THE CITY OF ROCKFORD ILLINOIS, USA

Carrie Eklund
Central Services Manager
Finance Department

INVITATION TO BID
HEAD START LEARNING MATERIALS
BID NO.: 511-HS-051

5/18/11

Name of Bidding Firm: _____

Address _____ City: _____ State: ____ Zip: _____

Phone: _____ Fax: _____

E-Mail: _____

Bid Opening Time and Date 11:00 a.m., Local Time, Tuesday, June 7, 2011

Bids will be accepted until the specified opening time and date. Any bidder attempting to deliver after the opening time and date will be refused.

Bid Deposit/Bid Bond:	NO
Prevailing Wage	NO
Performance Bond:	NO

PLEASE MARK THE RETURN SEALED ENVELOPE:

1. Bid Opening Date and Time
2. Title of Job
3. Bid Number

RETURN BIDS TO:

City of Rockford
Central Services Manager
425 East State Street, 4th Floor
Rockford, Illinois 61104
Telephone: (815) 987-5560

BIDS SUBMITTED BY FASCSIMILE OR E-MAIL WILL NOT BE ACCEPTED

BID RESULTS:

Bid results may be obtained by telephone at (815) 987-5560, by fax at (800) 380-7174, or at www.rockfordil.gov

CITY OF ROCKFORD, ILLINOIS—BIDDING GENERAL CONDITIONS

1. Pricing. The bidder shall insert price for all bid items and all other information requested in these specifications. The price shall be the *full, delivered cost* to the City of Rockford with no additions.

2. Total versus "Per Item" Awards. The City generally awards contracts based on a lump sum basis to the lowest responsible and responsive bidder. However, the City may choose to award on a per item basis. Therefore, each bidder must submit pricing for each item indicated on the bid forms. Bidders must clearly indicate which items are bid and which are not.

3. Delivery of Merchandise. Delivery terms will always be Freight On Board (FOB)–Destination. The City of Rockford accepts no responsibility for the condition of any merchandise purchased prior to acceptance by City Personnel. Failure to comply with this requirement may constitute rejection of the bid.

4. Acceptance of Merchandise at Delivery. The City of Rockford reserves the right to refuse acceptance of delivered merchandise that differs substantially from the specifications in this invitation to bid or as otherwise permitted by Illinois law.

5. Prompt Payment Act. The City of Rockford intends to comply with the governmental prompt payment act. The awarded vendor will be paid upon submission of invoices to: City of Rockford Accounts Payable, 425 East State Street, Rockford, IL 61104.

6. Legal Compliance. The vendor awarded this contract will comply with all Federal, State, County, and City laws, ordinances, rules and regulations, which in any manner affect the product or service placed for bid herein. Lack of knowledge on the part of the awarded vendor of applicable law will in no way be cause for release of this obligation. If the City becomes aware of violation of any laws, ordinances, rules and regulations on the part of the awarded vendor, it reserves the right to reject any bid, cancel any contract, and pursue any other legal remedies deemed necessary.

7. Legal Requirements. This contract sets forth the entire final agreement between the City of Rockford and the bidder and shall govern the respective duties and obligations of the parties. The validity of this contract, and any disputes arising from the contract, shall be governed by the laws of the State of Illinois. Any litigation under this agreement shall be resolved in the trial courts of Winnebago County, State of Illinois. Should a provision of this contract be declared invalid by a court of competent jurisdiction, it shall not affect the validity of the remaining provisions of the contract.

8. Safety. Prevention of accidents at any project is the sole responsibility of the awarded vendor and its subcontractors, agents, and employees. The awarded vendor, its subcontractors, agents, and employees shall be fully and solely responsible for the safety of this project. The awarded vendor shall retain exclusive and direct control over the acts or omissions of its subcontractors, agents and employees, and any other persons performing portions of the work and not directly employed by the awarded vendor.

9. Criminal Background Check. When necessary for the protection of citizens and/or City staff, the City may require an awarded vendor to conduct a criminal background check on all of its personnel who will have direct contact with City facilities or residents/businesses served under this contract. Personnel are defined as representatives, agents, employees, subcontractors, or anyone else who will be utilized to fulfill obligations under this contract. Criminal background checks, at a minimum, shall consist of a county level felony and misdemeanor

check for each county in which the personnel resided in the last 10 years. The awarded vendor shall notify the City of any of its personnel who have been convicted of a felony or misdemeanor prior to commencing any work under this contract. At the City's discretion, personnel with any felony or misdemeanor convictions which raise a concern about the safety of building, property, or City staff/resident's personal security, or is otherwise job related (as determined by the City) shall not perform work under this contract. Once given notice that a background check(s) will be required, it must be completed within 14 calendar days so as to not delay work to be completed.

10. Control of the Work. With respect to the awarded vendor's own work, the City shall not have contractual, operational, and/or supervisory control over and/or charge of the work and shall not be responsible for construction means, methods, techniques, sequences, procedures, and programs in connection with the awarded vendor's work, since these are solely the vendor's responsibility under the agreement. The City shall not be responsible for the awarded vendor's failure to carry out the work in accordance with the agreement's terms and conditions. The City shall not have control over and/or charge of acts or omissions of the awarded vendor, its subcontractors, and/or their agents or employees, or any other person performing portions of the work not directly employed by the awarded vendor. The awarded vendor shall be considered to be an "independent contractor" pursuant to Illinois law.

11. Bid Bond. When required on the cover sheet, a bid bond for not less than 5 percent of the bid amount must accompany all bids as a guarantee that if the bid is accepted, the bidder will execute and file the proper contract. A bank cashier's check, bank draft, or certified check equal to the amount specified is acceptable in lieu of a bid bond. Bid bonds of the two lowest firms will be retained until the contract is awarded.

12. Performance Bond. When required by the specifications herein, the awarded vendorshall furnish a performance bond equal to the amount of the contract, acceptable to the City, within 14 calendar days after notification of contract award. Failure to furnish the required bond within the time specified may be cause for rejection of the bid and any bid deposit may be retained by the City as liquidated damages and not as a penalty.

13. Taxes. No charge will be allowed for taxes from which the City of Rockford, Illinois is exempt. The City of Rockford, Illinois is not liable for the Illinois Retailers' Occupation Tax, the Service Occupation Tax or the Service Use Tax. The City is exempt from the Federal Excise and Transportation Tax.

14. Withdrawal of Bids. Firms may withdraw or cancel their bids at any time prior to the advertised invitation to bid opening. After the opening time, no bid shall be withdrawn or cancelled. All bids shall be firm and valid for a period of sixty (60) calendar days. If a bidder to whom a contract is awarded refuses to accept the award, the City may, at its discretion, suspend the bidder for a period of time up to three (3) years.

15. Subcontracting. The bidder shall provide information for all subcontractors, leased operators/equipment, and suppliers and all other information requested in the Subcontractor and Supplier Detail Forms attached. Requests for deviations from the completed detail forms submitted must be made in writing, and reviewed and approved by the City's Diversity Procurement Officer and the Central Services Manager or designee. The awarded vendor may not subcontract any portion of the contract after award without written consent of the City of Rockford Central Services Manager. When subcontractors are used, the awarded vendor is required to pay subcontractors promptly after completion of work. Delay of payment is prohibited.

16. Termination of Contract. The City of Rockford reserves the right to terminate the contract in its entirety or in portions, upon written notice to the awarded vendor, if the Rockford City Council does not appropriate sufficient funds to complete the contract or in the event of default by the awarded vendor. Default is defined as failure of

the awarded vendor to perform any of the provisions of this contract or failure to make sufficient progress so as to endanger performance of this contract in accordance with its terms. In the event of default, the City may purchase the product(s) and/or service(s) from other sources and hold the defaulting company responsible for any excess costs occasioned thereby. The City may require payment of liquidated damages for non-performance. Should default be due to failure to perform or because of a request for a price increase, the City reserves the right to remove the firm from the City's bidder list for a period of up to three years.

17. Late Bids and Proposals. Regardless of cause, late bids and proposals will not be accepted and will automatically be disqualified from further consideration. It shall be solely the vendor's risk to ensure delivery at the designated office by the designated time. Late bids and proposals will not be opened and may be returned to the awarded vendor at their request and expense.

18. EEO Forms. Each firm shall be required to submit with its bid information all EEO forms included in the invitation to bid package. Any bid which fails to include the properly completed compliance items will not be read and will not be considered. All subcontractors shall also be required to comply with the same EEO forms as the firm.

19. Restrictive or Ambiguous Specifications. It is the responsibility of the bidding firm to review the invitation to bid specifications and to notify the Central Services Manager if the specifications are formulated in a manner that would unnecessarily restrict competition. Any such protest or question regarding the specifications or invitation to bid procedures must be received by the Central Services Division not less than seventy-two hours prior to the time set for the opening. In the event a contract term is not defined within the contract document, the term will be given its ordinary dictionary definition.

20. Bid Protest. Firms wishing to protest bids or awards shall notify the Central Services Manager in writing within 7 days after the invitation to bid opening. The notification should include the bid number, the name of the firm protesting, and the reason why the firm is protesting the bid. The Central Services Manager will respond to the protest within seven (7) calendar days. A successful protest may result in the reversal of a previously awarded contract.

21. Disputes. In case of disputes as to whether or not an item or service quoted or delivered meets specifications, the decision of the Central Services Manager, or authorized representative shall be final and binding to all parties. The Central Services Manager has the right to waive technicalities as they see fit. The Central Services Manager may request a written recommendation from the head of the department using the equipment or service being procured.

22. Exceptions. Any deviations from these specifications shall be noted and submitted with the bid. Failure to address deviations from specifications may result in bid rejection.

23. Acceptance/Rejection of Bids. The City of Rockford reserves the right to accept or reject any or all bids or proposals at any time, for any reason, including but not limited to the Rockford City Council not appropriating sufficient funds to purchase equipment or complete the contract. The City may make awards in any manner deemed in the best interest of the City.

24. Prevailing Wage. When indicated on the cover page of this document, this contract calls for the construction of a "public work," within the meaning of the Illinois Prevailing Wage Act, 820 ILCS 130/.01 *et seq.* ("the Act"). The Act requires awarded vendors and subcontractors to pay laborers, workers, and mechanics performing services on public works projects no less than the "prevailing rate of wages" (hourly cash wages plus fringe

benefits) in the county where the work is performed. When required, awarded vendors are responsible for paying current prevailing wage rates, as posted on the Illinois Department of Labor's website at: http://www.state.il.us/agency/idol/rates/rates.HTM. It is the awarded vendor's responsibility to verify current wage rates, as they are updated monthly. All awarded vendors and subcontractors rendering services under this contract must comply with all requirements of the Act, including but not limited to, all wage, notice, and record keeping duties.

25. Certified Payroll. All Certified Payroll reports required to be submitted under the Prevailing Wage Act, 820 ILCS 130, must be submitted monthly via email, in Excel or some format compatible with Excel, to certified.payroll@rockfordil.gov.

26. Substance Abuse Prevention. When required by Illinois State Statutes, awarded vendors must have in place and file with the City a written program for prevention of substance abuse among its employees. This program must include pre-hire, random, reasonable suspicion, and post-accident drug and alcohol testing, as required by the Substance Abuse Prevention on Public Works Projects Act.

27. Apprenticeship Requirement. For construction contracts over $50,000, awarded vendors must participate in apprenticeship and training programs approved and registered with the United States Department of Labor's Bureau of Apprenticeship and Training for all Trades that will be in the awarded vendor's (or his subcontractor's) employment, with each worker receiving the required apprenticeship/training appropriate to his trade. Owners or work performed by owners is not exempt from the apprenticeship and training requirement.

28. Indemnification. To the fullest extent permitted by law, the awarded vendor shall indemnify and hold harmless the City, its officers, representatives, elected and appointed officials, agents, and employees from and against all claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from the awarded vendor's performance of work under this agreement, and indemnifies and agrees to defend and hold harmless the City against any and all losses, claims, damages, and expenses arising from the work performed hereunder of the erection, construction, placement, or operation of any scaffold, hoist, crane, stay, ladder, support, or other mechanical contrivance in connection with such work including but not limited to losses, claims, damages, and expenses arising pursuant to claims asserted against the City pursuant to theories premised upon section 414 of the Restatement (Second) of Torts and section 343 of the Restatement (Second) of Torts.

This indemnification agreement shall not be limited in any way by any limitations on the amount or type of damages, compensation, or benefits payable by or for the awarded vendor under Worker's Compensation Acts, disability benefit acts, or other employee benefit acts, and serves as an express agreement to waive the protection of Kotecki v. Cyclops Welding Corp., 146 Ill.2d 155, 585 N.E.2d 1023 (1991) in Illinois.

Further, the awarded vendor agrees that it is solely responsible for compliance with all safety laws applicable to the work performed hereunder, including but not limited to the Occupational Safety and Health Act of 1970 and the Construction Safety Act of 1960 and all standards and regulations which have been or shall be promulgated by the agencies which administer the Acts.

Under no circumstances shall the awarded vendor, its subcontractors, agents, and employees be required to indemnify the City for its own negligence.

29. Officers. Each bidder affirms, by submission of a response to this bid or request for proposals, that no officer of the City of Rockford, Illinois, is directly or indirectly interested in the proposal for any reason of personal gain.

30. Non-Waiver. The failure by the City to require performance of any provision shall not affect the City's right to require performance at any time thereafter, nor shall a waiver of any breach or default of this contract constitute a waiver of any subsequent breach or default or a waiver of the provision itself.

31. Professional Services Selection Act. The City of Rockford intends to comply with 50 ILCS 510/5 governing the selection of professional services. Any reference in these terms and conditions to supplying pricing or price as a determining factor in selection do not apply for services covered by said act.

32. The City of Rockford reserves the right to accept or reject any and all proposals and to waive technicalities in submitted bids.

BID REQUIREMENTS FOR
EQUAL EMPLOYMENT OPPORTUNITY

All bidders seeking to do business with the City of Rockford are **REQUIRED** to submit with any formal, sealed bid all of the following documents and information, attached herewith, completed and signed:

1. Equal Employment Opportunity Affirmative Action Plan Statement of Policy.

2. The Statement of Non-Compliance and Certificate of Non-Segregated Facilities.

3. The Contractor or Vendor Workforce Data Form listing all current employees, by classification, directly employed by the bidder. All categories of information requested must be supplied.
   Note: The number of employees must be entered under each category (no check marks)

   Below are the Federal definitions of the following racial groups accepted as minorities by the City of Rockford:
   Black: A person having origins in any of the Black racial groups of Africa, not of Hispanic origin.
   Hispanic: A person of Spanish or Portuguese culture with origins in Mexico, South or Central America, or the Caribbean Islands, regardless of race.
   Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes for example, China, Japan, Korea, the Philippine Republic and Samoa.
   American Indian or Alaskan Native: A person having origins in any of the original peoples of North America.

4. Your State of Illinois Pre-Qualification Certification Number, issued by the Illinois Department of Human Rights for the Illinois Department of Human Rights Act, must provide expiration date entered in the place provided therefore.

5. Certificate of Non-Barred Bidding

6. All executed Subcontractor/Leased Operator and Supplier forms.

If you have not obtained your State of Illinois Pre-Qualification Number (item #4), by signing these documents you agree to make application for this number within 30 days from the date of bid opening.

ANY BID WHICH FAILS TO INCLUDE THE CITY OF ROCKFORD EEO PAGES 2, 4, AND 5, COMPLETED AND SIGNED WITH YOUR SEALED BID WILL NOT BE READ AND WILL NOT BE CONSIDERED – NO EXCEPTIONS.

Falsification of any required Equal Employment Opportunity or Affirmative Action information on the part of the bidder could result in rejection of the bid submitted or in the case where a contract has already been awarded, in the cancellation of said contract.

Any questions pertaining to E.E.O. requirements should be addressed to Ron Moore, Diversity Procurement Officer, Legal Department, 425 East State Street, Rockford, Illinois 61104, Phone: (815) 987-5622 or ron.moore@rockfordil.gov

EQUAL EMPLOYMENT OPPORTUNITY
AFFIRMATIVE ACTION PLAN
STATEMENT OF POLICY

It is the policy of this company, _____
to provide equal employment opportunity without regard to race, religion, color, national origin, handicap, age or sex through a program of positive action affecting all employees. In this program, our company carries out the requirements of Federal Executive orders 11246 and 11375, Civil Rights Act of 1964, Equal Employment Act of 1972, and all other applicable laws, and indicates its active support of the principle of equal opportunity in employment.

At present, _____ % of our work force are minorities and _____ % of our work force are females, and we will attempt to utilize minorities and females through a positive, continuing program in all jobs for which we contract in the future. Our company will utilize referrals from the City of Rockford's Diversity Procurement Officer for use of minorities and females regarding any future job vacancies.

It is also our intent to make efforts to purchase supplies or equipment from small business concerns located in the City of Rockford or counties of Winnebago or Boone and owned in substantial part (at least 51 per cent) by minorities or females.

_____ is the official who will be responsible for implementing this policy statement.

_____ will be designated as the Equal Opportunity Officer in our company, responsible for submission of all required equal employment opportunity documents.

In addition, _____ is hereby authorized to sign payroll as well as this company's officers. (NOTE: If only officers will be authorized to sign payrolls, please fill in "No One" in this space.)

STATEMENT OF NONCOMPLIANCE

If the equal employment opportunity hearing committee determines that a contractor, subcontractor/leased operator of equipment or bidder is not in compliance with this chapter, (also known as Chapter 11, Article III the City of Rockford Equal Opportunity Employment Ordinance), the hearing committee shall issue and serve upon such person a written statement of noncompliance setting forth the manner in which it finds such person has violated this chapter, and imposing and/or requiring appropriate sanctions, including, but not limited to any and/or all of the following:

a. Denying, suspending or revoking qualifications, or declaring the contractor or subcontractor irresponsible and ineligible for future contracts or subcontracts until such time as the contractor or subcontractor shall demonstrate to the equal employment opportunity hearing committee that it is in compliance;

b. Withholding or delaying payment on the contractor or;

c. Suspending, avoiding or canceling contract work.

CERTIFICATION OF NON-SEGREGATED FACILITIES

The bidder certifies that he/she does not maintain or provide for his/her employees any segregated facilities at any of his/her establishments, and that he/she does not permit his/her employees to perform their services at any location, under his/her control, where segregated facilities are maintained. The bidder agrees that a breach of this certification will be a violation of the Equal Opportunity clause in any contract resulting from acceptance of this bid.

The bidder agrees that (except where he/she has obtained identical certification from proposed subcontractors/leased operators of equipment for specific time periods) he/she will obtain identical certification from proposed subcontractors/leased operators of equipment from the provisions of the Equal Opportunity clause, and that he/she will retain such certification in his/her files.

CONTRACTOR OR VENDOR WORKFORCE DATA FORM

BIDDERS NAME: _____

NUMBER OF ALL EMPLOYEES MUST BE ENTERED FOR EACH CATEGORY ---
(No Check Marks Or Bid Will Not Be Accepted)

	MALES					FEMALES				
ALL JOB CLASSIFICATIONS	**W**	**B**	**H**	**A**	**I**	**W**	**B**	**H**	**A**	**I**

W - WHITE B - BLACK H – HISPANIC A - ASIAN OR PACIFIC ISLANDER I - AMERICAN INDIAN

ILLINOIS DEPARTMENT OF HUMAN RIGHTS CERTIFICATION

Our Illinois Department of Human Rights Number is: _____

Must Provide Expiration Date: _____

CERTIFICATE OF NON-BARRED BIDDING

The undersigned certifies that it is not barred from bidding on this contract as a result of a conviction for the violation of State laws prohibiting bid rigging or bid rotating. The undersigned also certifies that current or prospective employees, contractors, and subcontractors/leased operators of equipment are not listed as Excluded Individuals/Entities with the US Government, as maintained by the US General Services Administration.

By signing below, the firm agrees that all information provided in the previous pages is accurate, and that if the firm below does not currently have a Department of Human Rights number they will apply for one within thirty days with the State of Illinois.

_____
Authorized Signature

_____
Title

_____
Firm

Our firm is a:

Minority Business Enterprise	_____	City-Certified?	Yes	____	No	____
Women Business Enterprise	_____	City Certified?	Yes	____	No	____
Neither	_____					

(Revised 12/21/09)

Head Start Learning Materials

Bid No.: 511-HS-051

1.0 General Scope

The City of Rockford Head Start program intends to purchase learning materials to provide to classrooms for activities that are geared toward developing the cognitive, emotional, and social growth of the child. The City of Rockford Head Start program spent approximately $15,000 for the 2010-2011 school year and $13,000 for the 2009-2010 school year.

2.0 General Requirements

2.1 Determination of Qualified Bidders. All qualified bidders shall have been in business for a minimum of five (5) years.

2.2 Award. The City of Rockford intends to award a contract to the lowest responsive and responsible vendor for providing various educational materials. The City of Rockford shall be the sole and final judge regarding the award of contract. This decision is final and will not be subject to recourse by any firm, person, or corporation.

2.3 Contract Length. The contract period shall be from date of award through May 1, 2012. The City of Rockford reserves the right to extend the contract in one (1) year increments for a period of two (2) additional years.

2.4 Price Adjustment. Price adjustments for materials will only be considered at contract renewal. Any requests for price increase must be submitted in writing to the Central Services Manager sixty (60) days prior to contract expiration. Any increases beyond the consumer price index for the time period must be justified by submitting product literature for the specific supplies that explain or justify the price increase. The City will evaluate all requests for increases prior to contract extension and will factor such requests into the decision to renew.

2.5 Contact. The contact for this bid is Anne Wilkerson, Financial Analyst, at 815-987-5741 or anne.wilkerson@rockfordil.gov.

3.0 Specific Requirements

3.1 Sample List. A sample materials list is included in this bid specification. Each vendor shall furnish a price for each item on the materials list. In addition, the vendor shall provide a price for any other items the City may require from the vendor's available supply, as a percent discount from the published list price.

3.2 Consultation. The contract award vendors, or their representatives, will be available at a reasonable notice for consultation or to consider special materials and supplies requests, as a requirement of the contract.

3.3 Communication. Upon award of the contract, the contract award vendors will each assign a contact person. It is expected there will be a contact person available by telephone during normal business hours, or that an answering call will be returned to the City of Rockford within one (1) hour.

3.4 Safety. All materials and supplies furnished to the City of Rockford shall meet all manufacturer safety code requirements set by all local, state and federal regulation agencies.

3.5 Parts and Supplies Invoice. Invoices shall be submitted to the City on a monthly basis for review and payment. The invoice shall include the following information:

- Quantity
- Unit price and total
- Name of employee placing order
- Purchase order number
- Date of order

3.6 Invoice Review: The City of Rockford will review each invoice for accuracy. Any irregularities will be brought to the vendor's attention immediately. Irregularities may include erroneous and/or unreasonable materials or supplies prices, illegible information, inaccurate information, etc.

3.7 Equivalency: Bidders shall state the brand they will furnish for each category. Manufacturers not meeting accepted standards of quality may be rejected by the City of Rockford. No substitutes will be accepted without the permission of an authorized City of Rockford representative. The City of Rockford shall determine the acceptable quality of the materials furnished for this contract.

3.8 Ordering and Delivery. The City expects to acquire goods through this contract via delivery to a specified location within the City of Rockford. Orders will be placed by internet, phone, fax, or email and followed up with a purchase order issued by the City of Rockford.

Head Start Learning Materials

Items listed are from the "School Specialty" catalog and are for comparison ONLY to indicate the type or quality desired. Along with the bid sheet, the vendor must also supply documentation relating to items being bid. Vendor may supply catalogs or any other forms to show items and quality.

We bid as follows:

QTY	ITEM NUMBER	PG #	UNIT SIZE	DESCRIPTION	TOTAL AMOUNT
1	9-077842-258	312	50	9"x12" construction paper	
1	9-077843-258	312	50	12x18" constructon paper	
1	9-013083-258	314	100 Pk	12"x18" Art tissue	
1	9-067167-258	315		36x1000 Kraft Paper Roll	
1	9-086337-258	316	dz	Kid's Scissors	
1	9-008979-258	317		gallon Elmer's School Glue	
1	9-081455-258	317	30 pk	Elmer's glue sticks	
1	9-1334628-258	318	200 pk	Crayola Washable Marker classpack	
1	9-008715-258	321	800 pk	Crayola Crayons Class Pack	
1	9-214005-258	323	240 pk	Crayola Colored Pencil Class pack	
1	9-008262-258	323	128 oz	Crayola Washable Paint	
1	9-281290-258	324	10 pk	Watercolor Magic	
1	9-405963-258	324	24 pk	Prang Watercolor Master pack	
1	9-41955-258	324	6 pk	Do-A-Dot Art	
1	9-008016	325		Crayola Washable Finger Paint	
1	9-248322-258	326	72 pk	Paint Brushes	
1	9-031834-258	327	10 pk	No-Spill Paint Pots	
1	9-408849-258	328	4 pk	jumbo Washable Stamp Pads	
1	9-201663-258	329	1 pk	Long Sleeve Red Smock	
1	9-278920-258	329		Economy Drying Rack	
1	6-1352446-258	330		Double Adjustable Easel Clear Panels	
1	9-25876-258	332	1 lb.	glitter color	
1	9-085962-258	333	500 pk	Jumbo craft sticks	
1	9-394883-258	333	1 lb.	Buttons	
1	9-085728-258	333	1 lb.	Acrylic Gemstones	
1	9-085929-258	333	1 lb.	Pom Pons Class Pack	
1	9-085720-258	333	1 lb.	Colored Noodles	
1	9-085723-258	234		Mosaic Packs	
1	9-085873-258	334	100 pk	Jumbo Pipecleaners	
1	9-075882-258	336	3000	Tub of Foam Shapes	
1	9-039345-258	338		Masking tape	
1	9-391145-258	341		Crayola Dough	
1	9-1277022-258	340		Grey Clay	
1	6-204135-258	25		Oak 8 compartment Mobile storage	
1	6-204984-258	24		Oak 2 shelf hide away	
1	6-249390-258	21		Non mobile 4 shelf giant library display	
1	6-299883-258	65		Child-sized Sofa and 1 Chair	
1	9-279046-258	66		Childcraft Storage trays	
1	6-1372218-258	73	4 pk	11" chairs	

QTY	ITEM NUMBER	PG #	UNIT SIZE	DESCRIPTION	TOTAL AMOUNT
1	6-1372227-258	73		30x72" Rectangle Table	
1	6-520674-258	84		8'3x11'8 oval rug	
1	9-1367952-258	167		Jumbo Zoo Animals	
1	9-331029-258	169		Pretend & Play Airport	
1	6-297116-258	174		4 Piece Birch Kitchen	
1	9-367557-258	176		Pdish Set	
1	9-074666-258	178		Multicultural food Set	
1	9-074772-258	182	4 pc	Role Reversible Vests	
1	9-1288980-258	184		20" Doll	
1	9-502565-258	188	144 St	Medium Duplos	
1	9-081683-258	194	100	Clear Magna Tiles	
1	9-202570-258	197		Attribute Beads and Activity Cards	
1	9-204347-258	200	4 st	Preschool Games Set	
1	9-070875-258	205	12 set	Fairy Tales and Nursery Rhymes Puzzles Set	
1	6-265488-258	211		Sand & Water Table with shelf and cover	
1	9-299818-258	215		Smart Splash Number Fun Ducks	
1	9-206068-258	219		14"tricycle	
1	9-009173-258	227		Lg. Ball	
1	9-1004619-258	231	6 set	Playground Sequencing balls	
1	9-510434-258	249		I can Spell Alphabet Puzzle	
1	9-200093-258	258		Wheels on the Bus story Set	
1	9-072137-258	261		Jumping on the Bed Story Set	
1	9-079562-258	262	5 Set	Favorite Classics Big Book Set	
1	9-080985-258	268		Magnetic Spanish Letters	
1	9-321928-258	272		Farm Counters	
1	9-296543-258	275	128	Attribute Nuts-n-Bolts	
1	9-202780-258	276		Sorting and Patterning Pocket Chart	
1	9-072249-258	277	6 Set	Geoboards Set	
1	9-079596-258	277	10 set	Beginner Pattern Blocks	
1	9-033-9406-258	282	72 set	Measuring Worms	
1	9-1321216-258	286	6 set	Jumbo Magnifiers	
1	9-089526-258	289		Butterfly Pavilion	
1	9-200740-258	297	20 set	Let's Read and Find Out Books	
1	9-1301302-258	308	3 cds	Greg & Steve	
1	9-203713-258	298		Floating and Sinking Science Bag	

TOTAL BID _____

_____% DISCOUNT OFF PUBLISHED LIST PRICE ON ADDITIONAL ITEMS

SHIPPING CHARGES PER ORDER $_____ OR _____%

_____

Person, Firm or Corporation

_____

Authorized Signature and Title