



City of Cleveland

Justin M. Bibb, Mayor

Department of Finance
Division of Purchases and Supplies
601 Lakeside Avenue, Room 128
Cleveland, Ohio 44114-1080
216/664-2620 Fax 216/664-2177
www.cleveland-oh.gov

September 18, 2026

BID TITLE: File No. 93-26 – Citywide Just-N-Time Office Supplies

BID DUE: Friday, September 25, 2026, at 12 o'clock noon (Eastern Time)

Attention Bidders: We have been requested to issue the addendum to advise vendors of the following:

1. Revised Schedule of Items
2. Changed Due date to Friday, September 25, 2026

Please ensure that a copy of this addendum is included and returned with the bid specifications furnished to you by this office, as it will have the same force and effect as if it were part of the specifications originally issued.

Please acknowledge receipt of this addendum by faxing it to 216-664-2177 or emailing Purchasing@clevelandohio.gov

Signature of Potential Bidder & Name of Company

Today's Date

Thank you,

Lauren Drake

Lauren Drake, Project Director
Purchases & Supplies
CC: Attachments

ALL QUANTITIES ARE APPROXIMATE. BIDDER MUST
BID ON ALL ITEMS.

CITY OF CLEVELAND
2027 JUST IN TIME OFFICE SUPPLIES
BID SCHEDULE OF ITEMS

SIGNATURE

DATE

PART 1

ITEM #	PRODUCT CODE	DESCRIPTION	UNIT OF MEASURE	QUANTITY	UNIT PRICE	EXTENSION PRICE
1	CYO523008	CRAYON, CRAYOLA, 8/PK, AST	BX	1000	\$	\$
2	NWLMASKKN95	FACE MASK, KN95, CERTIFIED	EA	1000	\$	\$
3	DYM30323	LABEL, SHIPPING, 220/RL, WE	BX	977	\$	\$
4	WBM12113	FOLDER, MLA, 1/3 CT, LTR, 100EA/BX [370-1/3]	BX	896	\$	\$
5	AAGSK2400	CALENDAR, DESK PAD, MO, 22X17, JAN-DEC, BK/W	EA	718	\$	\$
6	AVE11111	INDEX, BNDR, 11X8.5, 8CLRD	ST	665	\$	\$
7	UNV79000	STAPLE, SHARP PT, 5M/BX (66000)	BX	599	\$	\$
8	UNV96920	BOOK, STENO, GREGG, WE, 80 SH (25-774) 6EA/PK	EA	578	\$	\$
9	UNV10200	CLIP, BINDER, SMALL, BC05, 99020, 78200	DZ	569	\$	\$
10	UNV10210	CLIP, BINDER, MEDIUM	DZ	561	\$	\$
11	GEO45332	COVER, DOCUMENT COVER, NY	PK	435	\$	\$
12	MMMC38BK	DISPENSER, TAPE, DESK, BK/DISPENSER, TAPE, DESK, BK	EA	426	\$	\$
13	VER99711	EARPHONES; STEREO	EA	411	\$	\$
14	UNV20170	PAD, LG TOP L RULD, PERF, LTR, WE (20-360)	DZ	408	\$	\$
15	AVE01330	TAB, SIDE, LTR, WE	ST	397	\$	\$
16	BICGSM609BE	PEN, ROUND STIC 60 PACK, BE	BX	388	\$	\$
17	UNV00464	RUBBERBANDS, SIZE 64, 1/4LB	PK	378	\$	\$
18	PKGHD1818	18 X 18 X 18 275# / 44 ECT 20 BD/ 120 BALE	EA	360	\$	\$
19	MMM654YW	NOTE, POST-IT, 3X3, 12/PK	PK	349	\$	\$
20	BICWOTAP10	TAPE, CORRECTION, 10PK, WE	BX	348	\$	\$
21	UNV10199	CLIP, BINDER, 15MM, DZ	DZ	346	\$	\$
22	BPTCT14120	CABLE TIES, 120#, 14", NATURAL, 100/CS	CS	325	\$	\$
23	SAN30001	MARKER, SHARPIE, FINE PT, BK (EA/1 MARKER)	DZ	294	\$	\$
24	DURAACTBULK36	BATTERY, ALKALINE AA, 36/PK (5001041)	PK	292	\$	\$
25	SWI35108	STAPLE, STD SZ 5M/BX (66000)	BX	281	\$	\$
26	UNV35269	ENVELOPE, CLASP, 9X12, 28#, KRAFT, 100/BX	BX	277	\$	\$
27	AVE05711	BINDER, VIEW, 1" WHITE (WLJ36214W)	EA	275	\$	\$

CONTRACT IF ANY SHALL BE FOR ONE (1) YEAR, WITH TWO (2)
ADDITIONAL ONE-YEAR RENEWAL OPTIONS.

ALL QUANTITIES ARE APPROXIMATE. BIDDER MUST

CITY OF CLEVELAND

SIGNATURE

BID ON ALL ITEMS.

2027 JUST IN TIME OFFICE SUPPLIES

PART 1 CONTINUED

BID SCHEDULE OF ITEMS

DATE

ITEM #	PRODUCT CODE	DESCRIPTION	UNIT OF MEASURE	QUANTITY	UNIT PRICE	EXTENSION PRICE
28	BICGSM11BE	PEN,ROUND STIC,MED,BE	DZ	274	\$	\$
29	HOD3646	CALENDAR,WALL,3MO,8X17,DEC-JAN,BE&WE	EA	263	\$	\$
30	PIL31021	PEN,RLRBLL,GELINK,FPT,BE	DZ	262	\$	\$
31	AVE05706	BINDER,VIEW, 1/2"WHITE [90011]	EA	258	\$	\$
32	PFXS24E	PENDAFLEX 3-1/2 INCH EXPANSION FILE POCKET LETTER	EA	256	\$	\$
33	BICGSM609BK	PEN,ROUND STIC 60 PACK,BK	BX	252	\$	\$
34	SWI54501	STAPLER,DSK,FULL STRIP,BK [43118]	EA	247	\$	\$
35	AAGSK4600	PLANNER,DY,4-7/8X8,JAN-DEC,BK	EA	233	\$	\$
36	SWI40501	STAPLER,ECONOMY,405,BK(B515BK)	EA	229	\$	\$
37	ZEB22220	PEN,BPT,RET,Z-GRIP,1MM,BE	DZ	228	\$	\$
38	UNV10210	CLIP,BINDER,MED,DZ	DZ	226	\$	\$
39	UNV16113	FOLDER,REIN,1/3CT,MLA,LTR	BX	217	\$	\$
40	DURMN1300	BATTERY,COPPERTOP D, 12/BX	BX	215	\$	\$
41	UNV10630	PAD,LTR RULED,PERF,LTR,CA(67163)	DZ	214	\$	\$
42	AVE05868	SEAL,2"DIA GD, INKJET, PERM, 44/PK	PK	212	\$	\$
43	FEL00703	FILE,STOR,ECON,12X15X10,LTR/LGL,12EA/CT	CT	210	\$	\$
44	CLI48315	FILE,EXP,13PKT,LTR,BE	EA	203	\$	\$
45	TBC10526	1/4OZ STANDARD PUMP W/ 9.25" DIP TUBE AND 38MM TO	EA	203	\$	\$
46	UNV35267	ENVELOPE,CLSP,10X13,28#BN (37897)(2897)	BX	201	\$	\$
47	DURMN24P36	BATTERY,ALKALINE AAA, 36/PK(5001143)	PK	197	\$	\$
48	ACM13402	SCISSORS,8"BENTSTR,3PK,BK	PK	191	\$	\$
49	IPG83689	DUCT TAPE,AC15,2X60YD,UTILITY,8MIL,SILVER,24RL/CT	RL	191	\$	\$
50	UNV96920	BOOK,STENO,GREGG,WE,80 SH (25-774) 6EA/PK	DZ	190	\$	\$
51	UNV00700	STAPLE REMOVER(93050,95691)	EA	189	\$	\$
52	BICGSM11BK	PEN,ROUND STIC,MED,BK	DZ	188	\$	\$
53	AAGSD38913	DIARY,DY,5-3/4X8-1/4,JAN-DEC,REMINDER,RD	EA	184	\$	\$
54	AAGE71750	REFILL,DY DESK,3-1/2X6,JAN-DEC,1/2 HR APT,BK/WE	EA	183	\$	\$
55	MMM6549YW	NOTE,HLND,3X3,12/PK,YW	PK	181	\$	\$

PART 1 CONTINUED

CONTRACT IF ANY SHALL BE FOR ONE (1) YEAR, WITH TWO (2)
ADDITIONAL ONE-YEAR RENEWAL OPTIONS.

ALL QUANTITIES ARE APPROXIMATE. BIDDER MUST

CITY OF CLEVELAND

SIGNATURE

2027 JUST IN TIME OFFICE SUPPLIES

BID ON ALL ITEMS.

ITEM #	PRODUCT CODE	BID SCHEDULE OF ITEMS DESCRIPTION	UNIT OF MEASURE	DATE	UNIT PRICE	EXTENSION PRICE
56	UNV46300	PAD,NARROW RULD,PERF,5X8,WE	DZ	178	\$	\$
57	UNV14115	FOLDER,HANG,1/5CUT,LTR,25EA/BX (37215)	BX	177	\$	\$
58	UNV10220	CLIP,BINDER,LARGE,78220	DZ	172	\$	\$
59	UNV00432	RUBBERBANDS,SIZE 32,1/4 LB	PK	169	\$	\$
60	TOM68620	TAPE,CORRECTION,MONO	EA	167	\$	\$
61	MMM65324APVAD	PAD,PST IT,11/2X2,24,PST	PK	165	\$	\$
62	QUA44162	ENVELOPE,6X9 R-STRIP,KFT	BX	165	\$	\$
63	AAG7026005	PLANNER,MO,9X11,JAN-JAN,BK	EA	163	\$	\$
64	AVE03300	BNDR,RNG,11X8.5,1IN,RBE (WLJ36814NBL)	EA	163	\$	\$
65	UNV72220	PAPER CLIPS,JUMBO,100/BX,10BX/PK	PK	162	\$	\$
66	AVE17670	BNDR,FLEXI-VIEW .5",SRBE	EA	161	\$	\$
67	FEL9176501	MOUSEPAD,WRISTREST,MEM FM,BLK	EA	158	\$	\$
68	ZEB22210	PEN,BPT,RET,Z-GRIP,1MM,BK	DZ	156	\$	\$
69	HOD150HD	CALENDAR,DESK PAD,MO,22X17,JAN-DEC,BE&WE	EA	153	\$	\$
70	SAM18937	BNDR,1" VIEW,RR,RECY,WE	EA	153	\$	\$
71	SWI444401S	STAPLER,DSK,FL STP,BK	EA	152	\$	\$
72	UNV00433	RUBBERBANDS,SIZE 33,1/4LB	PK	152	\$	\$
73	AVE05731	ECO VIEW BNDR,ROUND RING,8.5X11,2",WHT [90081]	EA	150	\$	\$
74	FEL58024	PAD,MOUSE,9X8,BK	EA	145	\$	\$
75	BICWOTAPP11	TAPE, CORRECTION, WITE-OUT	EA	142	\$	\$
76	UNV12113	FOLDER,MLA,1/3 CT,LTR,100BX(1103)(BSN17525)	BX	142	\$	\$
77	HOD164	CALENDAR,DESK PAD,MO,22X17,JAN-DEC,BE&WE	EA	141	\$	\$
78	RED36746	BOOK,STENO,GREGG,80 SH,GN	EA	140	\$	\$
79	SAN85018	MARKER,MEAN STREAK,WE	EA	140	\$	\$
80	UNV00164	RUBBERBANDS,SIZE 64,1LB	PK	139	\$	\$
81	SAN81505	ERASER,DRY ERASE SOFT PILE,5 1/8W X 1 1/4H	EA	137	\$	\$
82	BICMS11BE	PEN,BALLPNT,CRYSTL,MED,BE	DZ	136	\$	\$
83	BICWOTAPP21	TAPE,CORRECTION,2PK,WE	PK	136	\$	\$
84	CLO31547	WIPES,DSNFCTNG,700CT	CT	136	\$	\$

PART 1 CONTINUED

CONTRACT IF ANY SHALL BE FOR ONE (1) YEAR, WITH TWO (2)
ADDITIONAL ONE-YEAR RENEWAL OPTIONS.

ALL QUANTITIES ARE APPROXIMATE. BIDDER MUST

CITY OF CLEVELAND

SIGNATURE

BID ON ALL ITEMS. 2027 JUST IN TIME OFFICE SUPPLIES

ITEM #	PRODUCT CODE	BID SCHEDULE OF ITEMS DESCRIPTION	UNIT OF MEASURE	DATE QUANTITY	UNIT PRICE	EXTENSION PRICE
85	MMM65424SSMIACP	PADS,SS,NOTES,3"X3",MIAMI	PK	134	\$	\$
86	SAN80653	KIT,EXPO STARTER CHIS,AST	ST	134	\$	\$
87	UNV72220BX	CLIP,JUMBO,SMOOTH,100/BX,10 BX/PK	PK	131	\$	\$
88	UNV10210VP	CLIP,BINDER,MED,36/PK	PK	130	\$	\$
89	DEF587501	8.5X2, CUBICLE NAMEPLATE HOLDER,12/CT	EA	128	\$	\$
90	PAP662415	TAPE,DRYLNE CRCTN 2PK,WE	PK	125	\$	\$
91	AVE09400	BNDR,SLNTRNG,11X8.5,1.5BK (WLJ38534B)	EA	120	\$	\$
92	UNV181818	BOX,CORR,18X18X18,32ECT,KFT,20/BL	EA	120	\$	\$
93	BICRLC11BE	PEN,RBALL,GEL,VLCY,RT,BE	DZ	119	\$	\$
94	AVE05710	BNDR,ECONO VIEW 1 IN,BK,(18530)(WLJ36214B) [90023]	EA	118	\$	\$
95	AVE17032	BINDER,2"WHT VIEW,W/BL&LIT	EA	118	\$	\$
96	UNV31750	OPENER,LETTER,9.5"OFF (ABLLTROPN)	EA	115	\$	\$
97	UNV10210	CHAIRMAT,36X48, W/LIP, CLEATED	EA	115	\$	\$
98	UNV08861	HILITER,DESK,YW	DZ	114	\$	\$
99	PIL31020	PEN,RLRBL, GELINK,FPT,BK	DZ	111	\$	\$
100	AVE09500	BNDR,SLNTRNG,11X8.5,2",BK (WLJ38544B)	EA	110	\$	\$
101	DYM30336	LABEL,MUTI PURPOSE,1X2 1/8 500RL	BX	110	\$	\$
102	UNV43118	STAPLER,ECON,FULL(SWI54501)	EA	110	\$	\$
103	UNV79000	STAPLES,STANDARD,CHSEL PT,FS,5M/BX	BX	110	\$	\$
104	BICGSM11RD	PEN,ROUND STIC,MED,RD	DZ	109	\$	\$
105	MMM810K12	TAPE,3/4X1000",12RL	PK	109	\$	\$
106	UNV40304	CLIPBOARD,STD CLP,LETTER	EA	109	\$	\$
107	AVE09300	BNDR,SLNTRNG,11X8.5,1",BK (WLJ38514B)	EA	105	\$	\$
108	TRPN002010BL	CABLE,CAT5E,10 FOOT,BE	EA	105	\$	\$
109	UNV242424	BOX,CORR,24X24X24,32ECT,KFT,15/BL	EA	105	\$	\$
110	AVE5160	LABEL,ADDRS,2-5/8X1,3M	BX	104	\$	\$
111	EPST215120	INK, F/ WRK FORCE 100, BLK, 250	EA	103	\$	\$
112	MMM6605PKAST	STICKY NOTES,4"X6",BEACHSIDE CAFE,100SHT/PD,5PD/P	PK	103	\$	\$
113	NWLDISWIPE140	DISINFECTING WIPE, 160/TB, CLEANCIDE	EA	103	\$	\$

CONTRACT IF ANY SHALL BE FOR ONE (1) YEAR, WITH TWO (2)
ADDITIONAL ONE-YEAR RENEWAL OPTIONS.

ALL QUANTITIES ARE APPROXIMATE. BIDDER MUST
BID ON ALL ITEMS.

CITY OF CLEVELAND
2027 JUST IN TIME OFFICE SUPPLIES

SIGNATURE _____

DATE _____

BID SCHEDULE OF ITEMS

ITEM #	PRODUCT CODE	DESCRIPTION	UNIT OF MEASURE	QUANTITY	UNIT PRICE	EXTENSION PRICE
114	UNV72210	CLIP, #1, GEM, SMOOTH, 1M/PK	PK	103	\$	\$
115	MMMC60ST	DISPENSER, TAPE 1" CORE, SR	EA	102	\$	\$
116	SAM16967	BNDR, 2" VIEW, DRNG, RCY, WE	EA	102	\$	\$
117	WBM12112	FOLDER, MLA, 1/2 CT, LTR, 100(3002)	BX	101	\$	\$
118	BPT777W	CORRUGATED BOXES, 7" X 7" X 7", WHITE, 25/BD	EA	100	\$	\$
				GRAND TOTAL	\$	\$

PART 2-PERCENTAGE	DISCOUNT OFF FULL LINE CATALOG	%
-------------------	--------------------------------	---

If the vendor substitutes any item, please provide the product number next to the corresponding item number, or identify the substitution on a separate sheet of paper.

CONTRACT IF ANY SHALL BE FOR ONE (1) YEAR, WITH TWO (2) ADDITIONAL ONE-YEAR RENEWAL OPTIONS.