

AGREEMENT

This Agreement, executed this 7th day of August 2014, by and between the Rector and Visitors of the University of Virginia, (the "University") and The Supply Room Companies, Incorporated, ("TSRC").

TERM

The term of this Agreement will be for five years effective upon execution of this Agreement, with the ability to renew on the same or similar terms and conditions, for one additional five year period. TSRC and the University will mutually agree at least 90 days prior to each renewal option whether to renew the terms of this Agreement.

WITNESS

By its Request for Proposal (RFP) KF082613 for Office Supplies dated August 26, 2013, the University requested proposals from firms to provide Office Supplies (the "Goods and Services"). In response to the RFP, TSRC submitted a written proposal dated October 1, 2013, and electronic mail responding to negotiations dated December 10, 2013, May 8, 2014, June 9, 2014 and July 31, 2014. The parties, having negotiated concerning the Goods and Services wish to express in this Agreement the basis on which TSRC will provide the Goods and Services to the University.

Accordingly, and in consideration of the mutual premises and provisions hereof, the parties hereby agree as follows:

I. Contents

These documents are hereby incorporated into this Agreement:

- A. The RFP dated August 26, 2013, including its Attachments 1, 2, 3, 4, and 5;
- B. The RFP Addendum 001 dated September 19, 2013;

- C. Agreement Attachment 1, Contractual Provisions;
- D. Agreement Attachment 2, Procedure for Resolution of Contractual Claims;
- E. Agreement Attachment 3, Vendor Scorecard;
- F. Agreement Attachment 4, Best Value Office Supply Items (the "Best Value List");
- G. Agreement Attachment 5, Non-Core Category Discounts
- H. TSRC's Proposal dated October 1, 2013; and
- I. TSRC's response to negotiations with the University, consisting of electronic mail dated December 10, 2013, May 8, 2014, June 9, 2014 and July 31, 2014 from Dutch Jones (TSRC) to Kristin Floyd (University).

To the extent that the terms of the various Agreement documents are in conflict, the terms of this Agreement, the RFP, the RFP Addendum 001, Agreement Attachment 1, Agreement Attachment 2, Agreement Attachment 3, Agreement Attachment 4, and Agreement Attachment 5 will prevail over all other Agreement documentation.

II. Specific Provisions, Scope of Goods and Services

- A. Office Supply Goods to include, but not be limited to;
 - 1. Paper;
 - 2. Toner/Print Cartridges/Ink;
 - 3. Office Furnishings; and
 - 4. Office Supply Items.
- B. Office Supply Service
 - 1. TSRC will furnish all materials, labor, equipment, and supplies, to warehouse, deliver, and distribute a full range of office supply items to the University on an as-needed basis.
 - 2. Assembly, installation and set-up fees for applicable goods (furnishings assembly) will incur a 9% maximum fee. Otherwise, no service charges or fees will be applicable to any other goods and services.

3. TSRC will maintain sufficient stock levels to accomplish next-day delivery and to ensure a minimum 98% fill rate for all Best Value Office Supply Items (Attachment 4).
4. TSRC will notify University department(s) of any unavailable items and/or back-ordered items at the time of order.
 - a. In the event an item is determined to be on back-order or not in stock, TSRC will:
 - i. Provide a delivery date for the item(s); or
 - ii. Provide the option to purchase an equivalent item of equal or lesser cost than the original item. The option to approve purchase of the equivalent item will ultimately be an approval decision made by the University department and not TSRC.
5. TSRC will make all Best Value Office Supply Items (Attachment 4) available for purchase in UVa Marketplace punch-out catalog ("Catalog") at negotiated fixed price(s) and item(s) will be identified as Best Value List items within the Catalog. Any other items will be made available through the Catalog and will be discounted based on a pre-established category code. Discounts may be found in Attachment 5 – Non-Core Category Discounts.
6. Hewlett Packard (HP) Big Deal printer cartridges will be included as Best Value Office Supply Items (Attachment 4) and identified as such in the Catalog. An increase or decrease in the number of HP Big Deal Cartridges will not limit the quantity of items identified as Best Value List items.

C. Delivery

1. TSRC will be responsible for delivery of all items under the resulting agreement, as follows:
 - a. FOB Destination, Pre-Paid. TSRC will be responsible for all shipping and freight costs.
 - b. No minimum orders.
 - c. Provide next-day, desktop delivery daily during the University's normal business hours (8:00 a.m. to 5:00 p.m. Monday through Friday). TSRC

will also accommodate rush-orders upon request, subject to product availability.

- d. TSRC will package orders to ensure security and to prevent damage from exposure to outside elements, while minimizing the amount of packing materials in the University's waste stream.
- e. University Departments will make other arrangements for delivery in the event that they are unavailable to receive the goods. In the event that TSRC is unable to deliver the item(s) to an adjacent department to hold for pickup, TSRC will leave a redelivery notice for the department to set up a redelivery time convenient to the department's schedule. These situations will not impact the Vendor Scorecard, referenced in Attachment 3 – Vendor Scorecard.

D. Product Substitution

1. TSRC will not substitute any items in Attachment 4 - Best Value Office Supply Items List without written approval by the University Contract Administrator.
2. Substitutions for all other items will only be allowable with the department's prior approval. If goods are not available in a given pack/quantity size, a comparable item will be suggested with preference given to comparable items located within the Best Value Office Supply Items List (Attachment 4).

E. Compliance with Directives

1. In the event of an Executive Order or other State or University directive regarding the use or discontinued use of certain products, TSRC will follow all policies and procedures and provide an alternate product offering in compliance with the directive. The University will approve or decline this alternate product offering. All University requests related to Executive Orders and directives will be sent to the TSRC contact listed in Attachment 1, § E. Notices.

F. Manufacturer Rebates and Incentives

1. TSRC will permit direct rebate and/or incentive pricing from manufacturer(s) for use by the University. All rebates will be posted to the rebate center in the UVa Marketplace and/or TSRC website for processing and submission by University departments only.
2. TSRC will identify and assist the University in identifying and pursuing any rebates and/or incentive pricing that may be available to the University.

G. Return of Goods

1. TSRC will assume all restocking/freight costs associated with Goods determined to be unacceptable and consequently rejected by the University department. TSRC will be responsible for the disposition of all defective, damaged, rejected or over-shipped Goods (with the understanding that the University may choose to accept, in its sole discretion, over-shipped Goods). University department(s) will include original packing materials for all returns, and TSRC will provide any needed return authorization information no later than two calendar days after notification of a return. Product returns will be accepted as long as the products are returned in their original carton or container and notification is received within 30 days of purchase. Specific details regarding returns may be found on TSRC's webpage at:
<http://tsrcinc.net/office-supplies/return-policy/>
2. Credit for returned goods will be made once TSRC processes the returned goods for credit.

H. Blocked Items

1. The University may, from time to time during the term of the Agreement, advise TSRC that certain items may not be sold to the University. These "Blocked Items" will be communicated in writing by the University to TSRC.
2. Delivery of Blocked Items will be made solely at TSRC's own risk. The University will consider any delivery of Blocked Items as being made at no charge.

3. TSRC will block items as requested by the University within the Catalog. Blocked items will not be viewable in the Catalog or will display the message, "Please select alternate item."

I. Additional Services

1. Implementation

- a. TSRC will aid in implementing the Agreement and transitioning departments by:
 - i. Setting up and maintaining a Catalog through the University's current e-commerce provider, SciQuest.
 - ii. Provide training to University departments as requested, prior to the Agreement start date and for the duration of the Agreement. Training will be conducted in-person, or by electronic means such as webinar training and/or automated help guide.
 - iii. Provide marketing materials, flyers, etc. to the University as needed and as requested.
 - iv. Assist individual departments with annual reviews of spending habits and provide assistance with identifying alternate cost/value items and effective purchasing solutions.

2. Marketing

- a. TSRC will assist with marketing efforts and will provide up to three (3) "Vendor Fairs" (late spring, fall and winter) for the first two (2) years of the Agreement. The first Vendor Fair will occur as soon as is possible after execution of this Agreement. The remaining Vendor Fairs shall occur throughout the year at locations and times mutually agreeable to the University and TSRC.
- b. TSRC will attend up to three (3) University designated training sessions and assist with preliminary marketing of this Agreement.

J. Firm Representative(s)

1. TSRC will appoint two or more representative(s) dedicated to the University's account.

a. Contact information for appointed representative(s):

i. Territory: North Ivy – Tonia Borchardt

a. TBorchardt@tsrcinc.net

b. (434) 906-6389

ii. Territory: South Ivy – Shelby Haigh

a. Shaigh@tsrcinc.net

b. (434) 979-3392

2. TSRC will employ a third representative prior to and during implementation.

If necessary, TSRC will create a third territory and retain the third representative at a time mutually agreeable by TSRC and University.

3. Representative(s) will be available for questions regarding product information, ordering, delivery, product returns, billing, etc.

4. Representative(s) will respond to University department inquiries within one business day.

5. Representative(s) must be on grounds and/or available to the University every day of the week, Monday- Friday for training, department reviews and customer service claims.

6. The University reserves the right to request TSRC change, replace, or remove Representative(s) at any time.

K. Customer Service

1. TSRC will provide excellent customer service in all aspects of servicing the agreement.

2. Assist the University by providing training directly to departments concerning accessing cost savings items from the Best Value Office Supply Item List (Attachment 4) as well as, identifying other cost savings opportunities.

3. Assist departments with identifying and obtaining rebates and incentives. All rebates will be posted in the rebate center found on the UVa Marketplace and/or TSRC website.

4. TSRC will provide a response within one business day to any technical issues encountered through use of the Catalog.

L. Price Match

1. In the event that a University department is able to locate pricing for the same item, same quantity/packaging from an office supply vendor such as, Staples, Office Max, etc., or publically accessible/cooperative office supply contract currently held by TSRC. TSRC will extend the same or lesser pricing for such item to the University department, within a reasonable delivery timeframe, upon request. TSRC may not be able to match the item due to competitive business relationships. In these situations, TSRC will suggest an alternate like, kind and quality item from the Best Value List or from another manufacturer. In the event TSRC cannot match pricing or find a like alternative, TSRC reserves the right to suggest the department purchase the item from another vendor.

M. UVa Marketplace Catalog Usage and Format;

1. Catalog Usage

- a. Once TSRC's Catalog offering is activated, TSRC will primarily accept University business through TSRC's UVa Marketplace Catalog offering. If for any continuous 90-day period TSRC's Catalog transaction volume is below 95% of its overall number of transactions (measured both by line volume or overall dollar amount), solely as a result of TSRC's inability (and not related to a third party provider, i.e. SciQuest) to accept business thru, and/or maintain or provide access to, TSRC's electronic Catalog, the University reserves the right to implement a Corrective Action as defined in Attachment 3 – Vendor Scorecard.

2. Catalog Customization

- a. TSRC will allow approved items on the Best Value List to be identified easily and efficiently within the Catalog. The Catalog search feature will market and highlight Best Value List items.

- b. TSRC will maintain the "chat feature" of the Catalog in working order during the University's normal business hours (8:00 a.m. to 5:00 p.m. Monday through Friday).
- c. TSRC will maintain a "Rebate Center" with current Manufacturer incentives in the Catalog, and/or TSRC's website.
 - i. TSRC will display the message "Manufacturer rebates and incentives for department and University business use only" within Rebate Center.
 - ii. TSRC will maintain a "Message Board" within the Catalog.
- d. TSRC will allow users to view list price and University discounted Agreement item price, for each item within the Catalog.
- e. TSRC will maintain a search feature that will allow users to refine a search by the following categories and subcategories:
 - i. Best Value List
 - ii. Keyword
 - iii. Manufacturer item number
 - iv. Manufacturer brand
 - v. Size
 - vi. Color
 - vii. Price
 - viii. Brand name
 - ix. Recycled
 - x. Package quantity/ UOM
 - xi. Sort by Price/ Price low to high (For item searches containing 250 items or less)
 - xii. SWaM (MBE/WBE)

3. Catalog Improvements

- a. TSRC will continuously improve the Catalog during the initial year of the Agreement. Improvements that will be complete by January 2016 will include;

- i. Requests made by University that will assist with department's ability to use the Catalog. Requests will be limited to services within TSRC's capabilities.
- ii. Search feature that will allow departments to sort by price for over 250 items.
- iii. Pictures of the actual items for all of the items in the Best Value List.
- iv. TSRC will create an electronic copy of a sales catalog featuring only items within the Best Value list each year. This will be accessible within the Catalog.
- v. Display an icon which will include the initials "VA" in a blue circle with an orange outline within the Catalog for all Best Value List items.

4. University Provided Exclusivity

In exchange for TSRC's provision of the Goods and Services, the University will provide TSRC with exclusivity regarding the purchase of office supplies. TSRC will be the sole conduit for the issuance of University Purchase Orders ("POs") with the following exceptions:

- a. Any transactions involving University-related Foundations and businesses owned by the University or related Foundations (i.e. Darden Foundation and University Bookstore);
- b. Transactions that are not associated with the issuance of a PO (i.e. credit card transaction and transactions paid for via the University's demand payment system);
- c. Occasions when TSRC's catalog is unavailable.
- d. Non-office supply products such as, medical supplies, break room supplies, computer peripherals and accessories, and non-office supply products not available in Catalog.

N. Business Reviews

1. TSRC will have a biannual business review that will include these elements:

- a. Provide recommendations for cost reductions and process efficiencies in regards to product offering, ordering, delivery, etc. throughout the Agreement term.
- b. TSRC will provide a detailed self-audit response biannually. Specifically reporting pricing errors or discrepancies, including resolution of pricing errors and analysis for preventative measures, including how errors were reconciled or fixed for the University.
- c. TSRC will collect purchasing data on all transactions (Catalog and non-catalog) for the University. This data will include the following:
 - i. Date purchased
 - ii. Invoice number
 - iii. Manufacturer
 - iv. SKU / item number
 - v. Item Description
 - vi. Unit of Measure
 - vii. Sell Price
 - viii. List Price
 - ix. Agreement Price
 - x. Percentage Discount
 - xi. Variances between Sell Price and Agreement Price
 - xii. Category
 - xiii. Delivery Date
 - xiv. % of Catalog orders
 - xv. % of electronic orders

2. TSRC will collect data relating to Agreement fees and rebates for the University. This data will include the following;

- a. TSRC payment of Agreement fees and rebates, including date of issuance and date of payment.

3. TSRC will report an aggregate savings percentage of items based on Agreement price and list price.
4. TSRC will provide a reporting tool that will allow departments to review their purchases based on their Delivery Location Code "DLC." This will serve as a tool for departments to analyze their own spending habits.
5. TSRC will market this reporting tool.
6. TSRC will provide a report to the University biannually containing the data collected.
7. After the initial year of the Agreement is complete, TSRC will provide information that identifies Best Value List items that continue to meet the University's needs and suggest alternate item options if better value products are available and/or if trends in higher purchasing habits are identified for specific items. The University may alter the Best Value List items and approve pricing during this review.
8. TSRC will provide reporting on pricing inaccuracies biannually for the first five years of the Agreement.
 - a. If applicable, TSRC will complete Corrective Actions as defined in Attachment 3 – Vendor Scorecard.
 - b. At the end of the initial five years, the University will determine the frequency of the pricing inaccuracy reporting required.

O. Quality Standards Reporting;

1. TSRC will provide the following reporting in conjunction with business review/audit reporting biannually.
 - a. Cost savings, based on list price comparison, biannual over biannual time period expressed as a percentage.
 - b. Delivery performance, fill-rate expressed as a percentage.
 - c. Volume reductions, reducing the amount of goods or services used.
 - d. New Services and Industry Developments. TSRC will keep the University regularly informed of developments in the office supply industry during the term of this Agreement. Examples include:

- Manufacturer incentive programs.
- Information on new and evolving technologies.
- Information on new or evolving supplies and equipment.

P. Potential Fiscal Variances in Third Party Opportunities

1. In the event TSRC chooses to extend this Agreement to third parties per Agreement Attachment 1. Contractual Provisions § W. Cooperative Purchasing/ Use of Agreement by Third Parties, the following fiscal parameters may vary, as mutually determined by TSRC and the respective third party:
 - a. E-Commerce Incentive;
 - b. Electronic Invoicing;
 - c. Catalog item and/or Best Value List offering; and
 - d. Payment Method & Terms.
2. TSRC will provide its Goods and Services to the University; all other VASCUPP member institutions, as identified at the appropriate VASCUPP website (currently <https://vascupp.org/>) and all of other VASCUPP member affiliated entities [i.e. University of Virginia Health System; University of Virginia's College at Wise, Virginia Commonwealth University Medical Center, etc.] Collectively the Accessing Entities to whom TSRC is providing its Goods and Services will be known as the "Accessing Entities" within this agreement. Any Accessing Entities, other than the University (the University's designations are included in the Agreement), that desire to utilize this Agreement will enter into an account designation form, mutually agreeable to the Accessing Entity and TSRC, that will set forth that Accessing Entities' selections with regard to items in this Agreement that require a selection.

Q. Pricing and Discounts

1. Pricing Structure

- a. TSRC will provide the University its Goods and Services within the parameters of the minimum discount structure as detailed in

Attachment 4 – Best Value Office Supply Items and Attachment 5 – Non-Core Category Discounts. This pricing structure takes the form of a percentage discount off list price, with the percentage discount varying by product category. TSRC may increase the minimum discount percentage at any time, either permanently or on a transaction only basis; however, any decrease to a minimum discount percentage requires written approval of the University.

b. Special Educational or Promotional Discounts

- i. TSRC shall extend any special educational or promotional sale prices or discounts immediately to the University during the term of the Agreement. Such notice shall also include the duration of the specific sale or discount price. TSRC cannot use the University's Agreement prices to negotiate lower prices on existing contracts with other entities that are eligible to use the University's Agreement, without offering the same discounts and/or special educational or promotional sale prices to the University.
- ii. TSRC agrees that the discounting pricing structure provided will be comparable to any discounting pricing structure provided to the Commonwealth of Virginia, Department of General Services, Division of Purchases and Supply ("DPS"), given the scope, geography, rebating structure, item files and volume of comparable contracts.

R. Additional Financial Considerations

1. In addition to the minimum discount structure detailed above, TSRC agrees to provide each Accessing Entity with a further incentive regarding total cumulative spend from all Accessing Entities in the amount corresponding to the following discount structure scale:

Total Purchase Amount	Percent
\$0 - \$2,000,000	2.00%

\$2,000,001 - \$3,000,000	2.25%
\$3,000,001 - \$4,000,000	2.50%
\$4,000,001 - \$5,000,000	2.75%
\$5,000,001 - \$6,000,000	3.00%
\$6,000,001 - \$7,000,000	3.25%
\$7,000,001 - and over	3.50%

2. This discount will be paid to the individual Accessing Entity in one of the following three methods, the method to be chosen by TSRC and the Accessing Entity as mutually agreed upon;

- a. TSRC will apply the percentage discount as an additional discount applicable to the Accessing Entities' specific pricing "Best Value" List (taking into account the Accessing Entities' historical spend at the product unit level); or;
- b. TSRC will add the total annual purchases of the Accessing Entities and according to the corresponding discount structure scale; TSRC will remit such amount as a rebate or early payment discount to the Accessing Entities.
- c. Alternatively, an Accessing Entity can elect to mandate TSRC's participation in such University's specific "ghost card" electronic payment system [i.e. Virginia Tech's WellsOne Commercial Card or the University's Bank of America ("BoA") e-Payables Program]. If an Accessing Entity elects to utilize the "ghost card" solution, such participation by TSRC will be in lieu of payment for the rebates set forth as options (a) and (b) above.

3. Each Accessing Entity will receive an Implementation Fee which is mutually agreeable between TSRC and the Accessing Entity.

S. Fees and Discounts

1. TSRC will provide agreed upon discounts and pricing for both Best Value List items and all other Catalog and non-catalog offerings for the duration of this Agreement.

- a. Best Value List item pricing is subject to alteration biannually.
- b. All other Catalog offerings are subject to alteration biannually.

2. Implementation Fee

- a. TSRC will pay the University an implementation fee of \$450,000. \$250,000 payable upon signing of this Agreement, \$200,000 payable within 60 days of execution of this Agreement.

3. Retention Fee

- a. TSRC will pay the University a retention fee of \$300,000. \$150,000 payable upon renewal of Agreement after the initial 5 year term. \$150,000 payable within 60 days of execution of the renewal.

4. Annual Payments

- a. TSRC will provide a \$2500 annual Catalog fee for the duration of this Agreement.
- b. TSRC will pledge as a Platinum Sponsor for annual SWaM Fest Event for the duration of this Agreement.

5. Early Payment Discount

- a. TSRC will provide an early payment discount to the University. This will be applicable from the execution of this Agreement until the end of the initial term and the end of all renewal periods. This percentage discount is subject to increase based on the cumulative annual spending of all Accessing Entities, but may never decrease below 2.5%. The discount structure will follow the chart in §R Additional Financial Considerations, 1.
- a. Subsequent rebates, for the time period starting January 1, 2015, will be calculated and paid on an annual basis. Payment is to be received by the University no later than 45 days from the end of each calendar year. All payments will be made payable to the University and sent to the Contract Administrator designated by the

University which, for the University is defined in II. Specific Provisions, Scope of Goods and Services, §U.

- b. As Entities access the Agreement and the cumulative purchase amount increases resulting in a higher discount structure, as detailed in §R, 1; the percentage difference will be paid or discounted to the University or Accessing Entity annually within 60 days of the start of the new year. The University will begin receiving the higher rebate percentage the following year of the Agreement to begin on January 1st of the new year.

6. Best Value Office Supply Items

- a. The Best Value List is defined as 500+ items frequently purchased by the University.
- b. Discounted pricing is located in Attachment 4 - Best Value Office Supply Items.

7. Non-Core Office Supply List

- a. The Non-Core Category Discount List is defined as an additional list of 1500+ items, frequently purchased by the University and other potential Accessing Entities.
- b. The Non-Core Category Discount List will be subject to discounts based on category. These category discounts are found in Attachment 5 – Non-Core Category Discounts.

8. Price Escalation/De-Escalation

- a. Price adjustments may be permitted for changes in TSRC's cost of materials or Manufacturer price increase(s).
- b. The University may approve or deny price escalation/de-escalation.
- c. Price adjustments for any specific items or commodities will not exceed 8% annually.
- d. Price de-escalations will be passed on to the University immediately.

- e. TSRC will provide documentation and proposed effective date along with the request for increase which will:
 - i. Verify that the requested price increase is general in scope and not applicable just to the University; and,
 - ii. Verify that the amount or percentage of increase is being passed on to TSRC by TSRC's suppliers.
- f. Decreases in TSRC's cost of materials or Manufacturer price decrease(s) will be communicated in a timely manner to the University and University pricing will be reduced to reflect such decrease.
- g. TSRC will fill all Catalog orders received prior to the effective date of any price adjustments at the item pricing prior to any escalation approval.

9. Off Contract Items

- a. Off Contract Items are defined as all other items purchasable through the Catalog, not included on the Best Value List or the Non-Core Category Discount List. These items will receive a minimum 20% off list price discount.

T. Electronic Invoicing

Commencing no later than January 1, 2015, TSRC commits to invoicing the University electronically on all purchase order transactions for the Goods and Services. "Electronic Invoicing" is defined as a University-approved methodology for automated University receipt and entry of invoices. Among the methodologies currently approved are:

- cXML delivery of invoices [for which the University would deliver, and TSRC would accept, cXML delivery of University POs];
- SciQuest's PO to Invoice Flip ("POTIF") methodology;
- Any methodology approved by the University in the future; or
- Any combination thereof.

Simply delivering copies of invoices via facsimile transmission or e-mail is not considered to be "Electronic Invoicing" for the purposes of this Agreement. For all orders involving Catalog Products, TSRC agrees to invoice at pricing no greater than the Catalog pricing in place at the time of receipt of the PO.

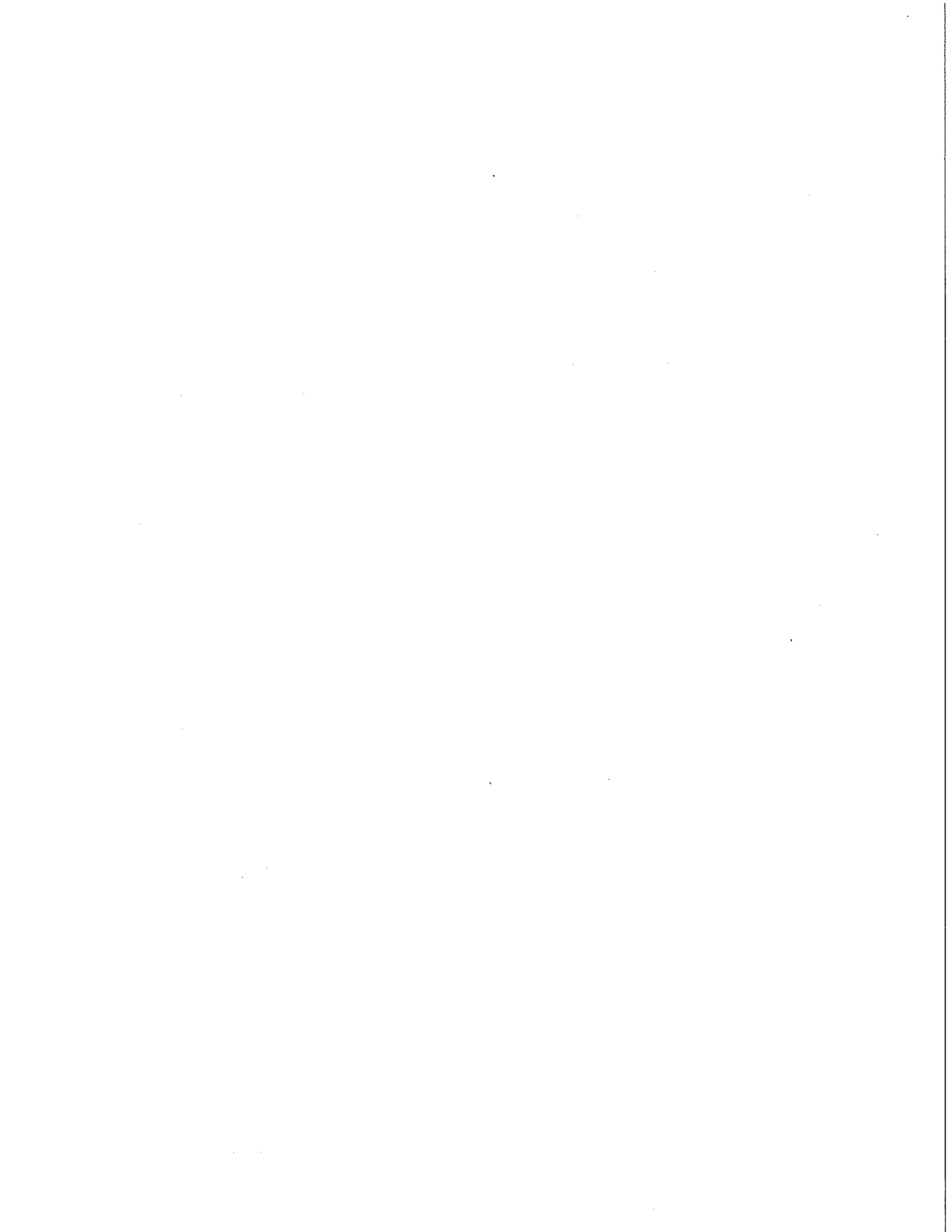
Unless otherwise specifically requested in writing by the University's Accounts Payable Department, TSRC will not submit non-electronic invoices for any transaction between the University and TSRC.

U. Contract Administrator

The individual named below will serve as the Contract Administrator and will be the point of contact at the University for day-to-day operations under this Agreement. TSRC will channel all communications through:

Kristin Floyd
Procurement Specialist
Procurement and Supplier Diversity Services
University of Virginia
1001 N Emmet St.
Charlottesville, Virginia 22904
434.982.2636
434.982.2690

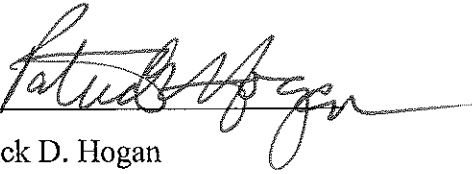
TSRC will not make any commitments or comments, or actions on behalf of the University without the explicit direction of the Contract Administrator. The University reserves the right to change its Contract Administrator, upon notice to TSRC.



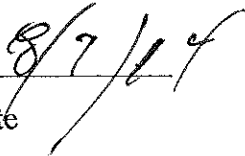
ACCEPTANCE

For the Rector and Visitors
of the University of Virginia

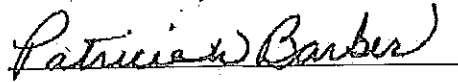
For TSRC INC.



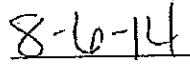
Patrick D. Hogan
Executive Vice President and Chief
Operating Officer


Date

PO# 1507501



Patricia W. Barber
President and CEO


Date

Attachment 1
Contractual Provisions

A. Nondiscrimination

During the performance of this Agreement, TSRC will comply with the contract provisions contained in Section 2.2-4311(1) and (2) of the Code of Virginia or any successor provisions which may be applicable to this Agreement. Also, in accordance with Section 2.2-4343.1, the University does not discriminate against faith-based organizations.

B. Conflict of Interests

TSRC represents to the University that its entering into this Agreement with the University and its performance through its agents, officers and employees does not and will not involve, contribute to nor create a conflict of interest prohibited by the Virginia State and Local Government Conflict of Interests Act (Va. Code 2.2-3100 *et seq*), the Virginia Ethics In Public Contracting Act (Va. Code 2.2-4367 *et seq*), the Virginia Governmental Frauds Act (Va. Code 18.2-498.1 *et seq*) or any other applicable law or regulation.

C. Assignment

Neither party to this Agreement will have the right to assign this Agreement in whole or in part without the prior written consent of the other.

D. Amendments

No amendment of this Agreement will be effective unless it is reduced to writing and executed by the University's Director of Procurement and Supplier Diversity Services and by the individual signing TSRC's proposal or by other individuals named by either party as specified in Section E, Notices below. If TSRC deviates from the terms of this Agreement without a written amendment, it does so at its own risk.

E. Notices

Any notice required or permitted to be given under this Agreement will be in writing and will be deemed duly given: (1) if delivered personally, when received; (2) if sent by recognized overnight courier service, on the date of the receipt provided by such courier service; (3) if sent by registered mail, postage prepaid, return receipt requested, on the date shown on the signed receipt; or (4) if sent by facsimile, when received (as verified by sender's machine) if delivered no later than 4:00 p.m. (receiver's time) on a business day or on the next business day if delivered (as verified by sender's machine) after 4:00 p.m. (receiver's time) on a business day or on a non-business day. All such notices will be addressed to a party at such party's address or facsimile number as shown below.

If to the University:

Eric N. Denby
Director of Procurement and Supplier Diversity Services
University of Virginia
Carruthers Hall
1001 North Emmet Street
P.O. Box 400202
Charlottesville, Virginia 22904-4202
Fax: (434) 982-2690

If to TSRC:

Dutch M. Jones
Business Development Manager
TSRC, Inc.
P.O. Box 1810
Ashland, VA 23005

F. Independent Contractor

TSRC is not an employee of the University, but is engaged as an independent contractor. TSRC will indemnify and hold harmless the Commonwealth of Virginia, the University, and its employees and agents, with respect to all withholding, Social Security, unemployment compensation and all other taxes or amounts of any kind relating to TSRC's performance of this Agreement. Nothing in this Agreement will be construed as authority for TSRC to make commitments which will bind the University or to otherwise

act on behalf of the University, except as the University may expressly authorize in writing.

G. Workers' Compensation and Employers' Liability

TSRC will (i) maintain Employers Liability coverage of at least \$100,000 and (ii) comply with all federal or state laws and regulations pertaining to Workers' Compensation Requirements for insured or self-insured programs.

H. Drug-Free Workplace

TSRC, its agents and employees are prohibited, under the terms of this Agreement, Code of Virginia Section 2.2-4312, and the Commonwealth of Virginia, Department of Human Relations Management Policy Number 1.05, from manufacturing, distributing, dispensing, possessing, or using any unlawful or unauthorized drugs or alcohol while on University property.

During the performance of this Agreement, TSRC agrees to 1) provide a drug-free workplace for TSRC's employees; 2) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in TSRC's workplace and specifying the actions that will be taken against employees for violations of such prohibition; 3) state in all solicitations or advertisements for employees placed by or on behalf of TSRC that it maintains a drug-free workplace; and 4) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific agreement awarded to a Selected Firm, the employees of whom are prohibited from engaging in the unlawful manufacturing, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of this Agreement.

I. Information Technology Access

All electronic and information technology procured through this Agreement must meet the applicable accessibility standards of Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. 794d) as amended and is viewable at <http://www.section508.gov>.

Additionally, in accordance with § 2.2-3504 of the Code of Virginia, the following will apply to all information technology Agreements:

NON-VISUAL ACCESS TO TECHNOLOGY: All information technology (the "Technology") which is purchased or upgraded by the University will comply with the following non-visual access standards from the date of purchase or upgrade until the expiration of this Agreement:

- Effective, interactive control and use of the Technology will be readily achievable by non-visual means;
- Technology equipped for non-visual access will be compatible with information technology used by other individuals with whom any blind or visually impaired user of the Technology interacts;
- Non-visual access technology will be integrated into any networks used to share communications among employees, program participants or the public; and
- Technology for non-visual access will have the capability of providing equivalent access by non-visual means to telecommunications or other interconnected network services used by persons who are not blind or visually impaired.

Compliance with the foregoing non-visual access standards will not be required if the Director of Procurement and Supplier Diversity Services, University of Virginia determines that 1) the Technology is not available with non-visual access because the essential elements of the Technology are visual and 2) non-visual equivalence is not available.

Installation of hardware, software, or peripheral devices used for non-visual access is not required when the Technology is being used exclusively by individuals who are not blind or visually impaired, but applications programs and underlying operating systems (including the format of the data) used for the manipulation and presentation of information will permit the installation and effective use of non-visual access software and peripheral devices.

If requested, this Agreement must provide a detailed explanation of how compliance with the foregoing non-visual access standards is achieved and a validation of concept demonstration.

J. Intellectual Property Rights/Disclosure

Unless expressly agreed to the contrary in writing, all goods, products, materials, documents, reports, writings, video images, photographs or papers of any nature including software or computer images prepared or provided by TSRC (or its subcontractors) for the University will not be disclosed to any other person or entity without the written permission of the University. TSRC warrants to the University that the University will own all rights, title and interest in any and all intellectual property rights created in the performance or otherwise arising from any Agreement resulting from the RFP and will have full ownership and beneficial use free and clear of claims of any nature by any third party including without limitation copyright infringement claims. TSRC will execute any assignments or other documents needed for the University to perfect such rights. Notwithstanding the foregoing, for research collaboration pursuant to subcontracts under sponsored research agreements administered by the University's Office of Sponsored Programs, intellectual property rights will be governed by the terms of the grant or contract to the University to the extent such grant or contract requires intellectual property terms to apply to subcontractors.

K. eVA Business To Government Registration

The eVA Internet electronic procurement solution, web site portal www.eva.virginia.gov, is the Commonwealth of Virginia's comprehensive electronic procurement system. The portal is the gateway for firms to conduct business with state agencies and public bodies. All agencies and public bodies are expected to utilize eVA. All firms desiring to provide goods and/or services in the Commonwealth are encouraged to participate in the eVA Internet e-procurement solution. TSRC is required to register in the eVA Internet e-procurement solution prior to an award being made.

L. eVA Transaction Fee

TSRC agrees that it is a registered eVA vendor and subject to an eVA transaction fee, for which TSRC will be invoiced by Commonwealth of Virginia, Department of General Services. Additional information is available at www.eva.virginia.gov.

TSRC agrees that it will reimburse the University's eVA fee. In the event that this fee is increased, TSRC reserves the right to renegotiate these terms.

M. Contractor License Requirements

State statutes and regulatory agencies require that some firms be properly registered and licensed, or hold a permit, prior to performing specific types of services. If firms provide removal, repair, improvement, renovation or construction-type services they, or a qualified individual employed by the firm, must possess and maintain an appropriate State of Virginia Class A, B, or C Contractor License (as required by applicable regulations and value of services to be performed) for the duration of this Agreement. It is the firm's responsibility to comply with the rules and regulations issued by the appropriate State regulatory agencies.

License # 2705131404

Type: CIC

A copy of the license must be furnished upon request to the University or VASCUPP member institution.

N. Goods and Services

During the term of this Agreement, TSRC will provide for the University the goods and services offered to the University in its proposal and/or any addenda to its proposal which has been approved in writing by the University and as may be further specified by the University in writing when it selected the firm.

O. Waiver

No waiver of any right hereunder will be deemed a continuing waiver and no failure on the part of either party to exercise wholly or in part any right hereunder will prevent a later exercise of such or any other right.

P. Indemnification

TSRC will indemnify and hold harmless The Commonwealth of Virginia, The Rector and Visitors of the University of Virginia, and its agents, employees and officials from any and all costs, damage or loss, claims, liability, damages, expenses (including, without limitation, attorneys' fees and expenses) caused by or arising out of the performance or non-performance of this Agreement by TSRC or its agents or subcontractors, including the provision of any services or products. TSRC warrants that the products, goods and services provided the University may be used by the University without being in violation of any copyright, patent or similar property right or claim by others and will defend, indemnify and hold harmless the University (its employees and agents) from and against any such claim.

Q. Governing Law

This Agreement will be governed in all respects by the laws of the Commonwealth of Virginia.

R. Termination

If TSRC fails to provide quality goods or services in a professional manner, solely as determined by the University, and, upon receipt of notice from the University, does not correct the deficiency, to the University's satisfaction within a reasonable period of time, not to exceed five calendar days unless otherwise agreed to by both parties in writing, the University reserves the right to terminate this Agreement upon written notice to TSRC. Termination of Agreement will only be considered after TSRC fails to respond and resolve to multiple periods of non-performance and low performance scores on the Vendor Scorecard.

S. Non-Appropriation

Funding for any Agreement between the University and a Selected Firm is dependent at all times upon the appropriation of funds by the Virginia General Assembly and/or any other organization of the Commonwealth authorized to appropriate such funds. In the event that funding to support this Agreement is not appropriated, whether in whole or in part, then this Agreement may be terminated by the University effective the last day for which appropriated funding is available.

T. Right of Audit

The University reserves the right to audit or cause to be audited TSRC's books and accounts regarding the University's account at any time during the term of this Agreement and for three years thereafter. TSRC will make available to the University all books and records relating to performance of this Agreement as may be requested during said period. This specifically includes, but is not limited to, the right of the University to require that TSRC perform self-audits within reasonable parameters established by the University.

U. Contractual Claims

This Agreement is subject to the University's policy on Contractual Claims which is provided as Attachment 2: Procedure for Resolution of Contractual Claims.

V. Insurance

Listed below is the insurance TSRC must maintain as part of this Agreement. In no event will TSRC construe these minimum required limits to be its limit of liability to the University.

Comprehensive Commercial General Liability:

TSRC and any Subcontractor will maintain a minimum combined single Limit of Liability for bodily injury and property damage of \$1,000,000 per occurrence and a \$2,000,000 aggregate, with coverage for premises, operations, and products liability.

Automobile Insurance:

TSRC and any Subcontractor will provide a minimum combined single Limit of Liability for bodily injury and property damage of \$1,000,000 per accident on all owned, hired, and non-owned vehicles operated by its employees.

*Additional Insured:

The University will be named as an Additional Insured, and the proper name is: "The Commonwealth of Virginia, and the Rector and Visitors of the University of Virginia, its officers, employees and agents."

W. Cooperative Purchasing / Use of Agreement by Third Parties

It is the intent of this Agreement to allow for cooperative procurement. Accordingly, any public body (to include government/state agencies, political subdivisions, etc.), cooperative purchasing organizations, public or private health or educational institution, or any University related foundation may access the Agreement if authorized by TSRC.

Participation in this cooperative procurement is strictly voluntary. If authorized by TSRC, the Agreement may be extended to the entities indicated above to purchase goods and services in accordance with the Agreement. As a separate contractual relationship, the participating entity will place its own orders with TSRC and will fully and independently administer its use of the Agreement to include contractual disputes,

invoicing and payments without direct administration from the University. No modification of the Agreement or execution of a separate agreement is required to participate; however, the participating entity and TSRC may modify the terms and conditions of the Agreement to accommodate specific governing laws, regulations, policies, and business goals required by the participating entity. Any such modification will apply solely between the participating entity and TSRC.

TSRC will notify the University in writing of any such entities accessing the Agreement. TSRC will provide semi-annual usage reports for all entities accessing the Agreement. The University will not be held liable for any costs or damages incurred by any other participating entity as a result of any authorization by TSRC to extend the Agreement. It is understood and agreed that the University is not responsible for the acts or omissions of any entity, and will not be considered in default of the Agreement no matter the circumstances.

Use of the Agreement does not preclude any participating entity from using other agreements or competitive processes as needed.

X. Favored Nations

TSRC represents that the prices, terms, warranties, and benefits specified in its proposal are comparable to or better than the equivalent terms being offered by TSRC to any present customer.

Y. The University's Authorized Representatives

The only persons who are or will be authorized to speak or act for the University in any way with respect to this Agreement are those whose positions or names have been specifically designated in writing to Selected Firm by the University's Director of Procurement and Supplier Diversity Services.

Z. Purchasing Manual

This Agreement is subject to the provisions of the Commonwealth of Virginia "Purchasing Manual for Institutions of Higher Education and Its Vendors" and any subsequent revisions, which is available on Procurement and Supplier Diversity Service's web site at: <https://vascupp.org/hem.pdf>

AA. Small, Disadvantaged, Women-owned and Minority (SWAM) Business Reporting

TSRC will identify and fairly consider small, disadvantaged, woman-owned or minority firms for subcontracting opportunities when qualified SWAM firms are available to perform a given task in performing for the University under this Agreement. TSRC will submit a quarterly SWAM business report to the University by the 8th of the month following each calendar quarter, specifically the months of April, July, October, and January. TSRC will submit the quarterly SWAM business reports to:

Lorie Strother
SWAM Contract Administrator
Procurement and Supplier Diversity Services
E-mail: ljs8n@virginia.edu

The quarterly SWAM business reports will contain this information:

- SWAM firms' name, address and phone number with which TSRC has contracted over the specified quarterly period.
- Contact person at the SWAM firm who has knowledge of the specified information.
- Type of goods and/or services provided over the specified period of time.
- Total amount paid to the SWAM firm as it relates to the University's account.

BB. Intellectual Property Rights/Disclosure

Unless expressly agreed to the contrary in writing, all goods, products, materials, documents reports, writings, video images, photographs or papers of any nature including software or computer images prepared or provided by TSRC (or its subcontractors) for the University will not be disclosed to any other person or entity without the written permission of the University. TSRC warrants to the University that the University will own all rights, title and interest in any and all intellectual property rights created in the

performance or otherwise arising from this Agreement, and will have full ownership and beneficial use thereof free and clear of claims of any nature by any third party including without limitation copyright or patent infringement claims. TSRC or contractor will execute any assignments or other documents needed for the University to perfect such rights. Notwithstanding the foregoing, for research collaboration pursuant to subcontracts under sponsored research agreements administered by the University's Office of Sponsored Programs, intellectual property rights will be governed by the terms of the grant or contract to the University to the extent such grant or contract requires intellectual property terms to apply to subcontractors.

CC. Electronic Procurement Clause

TSRC agrees to provide and maintain an electronic catalog in the University's Electronic Marketplace (the "Marketplace"). Catalogs can be hosted in the Marketplace or a punchout from the Marketplace to TSRC's website. The University requires the following from its catalog vendors.

Hosted Catalog Firms will:

- Periodically update items, descriptions and pricing. Not to exceed four times per year.
- Use SciQuest functionality to identify product classifications such as hazardous materials, radioactive, controlled substances, etc.
- Address pricing discrepancies within one business day.
- Invoice all items at Catalog prices until a new Catalog is submitted and approved by the University. Approval of price changes must be submitted in writing. It is vendor's responsibility to track and maintain proof of all approved price changes for the duration of the Agreement. In the event vendor cannot provide documented proof of approval, vendor agrees that price alterations/changes will not be recognized by the University. Price increases will occur as previously discussed in this Agreement.

Punchout Catalog Firms will:

- Notify the University's Contract Administrator of pricing and product changes prior to making a change.
- Clearly notate shipping terms, return policy and cancellation policy in the punchout catalog.
- Provide training or help details in the punchout catalog.
- Allow customization of the punchout catalog with the University's marks, logos and/or necessary language.
- Agree that to the extent the terms and conditions of this Agreement are in conflict with those in the punchout catalog, this Agreement will take precedence.
- Provide an error message as connectivity interruptions arise.
- Have a privacy policy that complies or is similar to the Platform for Privacy Preferences Project (P3P) standards.

TSRC will:

- Ensure that the Catalog data is maintained, updated and accurate.
- Invoice at Catalog prices or lower and accept payment of catalog price if there is a discrepancy.
- Negotiate freight terms for Marketplace purchases.
- Agree to develop and maintain a delivery performance standard and provide annual reports on such performance.
- Register in eVA and maintain its registered status for the term of this Agreement. Additionally, maintain the necessary number of eVA sites for orders to be placed from the Marketplace.
- If necessary will maintain and update accurate Ship to addresses in its system
- Provide reports as required by the University update and maintain its catalog in the system. Such reports may include sales by item, price and quantity sold per time, percentage increase in sales, average lead time, percentage of on-time deliveries and delivery errors.
- Support a manual process for change orders.

- Encourage University user to utilize the UVa Marketplace for placing orders
- The University reserves the right to remove TSRC's SciQuest Catalog from its Marketplace, renegotiate discounts and/or fees and payment of site license fees at anytime during the term of this Agreement.

DD. Unauthorized Alien Use.

TSRC warrants that it does not knowingly employ an "unauthorized alien," as such term is defined in the federal Immigration Reform and Control Act of 1986. TSRC furthermore agrees that, during the term of this Agreement, it will not knowingly employ an unauthorized alien.

EE. Marketing

The University encourages TSRC to appropriately and specifically market itself to applicable end-using University departments that may be interested in TSRC's Goods and Services. However, TSRC will not use non-specific mass marketing formats; such as, but not limited to, spam, mass emails and junk mail. In the event that TSRC engages in non-specific mass marketing formats, the University, in its sole discretion, may choose to terminate this Agreement.

FF. Future Goods and Services

The University reserves the right to have TSRC provide additional goods and/or services under the same pricing, terms, and condition. Such additional Goods and Services may include other products, components, accessories, subsystems or related services that are newly introduced during the term of this Agreement. Such newly introduced additional Goods and Services will be provided to the University at favored nations pricing, terms, and conditions.

GG. Ordering Procedures

The University does not place verbal orders for the Goods and Services. The University may only place orders for the Goods and Services by issuing a formal written Purchase

Order in advance of TSRC's provision of the Goods and Services. Accordingly, at the University's request, TSRC will issue a proposal/quotation listing the Goods and Services desired by the University and the corresponding fees and/or fee estimates. After any necessary discussions and/or revisions, the University will issue a corresponding Purchase Order for a specified fee amount. This specified fee amount cannot be exceeded by TSRC unless a new formal written Purchase Order or Purchase Order revision is issued by the University authorizing a specific additional fee amount. Under no circumstances does the University authorize TSRC to provide the Goods and Services before receipt of a formal written Purchase Order corresponding to its proposal/quotation. If TSRC provides Goods and Services prior to receipt of a formal written Purchase Order, or incurs costs in excess of authorized purchase order fee amounts, it does so at its own risk.

Attachment 2

Procedure for Resolution of Contractual Claims

The Virginia Acts of Assembly of 2006, Chapter 943, Chapter 3, Exhibit P and its attachments requires contractors with the University to submit any claims, whether for money or other relief, in writing no later than 60 days after final payment; however, written notice of the contractors intention to file such a claim must be given at the time of the occurrence or beginning of the work upon which the claim is based.

The University's procedure for deciding such contractual claims is:

- A. TSRC must provide the written claim to:
Assistant Director of Procurement and Supplier Diversity Services
University of Virginia
1001 North Emmet Street
P. O. Box 400202
Charlottesville, Virginia 22904-4202
- B. Although TSRC may, if it chooses, attempt to resolve its claim by dealing with a University department other than the one stated in Section A above, TSRC must submit any unresolved claim in writing no later than 60 days after final payment to the Assistant Director of Procurement and Supplier Diversity Services if it wishes to pursue its claim.
- C. Upon receiving the written claim, the Assistant Director of Procurement and Supplier Diversity Services will review the written materials relating to the claim and decide whether to discuss the merits of the claim with TSRC. If such discussion is to be held, the Assistant Director of Procurement and Supplier Diversity Services will contact TSRC and arrange such discussion. The manner of conducting such discussion will be as the Assistant Director and TSRC mutually agree.
- D. The Assistant Director of Procurement and Supplier Diversity Services will mail his or her decision to TSRC within 60 days after receipt of the claim. The decision will state the reason for granting or denying the claim.

E. TSRC may appeal the decision to:

Director of Procurement and Supplier Diversity Services
University of Virginia
Carruthers Hall
1001 North Emmet Street
P.O. Box 400202
Charlottesville, Virginia 22904-4202

by providing a written statement explaining the basis of the appeal, within 15 days after TSRC's receipt of the decision.

F. Upon receiving the written appeal, the Director of Procurement and Supplier Diversity Services will review the written materials relating to the claim and decide whether to discuss the merits of the claim with TSRC. If such discussion is to be held, the Director of Procurement and Supplier Diversity Services will contact TSRC and arrange such discussion. The manner of conducting such discussion will be as the Director of Procurement and Supplier Diversity Services and TSRC mutually agree.

G. The Director of Procurement and Supplier Diversity Services will mail his or her decision to TSRC within 60 days after the Director of Procurement and Supplier Diversity Services receipt of the appeal. The decision will state the reasons for granting or denying the appeal.

Attachment 3
Vendor Scorecard

TSRC will be expected to maintain acceptable performance criteria as determined by the University over the term of the Agreement.

The first Vendor Scorecard will be fulfilled in February, following execution of this Agreement.

- I. A "Vendor Scorecard" will be utilized as follows:
 - A. University will complete an Attachment 3 - Vendor Scorecard for TSRC biannually, suggested before the end of February and August of each year, after audit reporting requirements have been completed by TSRC.
 - B. Contract renewals will be considered by the outcome of the Vendor Scorecard and overall vendor performance.
 - C. TSRC will maintain an acceptable range of performance and complete corrective actions as determined by University. The University and TSRC reserve the right to amend goals, terms, corrective actions and/or requirements as appropriate.
 - D. Performance criteria will include four weighted Main Performance Categories which are;
 - a. Customer Satisfaction, 40%;
 - b. Functionality, 10%;
 - c. Financial, 40%, and;
 - d. Innovation, 10%.
- II. Vendor Scorecard Goal Requirements;
 - A. Each Category will include Goal(s);
 - a. Each Goal will include Tasks, which will be assigned a Point Score of 0 or 1.
 - b. 0 will indicate that the criterion was not met.
 - c. 1 will indicate that the criterion was met.

- d. The Task Point Score will be weighted and summed to identify a Performance Score for the Goal.
- e. The Performance Score(s) will be weighted and summed to determine a total Category Score.
- f. Each Goal will have a corresponding Corrective Action based on the final Goal Score.
 - TSRC will take action to address and correct Goal areas that require Corrective Action(s).
 - Corrective Actions will need to be addressed before the next biannual period.
 - Corrective Actions that are not addressed and reconciled within two consecutive biannual periods (1 year) will receive the maximum penalty identified under the relevant Category.

III. Specific Category Performance Criteria

A. Category Customer Satisfaction;

B. Goal, Contract Summary Rating System;

a. Responsibility; University.

b. Total points; 3.

c. Weight; 20%.

d. Tasks;

- TSRC is to maintain a minimum rating of four stars within the University Contract Summary rating system. This rating system is based on several factors that include, customer service, price/value, quality of product or service, on-time delivery, and invoicing.
- The total number of ratings must meet or exceed twenty-five (25) user comments in order to have a negative rating percentage calculated.

- Total number of comments/ratings will be evaluated based on total number of ratings received during the biannual period, compared to the total number of negative ratings received during the biannual period.
- The percentage of negative ratings must be less than 20% of the ratings received for the biannual period.

C. Goal, Responsiveness;

- a. Responsibility; University.
- b. Total points; 2.
- c. Weight; 20%.
- d. Tasks;
 - TSRC will respond to Contract Administrator inquiries within one business day.
 - TSRC will provide resolution, as determined by the Contract Administrator to any inquires in a timely manner.

D. Goal, Notifications;

- a. Responsibility; University.
- b. Total points; 2.
- c. Weight; 20%.
- d. Task;
 - TSRC will utilize Catalog Message Board to notify University of any delays or changes that may affect the majority of the University. The Message Board may also be utilized to acknowledge sales or items on the Best Value List.
 - TSRC will notify departments of late or backordered items within one business day of placing order.

E. Goal, Delivery Performance/ Fill Rate;

- a. Responsibility; TSRC.
- b. Total points; 2.

c. Weight; 40%.

d. Tasks;

- TSRC will maintain next day delivery/fill rate of 98% for all Best Value List items.
- TSRC will maintain next day delivery/fill rate for 95% of orders placed within the Catalog.
- An exception will apply for Manufacturer special orders and discontinued items.

F. Category, Functionality

G. Goal, Marketplace Catalog;

a. Responsibility; University.

b. Total points; 4.

c. Weight; 100%.

d. Tasks;

- TSRC will maintain 99.9% electronic invoicing.
- TSRC will maintain 95% SciQuest Marketplace Punch-Out Catalog orders.
- TSRC will identify SWaM sources and Recycled products and maintain search feature within UVa Marketplace Punch-Out Catalog.
- TSRC will maintain 99% accuracy on pricing where PO price will match invoice price. Based on purchase orders receive before any Agreement/list price increases.

H. Category, Financial;

I. Goal, Audit;

a. Responsibility; University.

b. Total points; 3.

c. Weight; 40%.

d. Tasks;

- TSRC to maintain a percentage total spend from Best Value List. The baseline for the percentage will be determined following the first Vendor Scorecard meeting. The total percentage use of the Best Value List is to increase annually for the first five (5) years of the agreement.
- TSRC to provide self-audit report.
- TSRC will maintain 0% variance on accuracy of Best Value List pricing, based on purchase orders received before any price/list price increases.

J. Goal, Cost Savings;

- a. Responsibility; University.
- b. Total points; 2.
- c. Weight; 20%.
- d. Tasks;
 - TSRC will identify at minimum five (5) cost saving measures or opportunities within the Best Value List on a biannual basis.
 - TSRC will complete timely payments of Agreement rebates and fees within 30 days of acknowledgment.
 - TSRC will track the number of Price Match requests received.
 - TSRC will track the number of Price Match requests honored.

K. Goal, Follow-Through;

- a. Responsibility, University and TSRC
- b. Total points; 1.
- c. Weight; 40%.
- d. Tasks;
 - TSRC will complete all previous Corrective Actions from previous review to University's satisfaction.

L. Category, Innovation;

M. Goal, Value Engineered Gains;

a. Responsibility, TSRC

b. Total points; 3.

c. Weight; 70%.

d. Tasks;

- TSRC will provide one innovative idea annually to include but not be limited to, Recyclable products/ initiatives for the University.
- TSRC will follow through with Recyclable products/ initiative ideas.
- TSRC will complete one or more Catalog improvement(s) within their capability

N. Goal, SWaM;

a. Responsibility, University

b. Total points; 2.

c. Weight: 30%.

d. Tasks;

- TSRC will participate as a platinum sponsor at SWaM Fest.
- TSRC will provide SWaM spend report to the University.

O. Scoring Method;

- a. Each Goal will have Task that will be assigned a score that will equal either 0 or 1.
- b. Goal scores are summed for a total Performance Score per Category.
- c. The Category Weight is then divided by the number of scored criteria within each Goal, and then multiplied by the Category weight to determine the Category Contribution.

- d. The Category Contribution total is the result of the total Performance Score divided by the total possible Performance Score and multiplied by the Category Contribution.
- e. The total Category Contribution will determine the final Performance Score for each Goal as well as, the resulting Corrective Action.
- f. The Performance Score scale will be weighted to determine an acceptable range of performance.

Vendor Scorecard

Contract Number:
Contract Name:
Score Sheet Period:

Customer Satisfaction			
Category	Performance Score	Performance Score Scale (Weighted)	Corrective Action
1. Contract Summary Rating System	20.0%	≥ 75%	UVA to promote positive customer review ratings through various University media outlets.
		> 25% and < 75%	Supplier to promote increased use of Contract Summary Rating System
		< 25%	Customers will receive a one-time 5% discount.
2. Responsiveness	20.0%	≥ 75%	UVA to promote positive service levels, through various University media outlets.
		> 25% and < 75%	Supplier must show marked increase in Responsiveness before next review.
		< 25%	Customers will receive a one-time 5% discount.
3. Notifications	20.0%	≥ 75%	UVA to promote positive service levels, through various University media outlets.
		> 25% and < 75%	Supplier to identify new method for notification of customers.
		< 25%	Customers will receive a one-time 5% discount.
4. Delivery Performance and Fill Rate	40.0%	≥ 75%	UVA to promote positive service levels, through various University media outlets.
		> 25% and < 75%	Supplier to identify ways to improve delivery performance and fill rate before next review.
		< 25%	Customers will receive a one-time 5% discount.
Total Category Score (Category Weight: 40%)	100.0%		
Functionality			
Category	Performance Score	Performance Score Scale (Weighted)	Corrective Action
5. Marketplace Catalog	100.0%	≥ 75%	University to continue to offer catalog and logo in Marketplace and University website.
		> 25% and < 75%	Supplier to provide correction to any technical issues before next review.
		< 25%	Supplier to provide additional \$2500 fee for the period.

Vendor Scorecard

Contract Number:
Contract Name:
Score Card Period:

Total Category Score (Category Weight: 10%)			
		100.0%	
Financial			
Category	Performance Score	Performance Score Scale (Weighted)	Corrective Action
6. Audit	40.0%	≥ 75%	Supplier to continue to document and provide data.
		> 25% and < 75%	Supplier to provide audit documentation as requested by the University in a timely manner.
		≤ 25%	Refund of financial inaccuracies discovered plus 5%.
7. Cost Savings	20.0%	≥ 75%	University to continue to offer catalog and logo in Marketplace and University website.
		> 25% and < 75%	Supplier to identify and implement a cost savings project with University Approval.
		≤ 25%	Supplier to review Best Value List with University and reduce pricing of items on list.
8. Follow Through	40.0%	≥ 50%	UVA to promote positive service levels, through various University media outlets.
		> 25% and < 50%	
		≤ 25%	Customers will receive a one-time 5% discount.
Total Category Score (Category Weight: 40%)			
		100.0%	
Innovation			
Category	Performance Score	Performance Score Scale (Weighted)	Corrective Action
9. Value Engineered Gains	70.0%	≥ 75%	University to continue to offer catalog and logo in Marketplace and University website.
		> 25% and < 75%	Supplier to identify and implement a cost savings project with University Approval.
		≤ 25%	Supplier to review Best Value List with University and formulate methods to increase value of items on list.
10. S/WaM	30.0%	≥ 75%	University to promote Agreement with Supplier.
		> 25% and < 75%	Supplier to identify S/WaM vendor valid in Best Value List to provide support to and/or highlight products in catalog.
		≤ 25%	Supplier to offer additional sponsorship for S/WaM event.

Vendor Scorecard

Contract Number:
Contract Name:
Score Sheet Period:

Total Category Score (Category Weight: 10%)	●	100.0%
Previous Total Score:	●	65%
Current Total Score:	●	100.00%

Attachment 4

Best Value Office Supply Items

Vendor Name	Mfg	Vendor Item Number	Vendor Item Description	Vendor UOM	Vendor List Price	Vendor Discounted Price
3M	MMM	260048A	TAPE, MASK, ECON, 2" X 60 YD, 6/PK	PK	\$38.76	\$17.13
3M	MMM	34508	TAPE, PACKAGING, CLR, 8/PK	PK	\$50.85	\$22.65
3M	MMM	35006	TAPE, PACKAGE SUPR 6PK CR	PK	\$52.63	\$23.58
3M	MMM	36506	TAPE, STORAGE, 1.88" X 54.6 YDS, 6/PK	PK	\$30.15	\$13.30
3M	MMM	3650S4RD	TAPE, STORAGE, W/DISP, 48MM, CLR	PK	\$29.38	\$14.81
3M	MMM	38506	TAPE, SUPER STRENGTH, SCOTCH, 6/PK	PK	\$59.52	\$24.71
3M	MMM	559	PAD, EASEL, POST IT, WHITE, 2/CT	CT	\$87.90	\$37.40
3M	MMM	559VAD	PADS, EASEL, VALUE PACK, 4/CT	CT	\$167.43	\$71.37
3M	MMM	559VAD6PK	EASEL, PAD, SELF-STICK, 25X30, 6/CT	CT	\$247.91	\$105.99
3M	MMM	560	PAD, ESL, POSTIT, 25X30, GRD, WE, 2/CT	CT	\$90.00	\$38.37
3M	MMM	563R	EASEL, S-STCK TBLE PADS, WE	PD	\$36.00	\$15.35
3M	MMM	5910341296	TAPE, CELLO 3/4" X 1296 1" CORE	RL	\$2.03	\$0.81
3M	MMM	6200341296	TAPE, HGLND, INVISBLE, 3/4" X 1296"	RL	\$2.54	\$1.01
3M	MMM	65324APVAD	NOTES, 1 1/2 X 2, 24PK, PST	PK	\$21.34	\$9.19
3M	MMM	65412SSNRP	12 PK-3X3 SPR STKY RECYCLED	PK	\$30.18	\$14.23
3M	MMM	654YV	NOTE, POST-IT, 3X3, YEL, 12/PK	PK	\$23.40	\$9.92
3M	MMM	6605SSCY	POST-IT, LINED, SPRSTICKY, 4X6, 5/PK	PK	\$21.18	\$10.22
3M	MMM	6834	POST-IT, FLAGS, CC	PK	\$7.20	\$2.77
3M	MMM	810K12	TAPE, 3/4 X 1000, CLR, 12/PK	PK	\$46.65	\$21.50
3M	MMM	810K16	TAPE, INVISABLE, 3/4 X 1000, 16/PK	PK	\$65.05	\$26.77
3M	MMM	810P10K	TAPE, SCOTCH, 3/4" X 1000, 10PK	PK	\$40.48	\$16.78
3M	MMM	M4836G	BOARD, DRY ERS, 48X36, GPH	EA	\$150.35	\$73.86
3M	MMM	M7248LC	BOARD, DRY ERS, 72X48, LCY	EA	\$351.24	\$174.84
3M	MMM	OAC250	CLEANER AIR, FILTRETTE, 320SQ FT	EA	\$402.75	\$201.39
3M	MMM	PF190W	FILTER, PRIVACY, 19"W, BLK	EA	\$148.35	\$68.20
3M	MMM	PF322W	FILTER, PRIVACY, LW, 22", BK	EA	\$344.50	\$167.99
3M	MMM	R330144B	POP-UP NOTE, 3X3, 18 PK	PK	\$28.38	\$13.19
ACME	ACM	016902	TABLETS, LIQUI-GEL, ADVIL, 2PK	BX	\$66.85	\$31.29
ACME	ACM	10572	SHEARS, ST CUT, 8", BLK	EA	\$3.25	\$1.99
ACME	ACM	15000	REFILL, ADVIL, 2/PK	BX	\$45.45	\$19.99
ALBA	ABA	PMCLAS	COSTUMER, 6HK, CHM	EA	\$167.00	\$83.15
AMERICAN EAGL	AME	31650501	EAGLE OFF 8.5X11 20# 100%	CT	\$219.08	\$37.60
AMERICAN EAGL	AME	31600501	EAGLE OFF 8.5X11 20# 30%	CT	\$164.46	\$33.99
AT A GLANCE	AAG	89701	DESK PD, MO, 22X17, SBL	EA	\$19.29	\$8.81
AVANTI	AVA	MO9003SST	MICROWAVE, .9CF	EA	\$266.09	\$139.99
AVERY	AVE	11423	INDEX, MAKER, INKJT, 5TAB, MI	BX	\$139.82	\$65.87
AVERY	AVE	11446	INDEX, 3-RG, LASER, 5-TAB, WHT	BX	\$135.53	\$64.10
AVERY	AVE	11447	INDEX, MAKER, LSR, PCH, 8TAB	BX	\$155.30	\$73.43
AVERY	AVE	30600	LABEL, LASER, 1X2-5/8, 3M/BX	BX	\$42.78	\$10.57
AVERY	AVE	5160	LABEL, LASER, 1X2-5/8, 3M/BX	BX	\$47.68	\$19.02
AVERY	AVE	5163	LABEL, LASER, 2X4, 1M/BX	BX	\$49.12	\$19.59
AVERY	AVE	5164	LABEL, LASER, 3-1/3X4, 600/BX	BX	\$49.12	\$20.40
AVERY	AVE	5305	CARDS, LSP/VINKJT, MED, WE	BX	\$24.52	\$12.41
AVERY	AVE	5366	LABEL, FILE FOLDER, LASER, WHT	BX	\$48.16	\$21.49
AVERY	AVE	5384	NAME TAG KIT, W/CLIP, WHITE	BX	\$72.10	\$26.38
AVERY	AVE	5390	REFILL, BADGE3-1/2X2-1/4, 400	BX	\$26.24	\$9.71
AVERY	AVE	5395	BADGE, NAME, LASER, WHITE	BX	\$65.74	\$33.27
AVERY	AVE	5660	LABEL, LASER, 1X2-3/4, CLEAR	BX	\$60.20	\$24.83
AVERY	AVE	6464	LABEL, LSR, REMV, 4X3-1/3WE150	PK	\$28.39	\$12.95
AVERY	AVE	68055	BINDER, VIEW, 3RG, FRMD, 1", NVY	EA	\$13.23	\$6.82
AVERY	AVE	74100	PROTCT, SHT, HYYTWT, CL	BX	\$24.25	\$11.44
AVERY	AVE	74459	BADGE, HLD, F/NECK, 3" X 4", WE	BX	\$85.23	\$31.19
AVERY	AVE	74461	BADGE, LSR/IJ, CLIP, TOP, 100	BX	\$102.60	\$37.36
AVERY	AVE	74641	BADGE, LSR/IJ, CLIP, TOP, LG	BX	\$97.64	\$35.63

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BALT	BLT	89829	STAND,LAPMATIC,F/LAPTOP,BLK	EA	\$360.15	\$166.65
BAUGARTENS	BAU	68909	LANYARD,STD,NYLN,BLK	EA	\$0.64	\$0.43
BIC	BIC	BL11YW	HI-LITER,PEN,BRITELINER,YEL	DZ	\$10.80	\$4.32
BIC	BIC	GSM11BE	PEN,BALL PT,STIC,MED,BLU	DZ	\$3.96	\$1.58
BIC	BIC	GSM11BK	PEN,BALL PT,STIC,MED,BLK	DZ	\$3.96	\$1.58
BIC	BIC	GSM609BK	PEN,BALL,STICK,60CT,BK	BX	\$12.85	\$5.90
BOISE	CAS	054901	PAPER,MULT,RECY,8.5X11,WHT	CT	\$201.61	\$36.00
BOISE	CAS	055011	PAPER,RECYCLED,92 BRT,WHT	CT	\$207.33	\$41.99
BOISE	CAS	OX9001	PAPER,MULT,8.5X11,20#,WHT	CT	\$184.99	\$34.75
BOSTITCH	BOS	SBS1914CP	STAPLES,STD,CHISEL POINT	BX	\$4.39	\$0.39
BROTHER	BRT	TN210BK	TONER,BK	EA	\$74.99	\$50.99
BROTHER	BRT	TN315BK	TONER,HY,BLK	EA	\$116.99	\$82.71
BROTHER	BRT	TN350	CRTDG,TONER,HL2070N,BK	EA	\$72.99	\$50.64
BROTHER	BRT	TN450	TONER,MFC7360,HL2230D,HY,BK	EA	\$68.49	\$49.69
BROTHER	BRT	TN580	TONER,LSR,CRG,HICAP,HL5240	EA	\$120.99	\$83.03
BROTHER	BRT	TZE2312PK	CRTDG,TAPE,BK ON WE,2 PK	PK	\$34.99	\$15.39
BUSH INDUSTRIE	BSH	WC3649003	STORAGE/ACCY KIT,ONE HOUR,CY	EA	\$731.00	\$349.89
BUSH INDUSTRIE	BSH	WC36494A103	DESK,LEFT 64.5", BX1,DCH	EA	\$966.16	\$406.64
BUSH INDUSTRIE	BSH	WC36494A203	DESK,LEFT 64.5",BX2,DCH	EA	\$966.16	\$406.64
BUSH INDUSTRIE	BSH	WC36494C103	OIH L-WORKSTATION,BOX 1	EA	\$740.84	\$312.00
BUSH INDUSTRIE	BSH	WC36494C203	OIH L-WORKSTATION,BOX 2	EA	\$740.84	\$312.00
BUSINESS SOUR	BSN	37607	PENCIL,WOODCSE,#2,DZ	DZ	\$3.79	\$1.52
BUSINESS SOUR	BSN	32953	TAPE,INVISIBLE,3/4" X 1000	PK	\$27.42	\$5.79
BUSINESS SOUR	BSN	36550	CLIP,BINDER,SM,12EA	DZ	\$1.82	\$0.16
BUSINESS SOUR	BSN	36551	CLIP,BINDER,MED,12EA	DZ	\$3.84	\$0.50
BUSINESS SOUR	BSN	36552	CLIP,BINDER,LRG,12EA	DZ	\$10.42	\$1.35
BUSINESS SOUR	BSN	36692	INDEX,3-RNG,5TAB,MI	ST	\$0.94	\$0.30
BUSINESS SOUR	BSN	42255	ENV,INTR-DEPT,10X13,2SIDED	BX	\$58.28	\$15.71
BUSINESS SOUR	BSN	65259	CARD,INDEX,3X5,RULED,WHITE	PK	\$1.69	\$0.46
BUSINESS SOUR	BSN	65364	CLIP,BINDER,MINI,12EA	DZ	\$1.82	\$0.22
BUSINESS SOUR	BSN	65637	CLIPBOARD,9X12.5	EA	\$2.99	\$0.83
CANON	CNM	3711A001AA	TONER,COPIER,MICRO,MP,FP400	EA	\$220.00	\$160.08
CANON	CNM	CARTRIDGE104	CRTDG,TONER,L120FAXPHONE,BK	EA	\$104.00	\$65.89
CANON	CNM	CARTRIDGE120	TONER,MFC,SD,BLK	EA	\$209.00	\$139.26
CANON	CNM	FX3	TONER,FAX,L6000,FX3	EA	\$101.20	\$55.68
CANON	CNM	FX7	TONER,FAX,CRG,FX-7	EA	\$149.00	\$70.73
CARDINAL	CRD	13320	BINDER,SLANT/D,2",EZ-OPN,WHT	EA	\$17.54	\$6.79
CARDINAL	CRD	49103	BINDER,VUE,HVY DUTY,1",WHITE	EA	\$8.59	\$3.69
CARDINAL	CRD	90011	BINDER,VIEW,5/8",WHITE	EA	\$7.37	\$1.15
CARDINAL	CRD	90021	BINDER,VIEW,1",WHITE	EA	\$7.37	\$1.15
CARDINAL	CRD	90023	BINDER,VIEW,1",BLACK	EA	\$7.37	\$1.15
CARDINAL	CRD	90041	BINDER,VIEW,1-1/2",WHITE	EA	\$9.96	\$2.37
CARDINAL	CRD	90091	BINDER,VIEW,3",WHITE	EA	\$16.75	\$3.49
CARDINAL	CRD	90103	ECONVALU CV,DR,BND,1" WHITE	EA	\$7.98	\$1.96
CAVICIDE	MRX	24CD078024	CLEANER,CAVICIDE,SPRAY,24OZ	EA	\$15.82	\$10.29
CHORUS ART GL		134584	CHORUS ART GLOSS TEXT 80# 19X2	PK	\$210.20	\$52.55
CHORUS ART GL		155515	CHORUS ART GLOSS TEXT,12X18,80	CT	\$158.76	\$40.09
CLOROX	COX	01693EA	WIPE,DISINFECT,CLOROX,35/BTL	EA	\$5.13	\$1.75
CLOROX	COX	15948EA	WIPES,DISINFECTING,LEMON	EA	\$10.57	\$4.99
CLOROX	COX	15949EA	WIPES,DISINFECTING,FRESH	EA	\$10.57	\$4.53
COMPUCESSORY	CCS	24306	DUSTER,CANNED AIR,6PACK	PK	\$71.99	\$22.98
COMPUCESSORY	CCS	24308	CLEANER,AIR DUSTER,10OZ	EA	\$26.96	\$9.56
COUGAR		2986	COUGAR OPQ COVER 80#,WHITE,8.5	CT	\$257.20	\$71.12
CRAYOLA	CYO	501402	CHALK,WHITE,LOW DUST,12STK/BX	BX	\$0.89	\$0.39

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CRAYOLA	CYO	587809	MARKER,WASH,CLSC,FN,8COL	ST	\$5.33	\$2.82
DEFLECTO	DEF	CM11242PC	CHAIRMAT,POLYECO,45X53,CLR	EA	\$138.00	\$66.46
DEFLECTO	DEF	CM13113	MAT,CHAIR,DURA,W/LIP,36X45	EA	\$72.89	\$28.00
DEFLECTO	DEF	CM13233	MAT,CHAIR,DURA,RECT,45X53	EA	\$84.09	\$31.40
DIXIE	DXE	5342CD	CUP,"PERFECT TOUCH"-12OZ	CT	\$199.61	\$83.49
DIXIE	DXE	5342DXCT	CUP,PERFECTOUCH,HOT,12OZ	PK	\$6.38	\$3.81
DIXIE	DXE	CP16DXCT	CUP,16OZ,PLAS,CLR,PETE,500/CT	CT	\$125.60	\$57.29
DUCK	DUC	0007424	TAPE,PACKING,HP260,8/PK	PK	\$47.94	\$20.99
DURACELL	DUR	MN1500B24	BATTERY,AA,ALK,24/PK	BX	\$31.20	\$15.90
ECO-PRODUCTS	ECO	EPBHC8WA	CUP,COMPOSTABLE,HOT,8OZ,50/PK	PK	\$7.93	\$3.93
ELITE IMAGE	ELI	75150	REMAN CANON S35 TONER CRTDG	EA	\$153.99	\$38.99
ESSELTE	ESS	20260	PAD,PERF,8.5X11.75,LR,CAN,50SH	DZ	\$25.80	\$9.03
ESSELTE	ESS	20360	PAD,PERF,8.5X11.75,LR,WHT,50SH	DZ	\$25.80	\$9.03
ESSELTE	ESS	20817	PLANNER,PROJECT,9.5X7.25,AST	EA	\$7.73	\$3.14
ESSELTE	ESS	29900235BGD	HOLDER,CERTIFICATE,DBL	PK	\$15.71	\$6.15
EVEREADY	EVE	E91LP16	BATTERY,AA,ENRGZER MAX,16PK	PK	\$25.11	\$10.99
EVEREADY	EVE	E91SBP24H	BATTERY,ALKA,AA,24PK	PK	\$37.60	\$15.99
EVEREADY	EVE	E91SBP36H	BATTERY,ENGZR MAX,AA,36PK	PK	\$54.74	\$23.99
EVEREADY	EVE	E92FP12	BATTERY,AAA,12PK,ALKA,ENGZR	PK	\$20.54	\$7.99
EVEREADY	EVE	E92LP16	BATTERY,AAA,ENRGZR MAX,16PK	PK	\$25.11	\$9.99
EVEREADY	EVE	EN22	BATTERY,ALKA,INDUST,9V,12/BX	BX	\$36.60	\$13.99
EVEREADY	EVE	EN91	BATTERY,ALKA,INDUST,AA,24PK	BX	\$24.24	\$8.99
EVEREADY	EVE	EN92	BATTERY,ALKA,INDUST,AAA,24	BX	\$24.24	\$8.99
EVEREADY	EVE	L91BP8	BATTERY,LITHIUM E2,AA,8PK	PK	\$29.50	\$13.46
FELLOWES	FEL	0070301	BOX,STOR,LTR/LGL,ECON,WHT,12/C	CT	\$74.88	\$17.95
FELLOWES	FEL	0078908	BOX,STOR/FILE/QUIK,LTR/LGL,WHT	CT	\$77.16	\$33.73
FELLOWES	FEL	07243	FILE,STOR,R-KIVE,LTR/LGL	CT	\$134.16	\$58.77
FELLOWES	FEL	1277501	BOX,STOR/FILE,LTR/LGL,HVDTY	CT	\$121.44	\$36.96
FELLOWES	FEL	3227901	SHREDDER,PPR,XCUT,13SH,PS79CI	EA	\$459.98	\$199.99
FELLOWES	FEL	75901	FILE,PKT,MESH,PART,BK	EA	\$48.49	\$18.99
FLOORTEX	FLR	1116223ER	CHAIRMAT,RECT,GNRL,48X60,CLR	EA	\$155.00	\$73.33
GENUINE JOE	GJO	26100	TISSUE,FACIAL,2PLY,100SH,WE	BX	\$1.96	\$0.83
GENUINE JOE	GJO	24080	TOWEL,ROLL,HSHOLD,80SH,WE	RL	\$2.03	\$0.69
GOJO	GOJ	965212CMREA	SANITIZER,HAND,PURELL,8OZ	EA	\$6.59	\$3.20
GREEN MOUNTAIN	GMT	4050	KCUP,NEWMAN'S SPCL BLEND	BX	\$34.13	\$12.99
HAMMERMILL	HAM	162024	PAPER,COPY,11X17,WHT,"TIDAL"	RM	\$40.48	\$7.79
HAMMERMILL	HAM	103267	PAPER,COPY,LTR,WHT,96BRT,FOREI	CT	\$200.10	\$38.99
HAMMERMILL	HAM	103309	PAPER,COPY,8.5X11,BLUE,20#	RM	\$18.72	\$4.19
HAMMERMILL	HAM	103366	PAPER,COPY,8.5X11,GREEN,20#	RM	\$18.72	\$4.19
HAMMERMILL	HAM	104604	PAPER,LASER PRINT,8.5X11,WHT	RM	\$22.74	\$6.09
HAMMERMILL	HAM	162008	PAPER,COPY,8.5X11,WHT,"TIDAL"	CT	\$199.39	\$35.56
HAMMERMILL	HAM	162016	PAPER,COPY,8.5X14,WHT,"TIDAL"	RM	\$27.63	\$5.29
HAMMERMILL	HAM	162032	PAPER,COPY,8.5X11,3HP,WHT	CT	\$210.76	\$38.49
HAMMERMILL	HAM	163120	PAPER,TIDAL MP,20#,8.5X11	CT	\$115.98	\$20.49
HAMMERMILL	HAM	86700	PPR,30%RECYCL,20#,8.5X11,WE	CT	\$195.61	\$37.99
HAMMERMILL	HAM	86704	PAPER,MPUR,20#,14"RC,GRT WHT	RM	\$22.90	\$5.19
HAMMERMILL	HAM	86780	PAPER,MLT-USE,8.5X11,RECY,WHT	CT	\$195.85	\$38.89
HEWLETT-PACKARD	HEW	51645A	CRTDG,INK,DESKJT,BLK,1120/YLD	EA	\$45.40	\$31.20
HEWLETT-PACKARD	HEW	92298A	CRTDG,TNR,HP-4/4M	EA	\$194.21	\$116.07
HEWLETT-PACKARD	HEW	B3B30FN	HP 920 CREATIVE COMBO PACK (IN	PK	\$34.55	\$23.74
HEWLETT-PACKARD	HEW	B3B33FN	HP 564 CREATIVE COMBO PACK (IN	EA	\$37.50	\$25.77
HEWLETT-PACKARD	HEW	C4096A	CRTDG,TONER,HP LSRJT 2100	EA	\$177.85	\$91.85
HEWLETT-PACKARD	HEW	C4127X	CRTDG,TNR,LASERJET 4000,HI YLD	EA	\$226.17	\$116.80
HEWLETT-PACKARD	HEW	C4129X	CRTDG,TONER,ULTRA PRECISE	EA	\$290.01	\$173.34

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HEWLETT-PACK/ HEW		C4901A	PRINTHEAD,IJ,HP 940,CYN/MAG	EA	\$74.74	\$56.80
HEWLETT-PACK/ HEW		C4902AN	CRTDG,INK,OJ 940,BK	EA	\$32.35	\$22.22
HEWLETT-PACK/ HEW		C4903AN	CRTDG,INK,OJ 940,CYN	EA	\$23.94	\$16.45
HEWLETT-PACK/ HEW		C4904AN	CRTDG,INK,OJ 940,MA	EA	\$23.94	\$16.45
HEWLETT-PACK/ HEW		C4905AN	CRTDG,INK,OJ 940,YW	EA	\$23.94	\$16.45
HEWLETT-PACK/ HEW		C4906AN	CRTDG,INK,OJ 940XL,BK	EA	\$49.24	\$33.83
HEWLETT-PACK/ HEW		C6578DN	CRTDG,PRT,F/DJ970,TRI-C,STD	EA	\$47.66	\$32.75
HEWLETT-PACK/ HEW		C6656AN	CRTDG,HP 56,DSKJT 5550,BK	EA	\$31.05	\$21.29
HEWLETT-PACK/ HEW		C6657AN	CRTDG,HP57,DSKJT5550,TRICLR	EA	\$49.93	\$34.32
HEWLETT-PACK/ HEW		C7115A	CRTDG,TONER,LSRJT 1200/1220	EA	\$108.17	\$55.87
HEWLETT-PACK/ HEW		C7115X	CRTDG,HI YLD,LSRJT 1200/1220	EA	\$117.99	\$59.77
HEWLETT-PACK/ HEW		C8061D	TONER CRG,F/C8061X,BLK	BX	\$406.93	\$297.06
HEWLETT-PACK/ HEW		C8061X	CRTDG,SMPRT,LRJT4100SRS,HY	EA	\$226.17	\$135.18
HEWLETT-PACK/ HEW		C8543X	C8543X TONER, 38000 PAGE-YIELD	EA	\$424.81	\$251.40
HEWLETT-PACK/ HEW		C8766WN	CRTDG,IJ,HP95,TRICLR	EA	\$36.29	\$24.94
HEWLETT-PACK/ HEW		C8767WN	CRTDG,IJ,HP96,BK	EA	\$44.16	\$30.64
HEWLETT-PACK/ HEW		C9348FN	CRTDG,INK,HP 96 2 PK,BK	PK	\$84.03	\$57.76
HEWLETT-PACK/ HEW		C9351AN	CRTDG,INK,HP 21,BK	EA	\$19.60	\$13.46
HEWLETT-PACK/ HEW		C9353FN	CARTRIDGE,CMBOPK,HP96/97	PK	\$92.82	\$63.79
HEWLETT-PACK/ HEW		C9363WN	CRTDG,IJ,HP97,TRICLR	EA	\$49.93	\$34.32
HEWLETT-PACK/ HEW		C9364WN	98 BLACK INKJET CARTRIDGE EAS	EA	\$31.05	\$21.34
HEWLETT-PACK/ HEW		C9385AN	CRTDG,INK,HP88,BK	EA	\$28.39	\$21.58
HEWLETT-PACK/ HEW		C9386AN	CRTDG,INK,HP88,CYN	EA	\$20.46	\$15.55
HEWLETT-PACK/ HEW		C9387AN	CRTDG,INK,HP88,MA	EA	\$20.46	\$15.55
HEWLETT-PACK/ HEW		C9388AN	CRTDG,INK,HP88,YW	EA	\$20.46	\$15.55
HEWLETT-PACK/ HEW		C9391AN	CRTDG,INK,HP88,HIGHYLD,CYN	EA	\$31.99	\$24.31
HEWLETT-PACK/ HEW		C9392AN	CRTDG,INK,HP88,HIGHYLD,MA	EA	\$31.99	\$24.31
HEWLETT-PACK/ HEW		C9393AN	CRTDG,INK,HP88,HIGHYLD,YW	EA	\$31.99	\$24.31
HEWLETT-PACK/ HEW		C9396AN	CRTDG,INK,HP88,HIGHYLD,BK	EA	\$66.72	\$38.98
HEWLETT-PACK/ HEW		C9464A	INK CRG,IJ,HP 91,Z6100,MBK	EA	\$325.50	\$247.38
HEWLETT-PACK/ HEW		C9465A	INK CRG,IJ,HP 91,Z6100,BLK	EA	\$325.50	\$247.38
HEWLETT-PACK/ HEW		C9466A	INK CRG,IJ,HP 91,Z6100,LGY	EA	\$325.50	\$247.38
HEWLETT-PACK/ HEW		C9467A	INK CRG,IJ,HP 91,Z6100,CYN	EA	\$325.50	\$247.38
HEWLETT-PACK/ HEW		C9468A	INK CRG,IJ,HP 91,Z6100,MAG	EA	\$325.50	\$247.38
HEWLETT-PACK/ HEW		C9469A	INK CRG,IJ,HP 91,Z6100,YEL	EA	\$325.50	\$247.38
HEWLETT-PACK/ HEW		C9470A	INK CRG,IJ,HP 91,Z6100,LCYN	EA	\$325.50	\$247.38
HEWLETT-PACK/ HEW		C9481A	INK CRG,HP 91,3-INK,PHOTO,BLKB	PK	\$923.06	\$758.51
HEWLETT-PACK/ HEW		C9485A	INK CRG,HP 91,3-INK,YEL	PK	\$923.06	\$758.51
HEWLETT-PACK/ HEW		C9720A	CRTDG,CLR LJ 4600 SRS,BK	EA	\$274.46	\$139.02
HEWLETT-PACK/ HEW		C9721A	CRTDG,CLR LJ 4600 SRS,CYN	EA	\$371.86	\$188.36
HEWLETT-PACK/ HEW		C9722A	CRTDG,CLR LJ 4600 SRS,YW	EA	\$371.86	\$217.89
HEWLETT-PACK/ HEW		C9723A	CRTDG,CLR LJ 4600 SRS,MA	EA	\$371.86	\$188.36
HEWLETT-PACK/ HEW		C9730A	CRTDG,SMART PRT,CLJ 5500,BK	EA	\$380.54	\$227.44
HEWLETT-PACK/ HEW		C9731A	CRTDG,SMART PRT,CLJ 5500,CYN	EA	\$533.65	\$318.95
HEWLETT-PACK/ HEW		C9732A	CRTDG,SMART PRT,CLJ 5500,YW	EA	\$533.65	\$318.95
HEWLETT-PACK/ HEW		C9733A	CRTDG,SMART PRT,CLJ 5500,MA	EA	\$533.65	\$318.95
HEWLETT-PACK/ HEW		CB322WN	CRTDG,INKJT,PHOTO BLK,564XL	EA	\$24.85	\$18.89
HEWLETT-PACK/ HEW		CB323WN	CRTDG,INKJT,PGMNT,CYN,564XL	EA	\$24.85	\$18.89
HEWLETT-PACK/ HEW		CB324WN	CRTDG,INKJT,PGMNT,MAG,564XL	EA	\$24.85	\$18.89
HEWLETT-PACK/ HEW		CB325WN	CRTDG,INKJT,PGMNT,YLW,564XL	EA	\$24.85	\$18.89
HEWLETT-PACK/ HEW		CB336WN	CRTDG,DNJT,HP74,HY,BK	EA	\$52.67	\$36.19
HEWLETT-PACK/ HEW		CB400A	CRTDG,CLJ CP4005SRS,BK	EA	\$249.23	\$148.95
HEWLETT-PACK/ HEW		CB401A	TONER CRG,LJ CP4005SRS,CYN	EA	\$370.80	\$221.62
HEWLETT-PACK/ HEW		CB402A	TONER CRG,LJ CP4005SRS,YEL	EA	\$370.80	\$221.62

Vendor Name	Mfg	Vendor Item Number	Vendor Item Description	Vendor UOM	Vendor List Price	Vendor Discounted Price
HEWLETT-PACK/HEW	HEW	CB403A	TONER CRG,LJ CP4005SRS,MAG	EA	\$370.80	\$221.62
HEWLETT-PACK/HEW	HEW	CB435A	CARTRIDGE,PRINTER,HPLSRJT	EA	\$93.92	\$48.51
HEWLETT-PACK/HEW	HEW	CB436A	CRTDG,TONER,P1605,BK	EA	\$107.95	\$64.53
HEWLETT-PACK/HEW	HEW	CB514A	LASERJET P4515N PRINTER	EA	\$1,599.99	\$999.99
HEWLETT-PACK/HEW	HEW	CB540A	CRTDG,PRNT,BLK,CLJ,CB540A	EA	\$109.15	\$65.24
HEWLETT-PACK/HEW	HEW	CB541A	CRTDG,PRNT,CYN,CLJ,CB541A	EA	\$100.32	\$59.97
HEWLETT-PACK/HEW	HEW	CB542A	CRTDG,PRNT,YLW,CLJ,CB542A	EA	\$100.32	\$59.97
HEWLETT-PACK/HEW	HEW	CB543A	CRTDG,PRNT,MAG,CLJ,CB543A	EA	\$100.32	\$59.97
HEWLETT-PACK/HEW	HEW	CC364A	TONER,P4014/4015/4515,BK	EA	\$238.60	\$123.21
HEWLETT-PACK/HEW	HEW	CC364X	CRTDG,PRNT,BLK,LJ,CC364X	EA	\$424.51	\$219.23
HEWLETT-PACK/HEW	HEW	CC530A	CRTDG,PRNT,BLK,CLJ,CC530A	EA	\$170.79	\$102.07
HEWLETT-PACK/HEW	HEW	CC530AD	CARTRIDGE,LASER,HPCLR,DUAL	BX	\$244.61	\$146.19
HEWLETT-PACK/HEW	HEW	CC531A	CRTDG,PRNT,CYN,CLJ,CC531A	EA	\$168.34	\$100.61
HEWLETT-PACK/HEW	HEW	CC532A	CRTDG,PRNT,YLW,CLJ,CC532A	EA	\$168.34	\$100.61
HEWLETT-PACK/HEW	HEW	CC533A	CRTDG,PRNT,MAG,CLJ,CC533A	EA	\$168.34	\$100.61
HEWLETT-PACK/HEW	HEW	CC641WN	CRTDG,INKJT,BLK,60XL	EA	\$46.40	\$31.88
HEWLETT-PACK/HEW	HEW	CC644WN	CRTDG,INKJT,TRI-CLR,60XL	EA	\$53.40	\$36.69
HEWLETT-PACK/HEW	HEW	CD886FN	INK CRG,HP 95 TWIN.COL	PK	\$72.49	\$49.81
HEWLETT-PACK/HEW	HEW	CD971AN	CRTDG,INK,OJ 920,BK	EA	\$25.85	\$17.77
HEWLETT-PACK/HEW	HEW	CD974AN	CRTDG,INK,OJ 920XL,YW	EA	\$19.98	\$13.74
HEWLETT-PACK/HEW	HEW	CD975AN	CRTDG,INK,OJ 920XL,BK	EA	\$44.19	\$30.37
HEWLETT-PACK/HEW	HEW	CE250A	CRTDG,PRNT,BLK,CLJ,CE250A	EA	\$187.04	\$111.79
HEWLETT-PACK/HEW	HEW	CE250X	CRTDG,PRNT,BLK,CLJ,CE250X	EA	\$271.38	\$140.16
HEWLETT-PACK/HEW	HEW	CE251A	CRTDG,PRNT,CYN,CLJ,CE251A	EA	\$367.24	\$189.66
HEWLETT-PACK/HEW	HEW	CE252A	CRTDG,PRNT,YLW,CLJ,CE252A	EA	\$367.24	\$189.66
HEWLETT-PACK/HEW	HEW	CE253A	CRTDG,PRNT,MAG,CLJ,CE253A	EA	\$367.24	\$189.66
HEWLETT-PACK/HEW	HEW	CE255A	CRTDG,PRNT,LJ,BK	EA	\$202.46	\$121.00
HEWLETT-PACK/HEW	HEW	CE255XD	TONER CRG,CE255X,DUAL PACK,BLK	BX	\$566.57	\$338.63
HEWLETT-PACK/HEW	HEW	CE257A	TONER CRG,HP COL LJ 1600/2600N	BX	\$342.76	\$204.86
HEWLETT-PACK/HEW	HEW	CE260A	CRTDG,CLR LASERJET,BK	EA	\$220.48	\$131.78
HEWLETT-PACK/HEW	HEW	CE260X	TONER,LSR,F/HP CP4525,BLK	EA	\$348.74	\$258.07
HEWLETT-PACK/HEW	HEW	CE261A	CRTDG,CLR LASERJET,CYN	EA	\$399.62	\$238.84
HEWLETT-PACK/HEW	HEW	CE262A	CRTDG,CLR LASERJET,YW	EA	\$399.62	\$238.84
HEWLETT-PACK/HEW	HEW	CE263A	CRTDG,CLR LASERJET,MA	EA	\$399.62	\$238.84
HEWLETT-PACK/HEW	HEW	CE270A	TONER CRG,CLJ CP5525,13K,BLK	EA	\$341.32	\$204.00
HEWLETT-PACK/HEW	HEW	CE271A	TONER CRG,CLJ CP5525,13K,CYN	EA	\$555.44	\$331.97
HEWLETT-PACK/HEW	HEW	CE278A	TONER,LJ PRO P1606 SRS,BK	EA	\$108.65	\$64.95
HEWLETT-PACK/HEW	HEW	CE285A	TONER,LJ PRO P1102 SRS,BK	EA	\$94.87	\$56.72
HEWLETT-PACK/HEW	HEW	CE310A	CRTDG,PRINT,HP 126A,BK	EA	\$71.02	\$42.44
HEWLETT-PACK/HEW	HEW	CE320A	CRTDG,HP 128A,CM1415,BK,2K	EA	\$98.05	\$58.61
HEWLETT-PACK/HEW	HEW	CE321A	CRTDG,HP128A,CM1415,CY,1.3K	EA	\$93.28	\$55.76
HEWLETT-PACK/HEW	HEW	CE322A	CRTDG,HP128A,CM1415,YW,1.3K	EA	\$93.28	\$55.76
HEWLETT-PACK/HEW	HEW	CE323A	CRTDG,HP128A,CM1415,MA,1.3K	EA	\$93.28	\$55.76
HEWLETT-PACK/HEW	HEW	CE390A	CRTDG,LJ,HP 90A,BK	EA	\$238.50	\$142.55
HEWLETT-PACK/HEW	HEW	CE390X	TONER,LSR,HP90X,LJM4555,BLK	EA	\$398.56	\$286.96
HEWLETT-PACK/HEW	HEW	CE400A	TONER,LSR,HP507A,5.5K,BLK	EA	\$205.64	\$122.91
HEWLETT-PACK/HEW	HEW	CE401A	TONER,LSR,HP507A,6K,CYA	EA	\$306.34	\$183.09
HEWLETT-PACK/HEW	HEW	CE402A	TONER,LSR,HP507A,6K,YEL	EA	\$306.34	\$183.09
HEWLETT-PACK/HEW	HEW	CE403A	TONER,LSR,HP507A,6K,MAG	EA	\$306.34	\$183.09
HEWLETT-PACK/HEW	HEW	CE410A	CRTDG,HP 305A,2.2K,BK	EA	\$116.07	\$69.38
HEWLETT-PACK/HEW	HEW	CE410X	TONER,LSR,LJ 305A XL,LBK	EA	\$142.57	\$85.22
HEWLETT-PACK/HEW	HEW	CE411A	CRTDG,HP 305A,2.6K,CYN	EA	\$165.36	\$98.83
HEWLETT-PACK/HEW	HEW	CE412A	CRTDG,HP 305A,2.6K,YW	EA	\$165.36	\$98.83
HEWLETT-PACK/HEW	HEW	CE413A	CRTDG,HP 305A,2.6K,MA	EA	\$165.36	\$98.83

Vendor Name	Mfg	Vendor Item Number	Vendor Item Description	Vendor UOM	Vendor List Price	Vendor Discounted Price
HEWLETT-PACK/HEW	HEW	CE461A	PRINTER,LASERJET P2035	EA	\$318.00	\$270.00
HEWLETT-PACK/HEW	HEW	CE505A	CRTDG,LJ,P2035/55,BK	EA	\$122.73	\$62.17
HEWLETT-PACK/HEW	HEW	CE505D	TONER,LSR,CE505A,BLK	BX	\$221.54	\$132.41
HEWLETT-PACK/HEW	HEW	CE505X	CRTDG,L J 2055 HY, BK	EA	\$225.14	\$134.57
HEWLETT-PACK/HEW	HEW	CE505XD	TONER CRG,LJ,HP P2055,BLK	BX	\$406.51	\$242.97
HEWLETT-PACK/HEW	HEW	CE749A	HP LaserJet Pro P1600 P1606DN Laser	EA	\$265.00	\$218.45
HEWLETT-PACK/HEW	HEW	CE991A	LASERJET P4015N PRINTER	EA	\$1,276.00	\$1,042.54
HEWLETT-PACK/HEW	HEW	CE992A	PRINTER,LSR,LJ ENT 600 M602DN	EA	\$1,532.06	\$1,283.49
HEWLETT-PACK/HEW	HEW	CF280A	HP 80A LASERJET PRO 400 M401/4	EA	\$142.07	\$84.92
HEWLETT-PACK/HEW	HEW	CF285A	PRINTER,LSR,LJ PRO 400 M401DW	EA	\$573.00	\$440.00
HEWLETT-PACK/HEW	HEW	CF340A	TONER,LSR,HP304A,3PK	BX	\$453.68	\$271.16
HEWLETT-PACK/HEW	HEW	CH634AN	CRTDG,INK,OJ 920,CYN	EA	\$11.70	\$8.04
HEWLETT-PACK/HEW	HEW	CH635AN	CRTDG,INK,OJ 920,MA	EA	\$11.70	\$8.04
HEWLETT-PACK/HEW	HEW	CH635AN	CRTDG,INK,OJ 920,YW	EA	\$11.70	\$8.04
HEWLETT-PACK/HEW	HEW	CN045AN	CARTRIDGE,INKJET,HP950XL,BK	EA	\$46.70	\$32.09
HEWLETT-PACK/HEW	HEW	CN049AN	CRTDG,INKJET,HP 950,BK	EA	\$32.37	\$22.24
HEWLETT-PACK/HEW	HEW	CN057AN	INK CRG,HP 932,BLK	EA	\$24.61	\$16.92
HEWLETT-PACK/HEW	HEW	CN065FN	CRTDGS,COLOR COMBO PK,HP940	PK	\$74.07	\$50.88
HEWLETT-PACK/HEW	HEW	CN684WN	CRTDG,INKJT,PGMNT,BLK,564XL	EA	\$30.10	\$20.69
HEWLETT-PACK/HEW	HEW	Q1338A	CRTDG,SMART PRT,LJ 4200 SRS	EA	\$236.93	\$120.01
HEWLETT-PACK/HEW	HEW	Q1339A	CRTDG,SMART PRT,LJ 4300 SRS	EA	\$313.71	\$187.49
HEWLETT-PACK/HEW	HEW	Q1427B	PAPER,IJ,36"X100',HI GLOSS	RL	\$105.00	\$83.85
HEWLETT-PACK/HEW	HEW	Q1428B	PAPER,IJ,42"X100',HI GLOSS	RL	\$123.00	\$115.21
HEWLETT-PACK/HEW	HEW	Q2610A	CRTDG,SMT PRT,LJ 2300 SRS	EA	\$213.71	\$127.73
HEWLETT-PACK/HEW	HEW	Q2612A	CRTDG,SMARTPRT,LJ1010SRS,BK	EA	\$107.95	\$54.68
HEWLETT-PACK/HEW	HEW	Q2612D	CRTDGS,LJ,HP Q2612A,DUAL PK	BX	\$193.23	\$115.48
HEWLETT-PACK/HEW	HEW	Q2613A	CRTDG,SMT PRT,LJ 1300 SRS	EA	\$126.87	\$75.83
HEWLETT-PACK/HEW	HEW	Q2613X	CRTDG,SMT PRT,LJ 1300 SRS	EA	\$157.09	\$93.89
HEWLETT-PACK/HEW	HEW	Q2670A	CRTDG,PRT,CLJ3500/3700,BK	EA	\$203.90	\$121.86
HEWLETT-PACK/HEW	HEW	Q2671A	CRTDG,PRT,CLJ3500,CYN	EA	\$203.22	\$121.45
HEWLETT-PACK/HEW	HEW	Q2672A	TONER,LSR,F/LJ 3500,YEL	EA	\$203.22	\$121.45
HEWLETT-PACK/HEW	HEW	Q3960A	CRTDG,CLJ2550,BK	EA	\$127.22	\$76.04
HEWLETT-PACK/HEW	HEW	Q3961A	CRTDG,HY,CLJ2550,CYN	EA	\$153.47	\$91.73
HEWLETT-PACK/HEW	HEW	Q3962A	CRTDG,HY,CLJ2550,YW	EA	\$153.47	\$91.73
HEWLETT-PACK/HEW	HEW	Q3963A	CRTDG,HY,CLJ2550,MA	EA	\$153.47	\$91.73
HEWLETT-PACK/HEW	HEW	Q3964A	DRUM,IMAGE,CLJ2550,BK	EA	\$253.76	\$196.19
HEWLETT-PACK/HEW	HEW	Q5942A	CRTDG,LSR,S PRT,LJ4250/4350	EA	\$229.77	\$116.38
HEWLETT-PACK/HEW	HEW	Q5942X	CRTDG,HY,S PRT,LJ4250/4350	EA	\$347.68	\$176.11
HEWLETT-PACK/HEW	HEW	Q5942XD	TONER,Q5942X,BLK	BX	\$626.33	\$450.96
HEWLETT-PACK/HEW	HEW	Q5949A	Q5949A (HP 49A) TONER, 2500 PA	EA	\$126.87	\$75.83
HEWLETT-PACK/HEW	HEW	Q5949X	CRTDG,HY,LJ 1320,BK	EA	\$232.12	\$119.87
HEWLETT-PACK/HEW	HEW	Q5950A	CRTDG,LSR,F/4700,BK	EA	\$273.94	\$141.47
HEWLETT-PACK/HEW	HEW	Q5951A	CRTDG,LSR,F/4700,CYN	EA	\$389.52	\$201.17
HEWLETT-PACK/HEW	HEW	Q5952A	CRTDG,LSR,F/4700,YW	EA	\$389.52	\$201.17
HEWLETT-PACK/HEW	HEW	Q5953A	CRTDG,LSR,F/4700,MA	EA	\$389.52	\$201.17
HEWLETT-PACK/HEW	HEW	Q6000A	TONER,LJ 2600N,BK	EA	\$116.55	\$69.66
HEWLETT-PACK/HEW	HEW	Q6000AD	TONER CRG,HP COL LJ 1600/2600N	BX	\$209.22	\$154.82
HEWLETT-PACK/HEW	HEW	Q6001A	TONER,LJ 2600N,CYN	EA	\$127.22	\$76.04
HEWLETT-PACK/HEW	HEW	Q6002A	TONER,LJ 2600N,YW	EA	\$127.22	\$76.04
HEWLETT-PACK/HEW	HEW	Q6003A	TONER,LJ 2600N,MA	EA	\$127.22	\$76.04
HEWLETT-PACK/HEW	HEW	Q6470A	CRTDG,LSRJT,F/3600,BK	EA	\$203.90	\$105.29
HEWLETT-PACK/HEW	HEW	Q6471A	CRTDG,LSRJT3600,CYN	EA	\$203.22	\$104.95
HEWLETT-PACK/HEW	HEW	Q6472A	CRTDG,LSRJT3600,YW	EA	\$203.22	\$104.95
HEWLETT-PACK/HEW	HEW	Q6473A	CRTDG,LSRJT3600,MA	EA	\$203.22	\$104.95

Vendor Name	Mfg	Vendor Item Number	Vendor Item Description	Vendor UOM	Vendor List Price	Vendor Discounted Price
HEWLETT-PACK/	HEW	Q6511A	CRTDG,LJ2400 SERIES	EA	\$191.03	\$114.18
HEWLETT-PACK/	HEW	Q7551A	TONER,F/P3005,6.5K,BK	EA	\$199.84	\$103.20
HEWLETT-PACK/	HEW	Q7551X	TONER,F/ HP 51X,BLK	EA	\$334.81	\$169.59
HEWLETT-PACK/	HEW	Q7553A	CRTDG,TNR,LJ,BLACK, 3K	EA	\$124.04	\$74.13
HEWLETT-PACK/	HEW	Q7553X	CRTDG,LJ P2015 SRS,HY,BK	EA	\$228.94	\$136.83
HEWLETT-PACK/	HEW	Q7553XD	TONER,HP LJ,P2015/M2727NF MFP	BX	\$410.15	\$245.14
HEWLETT-PACK/	HEW	Q7581A	TONER,LASER,CLJ3800,CYN	EA	\$262.25	\$156.74
HEWLETT-PACK/	HEW	Q7582A	CRTDG,LSRJT,F/3800,YW	EA	\$262.25	\$156.74
HEWLETT-PACK/	HEW	Q7583A	CRTDG,LSRJT,F/3800,MA	EA	\$262.25	\$156.74
HON	HON	H10584LNN	DESK,SINGLE PED,LEFT,MAHOGANY	EA	\$888.00	\$410.97
HON	HON	H314P	VERTICAL FILE 4DRW LTR W/LOCK	EA	\$495.00	\$226.59
HON	HON	H7608BW19T	CHAIR,HON7608,HIGH-BACK,ADJ.	EA	\$790.00	\$350.20
HON	HON	HVL531MM10	CHAIR,MESH,HIGH-BACK,ADJ.ARMS	EA	\$288.00	\$127.72
HON	HON	VL641ST11	CHAIR,HIGH-BACK,LEATHER,BLK	EA	\$287.00	\$122.57
HSM	HSM	1343	SHREDDER,PPR,XCUT,20SH,26GAL	EA	\$3,371.00	\$1,589.99
IMATION	IMN	26654	2.0 SWIVEL FLASH, 8GB	EA	\$15.79	\$8.60
IMATION	IMN	27794	DRIVE,FLASH,USB 2.0,64GB	EA	\$88.59	\$45.68
INNOVATIVE STO	INN	55798	TOTE,FILE,STACKABLE,LTR/LGL	EA	\$29.95	\$11.25
INTEGRA	ITA	30015	MARKER,DRYERASE,CHSL,LG4PK	PK	\$7.19	\$2.09
INTEGRA	ITA	30055	PENCIL,MECH,5MM,BLK	EA	\$2.99	\$1.20
KANT KOPY		KC22A1XBL	KANT KOPY,2 PT,NCR,20# 8.5X11,250	PK	\$61.96	\$15.49
KANT KOPY		KK12A1VGR	KANT KOPY,SAFETY,VOID,GREEN,8.5	PK	\$47.76	\$11.94
KIMBERLY-CLARI	KIM	21270BX	TISSUE,FACIAL,KLEENEXBUTQUE	BX	\$4.09	\$1.69
KIMBERLY-CLARI	KIM	55081	GLOVE,EXAM,NIT,PF,SML,PUR	BX	\$18.51	\$10.99
LEXMARK	LEX	C540H1KG	TONER CRG,LSR,PTR,HY,BLK	EA	\$81.00	\$56.84
LORELL	LLR	02157	CHAIRMAT,45X53,AVG LIP,CLR	EA	\$73.00	\$24.37
LORELL	LLR	60114	CHAIR,GUEST,TUFTED LEATHER,BLK	EA	\$314.00	\$110.24
LORELL	LLR	86200	CHAIR,MESH,HIGH-BACK,BLACK	EA	\$375.00	\$180.20
LORELL	LLR	86205	CHAIR,MESH,HIGH-BACK,BLACK	EA	\$405.00	\$142.04
MARCAL	MRC	6181PK	TOWEL,MAXIROLL,6/PK	PK	\$22.68	\$9.99
MARCAL	MRC	6709	TOWEL,ROLL,2PLY,WE,15RLS/CT	CT	\$36.01	\$15.18
MAXWELL HOUSE	KRF	GEN862400	COFFEE,FILTER PK,42/1.2 OZ	CT	\$47.61	\$21.30
MICROMICR	MCM	MICRTHN64A	TONER CRG,MICR,LJP4014,BLK	EA	\$332.00	\$229.67
MMF INDUSTRIES	MMF	201705689	TRAY,KEY,DWR,INDEX,56CAP,PTY	EA	\$125.65	\$59.99
MMF INDUSTRIES	MMF	203261104	PLATFORM CART	EA	\$180.00	\$99.58
MURATECH	MUR	TS300	TONER,FAX-LASER,STD,BLK	EA	\$176.00	\$128.43
NEENAH	NEE	29496	THESIS PAPER WHITE 8.5X11	CT	\$270.40	\$67.60
NEKOOSA	NEK	60026	NEKOOSA,100#,GLOSS COVER,12X18	CT	\$268.00	\$68.47
NESTLE	NES	35110	CREAMR,LQD,CFEEMT,RGFLVR,50/	BX	\$8.02	\$3.85
NESTLE	NES	35170	CREAMR,LQD,CFEEMT,VNLFLVR,50	BX	\$9.39	\$4.46
NUDELL	NUD	11818	FRAME,DOCUMENT,PLAS,8.5X11,BK,	PK	\$129.99	\$39.99
NUDELL	NUD	31242	FRAME,POSTER,MTL,24X36,BLK	EA	\$84.99	\$27.71
OFFICE STAR	OSP	2300	CHAIR,MID-BACK,MESH,BLACK	EA	\$615.00	\$270.00
OFFICEMATE	OIC	99911	CLIP,PAPER,#1,100/BX,99911	BX	\$0.73	\$0.13
OFFICEMATE	OIC	99914	CLIP,PAPER,GIANT,STD	BX	\$2.20	\$0.39
OFFICEMATE	OIC	99961	RECYLED PAPER CLIP #1	BX	\$0.75	\$0.23
PAPERMATE	PAP	3030131	PENCIL,MECH,DISPOSABLE,YW	DZ	\$7.44	\$2.46
PAPERMATE	PAP	89465	PEN,PROFILE,PAPERMATE,BK	DZ	\$16.56	\$6.95
PENTEL	PEN	BLN77A	PEN,ENRGLRTX,7MM,BK,UPC	EA	\$3.49	\$1.31
PENTEL	PEN	C505HB	LEAD,5MM,HB,12/TB	TB	\$1.19	\$0.60
PENTEL	PEN	PD346TA	PENCIL,MECH,QUKR,CLKR,5MM,BLK	EA	\$5.25	\$2.40
PHILIPS	PSP	LFH038800B	RECORDER,CASS,MINI,PKT MEMO,BI	EA	\$266.70	\$167.75
PILOT	PIL	31021	PEN,RB,GEL,RETRACT,BLUE,FN	DZ	\$26.40	\$11.55
PILOT	PIL	26062	PEN,RB,RTR,V6,PV5R,XF,BLK	EA	\$2.70	\$0.95

Vendor Name	Mfg	Vendor Item Number	Vendor Item Description	Vendor UOM	Vendor List Price	Vendor Discounted Price
PILOT	PIL	31020	PEN,RB,GEL,RETRACT,BLK,FN	DZ	\$25.68	\$10.55
PLANTRONICS	PLN	CS540	HEADSET,WRLS,DECT,BLK	EA	\$319.95	\$208.11
PLANTRONICS	PLN	S12	HEADSET,AMP SYSTEM	EA	\$129.95	\$80.50
PM COMPANY	PMC	05214	ROLL,POS,THER,3.13"X230",WE,50/CT	CT	\$141.77	\$61.79
PROCTER & GAM	PAG	88275	TOWEL,PAPER,BOUNTY	RL	\$3.41	\$1.96
QUALITY PARK	QUA	21227	SECURITY WINDOW #9,2,500/CT	CT	\$157.63	\$78.34
QUALITY PARK	QUA	37890	ENVELOPE,CLSP,28#,9X12,KFT	BX	\$30.64	\$6.92
QUALITY PARK	QUA	44532	ENV,PEEL N SEAL,CAT,28#,WHT,9X12	BX	\$98.33	\$56.17
QUALITY PARK	QUA	44562	ENVELOPE,CAT,R/STRIP,9X12	BX	\$36.47	\$13.50
QUALITY PARK	QUA	63561	ENVELOPE,INTR-DEPT,10X13,KF	BX	\$60.08	\$17.99
QUALITY PARK	QUA	63563	ENVELOPE,INDT,10X13,1SD,S/B	BX	\$91.86	\$27.54
QUALITY PARK	QUA	63574	ENVELOPE,INDT,10X13,S/B,RED	BX	\$93.68	\$44.80
QUALITY PARK	QUA	69122	ENVELOPE,R/STRIP,#10,WE	BX	\$52.81	\$28.47
QUARTET	QRT	56E	EASEL,PRS,TLSCP,HD,BLK	EA	\$189.67	\$82.99
QUARTET	QRT	S537	BOARD,MKER,ALUMFRM,6X4	EA	\$267.19	\$109.84
READ RIGHT	REA	RR3522	DUSTER,TWIN PK,PLUS,10OZ,2/PK	PK	\$47.64	\$15.49
RECKITT BENCKI	RAC	77925EA	WIPES,DSINFCTNT,LYSOL,80/BTL	EA	\$8.90	\$4.28
RECKITT BENCKI	RAC	78849EA	WIPES,DISINFCTNT,LYSOL,CTRS	EA	\$13.90	\$6.99
REDIFORM	RED	31120	BOOK,NOTE,WRBND,3X5,60SH	EA	\$1.55	\$0.42
REDIFORM	RED	43461	BOOK,COMP,COLG RUL,10X7-7/8	EA	\$4.79	\$1.39
REDIFORM	RED	43648	BOOK,NOTE,LAB,QD,11.75X9.25	EA	\$18.99	\$4.77
REDIFORM	RED	43649	BOOK,NOTE,LAB,QD,11X9.25	EA	\$35.09	\$8.82
REDIFORM	RED	56211	BOOK,ACCT,REC,8.25X10.25,150PG	EA	\$31.29	\$11.99
REDIFORM	RED	56231	BOOK,RCRD,300PG,9.75X7.7	EA	\$51.99	\$15.27
SAFCO	SAF	4052	HANDTRUCK,XL,STWAWY,AM	EA	\$214.00	\$111.41
SAFCO	SAF	5364BL	CART,FILING,STEEL,BLK	EA	\$505.00	\$268.19
SANFORD	SAN	25025	HI-LITER,DESK,FL,YEL,MAJ ACCNT	DZ	\$12.96	\$5.99
SANFORD	SAN	80001	MARKER,DRYERASE,BK	DZ	\$23.40	\$10.40
SANFORD	SAN	27075	HILITER,PEN,5-COLOR SET	ST	\$5.32	\$3.20
SANFORD	SAN	30001	MARKER,SHARPIE,FN,PERM,BLK	EA	\$1.37	\$0.56
SANFORD	SAN	30002	MARKER,SHARPIE,FN,PERM,RED	EA	\$1.37	\$0.56
SANFORD	SAN	30003	MARKER,SHARPIE,FN,PERM,BLUE	EA	\$1.37	\$0.56
SANFORD	SAN	32001	MARKER,PERM,SHARPIE X,BK	EA	\$2.46	\$1.02
SANFORD	SAN	33950	PEN,GEL,SIGNO,207,BK	DZ	\$29.16	\$11.98
SANFORD	SAN	35001	MARKER,SHARPIE,XFN,PERM,BK	DZ	\$17.76	\$7.15
SANFORD	SAN	60126	PEN,UNI-BALL,VISION,FINE,BK	EA	\$3.02	\$1.12
SANFORD	SAN	69000	PEN,GEL,UNI,VSNELT,BK	EA	\$3.40	\$1.41
SANFORD	SAN	81505	ERASER,MARKER BOARD	EA	\$3.53	\$1.46
SANFORD	SAN	83514	MARKER,DE,EXPO SCENTS,CHSLAS	ST	\$8.17	\$3.57
SEALED AIR	SEL	10185	BAG,MAIL,JIFYLT,SS,6X10	EA	\$1.55	\$0.24
SEALED AIR	SEL	10187	BAG,MAIL,JIFYLT,SS,8.5X12	EA	\$2.42	\$0.31
SEALED AIR	SEL	10189	BAG,MAIL,JIFYLT,SS,9.5X14.5	EA	\$2.79	\$0.49
SEALED AIR	SEL	10190	BAG,MAIL,JIFYLT,SS,10.5X16	EA	\$3.20	\$0.69
SEALED AIR	SEL	10191	BAG,MAIL,JIFYLT,SS,12.5X19	EA	\$3.63	\$0.69
SMEAD	SMD	10346	FILE FLDR,1/3,LTR,MANILA,100/B	BX	\$27.66	\$5.82
SMEAD	SMD	14031	FOLDER,CLASSIFICATION,LTR,RED	BX	\$94.61	\$33.59
SMEAD	SMD	10301	FLDR SUP LTR 11PT 1/3 MLA	BX	\$29.34	\$10.24
SMEAD	SMD	10330	FOLDER,FILE,LTR,1/3,100/BX,5/C	BX	\$29.05	\$10.77
SMEAD	SMD	10334	FOLDER,FILE,LTR,1/3,2-PLY TAB	BX	\$39.49	\$14.63
SMEAD	SMD	10339	FLDR,LTR,11PT,1/3,MLA	BX	\$31.43	\$14.73
SMEAD	SMD	11943	FOLDER,FILE,LTR,1/3,ASST COLOR	BX	\$39.02	\$17.37
SMEAD	SMD	11961	FLDR,FILE,1/3 11PT LTR ASMT	BX	\$49.15	\$20.77
SMEAD	SMD	35600	DIVIDER,ET,LTR,1/5,SD CUT,MAN	PK	\$43.27	\$21.19
SMEAD	SMD	64077	FLDR,HANG,GRN,LTR,1/5,25/BX	BX	\$29.43	\$3.70

Vendor Name	Mfg	Vendor Item Number	Vendor Item Description	Vendor UOM	Vendor List Price	Vendor Discounted Price
SMEAD	SMD	64222	POCKET,HNG,LTR,3.5EXP,1/3	BX	\$69.75	\$34.87
SMEAD	SMD	64279	FOLDER,HANG,LTR,3"EXP,BOX/BTM	BX	\$46.05	\$19.60
SMEAD	SMD	73224	PCKT FILE,3.5,LTR,73805	EA	\$2.63	\$1.05
SMEAD	SMD	73234	PCKT FILE,5.25,LTR,73810	EA	\$3.06	\$1.35
SMEAD	SMD	88052	PORTFOLIO,TW PCKT,BE	BX	\$43.05	\$15.15
SMEAD	SMD	89415	INDEX,3-RG,11X8.5,TAB,ASST	BX	\$35.80	\$16.83
SOLO CUP	SLO	12BI0041	CUP,PPR,HOT,12 OZ,300/CT	CT	\$43.51	\$25.99
SONY	SON	ICDPX333D	RECORDER,VOICE,DIG	EA	\$119.99	\$98.50
SOPORCEL	SNA	NR1120	PAPER,NAV,20#,RECY,8.5X11	CT	\$157.86	\$36.68
SOPORCEL	TSR	101212	OFFICE PAPER,20# 8.5X11	CS	\$199.00	\$29.99
SOUTHWORTH	SOU	664C	PAPER,LTR,FN LIN,24#,IVY	BX	\$57.45	\$35.95
SPARCO	SPR	01385	PAPER,DP,3PT,NCR,WYP	CT	\$365.52	\$95.10
SPARCO	SPR	1	ERASER,CHKBD,FELT,6"	EA	\$5.25	\$1.84
SPARCO	SPR	19771	BOARD,MELMN,ALUMFRM,4X3	EA	\$97.00	\$27.99
STARBUCKS	SBK	11033279	CUP,HOT,STARBUCKS,12OZ,1000/CT	CT	\$128.31	\$59.99
SWINGLINE	SWI	35450	STAPLES,STD,CH PT,5M/PLSTC BX	BX	\$4.51	\$1.49
SWINGLINE	SWI	44401S	STAPLER,DESK,STD,FULL,BLACK	EA	\$25.77	\$9.26
SWINGLINE	SWI	48209	STAPLER,ELECTRIC,OPTIMA 40	EA	\$193.32	\$58.59
SWINGLINE	SWI	74701	STAPLER,FULL STRIP,BLK,#747	EA	\$31.82	\$11.43
SWINGLINE	SWI	7709100	MACHINE,BNDG,C450E,OWE	EA	\$1,018.98	\$514.99
THE BOARD DUD	BDU	13871UA1	BOARD,DRY ERASE,CAL,35X47"	EA	\$269.00	\$134.50
TOPS	TOP	35061	BOOK,COMPUTATION,OR,76CT	EA	\$24.73	\$15.89
TOPS	TOP	63410	PAD,8.5X11.75,WHT,PREM,DOCKET	PK	\$65.80	\$19.98
TOPS	TOP	63950	PAD,LGLRLD,8.5X11.75,CA	PK	\$78.82	\$21.19
TOPS	TOP	63960	PAD,LGL,DKTCLS,W/BGY PKT,WE	PK	\$78.82	\$21.19
TOPS	TOP	74830	PAD,LGLRLD,100%RECY,5x8,WE	DZ	\$23.06	\$7.83
TOPS	TOP	74880	PAD,8.5X11.75,WHT,100%RCY,50CT	DZ	\$36.47	\$9.00
TOPS	TOP	74890	PAD,8.5X11.75,CAN,50%RCY,50CT	DZ	\$36.47	\$9.00
TOPS	TOP	8001	BOOK,STENO,GREGG,6X9,60SHT	EA	\$3.98	\$1.25
TOPS	TOP	8021	BOOK,STENO,6X9,GREGG,80SH,GRN	EA	\$4.68	\$1.47
TOPS	TSR	9021	PAD,8.5X11.75,WHT,50CT(7533)	PD	\$4.19	\$0.35
TOPS	TSR	9028	PAD,5X8,JR LGL,WHT,50CT,(7500)	PD	\$2.77	\$0.71
TOPS	TSR	9058	PAD,5X8,JR LGL,CAN,50CT (7501)	PD	\$2.77	\$0.71
TOPS	TSR	911	PAD,8.5X11.75,CAN,50CT(7532)	PD	\$4.19	\$0.35
TSRC	TSR	100933	WATER,BOTTLED,1/2 LITER,24/CS	CS	\$19.99	\$4.99
TSRC	TSR	41850	PAPER,COPY,8.5X11,WHT,20#	CT	\$195.95	\$32.99
TURBON	APD	CE505A	R/M HP 2035/2055 CE505A	EA	\$82.50	\$41.75
VERBATIM	VER	95236	DRIVE,USB,STORE N GO,4GB	EA	\$11.40	\$6.32
VERBATIM	VER	95507	DRIVE,USB,STORE'N'GO,8GB	EA	\$14.00	\$8.32
XEROX	XER	106R01161	TONER CRG,PHSR7760,MAG	EA	\$559.00	\$316.88
XEROX	XER	106R01391	TONER,F/PHASER 6280,BLK	EA	\$162.00	\$103.03
XEROX	XER	106R01395	TONER,PHASER 6280,HC,BLK	EA	\$302.00	\$190.51
XEROX	XER	108R00713	IMAGING UNIT,PHSR7760	EA	\$533.00	\$350.96

Attachment 5

Non-Core Category Discounts

Item Categories	Discount % Off List Price
Art, Drafting, & School Supplies	42%
Binders & Business Cases	52%
Calendars & Planners	55%
Cleaning and Break room	40%
Computers, Printers & Accessories	42%
Desk Accessories	45%
Filing & Storage	51%
Forms	70%
General Office Supplies	50%
Healthcare Supplies	27%
Mailroom & Shipping	46%
Office Furniture	51%
Office Machines & Electronics	42%
Paper & Pads	60%
Paper Fasteners/Clips/Clamps	60%
Presentation & Audiovisual	43%
Toner - OEM	28%
Toner - Compatible	56%
Writing Instruments	48%

***Items not included on the Best Value Office Supply List or the Non-Core Category List will receive a minimum discount of 20% off list price.**

