



INVITATION FOR WRITTEN QUOTE

Material and/or Service: **WQ# 20.022 TONER CARTRIDGES**

Written Quote DUE DATE: **Thursday June 18, 2020** Time: **2:00 P.M. Local Time**

Location: Washington Elementary School District
Purchasing Department
4650 W. Sweetwater
Glendale, AZ 85304

The Washington Elementary School District No. 6 is requesting competitive written quotes from qualified firm(s) to provide Toner Cartridges, as needed.

All quotes must be written legibly in ink or typewritten and can be submitted no later than **2:00 p.m., Thursday, June 18, 2020** in any of one of the following manners:

- a) Returning the completed Written Quote Forms by mail or personal delivery.
- b) Faxing the completed Written Quote Forms to (602) 347-3521.
- c) E-mailing the requested information from the Written Quote Forms to brian.wenrich@wesdschools.org

Quotes will be opened publicly immediately after the hour closing. The name of each firm submitting a quote and other relevant information, as determined by the District, shall be recorded. This records shall be open for public inspection at the time of the quote opening. All other information, including pricing, shall remain confidential until after the award is made. All information and quotes submitted will be made available for public inspection after the award has been made, except to the extent that the Offeror has requested, and the District concurs, that certain information remain confidential.

The District reserves the right to accept or reject any or all quotes or any part thereof, and to waive any informality if any quote is deemed in the best interest of the District.

PLEASE NOTE: Due to the District-wide school closure, the main entrance to the District Office is currently closed. BIDs/RFPs and WQs can still be dropped off at our District Warehouse located on the North side of the building between the hours of 7am and 3pm school days. Proceed to the gate and buzz for admittance. For Bid/RFP/WQ Openings, enter through the gate as previously stated and contact the Buyer/Contract Manager as listed on this page of the solicitation.

The District reserves the right to make a multiple award under this solicitation.

Contact: Brian Wenrich, Senior Buyer
Phone: 602-347-3537
Fax: 602-347- 3521
Email: brian.wenrich@wesdschools.org

Authorization: Howard Kropp
Howard Kropp, Director of Purchasing

6/10/2020
Date

SPECIAL TERMS AND CONDITIONS

1. Purpose

This solicitation is to acquire toner cartridges needed to restock the Washington School District Warehouse.

2. Requirements

A. Insurance

Offeror agrees to maintain such insurance as will fully protect Offeror and the District from any and all claims under any workers' compensation statute or unemployment compensation laws, and from any and all other claims of any kind or nature for damage to property or personal injury, including death, made by anyone, that may arise from work or other activities carried on, under, or facilitated by this Agreement, either by Offeror, its employees, or by anyone directly or indirectly engaged or employed by Offeror. Offeror agrees to maintain such automobile liability insurance as will fully protect Offeror and the District for bodily injury and property damage claims arising out of the ownership, maintenance or use of owned, hired or non-owned vehicles used by Offeror or its employees, while providing services to the District.

Successful Offeror will be required to maintain Worker's Compensation and Employer's Liability Insurance as required by law.

B. Safety

Offeror, at its own expense and at all times, shall take all reasonable precautions to protect persons and the District property from damage, loss or injury resulting from the activities of Offeror, its employees, its subcontractors, and/or other persons present. Offeror will comply with all specific job safety requirements promulgated by any governmental authority, including without limitation, the requirements of the Occupational Safety Health Act of 1970.

3. Terms of Award

It is the intent of the District to utilize a multi-year contract beginning upon award, and continuing for one year. However, no contract exists unless and until a purchase order is issued each fiscal year.

4. Multiple Award

The District reserves the right to make a multiple award under this solicitation.

5. Award Basis

The contract shall be awarded to the lowest responsible and responsive bidder whose quote conforms in all material respects to the requirements set forth in the Written Quote.

If a vendor receives a contract award, an order is placed and vendor is unable to meet the delivery requirements, meet service requirements, or material that meets the District's needs as outlined in this Solicitation, or is unable to hold proposal price, or fails to provide product or service within a reasonable period of time, AND/OR fails to provide product complying with the specifications, as determined by the District, the District reserves the right to go to the next lowest proposal price of equal quality which

meets specifications. If the item delivered does not meet specifications or is received in an unsatisfactory condition and is in a damaged or unusable condition, or if service is unsatisfactory, vendor must pick up item immediately and replace to each district's satisfaction at no additional charge, or issue full credit, for service a return visit must be re-scheduled within 24 hours. Rejected items must be removed from the District's premises by the vendor upon verbal notification.

If a vendor receives a contract award and is unable to meet the services requirements as outlined in this Written Quote, or is unable to hold proposal price, or fails to provide acceptable service as determined by the District, the District reserves the right to go to the next lowest ranked vendor.

6. Billing

All billing notices must be sent to the District's accounts payable department as shown on the purchase orders. All invoices shall identify the specific item(s) being billed. Any purchase order issued by Washington Elementary School District will refer to the Quote number of this Written Quote.

7. Price Clause

Prices shall be firm for the term of the contract. Prices as stated must be complete for the services offered and shall include all associated costs. DO NOT include sales tax on any item in the proposal.

After initial contract term and at least 60 days but no more than 90 days prior to any contract renewal, the Washington Elementary School District will review fully documented requests for price increases and may at its sole option accept any changes or cancel from the contract those items concerned. The vendor shall likewise offer any published price reduction, during the contract period, to the District concurrent with its announcement to other customers. All price adjustments will be effective upon acceptance of the WESD Purchasing Department.

8. Estimated Usage

The contract shall be utilized on an as needed, if needed basis.

9. Warranty

All items offered shall be covered by the manufacturer's standard warranty

10. Federal Requirements

- i. Federal Procurement of Food 7 CFR 210.21 & 7 CFR 220.16 (d) "Buy American" The Contractor shall purchase, to the maximum extent practicable, domestic agricultural commodities or products "*SUBSTANTIALLY*" (over 51%) processed in the United States. Exceptions to the *Buy American* provision should be used as a last resort, an Alternative or exception may be approved upon written request before item is delivered and documentation kept.
- ii. Copeland "Anti-Kickback" Act - All contracts and sub grants in excess of \$2000 for construction or repair awarded by recipients and sub recipients shall include a provision for compliance with the Copeland "Anti-Kickback" Act
- iii. Contract Work Hours and Safety Standard Act: The Offeror shall comply with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) as supplemented by Department of Labor regulations (29 CFR Part 5). (Only applies to contracts over \$2,500)

- iv. Termination Clause: The District may terminate for cause and for convenience the contract. Appendix II to 2 CFR Part 200. (Only applies to contracts over \$10,000)

- v. Debarment, Suspension, Ineligibility and Voluntary Exclusion: By signing the Offer & Acceptance form, the Offeror shall certify that they have not been debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs under executive order 12549 and 12689. The Offeror shall comply with regulations implementing Office of Management and Budget Guidance in Non-procurement Debarment and Suspension codified at 2 CFR Part 180 and 2 CFR Part 417. These regulations restrict transactions with certain parties that are debarred, suspended or **otherwise excluded from, or** ineligible for, participation in Federal assistance programs or activities. (Only applies to contracts over \$25,000)

11. Written Quote Submission Requirements

- Written Quote Cost Form
- Offer & Acceptance Form
- Vendor Registration Form/W-9

OFFER AND ACCEPTANCE

The Undersigned hereby offers and agrees to furnish the material, service or construction in compliance with all terms, conditions, specifications, and amendments in the Solicitation and any written exceptions in the offer.

Arizona Transaction (Sales) Privilege Tax License No.: _____
 Federal Employer Identification No. _____
 DUNS No. _____
 Tax Rate: _____ %

For clarification of this offer, contact:
 Name: _____
 Phone: _____
 Fax: _____
 EMail: _____

 Company Name

 Address

 City State Zip

 Signature of Person Authorized to Sign Offer

 Printed Name

 Title

CERTIFICATION

By signature in the Offer section above, the Offeror certifies:

1. The submission of the Proposal did not involve collusion or other anti-competitive practices.
2. The Offeror shall not discriminate against any employee or applicant for employment in violation of State Executive Order 99-4, 2000-4 or A.R.S. § 41-1461 through 1465.
3. The Offeror has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted Proposal. Failure to provide a valid signature affirming the stipulations required by this clause shall result in rejection of the Proposal. Signing the Proposal with a false statement shall void the Proposal, any resulting contract and may be subject to legal remedies provided by law.
4. The Offeror warrants that it and all proposed subcontractors will maintain compliance with the Federal Immigration and Nationality Act (FINA), A.R.S. § 41-4401 and A.R.S. § 23-214 and all other Federal immigration laws and regulations related to the immigration status of its employees which requires compliance with Federal immigration laws by employers, contractors and subcontractors in accordance with the E-Verify Employee Eligibility Verification Program.
5. In accordance with A.R.S. § 15-512, the Offeror shall comply with fingerprinting requirements unless otherwise exempted.
6. By submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
7. By submission of this proposal, that no Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a Cooperative Agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.

-----WESD USE ONLY-----

ACCEPTANCE OF OFFER

The offer is hereby accepted.

The Contractor is now bound to sell the materials or services listed by the attached contract and based upon the solicitation, including all terms, conditions, specifications, amendments, etc., and the Contractor's Offer as accepted by the school district/public entity.

This contract shall henceforth be referred to as Contract No.

WQ 20.022

The Contractor has been cautioned not to commence any billable work or to provide any material or service under this contract until Contractor receives purchase order, contract release document, or written notice to proceed.

Awarded this _____ day of _____ 20____

AUTHORIZED SIGNATURE

VENDOR REGISTRATION FORM
WASHINGTON ELEMENTARY SCHOOL DISTRICT NO. 6
4650 W. Sweetwater Ave., Glendale, AZ 85304-1505
Fax 602 347 3521

Vendor Contact Information

Mailing Address *Solicitations will be mailed to this address.*

Vendor Name _____

Street _____

City _____ State _____ ZIP _____

Remit Address Please mail payments to this address

Name _____

Street _____

City _____ State _____ ZIP _____

Date _____

Phone _____

Website _____

Contact Name _____ Title _____

Contact Email Address _____

Purchase Orders to be sent via
(choose one)

E-mail (provide email address)

Fax (provide fax number)

Please mail (indicate remit or mailing address)

Is your Business Small Business Minority Owned Woman Owned

Do you offer a prompt payment discount? No Yes **If yes, what are the terms?**

Are you currently, or have you ever been an employee of WESD? No Yes

Substitute W-9 Request for Taxpayer Identification Number and Certification

The District must have a W-9 on file for every vendor. **YOU WILL NOT BE REGISTERED WITHOUT W-9 INFORMATION.**
 A copy of the Form W-9 with instructions is available on the IRS website at <http://www.irs.gov/pub/irs-fill/fw9.pdf>

Federal Taxpayer Identification Number (TIN)												
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Social Security Number **OR**
 Employer Identification Number

Individual/Sole proprietor
 Corporation
 Partnership
 other _____

Name as Shown on Federal Tax Documents (Individual/Sole proprietor provide owner's name)

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. person (including a U.S. resident alien).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return.

The Internal Revenue Service does not require your consent to any provisions of this document other than the certifications required to avoid backup withholding.

Signature of U.S. person _____

Date _____

Services/Products

The District maintains a vendor listing for all vendors by commodity. Please review the attached list of codes and enter the commodity code(s) which apply. **Vendors that do not provide us with commodity codes will not be notified of solicitations.**

(For vendors who wish to be included in solicitations, please limit selected codes to ones that you intend to bid on a consistent basis)

Code	Description
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Code	Description
91804	Accounting, auditing, budget consulting
94631	Accounting/CPA services
96316	Accreditation fees
91001	Acoustical ceilings and walls: cleaning, installation, restoration, maintenance and repair
91501	Advertising/marketing services
92476	After school classes
78502	Agendas/planners for students
02500	Air compressors and accessories
98112	Air conditioning equipment: Rental or lease:
91004	Air duct cleaning services
96288	Airline, air carrier
93609	Alarm equipment: Maintenance and Repair (fire, etc.)
99005	Alarm services
96278	Alterations, mending, sewing
06036	Alternators, generators, starters
91812	Analytical studies and survey consulting
04000	Animals live- pet store including accessories
91365	Antenna tower and other communication equipment: maintenance and repair
04500	Appliances: household type
93107	Appliances: Maintenance and Repair
91815	Architectural consulting
90600	Architectural services: professional
99010	Armored car services
05000	Art supplies
96104	Artist in residence (authors, artists and performers)
96207	Arts services: cultural, design, visual, etc
91813	Asbestos consulting
91038	Asbestos inspection, monitoring of insulation and asbestos installation and removal
91350	Asphalt/pavement: removal and replacement of existing
96205	Assemblies (including performing arts professionals)
92420	Assessment, observation of skills, examination and testing services
96320	Associations
20010	Athletic clothing
80500	Athletic equipment and athletic facility equipment and supplies, sporting goods
97102	Athletic fields, recreational and sporting camps - rental
96149	Attorneys
96209	Auctioneering services (including internet)
71505	Audio and video pre-recorded: DVD, CD VHS and cassettes
91802	Audio/visual consulting services
94815	Audiologist services- hearing aids services
93906	Audio-visual equipment: Maintenance and Repair

Code	Description
94620	Auditing
71000	Auditory testing equipment, electronic reading devices
92846	Auto glass replacement and repair services (including window tinting)
92815	Automobile maintenance/repair
07104	Automobiles – Sales
97514	Automobiles and other passenger vehicles: Rental or Lease
07100	Automobiles, school buses, SUVs, vans
06500	Automotive body accessories and parts
05500	Automotive accessories
06000	Automotive and trailer equipment and parts
07500	Automotive shop supplies
08000	Awards, trophies, plaques, certificates
87000	Awnings, venetian blinds and shades
96130	Background Investigation
08500	Bags, bagging, ties and erosion sheeting
64008	Bags: freezer and food storage
28506	Ballasts
94625	Banking services
06013	Batteries: Automotive – incl. buses
45006	Batteries: non-automotive
11000	Belts and belting: automotive, industrial
42004	Bleachers, auditorium, stadium, team seating
87000	Blinds: venetian/vertical
64521	Bond paper
96324	Bonds- notary
90800	Bookbinding and Repairing services
12500	Bookbinding supplies
71500	Books and all other published materials
71510	Books, library
71512	Books, reference, dictionaries, encyclopedias, etc.
71583	Books: adult education
71510	Bookstore
91216	Boring, drilling, testing and soundings
14500	Brushes (for janitorial type see class 485)
15000	Builder's supplies
90900	Building construction services: new
91000	Building Maintenance, installation and repair services
96109	Building permit services
15500	Buildings and structures: fabricated and prefabricated
91819	Buildings, structures and components consulting
78525	Bulletin boards: changeable letter, cork, magnetic, peg, etc.
92824	Bus, school maintenance and repair

Code	Description
07115	Buses -school (large) - Sales
07116	Buses -school (small) - Sales
91524	Cable television services (includes pay-per-view)
28029	Cables and wire – communications telecommunications
28000	Cables and wires - Electrical (not electronic)
28070	Cables and wires - telephone
16500	Cafeteria and kitchen equipment, commercial
93130	Cafeteria and kitchen equipment: Maintenance and Repair
24000	Cafeteria: utensils and supplies
97112	Campgrounds and trailer parks
15520	Canopies freestanding
91427	Carpentry contractor
91006	Carpentry maintenance and repair services
91009	Carpet cleaning
96115	Caterers
20730	CDs & DVDs - unrecorded
91075	Ceiling and wall repair and replacement
91575	Cellular telephone service
78515	Chalk, dry erase and black boards
96330	Charitable organizations and foundations
96113	Chartering service- bus and other types
17500	Chemical laboratory equipment, supplies
19000	Chemicals, solvents, commercial (in bulk)
95218	Child care services
20013	Children's clothing
19200	Cleaning compositions, detergents, solvents and strippers - prepackaged
20000	Clothing all types
91825	Compliance consulting for American Disabilities Act (ADA)
20700	Computer accessories and supplies
20400	Computer hardware and peripherals for microcomputers
20600	Computer hardware and peripherals for mini and main frame computers
20900	Computer software for mini and mainframe computers (preprogrammed)
20800	Computer software PC
20843	Computer software, educational
20853	Computer software, integrated
20866	Computer training –professional
21000	Concrete and metal products, culverts, pilings, septic tanks, accessories and supplies
91430	Concrete contractor
96118	Concrete resurfacing services
97165	Conference room rental
91831	Construction consulting
97524	Construction equipment (not otherwise classified) Rental or

Code	Description
	Lease
91200	Construction services: general (including maintenance and repair services)
91300	Construction services: heavy (includes maintenance and repair)
91316	Construction: communication equipment (includes antenna towers)
91319	Construction: curb and gutter (includes maintenance, repair and removal)
91221	Construction: energy related (all types)
91223	Construction: general (backfill services, digging, ditching, road grading, rock)
91336	Construction: parking lot and alley
91340	Construction: pipeline
91345	Construction: sewer and storm drain
91347	Construction: sidewalk and driveway (includes pedestrian and handicap ramps)
91356	Construction: utility/underground projects
91361	Construction: vertical, concrete, pour-in-place, form/place/finish
91800	Consulting services
01500	Copier supplies
93927	Copy and Riso machine: Maintenance and Repair
60038	Copy machines
96224	Courier/ delivery services
34510	CPR equipment and supplies
23200	Craft supplies, general
23300	Crafts, specialized
25000	Data processing cards and paper
92000	Data processing, computer, programming and software services
03700	Decorations, gifts, toys, etc.
91240	Demolition services
94828	Dental services
57830	Disaster survival equipment- kits and supplies- emergency bucket
91014	Door installation, maintenance and repair (metal)
91015	Door installation, maintenance and repair (wood)
15021	Doors sales: all types
15055	Doors sales: overhead- garage
95207	Drug and alcohol testing services
78515	Dry erase, chalk and black boards
91838	Education and training consulting
78553	Educational games and toys- all types
92419	Educational research services
92400	Educational training services
28000	Electrical cables and wires
91438	Electrical contractor
28500	Electrical supplies and equipment
28700	Electronic equipment, parts, components and accessories

Code	Description
91013	Elevator installation, maintenance and repair
96272	Embroidery Services
99029	Emergency planning services
57830	Emergency survival equipment
99039	Emergency systems monitoring service
92892	Emission testing for vehicles
91840	Employee benefits consulting
91017	Energy computerized control system installation (HVAC, lighting, utilities, etc)
91841	Energy conservation consulting
91016	Energy conservation services (including audits)
91842	Engineering consulting
92500	Engineering services
96233	Engraving services: awards, trophies, etc.
31000	Envelopes
92600	Environmental and ecological services
91843	Environmental consultant
91244	Excavation services
59000	Fabric, sewing notions, accessories and supplies
26500	Fabric: draperies, curtains, and upholstery material (including automobile upholstery)
32000	Fasteners: bolts, nuts, pins, rivets, screws, etc.
60061	Fax machines, parts and supplies
33000	Fencing materials
98136	Fencing: Rental or lease
67500	Fertilizer and Pesticides
96339	Fieldtrips and entrance fees
03145	Filters, air conditioning furnace
94600	Financial services
34016	Fire alarm systems, power sirens and controls
93634	Fire extinguisher: Maint/Repair
34028	Fire extinguishers, recharges and parts
93633	Fire protection equipment: Maint/Repair
34000	Fire protection supplies, equipment, extinguishers
34084	Fire sprinkler heads and system
99080	Fire watch services
34500	First aid and safety equipment and supplies
34540	First aid and safety teaching equipment and supplies: charts, manuals, posters, safety placards, safety training videos, etc.
35000	Flags, poles and accessories
36000	Floor covering supplies and installation and removal
93429	Floor machine: Maint/Repair
36500	Floor Maintenance machines and parts
91444	Flooring contractor
91025	Flooring maintenance and repair to include refinishing and sealing

Code	Description
59528	Florist: fresh flowers
38500	Foods: frozen
37500	Foods: bakery products (fresh)
38000	Foods: dairy products (fresh)
39300	Foods: grocery store and grocer's items
39000	Foods: perishable
94700	Forestry services
96235	Framing services
96286	Freight services- motor freight
40500	Fuel, oil, grease and lubricants
94650	Fund raising services
93145	Furniture installation and reconfiguration services (including systems furniture)
42008	Furniture: Cafeteria
41500	Furniture: laboratory
42056	Furniture: Library
41000	Furniture: nurse's office
42500	Furniture: office
93146	Furniture: office, Maintenance and Repair
42000	Furniture: school classroom
95896	Garbage and waste pick up
91400	General contractor
98143	Generator: Rental or lease
03700	Gifts, decorations, toys, etc.
44000	Glass and glazing supplies
91030	Glass replacement, maintenance and repair
91447	Glazing contractor
07153	Golf cart
99046	Guard and security services
93641	Hand tools: maint/repair including sharpening of blades
44500	Hand tools: power and non-power and accessories
47000	Handicapped and disabled specialized equipment
47078	Handicapped training and recreational aids
45000	Hardware and related items
94800	Health related services
71000	Hearing aids, auditory testing equipment, electronic reading devices, etc.
93645	Hearing device: Maint/Repair
71052	Hearing impaired auditory equipment
94846	Hospital services
95200	Human services
03100	HVAC- parts and accessories
91450	HVAC contractor
91036	HVAC- maintenance and repair
94155	HVAC system: Maint/Repair
96847	Inspection services- construction type
96246	Installation and removal services (not classified)
78565	Instructional aids and supplies

Code	Description
91453	Insulation contractor
95300	Insurance and insurance services (all types)
93942	Intercom equipment: Maint/Repair
96117	Interpreter services - electronically assisted - foreign language, hearing impaired, etc.
96146	Interpreter services (foreign language)
99052	Investigative services
91227	Irrigation system - construction
93437	Irrigation system: Maint/Repair
67017	Irrigation systems, supplies, parts and accessories
93439	Janitorial equip: Maint/Repair
98338	Janitorial equipment: Rental or lease
48500	Janitorial supplies- general line
91039	Janitorial/custodial services
93621	Kiln and Craft equip: Maint/Repair
66500	Laminating, shrink wrap supplies and equipment
28550	Lamps: fluorescent, all type bulbs
91873	Landscaping contractor
95400	Laundry and dry cleaning services
96147	Law enforcement services
93446	Lawn equip: Maint/Repair
98347	Lawn equipment: Rental or lease
51500	Lawn Maintenance equipment and accessories
51556	Lawn mowers - riding type
91047	Lead abatement services
96149	Legal services, attorneys
52500	Library and archival equipment, machines and supplies
95600	Library services (incl. Research and subscription services)
96217	Limousines and taxicabs
91049	Loading dock, associated accessories: maintenance/ repair
96151	Lobby services
45055	Locks, key blanks, and locksmith tools (including time locks)
91048	Locksmith services
97130	Lodging hotels, motels, resorts
54000	Lumber, siding and related products
95640	Magazines
91559	Mail service- express
91558	Mailing services: addressing, collating, packaging, sorting and delivery
93400	Maintenance and Repair for lawn, painting, plumbing, and spraying equipment
91052	Maintenance and repair of buildings (not otherwise classified)
92900	Maintenance and Repair of heavy equipment
93100	Maintenance/ Repair for appliance, athletic, cafeteria, furniture, musical instruments
93800	Maintenance/ Repair services of

Code	Description
	medical equipment
93900	Maintenance/ Repair services: computers, television and office equipment
93600	Maintenance/ Repair services: general equipment
94100	Maintenance/Repair services for power generation and transmission equipment
95800	Management services
96252	Mapping- includes surveying services
78505	Maps, atlases, charts and globes
91455	Masonry contractor
91051	Masonry, concrete, and stucco maintenance, finishing and repair
56000	Material management equipment & shelving- including trucks, lift- powered and hand
91500	Media service
47500	Medical related item for nurse's office
94874	Medical services: professional includes physician, pharmacist and all specialists
96348	Membership organizations
21000	Metal and Concrete products, culverts, pilings, septic tanks, accessories and supplies
91458	Metal work contractor
57500	Microfiche and microfilm equipment, accessories and supplies
91568	Microfilming service
92678	Mold remediation, hazardous waste
96256	Moving services
58035	Music: sheet and folio
97759	Musical Instrument Rental/Lease
58000	Musical instruments, accessories, furniture and supplies
93158	Musical instruments: Maintenance and Repair
55072	Natural Gas conversion equipment
91571	Newspaper and publication advertising
95650	Newspaper subscription
96300	Non-biddable misc. items
94667	Notary public services
03752	Novelties, advertising specialty products
59500	Nursery (plants) stock, equipment and supplies
94864	Nursing services
60000	Office machines, equipment and accessories
60500	Office small machines, calculators and apparatuses
61500	Office supplies (excluding writing materials)
62000	Office supplies: pencils, pens, ink, erasers
92856	Oil collection services- waste
62500	Optical equipment, accessories and supplies
91055	Overhead door installation,

Code	Description
	maintenance and repair
63000	Paint and related paint products
91461	Painting and wallpapering contractor
63500	Painting equipment and accessories
98355	Painting equipment and supplies: Rental or lease
91054	Painting, maintenance and repair services (including caulking)
91056	Panel wall systems installation, maintenance and repair
64500	Paper (for office and print shop use)
64000	Paper and plastic products: disposable
64050	Paper products: cups, doilies, napkins, plates, straws, facial tissues (other than hospital), etc.
64075	Paper towels, toilet tissue and seat covers
64045	Paper-food processing (fresh and frozen): butcher paper, butter paper, freezer paper, vegetable paper, etc.
91375	Parking lot and alley: maintenance and repair
91394	Paving/resurfacing, alley and parking lot
96269	Personnel services, temporary
91059	Pest control: termite inspection and control, bird proofing, animal trapping, rodents
67500	Pesticides and fertilizer: agricultural and industrial
04000	Pet Store
93966	Photo development
65500	Photo equipment (not photography services)
91572	Photography
96263	Piano tuning
91378	Pipeline: (includes removal and relocation) maintenance and repair
37554	Pizza
91061	Plant maintenance: indoor
59500	Plants and nursery supplies
91464	Plastering contractor
64060	Plastic and styrofoam products: cups, forks, spoons, plastic coated dishes, plastic food wrap, cooking bags, sandwich bags, straws, etc.
65000	Playground equipment and supplies
93165	Playground equipment: Maintenance and Repair
91468	Plumbing contractor
67000	Plumbing equipment, fixtures and supplies
91060	Plumbing maintenance and repair (includes pressure tapping services, pipe freezes, toilets)
68000	Police and prison equipment and supplies
96357	Postage
60077	Postage meters and supplies
05272	Posters and prints
69000	Power generation equipment, accessories and supplies

Code	Description
69100	Power transmission equipment (electrical, mechanical, air and hydraulic)
95206	Prevention programs: DARE, alcohol and drug/ bullying, red ribbon programs
70000	Printing equipment and supplies (except paper)
96600	Printing and typesetting services
96259	Processing services: food
96258	Professional services not classified including grant writing
55072	Propane/butane or natural gas conversion equipment
94876	Psychologists, psychological services (including behavioral management services)
96295	Public warehousing
96800	Public works and related services
71500	Published materials: books and preprinted materials
72000	Pumping equipment and accessories
72033	Pumping equipment: gasoline, compressed natural gas (CNG), and diesel fuel pumps, service station type
72600	Radio communication equipment, accessories and supplies
73500	Rags, shop towels and wiping cloths
71092	Reading devices (for vision impaired)
91889	Real estate/land consulting (including land survey consulting)
97100	Real property rental or lease
34579	Reflective safety apparel and accessories- crossing guard vests
93667	Refrigeration equip: Maint/Repair
74000	Refrigeration equipment and accessories
96364	Registration fees
94886	Rehabilitation and Therapy
92678	Remediation of mold and hazardous waste
91065	Remodeling and alterations
97700	Rental or lease of appliances, cafeteria, furniture, hardware, musical and window and floor coverings
98100	Rental or lease of general equipment (HVAC, athletic, fire and police protection, etc.)
97500	Rental or lease services of agricultural, automotive and heavy equipment
98300	Rental or lease services of clothing, janitorial, laundry, lawn, painting, spraying
98400	Rental or lease services of computers
97900	Rental or lease services of engineering and testing equipment
98500	Rental or lease services of office, printing, radio, television, telephone equipment
78587	Resource books and materials

Code	Description
96219	Restaurants
58005	Risers: band and choral
93927	Riso and copy machine: Maintenance and Repair
75000	Road and highway building materials (not asphalt)
76000	Road and highway equipment: earth handling, grading, moving, packing, etc.
98800	Roadside, grounds, recreational and park area services
91473	Roofing and siding contractor
91891	Roofing consulting
93670	Roofing equipment: Maint/Repair
77000	Roofing materials and supplies
91066	Roofing, gutters, and downspouts maintenance and repair
42574	Safes, vaults, and night depository boxes (incl. parts and accessories)
34500	Safety and first aid equipment and supplies
34579	Safety apparel and accessories – reflective crossing guard vests
34540	Safety teaching equipment and supplies
99077	Safety training
99800	Sale of surplus and obsolete items
98900	Sampling and sample preparation services
97763	Scaffolding/ ladders: Rental/lease
78000	Scales and weighing apparatus
78500	School supplies: general teaching aids and supplies
78588	Science instruction equipment and supplies (for classroom or laboratory use)
68002	Security and access control systems
93673	Security and access system: Maint/Repair
99050	Security and alarm equipment: installation
91067	Security lock-bar installation, maintenance and repair
99000	Security, fire, safety and emergency services
91893	Security/safety consulting
79000	Seed, sod, soil and inoculants
91381	Sewer and storm drain (including removal) maintenance and repair
59000	Sewing notions and supplies
15574	Sheds- storage - sales
56000	Shelving for warehouse
91382	Sidewalk and driveway (including removal) maintenance and repair
96167	Sign language services for the hearing impaired
96279	Sign making services
80166	Signs, marquees, electronic displays
96684	Silk screen printing
20074	Silk screened shirts, jackets, hats, etc.
91070	Sludge removal (to include grease trap cleaning)
93977	Sound equipment: Maint/Repair

Code	Description
80300	Sound systems, components and accessories: group intercom, music, public address
78589	Special education devices and equipment
71095	Speech equipment
80500	Sporting goods and athletic equipment
96168	Sports professional services (including recreational programs, referee/umpire services)
81000	Spraying equipment (except household, plant and paint)
98368	Spraying equipment: Rental or lease
85581	Stages: theatre- all types
25500	Stamps and decals
91479	Structural and reinforcement steel contractor
91480	Stucco contractor
78565	Supplemental classroom materials
96278	Tailor: alteration, mending, sewing
83000	Tanks: mobile, portable, stationary, & underground types
83200	Tape: measuring, optical, sewing, sound or video (not data processing)
28029	Telecommunication cables and wires
83800	Telecommunication equipment, accessories and supplies: (includes telephone, clock, intercom, etc.)
28070	Telephone cables and wires
83900	Telephone equipment, accessories and supplies
84000	Television equipment and accessories
91265	Tennis/sport court: maintenance and repair
99200	Testing and calibration services
84500	Testing apparatus and instruments (not for electrical or electronic measurements)
92420	Testing services, assessment, observation of skills
25080	Tests, answer sheets, scoring keys, etc. (for EDP systems)
78590	Tests: practice tests and test scoring sheets
71586	Textbooks: 6th thru 8th grade (includes teacher editions)
71589	Textbooks: early childhood
71585	Textbooks: kindergarten thru 5th grade (includes teacher editions)
71584	Textbooks: special education
71595	Textbooks: used
85522	Theatrical curtains, drapes, etc.
85500	Theatrical equipment and supplies (costumes, drapes, backdrops, lights, etc.)
85553	Theatrical lighting systems
94886	Therapy and rehabilitations services
86000	Tickets, coupon books, sales books, etc.
91483	Tile and marble work, contractor (all types)

Code	Description
91073	Tile and stone restoration and refurbishing (includes granite, marble and terrazzo)
92882	Tire mounting, repair, retreading and rotation
86300	Tires and tubes (including recapped/retreaded tires)
15570	Toilet portable - sales
97182	Toilet rental
64075	Toilet tissue, paper towels, and toilet seat covers
97773	Toilets and showers, portable: Rental or lease
93641	Tools: maint/repair of hand tools including sharpening of blades
44500	Tools: power and non-power hand tools and accessories
96180	Tour guide services
96890	Towing services
07300	Trailers - sales
96172	Transcription services: academic, Braille, legal, medical, etc.
96175	Translation services
95294	Transportation for handicapped
96216	Transportation- school bus
96182	Transportation services
91027	Trash removal, disposal, treatment Construction only
96178	Travel agency services
08000	Trophies, plaques, awards
07200	Trucks - sales
94685	Trust, estates and agency accounts
96388	Tuitions

Code	Description
92480	Tutoring services
86500	Twine and string
93684	Two-way radio: Maintenance and service
72688	Two-way radios, supplies, parts and accessories
98386	Uniforms: Rental or lease
20085	Uniforms: student
20092	Uniforms: work clothes- employee
93688	Upholstery and drapery: maintenance, cleaning, mending
96185	Utilities- gas, water, electric
91897	Utilities: gas, water, electric consulting
96291	Utility locator services underground- blue staking
94892	Vaccination program services
04577	Vacuum cleaners
07191	Vans: customized - sales
07192	Vans: regular and handicapped equipped - sales
92833	Vehicle customizing services- handicapped and van conversion
92892	Vehicle inspection and testing services- emissions
92800	Vehicle Repair services all types
92867	Vehicle road service- includes mobile repair services
97785	Vending machine: Rental or lease
16592	Vending machines
71505	Video and audio pre-recorded: DVD, CD, VHS and cassettes
71092	Vision devices for reading- vision impaired

Code	Description
78517	Vision impaired: teaching and training equipment and supplies
71052	Visual and hearing impaired auditory equipment
88000	Visual education equipment and supplies
88300	Voice mail systems, parts and accessories
91075	Wall and ceiling repair and replacement (including dry wall)
15091	Wall panels: modular- insulated
92893	Wash: car, truck, bus
95896	Waste Management - garbage
96294	Water services- bottles
03127	Water Treatment/cooling tower HVAC
91078	Weather and waterproofing maintenance and repair
91485	Welding contractor
93695	Welding equip: Maint/Repair
89500	Welding equipment and supplies
91076	Welding maintenance and repair (including brazing, casting and soldering)
47080	Wheelchairs
91079	Window installation, maintenance and repair (metal)
91080	Window installation, maintenance and repair (wood)
91488	Wood contractor

Updated 12/2019

Line	Inhouse Stock #	WESD Quantity	Description	Unit of Measure	Brand	Vendor Stock #	Substitute Allowable	Price	Substituted Stock #
1	D5058		CARTRIDGE - H.P. LASER JET(4-5), BLACK FOR 5M PRINTER	EACH	XEROX	6R904	NO SUB.		
2	D5233		CARTRIDGE - H.P. 1320N - BLACK	EACH	HP	Q5949X	BRAND OR EQUAL		
3	D5231	10	CARTRIDGE - H.P. 4700N - BLACK, BLACK CARTRIDGE FOR COLOR PRT	EACH	HP	Q5950A or Q5950X	BRAND OR EQUAL		
4	D5234	10	CARTRIDGE - H.P. 4700N - CYAN, COLOR	EACH	HP	Q5951A or Q5951X	BRAND OR EQUAL		
5	D5236	20	CARTRIDGE - H.P. 4700N - MAGENTA, COLOR	EACH	HP	Q5953A or Q5953X	BRAND OR EQUAL		
6	D5235	20	CARTRIDGE - H.P. 4700N - YELLOW, COLOR	EACH	HP	Q5952A or Q5952X	BRAND OR EQUAL		
7	D5232	48	CARTRIDGE - H.P. BLACK 4250N - (20,000 COPIES)	EACH	HP	Q5942X	BRAND OR EQUAL		
8	D5199	12	CARTRIDGE - H.P. IMAGE CART, Q1338A (4200)	EACH	HP	Q1338A	NO SUB.		
9	D5272		CARTRIDGE - HP3650 - BLACK	EACH	HP	C8727AN	NO SUB.		
10	D5273		CARTRIDGE - HP3650 - COLOR	EACH	HP	C8728AN	NO SUB.		
11	D5228		CARTRIDGE - LASER JET H.P. 1022 - BLACK	EACH	HP	Q2612A	NO SUB.		
12	D5229		CARTRIDGE - LASER JET H.P. P2015DN - BLACK = 7,000 COPIES	EACH	HP	Q67553X	NO SUB.		