



INVITATION TO BID

(This is not an order.)

Page 1 of 2

CITY OF CLEVELAND

Division of Purchases & Supplies
601 Lakeside Avenue
Room 128
Cleveland, OH 44114

Buyer: Lauren Drake
216-664-2627
LDrake@clevelandohio.gov

Requestor: Ashley Guzina
216-857-7410
aguzina@clevelandohio.gov

Procurement Folder	RFB No.	RFB Description
162552	RFB 4503 202600000000584	Various Arts & Crafts 2026 3rd 4th QTR
RFB Closing Date/Time		Department/Division
November 03, 2026 3:00 PM		4503
		Public Bid Opening Date/Time
		November 03, 2026 3:00 PM

SCHEDULE OF EVENTS

Event Description			Event Date	
Group/ Line#	Commodity Description	Item Quantity/ UOM	Service Dates	Catalog Discount
1 / 1	Various Arts and Crafts		From To	

Various Arts and Crafts

** see attached file **

Ship To:
Cudell Fine Arts Rec Ctr. Cudell Fine Arts Rec Ctr. 10013 Detroit Ave Cleveland, OH 44102

Vendor Response		
	Contract Amount	
	\$	

Vendor Response	Vendor Total Amount for Items	Vendor Total Amount for Services	Payment Discount Offer	
	\$	\$	%	Day(s)

TERMS OF DELIVERY

- Price quoted shall be F.O.B. delivered to the place designated on purchase order. No other terms will be acceptable.
- Delivery quoted must be stated in terms of work days after receipt of the order.
- All charges for shipping must be included within the Unit Price for each item quote unless otherwise designated by a separate line with a specified dollar amount inclusive of all shipping charges.
- No freight charges will be considered nor processed for payment unless apart of the original quote submitted prior to bid award.

BIDDER AGREES TO COMPLY WITH ALL TERMS AND CONDITIONS BELOW AND ON REVERSE SIDE OF THIS BID

Shipping/Freight Charges

ALL CHARGES FOR SHIPPING MUST BE INCLUDED WITHIN THE UNIT PRICE OF EACH QUOTE UNLESS OTHERWISE DESIGNATED BY A SEPARATE LINE ITEM WITH A SPECIFIED DOLLAR AMOUNT INCLUSIVE OF ALL SHIPPING CHARGES.
NO FREIGHT CHARGES WILL BE CONSIDERED NOR PROCESSED FOR PAYMENT UNLESS APART OF THE ORIGINAL QUOTE SUBMITTED PRIOR TO BID AWARD.

Call Buyer Only

Bidders must address all questions to the Buyer (See Above.) Do NOT contact the "Requestor." Contract only the Buyer listed above.

No Price increase

This Purchase Order does not permit price increases.



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BIDDER MUST COMPLETE & SIGN BELOW

NAME OF THE FIRM:		
STREET ADDRESS:		
CITY:	STATE:	ZIP CODE:
FED ID # / SSN #:		
PHONE NO.:	FAX NO.:	
EMAIL ADDRESS:		
PLEASE PRINT CONTACT NAME:		
AUTHORIZED SIGNATURE:		DATE:

All bids and related documents must be enclosed in a sealed envelope and marked with the RFB number.

RETURN BID TO: Division of Purchases & Supplies
601 Lakeside Ave
Room 128, City Hall
Cleveland, OH 44114

Effective Immediately: In accordance with Codified Ordinance 181.13 (I) the City shall receive competitive sealed bids through email. All City of Cleveland bids estimated to be less than 50K in value will be submitted and received electronically via email. All bids must be emailed to CityofClevelandbids@clevelandohio.gov. Upon receipt of your bid, you will receive a reply indicating your bid has been received.

Bidder's Instructions

See enclosed Terms & Conditions. Read and follow all terms and conditions of the bid.

Bids must be submitted to CityofClevelandbids@clevelandohio.gov, the Document ID Number and Buyer's Name must be identified in the email subject line. Also clearly state the Document ID Number, Bid Description, Buyer's Name and Closing Date.

Bids received after the Closing Date, Closing Time and sent to any other email address not identified in the Bidders Instruction cannot be considered.

Northern Ireland Affidavit must be completed, signed and included with each bid.

The bid must be submitted to: CityofClevelandbids@Clevelandohio.Gov

Bids received after the Closing Date, Closing Time and sent to any other email address not identified in the Bidders Instruction cannot be considered.

The bid documents must include:

- ☐ The Document ID Number and Buyers Name in email subject line
- ☐ PDF File of Request For Bid Form
- ☐ Terms & Conditions.
- ☐ Northern Ireland Affidavit.

Contact the Buyer immediately at the number on the Bid Form if you do not have all the required documents.

TERMS AND CONDITIONS

1. **Acceptance of Purchase Order.** This Purchase Order shall be effective when Seller executes it, otherwise indicates its acceptance, or delivers to the City of Cleveland any of the goods ordered herein or renders for the City any of the services ordered herein. If this Purchase Order has been issued by the City in response to an offer, then the issuance of this Purchase Order by the City shall constitute an acceptance of such offer subject to the express condition that the Seller assent to any additional or different terms contained herein. Any additional or different terms or conditions contained in any acknowledgement of the purchase by the Seller shall automatically be deemed objected to by the City and shall not be binding upon the City unless specifically accepted by the City in writing.
2. **Entire Agreement.** This order, the instructions to bidders, the Request for Bid, the Bid Schedule of Items, and any specification and/or other attachments, if any, incorporated hereby by reference, constitute the entire agreement between the parties and replaces and supersedes any prior or contemporaneous communications, representations, or agreements, whether oral or written with respect to such matter.
3. **Indemnification.** Seller shall indemnify, defend, and hold harmless the City, its officers, agents, and employees from all claims, demands, liabilities, losses, suits, cause of action, judgments, costs, and expenses, including attorneys' fees, arising, occurring, or allegedly arising or occurring from the personal injury, including death, property damage, including loss of use, or otherwise, to any person or the property of any person, including third parties and employees of any party, as a result of negligent or intentional act or omission of Seller or its agents, employees, subSellers or suppliers, in the furnishing of the goods covered by this PO, or because of any imperfection or defect in said goods, or based upon any claim of product liability of strict liability in tort, or because of the failure of such goods to be in accordance with the description of such goods as may appear in any catalog, analytical information report or other technical bulletin as is furnished or used by the City, or because of the failure of such goods to be produced in compliance with the requirements of this PO.
4. **Limit of Liability.** In no event shall the City be liable for anticipated profits, incidental or consequential damages, or penalties of any description. The City's liability on any claim arising out of or connected with or resulting from this contract or from the performance or breach thereof shall in no case exceed the price allocable to the goods or services or unit thereof which gives rise to the claim.
5. **Remedies.** The city's remedies shall be cumulative and remedies herein specified do not exclude any remedies allowed by law or in equity. Waiver of any breach shall not constitute waiver of any other breach of the same or any other provision. Acceptance of any items or payment therefore shall not waive any breach.
6. **Default.** Payment or acceptance of any items after the delivery date shall not constitute a waiver of the City's right to cancel this order with respect to subsequent deliveries. The City reserves the right to reasonable testing and inspection before payment or acceptance. The City's failure to inspect and accept or reject goods, materials, or articles shall not relieve Seller from liability for tender or delivery of nonconforming goods nor constitute a waiver of any of the City's rights or remedies for breach of contract. The City reserves the right to reject any or all items not in conformity with the specifications noted within this purchase order in any respect.
7. **F.O.B. Destination.** Freight terms are F.O.B. Destination, Freight Prepaid, unless otherwise approved in writing by the Commissioner of Purchases and Supplies.
8. **Non-Assignment.** Neither this contract, nor any interest herein, shall be assigned or subcontracted by the Seller except upon the prior written consent of the City.
9. **Patent, Trademark or Copyright Infringement.** Seller agrees to defend, entirely at its own expense, all claims, demands, and actions that may be asserted against the City for all alleged patent, trademark, and/or copyright infringement resulting from the use or resale of goods covered by the PO, and to indemnify and hold the City harmless against all costs, expenses, legal fees, and judgments related to such claims, demands, and actions.
10. **Timing.** Time is of the essence in this contract. Failure to deliver within the time specified shall entitle the City, in addition to any other rights or remedies, to cancel this order and purchase the goods elsewhere, in which event the Seller shall be responsible for any increase in cost.
11. **Implied Warranty.** In addition to its standard warranty, Seller warrants that all goods supplied will be free and clear of all liens and encumbrances, good and merchantable title being in the Seller. Upon receipt by Seller of payment, good and merchantable title will vest in the City. All goods will be free from any defects in design, materials or workmanship and will be of good and merchantable quality. All goods will conform to the City's specifications or the approved sample as the case may be, and will be fit for the known purposes for which purchased, and that Seller will not substitute anything without the City's written consent.
12. **Change Orders.** No changes in the PO, its prices, terms, conditions, length, or attachments are permitted, without the City's prior written approval.
13. **Cancellation.** The City shall have the right to cancel this order, or any undelivered portion of this order, without cause, and its liability for such cancellation shall be limited to Seller's actual cost for work and materials applicable solely to this order that have been expected when Seller receives notice of cancellation. The City may, at its option, cancel this order without liability to Seller (except for conforming shipments the City previously accepted) if Seller (a) ceases to exist, (b) becomes insolvent, (c) becomes the subject of bankruptcy or insolvency proceedings, or (d) commits a breach in the performance of any obligation under this agreement or of any other written agreement with the City of Cleveland.
14. **Compliance with Laws.** Seller shall comply with all federal, state, and local laws, ordinances, rules, and regulations in the manufacture and sale of the goods and performance of the services. Seller shall defend and hold the City harmless from any losses, damages, or costs arising from or caused in any way by Seller's actual or alleged violation of any federal, state, or local law, ordinance, rule or regulation.
15. **Access to Records.** Seller shall provide access to pertinent records relative to this contract/order for a period of three (3) years after the last receipt of payment is made under this contract/order, whichever occurs last.
16. **Material Safety Data Sheets:** Any substance delivered as a part of this order must be properly labeled in accordance with all applicable regulations and must be accompanied by a Material Safety Data sheet (MSDS).
17. **Venue.** Any dispute arising under this order not disposed of by agreement shall be decided by a court of competent jurisdiction in Cuyahoga County in the State of Ohio. Pending settlement on final decision of any dispute, Seller shall proceed diligently with the performance of this order in accordance with the City's direction. The Charter and Ordinance of the City of Cleveland shall govern.
18. **Tax.** Buyer is exempt from Federal and State taxes for tangible personal property. Sellers doing business with the Buyer may not be exempt from paying sales tax to their suppliers for materials to fulfill contractual obligations with the Buyer, nor shall any Seller be authorized to use the Buyer's Tax Exemption number in acquiring such materials, without the prior issuance of a signed Tax Exemption Certificate. A Tax Exemption Certificate is available upon written request.
19. **Documentation.** Seller shall clearly mark all documentation with the applicable valid PO number.
20. **Payment Terms.** Payment will be made in accordance with the terms on the face of this contract, or the Seller's invoice, whichever are more favorable to the City and payment date therefore shall be calculated from the receipt of invoice or receipt or final acceptance of the goods or services, whichever is later. All claims for money due or to become due from the City shall be subject to deduction or setoff by the City by reason of any counterclaim arising out of this or any other transaction with the Seller. The acceptance by the Seller of final payment shall operate as a full and complete release of the City. No payment for goods or services shall constitute acceptance of any defective or nonconforming goods or services by the city. Unless otherwise stated in the PO, the terms of payment shall be net 30 days from the receipt of a proper invoice. It shall be understood that the cash discount period, if any, to the City will date from receipt by the City of acceptable goods and invoice and not from date of invoice.
21. **Insurance.** Unless otherwise stated in the specifications, whenever labor is involved, the Seller shall procure and maintain insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the services, materials, equipment and/or supplies provided to the City. The insurer(s) must be licensed for business in the State of Ohio and maintain an A.M.Best rating of no less than A: VII or be an insurer approved by the City. The Seller shall submit all required insurance certificates to the City before commencing work. The City is to be added to each policy as an additional insured. The Seller shall notify the City in writing at least 30 days before it cancels or reduces its insurance policy or coverage and immediately upon the Company's receipt of notice from the carrier of any cancellation or reduction of the coverage or policy. Seller must demonstrate the following minimum insurance coverage in accordance with the estimated value limits: 1) Purchases less than \$50,000: General Liability Insurance, with a \$500,000 combined single limit. 2) Purchases \$50,000 and over: General Liability Insurance with bodily injury and property damage limits of \$1,000,000 for each occurrence with a \$2,000,000 general aggregate and \$2,000,000 products and completed operations aggregate. Automobile Liability Insurance must be in effect for any owned, hired and non-owned vehicle used in the performance of the work, with bodily injury limits of \$1,000,000 for each person and \$1,000,000 for each accident, and with property damage limits of \$1,000,000 for each accident; OR \$1,000,000 combined single limits, including bodily injury and property damage. The above limits are the minimum acceptable and do not infer or place a limit on the liability of the Seller. The Seller's insurance shall be primary and any insurance or self-insurance maintained by the City shall be excess for the City and not contribute with the coverage maintained by the Seller.
22. **Workman's Compensation:** Whenever labor is involved, the Seller shall subscribe to and comply with the Workmen's Compensation Laws of the State of Ohio and pay such premiums as may be required there under and to save the City harmless from any and all liability arising from or under said act. He shall also furnish a copy of the official certificate or receipt showing the payments herein referred to before commencing any work.
23. **Authority to Bind.** All parties to this order agrees that the representatives named herein, including in all attachments, possess full and complete authority to bind said parties.
24. **Inspection and Acceptance.** No material received by the City pursuant to the purchase order issued under the terms and conditions of this bid document shall be deemed accepted until the City has had reasonable opportunity to inspect said material. All material which is discovered to be defective or which does not conform to any warranty of the Seller herein, upon initial inspection, or at any later time if the defects contained in the material were not reasonably ascertainable upon the initial inspection, may be returned at the Seller's expense for full credit or replacement. No goods returned as defective shall be replaced without written authorization from the Commissioner of Purchases and Supplies. Such return shall in no way affect the City's discount privileges. Such right to return, offered to the City arising from the City's receipt of defective goods, shall not exclude any other legal, equitable or contractual remedies the City may have therefore.
25. **Non-appropriation of Funds.** As with any other public entity, an Agreement, Contract, or issuance of Purchase Order by the City is contingent upon the legal availability of funding and the allocation of said funds. The City reserves the right to cancel any ongoing Agreement, Contract, or Purchase Order immediately, by giving written notice to the Seller, in the case of a failure by the appropriating body to appropriate funds or funding for the specific project, commodity or service.
26. **Equal Opportunity.** This Agreement is a "contract", and the Seller is a "contractor" within the meaning of Chapter 187 of the Codified Ordinances of Cleveland, Ohio 1976. During the term of this Purchase Order, the Seller shall comply with all terms, conditions and requirements imposed on a "contractor" in the Equal Opportunity Clause, Section 187.22(b) C.O., and herein made a part of this Agreement by reference. A complete copy of the Equal Opportunity Clause is available at the City of Cleveland website.

Subject: Submission of NORTHERN IRELAND FAIR EMPLOYMENT PRACTICES DISCLOSURE

Each bidder and/or appropriate parties should complete the DISCLOSURE and submit it with the bid, if possible. If not submitted with the bid, it must be completed and submitted to the Commissioner of Purchases and Supplies prior to any contract being awarded by the City. If a bidder or appropriate parties fail to complete and submit it, they shall not be eligible for a contract award.

NORTHERN IRELAND FAIR EMPLOYMENT PRACTICES DISCLOSURE

INSTRUCTIONS: Pursuant to Codified Ordinance Sec. 181.36, the information requested on this page must be supplied by all Contractors and any Subcontractors having more than a fifty percent (50%) interest in the proposed contract prior to any contract being awarded by the City of Cleveland. Any Contractor or Subcontractor who is deemed to have made a false statement shall be declared to have acted in default of its contract and shall be subject to the remedies for default contained in its contract. For failure to cure such a default, the Contractor or Subcontractor shall be automatically excluded from bidding for the supply of any goods or services for use by the City for a period of two years.

CHECK WHICHEVER IS APPLICABLE:

A. ☐ The undersigned or any controlling shareholder,* subsidiary, or parent corporation of the undersigned is NOT ENGAGED IN ANY BUSINESS OR TRADING FOR PROFIT IN NORTHERN IRELAND. (If paragraph A. is checked, proceed to the signature line.)

B. ☐ The undersigned or any controlling shareholder,* subsidiary, or parent corporation IS ENGAGED IN ANY BUSINESS OR TRADING FOR PROFIT IN NORTHERN IRELAND. (If paragraph B. is checked, please either check the stipulation contained in paragraph C. or attach documentation that shows that the undersigned has complied with the stipulation contained in paragraph C.

C. ☐ The undersigned and all enterprises identified in paragraph B. are TAKING LAWFUL AND GOOD FAITH STEPS TO ENGAGE IN FAIR EMPLOYMENT PRACTICES WHICH ARE RELEVANT TO THE STANDARDS EMBODIED IN THE "MacBRIDE PRINCIPALS FOR FAIR EMPLOYMENT IN NORTHERN IRELAND." A copy of the MacBride Principles can be obtained from the Office of the Commissioner of Purchases and Supplies. In lieu of checking this paragraph, the undersigned must attach documentation which the undersigned believes shows compliance with the stipulation contained in this paragraph C.

Name of Contractor or Subcontractor
By: _____
Title: _____

*"Controlling shareholder" means any shareholder owning more than fifty percent (50%) of the stock in the corporation or more than twenty-five percent (25%) of the stock in the corporation if no other shareholder owns a larger share of stock in the corporation.



WAGE THEFT AND PAYROLL FRAUD DISCLOSURE

SUMMARY:

Bidders on certain City contracts, recipients of Assistance, and any of their prospective subcontractors must disclose any wage theft or payroll fraud violations over the last three years. Unless they receive a waiver from the City's Fair Wage Employment Board, violators are placed on the City's Adverse Determination List, which prevents them from entering into new contracts with or receiving Assistance from the City. This disclosure requirement and the waiver process are set forth in Chapter 190 of the Codified Ordinances of Cleveland, Ohio, 1976 ("Chapter 190").

INSTRUCTIONS:

Pursuant to Chapter 190, the information requested on this document must be provided by any person or entity bidding on or making a proposal for a Construction or Improvement Contract or a Service Contract, or applying for Assistance, and any of their prospective subcontractors.

Any person or entity that is deemed to have made a false statement shall be declared to have acted in default of its contract and shall be subject to the remedies for default contained in its contract.

DEFINITIONS:

"Adverse Determination" means a final action or adjudication that the person or entity in question has committed Wage Theft or Payroll Fraud and is further defined in Chapter 190.

"Assistance" means any form of City financial assistance, except for financial assistance provided for the development, rehabilitation or other means of providing residential housing. Assistance includes but is not limited to: grants; economic development loans; tax credits, incentives and abatements; subsidies; and bonds. Assistance does not include financial assistance which is received from another government or other entity with the City acting only as a conduit or fiscal agent for the funds, where the City exercises no control over the identity of any recipient or of the terms of the contract. Community Development Block Grant Funds are not considered conduit funds and, to the extent they otherwise qualify, are included as Assistance.

"Construction or Improvement Contract" means any contract entered into pursuant to Chapter 167 or Chapter 185 of the Codified Ordinances.

"Payroll Fraud" means concealing an entity's true payroll tax liability or other financial liability to a government agency from government licensing, regulatory or taxing agencies through misclassification of employees, failure to report or underreported



payment of wages, or executing a cash transaction while failing to maintain proper records of reporting and withholding.

“Service Contract” means any contract or subcontract between a person, business or corporation and the City of Cleveland that primarily involves the furnishing of services to the City (as opposed to the purchase of goods or other property or the leasing of property), and shall be limited to the following categories of services: food service, janitorial, security services, parking lot attendants, home health care, health care aides, waste management, automotive repair services, landscaping, towing contracts, building and maintenance services, carpentry, clerical services, urban forestry, housekeeping, street maintenance and repair, and sidewalk maintenance and repair. This includes services performed on City-owned premises including the following City-owned locations: airports, parking lots, municipal parks, recreational facilities, and City-owned buildings. Contracts that are primarily for the purchase of goods or other property are not considered Service Contracts.

“Wage Theft” means a violation of the Ohio Prompt Pay Statute, RC 4113.15; the Ohio Minimum Fair Wage Standards Act, RC Chapter 4111; Oh. Const. Art. II, Sec. 34a; RC Chapters 4109 or 4115; RC 4113.17, 4113.18, 4113.52 or 4113.61; or a violation of any substantially equivalent federal or state law; as any of these laws may be amended or superseded.

CHECK WHICHEVER IS APPLICABLE:

(A) (☐ The undersigned person or entity HAS NOT had any Adverse Determinations within the last three (3) years.

(B) (☐ The undersigned person or entity HAS had any Adverse Determinations within the last three (3) years.

If (B) is checked, then in an attachment(s) to this form, please disclose all Adverse Determinations within the last three (3) years.

Name of Person or Entity: _____

Signature: _____

Printed Name of Signatory: _____

Title of Signatory: _____

Date: _____

Description	QTY	Unit Price	TOTAL2
Face Paints - Mini Starter Set (The perfect kit to help you create over 300 faces! This easy-to-clean box contains six 18 ml face paints in White, Black, Bright Red, Bright Yellow, Sky Blue, and Grass Green, two high-density sponges, three brushes, one 12 ml glitter gel, and a step-by-step face painting guide.) - or approved equal	4		
Lockable Pump Lid - Gallon - or approved equal	6		
Locking Chipboard Easels - 18", Chipboard, Single-Wing, Pkg of 100 - or approved equal	1		
Dressmaker Pins, PKG of 750 (Easily work with medium-weight fabrics such as satin, taffeta, and polyester with dressmaker Pins. These durable pins are made of nickel-plated steel and come in a reusable plastic storage box with curved sides so you can quickly remove pins whenever you need them. The pins measure 1-1/16" (26 mm) in length.) - or approved equal	20		
Sequin Lills Pins (Pin sequins, trims, hand appliqués, and more onto fabric with Sequin Lills Pins. Made of nickel-plated steel, these pins have an extra-short shaft and come packaged in a reusable plastic storage box that has a curved side for easy pin removal. The pins measure 1/2" (12 mm) in length.) - or approved equal	20		
Craft Foam Egg, 3-1/16 x 2-5/16 Inches, White, Pack of 4 (This package contains four 3-1/16 x 2-5/16 inch white foam eggs.) - or approved equal	5		
Styrofoam Cone - 6in. x 3in. (Color:White, Item Weight 0.06 lbs, Length 3.50, Width 3.50, Height 6.00) - or approved equal	40		
Clasp Envelopes, 10" x 13", Box of 100 (Our efficiency brown envelopes are ideal for mailing brochures and catalogs. This envelope features two versatile closure options: an open-ended metal clasp is reusable for storage and active files, and a gummed flap seals up mailings. Heavyweight 28-lb paper stock, 100 envelopes per box.) - or approved equal	2		
Faceted Heart Bead Assortment (Heart-shaped chunky acrylic beads with facets. 1/2-lb. bag, approx. 110 pieces.) - or approved equal	5		
Pony Bead Assortment, Glow (Approx. 700 per 1/2-lb. bag.) - or approved equal	20		
Plastic Pony Beads - Blue, Pkg of 1000 (These 6 mm x 9 mm beads easily thread through string, lace.) - or approved equal	20		

Plastic Pony Beads - Brown, Pkg of 1000 (These 6 mm × 9 mm beads easily thread through string, lace.) - or approved equal	20		
Plastic Pony Beads - Green, Pkg of 1000 (These 6 mm × 9 mm beads easily thread through string, lace.) - or approved equal	20		
Plastic Pony Beads - Orange, Pkg of 1000 (These 6 mm × 9 mm beads easily thread through string, lace.) - or approved equal	20		
Plastic Pony Beads - Pink, Pkg of 1000 (These 6 mm × 9 mm beads easily thread through string, lace.) - or approved equal	20		
Plastic Pony Beads - Purple, Pkg of 1000 (These 6 mm × 9 mm beads easily thread through string, lace.) - or approved equal	20		
Plastic Pony Beads - Red, Pkg of 1000 (These 6 mm × 9 mm beads easily thread through string, lace.) - or approved equal	20		
Plastic Pony Beads - White, Pkg of 1000 (These 6 mm × 9 mm beads easily thread through string, lace.) - or approved equal	20		
Plastic Pony Beads - Yellow, Pkg of 1000 (These 6 mm × 9 mm beads easily thread through string, lace.) - or approved equal	20		
Faceted Beads - Assorted Colors & Sizes (Faceted, crystal-look, round plastic beads. Excellent for jewelry making and many other craft projects. In 3 sizes: 10mm, 8mm, and 6mm with 2mm holes. Approx. 2100 beads per pack) - or approved equal	10		
Heart Bead Assortment 1/2-lb Bag Large 4mm holes make stringing these beads easy. Assortment includes different sizes of pearlized, metallic and clear hearts. Approximately 220 beads per 1/2-lb pack. Large and small heart assortment.) - or approved equal	20		
Sea Glass-Look Round Bead Assortment (Colors: blue, green, and white. Sizes: 7mm, 9mm, and 11.7mm. 1-lb bag with approx. 1100 pieces) - or approved equal	10		
Vintage-Look Carved Floral Bead (Large white beads are “antiqued” in a variety of vivid colors to highlight the carved detail. Look great when combined with other beads. 1-lb. bag, approx. 400 pieces. Measure 16mm long x 12mm wide with 6mm hole) - or approved equal	10		
39270H AMACO® Lead-Free Teacher’s Palette® Low-Fire Glaze - Pints - Set of 12 (Includes one pint bottle each of gray, sky blue, blue green, caramel, fudge brown, mint green, grape, raspberry, pig pink, brick red, lemon, and carrot. Dinnerware safe, lead free, and nontoxic. Made in the U.S.A.) - or approved equal	6		
39274M AMACO® Lead-Free Low-Fire Teacher’s Palette® Gloss Glaze Set - Pints - Set of 12 (Made in the U.S.A. Set of 12 includes one each of coal black, cotton, midnight blue, frog green, medium blue, robin’s egg, granny smith, green leaf, lilac, scarlet, maize, and pumpkin.) - or approved equal	6		

Air Dry Clay, White, 25 lbs. (Moist clays that are ready to use for sculpture, hand modeling or throwing on a potter's wheel. Finished pieces should be allowed to air dry slowly and evenly on all sides. Decorate after drying. Air-dried clay is fragile and should be coated with shellac to give it some strength and seal it from moisture. AP non-toxic. 25 lbs.) - or approved equal	8		
Kiln Dry Form Shelf Wash, 4 lb (AMACO Kiln Shelf Wash is used to coat shelves during enamel firing to facilitate easy clean-up. It has a thickness of 1/18 in and helps in removing the glaze drippings easily thus providing durability..) - or approved equal	2		
AMACO® Lead-Free Low-Fire Glaze K-6 Class Sampler Pack - 12 Pints (Includes one pint each of LG-1 true blue, LG-10 clear transparent, LG-21 dark blue, LG-24 light blue, LG-36 freckled brown, LG-42 light green, LG-48 chrome green, LG-50 maroon, LG-55 purple, LG-58 brilliant red, LG-63 brilliant yellow, and LG-67 fire orange. Low-fire Cone 05. AP colors are nontoxic, lead free. Made in the U.S.A.) - or approved equal	4		
AMACO® Lead-Free Low-Fire Teacher's Palette® Light Gloss Glaze (Cone 05) - Pints - Set of 12 (Dinnerware safe, lead free, and nontoxic. Made in the U.S.A. Set of 12 includes 1 pint each of quartz, emerald, peridot, aquamarine, zircon, sapphire, onyx, jasper, citrine, fire opal, ruby, and tanzanite.) - or approved equal	4		
Underglaze Decorating Pencil - Black (This pencil is ideal for shading, fine line drawing, or identification on clay projects. Apply the underglaze pencil to bisqueware to create a variety of unique decorative designs. After decorating, dust lightly with a brush to remove excess particles. Best sharpened with a knife or blade instead of a regular pencil sharpener. Not to be used on food or drink surfaces. Lead free. All colors nontoxic.) - or approved equal	12		
Wire Clay Cutter (Made with a heavy-gauge, stainless steel wire that's fastened between two hardwood toggle handles, the tool comes in handy when slicing lump clay or cutting finished works from the throwing head of the potter's wheel.) - or approved equal	10		
Cut-Off Needle (Used to cut through and remove the uneven edge of wheel-thrown items. 5-1/2 in. L.) - or approved equal	24		
MAYCO Fundamentals Underglaze Class Pack Set of 12 Pints (Colors include China white, bright yellow, orange, apple green, leaf green, bright blue, kings blue, regal purple, chocolate, jet black, dragon red, and fire engine red. Intermixable. Nontoxic and food safe when clear glazed.) - or approved equal	4		
No. 2 Writing Pencil Set, Box of 12 (Made in the USA. PMA approved. Complies with ASTM D 4236 and CPSIA. Non-toxic.) - or approved equal	30		
Silver Jingle Bells - Pkg. of 72 (15 mm jingle bells for crafts, costumes, and fun holiday projects.) - or approved equal	20		

Snap-Off Blade Knife (With this snap-off blade knife you're always just a snap away from a sharp point. Blades are retractable for safety, and snap off easily when a fresh point is desired. Plastic knife includes one blade with 13 points.) - or approved equal	30	
Sugar Skull Masks (7-1/4"W x 8-1/4"H paper with elastic) - or approved equal	20	
Crayola® Bulk Conical-Tip Marker Refill - Black (Box of 12. Original formula.) - or approved equal	10	
Crayola® Classic Color Fine Tip Markers - Set of 10 (Specially designed, nontoxic watercolor markers available with a fine-line tip for drawing, outlining, and writing. Special nib allows maximum color without penetrating paper. Revive dried-out tips easily in warm water. Colors include brown, purple, red, orange, yellow, green, blue, black, pink, and gray. Nontoxic.) - or approved equal	60	
Sharpie Fine Point Permanent Marker, Assorted, 24/Set (The Industry Standard, the original pen-style permanent marker. Permanent on most surfaces. Fade- and water-resistant, quick-drying ink. Fast drying, fade and water-resistant ink.) - or approved equal	10	
Sharpie Permanent Markers, Chisel Tip, Assorted Colors, Set of 8 (Unique shape provides improved control as well as anti-roll feature. Durable chisel tip for various line widths. Ergonomically designed to ensure comfort when drawing or writing. Colors include purple, red, orange, lime, green, turquoise, royal blue, and black. Nontoxic) - or approved equal	15	
Sharpie Permanent Markers, Fine Point, Portrait Colors, Pack of 12 (featuring 12 skin tone shades so your creations are more detailed and realistic.) - or approved equal	10	
Sharpie Permanent Markers, Ultra Fine Point, Assorted, 24/Set (Bright, colorful ink leaves a permanent mark on most surfaces. Durable ultra fine point tip produces thinner, precise lines. Quick-drying ink is waterproof, smearproof and fade-resistant.) - or approved equal	15	
Sharpie S-Note Creative Markers, Chisel Tip, Assorted Colors, 24/PK (All-in-one creative marker and highlighter. Perfect for taking notes, underlining, drawing and more. Versatile 2-in-1 chisel tip lets you quickly change between precise and broad lines. No-bleed ink keeps your work looking clean.) - or approved equal	10	
Sharpie® Glam Pop Permanent Markers - Fine Point - Set of 24 (Fade- and water-resistant ink encourages multiple project uses. Permanent on most surfaces. Quick-drying, nontoxic ink formula. Includes 24) - or approved equal	10	

Sharpie® Glam Pop Permanent Markers - Ultra-Fine Point - Set of 24 (Bright, colorful ink leaves a permanent mark on most surfaces. Durable ultra fine point tip produces thinner, precise lines. Quick-drying ink is waterproof, smearproof and fade-resistant.) - or approved equal	10	
Craft Cup Disposable Containers (Pack of 1000) (Made of dense, seamless paper board. Waterproof coating. Sturdy and disposable.) - or approved equal	2	
Crayola® Big Paintbrushes - Sets of 4 Rounds (1/8 in. dia. to 1/2 in. dia) - or approved equal	25	
Canvas Board - 16 in. x 20 in., Pkg of 12 (Closely woven artist's canvas, prepared by sizing and priming with the most durable materials available. The surface texture provides a very definite paint-gripping tooth with minimum vehicle absorption, providing a perfect ground for painting in oil, casein, tempera, acrylic, and collage. All sides are completely turned in to prevent fraying and separation. Lined with an extra-heavy, distinctive backing. The entire area of canvas is firmly glued to the board support to allow cutting to any size. Poly/cotton blend. Made in the U.S.A.) - or approved equal	5	
Canvas Board - 5 in. x 7 in. Pkg of 12 (Closely woven artist's canvas, prepared by sizing and priming with the most durable materials available. The surface texture provides a very definite paint-gripping tooth with minimum vehicle absorption, providing a perfect ground for painting in oil, casein, tempera, acrylic, and collage. All sides are completely turned in to prevent fraying and separation. Lined with an extra-heavy, distinctive backing. The entire area of canvas is firmly glued to the board support to allow cutting to any size. Poly/cotton blend. Made in the U.S.A.) - or approved equal	15	
Canvas Board - 8 in. x 10 in., Pkg of 12 (Closely woven artist's canvas, prepared by sizing and priming with the most durable materials available. The surface texture provides a very definite paint-gripping tooth with minimum vehicle absorption, providing a perfect ground for painting in oil, casein, tempera, acrylic, and collage. All sides are completely turned in to prevent fraying and separation. Lined with an extra-heavy, distinctive backing. The entire area of canvas is firmly glued to the board support to allow cutting to any size. Poly/cotton blend. Made in the U.S.A.) - or approved equal	10	
Canvas Board - 9 in. x 12 in., Pkg of 12 (Closely woven artist's canvas, prepared by sizing and priming with the most durable materials available. The surface texture provides a very definite paint-gripping tooth with minimum vehicle absorption, providing a perfect ground for painting in oil, casein, tempera, acrylic, and collage. All sides are completely turned in to prevent fraying and separation. Lined with an extra-heavy, distinctive backing. The entire area of canvas is firmly glued to the board support to allow cutting to any size. Poly/cotton blend. Made in the U.S.A.) - or approved equal	10	

Blank Cards and Envelopes (Pack of 100) (5"x 7" cards folded and ready to decorate! Fun for any season, holiday or occasion. Perfect for use with paint and markers. Includes 100 cards and 100 matching envelopes.) - or approved equal	10		
Foamboard - 30 in. x 40 in. x 3/16 in. Thick - or approved equal	40		
Foam Balls, 2" (Pack of 12) (Medium density foam that easily accepts paint and many other craft mediums. Pack of 12) - or approved equal	10		
Safety Pins (Pack of 25) (Metal safety pins. No loop. Measures 1-1/4".) - or approved equal	20		
Fun Shape Gemstones, 1/2lb. (Assorted shapes and sizes, approx. 500 per 1/2-lb bag) - or approved equal	12		
Embossed Snowflake Ornaments (Pack of 12) (3 each of 4 snowflake designs, Decorating supplies and ribbon sold separately, Pack of 12, Approx. 3-1/2-4" in diameter) - or approved equal	10		
Snow Globe Ornaments (Pack of 48) (This pack of chipboard snow globe ornaments comes with 12 each of 4 different designs, Each ornament design has flat stamped details that make decorating easy, Decorate with markers, crayons, gems, and glitter, Decorating supplies and ribbon for hanging sold separately) - or approved equal	10		
Superhero Masks, Set of 24 (Inspire creativity and dramatic play with these fanciful masks inspired by Superheroes. These sturdy cardstock masks will serve as inspiration for creating costumes or acting out your own dramas. Decorate and embellish with paint, markers or a wide variety of collage materials. Superhero assortment includes 24 masks in six different designs, measuring up to 7 1/2" x 9 1/2".) - or approved equal	15		
Holiday Ornaments (Pack of 48) (eavyweight cardstock. White on both sides. Finished sizes vary between 3-1/2" x 4-3/4".) - or approved equal	1		
Assorted Stubby Brushes (Pack of 10) (White bristle brushes with colorful wooden handles. The clear canister contains 1/2", 7/16" and 3/8" sizes. Pack of 10.) - or approved equal	2		
Hotwire Foam Cutter Crafting Tool - 14-1/2 in L x 7-5/8in W x 2-3/8 H (Create custom-shaped pieces of polystyrene foam, fun foam, and crafting felt. Portable, easy-to-use cutter cuts blocks of 5 in. x 5 in. polystyrene foam. One-year warranty.) - or approved equal	4		

Labels, 1" x 2 5/8", White, Box of 3,000 (Laser/Ink Jet White Address Labels are designed for use with any desktop laser or ink jet printer. The bright white label stock is guaranteed not to jam and produces sharp text and rich colors. These permanent adhesive labels are ideal for bulk mailings, identification and organization. They are acid-free - safe for archiving and lignin-free - won't yellow over time. Label Size: 1 x 2-5/8 inches. 30 per sheet, 3000 labels per box. MACO has been providing quality products to the business community since 1916. Their office products truly offer a blank canvas for creative business solutions.) - or approved equal

1

Labels, 2" x 4", White, Box of 1,000 labels are ideal for bulk mailings, identification and organization. They are acid-free - safe for archiving and lignin-free - won't yellow over time. MACO has been providing quality products to the business community since 1916. Their office products truly offer a blank canvas for creative business solutions.) - or approved equal

3

Command Picture Hanging Adhesive Strip - 4 Strips Per Trial Pack, Medium, 3 lb, White, Pack of 50 (Command Medium White Picture Hanging Adhesive Strips Trial Pack is ideal for holding 18 in x 24 in frames up to 3 lb per set and the strip locks in to hold pictures tightly on a variety of surfaces. Trial pack can be removed cleanly without leaving any holes, cracked plaster or sticky residue on walls and is used for making decorating quick and easy, sold as 50 pack of 4 strips each..) - or approved equal

1

Command Poster Adhesive Strip - 4 Strips Per Pack, Medium, Pack of 100 (Command Medium White Poster Adhesive Strips Pack is ideal for damage free hanging of schedules, posters, calendars, frameless pictures weighing up to 1 lb and can be used as an alternative to double sided tape. Strips pack can be removed cleanly without leaving any holes, marks, sticky residue or stains on walls that is also used to make decorating quick and easier. Adhesive strip holds strongly on wood, tile, metal, painted surfaces and is sold as 100 pack of 4 strips each.) - or approved equal

1

Embossed Certificate Folders, Black, Pack of 30 (Made of heavyweight paper with embossed gold laurels. Folders measure 10" x 13", ideal for 8 1/2" x 11" certificates and diplomas. Pack of 30.)- or approved equal

4

Assorted Mat Frames - Pkg. of 60 (Precut board mats, white on one side, gray on the other side. 20 point, fits over 4 in. x 6 in. oval and 6 in. x 9 in., 9 in. x 12 in., 12 in. x 18 in., and 18 in. x 24 in. flat artwork of all kinds. (12 each of 5 sizes.) Mats are made of clay-coated, neutral pH paper stock with a very smooth, matte finish. Laminated to a sturdy, recycled gray chipboard. Total thickness is 20 pt. Decorate with artist paints, markers, and ink.) - or approved equal

15

Twin Pocket Portfolios with Fasteners, Assorted, Box of 25 (Oxford School Grade Twin Pocket Folders - Purple. Economy Weight For Extra Value. Twin Pocket Folder With Fasteners Hold 135 Sheets Of Letter Size Paper (85 in Fasteners, 25 Per Pocket) Fasteners Hold 3 Hole Punch Paper Economy Weight Paper - Acid Free. Die Cut Business Card Holder On Inside Pocket. 25 Per Box) - or approved equal

4

White Headbands (Pack of 12) (Headband is 1" wide at the widest point with rounded, tapered ends for comfort. Decorate with ribbon and trim, jewels, silk flowers, paint and more (sold separately). Pack of 12.) - or approved equal

4