

BID FORM AND SPECIFICATIONS FOR INSTRUCTIONAL AND OFFICE SUPPLIES
Leland School District Instructional and Office Bid effective thru June 30, 2025

Vendor: _____

DESCRIPTION	EQUIVALENT DESCRIPTION	UNIT PRICE	TOTAL
1.Liquid Paper, Correction Pens or wheels, 7ml. (2 fl.oz.) (no substitutes)			
2.Crayons, paper wrapped, 16 colors Crayola or approved equivalent			
3.Glue, liquid-8oz. plastic squeeze bottle or glue stick- Elmer's glue-all or approved equivalent			
4.Index cards – ruled, 100 per pkg. (3x5) (4x6) (5x8)			
5.markers – overhead projector, washable, fine tip, set of 4 colors, Crayola or approved equivalent			
6.markers-Sanford Dry Erase markers, in fine or chisel-tips, colors 4 pack and 8 packs (no substitutes)			
7.paper-construction, 9"x12", 100 sheets per pkg (circle all colors that apply) Peacock, dark green, light violet, sky blue, dark brown, normal brown, pink, blue, bright white light brown, dark blue, orange, holiday red, holiday green, violet, yellow, green, spring green, red, slate gray, scarlet, assorted.			
8. paper-loose leaf, 16#, white 11x8.5 hole regular rule 300 sheets to pkg, poly-wrapped			
9.paper-poster, 4ply,22"x28"-50ctn			

10.pencils-#2 writing, Mirado 174 or approved equivalent			
11.pencil sharpeners-wall mount, single and multiholes			
12.pens- round ball point, medium point black, red, blue			
13. pens-Pilot Razor point (may substitutes) Black, red			
14. pens-Pilot roller ball, black, red, blue			
15. Bic-5 pack brite liner (substitutes allowed)			
16.Calendar pad, desk-17x22, non refillable ruled			
17.flash drives 16.0 or higher			
18.envelopes, window-4 1/8 x9 1/2.,10#, white 500 box			
19.envelopes-manila clasp a. 6.5 x 9.5, 100 per box b. 10x13,100 per box c. 12x15.5, 100 per box			
20.envelopes commercial white a. 4 1/8 x 9 1/2, 10#, 500 box b. 3 5/8 x 6 1/2 , 10#, 500 box			
21.erasers, chalkboard Expo eraser (Sanford) – may substitute			
22.folders, manila file a. 8.5 x 11, third cut, 100 per box b. 8.5 x 14, third cut, 100 per box			
23.legal pads, ruled, white, canary or blue a. 8.5 x 11 3/4 b. 8.5 x 14 c. 5 x 8			
25.mouse in a box optical, enclosed electronics so there is no need to clean moving parts, USB and PS2 connectivity, works with Windows 8 Windows 10			

26.paper clips a. standard, #1, 10 bx/ctn, gem or approved equivalent b. jumbo,#1, 10 bx/ctn, gem or approved			
27.universal interoffice envelopes 28lb. Kraft stock 10 x 13- 100 envelopes per box, printed routing head-date, deliver to, department, sent by, department			
30.Three ring binders- vinyl, blue, black, burgundy, white or green, durable a. 1" e. 4" b. 1.5" f. 5" c. 2" d. 3"			
31.staple remover- plastic w/metal jaws, Ace or approved equivalent			
32.Stapler-front loading, Acco or approved equivalent			
33.stapler-Swingline SL747 or approved equivalent			
34.staples-Standard, Swingline or approved equivalent			
35.Scotch Magic tape, transparent, ¾ x 1296 Scotch #M-8103436, brand (no substitutes)			
36.package sealing tape, high performance, meets US Postal regulations, 3.1 mls thick, 3" core, 1.88 x 60yds. a. clear, 1 roll b. tan, 1 roll c. clear, 3 pack d. tan, 3 pack			
37.Sharpie Markers all colors and tips			
38.Tri-fold Project Board			