



**HEART OF TEXAS  
WORKFORCE DEVELOPMENT BOARD, INC.  
801 Washington, Suite 700  
Waco, TX 76701  
254-296-5387**

**REQUEST FOR QUOTE #RFQ-13120901  
FOR  
OFFICE SUPPLIES  
FOR THE  
HEART OF TEXAS WORKFORCE DEVELOPMENT BOARD, INC.**

**Response Deadline: February March 2, 2012, 4:30 p.m.**

The Heart of Texas Workforce Board, Inc. is an equal opportunity employer/programs and auxiliary aids and services are available upon request to include individuals with disabilities. TTY/TDD via RELAY Texas service at 711 or (TDD) 1-800-735-2989/ 1-800-735-2988 (voice).

## **PART I – PURPOSE**

The Heart of Texas Workforce Development Board, Inc. is requesting quotes for **office supplies for the Heart of Texas Workforce Development Board, Inc.** at the following location:

801 Washington, Suite 700  
Waco, TX 76701

## **PART II – GENERAL INFORMATION**

- Any resulting agreement shall be effective commencing on March 15, 2012, and shall continue in effect until March 14, 2013, or until it has been terminated by either party by giving written notice to the other party. HOTWDB reserves the option to extend the agreement up to an additional two years upon annual review.
- Upon issuance of an agreement, all initial costs will be based on the pricing listed in the original quote submitted by Vendor. During the term of the agreement, reasonable price adjustments will be allowed based on cost increases for supplies. Documentation of cost increases from suppliers must be provided to justify price adjustment requests. Notification of acceptance must be received from HOTWDB prior to charging the higher price.
- The vendor selected will be required to furnish proof of general liability insurance.

## **PART III – SCOPE OF PRODUCTS AND SERVICES**

Please refer to the Cost Proposal form for a specific listing of requested supplies. Please also specify general discount information regarding any items that might be purchased that are not included in the Cost Proposal, detail of the ordering process, how invoicing is done, payment terms, delivery, and return processes. Please list details of all other services provided by your company.

All initial costs will be based on the pricing listed in the original quote submitted by Vendor. During the term of this contract, reasonable price adjustments will be allowed based on cost increases for supplies. Documentation of cost increases from suppliers must be provided to justify price adjustment requests. Notification of acceptance must be received from HOTWDB prior to charging the higher price.

## **PART IV - RESPONSES**

Quotes must be received by 4:30 p.m., March 2, 2012.

The attached cover sheet and cost proposal must be submitted and may be mailed, faxed, or emailed to:

Heart of Texas Workforce Development Board, Inc.  
Attn: Vicki Meek  
801 Washington, Suite 700  
Waco, TX 76701

Fax: 254-753-3173

E-Mail: [vicki.meek@hotworkforce.com](mailto:vicki.meek@hotworkforce.com)

If you have any questions regarding this procurement or if you would prefer an electronic version, please contact Vicki Meek, 254-296-5387, or [vicki.meek@hotworkforce.com](mailto:vicki.meek@hotworkforce.com).

## ATTACHMENT A

<p><b><u>COVER SHEET</u></b>  <b>FOR</b>  <b>OFFICE SUPPLIES QUOTE</b>  <b>FOR THE</b>  <b>HEART OF TEXAS WORKFORCE BOARD, INC.</b>  <b>801 WASHINGTON, SUITE 700, WACO, TX 76701</b></p>
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Name of Organization	
Mailing Address	
Phone Number	
Fax Number	
Federal ID Number	
Historically Underutilized Business (HUB)	Yes _____ No _____ If yes, please attach certificate.
Contact Person	
Title	
Contact Person's Phone Number & Email	Phone _____ Email _____
Contract Signatory Authority	
Title	
Phone Number	
Signature	
Date	

**ATTACHMENT B**  
**COST PROPOSAL**

The unit cost shall be all-inclusive, including all expenses (overhead, shipping, handling, delivery, etc.) and other costs necessary. The following chart is provided as a guide to submitting the quote sheets. Vendors may recreate this form.

#	ITEM	UNIT	RETAIL COST	EXTENDED COST
1	Cartridge Toner, HP 901XL, Black	Each		
2	Cartridge Toner, HP 901XL, Color	Each		
3	Cartridge Toner, HP 13A	Each		
4	Cartridge Toner, HP 49A, Black	Each		
5	Cartridge Toner, HP 75 XL, Black	Each		
6	Cartridge Toner, HP 75XL, Color	Each		
7	Cartridge Toner, HP Q5949A	Each		
8	Cartridge Toner HP LaserJet – <b>Q2670A</b> – Black	Each		
9	Cartridge Toner HP LaserJet – <b>Q2671A</b> – Cyan	Each		
10	Cartridge Toner HP LaserJet – <b>Q2672A</b> – Yellow	Each		
9	Cartridge Toner HP LaserJet – <b>Q2673A</b> - Magenta	Each		
10	Cleaning Wipes, Anti-Static	100 Ea/Box		
11	Clip, Binder - 1"	12 Ea/Box		
12	Clip, Binder - 3/8"	12 Ea/Box		
13	Clip, Binder - 5/8"	12 Ea/Box		
14	Clip, Paper, 1 ¼ "	100 Ea/Box		
15	Clip, Paper, Jumbo, 2"	100 Ea/Box		
16	Color Coded Flags – Blue	300 Pk		
17	Color Coded Flags – Red	300 Pk		
18	Color Coded Flags – Yellow	300 Pk		
19	Compact Disk, CD-R, 80 Min/700Mb	10 Ea/Box		
20	Compact Disk, CD-RW, 80 Min/700Mb	10 Ea/Box		
21	Diskette, 3/5", High-Density	10 Ea/Box		
22	Envelope, Brown, 6"x 9"	100 Ea/Box		
23	Envelope, Brown, 9 ½" x 12 ½", self seal	100 Ea/Box		
24	Envelope, Inter-Office, Large	100 Ea/Box		

25	Envelope, Brown, 10 x 15, Self-Seal	100 Ea/Box		
26	Envelope, White, #10	500 Ea/Box		
27	Folder, 2 pocket portfolio w/o fasteners	25 Ea/Box		
28	Folder, Personnel Classification, w/2 Dividers – Green	10 Ea/Box		
29	Folder, Personnel Classification, w/2 Dividers – Red	10 Ea/Box		
30	Folder, File, Manila, Letter-size, 1/3 cut, assorted	100 Ea/Box		
31	Folder, Hanging, Letter-size, w/tabs, 1/5 cut	25 Ea/Box		
32	Folders, Expandable, Letter-size, 1”	50 Ea/Box		
33	Folders, Expandable, Letter-size, 3”	50 Ea/Box		
34	Index tab sheets, Letter-size, 8 colored	8 tabs/set		
35	Ink Stamp Refill, Ideal (all office mailing stamps)	2 oz bottle		
36	Ink Stamp Refill, Ideal (all office mailing stamps)	6cc bottle		
37	Ink, rubber stamp pad, black	Each		
38	Labels, 3 ½” x 2/3”, assorted, 3 Up	750 Ea/Pkg		
39	Labels, 1” x 2 5/8”	3000 Ea/Box		
40	Labels, 2” x 4”	1000 Ea/Box		
41	Letter Opener – Lightweight	Ea		
42	Sharpie Marker – Black	1 doz		
43	Pad, Post-It (or equiv.), 3” x 3”, 100 sheets/pad	12 Pd/Pkg		
44	Pad, Post-It (or equiv.), 3” x 5”, 100 sheets/pad	12 Pd/Pkg		
45	Pad, Post-It (or equiv.), 1 ½” x 2”, 100 shts/pad	12 Pd/Pkg		
46	Pad, Tablet, Letter-size, Ruled, Canary	12 Pd/Pkg		
47	Pad, Tablet, Letter-size, Ruled, White	12 Pd/Pkg		
48	Paper Trays, Stackable, 3” high, black	Each		
49	Paper, Copy, 8 ½” x 11”, all colors	500 Shts/Rm		
50	Paper, Copy, 8 ½” x 11”, White	500 Shts/Rm		
51	Paper, Copy, 8 ½” x 11”, Recycled	500 Shts/Rm		
52	Paper, Color Copy, LaserJet	500 Shts/Rm		
53	Paper, Copy, 8 ½” x 14”, White	500 Shts/Rm		

54	SII Large Capacity Rolls #SLP-2RLH Labels	2 Rolls/Pkg		
55	Pen, ballpoint, medium, black w/cap	1 doz		
56	Pen, ballpoint, medium, blue w/cap	1 doz		
57	Pen, ballpoint, medium, red w/cap	1 doz		
58	Pen, ballpoint, retractable, blue	Each		
59	Pen, ballpoint, retractable, fine, black	Each		
60	Pen, Rollerball, black	Each		
61	Pen, Rollerball, red	Each		
62	Pen, Rollerball, Gel, w/soft grip, w/cap	Each		
63	Pen, Highlighter, Yellow	1 doz		
64	Pen, Marker, Wide Felt Tip, Black	1 doz		
65	Pen, Rollerball, UltraFine, Blue	1 doz		
66	Pen, Pilot G-2 07 – Blue	1 doz		
67	Pen, UNV 39318 Gel Ink Pens - Blue	1 doz		
68	Pen, BIC RTR7711BE, Blue	1 doz		
69	Pen, Pentel Impulse BK95, Blue, Fine Point	1 doz		
70	Pentel e-sharp Pencil, AZ125A	1 doz		
71	Pencil, No.2, Wood	1 doz		
72	Pencil, “Clickster”	1 doz		
73	Rubber Bands, #19, 1/6” Wide	¼ lb/Box		
74	Scissor, 7” Blade	Each		
75	Screen Cleaner	Each		
76	Shredder, Paper, Fellowes	Each		
77	Folder, Hanging, Legal-Sized w/tabs	25 Ea/Box		
78	Folder, Manila, Legal-Sized	100 Ea/Box		
79	Staple, Remover	Each		
80	Stapler, Standard	Each		
81	Staples for Xerox WorkCenter Pro 238, 3 pk of 5000 ea	Package		
82	Staples, Standard	5000 Ea/Box		
83	Tape Dispenser for ¾” Tape	Each		

84	Tape, Transparent, ¾”	Each		
85	Three Hole Punch	Each		
86	Two Hole Punch	Each		
87	Correction Fluid, Pen	Each		
88	Correction Tape	Each		
89	Wrist Rest – Blue	Each		
90	Wrist Rest – Burgundy	Each		
91	Wrist Rest – Silver/Gray	Each		
92	Brothers Label Tape, ¾”, TZ231Black on White	Each		
93	Batteries - AA	Package		
94	Batteries – AAA	Package		
95	Batteries – C	Package		
96	Batteries – D	Package		
97	Batteries – 9V	Package		
98	Rubber Bands, #31, 2 ½ X 1/8 X 1/32	1 lb. Box		
99	File Jackets – letter size – 2”	100/Per Box		
100	Expanding File Wallet – 5 1/4” & 3 ½” Letter Size	Each		
101	Project Jackets, Letter, 2” Preprinted, Plain	50 Ea/Box		
102	Lead Refills - 0.7mm (for Mechanical Pencils)	Package		
103	Lead Refills - 0.5mm (for Mechanical Pencils)	Package		
104	Clear Label Dividers – 5 Tab <b>Avery 11446</b>	25 Sets/Box		
105	Pre-printed Project Jacket – Globe Weis GLW-B3143DT, 2”	50 Ea/Box		
106	Calculator Adding Machine Tape 2 ¼ “	3 Rolls/Pkg		
107	“Sign Here” Flags	100/Pkg		
108	Legal Size Pads – Tablet Lined UNV	12/Pkg		
109	Ink Stamp “Copy” – Self Inking	Each		
110	Mono Correction Tape	6 Ea./Pkg		
	<b>TOTAL</b>			<b>\$</b>

**Payments will be based on the ACTUAL Goods and Services provided.**