

NOTE:

- Bid term will be for six months after approval of award _____ (please initial)
- Weekly orders as per purchase order date _____ (please initial)
- Items will be ordered on as needed basis _____ (please initial)
- The County of El Paso will accept products made of recycled materials if the products meet applicable specifications as to quantity and quality. _____ (please initial)

The County shall give preference to products made of recycled materials if they meet specifications. The County encourages the use of recycled products in developing new procedures and specifications per the Local Gov't Code Section 262.005 and Health & Safety Code Section 361.426.

PAPER BOND

	Description	Monthly Estimated Usage	Price per Case
1.	8 ½ x 11 Paper Bond White Letter Size 20#, 5,000 sheets per case	2400 CS.	
2.	8 ½ x 14 Paper Bond White Legal Size 20#, 5,000 sheet per case	500 CS.	
3.	11 x 17 Paper Bond White 20#, 2,500 sheets per case	50 CS.	
4.	8 ½ x 11 Letter Size 25% Cotton Paper, 4,000 sheets per case	200 CS.	

NCR PAPER

	Description	Monthly Estimated Usage	Price per Case
1.	2-Part Carbonless 20#, 8 ½ x 11, Reverse Sequence (Canary/White), NCR, Imation or equal	80 CS	
2.	3-Part Carbonless 20#, 8 ½ x 11, Reverse Sequence (Pink/Canary/White), NCR, Imation or equal	80 CS	
3.	4-Part Carbonless 20#, 8 ½ x 11, Reverse Sequence (Goldenrod/Pink/Canary/White), NCR, Imation or equal	80 CS	
4.	5-Part Carbonless, 20#, 8.5x11, Reverse Sequence (Green/Goldenrod/Pink/Canary/White), NCR, Imation or equal	80 CS	
5.	2-Part Carbonless, 20#, 8.5x11, Straight Sequence (Canary/White), NCR, Imation or equal	50 CS	
6.	3-Part Carbonless, 20#, 8.5x11, Straight Sequence (Pink/Canary/White), NCR, Imation or equal	50 CS	
7.	4-Part Carbonless, 20#, 8.5 x 11, Straight Sequence (Goldenrod/Pink/Canary/White), NCR, Imation or equal	50 CS	

ENVELOPES

	Description	Monthly Estimated Usage	Price per Box
1.	#10 Envelope 24# Window, White, 500/box, 2500 envelopes per case	600 BX	
2.	#10 Envelope 24# Regular Plain, White, 500/box, 2500 envelopes per case	600 BX	
3.	#9 Envelope 24# Window, White, 500/box, 2500 envelopes per case	300 BX	
4.	#9 Envelope 24# Regular Plain, White, 500/box, 2500 envelopes per case	300 BX	

