

GOVERNMENT OF THE VIRGIN ISLANDS OF THE UNITED STATES  
 DEPARTMENT OF PROPERTY AND PROCUREMENT  
**PROCUREMENT DIVISION**

<b>INVITATION BID &amp; AWARD SUPPLY CONTRACT</b>	CONTRACT NO.	PAGE NO.	NO. OF PAGES
	ORDER NO.	1	
ISSUED BY Department of Property & Procurement		ADDRESS 3274 Estate Richmond Christiansted, Virgin Islands 00820	

INVITATION FOR BIDS	
DATE ISSUED <b>July 19, 2021</b>	INVITATION NO. <b>IFB064GVIC21(S)</b>
<p>Sealed bids: (1) The Terms and Conditions of the Invitation for Bids, (2) General Provisions which are incorporated herein by reference, and (3) such other contract provisions and specifications as are attached or incorporated by reference will be received on or before <b>10:00 a.m., Atlantic Standard Time</b>, no later than <b>Wednesday, August 4, 2021</b> and publicly opened at <b>12:00 noon, Atlantic Standard Time</b> on <b>Wednesday, August 4, 2021</b> for furnishing the supplies or services for delivery f.o.b. ST. CROIX, VIRGIN ISLANDS.</p> <p><b>Electronic Submission: <a href="mailto:ebids_proposals@dpp.vi.gov">ebids_proposals@dpp.vi.gov</a></b>  <i>General information and instructions to Bidders are contained in the terms and conditions on the reverse hereof.</i></p>	

SCHEDULE					
ITEM NO.	SUPPLIES OR SERVICES	QUANTITY <small>(NO. OF UNITS)</small>	UNIT	UNIT PRICE	AMOUNT
	Office and School Supplies for the Government of the Virgin Islands, St. Croix U.S. Virgin Islands				

<b>BID</b>	DATE OF BID
<p>IN COMPLIANCE WITH THE ABOVE THE UNDERSIGNED OFFERS AND AGREES, IF THIS BID BE ACCEPTED WITHIN _____ DAYS (30 calendar days unless a different period is inserted by the Bidder) FROM THE DATE OF OPENING TO FURNISH ANY OR ALL OF THE ITEMS UPON WHICH PRICES ARE QUOTED, AT THE PRICE SET OPPOSITE EACH ITEM, DELIVERED AT THE DESIGNATED POINTS WITHIN THE TIME SPECIFIED IN THE INVITATION. DISCOUNTS WILL BE ALLOWED FOR PROMPT PAYMENT AS FOLLOWS:</p> <p>_____ PERCENT, 20 CALENDAR DAYS; _____ PERCENT, 30 CALENDAR DAYS</p> <p>BIDDER REPRESENTS (Check appropriate boxes)</p> <p>(1) THAT HE IS _____, IS NOT _____, A SMALL BUSINESS CONCERN. IF BIDDER IS A SMALL BUSINESS CONCERN AND IS NOT THE MANUFACTURER OF THE SUPPLIES BID UPON, HE ALSO REPRESENTS THAT ALL SUPPLIES TO BE FURNISHED HEREUNDER WILL _____, WILL NOT _____, BE MANUFACTURED OR PRODUCED BY A SMALL BUSINESS CONCERN IN THE UNITED STATES, ITS TERRITORIES, ITS POSSESSIONS, OR THE COMMONWEALTH OF PUERTO RICO.</p> <p>(2) THAT HE IS A REGULAR DEALER IN _____, MANUFACTURER OF _____, THE SUPPLIES BID UPON.</p> <p>(3) (A) THAT HE HAS _____, HAS NOT _____, EMPLOYED OR RETAINED ANY COMPANY OR PERSON (OTHER THAN A FULL-TIME BONA FIDE EMPLOYEE WORKING SOLELY FOR THE BIDDER) TO SOLICIT OR SECURE THIS CONTRACT, AND (B) THAT HE HAS _____, HAS NOT _____, PAID OR AGREED TO PAY ANY COMPANY OR PERSON (OTHER THAN A FULL-TIME BONA FIDE EMPLOYEE WORKING SOLELY FOR THE BIDDER) ANY FEE, PERCENTAGE, COMMISSION, OR BROKERAGE FEE, CONTINGENT UPON OR RESULTING FROM THE AWARD OF THE CONTRACT; AND AGREES TO FURNISH INFORMATION RELATING TO (A) AND (B) ABOVE AS REQUESTED BY THE CONTRACTING OFFICER.</p> <p>(4) HE OPERATES AS AN INDIVIDUAL _____, PARTNERSHIP _____, CORPORATION _____, INCORPORATED IN THE TERRITORY OF THE VIRGIN ISLANDS</p> <p>(5) PREFERRED BIDDER: _____ A BONA FIDE CONTINUOUS RESIDENT OF THE VIRGIN ISLANDS FOR AT LEAST EIGHT (8) YEARS OR _____ WAS BORN IN THE VIRGIN ISLANDS; _____ A FIRM, PARTNERSHIP, OR CORPORATION IN WHICH AT LEAST FIFTY-ONE PERCENT (51%) OF THE LEGAL OR EQUITABLE OWNERSHIP IS HELD BY A PERSON OR PERSONS WHO HAVE BEEN BONA FIDE CONTINUOUS RESIDENTS OF THE VIRGIN ISLANDS FOR AT LEAST EIGHT (8) YEARS OR _____ WHO WERE BORN IN THE VIRGIN ISLANDS; _____ SAID PERSON, FIRM, PARTNERSHIP, OR CORPORATION IS LICENSED IN AND MAINTAINS HIS OR ITS PRINCIPAL PLACE OF BUSINESS IN THE VIRGIN ISLANDS AND OWNS, OPERATES, OR MAINTAINS A STORE, WAREHOUSE, OR OTHER PLACE OF BUSINESS IN THE VIRGIN ISLANDS OR _____ THE DULY AUTHORIZED AGENT, DEALER, DISTRIBUTOR OR REPRESENTATIVE IN THE VIRGIN ISLANDS FOR THE MATERIALS, SUPPLIES, ARTICLES, OR EQUIPMENT OF THE GENERAL CHARACTER DESCRIBED BY THE SPECIFICATIONS AND REQUIRED UNDER THIS CONTRACT.</p>	

NAME & ADDRESS OF BIDDER (Street, City, State and Zip Code) <i>(Type or Print)</i>	SIGNATURE OF PERSON AUTHORIZED TO SIGN BID 
	TYPE OR PRINT SIGNER'S NAME & TITLE

AWARD		DATE OF AWARD	
ACCEPTED AS TO ITEMS NUMBERED	AMOUNT	GOVERNMENT OF THE VIRGIN ISLANDS	
SUBMIT INVOICE FOR PAYMENT TO: 3274 Estate Richmond Christiansted, Virgin Islands 00820 (340) 773-1561		BY _____ <i>Contracting Officer</i>	

**CONTINUATION SHEET**  
(Supply Contract)

Contract, Order, or Invitation  
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(As Applicable)

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ITEM NO.	School and Office Supplies	QTY.	UNIT	UNIT PRICE	AMOUNT
1	Envelopes, #10 white bond, 500 per box, 5 boxes per case. <b>Brand Name:</b> _____	250	Cs.	\$	\$
2	Envelopes, #10 white bond, window type, 500 per box, 5 boxes per case. <b>Brand Name:</b> _____	250	Cs.	\$	\$
3	Self-Seal Catalog Envelope 6x9 White 100/Box •Self-adhesive closure. •No moisture needed. •Just fold down the flap, press and mail. <b>Brand Name:</b> _____	250	Box	\$	\$
4	Self-Seal Catalog Envelope 6x9 Kraft 100/Box •Self-adhesive closure. •No moisture needed. •Just fold down the flap, press and mail. <b>Brand Name:</b> _____	250	Box	\$	\$
5	Self-Seal Catalog Envelope, 9 x 12, White, 100/Box •Self-adhesive closure. •No moisture needed. •Just fold down the flap, press and mail. <b>Brand Name:</b> _____	250	Box	\$	\$
6	Self-Seal Catalog Envelope, 9 x 12, kraft, 100/Box •Self-adhesive closure. •No moisture needed. •Just fold down the flap, press and mail. <b>Brand Name:</b> _____	250	Box	\$	\$
7	Envelopes, Kraft, 10x15, flat file style, 100/case. <b>Brand Name:</b> _____	250	Box	\$	\$
8	Envelopes, Kraft, 12x15, Inter-Departmental, 100 per box. <b>Universal, Quality Park, Globe Weis</b> or approved equal <b>Brand Name:</b> _____	250	Box	\$	\$
9	Envelopes, Kraft, 12x15, flat file style, 100/box <b>Brand Name:</b> _____	250	Box	\$	\$
10	Envelopes, Kraft, 10x15, Inter-Departmental, 100 per box. Color: Red, Yellow, Blue. <b>Universal, Quality Park</b> or approved equal <b>Brand Name:</b> _____	250	Box	\$	\$
11	Envelopes, Greeting Card/Invitation 5 1/4 x 7 1/4. Ivory, White <b>Universal, Quality Park</b> or approved equal <b>Brand Name:</b> _____	100	Box	\$	\$
12	Envelope Moistener w/Adhesive, 50 mL, Clear, 4/Pack <b>Brand Name:</b> _____	600	Pk	\$	\$
13	Smart Money Counterfeit Bill Detector Pen for Use w/U.S. Currency, 4/Pack <b>Brand Name:</b> _____	Pk	Pk	\$	\$

Name of Bidder:

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ITEM NO.	School and Office Supplies	QTY.	UNIT	UNIT PRICE	AMOUNT
14	Letter Opener. Clean Cut with sharp blade <b>Brand Name:</b> _____	Pk	Each	\$	\$
15	Portfolios, 8 1/2x11, 25 per box COLORS: Black, Blue, Yellow, Green, Dark Blue, Red & White <b>Brand Name:</b> _____	300	Box	\$	\$
16	Clear Front Report Covers, with fasteners, letter size, 25 per box. Colors: red, blue, black, gray, dk. green, burgundy <b>Essette, Oxford</b> or approved equal <b>Brand Name:</b> _____	300	Box	\$	\$
17	Side Clip Report Covers, clip securely, hold sheets, clear front cover. Colors: Dark Blue, Black 25box <b>Brand Name:</b> _____	300	Box	\$	\$
18	Top Loading Sheet Protectors, holds 11x8.5" inserts, three hole punched. 25 per pack. <b>Universal UNV-21124, C-Line</b> or approved equal <b>Brand Name:</b> _____	500	Box	\$	\$
19	Receipt Book, 7 5/8 x 11, 2 -Part, 4 per page Carbonless, spiral bound <b>Brand Name:</b> _____	300	Each	\$	\$
20	Sales Order Book, , 2 -Part, <b>Brand Name:</b> _____	300	Each	\$	\$
21	File folder, hanging, letter size, 25 per box, 10 boxes per case. Colors: blue, green, orange, yellow, red, purple, pink, burgundy, & teal. <b>Pendaflex, Esselte, Atlas or Universal or approved equal</b> <b>Brand Name:</b> _____	292	Cs.	\$	\$
22	File folder, hanging, legal size, 25 per box, 5 boxes per case COLOR: Yellow, Red, Green & Blue, Pink, Burgundy. <b>Pendaflex, Atlas, Esselte or Universal or approved equal</b> <b>Brand Name:</b> _____	300	CS	\$	\$
23	Interior File Folders, 1/3 Cut Top Tab, Letter, Assorted colors 100/BoxSubdivide records within a hanging folder. File folders fit inside hanging folders without obscuring tabs.5 boxes per case. <b>Pendaflex, Atlas, Esselte or Universal or approved equal</b> <b>Brand Name:</b> _____	300	Cs	\$	\$
24	File folder, 1/3 cut, colored, Legal size, 100 per box COLORS: blue, green, orange, yellow, red, purple, pink, burgundy and teal. <b>Pendaflex, Atlas, Esette, Smead, Universal or approved equal</b> <b>Brand Name:</b> _____	300	Cs	\$	\$
25	Partition Folders, pressboard, two (2) partition, <b>Letter size</b> with double sided fastener, 1" capacity, flush fastener on both inside front and back cover. Kraft 6-1 letter size, 10 per box. Colors: light blue, dark blue, red, green, yellow <b>Brand Name:</b> _____	225	Box	\$	\$

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ITEM NO.	School and Office Supplies	QTY.	UNIT	UNIT PRICE	AMOUNT
26	Partition Folders, pressboard, <b>No</b> partition, <b>Letter size</b> with double sided fastener, 1" capacity, flush fastener on both inside front and back cover. 15 per box. Colors: light blue, dark blue, red, green, yellow <b>Brand Name:</b> _____	100	Box	\$	\$
27	File Guide, A-Z, letter size, no bottom eyelet, 6 per case <b>Atlas, Pendaflex</b> or approved equal <b>Brand Name:</b> _____	300	Cs.	\$	\$
28	File Pockets, expanding, letter size, 11 3/4"x9 1/2", 5 1/4" expansion. Red, Yellow Green, Blue, Brown <b>Brand Name:</b> _____	1,000	Ea.	\$	\$
29	Poly Expanding Files with flap expansion. Asst Colors Letter size <b>Brand Name: PENDAFLEX or approved equal</b> <b>Brand Name:</b> _____	200	Ea.	\$	\$
30	Mesh Desk Organizer, Eight Sections, Steel, 11 1/4 x 10 7/8 x 13 3/4, Black Saves desktop space plus allows easier viewing and access to files. 1" wide sections are ideal for file folders or small binders. Attractive, contemporary steel mesh construction with powder coat finish for durability. <b>Brand Name:</b> _____	180	Ea.	\$	\$
31	Blackout Privacy Filter for 22" Widescreen Helps ensure the privacy of on-screen data on your notebook or LCD monitor. Micro-Louver technology creates a narrow viewing angle. Image is only visible to those directly in front of the screen. Reduces glare and increases contrast. Protects the delicate monitor surface from damage. <b>Brand Name:</b> _____	150	Box	\$	\$
32	Blackout Privacy Filter for 24" Widescreen Helps ensure the privacy of on-screen data on your notebook or LCD monitor. Micro-Louver technology creates a narrow viewing angle. Image is only visible to those directly in front of the screen. Reduces glare and increases contrast. Protects the delicate monitor surface from damage. <b>Brand Name:</b> _____	150	Ea	\$	\$
33	Document/Certificate Frames, Wood, 8 1/2 x 11, Black, <b>Brand Name:</b> _____	250	Pk	\$	\$
34	Clear Adhere Laminating Sheets, self stick 81/2x11 <b>Brand Name:</b> _____	250	Pk.	\$	\$
35	Label, Press-A-Ply File Folder, 3 1/2"x2 1/32". Colors: red, yellow, green, blue, orange, light blue, black. <b>Brand Name:</b> _____	705	Pk.	\$	\$
36	Laser/Ink Jet Printer Labels for file folders, 750 packs. <b>Avery or Maco</b> <b>Brand Name:</b> _____	600	Box	\$	\$
37	File Pockets, expanding, legal size, 5 1/4" expansion. <b>Brand Name:</b> _____	500	Ea.	\$	\$
38	File expanding, Kraft, 10x12, 21 pockets, A-Z <b>Brand Name:</b> _____	500	Ea.	\$	\$
39	Pendaflex Poly Expanding File, 13-Pockets, 1/3 Tab, Letter, Assorted <b>Brand Name:</b> _____	400	Ea.	\$	\$
40	Laser/Ink Jet Filing labels, extra large 15/16x3 7/18, 5000 box <b>Avery or Maco or approved equal</b> <b>Brand Name:</b> _____	300	Box	\$	\$
41	Laser Labels 2" x 4", 1000 per box. <b>Avery or Maco</b> or approved equal <b>Brand Name:</b> _____	600	Box	\$	\$

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ITEM NO.	School and Office Supplies	QTY.	UNIT	UNIT PRICE	AMOUNT
42	Laser/Ink Jet Printer Labels, 1" x 2-5/8"; 3000 Labels, 100 per sheet. <b>Avery 5160 or Maco ML-3000 or approved equal</b> Brand Name: _____	800	Box	\$	\$
43	Laser/Ink Jet Printer Labels, 1" x 2-5/8"; 750 Labels, 25 per sheet <b>Avery 5260 or Maco ML-3025 or approved equal</b> Brand Name: _____	800	Box	\$	\$
44	Quick Index Dividers, Set of 5 Brand Name: _____	500	Pk.	\$	\$
45	Insertable Dividers, Big Tabs 8 Tabs <b>Avery</b> or approved equal Brand Name: _____	300	Pk	\$	\$
46	View binder, vinyl, 3 ring, sheet size 11x8 1/2, 1" capacity COLORS: Black, White, Blue & Red. <b>Oxford, Avery, Wilson Jones, Sparco, Acco or approved equal</b> Brand Name: _____	600	Ea.	\$	\$
47	View binder, vinyl, 3 ring, sheet size 11x8 1/2, 2" capacity COLORS: Black, White, Blue & Red. <b>Oxford, Avery, Wilson Jones, Sparco, Acco or approved equal</b>	600	Ea.	\$	\$
48	View binder, vinyl, 3 ring, sheet size 11x8 1/2, 3" capacity COLORS: Black, White, Blue & Red <b>Oxford, Avery, Wilson Jones, Sparco, Acco or approved equal</b>	600	Ea.	\$	\$
49	Clip, binder, nickel plated wire arm and tempered blue steel arms, capacity 5/8"x1 1/4" width, 12 per box. <b>Quick, Sparco, Acco, Acme, OIC</b> Brand Name: _____	2,000	Box	\$	\$
50	Clip binder, Nickel plated wire arm and tempered, blue steel arm 2" 12 per box. <b>Quick, Sparco, Acco, Universal, Acme, OIC</b> Brand Name: _____	2,000	Box	\$	\$
51	Clip binder, Nickel plated wire arm and tempered, blue steel arm 3/8x3/4" 12 per box. <b>Quick, Sparco, Acco, Universal, Acme, OIC</b> Brand Name: _____	2,000	Box	\$	\$
52	Calculator, 12 digit, heavy duty, 2 color printing display with Antimicrobial protection. <b>Victor 12403A</b> or approved equal Brand Name: _____	200	Ea.	\$	\$

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ITEM NO.	School and Office Supplies	QTY.	UNIT	UNIT PRICE	AMOUNT
53	Calculator, 12 digit, heavy duty, 2 color printing with cash register mode. Similar or approved equal to: <b>Sharp EL1801V</b> <b>Brand Name:</b> _____	200	Ea.	\$	\$
54	8 Digit Handheld Calculator, large LCD display, solar/battery powered. <b>Brand Name:</b> _____	200	Ea.	\$	\$
55	Calculator Ink Roller IR40T B/R <b>Brand Name:</b> _____	200	Ea.	\$	\$
56	Calculator Ink Roller KOR80CBR <b>Brand Name:</b> _____	200	Ea.	\$	\$
57	Calculator Tape, 2 1/4", 100 per case. <b>Universal, Kennington, Atlas or approved equal</b> <b>Brand Name:</b> _____	3,025	Cs.	\$	\$
58	Tape, point of sale 3x3 ply <b>Brand Name:</b> _____	200	Cs.	\$	\$
59	Flashlight, heavy duty industrial, uses "D" batteries <b>Brand Name:</b> _____	400	Each	\$	\$
60	Battery, AAA; <b>Duracell or Energizer</b> . 4 per pack. <b>Brand Name:</b> _____	800	Pk.	\$	\$
61	Battery, AA; <b>Duracell or Energizer</b> , 4 per pack. <b>Brand Name:</b> _____	800	Pk.	\$	\$
62	Battery, D; <b>Duracell or Energizer</b> , 2 per pack. <b>Brand Name:</b> _____	800	Pk.	\$	\$
63	Battery, C; <b>Duracell or Energizer</b> , 2 per pack. <b>Brand Name:</b> _____	800	Pk.	\$	\$
64	Rubberbands, #33 thick, 3 1/2x1", 1/4 quarter pound box. <b>Universal, Tatco, Alliance, Atlas, Eco or approved equal</b> <b>Brand Name:</b> _____	500	Pk.	\$	\$
65	Rubberbands, #18/19, 1/4 lb. box. <b>Universal, Tatco, Alliance, Atlas, Eco or approved equal</b> <b>Brand Name:</b> _____	500	Pk.	\$	\$
66	Rubberbands, #19, 1 pound bag. <b>Universal, Tatco, Alliance, Eco or approved equal</b> <b>Brand Name:</b> _____	500	Pk.	\$	\$
67	Rubberbands, #64; 1/4lb pack <b>Universal, Tatco, Alliance, Atlas, Eco or approved equal</b> <b>Brand Name:</b> _____	500	Pk.	\$	\$
68	Rubberbands, #64; 1 pound bag <b>Universal, Tatco, Alliance, Atlas, Eco or approved equal</b> <b>Brand Name:</b> _____	500	Pk.	\$	\$
69	Rubberbands, #33; 1 pound bag <b>Universal, Tatco, Alliance, Atlas, Eco or approved equal</b> <b>Brand Name:</b> _____	600	Pk.	\$	\$
70	Rubberbands, Supersize; Assorted <b>Universal, Tatco, Alliance, Atlas, Eco or approved equal</b> <b>Brand Name:</b> _____	300	Pkg.	\$	\$

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ITEM NO.	School and Office Supplies	QTY.	UNIT	UNIT PRICE	AMOUNT
71	Dry Ease Markers, low odor, color set Expo or Quartet or approved equal <b>Brand Name:</b> _____	455	Pkg.	\$	\$
72	Pilot® Refill for BeGreen V Board Master Dry Erase, Chisel, Black, blue, Red, Green Ink <b>Brand Name: Pilot</b> _____	200	Ea	\$	\$
73	Pilot BeGreen V Board Master Dry Erase Marker <b>Brand Name: Pilot</b> _____	500	Ea	\$	\$
74	BIC® Brite Liner Highlighter, Chisel Tip, Assorted Colors, /Set <b>Brand Name: BIC</b>	500	Pk.	\$	\$
75	B2P Bottle-2-Pen Recycled Retractable Gel Ink Pen, Blue & Black Ink, .7mm, PIL31601 <b>Brand Name: Pilot</b> _____	500	Pk	\$	\$
76	Profile Ballpoint Retractable Pen, Black Ink, Bold, Dozen PAP89465 Extra-smooth writing system and super-soft comfort grip. Easy-glide feel and smear-resistant, quick-drying ink. Ink matches barrel color <b>Brand Name:</b> _____	500	Pk	\$	\$
77	Markers, Sharpie; Fine Point. 12 per pack Colors: Blue, Black & Red <b>Brand Name: Sharpie</b>	500	Pk.	\$	\$
78	Highlighters, fluorescent colors, 6 per pack. <b>Assorted Sanford, Accent, Avery, Bic Hi-Liter</b> <b>Brand Name:</b> _____	500	Pk.	\$	\$
79	Highlighters, fluorescent colors, 12 per pack. <b>Yellow Sanford, Accent, Avery, Bicm Hi-Liter</b> <b>Brand Name:</b> _____	500	Pk.	\$	\$
80	Highlighters, Jumbo; Color: <b>Yellow</b> Sanford, Accent, Avery, Bic <b>Brand Name:</b> _____	300	Pk.	\$	\$
81	Glue, all purpose; 8 oz. plastic container, squeeze cap, non-toxic, 12 per case. <b>Elmer's, Homework, or Sargent</b> <b>Brand Name:</b> _____	300	Ea.	\$	\$
82	Glue Stics, dries clear jumbo only 1.4oz Avery, Quick , Elmers or equal ti <b>Brand Name:</b> _____	3,000	Ea	\$	\$
83	Rulers, 12" shatterproof type <b>Brand Name:</b> _____	1,000	Ea.	\$	\$
84	Yardsticks <b>Brand Name:</b> _____	50	Each	\$	\$
85	Pencil Cap Easers <b>Brand Name:</b> _____	1,000	Pk.	\$	\$
86	Pencils, #2, rounded hexagon shape, aluminum ferrule and yellow finish with pink eraser, 6 dozen per pack. <b>Dixon, Papermate, Universal or Scholar</b> <b>Brand Name:</b> _____	1,200	Doz.	\$	\$
87	Pencil, primary writing with eraser. <b>Dixon</b> or approved equal <b>Brand Name:</b> _____	1,000	Doz.	\$	\$

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88	Wide Body Pens, 12 per pack <b>BIC Grip Stick or Pilot Z-GRIP, ZEBRA</b> Brand Name: _____	1,200	Doz.	\$	\$
89	Pilot Pen G2 Black, 12 per pack Blue, Red, Black Brand Name: <b>Pilot</b>	500	Doz.	\$	\$
90	Pilot Neo Gel Pen Black, 12 per pack Blue, Red, Black Brand Name: <b>Pilot</b>	1,500	Doz.	\$	\$
91	Papermate Pens, 12 per pack Color: Blue, Black, Red Brand Name: <b>Papermate</b>	1,500	Doz.	\$	\$
92	Round Stic Xtra Precision & Xtra Life Ballpoint Pen, Black Ink, 1mm, Medium, DZ Color: Blue, Black, Red Brand Name: <b>BIC</b>	700	Doz.	\$	\$
93	Z-Grip Flight Retractable Pens Black, Red, Blue Brand Name: <b>Zebra</b>	1,500	Doz.	\$	\$
94	Easy Touch Ball Point Stick Pen. Fine & Medium point, 12 per pack. Colors: Blue, Black, Red <b>PILOT</b> Brand Name: _____	1,500	Doz.	\$	\$
95	Papermate Profile Ballpoint Retractable Pen, Black and Blue, Red, Bold, Dozen <b>PAP89465</b> Brand Name: _____	1,500	Doz.	\$	\$
96	Correction Pens, 7ml (24FL. OZ) <b>Quick, Zebra or approved equal</b> Brand Name: _____	1,200	Ea.	\$	\$
97	BU3 Retractable Ballpoint Pen, Bold, 1.0mm, Black, Blue, Red Dozen Brand Name: _____	1,500	Ea.	\$	\$
98	Correction Fluid, white 2 in 1 Correction Combo with foam wedge applicator Brand Name: <b>BIC or Liquid Paper</b>	1,500	Ea.	\$	\$
99	MONO Permanent Adhesive Applicator <b>Tombow or BIC</b> Brand Name: _____	800	Pk.	\$	\$
100	Masking Tape, 2" width, 60 yds. long, pressure sensitive moisture proof adhesive on one side, 24 per case <b>Scotch, 3M or approved equal</b> Brand Name: _____	138	Cs.	\$	\$
101	Scotch Tape, 3/4" transparent, 1" core, 144 per roll case <b>Scotch, Highland, 3M or approved equal</b> Brand Name: _____	150	Cs.	\$	\$
102	Heavy Duty packaging Tape , Clear 2" 6 pack <b>Scotch, 3M or approved equal</b> Brand Name: _____	150	Pkg.	\$	\$
103	Value Desktop Tape Dispenser, 1" Core, Two-Tone Black Sleek wave design complements any decor. Attached core can't be lost. Weighted for easy, one-handed dispensing Brand Name: _____	300	Ea.	\$	\$

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ITEM NO.	School and Office Supplies	QTY.	UNIT	UNIT PRICE	AMOUNT
104	Masking Tape, 1" width, 60 yds. long, pressure sensitive, moisture proof, adhesive on one side. <b>Scotch, 3M</b> or approved equal <b>Brand Name:</b> _____	150	Roll	\$	\$
105	3850 Heavy-Duty Packaging Tape in Sure Start Disp. 1.88" x 800", Clear <b>Scotch</b> or approved equal <b>Brand Name:</b> _____	300	Ea.	\$	\$
106	Sealing Tape Dispenser. Pistol grip roll on dispenser for use with 2" Tape. <b>Brand Name:</b> _____	150	Ea.	\$	\$
107	Prism Steno Notebooks, Fashion Pastel Tones with color coordinating glossy covers, Gregg ruled in light gray with centerline, 6x9, 4pk. Pink, Orchid Blue. <b>TOPS</b> or approved equal <b>Brand Name:</b> _____	300	Pk	\$	\$
108	Prism Plus Colored Legal Pads, 8 1/2 x 11 3/4, Pastels, 50 Sheets, 6 Pads/Pack <b>TOPS</b> or approved equal <b>Brand Name:</b> _____	500	Pk	\$	\$
109	Writing Pad, 8.5"x11", ruled, 12 per pack. Color: White, Canary <b>Mead, Sparco, Wilson Jones, Universal, Norcom, Ampad or Tops</b> or equal to <b>Brand Name:</b> _____	1,000	Doz.	\$	\$
110	Writing Pad, 8.5"x14", ruled, 12 per pack. Color: White, Canary <b>Mead, Sparco, Wilson Jones, Universal, Norcom, Ampad or Tops</b> or equal to <b>Brand Name:</b> _____	1,000	Doz.	\$	\$
111	Writing Pad, 5"x8", ruled, 50 sheets/pad. 12 per pack. Color: Yellow, White <b>Mead, Sparco, Wilson Jones, Universal, Norcom, Ampad or Tops</b> or equal to <b>Brand Name:</b> _____	400	Pk.	\$	\$
112	Clipboards, durable masonite smooth form finish, plated metal clip, letter size. <b>Acrimet, Saunders, Sparco, Rubbermaid, OIC</b> <b>Brand Name:</b> _____	200	Ea.	\$	\$
113	Clipboards, durable masonite smooth form finish, plated metal clip, legal size. <b>Acrimet Sparco, Rubbermaid, OIC</b> or approved equal <b>Brand Name:</b> _____	400	Ea.	\$	\$
114	Plastic clipboard- Assorted colors Letter Size Acrimet, Dolphin or Sparco, OIC or approved equal <b>Brand Name:</b> _____	500	Ea.	\$	\$
115	Easel pads 27x34 inch (flip charts) Ampad or tops or approved equal <b>Brand Name:</b> _____	300	Ea.	\$	\$
116	Natural Rubber Mouse Pad, BlackMouse Pads Color: Assorted (No Polyester) <b>Brand Name:</b> _____	300	Ea.	\$	\$
117	Gel Mouse Pad w/Wrist Rest, Nonskid Base, 8-1/4 x 9-5/8, Assorted Colors <b>Brand Name:</b> _____	300	Ea	\$	\$

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ITEM NO.	School and Office Supplies	QTY.	UNIT	UNIT PRICE	AMOUNT		
118	Mouse Pad with Precise Mousing Surface, 9" x 8" x 1/8", <b>Beach Design</b> <b>Brand Name:</b> _____	300	Ea	\$	\$		
119	Gel Nonskid Keyboard Wrist Rest, Assorted Colors <b>Brand Name:</b> _____	200	Ea	\$	\$		
120	Post It Note pads, 3x3, assorted colors. 12 per pack <b>Post-it, 3M, Highland or approved equal</b> <b>Brand Name:</b> _____	1,200	Pk.	\$	\$		
121	Post It Note, pads 3x5, Pastel colors. 5 per pack <b>Post-it, 3M, Highland</b> <b>Brand Name:</b> _____	1,200	Pk.	\$	\$		
122	Post It Note pads, 4x6, assorted colors. 5 per pack <b>Post-it, 3M, Highland</b> <b>Brand Name:</b> _____	600	Pk.	\$	\$		
123	Post It Note, Neon Colors, 1.5x2 12 per pack <b>Post-it, 3M, Highland</b> <b>Brand Name:</b> _____	1,200	Pk.	\$	\$		
124	Post It Note, Neon Colors, 3x3 12 per pack <b>Post-it, 3M, Highland or approved equal</b> <b>Brand Name:</b> _____	1,200	Pk.	\$	\$		
125	Post It Note, Neon Colors, 3x5 5 per pack <b>Post-it, 3M, Highland or approved equal</b> <b>Brand Name:</b> _____	1,200	Pk.	\$	\$		
126	Post It Note, Neon Colors, 4x6 5 per pack <b>Post-it, Highland or approved equal</b> <b>Brand Name:</b> _____	1,200	Pk.	\$	\$		
127	Post It Note Mini Cubes, 2 x 2, Canary Yellow/Green Wave, 400-Sheet, 3/Pack MMM20513PK or approved equal <b>Brand Name:</b> _____	1,200	Pk	\$	\$		
128	Post It Telephone Message pads, 4x6, adhesive strip on back, 50 sheets per pad, 12 per pack <b>3M-MMM-7662, Post-it or approved equal</b> <b>Brand Name:</b> _____	612	Pk.	\$	\$		
129	Telephone Message Book, 2 3/4 x 5, Two-Part Carbonless, 400 Sets <b>Brand Name:</b> _____	500	Ea	\$	\$		
130	Paper, 20lb, 8 1/2 x 11, <b>2 part</b> Reverse, Excel, Nekoosa, 10 reams per case <b>Brand Name:</b> _____	80	Cs.	\$	\$		
131	Paper, 20lb, 8 1/2 x 11, <b>3 part</b> Reverse, Nekoosa, 10 reams per case <b>Brand Name:</b> _____	150	Cs.	\$	\$		
132	Paper, 20lb, 8 1/2 x 11, <b>4 part</b> Reverse, Nekoosa 10 reams per case <b>Brand Name:</b> _____	80	Cs.	\$	\$		
133	Paper, 20lb, 8 1/2 x 11, <b>5 part</b> Reverse, , Nekoosa 10 reams per case <b>Brand Name:</b> _____	80	Cs.	\$	\$		
134	Powershred 73Ci 100% Jam Proof Medium-Duty Cross-Cut Shredder, 12 Sheet Capacity FEL4601001 <b>Brand Name:</b> _____	300	Each	\$	\$		
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ITEM NO.	School and Office Supplies	QTY.	UNIT	UNIT PRICE	AMOUNT
135	The Merriam-Webster Dictionary, 11th Edition, Paperback, 960 Pages <b>Brand Name: Merriam Webster MER2956</b>	150	Each	\$	\$
136	Merriam Webster The Merriam-Webster Thesaurus, Dictionary Companion, Paperback, 800 Pages <b>Brand Name: Merriam Webster MER850</b>	150	Each	\$	\$
137	Secretarial Handbook <b>Brand Name: Merriam Webster</b>	50	Each	\$	\$
138	Record Book, <b>150 pages</b> , handbound black cover, with brown trim and gold stamping, white ledger, 10 5/8"x8 1/4" <b>Wilson Jones, Borum and Pease, Esselte, Boston</b> or approved equal <b>Brand Name:</b> _____	300	Each	\$	\$
139	Record Book, miniature, <b>200 pages</b> , 9.5"x6". <b>Borum &amp; Pease, Wilson Jones, Esselte, Boston</b> or approved equal <b>Brand Name:</b> _____	300	Ea.	\$	\$
140	Record Book, <b>300 pages</b> , binding of red fabrihide back and corners, black side line, white 28 sub ledger stock margin lines. <b>Wilson Jones, Borum &amp; Pease, Esselte, Boston</b> or approved equal <b>Brand Name:</b> _____	300	Ea.	\$	\$
141	Record Book, <b>500 pages</b> , binding of red fabrihide back and corner, black side line, white 28 sub ledger stock margin lines. <b>Wilson Jones, Borum and Pease, Esselte, Boston</b> or approved equal <b>Brand Name:</b> _____	400	Ea.	\$	\$
142	Journal Account Book, <b>300 pages</b> . <b>Wilson Jones, Borum and Pease, Esselte, Boston</b> or approved equal <b>Brand Name:</b> _____	300	Ea.	\$	\$
143	Journal Account Book, <b>500 pages</b> . <b>Borum and Pease, Wilson Jones, Boston</b> or approved equal <b>Brand Name:</b> _____	300	Ea.	\$	\$
144	Executive Journal with Durable embossed cover, 150 sheets <b>Brand Name</b> _____	300	Ea.	\$	\$
145	Carbonless Money Receipt Book, 2-part 400 sets. Tops Manifold <b>Brand Name:</b> _____	200	Box	\$	\$
146	Self Inking Stamps, " <b>Approved</b> " <b>Brand Name:</b> _____	220	Ea.	\$	\$
147	Self Inking Stamps, " <b>Confidential</b> " <b>Brand Name:</b> _____	300	Ea.	\$	\$
148	Self Inking Stamps, " <b>Rush</b> " <b>Brand Name:</b> _____	300	Ea.	\$	\$
149	Self Inking Stamps, " <b>Urgent</b> " <b>Brand Name:</b> _____	300	Ea.	\$	\$
150	Self Inking Stamps, " <b>Entered</b> " <b>Brand Name:</b> _____	300	Ea.	\$	\$
151	Self Inking Stamps, " <b>Posted</b> " <b>Brand Name:</b> _____	300	Ea.	\$	\$

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ITEM NO.	School and Office Supplies	QTY.	UNIT	UNIT PRICE	AMOUNT		
152	Self Inking Stamps, "Paid" Brand Name: _____	300	Ea.	\$	\$		
153	Self Inking Stamps, "Copy" Brand Name: _____	300	Ea.	\$	\$		
154	Self Inking Stamps, "Received" Brand Name: _____	300	Ea.	\$	\$		
155	Scissors, 8-9 inches, full length, high quality all purpose for schools/offices. Allary, Acme, Spacko, Westcott or approved equal Brand Name: _____	500	Doz.	\$	\$		
156	Bulletin Board, cork, oak frame, 18x24 Quartet #301, Quick or approved equal Brand Name: _____	250	Ea.	\$	\$		
157	Bulletin Board, cork, oak frame, 24x36 Quartet #301, Quick or approved equal Brand Name: _____	250	Ea.	\$	\$		
158	White Board, 24x36 Brand Name: _____	325	Ea.	\$	\$		
159	White Board, 18x24 Brand Name: _____	200	Ea.	\$	\$		
160	White Board, 6X4 Brand Name: _____	150	Ea.	\$	\$		
161	Push Pins, 3/8" ground steel points, 1/2" head, 20 per pack, Assorted colors. Brand Name: _____	1,100	Pk.	\$	\$		
162	Thumb Tacks Color: Assorted Brand Name: _____	600	Pk.	\$	\$		
163	Paper Clips, jumbo, .50 gauge, rust resistant finish with round ends and smooth edges, 100 per box. Acco, Sparco, Atlas, Acme, OIC or approved equal Brand Name: _____	5,000	Box	\$	\$		
164	Paper Clips, #1 Silverette, 35 gauge wire, rust resistant finish with round end and smooth edges, 100 per pack. Acco, Sparco, Atlas, Acme, OIC or approved equal Brand Name: _____	5,000	Box	\$	\$		
165	Vinyl-Coated Wire Paper Clips, No. 1, Assorted Colors, 500/Pack/tub Brand Name: _____	5,000	pk	\$	\$		
166	Vinyl-Coated Wire Paper Clips, Jumbo, Assorted Colors, 250/Pack/tub Brand Name: _____	5,000	pk	\$	\$		
167	Magnetic Paper Clip Dispenser, 4 1/2 " High. COLORS: Smoke/Wood Grain Brand Name: _____	500	Ea.	\$	\$		
168	Paper fasteners, 2 3/4"x2" capacity, two piece, one piece prong and a binding compressor, all tapered steel, 50 sets per box. Acco, Atlas, Quick or approved equal Brand Name: _____	4,600	Box	\$	\$		
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ITEM NO.	School and Office Supplies	QTY.	UNIT	UNIT PRICE	AMOUNT
169	Rubbermaid Regeneration Letter Tray, Six Tier, Plastic, Black Self-stacking design. Simple, clean lines go with any décor. Sturdy plastic.6pk RUB86028 <b>Brand Name:</b> _____	300	Ea.	\$	\$
170	Mesh Desktop Telephone Stand, Black <b>Brand Name:</b> _____	200	Ea.	\$	\$
171	Desk Top Copy Holder <b>Brand Name:</b> _____	350	Ea.	\$	\$
172	Sharpener, pencil, sharpens pencils up to 7/16" in diameter to medium point. Electric <b>Stanley, Bostitch, Xatco, Universal, Hunt</b> or approved equal <b>Brand Name:</b> _____	275	Ea.	\$	\$
173	Long Reach Stapler, works with one finger, Staple gun mechanism with 12 1/2' reach <b>Paperpro, Bostitch, PaperPro, Business Source or Quick</b> <b>Brand Name:</b> _____	500	Pk.	\$	\$
174	Heavy Duty Stapler, Staples 210 sheets <b>BOS-B515-BK, Sparco, Bostitch, or Swingline</b> <b>Brand Name:</b> _____	400	Ea.	\$	\$
175	Stapler, Standard heavy duty, standard, fastens up to 15-20 sheets. <b>Paperpro, Bostitch, PaperPro, Business Source or Quick</b> <b>Brand Name:</b> _____	1,000	Ea.	\$	\$
176	Impulse 25 Electric Stapler, 25-Sheet Capacity, Black BOS02210 <b>Bostitch</b> <b>Brand Name:</b> _____	50	Ea.	\$	\$
177	Standard Staples <b>Atlas, Sparco, Swingline, Universal</b> or approved equal <b>Brand Name:</b> _____	6,000	Ea.	\$	\$
178	High Capacity Staples, 3/8" <b>Atlas, Sparco, Swingline, Universal</b> or approved equal <b>Brand Name:</b> _____	3,000	Ea.	\$	\$
179	Standard Staples HD Staples 5/8", HD Staples 1/2" <b>Bostitch, Swingline, Sparco, Atlas, Universal</b> or approved equal <b>Brand Name:</b> _____	250	Box	\$	\$
180	Heavy Duty Staples HD Staples 1/2 ", HD Staples 1/2" <b>Bostitch, Swingline</b> or approved equal <b>Brand Name:</b> _____	250	Box	\$	\$
181	Staple remover <b>Brand Name:</b> _____	700	Ea.	\$	\$
182	Punch, 2 hole. Heavy duty <b>Acco #50, Atlas</b> or approved equal <b>Brand Name:</b> _____	600	Ea.	\$	\$
183	3-Hole Punch, Heavy Duty, <b>Atlas, Acco</b> or approved equal <b>Brand Name:</b> _____	500	Ea.	\$	\$
184	GBC® 24-Sheet 3230 Electric Two-to-Three-Hole Adjustable Punch, 9/32" Holes, Gray or black <b>Brand Name:</b> _____	25	Ea	\$	\$
185	Bankers Storage Boxes, two-way, R-Knives files, rugged, holds letter or legal size, tote handle, front and back, walnut <b>Fellows 703</b> or approved equal <b>Brand Name:</b> _____	500	Cs.	\$	\$

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ITEM NO.	School and Office Supplies	QTY.	UNIT	UNIT PRICE	AMOUNT
186	Rolodex Rotary list finder and memo pad. <b>Rolodex #ROL-R501X-BK</b> or approved equal <b>Brand Name:</b> _____	150	Ea.	\$	\$
187	Standard Desk Calendar, monthly 22x17 <b>Brand Name:</b> _____	2,000	Each	\$	\$
188	Monthly Planner <b>Brand Name:</b> _____	500	Each	\$	\$
189	Wall Stackable Pockers Letter Size Pockets Colors: Clear for Wall <b>Brand Name:</b> _____	100	Ea.	\$	\$
190	Hanging Wall File, 3 Pack, Pewer <b>Brand Name:</b> _____	150	Ea.	\$	\$
191	Office Kit Contains Letter Trays, Clipboard, Clip Holder, Pencil holder, Memo Holder, Magazine File. Assorted colors. <b>Acrimet</b> or approved equal <b>Brand Name:</b> _____	300	Set	\$	\$
192	Rotary Mesh Organizer <b>Brand Name:</b> _____	200	Set	\$	\$
193	Letter Tray Triple stack, Colors Smoke and Clear <b>Acrimet</b> or approved equal <b>Brand Name:</b> _____	200	Each	\$	\$
194	3 Tier Mesh Organizer Desk shelf Color: Black <b>Brand Name:</b> _____	200	Each	\$	\$
195	Book Ends, 8-9" metal <b>Brand Name:</b> _____	125	Each	\$	\$
196	Shopping Bags, 13x7x17, Kraft, 250 case <b>Brand Name:</b> _____	20	Cs.	\$	\$
197	Shopping Bags, 13x7x17, White, 250 case <b>Brand Name:</b> _____	20	Cs.	\$	\$
198	Pad Holder with Calculator, letter size <b>Brand Name:</b> _____	450	Each	\$	\$
199	Index cards, ruled, 3x5, 100 pack <b>Brand Name:</b> _____	300	Each	\$	\$
200	Index cards, ruled, assorted colors, 3x5, 100/pack <b>Brand Name:</b> _____	300	Each	\$	\$
201	Bank bags, Tamper Evident Deposit bags, Water resistant, tear resistant. Adhere seal. Alphanumeric number barcode and receipt for internal tracking. 9x12 100/pack <b>Brand Name:</b> _____	200	Pk.	\$	\$
202	Envelope Moistener bottle type <b>Brand Name:</b> _____	350	Each	\$	\$
203	Sign Here, page flags, assorted 248 per pack <b>Brand Name:</b> _____	500	Pk.	\$	\$
204	First Aid Kit to contain 90 first aid items <b>Brand Name:</b> _____	300	Each	\$	\$
205	Office Surge Protectors, <b>6 outlets</b> <b>Brand Name:</b> _____	200	Ea.	\$	\$
206	Office Surge Protectors, <b>8 outlets</b> <b>Brand Name:</b> _____	200	Ea.	\$	\$
207	Clock, wooden wall clock, 7" <b>Brand Name:</b> _____	400	Ea.	\$	\$

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ITEM NO.	School and Office Supplies	QTY.	UNIT	UNIT PRICE	AMOUNT
208	Pad Holder with Calculator, letter size <b>Brand Name:</b> _____	450	Each	\$	\$
209	Cots; Stacking, Standard Size, Colors: Navy Blue or Red <b>Brand Name:</b> _____	250	Pk.	\$	\$
210	HP Black Ink Cartridge, HP51604A <b>Brand Name: <u>Genuine HP Only</u></b>	100	Ea.	\$	\$
211	HP Q6000A Black Toner Cartridge for LaserJet 1600 2600 CM1015 CM1017 <b>Brand Name: <u>Genuine HP Only</u></b>	150	Ea	\$	\$
212	HP Q6001A Cyan Toner Cartridge LaserJet 1600 2600 2605 CM1015 CM1017 <b>Brand Name: <u>Genuine HP Only</u></b>	150	Ea	\$	\$
213	HP Q6002A Yellow Toner Cartridge LaserJet 1600 2600 2605 CM1015 CM1017 <b>Brand Name: <u>HPenuine HP Only</u></b>	150	Ea	\$	\$
214	HP Q6001A Cyan Toner Cartridge LaserJet 1600 2600 2605 CM1015 CM1017 <b>Brand Name: <u>Genuine HP Only</u></b>	150	Ea	\$	\$
215	HP Q6003A Magenta Toner Cartridge for Color LaserJet 1600 2600 2605 <b>Brand Name: <u>Genuine HP Only</u></b>	150	Ea	\$	\$
216	HP CF031A 646A Cyan [OEM] Genuine Toner Cartridge for LaserJet CM4540 <b>Brand Name: <u>Genuine HP Only</u></b>	150	Ea	\$	\$
217	HP CF032A 646A Yellow [OEM] Genuine Toner Cartridge LaserJet CM4540 <b>Brand Name: <u>Genuine HP Only</u></b>	150	Ea	\$	\$
218	HP CF033A 646A Magenta [OEM] Genuine Toner Cartridge LaserJet CM4540 <b>Brand Name: <u>Genuine HP Only</u></b>	150	Ea	\$	\$
219	HP CE264X 646X Black [OEM] Genuine Toner Cartridge for LaserJet CM4540 <b>Brand Name: <u>Genuine HP Only</u></b>	150	Ea	\$	\$
220	HP 130A Black Toner Cartridge HP Color LaserJet Pro MFP M176n,HP Color LaserJet Pro MFP M177fw <b>Brand Name: <u>Genuine HP Only</u></b>	150	Ea	\$	\$
221	HP 130A Cyan Toner Cartridge HP Color LaserJet Pro MFP M176n,HP Color LaserJet Pro MFP M177fw <b>Brand Name: <u>Genuine HP Only</u></b>	150	Ea	\$	\$
222	HP 130A (CF353A) Magenta Original LaserJet Toner Cartridge HP Color LaserJet Pro MFP M176n,HP Color LaserJet Pro MFP M177fw <b>Brand Name: <u>Genuine HP Only</u></b>	150	Ea	\$	\$
223	HP 130A (CF352A) Yellow Original LaserJet Toner Cartridge HP Color LaserJet Pro MFP M176n,HP Color LaserJet Pro MFP M177fw OEM quality. <b>Brand Name: <u>Genuine HP Only</u></b>	150	Ea	\$	\$
224	Q5997A ADF Maintenance Kit HEWQ5997A Maximize print quality. Use HP products in HP printers. Simple installation. OEM quality. <b>Brand Name: <u>Genuine HP Only</u></b>	25	Ea	\$	\$
225	QSP-AKP3022 ROLLER KIT OEM quality. <b>Brand Name: <u>Genuine HP Only</u></b>	25	Ea	\$	\$
226	Q7502A 110V Fuser Kit HEWQ7502A OEM quality. <b>Brand Name: <u>Genuine HP Only</u></b>	25	Ea	\$	\$

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ITEM NO.	School and Office Supplies	QTY.	UNIT	UNIT PRICE	AMOUNT		
227	Q7502A 110V Fuser Kit HEWQ7502A OEM quality. <b>Brand Name: <u>Genuine HP Only</u></b>	25	Ea	\$	\$		
228	106R01486 High-Yield Toner, 4100 Page-Yield, Black <b>Brand Name: <u>XEROX</u></b>	50	Ea	\$	\$		
229	HP 651A BLACK TONER <b>Brand Name: <u>HP Genuine HP Only</u></b>	75	Ea.	\$	\$		
230	HP 651A CYAN TONER <b>Brand Name: <u>HP Genuine HP Only</u></b>	75	Ea.	\$	\$		
231	HP 651A MAGENTA TONER <b>Brand Name: <u>HP Genuine HP Only</u></b>	75	Ea.	\$	\$		
232	HP 651A YELLOW TONER <b>Brand Name: <u>HP Genuine HP Only</u></b>	75	Ea.	\$	\$		
233	TONER COLLECTION UNIT CE980A <b>Brand Name: <u>HP Genuine HP Only</u></b>	50	Ea.	\$	\$		
234	HP TONER 974A Black <b>Brand Name: <u>HP</u></b>	50	Ea.	\$	\$		
235	HP TONER 974A Cyan <b>Brand Name: <u>HP</u></b>	50	Ea.	\$	\$		
236	HP TONER 974A Magenta <b>Brand Name: <u>HP</u></b>	50	Ea.	\$	\$		
237	HP TONER 974A Yellow <b>Brand Name: <u>HP Genuine HP Only</u></b>	50	Ea.	\$	\$		
238	USB Flash Drive 2.0. Storage Capacity: <b>16 GB</b> Imation, Kingston or approved equal individually packaged <b>Brand</b> <b>Name: _____</b>	1500	Ea.	\$	\$		
239	USB Flash Drive 2.0. Storage Capacity: <b>32 GB</b> Imation, Kingston or approved equal individually packaged <b>Brand Name: _____</b>	500	Ea.	\$	\$		
240	USB 2.0 Flash Drive, <b>64 GB</b> , Imation, Kingston or approved equal individually packaged <b>Brand Name: _____</b>		Ea	\$	\$		
241	USB 2.0 Flash Drive, <b>128 GB</b> , Imation, Kingston or approved equal individually packaged <b>Brand Name: _____</b>		Ea	\$	\$		
242	Flags, <b>US Virgin Islands</b> , Outside, <b>3x5</b> , Nylon, Durable <b>Brand Name: _____</b>	200	Ea.	\$	\$		
243	Flags, <b>US Virgin Islands</b> , Inside with pole hem and fringe, <b>3x5</b> , Nylon, Durable <b>Brand Name: _____</b>	200	Ea.	\$	\$		
244	Flags, <b>US</b> , Outside, <b>3x5</b> , Nylon, Durable <b>Brand Name: _____</b>	200	Ea.	\$	\$		
245	Flags, <b>US</b> Inside with pole hem and fringe, <b>3x5</b> , Nylon, Durable <b>Brand Name: _____</b>	200	Ea.	\$	\$		
246	Flags, <b>US Virgin Islands</b> Inside with pole hem and fringe, <b>4 x 6</b> Nylon, Durable <b>Brand Name: _____</b>	200	Ea.	\$	\$		
247	Flags, <b>US</b> Inside with pole hem and fringe, <b>4 x 6</b> Nylon, Durable <b>Brand Name: _____</b>	200	Ea.	\$	\$		
248	Flags, <b>US</b> Inside with pole hem and fringe, <b>5x8</b> , Nylon, Durable <b>Brand Name: _____</b>	200	Ea.	\$	\$		
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249	Flags, <b>US</b> Outside <b>5x8</b> Nylon Durable <b>Brand Name:</b> _____	200	Ea.	\$	\$
250	Flags, <b>US Virgin Islands</b> Inside with pole hem and fringe, <b>5x8</b> , Nylon, Durable <b>Brand Name:</b> _____	200	Ea.	\$	\$
251	Flags, <b>US Virgin Islands</b> , Outside, <b>5x8</b> , Nylon, Durable <b>Brand Name:</b> _____	200	Ea.	\$	\$
252	Flags, <b>US Virgin Islands</b> , <b>4"x6"</b> miniature w/stick Nylon, Durable <b>Brand Name:</b> _____	200	Ea.	\$	\$
253	Flags, <b>US 4"x6"</b> miniature w/stick, Nylon, Durable <b>Brand Name:</b> _____	200	Ea.	\$	\$
254	<b>Presentation Flag Set Fringed Densely Embroidered Stars</b> Lock Stitched Hand Sewn Stripes Flannel Lined Pole Heading Golden Yellow Rayon Fringe Includes the <b>Gold Liberty Base</b> 2 Piece Polished Oak Pole 7', Gold Plated Eagles Golden Yellow Cord & Tasslesm 7' Oak Pole with 3'x5' Fringed Flagm 8lb Gold 6.5" Eagle with <b>US Flag Fringed or VI Fringe 3x5</b> <b>Brand Name:</b> _____	50	Set	\$	\$
255	APC Smart-UPS X-Series 48V External Tower Battery Pack Rack/Tower form factor .Mfg. Part: SMX48RMBP2U Easy to use LCD <b>Brand Name:</b> <b>APC ONLY</b> _____	50	Ea	\$	\$
256	Heavy Duty Rain Coats w/hood Durable, sizes, S, L, XL, XXL, XXXL <b>Brand Name:</b> _____	200	Ea.	\$	\$
257	Heavy Duty Rain Boots, Sizes 8, 9,10, 11, 12, 13 <b>Brand Name:</b> _____	120	Ea.	\$	\$
258	Safety Vests mesh yellow 100% Ansi Polyester Mesh, Lg, XL, one size fits all <b>Brand Name:</b> _____	300	Ea.	\$	\$
259	Deluxe Retractable ID Reel with Badge Holder, 24" Extension, Black, 12/Box <b>Brand Name:</b> _____	300	box	\$	\$
260	Vertical ID Card Holders, 2 1/8 x 3 3/8, Black, 25 per Pack Die-cut hole in back and cut lip give you quick and easy access. Design also includes a thumb cutout on back for easy removal. Card dispensers can attach to lanyards, badge clips and card reels. Card holder accommodates cards up to .30 mil thick and 2 1/8" x 3 3/8". <b>Brand Name:</b> _____	300	Pk	\$	\$

Name of Bidder:

Standard Form 86 November 1949 Edition General Services Administration Fed. Proc. Reg. (41 CFR) 1-16.107 36-104, Rev. 3-18-08		CONTINUATION SHEET (Supply Contract)		Contract, Order, or Invitation No. (As Applicable)		Page No.	
		IFB064GVIC21(S)					
ITEM NO.	School and Office Supplies	QTY.	UNIT	UNIT PRICE	AMOUNT		
263	Resealable ID Badge Holder, Vertical, 2 5/8 x 3 3/4, Clear, 50/Pack <b>Brand Name:</b> _____	300	Pk	\$	\$		
264	Universal® Handwrap Stretch Film, 20mic (80-Gauge), 18" x 1500ft, 4/Carton All-purpose hand film protects shipments from water, dirt and damage. Self adhering. Provides exceptional toughness and superior cling. Standard unstretched film for all loads. 3" core. Use with Universal® Adjustable Hand Dispenser (sold separately) <b>Brand Name:</b> _____	150	Ea	\$	\$		
265	Studded Chair Mat for Low Pile Carpet, 45 x 53, Clear UNV56807 Clear, vinyl chair mat provides maximum durability to protect flooring from caster wear, spills or heavy traffic. Easy-glide rolling surface provides effortless mobility. Studded bottom surface offers superior gripping power on carpeted floors. Delivers protection for low pile carpets up to 3/8" thick. Non-phthalate, non-cadmium formula produces an exceptionally clear mat. <b>Brand Name:</b> _____	200	EA	\$	\$		
266	Stow Away Heavy Duty Platform Truck. Lightweight versatile and collapsible. Fold down tublar steel handle. Capacity 1000lbs <b>Brand Name:</b> _____	200	EA	\$	\$		
267	Money Bag with Key Lock. Seven-Pin Security/Night Deposit Bag with 2 Keys, 11 X 8-1/2 Inches, <b>Brand Name:</b> _____	100	EA	\$	\$		
268	Studded Chair Mat for Low Pile Carpet, 45 x 53, Clear UNV56807 Clear, vinyl chair mat provides maximum durability to protect flooring from caster wear, spills or heavy traffic. Easy-glide rolling surface provides effortless mobility. Studded bottom surface offers superior gripping power on carpeted floors. Delivers protection for low pile carpets up to 3/8" thick. Non-phthalate, non-cadmium formula produces an exceptionally clear mat. <b>Brand Name:</b> _____	200	EA	\$	\$		
<b>Name of Bidder:</b>							

<b>Standard Form 86</b> November 1949 Edition General Services Administration Fed. Proc. Reg. (41 CFR) 1-16.107 36-104, Rev. 3-18-08	<b>CONTINUATION SHEET</b> (Supply Contract)	Contract, Order, or Invitation No. (As Applicable)	Page No.		
<b>School and Office Supplies</b>		<b>IFB064GVIC21(S)</b>			
<b>ITEM NO.</b>		<b>QTY.</b>	<b>UNIT</b>	<b>UNIT PRICE</b>	<b>AMOUNT</b>
<h2 style="margin: 0;">NOTICE TO BIDDERS</h2> <p style="margin: 10px 0;">ALL INDIVIDUALS, FIRMS, PARTNERSHIPS, CORPORATIONS AND/OR JOINT VENTURES DOING BUSINESS WITH THE GOVERNMENT OF THE VIRGIN ISLANDS SHALL SUBMIT INFORMATION IN WRITING, OF THE <b>PHYSICAL LOCATION</b> OF THEIR PRINCIPAL PLACE OF BUSINESS. A POST OFFICE BOX MAILING ADDRESS ONLY WILL NOT SUFFICE.</p> <p style="margin: 10px 0;">BIDDERS <b>MUST</b> INSERT THEIR E.I.N.-EMPLOYER'S IDENTIFICATION NUMBER ON PAGE 1 IN THE SECTION WHERE THE COMPANY'S NAME AND ADDRESS IS REQUIRED.</p> <p style="margin: 10px 0;">SUBMITTAL. FAILURE TO COMPLY WITH ALL THE REQUIREMENTS AS OUTLINED, <b>MAY</b> DISQUALIFY THE BIDDER.</p> <ul style="list-style-type: none"> <li>A. ORGANIZATION AND PERSONNEL i.e. number of employees</li> <li>B. LISTING OF PROJECT EXPERIENCE WITHIN THE LAST 2 YEARS.</li> <li>C. REFERENCE <b>LETTERS</b> (2 minimum)</li> <li>D. CURRENT VIRGIN ISLANDS BUSINESS LICENSE FOR THE TYPE OF SERVICE BEING REQUESTED</li> <li>E. CERTIFICATE OF GOOD STANDING <b>dated July 1, 2021 or later</b></li> <li>F. CORPORATE RESOLUTION EVIDENCING THE DIRECTORS/OFFICERS OF THE COMPANY</li> <li>G. ARTICLES OF INCORPORATION/ ORGANIZATION/ PARTNERSHIP FORMATION, IF APPLICABLE</li> <li>H. TRADE NAME CERTIFICATE, <b>if applicable</b></li> <li>I. <b>NON-COLLUSION AFFIDAVIT FORM DPP-NCA-52-75</b></li> <li>J. <b>CURRENT SAM.GOV REGISTRATION</b></li> <li>K. <b>CURRENT CERTIFICATE OF GOVERNMENT INSURANCE, if applicable</b></li> </ul> <p style="margin: 10px 0;">"IT SHALL BE THE BIDDERS' RESPONSIBILITY TO DELIVER BID TO THE DESIGNATED LOCATION PRIOR TO THE BID TIME SPECIFIED ON PAGE 1 OF THIS BID."</p> <p style="margin: 10px 0;">AWARD WILL BE MADE TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER. UNDERBIDDING CAN DEEM YOUR BID NON-RESPONSIBLE."</p>					
<b>Name of Bidder:</b>					

<b>Standard Form 86</b> November 1949 Edition General Services Administration Fed. Proc. Reg. (41 CFR) 1-16.107 36-104, Rev. 3-18-08	<b>CONTINUATION SHEET</b> (Supply Contract)	Contract, Order, or Invitation No. (As Applicable)	Page No.		
<b>School and Office Supplies</b>		<b>IFB064GVIC21(S)</b>			
<b>ITEM NO.</b>		<b>QTY.</b>	<b>UNIT</b>	<b>UNIT PRICE</b>	<b>AMOUNT</b>
<p><b>CONTRACT PERIOD:</b> The period of any contract entered into under this Invitation for Bids shall be for a period of one (1) year. (October 1, 2021- September 30, 2022).</p> <p><b>OPTION TO RENEW:</b> The service of this contract may be extended for an additional one (1) year period subject to the availability of funds.</p> <p><b>SUPPLEMENTARY PROVISIONS:</b> The application of all materials will be in such a manner so as not to cause harm to humans, foodstuff or equipment within the building and/or property.</p> <p>The <b>successful</b> Contractor shall maintain Workmen's Compensation Insurance, &amp; Comprehensive General Liability Insurance against bodily injury with limits of \$100,000.00 and against property damage with limits of \$100,000.00, the cost of which shall be borne by the Contractor and maintained fully during the term of the Contract &amp; Government must be an additional insured</p> <p>A copy of the Insurance listed herein shall be filed with the Department of Property &amp; Procurement, 8201 Sub Base, 3rd Floor, St. Thomas, U. S. Virgin Islands 00802.</p> <p>The Contractor shall be liable for loss or damages to property or persons, however, in no case shall such negligence be presumed or inferred.</p> <p>The Contractor agrees not to refuse to hire or employ or to bar or discharge from employment any individual because of race, religion, color, or ancestry.</p> <p>The Contractor hereby agrees to pay the existing minimum wages, Federal and/or Local taxes as may be</p> <p><b>PROMPT PAYMENT DISCOUNT:</b> Prompt payment discounts shall NOT be considered in the evaluation bids. Prompt payment discounts are removed as evaluation factors.</p> <p>Although prompt payment discounts are not evaluated, any discount offered will form part of the award, and will be taken by the User Agency and the Department of Finance if payment is made within the discount period specified by the bidder.</p> <p>No discount offered for payments within less than thirty (30) calendar days will be considered. Paragraph 6a on Page 1 of the Bid Form is hereby deleted.</p> <p><b>EXPLANATION TO BIDDERS:</b> Any explanation desired by a bidder regarding the meaning or interpretation of this Invitation for Bids, specifications, etc., must be requested in writing and with sufficient time allowed for a reply to reach said bidder before the submission of their bids. Any interpretation made will be in the form of an amendment to the Invitation for Bids, specifications, etc., and will be furnished to all prospective bidders.</p> <p><b>PREFERRED BIDDERS:</b> In addition to placing a check (✓) in the appropriate box on Page 1, Section 5 of this Bid, any Person, Firm, Partnership or Corporation name be added to a Preferred Bidders' List to be maintained by the Commissioner of Property &amp; Procurement.</p> <p>If bidder has not previously filed a notarized copy of the Preferred Bidders' Certificate with the Commissioner of Property &amp; Procurement, Division of Procurement, 8201 Subbase, 3rd Floor Subbase, St. Thomas, U. S. Virgin Islands, or 3274 Estate Richmond, Christiansted, St. Croix, U.S. Virgin Islands, notarized, and submitted to the Division of Procurement not later than the date and hour of bid opening as specified on Page 1 of this bid. All bidders not complying with the procedures set forth herein and in accordance with Title 31 V. I. C. § 236a, will not be considered eligible as Preferred Bidders for this Invitation for Bids.</p> <p><b>ACCEPTANCE OF CONTRACT TEMPLATE AND OTHER TERMS AND CONDITIONS</b>          By submitting a bid in response to this IFB, the bidder agrees to accept the boilerplate terms and conditions of the Government's standard Supply Contract, a copy of which is attached to this IFB, if the bidder is selected for</p>					
<b>Name of Bidder:</b>					



**GOVERNMENT OF THE VIRGIN ISLANDS  
DEPARTMENT OF PROPERTY AND PROCUREMENT**

**NON-COLLUSION AFFIDAVIT**

————— 0 —————

..... being duly sworn, deposes and says that —

(1) He is [owner, partner, officer, representative, or agent] of .....

..... the bidder that has submitted that attached bid;

(2) He is duly informed respecting the preparation and contents of the attached bid and of all pertinent circumstances respecting such bid;

(3) Such bid is genuine and is not a collusive or sham bid;

(4) Neither the said bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other bidder, firm or person to submit a collusive or sham bid in connection with the contract for which the attached bid has been submitted or to refrain from bidding in connection with such contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other bidder, firm or person to fix the price or prices in the attached bid or of any other bidder, or to fix any overhead, profit or cost element of the price or the bid price of any other bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against The Government of the Virgin Islands or any person interested in the proposed contract; and

(5) The price or prices quoted in the attached bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

\_\_\_\_\_  
Signature of Affidavit

SUBSCRIBED AND SWORN to before me this....., day of .....

Notary Public

## GENERAL PROVISIONS (SUPPLY CONTRACT)

### 1. DEFINITIONS

As Used throughout this contract, the following terms shall have the meaning set forth below:

The term "Contracting Officer" means the Commissioner of the Department of Property & Procurement; and the term includes, except as otherwise provided in the contract, the authorized representative of the Contracting Officer acting within the limits of his authority.

### 2. CHANGES

The Contracting Officer may at any time, by a written order, and without notice to the sureties, make changes, within the general scope of this contract, in anyone or more of the following: (i) Drawings, designs, or specifications where the supplies to be furnished are to be specially manufactured for the Government in accordance therewith; (ii) method of shipment or packing; and (iii) place of delivery. If any such change causes an increase or decrease in the cost of, or the time required for, the performance of any part of the work under this contract, whether changed or not changed by any such order, an equitable adjustment shall be made in the contract price or delivery schedule, or both, and the contract shall be modified in writing accordingly. Any claim by the contractor for adjustment under this clause must be asserted within 30 days from the date of receipt by the Contractor of the notification of change: Provided, however, That the Contracting Officer, if he decides that the facts justify such action, may receive and act upon any such claim asserted at any time prior to final payment under this contract. Where the cost of property made obsolete or excess as a result of a change is included in the Contractor's claim for adjustment, the Contracting Officer shall have the right to prescribe the manner of disposition of such property. Failure to agree to any adjustment shall be a dispute concerning a question of fact within the meaning of the clause of this contract entitled "Disputes." However, nothing in this clause shall excuse the Contractor from proceeding with the contract as changed.

### 3. EXTRAS

Except as otherwise provided in this contract, no payment for extras shall be made unless such extras and the price thereof have been authorized in writing by the Contracting Officer.

### 4. VARIATION IN QUALITY

No variation in the quantity of any item called for by this contract will be accepted unless such variation has been caused by conditions of loading, shipping, packing or allowances in manufacturing processes, and then only to the extent, if any, specify elsewhere in this contract.

### 5. INSPECTION

(a) All supplies (which term throughout this clause includes without limitation raw materials, components, intermediate assemblies, and end products) shall be subject to

inspection and test by the Government, to the extent practicable at all times and places including the period of manufacture and in any event prior to acceptance.

(b) In case any supplies or lots of supplies are defective in material or workmanship or otherwise not in conformity with the requirements of this contract, the Government shall have the right either to reject them (with or without instructions as to their disposition) or to require their correction. Supplies or lots of supplies which have been rejected or required to be corrected shall be removed or, if permitted or required by the Contracting Officer, corrected in place by and at the expense of the Contractor promptly after notice, shall not thereafter be tendered for acceptance unless the former rejection or requirement of correction is disclosed. If the Contractor fails promptly to remove such supplies or lots of supplies which are required to be removed, or promptly to replace or correct such supplies or lots of supplies, the Government either (i) may by contract or otherwise replace or correct such supplies and charge to the Contractor the cost occasioned the Government thereby, or (ii) may terminate this contract for default as provided in the clause of this contract entitled "Default." Unless the Contractor corrects or replaces such supplies within the delivery schedule, the Contracting Officer may require the delivery of such supplies at a reduction in price which is equitable under the circumstances. Failure to agree to such reduction of price shall be a dispute concerning a question of fact within the meaning of the clause of this contract entitled "Disputes."

(c) If any change inspection or test is made by the Government on the premises of the Contractor or a subcontractor, the Contractor without additional charge shall provide reasonable facilities and assistance for the safety and convenience of the Government inspectors in the performance of their duties. If Government inspection or test is made at a point other than the premises of the Contractor or a subcontractor, it shall be at the expense of the Government except as otherwise provided in this contract: Provided, That in case of rejection the Government shall not be liable for any reduction in value of samples used in connection with such inspection or test. All inspections and tests by the Government shall be performed in such a manner as not to unduly delay the work. The Government reserves the right to charge to the Contractor any additional cost of Government inspection and test when supplies are not ready at the time such inspection and test is requested by the Contractor or when reinspection or retest is necessitated by prior rejection. Acceptance or rejection of the supplies shall be made as promptly as practicable after delivery, except as otherwise provided in this contract; but failure to inspect and accept or reject supplies shall neither relieve the Contractor from responsibility for such supplies as are not in accordance with the contract requirements nor impose liability on the Government therefor.

(d) The inspection and test by the Government of any supplies or lots thereof does not relieve the Contractor from any responsibility regarding defects or other failures to meet the contract requirements which may be discovered prior to acceptance. Except as otherwise provided in this contract, acceptance shall be conclusive except as regards latent defects, fraud, or such gross mistakes as amount to fraud.

(e) The Contractor shall provide and maintain an inspection system acceptable to the Government covering the supplies hereunder. Records of all inspection work by the Contractor shall be kept complete and available to the Government during the performance of this contract and for such longer period as may be specified elsewhere in this contract.

#### **6. RESPONSIBILITY FOR SUPPLIES**

Except as otherwise provided in the contract, (i) the Contractor shall be responsible for the supplies covered by this contract until they are delivered at the designated delivery point, regardless of the point of inspection; (ii) after delivery to the Government at the designated point and prior to acceptance by the Government or rejection and giving notice thereof by the Government, the Government shall be responsible for the loss or destruction of or damage to the supplies only if such loss, destruction or damage results from the negligence of officers, agents, or employees of the Government acting within the scope of their employment; and (iii) the Contractor shall bear all risks as to rejected supplies after notice of rejection, except that the Government shall be responsible for the loss, or destruction of, or damage to the supplies only if such loss, destruction or damage results from the gross negligence of officers, agents, or employees of the Government acting within the scope of their employment.

#### **7. PAYMENTS**

The Contractor shall be paid, upon the submission of proper invoices or vouchers, the prices stipulated herein for supplies delivered and accepted or services rendered and accepted, less deductions, if any, as herein provided. Unless otherwise specified, payment will be made on partial deliveries accepted by the Government when the amount due on such deliveries so warrants; or when requested by the Contractor, payment for accepted partial deliveries shall be made whenever such payment would equal or exceed either \$1,000 or 50 percent of the total amount of this contract.

#### **8. ASSIGNMENT OF CLAIMS**

(a) Pursuant to the provisions of the Assignment of Claims Act (5 VIC 1201 et. seq.) if this contract provides for payments aggregating \$1,000 or more, claims for moneys due or to become due to the Contractor from the Government under this contract may be assigned to a bank, trust company, or other financial institution, including any Federal lending agency, and may thereafter be further assigned and reassigned to any such institution. Any such assignment or reassignment shall cover all amounts payable under this contract and not already paid, and shall not be made to more than one party, except that any such

assignment or reassignment may be made to one party as agent or trustee for two or more parties participating in such financing. Unless otherwise provided in this contract, payments to an assignee of any moneys due or to become due under this contract shall not, to the extent provided in said Act, as amended, be subject to reduction or set off.

#### **9. ADDITIONAL BOND SECURITY**

If any surety upon any bond furnished in connection with this contract becomes unacceptable to the Government of if any such surety fails to furnish reports as to his financial condition from time to time as requested by the Government, the Contractor shall promptly furnish such additional security as may be required from time to time to protect the interests of the Government and of persons supplying labor or materials in the prosecution of the work contemplated by this contract.

#### **10. EXAMINATION OF RECORDS**

(The following clause is applicable if the amount of this contract exceeds \$1,000.00 and was entered into by means of negotiation, but is not applicable if this contract was entered into by means of formal advertising.)

(a) The Contractor agrees that the Government Comptroller of the U. S. Virgin Islands or any of his duly authorized representatives shall, until the expiration of three years after final payment under this contract, have access to and the right to examine any directly pertinent books, documents, papers, and records of the Contractor involving transactions related to this contract.

(b) The Contractor further agrees to include in all his subcontracts hereunder a provision to the effect that the subcontractor agrees that the Government Comptroller of the Virgin Islands or any of his duly authorized representatives shall, until the expiration of three years after final payment under the subcontract, have access to and the right to examine any directly pertinent books, documents, papers, and records of such subcontractor, involving transactions related to the subcontract. The term "subcontract" as used in this clause excludes (i) purchase orders not exceeding \$1,000 and (ii) subcontractors or purchase orders for public utility services at rates established for uniform applicability to the general public.

#### **11. DEFAULT**

(a) The Government may, subject to the provisions of paragraph (c) below, by written notice of default to the Contractor, terminate the whole or any part of this contract in any one of the following circumstances:

(i) if the Contractor fails to make delivery of the supplies or to perform the services within the time specified herein or any extension thereof; or

(ii) if the Contractor fails to perform any of the other provisions of this contract, or so fails to make progress as to endanger performance of this contract in accordance with its terms, and in either of these two circumstances does not cure



such failure within a period of 10 days (or such longer period as the Contracting Officer may authorize in writing) after receipt of notice from the Contracting Officer specifying such failure.

(b) In the event the Government terminates this contract in whole or in part as provided in paragraph (a) of this clause, the Government may procure, upon such terms and in such manner as the Contracting Officer may deem appropriate, supplies or services similar to those so terminated, and the Contractor shall be liable to the Government for any excess costs for such similar supplies or services: Provided, That the Contractor shall continue the performance of this contract to the extent not terminated under the provisions of this clause.

(c) Except with respect to defaults of subcontractors, the Contractor shall not be liable for any excess costs if the failure to perform the contract arises out of causes beyond the control and without the fault or negligence of the Contractor. Such causes may include, but are not restricted to, acts of God or of the public enemy, acts of the Government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather; but in every case the failure to perform must be beyond the control and without fault or negligence of the Contractor. If the failure to perform is caused by the default of a subcontractor, and if such default arises out of causes beyond the control of both the Contractor and subcontractor, and without the fault or negligence of either of them, the Contractor shall not be liable for any excess costs for failure to perform, unless the supplies or service fees to be furnished by the subcontractor was obtainable from other sources in sufficient time to permit the Contractor to meet the required delivery schedule.

(d) If this contract is terminated as provided in paragraph

(a) of this clause, the Government, in addition to any other rights provided in this clause, may require the Contractor to transfer title and deliver to the Government, in the manner and to the extent directed by the Contracting Officer, (i) any completed supplies, and (ii) such partially completed supplies and materials, parts, tools, dies, jigs, fixtures, plans, drawings, information, and contract rights (hereinafter called "manufacturing materials") as the Contractor has specifically produced or specifically acquired for the performance of such part of this contract as has been terminated; and the Contractor shall, upon direction of the Contracting Officer, protect and preserve property in possession of the Contractor in which the Government has an interest. Payment for completed supplies delivered to and accepted by the Government shall be at the contract price. Payment for manufacturing materials delivered to and accepted by the Government and for the protection and preservation of property shall be in an amount agreed upon by the Contractor and Contracting Officer; failure to agree to such amount shall be a dispute concerning a question of fact within the meaning of the clause of this contract entitled "Disputes." The Government may withhold from amounts otherwise due the Contractor for such completed supplies or manufacturing materials such sum as the Contracting Officer determines to be

necessary to protect the Government against loss because of outstanding liens or claims of former lien holders.

(e) If, after notice of termination of this contract under the provisions of this clause, it is determined for any reason that the Contractor was not in default under the provisions of this clause, or that the default was excusable under the provisions of this clause, the rights and obligations of the parties shall, if the contract contains a clause providing for termination for convenience of the Government, be the same as if the notice of termination had been issued pursuant to such clause. If, after notice of termination of this contract under the provisions of this clause, it is determined for any reason that the Contractor was not in default under the provisions of this clause, and if this contract does not contain a clause providing for termination for convenience of the Government, the contract shall be equitably adjusted to compensate for such termination and the contract modified accordingly; failure to agree to any such adjustment shall be a dispute concerning a question of fact within the meaning of the clause of this contract entitled "Disputes."

(f) The rights and remedies of the Government provided in this clause shall not be exclusive and are in addition to any other rights and remedies provided by law or under this contract.

## **12. DISPUTES**

(a) Except as otherwise provided in this contract, any dispute concerning a question of fact arising under this contract which is not disposed of by agreement shall be decided by the Contracting Officer, who shall reduce his decision to writing and mail or otherwise furnish a copy thereof to the Contractor. The decision of the Contracting Officer shall be final and conclusive unless, within 30 days from the date of receipt of such copy, the Contractor mails or otherwise furnishes to the Contracting Officer a written appeal addressed to the Attorney General. The decision of the Attorney General or his duly authorized representative shall be final and conclusive unless determined by a court of competent jurisdiction to have been fraudulent, or capricious, or arbitrary, or so grossly erroneous as necessarily to imply bad faith, or not supported by substantial evidence. In connection with any appeal proceeding under this clause, the Contractor shall be afforded an opportunity to be heard and to offer evidence in support of his appeal. Pending final decision of a dispute hereunder, the Contractor shall proceed diligently with the performance of the contract and in accordance with the Contracting Officer's decision.

(b) This "Disputes" clause does not preclude consideration of law questions in connection with decisions provided for in paragraph (a) above:- Provided, That nothing in this contract shall be construed as making final the decision of any administrative official, representative, or board on a question of law.

## **13. NOTICE AND ASSISTANCE REGARDING PATENT AND COPYRIGHT INFRINGEMENT**

The provisions of this clause shall be applicable only if the amount of this contract exceeds \$10,000.

(a) The Contractor shall report to the Contracting Officer, promptly and in reasonable written detail, each notice or claim of patent or copyright infringement based on the performance of this contract of which the Contractor has knowledge.

(b) In the event of any claim or suit against the Government on account of any alleged patent or copyright infringement arising out of the performance of this contract or out of the use of any supplies furnished or work or services performed hereunder, the Contractor shall furnish to the Government when requested by the Contracting Officer, all evidence and information in possession of the Contractor pertaining to such suit or claim. Such evidence and information shall be furnished at the expense of the Government except where the Contractor has agreed to indemnify the Government.

#### **14. BUY AMERICAN ACT**

(a) In acquiring end products, the Buy American Act (41 U.S. Code 10a<sup>3</sup>d) provides that the Government give preference to domestic source end products. For the purpose of this clause:

(i) "components" means those articles, materials, and supplies, which are directly incorporated in the end products;

(ii) "end products" means those articles, materials, and supplies, which are to be acquired under this contract for public use; and

(iii) "a domestic source end product" means (A) an unmanufactured end product which has been mined or produced in the United States and (B) an end product manufactured in the United States if the cost of the components thereof which are mined, produced, or manufactured in the United States exceeds 50 percent of the cost of all its components. For the purposes of this (a) (iii) (B), components of foreign origin of the same type or kind as the products referred to in (b) (ii) or (iii) of this clause shall be treated as components mined, produced, or manufactured in the United States.

(b) The Contractor agrees that there will be delivered under this contract only domestic source end products, except end products;

(i) which are for use outside the United States;

(ii) which the Government determines are not mined, produced, or manufactured in the United States in sufficient and reasonably available commercial quantities and of a satisfactory quality;

(iii) as to which the Secretary determines the domestic preference to be inconsistent with the public interest; or

(i) which are for use outside the United States;

(ii) which the Government determines are not mined, produced, or manufactured in the United States in sufficient and reasonably available commercial quantities and of a satisfactory quality;

(iii) as to which the Secretary determines the domestic preference to be inconsistent with the public interest; or

(iv) as to which the Secretary determines the cost to the Government to be unreasonable.

(The foregoing requirements are administered in accordance with Executive Order No. 10582, dated December 17, 1954.)

#### **15. CONVICT LABOR**

In connection with the performance of work under this contract, the Contractor agrees not to employ any person undergoing sentence of imprisonment at hard labor.

#### **16. OFFICIALS NOT TO BENEFIT**

No member of the Legislature, or Delegate to the United States Congress, or official or employee of the Executive Branch of the Government of the Virgin Islands, shall be admitted to any share or part of this contract, or to any benefit that may arise therefrom, but this provision shall not be construed to extend to this contract if made with a corporation for its general benefit.

#### **17. COVENANT AGAINST CONTINGENT FEES**

The Contractor warrants that no person or selling agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by the Contractor for the purpose of securing business. For breach or violation of this warranty the Government shall have the right to annul this contract without liability or in its discretion to deduct from the contract price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fee.

#### **18. SAFETY**

The Contractor shall maintain an adequate safety program to insure the safety of contractor employees, subcontractor employees, and all other individuals working under this contract. The Virgin Islands Occupational Safety and Health Act (OSHA) provides for safety and health protection for employees on the job. The contractor is required to comply with the OSHA standards. In addition, the contractor must also provide the GVI with a written safety program that he intends to follow in pursuing work under this contract. No work under this contract will be permitted until the GVI is assured that the contractor has an adequate safety program in effect.

## TERMINATION OF CONTRACTS

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### CONVENIENCE OF THE GOVERNMENT

- (a) The performance of work under this contract may be terminated by the Government in accordance with this clause in whole, or from time to time in part, whenever the Contracting Officer shall determine that such termination is in the best interest of the Government. Any such termination shall be effected by delivery to the Contractor of a Notice of Termination specifying the extent to which performance by delivery to the Contractor of a Notice of Termination specifying the extent to which performance of work under the contract is terminated, and the date upon which such termination becomes effective.
  
- (b) After receipt of a Notice of Termination, and except as otherwise directed by the Contracting Officer, the Contractor shall:
  - (i) stop work under the contract on the date and to the extent specified in the Notice of Termination;
  - (ii) place no further orders or subcontracts for materials, services or facilities, except as may be necessary for completion of such portion of the work under the contract as is not terminated;
  - (iii) terminate all orders and subcontracts to the extent that they relate to the performance of work terminated by the Notice of Termination;
  - (iv) assign to the Government, in the manner, at the times, and to the extent directed by the Contracting Officer, all of the right, title, and interest of the Contractor under the orders and subcontracts so terminated, in which case the Government shall have the right, in its discretion, to settle or pay any or all claims arising out of the termination of such orders and subcontracts;
  - (v) settle all outstanding liabilities and all claims arising out of such termination of orders and subcontracts, with the approval or ratification of the Contracting Officer, to the extent, he may require, which approval or ratification shall be final for all the purposes of this clause;
  - (vi) transfer title and deliver to the Government in the manner, at the times, and to the extent, if any, directed by the Contracting Officer (A) the fabricated or unfabricated parts, work in progress, completed work, supplies, and other material produced as a part of, or acquired in connection with the performance of, the work terminated by the Notice of Termination, and (B)

the completed or partially completed plans, drawings, information, and other property which, if the contract had been completed, would have been required to be furnished to the Government.

- (vii) use his best efforts to sell, in the manner, at the times, to the extent, and at the price or prices directed or authorized by the Commissioner of Property and Procurement, any property of the types referred to in (vi) above; provided, however, that the Contractor (A) shall not be required to extend credit to any purchaser, and (B) may acquire any such property under the conditions prescribed by and at the price or prices approved by the Commissioner of Property and Procurement and provided further that the proceeds of any such transfer or disposition shall be applied in reduction of any payments to be made by the Government to the Contractor under this contract or shall otherwise be credited to the price or cost of the work covered by this contract or paid in such other manner as the Commissioner of Property and Procurement may direct;
  - (viii) complete performance of such part of the work as shall not have been terminated by the Notice of Termination; and
  - (ix) take such action as may be necessary, or as the Commissioner of Property and Procurement may direct, for the protection and preservation of the property related to this contract which is in the possession of the Contractor and in which the Government has or may acquire an interest.
- (c) After receipt of the Notice of Termination, the Contractor shall submit to the Commissioner of Property and Procurement his termination claim, in the form and with certification prescribed by the Commissioner of Property and Procurement. Such claim shall be submitted promptly but in no event later than one year from the effective date of termination, unless one or more extensions in writing are granted by the Commissioner of Property and Procurement, upon request of the Contractor made in writing within such one-year period or authorized extension thereof. However, if the Commissioner of Property and Procurement determines that the facts justify such action, he may receive and act upon failure of the Contractor to submit his termination claim within the time allowed, the Commissioner of Property and Procurement may determine, on the basis of information available to him, the amount, if any, due to the Contractor by any reason of the termination and shall thereupon pay to the Contractor the amount so determined.
- (d) Subject to the provisions of paragraph (c), the Contractor and the Commissioner of Property and Procurement may agree upon the whole or any part of the amount or amounts to be paid to the Contractor by reason of the total or partial termination of work pursuant to this clause, which amount or amounts may include a reasonable allowance for profit on work done; provided, that such agreed amount or amounts, exclusive of settlement costs, shall not exceed the total contract price as reduced by the amount of payments otherwise made and as further reduced by the contract price of work not terminated. The contract shall be amended accordingly, and the Contractor shall be paid

the agreed amount. Nothing in paragraph (e) of this clause, prescribing the amount to be paid to the Contractor in the event of failure of the Contractor and the Commissioner of Property and Procurement to agree upon the whole amount to be paid to the Contractor by reason of the termination of work pursuant to this clause, shall be deemed to limit, restrict or otherwise determine or affect the amount or amounts which may be agreed to be paid to the Contractor pursuant to this paragraph (d):

- (i) for completed supplies, materials and equipment or services accepted by the Government (or sold or acquired as provided in paragraph (b) (vii) above) and not theretofore paid for, a sum equivalent to the aggregate price for such supplies or services computed in accordance with the price or prices specified in the contract, appropriately adjusted for any saving for freight or other charges;
- (ii) the total of —
  - (A) the costs incurred in the performance of the work terminated, including initial costs and preparatory expense allocable thereto, but exclusive of any costs attributable to supplies or services paid or to be paid for under paragraph (e) (i) hereof;
  - (B) the cost settling and paying claims arising out of the termination of work under subcontracts or orders, as provided in paragraph (b) (v) above, which are properly chargeable to the terminated portion of the contract (exclusive of amounts paid or payable on account of supplies or materials delivered or services furnished by subcontractors or vendors prior to the effective date of the Notice of Termination, which amounts shall be included in the costs payable under (A) above; and
  - (C) a sum, as profit on (A) above, determined by the Contracting Officer to be fair and reasonable; provided, however, that if it appears that the Contractor would have sustained a loss on the entire contract had it been completed, no profit shall be included or allowed under this subdivision (C) and an appropriate adjustment shall be made reducing the amount of the settlement to reflect the indicated rate of loss; and
- (iii) the reasonable costs of settlement, including accounting, legal, clerical and other expenses reasonably necessary for the preparation of settlement claims and supporting data with respect to the terminated portion of the contract and for the termination and settlement of subcontract thereunder, together with reasonable storage, transportation and other costs incurred in connection with the protection or disposition of property allocable to this contract.

TERMS AND CONDITIONS OF THE INVITATION FOR BIDS  
(SUPPLY CONTRACTS)

**1. PREPARATION OF BIDS:** (a) Bidders are expected to examine the drawings, specifications, invitations, and all instructions. Failure to do so **will** be at the bidder's risk. (b) Bids must be in ink or printed on the bid forms furnished herewith. Bids submitted in pencil will be rejected. Bids containing alterations or erasures **will** be rejected, unless the alteration or erasure is crossed out and correction thereof printed in ink or typewritten adjacent thereto and initialed by the person signing the bid. In addition, a statement must be furnished with the bid, signed by the bidder explaining the correction of the alteration or erasure. (c) If the bidder is a partnership, a letter of authorization shall be furnished and signed by all of the general partners. If the bidder is a proprietor, and the person signing the bid is other than the owner, a letter of authorization signed by the owner shall be furnished. The Contracting Officer will retain all such proof on file for acceptance of future bids, if requested to do so. (d) The bidder must sign his proposal correctly and in ink. If the proposal is offered by an individual or partnership, his name, office and post office addresses must be shown. If offered by a corporation, the person signing the proposal must give his name, title, and business address. Anyone signing a proposal as agent must file legal evidence of his authority to do so, and that the signature is binding upon the firm or corporation. (e) Alternate bids will not be considered unless authorized by the invitation. Alternate bids are those offered which do not meet the specification and are not considered approved equal to the item specified. (f) When not otherwise specified, the bidder must state a definite time of proposed delivery. (g) Time, if stated as a number of days will include Sundays and holidays. **2. SUBMISSION OF BIDS:** (a) Bids and modifications thereof shall be enclosed in sealed envelopes addressed to the issuing office, with the name and address of the bidder, the date and hour of opening, and the invitation number on the face of the envelope. Bids shall be submitted so as to be received in the Office of the Contracting Officer not later than the exact time set for opening of bids. To be considered for award, a bid must comply in all material respects with the invitation for bids so that, both as to the method and timeliness of submission, and as to the substance of any resulting contract, all bidders may stand on an equal footing and the integrity of the formal advertising system may be maintained.

(b) Sample of items, when required, must be submitted within the time specified, and unless otherwise specified by the Government. If not destroyed by testing, samples will be returned at bidders' request and expense unless otherwise specified by the Invitation. (c) In the event no bid is to be submitted, Bidders are advised not to return the Invitation unless otherwise specified. However, a letter or post card shall be sent to the Issuing Office advising whether future Invitations for the type of supplies or services covered by the Invitation is desired. Failure to so advise the Issuing Office may be interpreted against the bidder. **3. WITHDRAWAL OF BIDS:** Bids may be withdrawn only by written notice provided that such notice is received prior to the time set for opening of the bid. **4. LATE BIDS:** (a) Bids received at the Office of the Contracting Officer after the precise time set in the Invitation for Bids are late bids. (b) A late bid shall be considered for award only if it is received before award; and either; (i) It was sent by mail including registered or certified for which an official dated post office stamp (*Postmark*) on the envelope has been obtained, and it is determined that the lateness was due solely to a delay in the mails for which the bidder was not responsible; or (ii) If submitted by mail it was received at the Office of the Contracting Officer in sufficient time to be opened as required in the Invitation but except for delay due to mishandling on the part of the Government. The only evidence acceptable to establish timely receipt at the Office of the Contracting Officer is that which can be established upon examination of an appropriate time stamp or a written statement from an official of the U. S. Postal Service. (c) **Hand-Carried Bids:** A late hand-carried bid, or any other late bid not submitted by mail. (d) **Registered Mail:** The time of mailing of a late bid, mailed by registered mail, may be determined by the date of the postmark on the registered mail receipt or registered mail wrapper. The time of mailing shall be deemed to be the last minute of the date shown in such postmark unless the bidder furnishes evidence from the post office station of mailing which establishes an earlier time. If the postmark does not show a date, the bid shall be deemed to have been mailed too late unless the bidder furnishes evidence from the post office of mailing which establishes timely mailing. (e) **Certified Mail:** The time of mailing a late bid; mailed by Certified Mail for which a postmarked Receipt for Certified Mail was obtained, shall be deemed to be the last minute of the date shown on the postmark on such receipt where: (i) the Receipt for Certified Mail identifies the post office station of mailing and the bidder furnishes evidence from such station that the business day of that station ended at an earlier time, in which case the time of mailing shall be deemed to be last minute of the business day of that station; or (ii) an entry in ink on

the Receipt of Certified Mail, showing the time of mailing and the initials of the postal employee receiving the item and making the entry, is appropriately verified in writing by the post office station of mailing in which case the time of mailing shall be the time shown in the entry. If the postmark does not show a date, the bid shall be deemed to have been mailed too late. (f) **Metered Mail:** Bids or modifications thereof transmitted in a metered envelope received after the time set for opening will be deemed to have been mailed on the last minute of the day indicated by the metered stamp unless in such event a bidder is able to submit clear and convincing proof as to the actual or approximate time of mailing. **5. IDENTIFICATION OF OFFER:** Bidders shall show brand name, catalog number, model and so forth as applicable on bid form covering the product they are bidding on and propose to furnish. If not shown, it will be considered and understood to be that the make and model, shown in the Schedule, as a reference, will be supplied. **6. CASH DISCOUNT PROVISIONS:** (a) Discounts offered for a period of less than 20 days will not be considered in making award. Bids offering discounts for payment within periods in excess of twenty (20) days will be evaluated for the purpose of award. (b) In connection with discounts offered, time will be completed from date of acceptance of the supplies by the Government. Provided, however, that the Government is not unreasonably nor unduly negligent in accepting shipment. **7. AWARD OF CONTRACT:** (a) Unless all bids are rejected, award will be made by written notice, within the time specified for acceptance, to that responsible bidder whose bid, conforming to the Invitation for Bids, offers the most advantageous service to the Government, quality offered, delivery terms and service reputation taken into consideration. (b) The Government may award items separately or by grouping items in total lots. (c) Bidder acknowledges that all quantities listed on the bid sheet or any awarded contract are estimates and the Government will only purchase items based on its actual needs which may or may not amount to the total estimated quantities. **8. REJECTION OF BIDS:** The Government may, after opening but prior to award and within the time specified for acceptance, reject any or all bids, or the bid for any one or more commodities or contracted services included in the proposed contract, when the public interest will be served thereby. **9. PRICES:** (a) All prices bid shall be firm and not subject to increase if accepted during the acceptance period. Bids containing an "escalation clause" will not be considered unless specifically authorized by the Government in the Invitation for Bids. (b) For each item bid, a unit price and a total for the quantity must be stated. The unit price shall always control. (c) All prices shall be F.O.B. (Free On Board) destination. The seller hereunder must at his own expense and risk, transport the goods to the named place and there, tender delivery.