



The Toledo Zoo
P.O. Box 140130
Toledo, Ohio 43614-0130
www.toledo zoo.org

January 19, 2016

The Toledo Zoo is requesting proposals from qualified vendors for general office supplies. Please submit your proposal to Heather Burns, P.O. Box 140130, Toledo, Oh 43614-0130 or to heather.burns@toledo zoo.org **no later than February 5, 2016.**

I will reply with notification on items awarded to your company by **February 29, 2016.** Services will commence on **March 1, 2016** and run through **February 28, 2017.** Please view terms under the Operation Guideline form.

All deliveries should be brought to the zoo's warehouse located at 749 Spencer St., Toledo, Oh 43609.

Please find in attachments: Operation Outline, Office Supply Bid and Indemnification Form. New this year is Bidder Affidavit of Compliance as well as MBE Utilization Form. Read all attachments carefully and thoroughly.

Sincerely,

Heather Burns

Heather Burns
Purchasing Manager
The Toledo Zoo
419-385-5721 Ext: 3003
419-724-0068 Fax



Outline for 2016 Operation Supplies Quotation

1. Objective:

- To secure a qualified supplier that will provide The Toledo Zoo with quality products in accordance with its needs. In addition, a commitment to product research of new items in a reasonable time when requested.
- Distributor should periodically update BUYER on current and future market conditions and other factors that will affect short and long term pricing. It will be expected that distributor will inform BUYER of new products and services whether or not it would be useful or beneficial.
- **ALL QUOTATIONS ARE DUE BACK NO LATER THAN 2/05/16.** Mail to: The Toledo Zoo, P.O.Box 140130, Toledo, Ohio 43614. Attn: Heather Burns, Purchasing Manager. And/or you can electronically send to heather.burns@toledozoo.org
- Quotations will be awarded by **2/29/16**. Distributors will be notified on specific items that have been awarded by the BUYER. All bids will remain the property of the BUYER and will be held in the strictest of confidence. Questions concerning the quotation packets can be directed to BUYER by phone. **If a meeting is necessary, please make an appointment!!**
- A goal of the Toledo Zoo is to ensure that, to the extent legally permissible; it uses certified Minority Business Enterprises (MBE) that are qualified to supply goods for the zoo. The zoo asks that bidders to the extent possible involve participation of certified MBE's to achieve a goal of approximately 10% minority involvement in its food supply operations.



2. Term:

- Service will commence on **3/ 1/16** and run through **2/28/17**.
- Service may be terminated in whole or in part by either part without penalty with thirty days prior written notice. Buyer will not be responsible for inventory levels exceeding a thirty-day usage unless previously agreed upon in writing. Notwithstanding the above, BUYER has the right to immediately terminate service by SELLER if SELLER, in BUYER'S sole discretion, fails to perform any of the terms and conditions set forth herein.

3. Quoting Supply Item(s):

- Quotations can be awarded whole or only partially awarded to different distributors. BUYER has the right to determine what will be awarded.

4. Submission of Quotations:

- Will be in accordance with the form provided. All prices and notations shall be in ink or typewritten. Mistakes may be crossed out and corrections made in ink and initialized and dated by person signing quotation.
- Bidders shall include a Bidder's Affidavit of Compliance and "Good Faith Effort" with their quotations. (Refer to quotation attachments "A" and "B").



- **PLEASE MAKE SURE TO INCLUDE MANUFACTURER NAME, PRODUCT CODE, VENDOR CODE, FULL DESCRIPTION IF DIFFERENT ON BID AND MOST IMPORTANTLY PACK SIZE. ALSO MAKE SURE YOU EXTEND PRICING FROM THE UNIT PRICE.**

- Failure to include product information outlined above and bidder's affidavit of compliance/good faith effort could eliminate your submission for consideration!
- Any and all cost incurred by bidder in the preparation and submission of a quotation or proposal in response to their request, and/or any unsolicited quotation or proposal offered, shall not be reimbursed by BUYER irrespective as to any acceptance or rejection of such offers.

5. Withdrawal or Modifications of Quotations:

- Quotations may be withdrawn or modified by notice received prior to the time fixed for receipt of quotation deadline.

6. Receipt of Quotations:

- All quotations must be received to the designated address (stated under 1. Objective,) prior to the date set for receipt of quotations. Anything received thereafter will NOT be considered.

7. Samples:

- Samples must be furnished free of expense, upon request.

8. Unit Prices:

- Must be stated in units of quantity specified. If the pack size of the proposed product varies from the quotation description, the actual pack size and manufacturer/brand must be provided.

9. Brand Names:

- Please quote on the recommended item and its specifications listed. If a substitution item is necessary, please note the manufacturer/brand, product code, vendor code, and pack size with respect to the alternate item to be furnished.
- If no brand is specified, please note the manufacturer/brand, product code, vendor code, and pack size with respect to the alternate item to be furnished.

10. Rejection of Quotations:

- The BUYER has the right to reject any or all sections specified in quotation packet. BUYER reserves the right to waive defects or irregularities and to award by item, groups of item, or total package.

11. Determination of Successful Bidder:

- The award of a bid shall be made to the lowest and best bidder. The buyer will determine the lowest and best bidder on the following basis:
 - i. The base bid for providing goods either in whole or partially
 - ii. Will award of the bid to bidder assisting the buyer (zoo) in achieving its MBE participation goal of 10%.

12. Proof of Responsibility from Distributor:

- The determination of whether a distributor is responsible for providing service to BUYER shall rest solely with BUYER.

13. Usage Estimates:

- Estimated usages for the term have been provided to help determine volume and purchasing frequency. While these numbers are a fair representation of our past usage's BUYER shall not be obligated to purchase any specific quantity of the listed items. The supplier must be flexible to provide, within reasonable limits, any necessary changes desired by BUYER on a timely basis.

14. Rebates and Promotions:

- All manufactures' rebate and promotional monies that BUYER qualifies for will be passed along to The Toledo Zoo.

15. Deliveries:

- **Deliveries will be made 8am - 12pm and 1pm- 4pm (M-F) to The Toledo Zoo warehouse, unless otherwise specified, at 749 Spencer St., Toledo, Oh 43609 off of South St. from SR 25 (Anthony Wayne Trail.)** Delivery service must be available at minimum of six (6) days per week, in-season. Off-season frequency will be determined by the amount of product used.
- In the event that an unscheduled delivery is needed that proves vital to the operation of the zoo, the distributor/representative will work with the BUYER to get the item(s) delivered as soon as possible.
- A fill rate of 99% is necessary for our in-season operations. Should an item be shorted at the time of delivery, it must be redelivered at a time mutually agreed upon after consultation with BUYER. The BUYER must approve all substitutions prior to delivery.

16. Price Adjustments:

- Upon acceptance of quotation, all price adjustments must have prior approval of BUYER.

17. Invoices and Payments:

- A complete, fully extended invoice must accompany each delivery. Any noted discrepancies will be initialed by the designated warehouse receiver and the driver and adjusted on the invoice. Invoice will be paid from the corrected copy of the invoice. Standard terms are **net 30 days**.

18. Product Returns:

- Credit is expected on any product returned as long as it is in resalable condition i.e.: original container, unopened, sufficient shelf life remaining, etc... and is not a proprietary item. The above shall in no way limit BUYER'S right to return products damaged or otherwise non-useable when received by BUYER.

19. Proprietary Items:

- Supplier shall denote which items if any would be stocked just for BUYER'S use.

20. Product Identification Numbers:

- Suppliers will be expected to include on all invoices and price quotes product identification numbers.

21. Auditing:

- Your company shall maintain books and records in accordance with generally accepted accounting principles of all activities relating to BUYER'S account. By submitting this proposal, the successful supplier agrees to an audit of all such books and records.

22. Safety:

- To insure compliance with the "Hazard Communication Act," BUYER is requesting that you include Material Safety Data Sheets on all chemical products. All containers shall be maintained in a safe and serviceable condition at all times. Damaged or leaking containers will be rejected. All containers shall comply with DOT, OSHA and any other regulatory agency requirements for flammable and explosive materials.

23. Obligation of Successful Bidder:

- MBE utilization Form: The successful bidder shall furnish to the buyer a signed MBE utilization form (see attachment "C").

24. Insurance:

- Certificates of insurance, standard workman's compensation, general and automobile liabilities need to be provided in amounts satisfactory to BUYER.

ATTACHMENT A
BIDDER AFFIDAVIT OF COMPLIANCE

A goal of the Toledo Zoological Society ("Buyer") is to ensure that , to the extent legally permissible, it uses certified Minority Business Enterprise ("MBE") that are qualified to provide goods and supplies for the zoo. Buyer asks that bidders, to the extent possible, involve participation of certified MBE's to achieve a goal of approximately 10% minority involvement for bids.

STATE OF _____, COUNTY OF _____, the duly authorized representative of _____, the bidder, states and affirms the following:

The bidder's minimum goal of total bid for MBE participation on the bid is ____%.
(IF the foregoing blank is not filled in, the participation level shall be considered zero.)

The undersigned acknowledges that the buyer reserves the right to reject any and all proposals and to award the bid to the lowest and best bidder. The undersigned further acknowledges that one of the factors in determining the 'lowest and best' bidder will be whether awarding the bid to a particular bidder will assist the zoo in achieving an MBE participation goal of 10%. The buyer reserves the right to reject any or all bids.

The undersigned hereby states that he/she has not discriminated in any manner on the basis of sex, race, color, national origin, sexual orientation, religious beliefs, age or disability in the preparation of the attached bid.

The undersigned hereby states he/she understands and agrees to comply with the MBE participation provisions of this bid.

The undersigned acknowledges, understands and agrees that submission of a bid shall commit the bidder to comply with the goals as stated above on this document, including submission of the information required to verify the number and percentages of MBE participation.

The undersigned also states that all the above information is true and correct to the best of his/her knowledge.

AUTHORIZED SIGNATURE

DATE

NAME (PRINTED)

TITLE (PRINTED)

COMPANY NAME

Sworn to before me and subscribed in my presence this ____ day of _____, 20__.

Notary Public, State of Ohio

My commission expires

ATTACHMENT B
BIDDER AFFIDAVIT OF COMPLIANCE
GOOD FAITH EFFORT

Bidder shall indicate what documented methods were used to meet the MBE participation goal for the bid (i.e. contracting MBE companies, ads, faxes, emails, etc.).

ATTACHMENT C
THE TOLEDO ZOO
MBE UTILIZATION FORM

The purpose of this form is for the supplier to identify if there is any MBE participation in their proposal whether it be as the prime, vendors or others. This form is for Toledo Zoo internal tracking purposes and must be submitted along with the executed bid even if proposal contains no participation level.

The undersigned has personally reviewed the material and facts set forth herein describing our proposal plan to achieve the Minority Business Enterprise ("MBE") participation goal for this bid.

MBE Participation (please check Yes or No)

- Yes (complete all MBE information and sign/date below)
 No (sign/date below)

All MBE's included on this plan have been certified by one or more of the following agencies.

- City of Toledo-Department of Affirmative Action/Contract Compliance
 State of Ohio
 Northern Ohio Minority Business Council (or affiliates)
 Other: _____

Each MBE firm utilized must submit a copy of their MBE Certification along with this form.

Complete for each MBE you intend to use during the performance of the bid:

1. Name of Supplier: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Person: _____ Phone: _____

Fax: _____ Email: _____

Projected percent or participation _____%

(If additional space is required to include all MBE's, please attach another sheet.)

Supplier: _____

Signed By: _____

Print Name: _____

Title: _____

Date: _____



WARRANTIES, REMEDIES: In addition to its standard warranty and service guarantee, and by accepting this order, Vendor warrants that the goods to be furnished hereunder shall (a) be free and clear of all liens and encumbrances, good and merchantable title thereto being in Vendor, (b) be free from any defects of design, material or workmanship and be of good and merchantable quality (c) be fit for the use intended by Purchaser, and (d) comply and have been produced, processed, packaged, labeled, delivered and sold in conformity with all applicable federal, state or other laws, administrative regulations and orders. All warranties shall survive inspection, delivery and payment, and shall run in favor of Purchaser, its successors and assigns. If any such goods shall be found to be unsatisfactory, defective or inferior in quality, or not to conform to Purchaser's specifications or any other requirements hereof (including Vendor's warranties,) Purchaser may, at its option and in addition to its other remedies, retain such goods at an adjusted price, hold such goods at Vendor's risk and expense pending Vendor's specific instructions or return them to Vendor for replacement, credit or refund as Purchaser shall direct. Purchaser shall be reimbursed by Vendor for all its costs and expenses in connection with the storage, handling, packing and/or transporting of any such defective or otherwise nonconforming goods and Vendor shall assume all risks of loss or damage in transit to goods returned by Purchaser pursuant hereto.

GENERAL INDEMNIFICATION BY VENDOR: Vendor shall indemnify Purchaser, its successors and assigns and customers (whether direct or indirect) against any and all losses, damages, and expenses including attorney's fees and other costs of defending and action which they or any of them may sustain or incur as a result of any claim of negligence, breach of warranty, strict liability in tort or based on any theory of law in connection with any federal, state or local laws, regulations or standards.

I hereby acknowledge that I have read and understand all aspects of the terms and conditions of order and hereby agree, as an authorized representative of _____, that any future business relationship with _____, is contingent upon _____ abiding by all terms and conditions set forth.

BY: _____
Authorized Signature

Title

Please Print Name

Date

TERMS AND CONDITIONS

THE FOLLOWING TERMS AND CONDITIONS CONSISTUTE ADDITIONAL PROVISIONS OF THIS ORDER

1. **ACCEPTANCE AND GOVERNING PROVISIONS.** This order is not an acceptance of any offer to sell but is an offer to purchase which may be accepted only by execution of the acknowledgment copy hereof by Vendor and by the return of such copy to Purchaser within 10 days from the date of this order. Upon acceptance, this order shall constitute the entire agreement between the parties except for any additional warranties given by Vendor superseding any and all previous or contemporaneous communications and negotiations. Unless specifically agreed to in writing by Purchaser and signed by a duly authorized agent of Purchaser, no additional or different term or provision (except additional warranties given by Vendor) or any quotation, acknowledgement, invoice or the form supplied by Vendor shall become part of the contract notwithstanding Purchaser's failure to specifically object to such term or provision. The agreement of sale resulting from the acceptance of this order shall be construed and interpreted in accordance with the laws of the state of Ohio.
2. **PRICES, OPEN PRICE TERM.** Prices shall not be higher than those quoted and appearing on the face hereof unless expressly approved by Purchaser's authorized agent in writing. Vendor represents (i) that the price charged for the goods covered by this order is the lowest price charged the Vendor to purchasers of a class similar to Purchaser under conditions similar to those specified in this order and (ii) that prices comply with applicable governmental regulations in effect at the time of this quotation, sale or delivery. Vendor agrees that any price reduction made in goods covered by this order subsequent to the placement of this order will be applicable to this order. If the exact price is not stated in this order, it is agreed that the goods will be billed at the price last quoted, or at the lowest prevailing market price, whichever is lower. Please state the price on each item on the acknowledgment copy you returned to us.
3. **PAYMENT.** By acceptance of this order, it is agreed that Vendor's regular cash discount, if any, will be allowed on remittance made on or before the 10th of the month following receipt of proper invoice. Such invoice must not be dated prior to the specified shipping date.
4. **DELIVERY, DELAY AND ANTICIPATION.** Vendor shall deliver the goods in the quantities and within time, which is of the essence, specified on the face hereof or in any document attached hereto or referred to herein. Failure of Vendor to comply with such requirements shall entitle Purchaser, in addition to any other rights or remedies, to cancel this order and are relieved of all liability for any undelivered portion. If shipment is delayed for any cause, Vendor must report facts to Purchaser promptly. The failure of Purchaser to insist upon strict performance shall not constitute a waiver with respect to subsequent installments. Vendor shall not unreasonably anticipate delivery by purchasing materials or manufacturing quantities in excess of what is reasonably required to meet Purchaser's delivery schedule. Items received in advance of Purchaser's delivery schedule may, at Purchaser's option, be returned at Vendor's expense or may be accepted with payment withheld until the scheduled delivery date.
5. **SHIPPING, PACKING AND RISK OF LOSS.** All goods shall be suitably packed, marked with Purchaser's Purchase Order Number and shipped in accordance with shipping instructions specified herein and otherwise in accordance with the requirements of common carriers so as to obtain the lowest transportation cost. No charge shall be made to Purchaser for boxing, packing, crating or carting unless separately itemized on the face hereof. Vendor shall be liable to Purchaser for any loss or damage resulting from Vendor's failure to act so as to provide adequate protection during shipment. Regardless of the shipping or payment terms agreed to between Vendor and Purchaser, risk of loss or damage in transit shall be upon Vendor until conforming goods are delivered to and have been accepted by Purchaser. Additional expenses, charges or claims incurred as a result of deviation from the specified route, noncompliance with other shipping instructions, or improper description of the shipment in shipping documents shall be assumed by Vendor.
6. **WARRANTIES, REMEDIES.** In addition to its standard warranty and service guarantee, and by accepting this order, Vendor warrants that the goods to be furnished hereunder shall (a) be free and clear of all liens and encumbrances, good and merchantable title thereto being Vendor, (b) be free from any defects of design, material or workmanship and be of good and merchantable quality, (c) be fit for the use intended by Purchaser, and (d) comply and have been produced, packaged, labeled, delivered and sold in conformity with all applicable federal, state or other laws, administrative regulations and orders. All warranties shall survive inspection, delivery and payment, and shall run in favor of Purchaser, its successors and assigns. If any such goods shall be found to be unsatisfactory, defective or inferior in quality, or not to conform to Purchaser's specifications or any other requirements hereof (including Vendor's warranties). Purchaser may, at its option and in addition to its other remedies, retain such goods at an adjusted price, hold such goods at Vendor's risk and expense pending Vendor's specific instructions or return them to Vendor for replacement credit or refund as Purchaser shall direct. Purchaser shall be reimbursed by Vendor for all costs and expenses in connection with the storage, handling, packing and/or transporting of any such defective or otherwise nonconforming goods and Vendor shall assume all risks of loss or damage in transit to goods returned by purchaser pursuant hereto.
7. **GENERAL INDEMNIFICATION BY VENDOR.** Vendor shall indemnify Purchaser, its successors and assigns and customer (whether direct or indirect) against any and all losses, damages and expenses including attorney's fees and other costs of defending an action which they or any of them may sustain or incur as a result of any claim of negligence, breach of warranty, strict liability in tort or based on any other theory of law in connection with the use of the goods furnished by Vendor hereunder or as a result of any claim that the goods furnished by Vendor fail to conform to or comply with any federal, state or local laws, regulations or standards.
8. **TAXES.** Purchaser shall not be liable for any taxes, duties, customs or assessments in connection with the purchase and/or delivery of goods ordered hereunder, except as expressly set forth on the face hereof.
9. **CHANGES.** Purchaser may make changes in quantities, delivery schedules or methods of shipment or packaging on any item at any time. If such changes result in an increase or decrease in costs, an equitable adjustment of price and delivery schedule may be made or Purchaser may, at its option, terminate this contract if an agreement on an equitable adjustment cannot be reached. Claims for an adjustment must be asserted by Vendor within 10 days of the date of the change order or shall be deemed waived. This order, together with any change orders or instructions approved by Purchaser in writing, shall constitute one contract.
10. **CANCELLATION BY PURCHASER.** Purchaser shall have the right to cancel this order without cause and Purchaser's liability for cancellation of this order without cause shall be limited to Vendor's actual costs for work and materials incurred through the date the invoice is received by Vendor. Purchaser may, at its option, cancel this order without liability to Vendor (except for confirming shipments previously accepted by Purchaser) in the event Vendor shall cease to exist or become insolvent or become the subject of bankruptcy or insolvency proceedings or shall commit a material breach in the performance of any part of its obligation hereunder.
11. **FORCE MAJEURE.** In the event of fire, accidents, strikes, or any other labor disputes, Government Acts or other conditions beyond the Purchaser's reasonable control which prevent Purchaser's prompt utilization of the goods covered by this order, the Purchaser may cancel this order in whole or in part by notice effective when received by Vendor, as to stated goods not yet shipped, subject to provisions of Paragraph 10.
12. **LEIN WAIVERS.** Vendors shall furnish all necessary waivers, affidavits, or other documents required to keep the premises of Purchaser's customers free from liens or claims of liens, arising out of the furnishing of material or equipment hereunder, as payments are made from time to time under this order.
13. **FAIR LABOR STANDARDS CERTIFICATE.** Vendor hereby certifies that all goods furnished hereunder shall have been produced in compliance with all applicable requirements of sections 6, 7 and 12 of the Fair Labor Standards Act of 1938, as amended and of regulations and orders of the Administrator of the Wage and Hour Division issued under section 14 hereof and in accordance with all applicable state and federal laws and regulations governing general conditions for labor employed in the production of such goods.



ZOO WIDE OFFICE SUPPLIES

Return Date: February 5, 2016

Vendor:

DESCRIPTION	ITEM CODE	UNIT	SIZE	COLOR	BRAND	USAGE	Unit Avail	Price	Unit Price
LEGAL PAD	BSN63108	EACH	8-1/2 X 11	WHITE		2	dz		
LEGAL PAD	BSN63105	EACH	8-1/2 X 11	YELLOW		3	dz		
LEGAL PAD	BSN63106	EACH	8-1/2 X 14	YELLOW			dz		
LEGAL PAD	BSN63110	EACH	5X8	WHITE		3	dz		
STENO PAD	BSN26740	EACH	6X9	WHITE		36	ea		
POST-IT-NOTES	BSN36612	PACK	3X3	YELLOW		27	dz		
POST-IT-NOTES	BSN36610	PACK	1-1/2X2	YELLOW		15	dz		
BIC PEN	BICGSM11BK	EACH	MEDIUM	BLACK		7	dz		
BIC PEN	BICGSM11BE	EACH	MEDIUM	BLUE		5	dz		
BIC PEN	BICGSF11BK	EACH	FINE	BLACK		3	dz		
BIC PEN	BICGSF11BE	EACH	FINE	BLUE		7	dz		
BIC GRIP PEN	BICGSMG11BK	EACH	MEDIUM	BLACK		11	dz		
BIC GRIP PEN	BICGSMG11BE	EACH	MEDIUM	BLUE		3	dz		
BIC GRIP PEN	BICGSFG11BK	EACH	FINE	BLACK			dz		
BIC GRIP PEN	BICGSFG11BE	EACH	FINE	BLUE			dz		
PENCIL	BSN37507	EACH	#2			3	dz		
SHARPIE	SAN30001	EACH	FINE	BLACK		9	dz		
SHARPIE	SAN30003	EACH	FINE	BLUE		1	dz		
SHARPIE	SAN30002	EACH	FINE	RED		1	dz		
MARKS A LOT MARKER	AVE07888	EACH	CHISEL TIP	BLACK		1	dz		
MARKS A LOT MARKER	AVE07887	EACH	CHISEL TIP	RED		1	dz		
HIGHLIGHTER	ITA33323	EACH	CHISEL TIP	BLUE		2	dz		
HIGHLIGHTER	ITA30004	EACH	CHISEL TIP	YELLOW		3	dz		
HIGHLIGHTER	ITA33324	EACH	CHISEL TIP	GREEN		1	dz		
HIGHLIGHTER	ITA33324	EACH	CHISEL TIP	ORANGE		1	dz		
HIGHLIGHTER	ITA33321	EACH	CHISEL TIP	PINK			dz		
WHITE OUT TAPE	ITA60232	EACH				80	ea		
BINDER CLIPS	BSN36550	EACH	SMALL	BLACK		26	dz		
BINDER CLIPS	BSN36551	EACH	MEDIUM	BLACK		17	dz		
BINDER CLIPS	BSN36552	EACH	LARGE	BLACK		12	dz		
PAPER CLIPS	BSN65638	BOX	#1	SILVER		8	pk/1000		
PAPER CLIPS	BSN65639	BOX	JUMBO	SILVER		12	pk/1000		
STAPLES	BSN65649	BOX	STANDARD			9	bx		
SCOTCH TAPE	BSN32952	ROLL	3/4"	CLEAR		5	rl		
RUBBER BANDS	SPR1814LB	BOX	#18			13	bx		
RUBBER BANDS	SPR3214LB	BOX	#32			1	bx		
FILE FOLDERS	BSN17525	EACH	LETTER	MANILLA		11	bx/100		
FILE FOLDERS	BSN17526	EACH	LEGAL	MANILLA		1	bx/100		
HANGING FOLDER	BSN17533	EACH	LETTER	GREEN		1	bx/25		
HANGING FOLDER	BSN43570	EACH	LEGAL	GREEN		3	bx/25		
ADDRESS LABELS - 3 ACROSS	BSN21050	PACK	1"X2-5/8"	WHITE		12	bx/3000		

Copy Paper 95 Bright White 20lbs CASE 8.5 x 11 WHITE ct/5000
Multipurpose 160 cases purchased in 2015

**Note: These items listed above are the budgeted items I will supply departments within the zoo.
 All other office supply purchases will be placed based on need and will be charged to department accounts.**