

OFFICE OF THE CITY ATTORNEY
ROBERT E. SHANNON, City Attorney
333 West Ocean Boulevard, 11th Floor
Long Beach, CA 90802-4664

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AGREEMENT

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THIS AGREEMENT is made and entered, in duplicate, as of May 23, 2012, for reference purposes only, pursuant to a minute order adopted by the City Council of the City of Long Beach at its meeting on May 22, 2012, by and between COMPLETE OFFICE OF CALIFORNIA, INC., a California corporation ("Consultant"), with a place of business at 7452 Orangewood Avenue, Garden Grove, California 92841, and the CITY OF LONG BEACH, a municipal corporation ("City").

WHEREAS, City requires specialized services requiring unique skills to be performed in connection with a Citywide office supply program ("Project"); and

WHEREAS, City has selected Consultant in accordance with City's administrative procedures and City has determined that Consultant and its employees are qualified, licensed, if so required, and experienced in performing these specialized services; and

WHEREAS, City desires to have Consultant perform these specialized services, and Consultant is willing and able to do so on the terms and conditions in this Agreement;

NOW, THEREFORE, in consideration of the mutual terms, covenants, and conditions in this Agreement, the parties agree as follows:

1. SCOPE OF WORK OR SERVICES.

A. Consultant shall furnish specialized services more particularly described in Exhibit "A", attached to this Agreement and incorporated by this reference, in accordance with the standards of the profession, and City shall pay for these services in the manner described below, not to exceed One Million Three Hundred Thousand Dollars (\$1,300,000) annually, at the rates or charges shown in Exhibit "B".

B. Consultant may select the time and place of performance for these services; provided, however, that access to City documents, records and the

1 like, if needed by Consultant, shall be available only during City's normal business
2 hours and provided that milestones for performance, if any, are met.

3 C. Consultant has requested to receive regular payments. City
4 shall pay Consultant in due course of payments following receipt from Consultant
5 and approval by City of invoices showing the services or task performed, the time
6 expended (if billing is hourly), and the name of the Project. Consultant shall certify
7 on the invoices that Consultant has performed the services in full conformance
8 with this Agreement and is entitled to receive payment. Each invoice shall be
9 accompanied by a progress report indicating the progress to date of services
10 performed and covered by the invoice, including a brief statement of any Project
11 problems and potential causes of delay in performance, and listing those services
12 that are projected for performance by Consultant during the next invoice cycle.
13 Where billing is done and payment is made on an hourly basis, the parties
14 acknowledge that this arrangement is either customary practice for Consultant's
15 profession, industry or business, or is necessary to satisfy audit and legal
16 requirements which may arise due to the fact that City is a municipality.

17 D. Consultant represents that Consultant has obtained all
18 necessary information on conditions and circumstances that may affect its
19 performance and has conducted site visits, if necessary.

20 E. CAUTION: Consultant shall not begin work until this
21 Agreement has been signed by both parties and until Consultant's evidence of
22 insurance has been delivered to and approved by City.

23 2. TERM. The term of this Agreement shall commence at midnight on
24 May 29, 2012, and shall terminate at 11:59 p.m. on May 28, 2013, unless sooner
25 terminated as provided in this Agreement, or unless the services or the Project is
26 completed sooner. The parties have the option to renew this Agreement for two (2)
27 additional one (1) year periods.

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3. COORDINATION AND ORGANIZATION.

A. Consultant shall coordinate its performance with City's representative, if any, named in Exhibit "C", attached to this Agreement and incorporated by this reference. Consultant shall advise and inform City's representative of the work in progress on the Project in sufficient detail so as to assist City's representative in making presentations and in holding meetings on the Project. City shall furnish to Consultant information or materials, if any, described in Exhibit "D", attached to this Agreement and incorporated by this reference, and shall perform any other tasks described in the Exhibit.

B. The parties acknowledge that a substantial inducement to City for entering this Agreement was and is the reputation and skill of Consultant's key employee, Eileen Brobst. City shall have the right to approve any person proposed by Consultant to replace that key employee.

4. INDEPENDENT CONTRACTOR. In performing its services,

Consultant is and shall act as an independent contractor and not an employee, representative or agent of City. Consultant shall have control of Consultant's work and the manner in which it is performed. Consultant shall be free to contract for similar services to be performed for others during this Agreement; provided, however, that Consultant acts in accordance with Section 9 and Section 11 of this Agreement. Consultant acknowledges and agrees that (a) City will not withhold taxes of any kind from Consultant's compensation; (b) City will not secure workers' compensation or pay unemployment insurance to, for or on Consultant's behalf; and (c) City will not provide and Consultant is not entitled to any of the usual and customary rights, benefits or privileges of City employees. Consultant expressly warrants that neither Consultant nor any of Consultant's employees or agents shall represent themselves to be employees or agents of City.

5. INSURANCE.

A. As a condition precedent to the effectiveness of this

1 Agreement, Consultant shall procure and maintain, at Consultant's expense for the
2 duration of this Agreement, from insurance companies that are admitted to write
3 insurance in California and have ratings of or equivalent to A:V by A.M. Best
4 Company or from authorized non-admitted insurance companies subject to
5 Section 1763 of the California Insurance Code and that have ratings of or
6 equivalent to A:VIII by A.M. Best Company, the following insurance:

7 (a) Commercial general liability insurance (equivalent in scope to
8 ISO form CG 00 01 11 85 or CG 00 01 10 93) in an amount not less than
9 \$1,000,000 per each occurrence and \$2,000,000 general aggregate. This
10 coverage shall include but not be limited to broad form contractual liability,
11 cross liability, independent contractors liability, and products and
12 completed operations liability. City, its boards and commissions, and their
13 officials, employees and agents shall be named as additional insureds by
14 endorsement (on City's endorsement form or on an endorsement
15 equivalent in scope to ISO form CG 20 10 11 85 or CG 20 26 11 85 or
16 both CG 20 10 07 04 and CG 20 37 07 04 or both CG 20 33 07 04 and
17 CG 20 37 07 04), and this insurance shall contain no special limitations on
18 the scope of protection given to City, its boards and commissions, and
19 their officials, employees and agents. This policy shall be endorsed to
20 state that the insurer waives its right of subrogation against City, its boards
21 and commissions, and their officials, employees and agents.

22 (b) Workers' Compensation insurance as required by the California
23 Labor Code and employer's liability insurance in an amount not less than
24 \$1,000,000. This policy shall be endorsed to state that the insurer waives
25 its right of subrogation against City, its boards and commissions, and their
26 officials, employees and agents.

27 (c) Professional liability or errors and omissions insurance in an
28 amount not less than \$1,000,000 per claim.

1 (d) Commercial automobile liability insurance (equivalent in scope
2 to ISO form CA 00 01 06 92), covering Auto Symbol 1 (Any Auto) in an
3 amount not less than \$500,000 combined single limit per accident.

4 B. Any self-insurance program, self-insured retention, or
5 deductible must be separately approved in writing by City's Risk Manager or
6 designee and shall protect City, its officials, employees and agents in the same
7 manner and to the same extent as they would have been protected had the policy
8 or policies not contained retention or deductible provisions.

9 C. Each insurance policy shall be endorsed to state that
10 coverage shall not be reduced, non-renewed or canceled except after thirty (30)
11 days prior written notice to City, shall be primary and not contributing to any other
12 insurance or self-insurance maintained by City, and shall be endorsed to state that
13 coverage maintained by City shall be excess to and shall not contribute to
14 insurance or self-insurance maintained by Consultant. Consultant shall notify City
15 in writing within five (5) days after any insurance has been voided by the insurer or
16 cancelled by the insured.

17 D. If this coverage is written on a "claims made" basis, it must
18 provide for an extended reporting period of not less than one hundred eighty (180)
19 days, commencing on the date this Agreement expires or is terminated, unless
20 Consultant guarantees that Consultant will provide to City evidence of
21 uninterrupted, continuing coverage for a period of not less than three (3) years,
22 commencing on the date this Agreement expires or is terminated.

23 E. Consultant shall require that all subconsultants or contractors
24 that Consultant uses in the performance of these services maintain insurance in
25 compliance with this Section unless otherwise agreed in writing by City's Risk
26 Manager or designee.

27 F. Prior to the start of performance, Consultant shall deliver to
28 City certificates of insurance and the endorsements for approval as to sufficiency

1 and form. In addition, Consultant shall, within thirty (30) days prior to expiration of
2 the insurance, furnish to City certificates of insurance and endorsements
3 evidencing renewal of the insurance. City reserves the right to require complete
4 certified copies of all policies of Consultant and Consultant's subconsultants and
5 contractors, at any time. Consultant shall make available to City's Risk Manager
6 or designee all books, records and other information relating to this insurance,
7 during normal business hours.

8 G. Any modification or waiver of these insurance requirements
9 shall only be made with the approval of City's Risk Manager or designee. Not
10 more frequently than once a year, City's Risk Manager or designee may require
11 that Consultant, Consultant's subconsultants and contractors change the amount,
12 scope or types of coverages required in this Section if, in his or her sole opinion,
13 the amount, scope or types of coverages are not adequate.

14 H. The procuring or existence of insurance shall not be
15 construed or deemed as a limitation on liability relating to Consultant's
16 performance or as full performance of or compliance with the indemnification
17 provisions of this Agreement.

18 6. ASSIGNMENT AND SUBCONTRACTING. This Agreement
19 contemplates the personal services of Consultant and Consultant's employees, and the
20 parties acknowledge that a substantial inducement to City for entering this Agreement
21 was and is the professional reputation and competence of Consultant and Consultant's
22 employees. Consultant shall not assign its rights or delegate its duties under this
23 Agreement, or any interest in this Agreement, or any portion of it, without the prior
24 approval of City, except that Consultant may with the prior approval of the City Manager
25 of City, assign any moneys due or to become due Consultant under this Agreement. Any
26 attempted assignment or delegation shall be void, and any assignee or delegate shall
27 acquire no right or interest by reason of an attempted assignment or delegation.
28 Furthermore, Consultant shall not subcontract any portion of its performance without the

1 prior approval of the City Manager or designee, or substitute an approved subconsultant
2 or contractor without approval prior to the substitution. Nothing stated in this Section
3 shall prevent Consultant from employing as many employees as Consultant deems
4 necessary for performance of this Agreement.

5 7. CONFLICT OF INTEREST. Consultant, by executing this
6 Agreement, certifies that, at the time Consultant executes this Agreement and for its
7 duration, Consultant does not and will not perform services for any other client which
8 would create a conflict, whether monetary or otherwise, as between the interests of City
9 and the interests of that other client. And, Consultant shall obtain similar certifications
10 from Consultant's employees, subconsultants and contractors.

11 8. MATERIALS. Consultant shall furnish all labor and supervision,
12 supplies, materials, tools, machinery, equipment, appliances, transportation and services
13 necessary to or used in the performance of Consultant's obligations under this
14 Agreement, except as stated in Exhibit "D".

15 9. OWNERSHIP OF DATA. All materials, information and data
16 prepared, developed or assembled by Consultant or furnished to Consultant in
17 connection with this Agreement, including but not limited to documents, estimates,
18 calculations, studies, maps, graphs, charts, computer disks, computer source
19 documentation, samples, models, reports, summaries, drawings, designs, notes, plans,
20 information, material and memorandum ("Data") shall be the exclusive property of City.
21 Data shall be given to City, and City shall have the unrestricted right to use and disclose
22 the Data in any manner and for any purpose without payment of further compensation to
23 Consultant. Copies of Data may be retained by Consultant but Consultant warrants that
24 Data shall not be made available to any person or entity for use without the prior approval
25 of City. This warranty shall survive termination of this Agreement for five (5) years.

26 10. TERMINATION. Either party shall have the right to terminate this
27 Agreement for any reason or no reason at any time by giving fifteen (15) calendar days
28 prior notice to the other party. In the event of termination under this Section, City shall

1 pay Consultant for services satisfactorily performed and costs incurred up to the effective
2 date of termination for which Consultant has not been previously paid. The procedures
3 for payment in Section 1.B. with regard to invoices shall apply. On the effective date of
4 termination, Consultant shall deliver to City all Data developed or accumulated in the
5 performance of this Agreement, whether in draft or final form, or in process. And,
6 Consultant acknowledges and agrees that City's obligation to make final payment is
7 conditioned on Consultant's delivery of the Data to City.

8 11. CONFIDENTIALITY. Consultant shall keep all Data confidential and
9 shall not disclose the Data or use the Data directly or indirectly, other than in the course
10 of performing its services, during the term of this Agreement and for five (5) years
11 following expiration or termination of this Agreement. In addition, Consultant shall keep
12 confidential all information, whether written, oral or visual, obtained by any means
13 whatsoever in the course of performing its services for the same period of time.
14 Consultant shall not disclose any or all of the Data to any third party, or use it for
15 Consultant's own benefit or the benefit of others except for the purpose of this
16 Agreement.

17 12. BREACH OF CONFIDENTIALITY. Consultant shall not be liable for
18 a breach of confidentiality with respect to Data that: (a) Consultant demonstrates
19 Consultant knew prior to the time City disclosed it; or (b) is or becomes publicly available
20 without breach of this Agreement by Consultant; or (c) a third party who has a right to
21 disclose does so to Consultant without restrictions on further disclosure; or (d) must be
22 disclosed pursuant to subpoena or court order.

23 13. ADDITIONAL COSTS AND REDESIGN.

24 A. Any costs incurred by City due to Consultant's failure to meet
25 the standards required by the scope of work or Consultant's failure to perform fully
26 the tasks described in the scope of work which, in either case, causes City to
27 request that Consultant perform again all or part of the Scope of Work shall be at
28 the sole cost of Consultant and City shall not pay any additional compensation to

1 Consultant for its re-performance.

2 B. If the Project involves construction and the scope of work
3 requires Consultant to prepare plans and specifications with an estimate of the
4 cost of construction, then Consultant may be required to modify the plans and
5 specifications, any construction documents relating to the plans and specifications,
6 and Consultant's estimate, at no cost to City, when the lowest bid for construction
7 received by City exceeds by more than ten percent (10%) Consultant's estimate.
8 This modification shall be submitted in a timely fashion to allow City to receive new
9 bids within four (4) months after the date on which the original plans and
10 specifications were submitted by Consultant.

11 14. AMENDMENT. This Agreement, including all Exhibits, shall not be
12 amended, nor any provision or breach waived, except in writing signed by the parties
13 which expressly refers to this Agreement.

14 15. LAW. This Agreement shall be governed by and construed pursuant
15 to the laws of the State of California (except those provisions of California law pertaining
16 to conflicts of laws). Consultant shall comply with all laws, ordinances, rules and
17 regulations of and obtain all permits, licenses and certificates required by all federal, state
18 and local governmental authorities.

19 16. ENTIRE AGREEMENT. This Agreement, including all Exhibits,
20 constitutes the entire understanding between the parties and supersedes all other
21 agreements, oral or written, with respect to the subject matter in this Agreement.

22 17. INDEMNITY.

23 A. Consultant shall indemnify, protect and hold harmless City, its
24 Boards, Commissions, and their officials, employees and agents ("Indemnified
25 Parties"), from and against any and all liability, claims, demands, damage, loss,
26 obligations, causes of action, proceedings, awards, fines, judgments, penalties,
27 costs and expenses, including attorneys' fees, court costs, expert and witness
28 fees, and other costs and fees of litigation, arising or alleged to have arisen, in

1 whole or in part, out of or in connection with (1) Consultant's breach or failure to
2 comply with any of its obligations contained in this Agreement, or (2) negligent or
3 willful acts, errors, omissions or misrepresentations committed by Consultant, its
4 officers, employees, agents, subcontractors, or anyone under Consultant's control,
5 in the performance of work or services under this Agreement (collectively "Claims"
6 or individually "Claim").

7 B. In addition to Consultant's duty to indemnify, Consultant shall
8 have a separate and wholly independent duty to defend Indemnified Parties at
9 Consultant's expense by legal counsel approved by City, from and against all
10 Claims, and shall continue this defense until the Claims are resolved, whether by
11 settlement, judgment or otherwise. No finding or judgment of negligence, fault,
12 breach, or the like on the part of Consultant shall be required for the duty to defend
13 to arise. City shall notify Consultant of any Claim, shall tender the defense of the
14 Claim to Consultant, and shall assist Consultant, as may be reasonably requested,
15 in the defense.

16 C. If a court of competent jurisdiction determines that a Claim
17 was caused by the sole negligence or willful misconduct of Indemnified Parties,
18 Consultant's costs of defense and indemnity shall be (1) reimbursed in full if the
19 court determines sole negligence by the Indemnified Parties, or (2) reduced by the
20 percentage of willful misconduct attributed by the court to the Indemnified Parties.

21 D. The provisions of this Section shall survive the expiration or
22 termination of this Agreement.

23 18. AMBIGUITY. In the event of any conflict or ambiguity between this
24 Agreement and any Exhibit, the provisions of this Agreement shall govern.

25 19. COSTS. If there is any legal proceeding between the parties to
26 enforce or interpret this Agreement or to protect or establish any rights or remedies under
27 it, the prevailing party shall be entitled to its costs, including reasonable attorneys' fees.

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1 20. NONDISCRIMINATION.

2 A. In connection with performance of this Agreement and subject
3 to applicable rules and regulations, Consultant shall not discriminate against any
4 employee or applicant for employment because of race, religion, national origin,
5 color, age, sex, sexual orientation, gender identity, AIDS, HIV status, handicap or
6 disability. Consultant shall ensure that applicants are employed, and that
7 employees are treated during their employment, without regard to these bases.
8 These actions shall include, but not be limited to, the following: employment,
9 upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or
10 termination; rates of pay or other forms of compensation; and selection for training,
11 including apprenticeship.

12 B. It is the policy of City to encourage the participation of
13 Disadvantaged, Minority and Women-Owned Business Enterprises in City's
14 procurement process, and Consultant agrees to use its best efforts to carry out
15 this policy in its use of subconsultants and contractors to the fullest extent
16 consistent with the efficient performance of this Agreement. Consultant may rely
17 on written representations by subconsultants and contractors regarding their
18 status. Consultant shall report to City in May and in December or, in the case of
19 short-term agreements, prior to invoicing for final payment, the names of all
20 subconsultants and contractors hired by Consultant for this Project and information
21 on whether or not they are a Disadvantaged, Minority or Women-Owned Business
22 Enterprise, as defined in Section 8 of the Small Business Act (15 U.S.C. Sec.
23 637).

24 21. EQUAL BENEFITS ORDINANCE. Unless otherwise exempted in
25 accordance with the provisions of the Ordinance, this Agreement is subject to the
26 applicable provisions of the Equal Benefits Ordinance (EBO), section 2.73 et seq. of the
27 Long Beach Municipal Code, as amended from time to time.

28 A. During the performance of this Agreement, the Consultant

1 certifies and represents that the Consultant will comply with the EBO. The
2 Consultant agrees to post the following statement in conspicuous places at its
3 place of business available to employees and applicants for employment:

4 "During the performance of a contract with the City of Long Beach,
5 the Consultant will provide equal benefits to employees with spouses and its
6 employees with domestic partners. Additional information about the City of
7 Long Beach's Equal Benefits Ordinance may be obtained from the City of
8 Long Beach Business Services Division at 562-570-6200."

9 B. The failure of the Consultant to comply with the EBO will be
10 deemed to be a material breach of the Agreement by the City.

11 C. If the Consultant fails to comply with the EBO, the City may
12 cancel, terminate or suspend the Agreement, in whole or in part, and monies due
13 or to become due under the Agreement may be retained by the City. The City
14 may also pursue any and all other remedies at law or in equity for any breach.

15 D. Failure to comply with the EBO may be used as evidence
16 against the Consultant in actions taken pursuant to the provisions of Long Beach
17 Municipal Code 2.93 et seq., Contractor Responsibility.

18 E. If the City determines that the Consultant has set up or used
19 its contracting entity for the purpose of evading the intent of the EBO, the City may
20 terminate the Agreement on behalf of the City. Violation of this provision may be
21 used as evidence against the Consultant in actions taken pursuant to the
22 provisions of Long Beach Municipal Code Section 2.93 et seq., Contractor
23 Responsibility.

24 22. NOTICES. Any notice or approval required by this Agreement shall
25 be in writing and personally delivered or deposited in the U.S. Postal Service, first class,
26 postage prepaid, addressed to Consultant at the address first stated above, and to City at
27 333 West Ocean Boulevard, Long Beach, California 90802, Attn: City Manager, with a
28 copy to the City Engineer at the same address. Notice of change of address shall be

1 given in the same manner as stated for other notices. Notice shall be deemed given on
2 the date deposited in the mail or on the date personal delivery is made, whichever occurs
3 first.

4 23. COPYRIGHTS AND PATENT RIGHTS.

5 A. Consultant shall place the following copyright protection on all
6 Data: © City of Long Beach, California ____, inserting the appropriate year.

7 B. City reserves the exclusive right to seek and obtain a patent
8 or copyright registration on any Data or other result arising from Consultant's
9 performance of this Agreement. By executing this Agreement, Consultant assigns
10 any ownership interest Consultant may have in the Data to City.

11 C. Consultant warrants that the Data does not violate or infringe
12 any patent, copyright, trade secret or other proprietary right of any other party.
13 Consultant agrees to and shall protect, defend, indemnify and hold City, its officials
14 and employees harmless from any and all claims, demands, damages, loss,
15 liability, causes of action, costs or expenses (including reasonable attorney's fees)
16 whether or not reduced to judgment, arising from any breach or alleged breach of
17 this warranty.

18 24. COVENANT AGAINST CONTINGENT FEES. Consultant warrants
19 that Consultant has not employed or retained any entity or person to solicit or obtain this
20 Agreement and that Consultant has not paid or agreed to pay any entity or person any
21 fee, commission or other monies based on or from the award of this Agreement. If
22 Consultant breaches this warranty, City shall have the right to terminate this Agreement
23 immediately notwithstanding the provisions of Section 10 or, in its discretion, to deduct
24 from payments due under this Agreement or otherwise recover the full amount of the fee,
25 commission or other monies.

26 25. WAIVER. The acceptance of any services or the payment of any
27 money by City shall not operate as a waiver of any provision of this Agreement or of any
28 right to damages or indemnity stated in this Agreement. The waiver of any breach of this

1 Agreement shall not constitute a waiver of any other or subsequent breach of this
2 Agreement.

3 26. CONTINUATION. Termination or expiration of this Agreement shall
4 not affect rights or liabilities of the parties which accrued pursuant to Sections 7, 10, 11,
5 17, 19, 22 and 28 prior to termination or expiration of this Agreement.

6 27. TAX REPORTING. As required by federal and state law, City is
7 obligated to and will report the payment of compensation to Consultant on Form 1099-
8 Misc. Consultant shall be solely responsible for payment of all federal and state taxes
9 resulting from payments under this Agreement. Consultant shall submit Consultant's
10 Employer Identification Number (EIN), or Consultant's Social Security Number if
11 Consultant does not have an EIN, in writing to City's Accounts Payable, Department of
12 Financial Management. Consultant acknowledges and agrees that City has no obligation
13 to pay Consultant until Consultant provides one of these numbers.

14 28. ADVERTISING. Consultant shall not use the name of City, its
15 officials or employees in any advertising or solicitation for business or as a reference,
16 without the prior approval of the City Manager or designee.

17 29. AUDIT. City shall have the right at all reasonable times during the
18 term of this Agreement and for a period of five (5) years after termination or expiration of
19 this Agreement to examine, audit, inspect, review, extract information from and copy all
20 books, records, accounts and other documents of Consultant relating to this Agreement.

21 30. THIRD PARTY BENEFICIARY. This Agreement is not intended or
22 designed to or entered for the purpose of creating any benefit or right for any person or
23 entity of any kind that is not a party to this Agreement.

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IN WITNESS WHEREOF, the parties have caused this document to be duly executed with all formalities required by law as of the date first stated above.

COMPLETE OFFICE OF CALIFORNIA, INC., a California corporation

By [Signature]
President
EDWARDS B. WALTER
Type or Print Name

By [Signature]
Secretary
Rick Erath
Type or Print Name

"Consultant"

CITY OF LONG BEACH, a municipal corporation

By [Signature]
Assistant City Manager
City Manager

"City" EXECUTED PURSUANT TO SECTION 301 OF THE CITY CHARTER.

This Agreement is approved as to form on June 14, 2012.

ROBERT E. SHANNON, City Attorney

By [Signature]
Deputy

OFFICE OF THE CITY ATTORNEY
ROBERT E. SHANNON, City Attorney
333 West Ocean Boulevard, 11th Floor
Long Beach, CA 90802-4664

EXHIBIT “A”

Scope of Work

3.1 General Description of Services

Complete Office is well positioned to orchestrate and implement a strong Green initiative for the COLB. Our experience with being awarded the Green contract with the City of Seattle has well positioned us to take a proactive role with the COLB to offer new ideas as well as reinforce what works well. You will see through our bid package that we have identified a large number of products that are considered EPP. We have the local dedicated people in place that we will call the "COLB Green Team". The sole purpose of this team is to continually strategize on ways we can improve our Green processes with the COLB. You will find that our initial suggestions will move the COLB in the right direction very fast with your Green initiative. We will customize a Green program for the COLB that will meet and exceed all your goals and objectives.

Complete Office will provide a competitive pricing package that includes as many items possible that can be considered EPP. Our robust website will also play a leading role in supporting the green products initiative to insure end user compliance. Our website will also allow for non-contract items to be purchased based off of the rules and approval levels set in place by the COLB.

3.2 Environmentally Preferable Products

Complete Office has a robust program that identifies items that are considered EPP;

- Reducing Toxicity
- Conserving natural resources, materials and energy
- Maximizing Recycling, reusability and utilization of recycled content

Complete will always identify these types of items and weigh the cost vs. the benefit to determine for the COLB if a particular product fits the model. If an item is not cost effective then Complete Office will offer a lower cost alternative that will meet the objectives set forth.

Complete will provide the COLB any detail requested regarding EPP items that are suggested in our bid package. Complete will also identify manufacturers that are considered environmentally friendly with their products and overall processes. We will work closely with these vendors to always stay on the cutting edge of products and services that drive the COLB Green initiatives.

3.3 Samples

Complete Office will provide the COLB with any requested samples at the address and time frame requested at no charge

3.4 Work Plan and Methodology

1. The COLB account team will consist of the following individuals:

Ted Walter – President, Gary McKimmey - General Sales Manager, Rick Ereth - General Operations Manager, Christine Kilby - Dedicated Inside customer service, Fred Rochal - Dedicated Driver, Robin Delnero - Accounts receivables and Eileen Brobst Dedicated field representative.

- The key individuals that would participate in periodic account reviews would be Ted Walter, Gary McKimmey, Eileen Brobst and any other personnel that would contribute to the content of the meeting.

Complete Office is prepared to acquire desk space or an office in the COLB so your dedicated sales rep Eileen Brobst can work closely with the City to be hands on and provide a level of customer service unparalleled in the industry.

2. Complete Office will establish contracted items that will be accessible on the website via Contract indicators and favorite's lists for all COLB end users. COLB has the ability to restrict or block items at the end user level. There are many ways to set up levels of approval for restricted items or dollar amounts. Complete Office will allow the approved end users access to the internet and catalogs for a designated approved universe of products.

3. Complete Office will provide personal and group training as agreed on by both parties. Training sessions will be ongoing as to insure full compliance with the COLB program guidelines. These training sessions can be carried out in a variety of ways: One on Ones, Group training and webinars to match the needs of the training.

4. Complete Office will be delivering the COLB products with our own Trucks and drivers which allow us the flexibility to conform to the COLB delivery requirements. We will work with a green schedule of delivering only on certain days to reduce the Carbon footprint. Complete will work with the COLB to insure a smooth transition from the prior supplier to insure product is delivered without any delays during the transition. We have the capacity and ability to meet any agreed upon time tables set in place for the transition. As an independent company locally serving the COLB we can customize a delivery program without any red tape or delay.

5. Program evaluation will be conducted on a daily basis for the first month with regular business reviews and input between the COLB and your dedicated field Rep Eileen Brobst. After the initial implementation phase Eileen and Gary will conduct monthly reviews to insure that the program is on the right path and the kinks are ironed out. After the first month we will work with the COLB to conduct regular business reviews at the requested intervals.

3.5 Ordering Process

Complete Office will work with the COLB to identify approved end users that can place or build orders. When placing orders through our website, each end user will have their own login and password that is unique to them. Once the end user accesses our site with their unique login and password they will automatically be attached to a ship to location and a department or departments that were approved by the city. If an end user calls in using our toll free number (and it's approved by the COLB) our dedicated customer service team will capture their information and place their order. Our dedicated customer service team will have access to all end user data and will assist with order placement. COLB can place orders via fax using our dedicated fax #. Complete Office will provide the COLB with an easy order form to make faxing as simple as possible for the end user and the receiver.

Once the order is placed in our system the COLB end user will receive an order acknowledgement of their order with all the details. The COLB user can use the toll free number to call your dedicated customer service person in regards to questions on back orders or any items that may be out of stock. If the end user places an order and an item is back ordered our customer service team will take the item off line and try and find a suitable alternative and call the end user for substitution approval. This process is not found anywhere else in the industry. Your dedicated customer service person will go beyond the call of duty to insure product is delivered on time and any suitable alternatives are being proactively presented to the end user.

3.6 Website

Complete Office has a robust web site that will allow us to identify the selected COLB employees, Ship to addresses, department names and locations with default credit card billing. The COLB will be able to see their ship to location and departments but will not have access to any credit card information. The credit card information will be imbedded for security reasons. Our web site will allow end users to view products and pricing as well as place orders. The chosen City personnel assigned as a system administrator will have the ability to manage end users.

We want to underscore that website training will be an ongoing process with groups of end users or individually. These training sessions will be in concert with the needs of COLB.

3.7 Customer Service

The level of customer service that you can expect from Complete Office is truly what sets us apart from everyone else in our industry. Our ability to be flexible and think out of the box will benefit the COLB with customer expectations as well as service levels that you may not be receiving today.

1. Customer Service Organization Structure:

- Eileen Brobst – Dedicated Field Rep
- Gary McKimmey – Dedicated Sales Manager
- Christine Kilby – Dedicated inside support
- Michael Remillard – Dedicated EC Commerce Support
- Robin Delnero – Dedicated Accounts Receivables
- Rick Ereth – Dedicated General Operations Manager
- Ted Walter – Dedicated President

2. Contact Process

Christine Kilby – Dedicated Inside Customer Service Support

Phone - (877) 556-7070

Email – ckilby@completeofficeca.com

Fax – (858) 435-7075

Eileen Brobst – Dedicated Field Rep

Phone – (714) 334-4654

Email – ebrobst@completeofficeca.com

Fax – (714) 379-7075

Gary McKimmey – Dedicated Sales Manager

Phone – (714) 224-6160

Email – gmckimmey@completeofficeca.com

Fax – (714) 379-7075

Robin Delnero – Dedicated Accounts Receivables

Phone – (858) 435-7070

Email – rdelnero@completeofficeca.com

Fax (858) 435-7075

3. Follow up and necessary support process

At Complete Office we believe that the end user should have a single point of contact for all needs of support. Typically that is either the dedicated inside support rep or the dedicated field representative. Regardless of which support personnel is used we will start and finish your request with the same person going that extra yard for the COLB. Complete Office has a very experience support team that together has over 100 years of experience in the Office Products industry.

4. Process to handle back ordered or out of stock products, including alternate suggestions and pricing policy.

Complete Office is unique in the way we handle back orders that really sets us apart from our competitors. Typically the end user would receive an acknowledgement of their order with the back order shown that would indicate a generic estimated ship date. At Complete Office we actually look at our back orders on a daily basis and determine if there is a suitable alternative for that product. If there is a suitable exact match we will ship that product but if it's different in any way we will call the end user and ask permission for the alternate product. The same process is used for discontinued items. There will be circumstances where a suitable alternative is not available so we will let the back order go thru the system. The end user will be notified of the approximate ship date based on actual knowledge from the vendor not a generic system driven ship date. Our fill rate is in the 98% range which allows us to manage a very short list of monthly back orders or discontinued items.

5. Internal Procedures to track customer service contact and resolution-

At Complete Office we are a team that works very close with each other in the same building. Much different from a big box environment where you might be speaking with someone out of state or even out of the country we are very local to the COLB. This affords us the ability to move quickly and provide service and resolutions in a time frame that far exceeds industry standards. We are constantly evaluating our customer service levels on a daily basis. There is no substitute for having all the support personnel under the same roof! This truly sets us apart from everyone else.

Your dedicated sales representative Eileen Brobst along with Gary McKimmey and any other support personnel needed will be available to support departments as needed.

3.8 Billing, Invoicing

Packing slips will be included with each order and shipment. Complete Office packing slips will include account name and number, department name and number, City of Long Beach purchase order number, invoice number, date of purchase, along with detail of shipped and or backordered items. Users can be restricted to contract items only. Summary bill invoices will be submitted to the City of Long Beach weekly by account number via email. Each invoice shall contain a grand total of the account spend, total spend by department within each account, invoice total and invoice detail including quantity, price and extended price.

3.9 Delivery Requirements and Shipping Costs

Complete Office currently has customers on fixed schedules so this is something we have experience with for our dedicated customers. We are certainly flexible and can accommodate any request but would like to recommend the fixed delivery days of Wednesday's and Fridays for the COLB. All deliveries will come from our own Complete Office Trucks with company employed drivers that you can depend on for consistency.

All deliveries with the exception of special order furniture will be freight free to the COLB. All boxes will be labeled to reflect the City contact name and inside delivery location. Complete Office will deliver all orders to the designated single drop off point for all 55 entities unless otherwise stated by the COLB.

Complete Office is responsible for all product loss or damages prior to the delivery and confirmation from the COLB signed receiver.

Complete Office will work with the COLB on a delivery time frame on the designated days for delivery. Complete will delivery in the designated window time frame beyond the 95% expected average. By using our own trucks and drivers we can insure that we are not only meeting but exceeding your expected delivery time frame requirements with consistency. In the event that we don't deliver the 95% achievement rate, we will offer a 1% rebate for the time period we didn't achieve 95% as a remedy to the COLB for not meeting the 95% threshold for three consecutive months.

Shipping and delivery costs will be included in all COLB prices with the exception of any special order merchandise that Complete Office will incur from the manufacturer. Upon request on special orders, complete office can include the cost of any freight and delivery cost into the actual price of the product as a single line item. Typically this would be done on a manual basis to accommodate the customer.

3.10 Packaging

All product shipped by Complete Office will be new and unused. Small items will be repacked in larger cartons for safe transport. Complete office will pick up all used shipping cartons for re-use or recycling. Complete Office will initiate a shipping carton collect, return and recycle program for each department. Each shipping carton will be marked with all appropriate information, including, invoice number, purchase order number and department. Packing slips will ship with every order and will include invoice number, department name, purchase order number, ship-to location, recipient name, item number, description, quantity ordered and quantity shipped.

3.11 Reports

Complete Office has a number of reports that we provide our customers; Usage Reports by sales, location, department etc... Typically the customer drives the frequency of how often they want access to these reports. The process is as easy as simply requesting the report from anyone of your customer service contacts. The requested report will be sent to the requester within the same day if needed. Complete can also set up auto reports for the COLB that would streamline the whole reporting process. Some of the examples of these reports are below.



13465 Gregg St.

Poway, CA 92064

Phone: 858-435-7070

Fax: 858-435-7075

www.completeofficeca.com

Items Usage Report by Accounts

Yearly Analysis

Time Period: February 1, 2012 to February 9, 2012

February 10, 2012

Year 2012

Account #	Account	Item #	Description	Quantity	Purchase \$	Total Quantity	Total Purchase \$
5555555	City of Long Beach Example	XER3R2047	PAPER, LTR, F / 4200DP, WE, 92B	50	\$500.00	50	\$500.00
		QUA54382	ENVELOPE, 9.5X12.5, 1ST, WE	50	\$500.00	50	\$500.00
		AVE79604	BNDR, D-RING, VIEW, 4", BK	50	\$500.00	50	\$500.00
		SWI9800350	PUNCH, MED, DUTY, ELEC, BGE	50	\$500.00	50	\$500.00
		SAF1881MO	STAND, MUV, STEEL, WOOD, 3LEV	50	\$500.00	50	\$500.00
		QUA44762	ENVELOPE, CAT, 10X13KFT, 28#	50	\$500.00	50	\$500.00
		QUAR1590	ENVELOPE, TYVEK, 10X13, 1ST	50	\$500.00	50	\$500.00
		DXE5342DX	CUP, PERFECTOUCH, HOT, 12OZ	50	\$500.00	50	\$500.00
		QUAR1800	ENVELOPE, TYVK, 12X15.5, 1ST	50	\$500.00	50	\$500.00
		CRA100130	STOOL, STEP, ROLLING, OE	50	\$500.00	50	\$500.00
		UNV28230	PAPER, XERO 92 WE, LTR, 3HD	50	\$500.00	50	\$500.00
		CRD26331	BNDR, 3", CV, D-RING, BK	50	\$500.00	50	\$500.00
		MEM04563	DISC, CDR, 50P-SPIN, 52X	50	\$500.00	50	\$500.00

Complete Office will conduct semi-annual business reviews. We have a comprehensive business review template that we use complimented with any additional data that would be necessary to cover the review process.

1. Delivery Report:

Complete Office will provide a delivery performance report that will detail the total number of orders placed, orders delivered on time and complete and orders delivered late or partial. This report will detail the number of shipments and lines shipped.

2. Back-Ordered/Out of Stock Report:

Complete Office will provide a list of back ordered items, the date the item was back ordered and the date the back ordered item was shipped complete with the original or acceptable replacement item.

3. Returned Product Report:

Complete Office will provide a report listing every item returned, the reason for the return, item number, description, unit of measure, quantity returned, amount of credit and date posted.



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Fax: 858-435-7075

www.completeoffice.com

Items Usage Report by Cost Center/Departments

Yearly Analysis

Time Period: February 1, 2012 to February 9, 2012

February 10, 2012

Year 2012							
Department #	Department	Item #	Description	Quantity	Purchase \$	Total Quantity	Total Purchase \$
[555555-4545]	COLB POLICE	QUA54382	ENVELOPE,9.5X12.5,1ST,WE	8	\$500.00	8	\$500.00
		QUA44762	ENVELOPE,CAT,10X13KFT,28#	8	\$400.00	8	\$400.00
		QUA44582	ENVELOPE,CAT,9X12,WE,28#	8	\$300.00	8	\$300.00
		DXEUX9PATH	PLATE,PPR,ULTRA,HD,8-5/8"	1	\$200.00	1	\$200.00
		AVE5163	LABEL,ADRS,2X4,10/SH	5	\$150.00	5	\$150.00
		DXEUX7PATH	PLATE,PPR,ULTRA,HD,6-7/8"	1	\$125.00	1	\$125.00
		DXESXB12WS	BOWL,PPR,12OZ	1	\$100.00	1	\$100.00
[2902189-0017]				115	\$1,775.00	115	\$1,775.00

[555555-5656]	City Hall	SAF1881MO	STAND,MUV,STEEL,WOOD,3LEV	1	\$400.00	1	\$400.00
		UNV11204	PAPER,XERO/DUP,20#,LTR,PK	30	\$300.00	30	\$300.00
		AVE5164	LABEL,ADRS,3.33X4,6/SH	5	\$200.00	5	\$200.00
		MEM05641	DISC,DVD-R,16X,100/SPINDL	4	\$100.00	4	\$100.00
		PAG02613EA	CLEANER,DISHWSH,DAWN,GAL	4	\$98.88	4	\$98.88
[2902189-0010]				477	\$1,098.88	477	\$1,098.88

[555555-3535]	Library	XER3R2047	PAPER,LTR,F/4200DP,WE,92B	17	\$500.00	17	\$500.00
		QUA44562	ENVELOPE,CAT,9X12,KFT,28#	5	\$400.00	5	\$400.00
		QUA44762	ENVELOPE,CAT,10X13KFT,28#	4	\$300.00	4	\$300.00
		AVE5366	LABEL,LSR,F/FLDR,15C,WHT	3	\$200.00	3	\$200.00
		UNV20731	BNDR,VIEW,11X8.5,2",BK	24	\$100.00	24	\$100.00
		BLKBE10600004	SURGE,6 OUTLET 709JOUL,WE	5	\$75.00	5	\$75.00
		RAC77182CT	CLEANER,LYSOL,WIPES,6/CT	1	\$60.00	1	\$60.00
[2902189-0005]				143	\$1,635.00	143	\$1,635.00

4. Itemized Usage Report

Complete office will provide a comprehensive usage report that itemizes all the products purchased in the requested time period. This report will show; Manufacturer part numbers, Vendor SKU Numbers, Product Description, Unit of Measure, Number of units sold, Price per each unit, Extended totals and whether the item is on contract or not. Example below



13465 Gregg
St.

Poway,CA
92064
Phone: 858-
435-7070
Fax: 858-435-
7075
[www.complete
officeca.com](http://www.completeofficeca.com)

Items Usage Report by Accounts

Yearly Analysis

Time Period: February 1, 2012 to February 12, 2012

February 13,
2012

						Year 2012			
Account #	Account	Item #	Description	Unit	Avg Unit Price	QTY	Purchase \$	Total Quantity	Total Purchase \$
555555	City of Long Beach	NWPPRINT-UC	BUS. CARD "J.APPLEMAN" 500/BX	LT	\$1,000.00	1	\$1,000.00	1	\$1,000.00
		RTAMFP21101	KEYBOARD TRAY,MICRSFT	EA	\$200.00	5	\$1,000.00	5	\$1,000.00
		COM8511	PAPER,8.5X11,20#,WHT,92B,10/CT	CT	\$50.00	20	\$1,000.00	20	1,000.00
		HAM104604	PAPER,LSRPRNT,8.5X11,WE	RM	\$10.00	100	\$10,000.00	100	10,000.00
		HAM104620	PAPER,LASERPRNT,11X17 24#	RM	20.00	30	600.00	30	600.00
		AVE11134	INDEX,BNDR,LTR,10CLR/ST	ST	5.00	144	720.00	144	720.00
		UNV20712	BNDR,VIEW,11X8.5,1",WE	EA	4.00	173	692.00	173	692.00

5 Contract Maintenance Report

Complete Office will provide the COLB with a report that will list any items on contract that has been discontinued, repackaged or given a new UPC/SKU#. If the product has been discontinued for any reason Complete Office of CA will determine if there is a suitable alternative and provide that information to the COLB. If the alternate item is suitable to the COLB then we will add that item to the master contract for the COLB.

EXHIBIT “B”

Rates or Charges

City of Long Beach Pricing Package from Compelte Office Office of CA

Bid SKU	PRODUCT DESCRIPTION	Current U/M	QTY	Current Price	Manufacturer Product Code	Complete Office Description	Complete U/M	Complete Sell Price	Notes	Green	Recycled
492405	BINDER,3RG,VN1,11X8.5,1",BLK	EA	26	\$ 0.92	UNV31401	BNDR,RNG,11X8.5,1",BK	EA	\$ 0.91		Y	Y
462832	BINDER,CVR,XTRALIFE,1.5",WE Alternative	EA	77	\$ 4.87	CRO26310	BNDR,XLIF,SLT,RNG,1.5",WE	EA	\$ 4.81		Y	Y
462841	BINDER,CVR,XTRALIFE,2",WE Alternative	EA	31	\$ 5.75	CRO26320	BNDR,VIEW,D-RNG,2",WE	EA	\$ 5.43		Y	Y
916916	BINDER,DP,WPF,PSBD,11X8.5,1BLU	EA	26	\$ 5.35	ACC54122	BNDR,DATA,11X8.5,1BLU	EA	\$ 5.15		Y	Y
493403	BINDER,OVERLAY,CLEAR,1",BLACK Alternative	EA	30	\$ 1.57	WUJ62148	BNDR,ECON,1"CAP,LTR,BK	EA	\$ 1.22		Y	Y
494146	BINDER,OVERLAY,CLEAR,3",BLK Alternative	EA	30	\$ 4.45	UNV20961	BNDR,VIEW,11X8.5,1",BK	EA	\$ 3.45		Y	Y
396291	BINDER,PL,VIEW,1",WHITE	EA	215	\$ 1.44	UNV20962	BNDR,VIEW,11X8.5,1",WE	EA	\$ 1.10		Y	Y
396251	BINDER,PL,VIEW,1.5",WHITE	EA	34	\$ 3.58	UNV20972	BNDR,VIEW,11X8.5,1.5",WE	EA	\$ 1.36		Y	Y
913736	BINDER,WJ,PRM,LD,VIEW,3",BLUE Alternative	EA	40	\$ 8.26	AVE79803	BNDR,D-RNG,VIEW,LTR,3"NAVY	EA	\$ 8.21		Y	Y
161488	BOX,LTR/LGL,OD,12PK Alternative	DZ	30	\$ 15.29	UNV95223	BNDR,VIEW,D-RNG,3IM,LBE	EA	\$ 3.33		Y	Y
352016	BOX,LTR/LGL,OD,QUICK,SETUP,4PK Alternative	PK	81	\$ 5.08	FEL00703	BOX,STOR,LTR/LGL	CT	\$ 14.91		Y	Y
281208	BOXES,FILE,HANGING,LTR/LGL Alternative	PK	31	\$ 21.08	UNV95224	BOX,STOR,LTR/LGL,WHT,ACT	CT	\$ 15.23		Y	Y
167847	CALENDAR,MLY,WALL,AAG,20X30,WH	EA	30	\$ 14.42	FEL00789	FILE,QUIK,LTR/LGL,CTM12	CT	\$ 20.84	CO Sells in cartons of 12, Priced to match OD U/M	Y	Y
166614	CALENDAR,MLY,WALL,AAG,8X11,WH	EA	39	\$ 7.40	AAGPM128	CALENDAR,WALL,MO,20X30	EA	\$ 14.32		Y	Y
637737	CALENDAR,MTHLY,WALL,12X12,BLUE	EA	55	\$ 7.60	AAGG100017	CALENDAR,WALL,MLY,8X11	EA	\$ 5.80		Y	Y
293046	CARD,INDX,WHT,BLANK,3X5,100PK Alternative	PK	177	\$ 0.35	ESS90	CALENDAR,WALL,ILLUS,12X11.7	EA	\$ 7.47		Y	Y
578446	CARTRIDGE,REMAN,HP,C8061X	EA	34	\$ 60.55	UNV47200	CARD,INDEX,PLAIN,3 X 5,WE	PK	\$ 0.34		Y	Y
999819	CASE,BINDING,LTR,HI-ARCH	EA	101	\$ 11.63	IVR83061	CARD,INDEX,PLAIN,3X5,WE	PK	\$ 0.37		Y	Y
358070	CLIPS,PPR,#1,OD,RCYCLD,100/BX Alternative	BX	100	\$ 0.17	ACC72365	TONER,HY,LD,/#61X	EA	\$ 44.56		Y	Y
143197	COVER,DOCUMENT,6CT,NAVY Alternative	PK	303	\$ 3.27	GE045332	CASE,BINDING,HI-ARCH,LTR	EA	\$ 10.50		Y	Y
698878	COVER,PORTFOLIO,11.75X9.5,DBLU Alternative	BX	36	\$ 6.02	ESS29900235BGD	CLIP,PPR,STD,RECY,1000PK	PK	\$ 0.15		Y	Y
954422	COVER,PSBD,8.5"CC,11X17,BLACK	EA	46	\$ 4.38	ACC47071	CLIP,#1,GEM,SMOOTH,1M/PK	PK	\$ 0.12		Y	Y
193623	COVER,PSBD,8.5"CC,11X8.5,DGRN	EA	35	\$ 2.09	ACC25076	COVER,DOCUMENT,COVER,NY,6PK	PK	\$ 3.15	CO Sells in 5 pack, Priced to match OD U/M	Y	Y
433698	COVER,REPORT,CLR,10/PK,LT-BLUE Alternative	PK	29	\$ 4.41	ESS55801	COVER,CERTIFICATE,5/PK,DBE	PK	\$ 3.26		Y	Y
168594	DESKPAD,MTH,2CLR,AAG,22X17,BLK Alternative	EA	28	\$ 6.49	UNV56101	PORTFOLIO,LTR,2PCKT,DBE	BX	\$ 3.57		Y	Y
168738	DESKPAD,MTH,AAG,22X17,BLK	EA	26	\$ 9.48	AAGS117000	COVER,REP,20PT,11X17,BK	EA	\$ 4.14		Y	Y
168549	DIARY,DLY,STDDIARY,6X8,RED	EA	27	\$ 23.00	AAGS32600	COVER,REP,20PT,11X8.5,DGR	EA	\$ 2.03	CO Sells in 25 Pack, Priced to match OD U/M	Y	Y
371725	FILE,PCKT,LTR,5-1/4,EXP	EA	50	\$ 2.55	SMD73790	COVER,REP,CV,CR,LBE,25BX	BX	\$ 4.41		Y	Y
808345	FILES,ORAGE,LTR/LGL,REINFORC Alternative	EA	65	\$ 3.99	UNV95223	COVER,REP,CV,CR,LBE,25BX	BX	\$ 4.35		Y	Y
914293	FOLDER,CLASS,2/5,2DIV,BUR Alternative	EA	500	\$ 1.82	SMD14031	COVER,REP,CV,CR,LBE,25BX	BX	\$ 4.35		Y	Y
				\$ 1.82	UNV10303	PAD,DESK,2,COLOR,22X17,BK	EA	\$ 6.41		Y	Y
				\$ 9.46	AAGS32600	RECYCLED,TWO,COLOR,DESK,PAD	EA	\$ 9.46		Y	Y
				\$ 19.95	AAGS32600	DIARY,DLY,28,LIN,5,7X8,2,RD	EA	\$ 19.95		Y	Y
				\$ 2.53	SMD73790	POCKET,TUFF,T85,25LTR,RD	BX	\$ 2.53	CO Sells in box of 10, Priced to match OD U/M	Y	Y
				\$ 2.78	UNV95223	BOX,STOR,LTR/LGL	CT	\$ 2.78	CO Sells in box of 12, Priced to match OD U/M	Y	Y
				\$ 3.15	FEL00703	FILE,STOR,ECONO,LID,LG,12	PK	\$ 3.15	CO Sells in box of 12, Priced to match OD U/M	Y	Y
				\$ 1.79	SMD14031	FOLDER,CLASS,LTR,BRD	BX	\$ 1.79	CO Sells 10 per box, Priced to match OD U/M	Y	Y
				\$ 1.80	UNV10303	FOLDER,CLASS,65EC,LTR,RB	BX	\$ 1.80	CO Sells 10 per box, Priced to match OD U/M	Y	Y

City of Long Beach Pricing Package from Compelte Office Office of CA

Bid SKU	PRODUCT DESCRIPTION	Current U/M	QTY	Current Price	Manufacturer Product Code	Complete Office Description	Complete U/M	Complete Sell Price	Notes	Green	Recycled
914266	FOLDER,CLASS,2/5,2DIV,DBE	EA	286	\$ 1.85	SMD14032	FOLDER,CLASS,LTR,DBE/10 BX	EA	\$ 1.79	CO Sells 10 per box, Priced to match OD U/M	Y	Y
	Alternative					FOLDER,CLASS,6SEC,LTR,CBT	EA	\$ 1.48	CO Sells 10 per box, Priced to match OD U/M	Y	Y
854277	FOLDER,CLASS,2/5ROC,1DIV,DBE	EA	48	\$ 2.87	SMD13732	FOLDER,CLASS,TP,TAB,LTR,DBE /10 BOX	EA	\$ 2.86	CO Sells 10 per box, Priced to match OD U/M	Y	Y
	Alternative					FOLDER,CLASS,25PT,CBT / 10 BX	EA	\$ 2.45	CO Sells 10 per box, Priced to match OD U/M	Y	Y
919680	FOLDER,CLASS,2DIV,DARK BLUE	EA	65	\$ 3.76	SMD19035	FOLDER,CLASS,LGL,DBE/ BOX OF 10	EA	\$ 3.75	CO Sells 10 per box, Priced to match OD U/M	Y	Y
	Alternative					FOLDER,CLASS,6SEC,LGL,CBT / BOX 10	EA	\$ 2.77	CO Sells 10 per box, Priced to match OD U/M	Y	Y
307959	FOLDER,CLASS,LETTER,2DIV	EA	80	\$ 1.04	SMD14075	FOLDER,6SEC,2/5C,LTR,RD,10BX	EA	\$ 1.01	CO Sells 10 per box, Priced to match OD U/M	Y	Y
	Alternative					FOLDER,PSBD,6SEC,LTR,RD,10/BX	EA	\$ 1.04	CO Sells 10 per box, Priced to match OD U/M	Y	Y
500298	FOLDER,CLASS,LGL,2/5,1DIV,GRN	EA	50	\$ 3.25	SMD18733	FOLDER,CLASS,TP,TAB,LGL,GN / BOX OF 10	EA	\$ 3.24	CO Sells 10 per box, Priced to match OD U/M	Y	Y
	Alternative					FOLDER,CLASS,LGL,25PT,EGN/ BOX OF 10	EA	\$ 2.44	CO Sells 10 per box, Priced to match OD U/M	Y	Y
500181	FOLDER,CLASS,LTR,2/5,1DIV,GRN	EA	258	\$ 2.87	SMD13733	FOLDER,CLASS,TP,TAB,LTR,GN/ BOX OF 10	EA	\$ 2.79	CO Sells 10 per box, Priced to match OD U/M	Y	Y
	Alternative					FOLDER,CLASS,25PT,EGN/ BX OF 10	EA	\$ 2.72	CO Sells 10 per box, Priced to match OD U/M	Y	Y
488684	FOLDER,CLASS,LTR,2/5,2-DIV,GRN	EA	60	\$ 1.92	SMD14033	FOLDER,CLASS,LTR,GN,10BX	EA	\$ 1.91	CO Sells 10 per box, Priced to match OD U/M	Y	Y
	Alternative					FOLDER,CLASS,LTR,EGN,10/BX	EA	\$ 1.15	CO Sells 10 per box, Priced to match OD U/M	Y	Y
937862	FOLDER,CLASS,LTR,ST-CUT,1-DIV.	EA	370	\$ 2.43	SMD26800	FOLDER,END,TB,CLAS,LTR,GG/ 10 box	EA	\$ 2.42	CO Sells 10 per box, Priced to match OD U/M	Y	Y
937870	FOLDER,CLASS,LTR,ST-CUT,2-DIV.	EA	90	\$ 1.51	SMD26810	FOLDER,6SEC,LTR,ENTB,GG/ 10 box	EA	\$ 1.50	CO Sells 10 per box, Priced to match OD U/M	Y	Y
500561	FOLDER,CLIFCATTN,LGL,2DIV,RED	EA	60	\$ 3.42	SMD19075	FOLDER,6SEC,2/5C,LGL,RD,10BX	EA	\$ 3.38	CO Sells 10 per box, Priced to match OD U/M	Y	Y
	Alternative					FOLDER,PSBD,6SEC,LGL,RD,10/BX	EA	\$ 2.83	CO Sells 10 per box, Priced to match OD U/M	Y	Y
300285	FOLDER,FILE,LGL,1/3,FSTNR	EA	30	\$ 25.16	SMD19837	FOLDER,KFT,1/3,FSTNR,LGL	EA	\$ 24.48		Y	Y
938175	FOLDER,FILE,LTR,5.25"EXP,DK BN	EA	30	\$ 2.76	SMD73691	POCKET,END,TB,5.25LTR,DBN/ boxx10	EA	\$ 2.70	CO Sells 10 per box, Priced to match OD U/M	Y	Y
810994	FOLDER,HNG,LTR,1/5CUT,25BX,GRN	EA	51	\$ 3.96	UNV14115	FOLDER,HANG,1/5CUT,LTR,25	EA	\$ 21.37		Y	Y
937649	FOLDER,LGL,2PI,MANILA	EA	85	\$ 21.47	SMD27110	FOLDER,FILE,END,TB,LGL,MLA	EA	\$ 4.32		Y	Y
315515	FOLDER,LTR,1/3CUT,100BX,MANILA	EA	145	\$ 4.83	SMD10330	FOLDER,MLA,1/3 CUT,LTR	EA	\$ 4.32		Y	Y
	Alternative					FOLDER,MLA,1/5 CUT,LTR	EA	\$ 6.82		Y	Y
316956	FOLDER,LTR,1/5CUT,100BX,MANILA	EA	68	\$ 6.90	SMD10350	FOLDER,MANILA,1/5CT,LTR	EA	\$ 6.80		Y	Y
	Alternative					FOLDER,MANILA,1/5CT,LTR	EA	\$ 11.42		Y	Y
998575	FOLDER,LTR,W/FASTENER,11PT,1/3	EA	41	\$ 11.50	SMD14534	FOLDER,REIN,LTR,1FSTNR,MLA	EA	\$ 11.27		Y	Y
	Alternative					FOLDER,REIN,LTR,1FSTNR,MLA	EA	\$ 11.27		Y	Y
783918	FRAME,3-IN-1,WOOD,8.5X11,BLK	EA	80	\$ 11.69	DAXN15882	FRAME,DCMNT,WOOD,8.5X11,BK,2/ST	EA	\$ 10.09	CO Sells 2 Each, Priced to match OD U/M	Y	Y
910208	GLUE STICK, 260Z	EA	50	\$ 0.41	AVE00166	GLUE,STICK, 260Z	EA	\$ 0.30		Y	N
	Alternative					GLUE,STICK, 260Z,12/PK	EA	\$ 0.40	CO Sells by the 12 pack, Priced to match OD U/M	Y	N
998104	INDEX,1-10,11X9,25,MULTICOLOR	EA	50	\$ 3.47	AVE11165	INDEX,DVDR,EWLTR10CLR/ST	EA	\$ 3.19		Y	Y
360669	INDEX,ERASABLE,5-TAB,SET,WHT	EA	46	\$ 1.57	UNV20815	INDEX,ERASE,5-TAB,WE	EA	\$ 0.43		Y	Y
440288	INK CARTRIDGE,BLACK,94,HP	EA	28	\$ 21.08	HEWC8765WN	CRTRDG,JJ,HP94,BK	EA	\$ 20.81		Y	Y
	Alternative					INKCARTR, 94, BK	EA	\$ 13.73		Y	N
710253	JACKET,FILE,LTR,STR,2"EXP	EA	44	\$ 24.61	SMD75560	JACKET,FILE,LTR,STR,2"EXP	EA	\$ 24.55		Y	Y
	Alternative					JACKET,FILE,EXP,2",LETTER	EA	\$ 12.67		Y	Y
927657	MARKER,MEAN,STREAK,WTRPPE,WHT	EA	83	\$ 3.02	SAN85018	MARKER,MEAN,STREAK,WE	EA	\$ 2.89		Y	N
203349	MARKER,SHARPIE,FINE,DZ,BLACK	DZ	42	\$ 4.95	SAN30001	MARKER,SHARPIE,FINE,PT,BK	DZ	\$ 4.90		Y	N
	Alternative					MARKER,PERMNT,FINE,BK	DZ	\$ 1.98		Y	Y
203356	MARKER,SHARPIE,FINE,DZ,RED	DZ	91	\$ 7.43	SAN30002	MARKER,SHARPIE,FINE,PT,RD	DZ	\$ 6.78		Y	N
	Alternative					MARKER,PERMNT,FINE,RD	DZ	\$ 2.00		Y	Y

City of Long Beach Pricing Package from Compelite Office Office of CA

Bid SKU	PRODUCT DESCRIPTION	Current U/M	QTY	Current Price	Manufacturer Product Code	Complete Office Description	Complete U/M	Complete Sell Price	Notes	Green	Recycled
128718	MARKERS,PERMANENT,FN,12PK,BLK	PK	37	\$ 1.69	UNV07071	MARKER,PERMINT FINE,BK	DZ	\$ 1.69		Y	Y
204156	MARKER,ST/D/ER,CHS,4CLR	ST	48	\$ 3.12	SAN83074	MARKER,DRY,ERASE,CHSL,4COL	ST	\$ 3.11		Y	N
	Alternative			\$ 3.12	UNV43650	MARKER,DRY,ERASE,CHSL,4ST	ST	\$ 2.40		Y	N
105817	PAD,ENGINEER,100SHEETS	EA	29	\$ 4.00	TOP35500	PAD,COMPUTATION,LTR,100SH	PD	\$ 3.92		Y	N
307397	PAD,PERF,5X8,CAN,LGL,RLD,12PK	DZ	34	\$ 3.98	TOP7501	PAD,LGL,RULD,PERF,5X8,CA	PK	\$ 3.92		Y	N
	Alternative			\$ 3.98	UNV46200	PAD,LGL,RULD,PERF,5X8,CA	PK	\$ 3.94		Y	N
109044	PAPER,ROLL,44MMX128",OD,10/PK	PK	116	\$ 2.63	UNV57444	ROLL,CASHREG,44MM,10RL/PK	PK	\$ 2.60		Y	N
345629	PAPER,COPY,4024DP,11X17,WE	RM	33	\$ 8.85	XER3R3761	PAPER,11X17,20#,WHITE,92B	RM	\$ 8.09		Y	N
	Alternative			\$ 8.85	UNV28110	PAPER,XERO/DUP,11X17,92WE	CT	\$ 3.95	CO Sells by carton of 10 reams, Priced to match OD U/M	Y	N
345611	PAPER,COPY,4200D,8.5X14,WE	RM	30	\$ 5.63	XER3R2051	PAPER,LGL,F/4200DP,WE,92B	RM	\$ 4.61		Y	N
	Alternative			\$ 5.63	CONW8514	PAPER,8.5X14,20#,92B,WHT	RM	\$ 4.62		Y	N
345645	PAPER,COPY,8.5X11,500SH,GRN	RM	136	\$ 4.83	UNV11203	PAPER,XERO/DUP,20#,LTR,GN	RM	\$ 4.41		Y	Y
275474	PAPER,COPY,XEROX,8.5X11,10/CT	CT	252	\$ 37.65	XER3R2047	PAPER,LTR,F/4200DP,WE,92B	CT	\$ 34.96		Y	N
	Alternative			\$ 37.65	CONW8511RCY	PAPER,8.5X11,20#,WHT,92B,10/CT	CT	\$ 35.12		Y	Y
478123	PAPER,CPY,8.5X11,500SH,SALMON	RM	30	\$ 5.33	UNV11210	PAPER,XEROX/LASR20HLTR,SN	RM	\$ 4.41		Y	Y
860581	PAPER,CPY,8.5X11,500SH,TAN	RM	30	\$ 5.42	UNV11207	PAPER,XEROX/LASR20HLTR,TN	RM	\$ 4.41		Y	Y
521980	PAPER,CPY,RCYC,8.5X11,40CA,WHT	CA	127	\$ 49.39	CAS054922	PAPER,ASPEN 100% RCY,LTR,20HWE	CT	\$ 47.92		Y	Y
	Alternative			\$ 49.39	SNANR1120	PAPER,20#,95BRT,RECY,BRW	CT	\$ 48.90		Y	Y
680017	PAPER,LTR,20#,RECY,MULTI	CA	46	\$ 41.26	HAM86700	PAPER,M/USE,20#,8.5X11,WE	CT	\$ 37.88		Y	Y
	Alternative			\$ 41.26	CONW8511RCY	PAPER,RECYCLED,92BRT,8.5X11	CT	\$ 35.12		Y	Y
393122	PAPER,PREMIUM,IMP,HAM,REAM	RM	180	\$ 5.01	HAM103283	PAPER,FOREMP,LTR,24#,WE	CT	\$ 4.70	CO Sells by carton of 10 reams, Priced to match OD U/M	Y	N
109282	PAPER,THRM,3-1/8X230,OD,10PK	PK	260	\$ 7.33	UNV35763	ROLL,3-1/8"X230",50PK,WE	CT	\$ 7.29	CO Sells by pack of 50, Priced to match OD U/M	Y	N
168774	PLANE,CR,DLY,APPT,DM,5X8,BLK	EA	40	\$ 16.19	AAGS44400	PLNR,DAILY,4-7/8X8,BK	EA	\$ 6.25		Y	Y
992701	POCKET,FILE,LTR,3 1/2" CAP	EA	26	\$ 0.37	SMD73805	POCKET,LTR,EXP 3.5	EA	\$ 0.37	CO Sells by pack of 50, Priced to match OD U/M	Y	Y
	Alternative			\$ 0.37	UNV15343	POCKET,FILE,LTR,STR,3.5"	EA	\$ 0.37	CO Sells by box of 25, Priced to match OD U/M	Y	Y
491522	POCKET,FILE,LTR,3.5 EXP,STRT.	EA	52	\$ 1.56	SMD73264	POCKET,FILE,LTR,STR,3.5"	EA	\$ 1.52	CO Sells by box of 10, Priced to match OD U/M	Y	Y
917772	POCKET,FILE,LTR,3.5"CAP	EA	80	\$ 12.31	SMD73224	POCKET,FILE,LTR,STR,3.5",25/BX	EA	\$ 12.26		Y	Y
	Alternative			\$ 12.31	UNV15343	POCKET,FILE,LTR,STR,3.5"	EA	\$ 12.09		Y	Y
998126	POCKET,LGL REDRP ET STR 3	EA	35	\$ 2.55	SMD74681	POCKET,END TB,3.5,LGL,DBN	EA	\$ 2.52	CO Sells by box of 10, Priced to match OD U/M	Y	Y
592182	PORTFOLIO,2PKT,PRONG,10PK,BLU	PK	26	\$ 4.88	UNV57115	COVER,RPT,2PKT,FSTNR,LBI,25/BX	EA	\$ 4.88		Y	Y
941930	POST-IT,NOTEPAD,3X5,YELLOW	EA	48	\$ 0.82	MM655YW	NOTE,POST-IT,3X5,12/PK,YW	EA	\$ 0.82	CO Sells by the 12 pack, Priced to match OD U/M	Y	N
	Alternative			\$ 0.82	UNV35672	NOTE,STICK-IT,3X5,YW,12PD	EA	\$ 0.27	CO Sells by the 12 pack, Priced to match OD U/M	Y	N
999252	TRAYS,DSK,STK,LTR,FR-LD,2PK,BK	PK	30	\$ 2.57	RUB86027	TRAY,REGEN LETTER,BK	EA	\$ 2.54	CO Sells by the each, Priced to match OD U/M	Y	Y
768055	WALLET,3-1/2",LTR,RD ROPE	EA	30	\$ 2.98	SJPS84308	WALLET,3.5" EXP,ELASTIC,LTR	EA	\$ 2.97		Y	Y
503003	WALLET,EXP,3.5"C,15X10,RR	EA	44	\$ 3.33	SMD71356	WALLET,EXP,3.5,ELAS,15X10	EA	\$ 3.16		Y	Y
373860	WASTEBASKET,MED,"WE RECY",BLU	EA	180	\$ 4.24	RCP295673BE	CONTAIN,"WE RECYCLE",28QT	EA	\$ 4.18		Y	Y
676973	6X9 PLASTIC CLIPBOARD BLK	EA	50	\$ 1.25	SPR01859	CLIPBOARD,TRANS,6X9,SM	EA	\$ 1.25		Y	Y
997130	BATTERY,"AA",LITHIUM,2/PK	PK	50	\$ 4.22	EVE191BP2	BATTERY,LITHIUM,AA,2PK	PK	\$ 3.81		Y	Y
445511	BATTERY,"AAA",ENERGIZER,24/BX	BX	177	\$ 8.35	EVEEN92	BATTERY,ALKA,INDUST,AAA,24	BX	\$ 8.34		Y	Y
	Alternative			\$ 8.35	IVR11124	BATTERY,ALKALINE,AAA,24PK	BX	\$ 3.60		Y	Y
390989	BATTERY,D,ENERGIZER,4/PK	PK	28	\$ 6.03	EVEE958P4	BATTERY,ALKA,D,4PK,ENGR	PK	\$ 5.99		Y	Y
	Alternative			\$ 6.03	IVR33004	BATTERY,ALKALINE,D,4PK	PK	\$ 5.96		Y	Y

City of Long Beach Pricing Package from Compelte Office Office of CA

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702973	BATTERY,ENERGIZER,E2,AA,8/PK Alternative	PK	65	\$ 15.80	EVEL918P8	BATTERY,LITHIUM E2,AA,8PK	PK	\$ 14.57			
416545	BATTERY,ENERGIZER,MAX,AA,8/PK Alternative	PK	27	\$ 6.03	EVEE918P8	BATTERY,ALKAAA,AA,8PK,ENGZR	PK	\$ 5.90			
908656	BATTERY,PHOTO,3VOLT,2PK Alternative	PK	38	\$ 8.90	EVEEL123APB2	BATTERY,LITHIUM,PHOTO 3V	PK	\$ 8.90			
696526	BATTERY,SIZE AA,ALKALINE,24BOX Alternative	BX	169	\$ 8.07	EVEEN91	BATTERY,ALKA,INDUST,AA,24BX	BX	\$ 7.99			
786111	BINDER,D-RG,11X8.5,2IN,BLK Alternative	EA	34	\$ 6.01	WLJ38344B	BNDR,D-RING,11X8.5,2",BK	EA	\$ 5.83		Y	Y
493213	BINDER,D-RING,3",VUE,WHITE Alternative	EA	28	\$ 4.78	WLJ38649W	BNDR,VIEW,D-RNG,3" WF	EA	\$ 4.72		Y	Y
785998	BINDER,D-RING,11X8.5,1IN,BLACK Alternative	EA	60	\$ 3.80	WLJ38314B	BNDR,VIEW,D-RNG,3IN,WE	EA	\$ 3.61		Y	Y
649684	BINDER,FLEX VIEW,3RING,3/8",BLK Alternative	EA	52	\$ 2.34	UNV20761	BNDR,D-RNG,11X8.5,1",BK	EA	\$ 3.71		Y	Y
493825	BINDER,OVERLAY,CLEAR,1/2",WHT Alternative	EA	150	\$ 2.03	WLJ36213W	BNDR,FLEX VIEW,5/8" BK	EA	\$ 2.27			
881285	BINDER,WJ,LT,IRR,VIEW,1",MINT Alternative	EA	80	\$ 2.03	UNV20952	BNDR,ECON,5"CAP,LTR,WE	EA	\$ 1.46			
588268	BOOK,COMP,100SH,WD,9.75X7.5,MB Alternative	EA	36	\$ 0.75	MEA09910	BNDR,VIEW,11X8.5,5",WE	EA	\$ 1.49		Y	Y
765798	BOOK,MEMO,WRBND,TOP,CR,60S,12 Alternative	DZ	70	\$ 4.35	UNV20435	NOTEBOOK,WRBND,3X5,12/PK	PK	\$ 4.34			
255760	BOOK,MONEY RCPT,2.75X7.25,3PT Alternative	EA	36	\$ 13.98	TOP46808	NOTEBOOK,9.75X7.5,100,BK	EA	\$ 12.70			
524405	BOOK,STENO,6X9,70CT,GREEN Alternative	EA	512	\$ 0.56	UNV76610	BOOK,RCPT,4UP,CBNLS,TRIC	EA	\$ 0.49			
445095	BOX,CORRUGATED,18"X18"X18" Alternative	EA	400	\$ 1.73	UNV166331	BOOK,STENO,PITMAN,60SH,GN	EA	\$ 1.64	CO Sells by box of 15, Priced to match OD U/M	Y	Y
776897	CARTRIDGE,TPE,3/8",BLK ON WHT Alternative	EA	36	\$ 9.65	BRTT221	BOX,18X18X16,CORR,KFT	EA	\$ 9.57			
308957	CLIP,BINDER,LARGE,2IN,12BX Alternative	BX	143	\$ 0.65	UNV10220	CARTRIDGE,TPE3/8" BK ON WE	EA	\$ 0.61			
909509	CLIP,BINDER,MINI,1/4IN,12BOX Alternative	BX	122	\$ 0.37	UNV10199	CLIP,BINDER,LARGE	DZ	\$ 0.18			
429415	CLIP,BINDER,SMALL,12/BOX Alternative	BX	46	\$ 0.09	UNV10200	CLIP,BINDER,15MM	DZ	\$ 0.09			
808857	CLIP,BINDER,SMALL,12/BX Alternative	BX	27	\$ 0.10	UNV10200	CLIP,BINDER,SMALL	DZ	\$ 0.10			
429266	CLIP,PAPER,#1,SMITH,OD,100BX Alternative	BX	30	\$ 0.05	UNV72210	CLIP,BINDER,SMALL	PK	\$ 0.01			
308478	CLIP,PAPER,#1,SMITH,OD,10PK Alternative	PK	54	\$ 0.69	UNV72210	CUP,#1,GEM,SMOOTH,1M/PK	PK	\$ 0.69			
308239	CLIP,PAPER,JMB,SMTH,OD,10PK Alternative	PK	26	\$ 0.15	UNV72220	CUP,#1,GEM,SMOOTH,1M/PK	PK	\$ 2.02			
429175	CLIP,PAPER,SMTH,OD,JMB,100PK Alternative	BX	99	\$ 0.15	UNV72220	CUP,JUMBO,SMOOTH,1M/PK	PK	\$ 0.15			
729882	CLIPBOARD,ALUMINUM,DUAL STORAGE Alternative	EA	26	\$ 27.89	UNV40300	CUP,JUMBO,SMOOTH,1M/PK	EA	\$ 23.59			
470591	CLIPBOARD,LETTER SIZE,2PK Alternative	PK	46	\$ 0.61	UNV40304	CLIPBOARD,BOX,LTR,AM	EA	\$ 0.54			
950162	CRAYONS,8CT,CRAYOLA Alternative	BX	30	\$ 0.26	CYO520008	CLIPBOARD,STD CLP,LETTER	EA	\$ 0.26			
984792	CUP,HOT,PPR,SAGE DSGN,8OZ,50PK Alternative	PK	31	\$ 3.09	DXE23385CDX	CRAYON,TUCKER,85T,AST	BX	\$ 2.81			
748271	DISPLAY,PROTECTOR,10/PK Alternative	PK	35	\$ 4.69	AVE74404	CUP,8OZ PAPER HOT CUP,50/PK	PK	\$ 3.55	CO Sells Box of 1000, Priced to match OD U/M		
574866	DIVIDER,INS,5,BG TB,RCY,OD,CLR Alternative	ST	90	\$ 0.49	SPRO2069	CUP,BISTRO,8OZ,MN,1000/CT	BX	\$ 2.90			
575034	DIVIDERS,OD,INS,8ST,CLEAR Alternative	ST	123	\$ 1.56	SPR21981	PROTECTOR,DSPLY,10/PK,CLR	PK	\$ 0.46			
785050	DRIVE,JSB,166B,SANDISK Alternative	EA	29	\$ 99.50	IDICZ36016GA11	INDEX,3-RNG,8TAB,11X8.5,MI	ST	\$ #N/A			
560941	ENVELOPE,CD,50PK,WHITE Alternative	PK	26	\$ 3.01	IVR93403	DRIVE,FLASH,USB,CRUZER,BLK	EA	\$ 29.85			
346452	FILE,MAGAZINE Alternative	EA	84	\$ 5.56	SPR90203	ENVELOPE,CD/DVD,50PK,WE	PK	\$ 2.46			
909119	FLUID,CORRECTION,OD,MULTI,WHT Alternative	EA	36	\$ 0.19	UNV75407	HOLDER,MAGAZINE,MESH,BK	EA	\$ 5.56			
						FLUID,CORRECT,ALL,PURPOSE	EA	\$ 0.18			

City of Long Beach Pricing Package from Compelte Office Office of CA

Bid SKU	PRODUCT DESCRIPTION	Current U/M	QTY	Current Price	Manufacturer Product Code	Complete Office Description	Complete U/M	Complete Sell Price	Notes	Green	Recycled
899496	FRESHENER,AIR,SPRAY,7OZ	EA	48	\$ 11.20	BWK348A	FRESHENER,AIR,CITRUS	EA	\$ 4.38			
864750	GMCB BREAKFAST BLEND KCUP	BX	36	\$ 11.02	GMT6520	GMCB BREAKFAST BLEND KCUP	BX	\$ 10.97			
196228	HIGHLIGHTER,ACCENTINTRO,FYW	BX	36	\$ 2.26	PAP22725	HIGHLIGHTER,INTRO,FYW	DZ	\$ 2.24			
	Alternative			\$ 2.26	ITA36181	HIGHLIGHTER,PEN,FLOUR,YE	DZ	\$ 2.24			
659755	HIGHLIGHTER,DESK STYLE, GREEN	EA	48	\$ 2.43	SAN64329	HIGHLIGHTER,4009,GN	EA	\$ 2.42			
	Alternative			\$ 2.43	UNV08862	HIGHLIGHTER,DESK,FGN	DZ	\$ 2.40			
356031	HOLDER,SIGN,W/LITERATURE PKCT,11X14	EA	74	\$ 12.97	DEF590501	HOLDER,81/2X11W/LEAF,PTOC	EA	\$ 12.97			
333036	KLEENEX,FACIAL TISSUE,BUNDLE	PK	33	\$ 5.53	KIM21606BX	TISSUE,FACIAL125SHITS,2PLY	BX	\$ 1.22			
612011	LABEL,ADDR,OD,LSR,3000CT,WHITE	PK	50	\$ 5.72	UNV80102	LABEL,LSR,2-5/8X1,WE	BX	\$ 5.72			
	Alternative			\$ 5.72	EL126003	LABEL,LSR,1X2-5/8,WE	BX	\$ 5.67			
916460	LABEL,LSR,ADDR,WHIT,750CT	PK	29	\$ 5.79	AVE5260	LABEL,ADD,W/P,1X2-5/8,750	PK	\$ 4.92			
	Alternative			\$ 5.79	AVE50610	LABEL,ADD,W/P,2-518X125SH	PK	\$ 5.76			
599360	MEDIA,AMM IBM DAT72, 170M	EA	100	\$ 21.46	IBM187912	CART,4MM IBM DAT72,170M	EA	\$ 20.56			
161513	MOISTENER,TUBE,W/ANGLED SPONGE	EA	50	\$ 0.86	UNV56501P	MOISTENER,PENCIL TYPE	EA	\$ 0.22			
498915	NOTEBOOK,SPL,150C,3SB,CR,9.5X6	EA	36	\$ 2.07	IMEA06900	BOOK,THEME,9.5X6,150SH	EA	\$ 2.05			
368720	PAD,NOTE,HIGHLAND,1.5X2,YEL,12	PK	119	\$ 1.69	MMM6539YW	NOTE,HIND,1.5X2,YW,100/PD	PK	\$ 1.17			
	Alternative			\$ 1.69	UNV35662	NOTE,STICK-IT,1.5X2YWT2PD	PK	\$ 1.06			
368738	PAD,NOTE,HIGHLAND,3"X3",12PK,Y	DZ	72	\$ 2.93	MMM6549YW	NOTE,HIND,3X3,12/PK,YW	PK	\$ 2.90			
	Alternative			\$ 2.93	UNV35668	NOTE,STICK-IT,3X3,YW,12PD	PK	\$ 2.22			
305706	PAD,PERF,8.5X11,OD,12PK,1GI,RL	DZ	66	\$ 4.60	UNV10630	PAD,1GI, RULED,PERF,LTR,CA	DZ	\$ 4.53			
	Alternative			\$ 4.60	DIV10630	PAD,RULED,PERF,LTR,CANARY	DZ	\$ 4.55			
940650	PAPER,30% REC,OD,CASE,10-REAM	CA	2899	\$ 37.05	COM8511RCY	PAPER,RECYCLED,92BRT,8.5X11	CT	\$ 35.12			
343454	PAPER,COLOR COPY,HAM,REAM	RM	246	\$ 8.47	HAM102467	PAPER,COLOR,CPR,PWHE	RM	\$ 7.95			
	Alternative			\$ 8.47	UNV96242	PAPER,COLOR,CPY28#8.5X11,WE	RM	\$ 8.14			
751441	PAPER,COLOR LASER,OD,REAM	RM	175	\$ 5.03	UNV98240	PAPER,LASER,WHIT	RM	\$ 4.99			
345637	PAPER,COPYER,20#,LTR,BLU,500SH	RM	60	\$ 4.83	XER3R11050	PAPER,XEROX,20#,LTR,BE	RM	\$ 4.49			
	Alternative			\$ 4.83	UNV11202	PAPER,XEROX/DUP,20#,LTR,BLU	RM	\$ 4.41			
317321	PAPER,COPY,8.5X11,3HP,104BR	RM	26	\$ 4.06	COM8511P	PAPER,8.5X11,20# 3-HOLE PUNCH	CT	\$ 3.64			
345652	PAPER,COPY,8.5X11,500SH,PINK	RM	201	\$ 4.88	XER3R11052	PAPER,XEROX,20#,LTR,PK	RM	\$ 4.49			
	Alternative			\$ 4.88	UNV11204	PAPER,XERO/DUP,20#,LTR,PK	RM	\$ 4.41			
345694	PAPER,COPY,8.5X11,NY,500SH	RM	70	\$ 5.56	XER3R11056	PAPER,XEROX,20#,LTR,IY	RM	\$ 4.49			
	Alternative			\$ 5.56	UNV11208	PAPER,XEROX/LASR20#LTR,IY	RM	\$ 4.02			
348037	PAPER,COPY,OD,CASE,10-REAM	CA	128	\$ 33.91	COM8511	PAPER,8.5X11,20# WHT,92B,10/CT	CT	\$ 33.61			
	Alternative			\$ 33.91	COM81211	PAPER,COPY,LTR,96BRT	CT	\$ 33.24			
	Alternative			\$ 33.91	COM8511RCY	Paper, Recycled, 92 BRT.	CT	\$ 34.57			
345686	PAPER,CPY,8.5X11,500SH,GOLOROD	RM	60	\$ 4.84	XER3R11055	PAPER,XEROX,20#,LTR,GD	RM	\$ 4.49			
	Alternative			\$ 4.84	UNV11205	PAPER,XERO/DUP,20#,LTR,GRD	RM	\$ 3.81			
589483	PAPER,LTR,10.5X8,150CT,WD RLD	PK	96	\$ 0.98	UNV20923	SHEET,FILLER,11X8.5,200SH	PK	\$ 0.35			
	Alternative			\$ 0.98	SPR82122	PAPER,FILLER,10.5X8,WD200CT	PK	\$ 0.88			
940593	PAPER,MULTIPURP,OD,CASE,10REAM	CA	39	\$ 39.16	COM81211	PAPER,COPY,LTR,96BRT	CT	\$ 33.24			
536640	PAPER,PREMIUM MP,OD,CASE,10-RM	CA	79	\$ 40.03	COM81211	PAPER,COPY,LTR,96BRT	CT	\$ 33.24			
181594	PEN,BALL,PT,MEDIUM,STICK,BLK	DZ	148	\$ 0.84	PAP3331131	PEN,BALLPOINT,MED PT,BK	DZ	\$ 0.78			

CO Sells carton of 10 reams, Priced to match OD U/M

City of Long Beach Pricing Package from Compelte Office Office of CA

Bid SKU	PRODUCT DESCRIPTION	Current U/M	Current QTY	Current Price	Manufacturer Product Code	Complete Office Description	Complete U/M	Complete Sell Price	Notes	Green	Recycled
181578	PEN,BALL PT,MEDIUM,STICK,BLUE Alternative	DZ	132	\$ 0.84	UNV27410	PEN,BALLPT,ECONOMY,MED,BK	DZ	\$ 0.71			
987388	PEN,BALLPOINT,FINE,BLK Alternative	DZ	31	\$ 4.74	PENBK90A	PEN,BALL POINT,FINE,BK	DZ	\$ 4.73			
419929	PEN,BALLPOINT,RUBBERSTICK,MED Alternative	EA	144	\$ 0.79	PAP6130187	PEN,BP,CMFRTMT,MED,PT,BK	DZ	\$ 0.68	CO Sells by the dozen, Priced to match OD U/M		
728919	PEN,BALLPOINT,STICK,DOZEN,BLK Alternative	DZ	72	\$ 0.79	UNV27410	PEN,COMFORT,GRIP,MED,BK	DZ	\$ 0.64	CO Sells by the dozen, Priced to match OD U/M		
729036	PEN,BALLPOINT,STICK,DOZEN,RED	DZ	50	\$ 0.86	UNV27412	PEN,BALLPT,ECONOMY,MED,RD	DZ	\$ 0.70			
811950	PEN,CLIC,STIC,BIG,BLACK	DZ	337	\$ 9.18	BICCSM118K	PEN,CLIC,STIC,RET,MED,BK	DZ	\$ 3.92			
863860	PEN,REFILL,MED,BRFS2M,BLK,2/PK	PK	80	\$ 0.78	PI177227	REFILL,BPT,RET,MED,BK,2PK	PK	\$ 0.71			
864066	PEN,REFILL,MED,BRFS2M,BLU,2/PK	PK	90	\$ 0.78	PI177228	REFILL,BPT,RET,MED,BE,2PK	PK	\$ 0.71			
790761	PEN,RETRACT,G-2,BK,FW Alternative	DZ	30	\$ 13.84	PI131020	PEN,RBALL,RT,G2,GEL,FW,BK	DZ	\$ 13.21			
270656	PEN,SARASA,GEL,DZ,BLUE Alternative	DZ	26	\$ 17.17	ZEB46810	PEN,RBALL,RT,SARASA,MD,BK	DZ	\$ 11.88			
434357	PENCIL,POUCH,TRANSLUCENT Alternative	EA	40	\$ 1.00	ESS68504	PEN,GEL,CLR,BARLO,7MM,BE	EA	\$ 0.95			
733601	PENCIL,#2,OD,72/BX	BX	141	\$ 1.42	ITA30050	POCKET,RNGBNDR,ZIP,10,5X8	EA	\$ 1.30			
422542	PENCIL,0.5MM,FORTE PRO II,BLK Alternative	EA	26	\$ 1.60	PENAT75A	PENCIL,WOODCASE,60ZBULK	BX	\$ 0.22			
340307	PENCIL,13/32IN DIA,W/ERASER Alternative	DZ	37	\$ 2.28	DX133008	PENCIL,#2,UNIVERSAL	EA	\$ 1.53			
212634	PENCIL,GOLF,SHRPND,144PK,YLW Alternative	PK	218	\$ 6.75	DX14958	PENCIL,BEGINNERS,#2,YW	DZ	\$ 2.24			
380101	PKT,LEGAL,EXP,5.25,GN Alternative	EA	26	\$ 2.46	SMD74236	PENCIL,GOLF,HEX,YEL	GR	\$ 6.58			
681114	PORTFOLIO,2PKT,3PRONG,ASST COL	EA	51	\$ 0.17	SPR71440	PEN,CLIC,EXP,5.25,GN	EA	\$ 2.44			
812589	POUCH,2.5" X 4" VINYL	EA	50	\$ 0.93	AVT75456	PORTFOLIO,DBLPKT,8.5X11	BX	\$ 0.17	CO Sells by the box, Priced to match OD U/M		
514255	REFILL,FRESH SCENT,NEUTRA AIR	EA	84	\$ 5.61	RAC79831	HOLDER,W/CLP,HRZ,50PK,CR	PK	\$ 0.17	CO Sells 50 per pack, Priced to match OD U/M		
772141	REFILL,PEN,G-2,FW,2/PK,BLACK	PK	27	\$ 1.08	PI177240	FRESHENER,NEUTRA-AIR,REFIL	EA	\$ 5.25			
196048	REFILL,PEN,STAY-PUT,BLACK	EA	87	\$ 0.71	MMF28704	REFILL,G-2,FW,BK	PK	\$ 1.04			
185432	SANITIZER,HAND,PURELL,Aloe,8OZ Alternative	EA	81	\$ 3.91	GOJ965212EA	PEN,REPLACEMENT F/CHAIN,BK	EA	\$ 0.71			
502369	SCISSORS,POINT TIP,KIDS,5",AST Alternative	EA	30	\$ 1.21	FSK94307097	SANITIZER,HAND,PURELL,8OZ	EA	\$ 3.84			
283271	SEAL,MAILING,600PK,WHITE	PK	50	\$ 4.76	AVF05247	SANITIZER,HAND,WASH9.12OZ	EA	\$ 3.35			
646510	SLEEVES,CD/DVD,PPR,100/PK,WHIT	PK	26	\$ 5.16	IVR39403	SCISSORS,KIDS POINTS",AST	EA	\$ 1.20			
901055	SORTER, MESH COMBO TRAY	EA	40	\$ 30.99	ROL174232	LABEL,MAILING SEAL,600WHT	PK	\$ 4.44			
207902	STAPLE,1/4",15-25SHT,5000BX	BX	105	\$ 0.16	UNV79000	ENVELOPE,CD/DVD,50PK,WE	PK	\$ 2.95			
320960	STAPLE,1/4",SF,15-25SHT,5M/BX	BX	70	\$ 0.33	UNV79000	SORTER,COMBO MESH,BK	EA	\$ 30.80			
575341	TAPE,ACTITAPE,75X1296",OD,10PK	PK	26	\$ 6.08	UNV83436	STAPLES,CHSEL,PT,5M/BX	BX	\$ 0.16			
958033	TAPE,BOOK MENDING 1.5X15	RL	76	\$ 3.13	MMM845112	TAPE,WRITE ON,3/4X36YD	RL	\$ 0.52			
910638	TAPE,BOOK,TRANS,2"X15YD	RL	72	\$ 3.55	MMM8452	TAPE,BOOK,TRANS,1.5X15YDS	RL	\$ 2.96			
910644	TAPE,BOOK,TRANS,3"X15YD	RL	33	\$ 10.79	MMM8453	TAPE,BOOK,TRANS,2X15YDS	RL	\$ 3.48			
910646	TAPE,BOOK,TRANS,3"X15YD	RL	33	\$ 10.79	MMM8453	TAPE,BOOK,TRANS,3X15YDS	RL	\$ 7.44			

City of Long Beach Pricing Package from Compelte Office Office of CA

Bid SKU	PRODUCT DESCRIPTION	Current U/M	QTY	Current Price	Manufacturer Product Code	Complete Office Description	Complete U/M	Complete Sell Price	Notes	Green	Recycled
910414	TAPE,CLEAR TRANSP 1"X72YD	RL	140	\$ 4.39	MM600723PK	TAPE,1"X2592",3/PK,CR	PK	\$ 4.37	CO Sells by the 3 pack, Priced to match OD U/M		
774675	TAPE,CORRECTION W/DSPNSR,YW	EA	30	\$ 4.10	TON68623	TAPE,CORRECTION,MONO,CA	EA	\$ 2.18			
254089	TAPE,CORRECTION,LP DRYLINE,2PK	PK	86	\$ 2.33	PAP660415	CORR,FILM,DRYLINE,GRIP1PK	EA	\$ 2.30			
	Alternative			\$ 2.33	PAP662415	TAPE,DRYLINE CRCTN 2PK,WE	PK	\$ 2.30	CO Sells by the 2 pack, Priced to match OD U/M		
166702	TAPE,CORRECTION,MONO	EA	1200	\$ 1.02	TON68620	TAPE,CORRECTION,MONO,WE	EA	\$ 1.01			
	Alternative			\$ 1.02	PAP660415	CORR,FILM,DRYLINE,GRIP1PK	EA	\$ 1.02			
419907	TAPE,CORRECTION,MONO,2PK,WHITE	PK	26	\$ 5.03	TON68627	TAPE,CORRECTION,MONO,2PK	PK	\$ 3.38			
	Alternative			\$ 5.03	PAP660415	CORR,FILM,DRYLINE,GRIP1PK	PK	\$ 3.14			
239400	TAPE,LETTERING,5",BLACK/WHITE	EA	26	\$ 8.87	BRITZ231	CARTRIDGE,TP,1/2",BK ON WHI	EA	\$ 8.82			
173047	TAPE,MAGIC,3M,3/4X1296	RL	48	\$ 1.28	MM810341296	TAPE,MAGIC 3/4X1296	RL	\$ 1.27			
	Alternative			\$ 1.28	UNY83436	TAPE,WRITE ON,3/4X36YD	RL	\$ 0.52			
998054	TAPE,MASKING,2"X60YD,BULK	RL	36	\$ 6.92	MM2342	TAPE,MASKING,2"X60YD	RL	\$ 6.89			
	Alternative			\$ 6.92	UNV51302	TAPE,MASKING,2"X60YD,2/PK	RL	\$ 4.16	CO Sells by the 2 pack, Priced to match OD U/M		
489461	TAPE,MGC,SCTH,3/4"X1000",10PK	PK	44	\$ 14.40	MM81010K	TAPE,MAGIC,75X1M,10RL,CR	PK	\$ 11.94			
	Alternative			\$ 14.40	UNY83436	TAPE,WRITE ON,3/4X36YD	PK	\$ 0.52			
143240	TISSUE,FACIAL,LOTION,KLNX,BOX	EA	36	\$ 1.20	KIM26080BX	TISSUE,FACIAL,W/LOTION	BX	\$ 1.16			
	Alternative			\$ 1.20	KIM21270BX	TISSUE,FACIAL,KLEENEXBUTQUE	BX	\$ 1.20			
134048	TONER,HP 2100/220,BLACK	EA	28	\$ 63.89	Ink Piece 96A	TONER, reman, HPC4096A,LJ2100/2200	EA	\$ 56.67		Y	Y
775081	TONER,REMAN,OD96A,LJ2100,2200	EA	35	\$ 57.34	Ink Piece 96A	TONER,Reman.,HPC4096A,LJ2100/2200	EA	\$ 56.67		Y	Y
775081	TONER,REMAN,OD96A,LJ2100,2200	EA	53	\$ 57.34	Ink Piece 96A	TONER,Reman.,HPC4096A,LJ2100/2200	EA	\$ 56.67		Y	Y
	Alternative			\$ 3.61	UNV13080	WALLET,LGL,5-1/4" EXP,RED	EA	\$ 3.35		Y	Y
503576	WATR,BOTTLES,16.9OZ,24/CASE	CA	31	\$ 5.08	NLE101243	WATER,BOTTLED,5LTR,24/CT	CT	\$ 5.06			
	Alternative			\$ 5.08	COM10134	WATER,KIRKLAND,28/CT	CT	\$ 5.03			
821808	WIPES,DISINFECTANT,CLOROX	EA	87	\$ 5.29	COX15949EA	CLEANER,DSINFCT,WIPES,FRSH	EA	\$ 3.76		Y	Y
	Toners identified on the summary				Ink Piece 03A	TONER, Reman, OD03A, 5-6P, 5-6MP	EA	\$ 46.67	03A		
	Toners identified on the summary				Ink Piece 15X	TONER, Laser, HP, 1200/2200	EA	\$ 55.00	15X		
	Toners identified on the summary				Ink Piece 05A	TONER, HP, CE505A, Black	EA	\$ 71.67	05A		
	Toners identified on the summary				Ink Piece 10A	TONER, Laser, 2300, HV, HP	EA	\$ 63.33	10A		
	Toners identified on the summary				Ink Piece 61X	TONER, Reman, HP, C8061X	EA	\$ 66.67	61X		
	Toners identified on the summary				Ink Piece 4600B	TONER, Laser, 4600, HP, Black	EA	\$ 118.33	4600B		

EXHIBIT “C”

City’s Representative:

Anne Takii, Purchasing Division

EXHIBIT “D”

Materials/Information Furnished: None