body and prongs; Sturdy plastic grip; Prevents damage to paper; <i>OIC 95691 or equal.</i> Brand: _____</p>	\$ _____	\$ _____
T825	3,000 Each	<p style="text-align: center;">RULER, PLASTIC</p> <p>Color: Assorted; Length: 12"; English and metric calibrations; Scaled in 1/16" markings and millimeters; Three (3) hole drilled; <i>Fiskars FSK87727097 or equal.</i> Brand: _____</p>	\$ _____	\$ _____
T830	400 Each	<p style="text-align: center;">RULER, WOODEN</p> <p>Length: 12"; Sturdy metal edge; English and metric calibrations; Scaled in 1/16" markings and millimeters; Three (3) hole drilled; <i>Westcott #10702Q or equal.</i> Brand: _____</p>	\$ _____	\$ _____
T840	250 Dozen	<p style="text-align: center;">SCISSORS</p> <p>Size: 4 1/2" blunt point for added safety; Two thumb loop handles; For use by children ages five and up; <i>Fiskars FSK88017097 or equal.</i> Brand: _____</p>	\$ _____	\$ _____
T848	250 Each	<p style="text-align: center;">SHARPENER, ELECTRIC PENCIL</p> <p>Color: Black or Putty; Size: 3 5/16" x 7 1/16" x 4 3/16"; Auto stop to prevent oversharpener; Steel cutter with removable transparent plastic receptacle; Suction cup base; Sealed motor; <i>Stanley Bostitch 02695, Boston X-ACTO 1800, or equal.</i> Brand: _____</p>	\$ _____	\$ _____

**EAGLE PASS INDEPENDENT SCHOOL DISTRICT
SEALED PROPOSAL NO. 090642
OFFICE AND TEACHING SUPPLIES**

T850	200 Each	<p align="center">SHARPENER, PENCIL</p> <p>Color: Gray and Tan; All steel construction receptacle; Adjustable to all regular size pencils; Twin steel cutter; Mounting screws included; <i>Sanford Giant #AP806 (51131) only.</i> Brand: _____</p>	\$ _____	\$ _____
T855	75 Each	<p align="center">SHARPENER, PENCIL</p> <p>Color: Chrome and Beige; All steel construction mounts anywhere; Sharpens eight (8) sizes of pencils; Twin steel cutter; Mounting screws included; <i>Boston X-ACTO 1031 only.</i> Brand: _____</p>	\$ _____	\$ _____
T860	1200 Each	<p align="center">SHEARS, OFFICE</p> <p>Full Length: 8"; 5" bent style blade; Lightweight stainless steel blades; Contoured plastic handles molded for a firm, comfortable grip; Corrosion resistant; For office use; <i>Fiskars FSK2109 only.</i> Brand: _____</p>	\$ _____	\$ _____
T870	600 Each	<p align="center">STAPLER</p> <p>Color: Black; Stapling reach of 3 3/8"; All metal; Open channel loading; Recessed anvil rotates for pinning; Standard staples with a capacity of 210; <i>Bostitch B440 only.</i> Brand: _____</p>	\$ _____	\$ _____
T875	1,500 Boxes	<p align="center">STAPLES</p> <p>Standard premium quality chisel point staples; 5000 per/box; 210 staples/strip; For use in all standard staplers; <i>Stanley SB19 1/4 CP only.</i> Brand: _____</p>	\$ _____	\$ _____
T880	300 Each	<p align="center">POWER, STRIP</p> <p>Color: White; Six (6) outlets; Six (6") power cord; 750 joule surge protector; Transformer outlet; Three (3) prong grounded plugs and outlets; UL Listed; Light on/off switch; Protected LED; <i>Tripp Lite TLP606 or equal.</i> Brand: _____</p>	\$ _____	\$ _____

**EAGLE PASS INDEPENDENT SCHOOL DISTRICT
SEALED PROPOSAL NO. 090642
OFFICE AND TEACHING SUPPLIES**

T905	600 Rolls	<p style="text-align: center;">TAPE, ADDING MACHINE</p> <p>Color: White; Size: 2 1/4" x 124" Premium 20 lb. bond paper; Shear cut; Lint free; Red end-of-roll stripe; 100 rolls per carton; <i>Sparco or equal.</i> Brand: _____</p>	\$ _____	\$ _____
T930	1300 Each	<p style="text-align: center;">TAPE, CORRECTION</p> <p>Color: White; Size: Single line x 394" Provides instant coverage with no mess; Odorless; No drying; No copy shadows; Acid free and non-toxic; <i>Tombow 68620 only.</i> Brand: _____</p>	\$ _____	\$ _____
T931	50 Each	<p style="text-align: center;">TAPE, CORRECTION</p> <p>Color: Canary; Size: Single line x 394" Provides instant coverage with no mess; Odorless; No drying; No copy shadows; Acid free and non-toxic; <i>Tombow 68623 only.</i> Brand: _____</p>	\$ _____	\$ _____
T932	50 Each	<p style="text-align: center;">TAPE, CORRECTION</p> <p>Color: Pink; Size: Single line x 394" Provides instant coverage with no mess; Odorless; No drying; No copy shadows; Acid free and non-toxic; <i>Tombow 68625 only.</i> Brand: _____</p>	\$ _____	\$ _____
T933	50 Each	<p style="text-align: center;">TAPE, CORRECTION</p> <p>Color: Blue; Size: Single line x 394" Provides instant coverage with no mess; Odorless; No drying; No copy shadows; Acid free and non-toxic; <i>Tombow 68624 only.</i> Brand: _____</p>	\$ _____	\$ _____
T940	1,500 Rolls	<p style="text-align: center;">TAPE, TRANSPARENT</p> <p>Size: 1/2" x 1296" glossy finish; 1" core; 12 rolls/pack; <i>Scotch 3M #600 only.</i> Brand: _____</p>	\$ _____	\$ _____

**EAGLE PASS INDEPENDENT SCHOOL DISTRICT
SEALED PROPOSAL NO. 090642
OFFICE AND TEACHING SUPPLIES**

T943	1,500 Rolls	<p style="text-align: center;">TAPE, TRANSPARENT</p> <p style="text-align: center;">Size: 3/4" x 1296" glossy finish; 1" core; 12 rolls/pack; <i>Scotch 3M #600 only.</i> Brand: _____</p>	\$ _____	\$ _____
T944	300 Rolls	<p style="text-align: center;">TAPE, MASKING</p> <p style="text-align: center;">Size: 3/4" x 60 yards; 3" core; Crepe paper backing; 12 rolls/pack; <i>Scotch 3M #2600 only.</i> Brand: _____</p>	\$ _____	\$ _____
T945	500 Rolls	<p style="text-align: center;">TAPE, MASKING</p> <p style="text-align: center;">Size: 1" x 60 yards; 3" core; Crepe paper backing; 9 rolls/pack; <i>Scotch 3M #2600 only.</i> Brand: _____</p>	\$ _____	\$ _____
T946	1000 Rolls	<p style="text-align: center;">TAPE, MASKING</p> <p style="text-align: center;">Size: 1 1/2" x 60 yards; 3" core; Crepe paper backing; 6 rolls/pack; <i>Scotch 3M #2600 only.</i> Brand: _____</p>	\$ _____	\$ _____
T950	100 Each	<p style="text-align: center;">TAPE, DOUBLE COATED</p> <p style="text-align: center;">Size: 3/4" x 36 yards; 3" core; 12 rolls/pack; Self-sticking adhesive on both sides; Transparent for use on glass; <i>Scotch 3M #665 only.</i> Brand: _____</p>	\$ _____	\$ _____
T955	1,500 Rolls	<p style="text-align: center;">TAPE, SEALING</p> <p style="text-align: center;">Size: 2" x 60 yards; Color: Clear; Commercial grade; Meets US Postal Service regulations; <i>Scotch #3M 3750, Henkel HPC 260C, or approved equivalent.</i> Brand: _____</p>	\$ _____	\$ _____
T960	1,000 Rolls	<p style="text-align: center;">TAPE, MAGIC TRANSPARENT</p> <p style="text-align: center;">Size: 3/4" x 1296" invisible finish; 1" core; 12 rolls/pack; <i>Scotch 3M #810 only.</i> Brand: _____</p>	\$ _____	\$ _____

**EAGLE PASS INDEPENDENT SCHOOL DISTRICT
SEALED PROPOSAL NO. 090642
OFFICE AND TEACHING SUPPLIES**

T965	600 Rolls	<p>TAPE, MAGIC TRANSPARENT</p> <p>Size: 1/2" x 1296" invisible finish; 1" core; 12 rolls/pack; <i>Scotch 3M #810 only.</i></p> <p>Brand: _____</p>	\$ _____	\$ _____
T989	50 Each	<p>VIDEOCASSETTE, TAPE</p> <p>T-120; For six (6) hour recording; Individually wrapped; <i>Sony 120VF or equal.</i></p> <p>Brand: _____</p>	\$ _____	\$ _____
T995	40 Each	<p>WASTEBASKET</p> <p>Color: Black; Size: 13 quarts; Durable plastic that retains rectangular shape without warping or melting; <i>Rubbermaid 2955 or equal.</i></p> <p>Brand: _____</p>	\$ _____	\$ _____
T996	75 Each	<p>WASTEBASKET</p> <p>Color: Black; Size: 28 quarts; Durable plastic that retains rectangular shape without warping or melting; <i>Rubbermaid 2956 or equal.</i></p> <p>Brand: _____</p>	\$ _____	\$ _____
T997	50 Each	<p>WASTEBASKET</p> <p>Color: Black; Size: 41 quarts; Durable plastic that retains rectangular shape without warping or melting; <i>Rubbermaid 2957 or equal.</i></p> <p>Brand: _____</p>	\$ _____	\$ _____