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GOVERNOR



SARAH ALLEN
ADMINISTRATOR

STATE OF HAWAII
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July 8, 2016

TO: Executive Departments/Agencies
Excluding the following:
Department of Education (and its Charter Schools)
Hawaii Health Systems Corporation (and its Regional System Boards and Hospitals)
Office of Hawaiian Affairs
University of Hawaii

FROM: Sarah Allen, Administrator 

SUBJECT: **New DOE Price List Contract**
DOE Price List Contract No. E16-10 (Oahu)
DOE Price List Contract No. E16-11 (Hawaii)
DOE Price List Contract No. E16-12 (Maui)
DOE Price List Contract No. E16-13 (Kauai)
DOE Price List Contract No. E16-14 (Molokai)
DOE Price List Contract No. E16-15 (Lanai)
DISPOSABLE FOOD SERVICE PRODUCTS
IFB D16-068
Expires: June 30, 2017

The price list contracts for Disposable Food Service Products for each island are attached.

Participating jurisdictions may purchase from this Department of Education (DOE) price list contract under the terms of the cooperative agreement between the State Procurement Office (SPO) and the DOE. Executive Departments/Agencies are not required, but may purchase from these DOE Price Lists, and requests for exception from the list are not required.

Executive Department/Agencies are allowed to purchase from other contractors, however, HRS chapter 103D and the procurement rules apply to purchases by using the applicable method of procurement and its procedures, such as small purchases or competitive sealed bids. The decision to use this contract or to solicit pricing from other sources is at the discretion of the purchasing agency.

VENDOR CODES. Do not use the DOE Vendor Codes provided on the price list contract. Executive Departments/Agencies are responsible to obtain the correct vendor codes for annotation on purchase orders. Vendor codes are obtainable from the "Alphabetical Vendor Edit Table Report" available at your department's fiscal office. Departments/Agencies are

cautioned that the remittance address on an invoice may be different from the address of the vendor code annotated on the purchase order. Therefore, when processing an invoice for payment, be sure that the correct vendor code is used. All references made to the School Food Safety Manager (SFSM) shall refer to the individual(s) placing the order.

COMPLIANCE PURSUANT TO HRS §103D-310(c). Prior to awarding this contract, the DOE verified compliance of the Contractor(s) named in the DOE Price List Contracts No. E16-10, E16-11, E16-12, E16-13, E16-14 and E16-15. No further compliance verification is required prior to issuing a contract, purchase order or pCard payment when utilizing this contract.

PURCHASING CARD (pCard). The State of Hawaii Purchasing Card (pCard) is required to be used by the Executive department/agencies, excluding the DOE, HHSC, OHA, and UH, for orders totaling less than \$2,500. For purchases of \$2,500 or more, agencies may use the pCard, subject to its credit limit, or issue a purchase order.

PURCHASE ORDERS may be issued for purchases of \$2,500 or more and for vendors who either do not accept the pCard, set minimum order requirements before accepting the pCard for payment, or who charge its customers a transaction fee for the usage.

DOE PL Contract No. E16-10, E16-11, E16-12, E16-13, E16-14 or E16-15 will be typed on purchase orders issued against this price list contract based on the corresponding DOE Price List contract. For pCard purchases, the corresponding DOE PL Contract No. shall be notated on the appropriate transaction document.

VENDOR AND PRODUCT EVALUATION. Form SPO-012, *Evaluation: Vendor or Product*, for the purpose of addressing concerns on this vendor list contract, is available to agencies at the SPO website: <http://spo.hawaii.gov>. Click on *Forms* on the home page. Submit all evaluation forms to shawn.l.richey@hawaii.gov. Include the DOE Price List Contract Number in the Description field of Form SPO-012. All references made to "School Food Service Branch" in the Vendor Product Evaluation clause shall refer to the State Agency.

PRICE OR VENDOR LIST CONTRACT AVAILABLE ON THE INTERNET at the SPO website: <http://spo.hawaii.gov>. Click on *Price & Vendor List Contracts* on the home page.

If you have any questions, please contact Shawn Richey at (808) 586-0577 or email shawn.l.richey@hawaii.gov.

DEPARTMENT OF EDUCATION
PROCUREMENT AND CONTRACTS BRANCH

HIDOE Price List No. E16-15 (Lanai)
Replaces E15-23

DISPOSABLE FOOD SERVICE PRODUCTS FOR CAFETERIAS

July 1, 2016 to June 30, 2017
(IFB D16-068)

Orders shall be placed with the following companies:

Vendor	HIDOE Vendor Code	Telephone	Fax
Office Depot, Inc. 80 South Hana Hwy. Kahului, HI 96732 <i>Contact:</i> Lisa Hovey Lisa.Hovey@officedepot.com	133378	808-419-2732	808-871-6914

BID PRICES

Unit prices shall be based on delivery to destination and shall include any and all other costs and applicable taxes incurred.

STATE'S COMMITMENT

All cafeterias on the Island of Lanai under the HIDOE's School Food Services Program are mandated to purchase products from this price list.

Food service agencies under the Executive and Judiciary jurisdictions may purchase products from this price list at their option. Other agencies from participating jurisdictions may purchase from this price list but these purchases will be minimal and infrequent.

ORDERING PROCEDURES

- Orders must be placed ten (10) business days prior to requested delivery date.
- Orders shall be faxed to the above-listed vendors using order forms.
- "HIDOE Price List No. E16-15" should be noted on orders and invoices issued against this price list.
- When revising orders, SFSM must remember to state "Revised" and date of revision on new order. Failure to do so may result in a duplicate order.
- SFSM should retain this price list for future reference to specific terms and conditions related to items purchased.

Deliveries of all orders shall be completed within ten (10) business days after receipt of order. For orders received prior to ten (10) business days of requested delivery dates, Contractor shall deliver on the requested delivery date. Deliveries shall be made to the individual cafeterias and various State agencies of the participating jurisdictions at locations designated on the orders.

The minimum order for delivery shall be FIFTY DOLLARS (\$50.00). Orders totaling less than FIFTY DOLLARS (\$50.00) shall be made available on a "will call" basis within 24 hours after receipt of order. Delivery of orders totaling less than \$50.00 may be made at the Contractor's option and according to their delivery schedule. Contractor is required to deliver all items outstanding at the end of the award period if order was received during the award period.

Deliveries to HIDEOE school cafeterias shall be made between 6:00 a.m. and 2:00 p.m. Deliveries shall be scheduled for at least two (2) non-consecutive business days per week per district or geographical area. (Note: Friday and Monday are considered "consecutive business days" since no business is transacted on Saturday and Sunday.) Upon the HIDEOE's request, Contractor shall stack delivered cases in a previously-cleared storage area.

Cafeteria personnel should check accuracy of delivery (quantity and quality) prior to acceptance of delivery.

PRODUCT QUALITY

Products furnished under this agreement shall be new and of the best quality of its respective kind. Product shall be free from defects that may render it unfit to use. Damaged or rejected products must be immediately removed from the site and immediately replaced with products of the quality required by the specifications. Replacement of damaged or rejected products must be completed within seven (7) calendar days from the date of non-acceptance or rejection of product by the HIDEOE/State. Delivery beyond the seven (7) calendar days for replacement of damaged or rejected products may be allowed upon approval from the ordering entity. Products shall meet all applicable federal and state regulations.

Failure to replace or to remove any rejected product shall not relieve the Contractor from the responsibility imposed upon it by the award. No payment, whether partial or final, shall be construed to be an acceptance of unacceptable products.

The HIDEOE may, at any time and by written order, stop the delivery of products not conforming to the specifications. Such stop order shall not relieve the Contractor of its obligation to complete its work within the award time limits, nor shall it in any way terminate, cancel, or abrogate the award or any part thereof.

INVOICING

Upon delivery of products, Contractor shall forward an original and one (1) copy of the invoice directly to the HIDEOE cafeteria or participating State agency as listed on the order. Invoices shall include product descriptions exactly as stated on the HIDEOE price list. Invoices shall also include the general excise tax.

FAILURE TO DELIVER

Contractor shall be obliged to deliver products under this award in accordance with the terms and conditions stated herein. If a Contractor is unable to deliver because product is temporarily out of stock, it shall be the Contractor's responsibility to notify the ordering cafeteria or participating State agency of the shortages on the awarded items at least three (3) days before the requested delivery date. Contractor shall then obtain prior approval from the ordering cafeteria or State agency to deliver an acceptable substitute, at the same bid price and under the same terms and

conditions of this award. It shall be the Contractor's responsibility to obtain such substitute. In the event a Contractor consistently needs to substitute or refuses to substitute products, the HIDEO reserves the right to terminate the award and/or initiate the debarment process pursuant to Chapter 3-126, Legal and Contractual Remedies, HAR.

VENDOR AND PRODUCT EVALUATION

The School Food Services Branch will distribute SFSB Form 12, Evaluation of Goods and Services, to the School Food Service Managers with the issuance of the resulting price list.

Product Evaluation. Upon receipt of complaint, Contractor shall be notified of product quality. Contractor shall follow up with the manufacturer and respond to the HIDEO, School Food Services Branch as to what remedies have or will be taken to correct the problem. If product quality is not corrected and the complaint(s) persist, steps will be taken to delete product from the price list.

Vendor Evaluation. In the event of complaints regarding Contractor's services (i.e. delivery delays, numerous out of stock, failure to notify manager of non-delivery, etc.) the HIDEO, School Food Services Branch will notify the Contractor. Within one (1) week of notification, the Contractor shall take corrective measures to resolve the complaint, and inform the HIDEO, School Food Services Branch of action taken. Should the Contractor consistently receive complaints for poor service or refuses to resolve the complaints, the HIDEO reserves the right to terminate the agreement and/or initiate the debarment process pursuant to Chapter 3-125, HAR, Legal and Contractual Remedies. The resolving of complaints pursuant to product and Contractors evaluation notifications shall be done at no additional charge to the HIDEO.

EXCEPTION FROM PRICE LIST

If the price list product is not suited to a cafeteria's purpose, exception to purchase outside of this price list may be granted through the Procurement Office. To obtain approval, cafeterias must justify the exception on the HIDEO Form 5, "Request Exception From Purchasing From Price List" and fax to the HIDEO's Procurement Office. The approval must be obtained prior to purchase. The original Form 5 must be attached to payment documents.

INQUIRIES

Questions relating to this price list may be directed to the following persons:

<u>Department/Agency</u>	<u>Point of Contact</u>	<u>Phone</u>	<u>Fax</u>	<u>Email</u>
HIDEO, Procurement and Contracts Branch	Wendy Ebisui	675-0130	675-0133	wendy_ebisui@notes.k12.hi.us
State Procurement Office (SPO)	Shawn Richey	587-0577	586-0570	shawn.l.richey@hawaii.gov
Judiciary	Tritia Cruz	538-5805	538-5802	tritia.l.cruz@courts.hawaii.gov



Department of Education
Procurement Administrator

Disposable Food Service Products
Effective: July 1, 2016 to June 30, 2017
LANAI

Item No	Description	Packaging	Manufacturer/Brand Name & Product Number	Unit Price	Vendor
GROUP 1 - BAGS, FOOD STORAGE					
1	1 gallon, freezer	100 bags/pack	ELKAY PLASTICS F41012DT	\$ 13.16 /pk	Office Depot, Inc.
2	2 gallon, freezer	100 bags/pack	ELKAY PLASTICS F41215DT	\$ 18.33 /pk	Office Depot, Inc.
3	Sandwich Size	1000 bags/pack	ELKAY PLASTICS H07RC	\$ 21.25 /pk	Office Depot, Inc.
GROUP 2 - CONTAINERS, FOOD FOAM OR PAPER					
4	8 oz. capacity	1000 containers /case	CONVERMEX 8FC20	\$ 56.50 /cs	Office Depot, Inc.
5	10 oz. capacity	1000 containers /case	CONVERMEX 10BB20	\$ 58.40 /cs	Office Depot, Inc.
6	12 oz. capacity	500 containers /case	CONVERMEX 12FC20	\$ 38.00 /cs	Office Depot, Inc.
7	16 oz. capacity	500 containers /case	CONVERMEX 16FC32	\$ 45.05 /cs	Office Depot, Inc.
8	Lids for 8 oz. bowls	1000 containers /case	CONVERMEX LVFC20	\$ 30.00 /cs	Office Depot, Inc.
9	Lids for 16 oz bowls	500 containers /case	CONVERMEX LV32	\$ 30.00 /cs	Office Depot, Inc.
GROUP 3 - CONTAINERS, BLACK POLYPROPYLENE BOWL					
10	16 oz. capacity	250 bowls/case	ANCHOR PACKAGING M5820B	\$ 45.00 /cs	Office Depot, Inc.
11	Lid for 16 oz	250 lids/case	ANCHOR PACKAGING LH5800D	\$ 30.00 /cs	Office Depot, Inc.
GROUP 4 - CONTAINERS, 3-COMPARTMENTS, PLASTIC					
12	3-comp. clear plastic	250 containers /case	DART CLEARSEAL C90PST3	\$ 66.79 /cs	Office Depot, Inc.
GROUP 5 - CONTAINERS, 3-COMPARTMENTS, POLYSTYRENE					

13	3-comp. polystyrene	100 containers /case				TBD
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GROUP 6 - CONTAINERS, 2-COMPARTMENTS, POLYSTYRENE

14	2-comp. Polystyrene	200 containers /case	GENPAK 20520	\$ 45.00 /cs		Office Depot, Inc.
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GROUP 7 - CONTAINERS & LIDS, 1-COMPARTMENT

15	1-comp. Black Polypropylene	250 containers /case			/cs	TBD
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16	Lid for 16 oz. 1- compartment container	250 lids/case			/cs	TBD
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GROUP 8 - COVERS FOR BUN PAN

17	Bag	200 bags/case	ELKAY BOR2737HD	\$ 22.00 /cs		Office Depot, Inc.
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18	Rack cover	50 covers/cas e	ELKAY BOR5280	\$ 20.00 /cs		Office Depot, Inc.
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GROUP 9 - CUPS, DRINKING, PLASTIC

19	9 oz	2500 cups/case	FABRIKAL RK9	\$ 90.00 /cs		Office Depot, Inc.
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20	10 oz. clear tall	1000 cups/case	DART TP10D	\$ 75.00 /cs		Office Depot, Inc.
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21	12 oz	1000 cups/case	FABRIKAL RK12	\$ 50.00 /cs		Office Depot, Inc.
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22	Lids for 9 oz. cup	2500 lids/case	FABRIKAL LRK9/10	\$ 84.53 /cs		Office Depot, Inc.
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23	Lids for 10 oz. cup	1000 lids/case	DART 610TS	\$ 45.00 /cs		Office Depot, Inc.
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24	Lids for 12 oz cup	1000 lids/case	FABRIKAL LRK12	\$ 50.00 /cs		Office Depot, Inc.
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GROUP 10 - CUPS, PORTION, PLASTIC & CLEAR LIDS

25	2 oz. cup	2500 cups/case	DAXWELL E10002024	\$ 36.00 /cs		Office Depot, Inc.
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26	Lids for 2 oz. cup	2500 lids/case	DAXWELL D10004472	\$ 36.00 /cs		Office Depot, Inc.
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27	3-1/4 oz. cup	2500 cups/case	DAXWELL E10002027	\$ 54.00 /cs	Office Depot, Inc.
28	Lids for 3-1/4 oz. cup	2500 lids/case	DAXWELL E10004470	\$ 48.00 /cs	Office Depot, Inc.
29	5-1/2 oz. cup	2500 cups/case	DAXWELL E10004471	\$ 69.00 /cs	Office Depot, Inc.
30	Lids for 5-1/2 oz. cup	2500 lids/case	DAXWELL E10004470	\$ 48.00 /cs	Office Depot, Inc.

GROUP 11 - CUPS, SOUFLÉ, PAPER

31	5-1/2 oz. cup	5000 cups/case	GENPAK F550	\$ 116.26 /cs	Office Depot, Inc.
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GROUP 12 - CUTLERY, PLASTIC

32	Forks	100 forks/bag; 10 bags/case	DAXWELL A10000825	\$ 14.95 /cs	Office Depot, Inc.
33	Spoons	100 spoons/ba g; 10 bags/case	DAXWELL A10000840	\$ 14.95 /cs	Office Depot, Inc.
34	Knives	100 knives/bag ; 10 bags/case	DAXWELL A10000830	\$ 14.95 /cs	Office Depot, Inc.

GROUP 13 - FILM, PVC

35	12" x 2000'	2000 feet/roll	ANCHOR PACKAGING VW122	\$ 12.17 /rl	Office Depot, Inc.
36	18" x 2000'	2000 feet/roll	ANCHOR PACKAGING VW182	\$ 18.66 /rl	Office Depot, Inc.
37	24" x 2000'	2000 feet/roll	ANCHOR PACKAGING VW242	\$ 25.51 /rl	Office Depot, Inc.

GROUP 14 - FOIL, ALUMINUM

38	Standard, 12" x 1000'	1000 feet/roll	DAXWELL J10002365	\$ 25.00 /rl	Office Depot, Inc.
39	Standard, 18" x 1000'	1000 feet/roll	DAXWELL J10003335	\$ 34.00 /rl	Office Depot, Inc.
40	Heavy duty, 18" x 1000'	1000 feet/roll	DAXWELL J10002375	\$ 52.00 /rl	Office Depot, Inc.
41	Heavy duty, 24" x 1000'	1000 feet/roll	DAXWELL J10003532	\$ 71.00 /rl	Office Depot, Inc.
42	Standard sheets, 10-3/4" x 12"	3000 sheets/cas e	DAXWELL J10003028	\$ 72.00 /cs	Office Depot, Inc.

GROUP 15 - PAN LINER, BAKERY PAPER

43	Quilon, regular treated, greaseproof	1000 liners/case	PATERSON PAPER 24051610000	\$ 40.00 /cs	Office Depot, Inc.
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GROUP 16 - PAN LINER, HIGH HEAT

44	Nylon liner	100 liners/case	ELKAY PL205285	\$ 46.00 /cs	Office Depot, Inc.
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GROUP 17 - NAPKINS, PAPER, TALL FOLD

45	Tall fold	500 sheets/pa ck;20 packs/cas e	PAPER SOURCE CONVERTING SOFT TOUCH ST713	\$ 54.00 /cs	Office Depot, Inc.
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GROUP 18 - NAPKINS, PAPER, INTERFOLDED

46	Interfolded	875 sheets/pa ck; 6 packs/cas e	KIMBERLY CLARK SCOTT 98908	\$ 58.62 /cs	Office Depot, Inc.
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GROUP 19 - PAPER TOWELS, ROLL - 10" x 800 FT

47	Hard Roll, 10" x 800 ft	800 feet/roll; 6 rolls/case	GEORGIA PACIFIC 89480	\$ 65.00 /cs	Office Depot, Inc.
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GROUP 20 - PAPER TOWELS, ROLL - 7.5" x 1150 FT

48	Hard Roll, 7.5" x 1150 ft				TBD
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GROUP 21 - TRAYS, FOOD, PAPER

49	1/2 lb. capacity	1000 trays/case	GEORGIA PACIFIC DIXIE RP50	\$ 28.00 /cs	Office Depot, Inc.
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50	1 lb. capacity	1000 trays/case	GEORGIA PACIFIC DIXIE RP1008	\$ 33.00 /cs	Office Depot, Inc.
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51	2 lb. capacity	1000 trays/case	GEORGIA PACIFIC DIXIE RP2008	\$ 37.00 /cs	Office Depot, Inc.
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52	3 lb. capacity	500 trays/case	GEORGIA PACIFIC DIXIE RP3008	\$ 28.00 /cs	Office Depot, Inc.
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GROUP 22 - TRAYS, 5-COMPARTMENTS, PAPER, RECTANGULAR

53	~8-1/2" x 12 1/2" x 5/8" inside rib height	500 trays/case			TBD
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54	~8 1/2" X 10 1/2" X 5/8" inside rib height	500 trays/case			TBD
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GROUP 23 - TRAYS, 5-COMPARTMENTS, FOAM, RECTANGULAR

55	~8-1/2" x 10-5/8" x 5/8" inside rib height	500 trays/case				TBD
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GROUP 24 - FOOD HANDLERS SAFETY GARMENT, CAPS

56	Caps, White, Bouffant	1000 caps/case	GOLDMAX POLYKING 2021-1	\$ 35.00 /cs		Office Depot, Inc.
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GROUP 25 - FOOD HANDLERS SAFETY GARMENT, BEARD PROTECTORS

57	Beard Protector	100 protectors/ pack	GOLDMAX POLYKING 2020-1	\$ 4.00 /pk		Office Depot, Inc.
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GROUP 26 - FOOD HANDLERS SAFETY GARMENT, APRONS

58	Poly Apron	100 aprons/bo x				TBD
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GROUP 27 - GLOVES, POLYETHYLENE

59	Small	200 gloves/box	GOLDMAX POLYKING 1528-1	\$ 2.00 /bx		Office Depot, Inc.
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60	Medium	200 gloves/box	GOLDMAX POLYKING 1527-1	\$ 2.00 /bx		Office Depot, Inc.
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61	Large	200 gloves/box	GOLDMAX POLYKING 1526-1	\$ 2.00 /bx		Office Depot, Inc.
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GROUP 28 - GLOVES, VINYL

62	Small	100 gloves/box	DAXWELL F10001254	\$ 4.00 /bx		Office Depot, Inc.
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63	Medium	100 gloves/box	DAXWELL F10001751	\$ 4.00 /bx		Office Depot, Inc.
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64	Large	100 gloves/box	DAXWELL F10001746	\$ 4.00 /bx		Office Depot, Inc.
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65	Extra Large	100 gloves/box	DAXWELL F10001747	\$ 4.00 /bx		Office Depot, Inc.
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GROUP 29 - LABELS, FOOD ROTATION

66	Blank	250 labels/roll	NATIONAL GUEST CHECK DSL23R	\$ 16.95 /rl		Office Depot, Inc.
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GROUP 30 - FOOD SERVICE TOWEL, RE-USABLE

67	Sheet size ~12" x 23.4" open. Antimicrobial treated	150 sheets/cas e	KIMBERLY CLARK WYPALL 6280	\$ 34.50 /cs		Office Depot, Inc.
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