



The County of El Dorado

Chief Administrative Office
Gayle Erbe-Hamlin, Chief Administrative Officer

Procurement & Contracts Division
Phone (530)621-5830 Fax (530)295-2537

February 19, 2009

Walker's Business Products
687 Placerville Drive
Placerville, CA 95667

Attn: Craig Branson

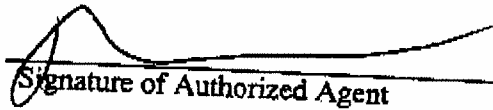
Please find attached a copy of the Blanket Purchase Order the El Dorado County Procurement & Contracts Office placed with your company for the period May 23, 2006 through May 22, 2009. We are approaching the expiration date of this Blanket Purchase Order. Pursuant to the terms in Bid 06-615-116 the County is requesting an extension of the bid pricing of Blanket Purchase Order BP261178 for a term to expire June 30, 2009. All other terms and conditions would remain unchanged.

If you agree to extend the pricing and date of this purchase order, please sign below and return or fax a copy to our office.

For questions, please contact Dan Lynch, Sr. Department Analyst, at (530) 621-5180.

To be authorized by qualified agent for Company:

I agree to extend bid pricing for BP261178 with the El Dorado County Procurement & Contracts through June 30, 2009.



Signature of Authorized Agent

2/19/09

Date

Craig T Branson

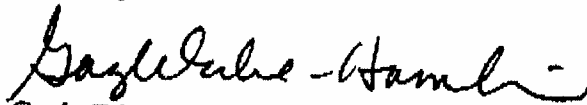
Print Name

Operations Manager

Title of Authorized Agent

Thank you for your attention in this matter.

Sincerely,


Gayle Erbe-Hamlin
Chief Administrative Officer and Purchasing Agent



COUNTY of EL DORADO

Procurement & Contracts

BLANKET PURCHASE ORDER

PURCHASE ORDER NO.

BP261178

DATE	REQUISITION NO.	TYPE	BLANKET PO#	PAGE	DELIVERY DATE	EXPIRATION DATE	THIS NUMBER MUST BE ON ALL INVOICES, PACKING LISTS, AND RELATED PAPER WORK.
05/23/07		BP		01		06/22/09	

VENDOR

NEW BUSINESS SOLUTIONS INCORPORATED
 DBA WALKER'S BUSINESS PRODUCTS & SVCS
 687 PLACERVILLE DR
 PLACERVILLE CA 95667

SHIP TO

THIS IS NOT AN ORDER
 SEE SPECIFIC ORDERS
 AGAINST BLANKET FOR
 SHIP TO ADDRESS

REQUESTOR	F.O.B. POINT	TERMS
P&M	DESTINATION	NET 30

NOTE CONDITIONS ON REVERSE

LINE	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
001		615	OFFICE SUPPLIES: GENE		
002		900-01	SVCS:FREIGHT; PAID		
<p>GENERAL OFFICE SUPPLIES ON AN "AS REQUESTED" BASIS IN ACCORDANCE WITH THE BID #06-615-116 AND ATTACHED LETTER OF EXTENSION FOR THE EXTENDED PERIOD 05/23/06 THROUGH 05/22/09</p> <p>BOS APPROVAL: 05/9/06 #50</p> <p>NON-BID ITEMS = 43% OFF CURRENT MFG LIST PRICE</p> <p>THIS BLANKET PURCHASE ORDER REPLACES BP261178, DATED 04/23/07, ISSUED TO INCREASE THE NOT TO EXCEED AMOUNT AND EXTEND THE TERM FOR TWO ADDITIONAL YEARS.</p> <p>ALL OTHER TERMS AND CONDITIONS OF BP261178 INCORPORATED HERIN BY REFERENCE SHALL REMAIN UNCHANGED AND IN FULL FORCE AND EFFECT.</p> <p>TWO YEAR EXTENSION BOS APPROVAL: 05/22/07 #45</p>					

CONTRACT AMOUNT: 825,000.00

PLEASE REFER ALL QUESTIONS CONCERNING THIS ORDER TO:

PURCHASING OFFICE
 (530) 621-5858 EXT 5858

This Purchase Order expressly limits acceptance to the terms and conditions stated herein, forth on the reverse side hereof and any supplementary or additional terms and conditions annexed hereto or incorporated herein by reference. Any additional or different terms and conditions proposed by seller are objected to and hereby rejected.

FOR NUMBER : 013565

TOTAL INDEX SUB-OBJECT USER CODE
 STING DEPT: CHIEF ADMINISTRATIVE OFFICE
 EMENT & CONTRACTS
 IDE BLANKET PURCHASE ORDER
 NSTITED CA 95667

I hereby certify that this purchase order is issued in accordance with procedures prescribed by ordinance and BOS Policy C-17 governing purchase of such items for the County of El Dorado.

Donna M. Wick
 Purchasing Agent

VENDOR COPY

(Note: Authorized signature in lieu of Purchasing Agent for purchases less than \$3,000.00)



COUNTY of EL DORADO

Procurement & Contracts

BLANKET PURCHASE ORDER

PURCHASE ORDER NO

BP261178

DATE	REQUISITION NO.	TYPE	BLANKET PO#	PAGE	DELIVERY DATE	EXPIRATION DATE	THIS NUMBER MUST BE ON ALL INVOICES, PACKING LISTS, AND RELATED PAPER WORK.
05/15/06		BP		01		05/22/07	

VENDOR

NEW BUSINESS SOLUTIONS INCORPORATED
 DBA WALKER'S BUSINESS PRODUCTS & SVCS
 687 PLACERVILLE DR
 PLACERVILLE CA 95667

SHIP TO

THIS IS NOT AN ORDER
 SEE SPECIFIC ORDERS
 AGAINST BLANKET FOR
 SHIP TO ADDRESS

REQUESTOR	F.O.B. POINT	TERMS
	DESTINATION	NET 30

NOTE CONDITIONS ON REVERSE

LINE	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
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001		615	OFFICE SUPPLIES: GENE		
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002		900-01	SVCS:FREIGHT; PAID		
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GENERAL OFFICE SUPPLIES ON AN
 "AS REQUESTED" BASIS FOR THE
 PERIOD 05/23/06 THROUGH 05/22/07
 IN ACCORDANCE WITH ATTACHED
 BID #06-615-116.

BOS APPROVAL 5/9/06 #50

CONTRACT AMOUNT: 293,000.00

PLEASE REFER ALL QUESTIONS CONCERNING THIS ORDER TO:

PURCHASING OFFICE
 (530) 621-5858 EXT 5858

This Purchase Order expressly limits acceptance to the terms and conditions stated herein, set forth on the reverse side hereof and any supplementary or additional terms and conditions annexed hereto or incorporated herein by reference. Any additional or different terms and conditions proposed by seller are objected to and hereby rejected.

VENDOR NUMBER : 013565

REQUESTING DEPT: COUNTY WIDE
 BLANKET PURCHASE ORDER
 ALL COUNTY DEPARTMENTS
 AS REQUESTED

CA 95667

VENDOR COPY

I hereby certify that this purchase order is issued in accordance with procedure prescribed by ordinance governing purchase of such items for the County of El Dorado.

[Signature]
 Purchasing Agent

(Note: Department head signature authorized in lieu of Purchasing Agent for purchases less than \$500.00.)



**COUNTY OF EL DORADO
Procurement & Contracts**

Building A
330 Fair Lane
Placerville, CA 95667



INVITATION TO BID & BID #06-615-116

DUE: 3:00 PM - April 20, 2006

Sealed Bids must be clearly marked on the outside of the package with:

"BID #06-615-116, MAILROOM DO NOT OPEN"

Purchasing Agent

ALL BIDS SUBJECT TO GENERAL CONDITIONS

OFFICE SUPPLIES

General: The El Dorado County Procurement & Contracts Office is requesting bids for a variety of General Office Supplies to be delivered daily, Monday through Friday (excluding County holidays) to individual ordering departments. Orders shall be placed on an "as requested" basis.

El Dorado County Offices are located along the Hwy 50 corridor between El Dorado Hills and South Lake Tahoe with approximately forty (40) individual delivery locations.

General office supplies are described as: (1) the 100 selected items listed on the quotation schedule; (2) the *full-line manufacturer's wholesale* catalog in which the item has a list price of \$100 or less; and (3) business machine supplies including, but not limited to, print/toner cartridges, recording tapes, data cartridges, diskettes and printer ribbons.

This Bid is exclusive of all "Hewlett Packard" brand name of print and toner cartridges, print heads and like items, furniture, and items with a unit list price over \$100.00.

The County purchases approximately 80% of total dollars spend from the full line catalog and approximately 20% from items listed on the quotation schedule. The bid is based on the 100 line items and a set discount off an accumulative order of \$400,000 (list price) for the *full-line manufacturer's wholesale* catalog purchases.

ALL BIDS SHALL BE QUOTED FOB DESTINATION

PROMPT PAYMENT DISCOUNT TERMS: 0 Percent 0 Days (less than 20 days considered net) Delivery: 0 Days
ARO

NEW BUSINESS SOLUTIONS, INC.
DBA: WALKER'S BUSINESS PRODUCTS AND SERVICES
Firm Name

687 PLACERVILLE DR.
Mailing Address

PLACERVILLE CA 95667
City State Zip

530-622-4242
Phone

Signature of Authorized Agent
JOHN T. KELTNER, VICE PRESIDENT
Print Name & Title of Authorized Agent

4/20/06
Date

530-622-9642
Fax

Unit of Measure: All items listed on the quotation schedules shall be purchased by the County in the same quantity as the "unit of measure" specifies (no exceptions).

Orders: The County will exclusively use an "on-line" internet ordering system to place office supply orders. Implementation of this process should be complete no later than June 30, 2006. Until such time each department has been fully trained utilizing the on-line ordering system, vendor shall provide an order form and accept faxed orders with delivery the next business day.

Quantities: Quantities indicated on the quotation schedule are an annual estimated usage; the County makes no guarantee as to the total quantities or dollar amount to be purchased during the awarded period.

Brand: Bidders are to quote "brand name" where indicated on the quotation schedule. Substitutions will not be accepted. Where the brand name is not required, bidders must complete the brand name and product ordering code.

Delivery: Product must be delivered next day, FOB destination, freight prepaid, inside delivery, to each ordering location for both the East and West Slope of El Dorado County.

References: Bidders are to include two (2) client references that have recently implemented an on-line ordering system comparable to El Dorado County. References shall include the name of the organization, contact name, phone number and address.

Sales Assistance: The awarded bidder shall be required to have sales assistance available Monday through Friday, 8:00 a.m. to 5:00 p.m. (excluding County holidays). The qualified sales representative(s) must be able to assist both by telephone and on-site sales support at no cost to the County.

On-site Sales Representative: HASTEN JONES

Phone Number: (530) 622-4242 x 215

Fax Number: (530) 622-9642 x

Telephone Representative: LISA STARK

Phone Number: (530) 622-4242 x 222

Fax Number: (530) 622-9642 x

Name of Supervisor: JOHN KELTNER

Phone Number: (530) 622-4242 x 223

Fax Number: (530) 622-9642

Bid Requirements and Checklist: (Check Yes or No)

Bidders not complying with any single requirement, will not be considered for the evaluation & award process.

Yes No

- ___ 1. Compliance with an "on-line" internet ordering system to place office supply orders.
- ___ 2. Awarded vendor will invoice each department individually.
- ___ 3. Pricing shall be firm for the awarded twelve (12) month period.
- ___ 4. Bidder must quote 100% of line items listed on the quotation schedule (no exceptions).
- ___ 5. Awarded vendor must provide access to on-line internet ordering at no cost to the County.
- ___ 6. Bidder must complete the sales assistance information on page two (2).
- ___ 7. Awarded vendor must provide telephone sales assistance Monday through Friday (excluding holidays) from 8:00 am to 5:00 pm, and on-site sales assistance by appointment.
- ___ 8. Quote "brand name" **only** where indicated on the quotation schedule.
- ___ 9. Quote the *exact same "unit pricing"* as shown on the quotation schedule.
- ___ 10. Office Supplies must be delivered to the ordering department/location on the next business day provided the vendor receives the on-line order no later than 4 : 00 pm of the previous business day. (complete above)
- ___ 11. Provide one (1) set discount for all General Office Supply full-line catalog items not listed in the Quotation Schedule: 43 %. (refer to Page 1 "General")
NOTE: Catalog orders represent approximately 80% of total dollars spent for office supply purchases.
- ___ 12. Awarded vendor must provide the Purchasing Agent with monthly product usage reports both by department and consolidated total, and any additional reports deemed necessary as determined by the Purchasing Agent.
- ___ 13. Within ten days of the request, the awarded vendor must provide to the Purchasing Division, the most current list of ADPICS codes that designates delivery and invoicing locations.
- ___ 14. Within ten days of the request, the awarded vendor must provide a report that identifies the total dollar amount spent for full-line catalog purchases and total dollar amount spent for the purchase of items listed on the quotation schedule.
- ___ 15. Include the *full-line manufacturer's wholesale catalog* with your bid response. Vendor's catalog may be submitted as long as it is a *full-line manufacturer's wholesale catalog*.
- ___ 16. Include with your bid response, on a separate piece of paper, two client references (see page two (2) "references")
- ___ 17 Bidders must complete "returns" on page five (5).

Evaluation: Qualified bidders that are able to meet the bid requirements, and that can provide client references satisfactory to the County, will be considered for evaluation and award. Bids will be evaluated based on: 1) the extended total from the selected 100 items listed on the quotation schedule; 2) the discount quoted based on an accumulative order of \$400,000 (list price) from the full-line catalog; and 3) compliance with all "bid requirements" listed on page three (3). Bids submitted on the basis of "all or nothing" may be rejected. Bid evaluation shall include applicable term's discounts. If payment cannot be made within the discount period, payment terms shall revert to Net 30 days.

- **The example below is for illustrative purposes only. The discounts shown do not reflect actual pricing, purchases, nor does it imply a suggested discount structure.**

Example: Quotation Schedule for bid items totals	\$ 10,000
Bidder quotes 45% off full-line wholesale catalog purchases (\$400,000 -45%)	\$220,000
Evaluated Total	\$230,000

(Please note: prompt payment discount terms and local vendor preference will apply)

Award: Award will be recommended by grand total to the lowest responsive, responsible qualified bidder that meets or exceeds all specifications. The decision of the County Board of Supervisors shall be final in determining the successful bidder. A Blanket Purchase Order will be issued for twelve (12) months following the bid award. The awarded Blanket Purchase order may be extended for one additional twelve (12) month period at the same pricing, terms and conditions if mutually agreed between the County and awarded vendor, in writing, no less than thirty (30) days prior to the expiration of the current Blanket Purchase Order.

Termination: At any time and without cause, the County shall have the right at its sole discretion to terminate this contract by giving seven (7) calendar days written notice to the vendor.

Incomplete and Altered Bids: Incomplete or altered bids, and bids containing items not called for in the bid may be rejected. Bids submitted on forms other than those furnished by the County will not be considered. Bids submitted that alter the County's standard General Conditions or make notation of additional terms and conditions will not be considered.

Terms and Conditions: The County will not consider any terms and conditions other than its own. Bidders submitting their own terms and conditions will not be considered and will be rejected. Any bid responses containing alterations to the County's terms and conditions will not be considered and will be rejected.

Pricing: Bid prices shall remain firm for the awarded twelve (12) month period. In case of default by the awarded vendor, the County may procure the product from another source and may recover the loss by legal process. Please refer to the "General Conditions," under "Award," item #9.

Bid Extension: The awarded bid may be extended for one additional twelve (12) month period at the same pricing, terms and conditions if mutually agreed between County and awarded vendor(s), in writing, no less than sixty (60) days prior to the expiration of the bid.

Returns: The County reserves the right to return product within thirty (30) days of receipt by the County for credit or refund without a shipping or restocking fee. Product returned shall be in good condition and in the original package (if applicable). Defective product or product under warranty may not always be returned in the original package.

- *Below, please provide a brief description of your proposed process for the pick-up and exchange/refund of defective or returned items:*

PLEASE SEE ATTACHED RETURN POLICY DOCUMENTATION.

Federal, State, and Local Laws: The successful bidder must operate in conformity with all applicable, federal, state, and local laws. It is the responsibility of the awarded bidder to ensure that all permits and/or licenses required for operation are valid and current. Failure to comply with this provision may be cause to cancel any contract awarded, and award will be made to the next lowest, responsive, responsible bidder.

Addenda: Addenda issued are required to be acknowledged and returned by participating bidders in order to be considered further in the evaluation process. Those bidders not acknowledging and returning Addenda as required will not be considered and will be rejected as "non-responsive."

Bid Results: The Procurement and Contracts Division will no longer mail out hard copy letters advising participating bidders of the bid results. Please visit our website at www.co.el-dorado.ca.us/contracts for bid results. Bid results will be posted approximately five to ten business days after the bid opening deadline date.

Compliance: Late, incomplete, incorrect deliveries or excessive backorders will be documented, and performance evaluated when considering contract continuation or extension. Inaccurate or erroneous billing will also be documented and monitored for the purpose of evaluating performance when considering continuation or extension of contract. Failure to meet quoted delivery timeframes, or inaccurate or erroneous invoices (as determined by the Purchasing Agent) may be cause for the County to cancel the balance of the awarded blanket purchase order and award will be made to the next lowest bidder. Failure to receive County concurrence for substitutions or alternates will be documented and considered when evaluating continuation or extension of contract.

Invoices and Payment Terms: Invoices are to be mailed to the County department(s) specified on the resulting purchase order, blanket purchase order or contract. All invoices must include the purchase order number, blanket purchase order number, or contract number, County stock numbers when applicable, product description and reference to back ordered items. Invoices must be exclusive of product other than bid items. Failure to comply may result in delayed payments.

The County will make payment on a Net 30-day basis unless a cash discount of one-half percent (1/2%) or greater, which amounts to \$2.50 or more, is allowed for payment within not less than twenty (20) days. The payment term shall begin on the date the merchandise is inspected, delivered and accepted by the County, or on the date a correct invoice is received in the office specified in the order, whichever is later. Prompt payment discounts shall be considered earned if payment is postmarked or personally delivered within the prescribed term. The beginning date described above shall be considered day zero for the purposes of counting days in the prescribed term.

El Dorado County Web Site Requirements: Vendors downloading Bids or RFP's from the County's website are responsible for checking the website up to the bid due date for any Addenda issued. Printed copies of Bids, RFP's, and Addenda are only mailed out to bidders on the County's Master Bidders list.

Public Agency: It is intended that other public agencies (i.e., city, special district, public authority, public agency and other political subdivisions of the State of California) located in El Dorado County shall have the option to participate in any agreement created as a result of this Invitation to Bid with the same terms and conditions specified there in, including pricing. The County shall incur no financial responsibility in connection with a purchase order from another public agency. The public agency shall accept sole responsibility for placing orders and making payment to the vendor.

Information: For additional information, contact Donna Cademartori, Senior Buyer, at (530) 621-5858 (email: donnae@co.el-dorado.ca.us).

All bidders are advised to read the General Conditions contained on the last page of this Invitation to Bid prior to submitting a bid.

Bids must be submitted in a sealed container or envelope clearly marked on the outside:
"BID #06-615-116, MAILROOM DO NOT OPEN."

Bids must be received in the Procurement & Contracts Division by **3:00 p.m., April 20, 2006.**

Mailing/Physical (Fed Ex, UPS)
EL DORADO COUNTY
PROCUREMENT & CONTRACTS
BUILDING A
330 FAIR LANE
PLACERVILLE, CA 95667

It is the responsibility of the bidder to assure that the bid is received in the Procurement & Contracts Division prior to the bid opening deadline date and time. Bids received beyond the bid opening deadline will not be accepted and will be returned unopened.

Late bids, unsealed bids, unlabeled bids, incomplete bids, or bids otherwise not in compliance with the General Conditions of this Invitation to Bid, will be rejected.

By submitting a response to this Invitation to Bid, bidder acknowledges and accepts the County's standard terms and conditions.

GENERAL CONDITIONS

(December 2003)

Instructions to Bidders:

- (1) Bidders are responsible to see that the bid is received in the Procurement & Contracts Division prior to the bid opening deadline. Late bids will be returned unopened.
- (2) All bids must be submitted in ink on the bid form. Cover letters, additional sheets, etc. may be included. The total bid excluding sales tax must appear on the bid form as indicated.
- (3) Erasures are NOT acceptable. Changes must be lined out and corrections inserted adjacent to and initialed by the bidder's authorized representative. Use of correction fluid or tape is not acceptable.
- (4) Vendor is required to quote "NEW" equipment, material or product. Recycled, remanufactured, or previously owned product will not be accepted unless otherwise stated in the Invitation to Bid.
- (5) All bids must include the company name and address and must be signed by an authorized representative of the company, signature must be an original signature, or an original signature stamp, on the County Bid Form.
- (6) Alternate or incomplete bids will NOT be accepted.
- (7) The County, at its sole option, may correct arithmetic or extension errors, and obtain clarification, if necessary.
- (8) If no terms discount is to be offered, the terms portion of the bid form shall state "NET".
- (9) If delivery specified is impossible, bidder must state best delivery available on the bid form. Number of days shall mean calendar days After Receipt of Order (ARO). Bids quoting delivery beyond the requirement may be rejected.
- (10) Bid modifications, corrections, or additions received beyond the bid deadline will NOT be considered.
- (11) Telephone or facsimile bids will NOT be accepted.
- (12) Bid prices shall be firm for a minimum of sixty (60) calendar days from the bid opening unless otherwise indicated on the bid form.
- (13) By submitting a response to this Invitation to Bid, Bidder acknowledges and accepts the County's standard terms and conditions.
- (14) Any alteration to the Invitation to Bid must be added in addendum form, and must be issued by the County Purchasing Agent.
- (15) **Protest Procedure:** County Board of Supervisor's Policy C-5 provides the procedure for the protest process. A copy of the policy is available upon request.

Brands

- (1) The use of brand and/or manufacturer names in the bid specification is for descriptive purposes only. Unless otherwise specified, products of comparable quality and performance will be considered.
- (2) Bidders offering other than the referenced brands are to note their brand name and catalog model number on the bid form.

Guarantees

- (1) All items purchased shall be guaranteed against defects when used for the purposes for which they were designed for.

Taxes

- (1) Bidders shall NOT include Federal Excise Taxes. An exemption certificate will be furnished to the successful bidder upon request.
- (2) Applicable sales taxes will be added when the purchase order is issued.

Samples:

- (1) Samples of items, when required, must be furnished to the County at the bidder's expense. If possible, samples will be returned upon request and at the bidder's expense.
- (2) Samples of selected items may be retained for comparison.

Agency Participation:

- (1) Any or all El Dorado County tax-supported agencies such as schools and cities within the jurisdiction of El Dorado County who wish to participate shall be included in the bid.
- (2) A separate contract or purchase order must be negotiated between the agency and the vendor.

Bonds:

- (1) The County reserves the right to require the successful bidder to provide a performance bond in an amount determined by the County. Unless specifically required on the bid form, a performance bond will NOT be required.
- (2) Certification of the performance bond shall be required following bid award and prior to the release of a purchase order.
- (3) Unless specifically required on the form, bidder's bonds will NOT be required.

Award:

- (1) Regardless of amount, unless specifically approved by the County Board of Supervisors, award shall be made to the lowest responsive, responsible qualified bidder.
- (2) In determining the successful bidder, consideration will be given to quality, delivery, warranty, compatibility with existing equipment, and any other information considered to be in the best interests of the County.
- (3) It is unlawful for any person to furnish supplies or services or transact any kind of business in the unincorporated territory of El Dorado County without possessing a County business license unless exempt under County Code Section 5.08.070. Contact Tax Collector's Office, 360 Fair Lane, Placerville, CA 95667, telephone (530) 621-5800, for further information.
- (4) In accordance with Ordinance 4284, effective March 23, 1993, the local vendor preference is 5%. "Vendors within the County" is defined as a firm or individual who regularly maintains a place of business and has an inventory of merchandise for sale within the County.
- (5) The County of El Dorado is an equal opportunity employer (EOE). Minorities, Females and Handicapped are encouraged to participate (M/F/H).
- (6) If the bid is on an "All or Nothing" basis, bidder shall so state. The County reserves the right to make awards on individual items of a multiple item bid if deemed to be in the best interest of the County.
- (7) The County reserves the right to reject any and all bids, or to waive any informality or nonsubstantial irregularity in any bid.
- (8) The County reserves the right to purchase quantities by necessity only regardless of approximate quantities indicated on the bid form. Bidder shall also have the right to refuse sale in reduced quantities; in such instances, the award shall go to the next lowest qualified bidder.
- (9) In case of default by vendor, the County may procure the articles or service from other source and may recover the loss occasioned thereby from any unpaid balance due the vendor or by proceeding against performance bond of vendor, if any, or by legal process against vendor. The prices paid by County shall be considered the prevailing market price at the time such purchase is made.

Bidder Name: **WACKER'S BUSINESS PRODUCTS AND SERVICES**
 Bid #06-615-116 Quotation Schedule

Manufacturer	Product Code	State Alternate Brand Name/Code	U/M	Description	QTY	Unit Price	Extended Price
DURACELL	MN1604028	Brand Name Only	PK	BATTERY, 9 Volt, 2/PK	125	4.65	768.75
DURACELL	MN1500842	Brand Name Only	PK	BATTERY, AA, 4/PK	1,440	3.26	4694.40
DURACELL	MN2400842	Brand Name Only	PK	BATTERY, AAA, 4/PK	720	3.26	2347.20
DURACELL	MN1400842	Brand Name Only	PK	BATTERY, Aik, Size C, 4/PK	125	4.15	768.75
AVE	MN1300842	Brand Name Only	EA	BATTERY, Aik, Size D, 4/PK	75	6.68	501.00
AVE	CV1110WE		EA	BAND, RND, 8.5X11, 1" WE	78	1.80	140.40
UNV	H31110BK		EA	BAND, RND, DURABLE, 1" BK	75	1.81	135.75
UNV	20722		EA	BAND, VIEW, 1.1X8.5, 1.5" WE	89	2.18	194.02
AMP	20992		EA	BAND, VIEW, 1.1X8.5, 3" WE	70	2.43	170.10
UNV	25-774		EA	BOOK, STENO, 80SH, WE, RECYCLED	67	1.00	67.00
UNV	86920		EA	BOOK, STENO, GREGG, 80SH, GREEN TINT	81	89	72.09
UNV	95224		EA	BOX, STORAGE, LTR/LEGAL, LIFT OFF LID, MED DUTY	4,000	18.78	95,200.00
HOD	391		EA	CALENDAR, WALL, WIPE OFF, 12 MO, REVERSIBLE	40	13.73	549.20
KODAK OR FUJI	01201834	Brand Name Only	EA	CAMERA, DISP, COLOR, FLASH, 35MM, 400 SP, 27 EXP	50	5.93	296.50
KODAK OR FUJI	01201845	Brand Name Only	EA	CAMERA, DISP, COLOR, FLASH, 35MM, 800 SP, 27 EXP	50	8.47	423.50
UNV	56808		EA	CHAIRMAT, 46X60 NOLIP, NO BVL	60	32.52	1951.20
UNV	51505		PK	CLEANER, DUSTER 10 OZ, 2/PK	45	6.37	286.65
UNV	10220		BX	CLIP, BINDER, LARGE	40	1.18	47.20
UNV	72210		EA	CLIP, #1, GEM, SMOOTH, 1C/BX	300	1.0	30.00
UNV	10210		BX	CLIP, BINDER, MEDIUM	129	4.6	593.4
ACC	72010		BX	CLIP, BINDER, MINI, 1/2"	87	2.4	20.88
UNV	10200		BX	CLIP, BINDER, SMALL	454	1.9	86.26
UNV	72220		BX	CLIP, JUMBO, SMOOTH, 1C/BX	172	3.3	56.76
LIQUID PAPER	PAP-56401	Brand Name Only	EA	CORRECTION FLUID, FAST DRY, WHITE	70	6.8	47.60
LIQUID PAPER	PAP-71001	Brand Name Only	EA	CORRECTION FLUID, JUST FOR COPIES, WHITE	80	1.00	80.00
LIQUID PAPER	PAP-74701	Brand Name Only	EA	CORRECTION FLUID, PEN & INK, WHITE	60	1.00	60.00
VERBATIM	93976	Brand Name Only	EA	DATA CARTRIDGE, CD-RW, 605MB	280	.88	246.40
AVERY	18215	UNV 73703	EA	DISKETTE MAILER, 3.5"	75	9.83	737.25
AVERY	18216	UNV 73605	EA	DISKETTE MAILER, 5.25	75	7.69	576.75
MAXELL	1400	UNV 00350	BX	DISKETTE, 3.5, DS/HD, 2MB, FORMATTED 10/BX	150	2.12	318.00
UNV	35264		BX	ENVELOPE, CAT, 9X12, CLASP, 28#, BROWN	100	4.68	468.00
QUA	44562		BX	ENVELOPE, CAT, 9X12, KFT, 28#	100	11.44	1144.00
UNV	35210		BX	ENVELOPES, STANDARD #10, 500/BX	500	4.22	2110.00
UNV	35211		BX	ENVELOPES, STANDARD, #10, WINDOW, 500/BX	500	8.62	4310.00
UNV	35219		BX	ENVELOPES, STANDARD, #9 WINDOW, 500/BX	500	13.61	6755.00
UNV	35209		BX	ENVELOPES, STANDARD #9, 500/BX	500	11.82	5910.00
PAP	70520		EA	ERASER, PENCIL, MED, PINK, PEARL	40	3.2	128.00
POLAROID	636508	Brand Name Only	PK	FILM, POLAROID, BLACK/WHITE #667, 2/PK	250	23.47	5867.50

7920.00

29.25
22.50

Bidder Name: WALKER'S BUSINESS PRODUCTS AND SERVICES
 Bid #06-615-116
 Quotation Schedule

Manufacturer	Product Code	State Alternate Brand Name/Code	U/M	Description	QTY	Unit Price	Extended Price
POLAROID	621762	Brand Name Only	PK	FILM, POLAROID, COLOR, #600, 2/PK	250	23.17	5792.50
POLAROID	613229	Brand Name Only	PK	FILM, POLAROID, SPECTRA, 2/PK	100	23.46	2346.00
KODAK OR FUJI	0101014	Brand Name Only	RL	FILM, PRINT, 35MM, ISO 100, 12 EXP	200	2.40	480.00
KODAK OR FUJI	0101021	Brand Name Only	RL	FILM, PRINT, 35MM, ISO 200, 12 EXP	200	2.56	512.00
KODAK OR FUJI	0101022	Brand Name Only	RL	FILM, PRINT, 35MM, ISO 400, 24 EXP	100	3.02	302.00
MMM	0101322	Brand Name Only	RL	FILM, PRINT, 35MM, ISO 400, 24 EXP	125	4.05	506.25
MMM	683-4AB	Brand Name Only	PK	FLAG, SMALL, 140/PK, AST, BRIGHT	30	3.22	96.90
MMM	683-4	Brand Name Only	PK	FLAG, SMALL, 140/PK, AST, STANDARD	30	3.22	96.90
MMM	680-1	Brand Name Only	EA	FLAG, TAPE, POST-IT, RD, 50EA	57	1.45	82.65
SMD	34115		BX	FOLDER, M/LA, 1/2 CT, LTR, ASSORTED, 100/BX.	60	4.79	287.40
UNV	10251		BX	FOLDER, M/LA, 1/3 CT, LTR, ASSORTED, 100/BX	59	4.15	244.85
UNV	10271		BX	FOLDER, M/LA, FSTNR, LTR, 50/BX	113	14.45	1632.85
UNV	10270		EA	FOLDER, PSBD, 4SEC, LTR, GN	106	16.30	1727.80
AVE	00-196		EA	FOLDER, PSBD, 6 SEC, LTR, GN	440	18.20	8008.80
UNV	08862		EA	GLUE, STICK, 1.27 OZ	100	18.10	1810.00
UNV	08861		EA	HILIGHTER, DESK, GREEN, FLORESCENT	25	1.06	26.50
AVE	CI-213-5C		EA	HILIGHTER, DESK, YELLOW, FLORESCENT	72	2.50	180.00
CANNON	0954A003	Brand Name Only	EA	INDEX, BNDR, 11X8.5.5 CLEAR TABS/ST	140	2.50	350.00
AVE	5160	Brand Name Only	EA	INK CART, BCI-21, BLACK	150	.59	88.50
Compass Map		Brand Name Only	BX	LABEL, ADRS, 1X2.625, 30/SHEETS/BOX	20	6.44	128.80
SAN	30001	Brand Name Only	EA	LETTER OPENER, 9" STEEL	45	22.21	999.45
SAN	37001	Brand Name Only	EA	MAP BOOK, EL DORADO COUNTY	30	.59	17.70
READ RITE	RR1205		EA	MARKER, SHARPIE, FINE PT, BLACK	200	10.97	2194.00
UNV	35688		EA	MARKER, SHARPIE, ULTRAFINE, BLACK	355	.50	177.50
UNV	35662		BX	MONITOR CLEANER 14 TWIN PK/BX	48	.54	25.92
UNV	35616		PK	NOTE, SLFSTK, 3X3, YELLOW, 18/PK	45	5.78	260.10
UNV	10030		PK	NOTE, SLFSTK, 1.5X2, YELLOW, 12/PK	30	5.12	153.60
BIC	VCG11-BK	Brand Name Only	EA	NOTE, SLFSTK, 4X6 RULED, ASSORTED, 5/PK	42	1.29	54.18
BIC	VCG11-BE	Brand Name Only	EA	PAD, LGL, RULED, PERF, LTR, CANARY	65	5.55	360.75
PAP	95601	Brand Name Only	EA	PEN, BPT, RT, ATLNTIS, MED, BLACK	35	4.00	140.00
PIL	31020	Brand Name Only	EA	PEN, BPT, RT, ATLNTIS, MED, BLUE	148	7.01	1037.48
PIL	31021	Brand Name Only	EA	PEN, FLEXGRIP, RETR, FINE, BLUE	156	4.36	678.96
BIC	SCSM11-BK	Brand Name Only	EA	PEN, RBALL, RT, G2, GEL, FN, BLACK	84	.76	63.84
SAN	60153	Brand Name Only	EA	PEN, RBALL, RT, G2, GEL, FN, BLUE	97	1.04	100.88
SAN	60153	Brand Name Only	EA	PEN, SFTFEEL, RCT, MED, BLACK	129	1.04	134.16
SAN	60153	Brand Name Only	EA	PEN, UNIBALL, MICRO, .2MM, BLUE	468	5.44	2545.92
SAN	60153	Brand Name Only	EA	PEN, UNIBALL, MICRO, .5MM, BLUE	159	.56	89.04
			EA		204	.56	114.24

172.78
 800.80
 181.00

85.84
 87.36

Bidder Name: **WALKER'S BUSINESS PRODUCTS AND SERVICES**

Bid #06-615-116

Quotation Schedule

Manufacturer	Product Code	State Alternate Brand Name/Code	U/M	Description	QTY	Unit Price	Extended Price
SAN	60139	Brand Name Only	EA	PEN, UNIBALL, V1SN, FINE, RED	65	1.07	69.55
UNV	55400		DZ	PENCIL, #2,	30	46	13.80
PAP	65501	Brand Name Only	EA	PENCIL, MECH, 5MM, GRAY	30	7.43	222.90
MAXELL	UR60	Brand Name Only	EA	RECORDING CASSETTE, 60 MIN	1,450	.60	870.00
MAXELL	UR90	Brand Name Only	EA	RECORDING CASSETTE, 90 MIN	850	.63	535.50
SONY	MC-60	Brand Name Only	EA	RECORDING TAPE, 60 MIN, MICRO	240	1.00	240.00
SONY	T120VC	Brand Name Only	EA	RECORDING VIDEO TAPE, VHS, 120 MIN.	100	1.13	113.00
MAXELL	GX-T160	Brand Name Only	EA	RECORDING VIDEO TAPE, VHS, 160 MIN	350	2.42	847.00
EPSON	8766	Brand Name Only	EA	RIBBON, EPSON 5000, 8000, 8500	30	18.14	544.20
EPSON	7753	Brand Name Only	EA	RIBBON, EPSON, 570, 800, 850	25	3.65	91.25
UNV	59022		EA	RULER, 12", DBL EDGE, ACRYLIC	25	.34	8.50
ACM	19016		EA	SCISSORS, 6", STRAIGHT, STAINLESS STEEL	100	3.26	326.00
BOS	B515-BK		EA	STAPLER, STANDARD	50	5.75	287.50
UNV	79000		BX	STAPLES, CHSEL PT, 5M/BX	177	.51	90.27
TrippLite	Striker	Brand Name Only	EA	SURGE PROTECTOR, 7 OUTLET, 15 AMP	115	6.47	744.05
UNV	35720		PK	TAPE, ADDING MACHINE, 2-1/4"W, 3/PK	25	2.90	72.50
MMM	142	Brand Name Only	EA	TAPE, MAILING, 2" X 800" W/DISP	40	1.69	67.60
UNV	83410		EA	TAPE, 75X1000 6ROL/PK, CR	109	3.67	400.03
BROTHER	TZ-231	Brand Name Only	EA	TAPE, CART, 1/2" BLACK ON WHITE	105	10.13	1063.65
BROTHER	TZ-221	Brand Name Only	EA	TAPE, CART, 3/8" BLACK ON WHITE	140	9.44	1321.60
UNV	75602		PK	TAPE, CORRECTION, WE, 2/PK	85	3.07	260.95
MMM	3850	Brand Name Only	EA	TAPE, HD PACKAGING, 3", ROLL	30	4.59	137.70
MMM	810-34-12		EA	TAPE, MAGIC 3/4X1296, WRITE ON	72	1.68	120.96
MMM	810-1-25		EA	TAPE, MAGIC, 1X2592, WRITE ON	56	4.96	277.76

18.30

WALKER'S

Business Products & Services

BUSINESS SOLUTIONS.

Delivered Fresh Daily

- Crop Supplies
- Crop Protection
- Crop Nutrition
- Irrigation
- Landscaping
- Pesticides
- Fertilizers

REFERENCES

Walker's works with more than 3000 corporate, educational, government and consumer clients throughout Northern California.

El Dorado Irrigation District

Contact: Robbie Creamer
Title: Personnel Development Manager
530-642-4111

Thompson's Auto and Truck Centers

Contact: Jeff Thompson
Title: Owner
530-622-6232



BUSINESS SOLUTIONS.

Delivered Fresh Daily

WALKER'S RETURN POLICY

1. **All returns must be accompanied by an approved return form.** All return authorization requests should be faxed to the Client Services Department or submitted electronically via online return form. All returns must be in original packaging. PLEASE, DO NOT WRITE ON THE MANUFACTURERS' BOXES.
2. All returns need to be requested within 30 days of order date to prevent a restocking charge. Customer Error items will be assessed restocking charges as follows:

1-30 days:	0%
30-100 days:	20%

over 101 days: returns not accepted - NO CREDIT DUE
3. **Customer Error Merchandise** – Walker's Business Products & Services will happily issue credit for returned merchandise provided the product is in resalable condition. Resalable is assumed by us to mean an item **you would deliver with confidence to your best and most important customer.**
4. All damaged merchandise needs to be reported within 3 days of receipt of merchandise. An exact description of the damage should be included on the return form.
5. Special orders of non-stock merchandise, food, pharmaceuticals, furniture setup, dated goods, factory authorized installation manufacturers and some technology items **are not returnable** unless it is determined that the wrong product was shipped.
6. All warehouse errors (wrong fills and shortages) need to be reported within 5 days of receipt of merchandise and need to be called in.
7. Defective items must be reported within 5 days. An exact description of the defect should be included on the return form.
8. If you receive merchandise that you did not order or that otherwise does not belong to you, please notify our Client Services Department. Walker's will provide an "overship" label to be placed on the merchandise for return to our distribution center, or our drivers will pick up. No credit is due or will be issued on such items shipped to you in error. All drop ship customers will be provided with a label from UPS and UPS or a representative from Walker's will pick up the item.
9. Discrepancies with your credit memo that occur after merchandise has been returned should be reported within 5 days of receipt of credit memo. Prompt reporting of any



BUSINESS SOLUTIONS.

Delivered Fresh Daily

- Office Supplies
- Cleaning Supplies
- Office Furniture
- Office Equipment
- Technology
- Janitorial
- Facilities

credit memo discrepancies will allow us to more efficiently investigate and track the returned product through our distribution centers.

THE ITEM

- Item must not be assembled.
- Item must be clean and free of dents, scratches, holes, tears, cracks, stickers, labels, price tags, etc.
- The item must be unused.
- All parts, hardware, instructions, warranty cards, etc., must be included.
- The item must be in its original packaging. This includes the box or carton in which it came in, wrap, protection, or sleeve supplied by the manufacturer.

CARTON AND PACKAGING

- The manufacturer's carton must be free of writing, such as "Account #", RA #, or "Return To", etc.
- The carton must be free of holes, cuts, tears, etc.
- The carton must be free of excessive tape or odd tapes (i.e. duct or Christmas tape, etc.)
- Furniture cartons must be opened properly. Preferably by opening the carton flaps. Never cut the furniture cartons around the bottom or down the sides.
- All internal packaging (i.e. bubble wrap, cardboard corners, tops and side strips) must be in place.
- **Do not write RA #'s, consumer information, or other information on the manufacturer boxes as this will make it non-returnable or not resalable.**

KNOCK DOWN ITEMS

- Ready to assemble furniture is not returnable if the manufacturer's carton has been opened and the merchandise has been assembled.

ELECTRONICS

- Electronic items are covered by manufacturer's warranty. Please contact the manufacturer.
- If you have any problems with the manufacturer honoring your warrantee, please contact us.

WALKER'S

Business Products & Services

BUSINESS SOLUTIONS.

Delivered Fresh Daily

- Office Supplies
- Office Furniture
- Office Electronics
- Office Equipment
- Office Cleaning
- Office Maintenance
- Office Repairs
- Office Services

- Desktop computers, monitors, printers, scanners, faxes, hand held computers, and all-in-one machines must be returned in their original packaging and with all accessories within 14 days of purchase for a full refund, exchange, or credit.

SPECIAL ORDER ITEMS

- Special order items may not be returned or exchanged.
- Special order items include all items not stocked in our warehouses and/ or are indicated as SPECIAL ORDER at the time of purchase.



PRODUCT RETURN FORM

At Walker's, we make returns and credits fast and easy. **THREE EASY STEPS:**

1. Fill out the top portion of this PRODUCT RETURN FORM (account info and product info.)
2. Fax to **(530) 622-9642**. Walker's will schedule a pickup.
3. Make the item(s) available for pickup by Walker's.

Account Information:

Company: _____ Account #: _____

Address: _____

Email: _____

Contact: _____ Phone #: _____

To insure proper credits are issued, **ALL** areas must be filled in completely.

Product Information:

Qty	Unit of Measure	MFR CODE	Part # (not stock #)	Invoice #	Invoice Date	Reason For Return	Walker's Use % Of Credit

Comments: _____

For Walker's Use:

PRIOR TO PICKUP OR RETURN	DATE	FOLLOWING PICKUP OR RETURN	DATE
Return Form Reviewed and Approved by:		Inspected by:	
Assigned for Pickup to Route#:		Credit Issued by:	
Approximate Pickup Date:		Credit Amount: \$ _____ Credit #:	
Notes: _____			

Drivers' signature denotes that *all of the above items* have been received.

Drivers Signature at time of pickup

Date

Helpful tips to complete your return and credits:

- When the driver picks up the item(s), have them **sign the original** Product Return Form.
- **Keep your original** Product Return Form for your reference until all items have been credited to your account.
- Please see our website at www.walkersontheweb.com for additional details regarding our 100% Satisfaction Guarantee and Return Policy.

Walker's Business Products and Services
 687 Placerville Drive
 Placerville, CA 95667
 530-622-4242
 FAX 530-622-9642
www.walkersontheweb.com